

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: April 11, 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 Utilities Manager, IT Manager, Risk Manager, City Engineer, and Police Chief.
- Sports field RFP
- Solid Waste Collection and Disposal RFP
- Discussion with staff regarding property maintenance issues
- Fleet staffing discussion

Spoke to, attended and/or met with:

- PACE board meeting
- Presentation for Chamber Leadership
- Luncheon for Chamber Leadership
- Walk with the Manager
- GFOA project, reviewed budgets for City of Mansfield, TX and City of Richardson, TX

### **Community Development**

- Planning
  - The Planning Director met with Rita Press, Planning Board member, to discuss staff's recommendations regarding a land use plan/rezoning application on 1287 and 1301 W. Granada Boulevard.
  - The Planning staff has begun to meet daily in preparation of moving permanent records from the Department's S/Drive to Questys. Folder names and file naming protocols were discussed.
  - The Planning Director met with Sam Merrill regarding the development of land in the Hunter's Ridge Ormond Beach DRI reserved for 50 multi-family units. The land use is Medium Density Residential but the zoning is Suburban Residential (SR). A zoning change to R4, R5 or a PRD will be required to develop an assisted living facility permitted by conditional use and is less intense than the approved multifamily development in the DRI. The DRI indicates the land use and conceptual plan shall be "generally adhered to" and indicates greater density or intensity would require an amendment to the DRI. The proposed use is an assisted living facility which is less intense regarding facilities and services than 55 multifamily units.
  - The Planning Director along with representatives of the SPRC met on site at 1142 US 1 North. The property was the site for the American Legion but was sold to a contractor whose business is storm windows.
  - The Planning Director met with representatives of the Highlander Corporation and Engineering to discuss a proposed stormwater project that has multiple goals: 1) stormwater; 2) parking, and 3) streetscape.
  - The Planning Director did a presentation to the 2014 Leadership Class entitled, "Transforming and Community, a Vision into Reality." A tour of the downtown followed the presentation.

- The Planning Board met to consider the following applications: 1) Riptides Raw Bar and Grill Outdoor Music; 2) a land use plan amendment and rezoning for 275 and 395 William Boulevard; and 3) a land use plan amendment and rezoning for 1287 and 1301 West Granada Boulevard. On the latter application, staff has recommended a denial for both the land use and rezoning and offered an alternative.
- The Planning Director met with representatives of Kimley-Horn regarding the City's proposed Brownfield Initiative Program RFP.
- Building Inspections, Permitting & Licensing
  - 92 permits issued with a valuation of \$947,295.00
  - 323 inspections performed.
  - 5 business tax receipts issued.
- Development Services
  - Status of received applications for SPRC review and comment are provided below:

| <b>Project Name</b>              | <b>Date Routed to SPRC</b>                            | <b>App Draft Comments Due</b> | <b>Final Comments Due</b> |
|----------------------------------|---|-------------------------------|---------------------------|
| 75 North Nova Road               | 03.27.14  | 04.08.14                      | 04.15.14                  |
| Sunrise Cove as-built utilities  | Discuss at 04.09.14 SPRC                              |                               |                           |
| Wal-Mart Liquor Box              | Discuss at 04.09.14 SPRC, pre-app on 16 <sup>th</sup> |                               |                           |
| Sarah House                      | 04.08.14  | 04.15.14                      | 04.22.14                  |
| Valiant Diner                    | 04.08.14  | 04.15.14                      | 04.22.14                  |
| Sunrise Cove Final Plat (County) | 04.08.14  |                               | 04.15.14                  |

**Economic Development**

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings to discuss 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. 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 underway. The estimated completion date is in April. An open house event is scheduled for June 19.
- 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 is working closely with SR Perrott to facilitate the construction of a 101,000 square foot distribution facility at their vacant North US 1 site. The growth assistance funding was approved at the September 3 City Commission meeting and plans are now approved and construction has begun. 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.
- Staff is working 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 14<sup>th</sup> at 7:00 PM.
- 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 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 has reviewed this site and has found no cause for objection. The FAA will next conduct a survey of the site, a copy of which will be provided to the City for review.
- Staff has been notified that the Joint Participation Agreement (JPA) between the City and the Florida Department of Transportation (FDOT) for the project to upgrade and rehabilitate the air traffic control tower safety NAVCOM equipment at the airport has been executed by FDOT. A pre-design meeting for this project will be scheduled shortly.
- Staff has requested that FDOT investigate the status of an Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR) currently on file as an airport item in the City Clerk's office. Staff has been notified that FDOT is conducting an inquiry in order to respond to the request.
- AVCON, Inc., has provided electronic and hard copies of the 60% Design Review Plans for the Taxiway "G" project. Staff will provide copies to the Engineering Division for review and comment.
- The Ormond Beach Civil Air Patrol (CAP) Cadet Color Guard Team represented Florida and competed successfully against teams from three other states and won seven trophies, including first place overall, at the 2014 CAP Southeast Region Cadet Competition held last weekend at Maxwell Air Force Base in Alabama. Please see this week's issue of the Weekly Review for more information.

#### Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
  - Processed 43 Journal Entry Batches (# 2832- 2923).
  - Approved 23 Purchase Requisitions totaling \$245,546.73.
  - Issued 21 Purchase Orders totaling \$383,451.16.
  - Prepared 82 Accounts Payable checks totaling \$465,060.13 and 27 Accounts Payable EFT payments totaling \$470,387.24.
  - BID 2014-09, City Hall Chiller Replacement, opened bids on April 9, 2014, received seven (7) bids.
  - RFP 2014-18, As Needed Information Technology Contracting Services, posted on Demandstar and advertised in News Journal on April 6, 2014.
  - Processed 4,626 cash receipts totaling \$557,454.51.
  - Processed 1,011 utility bill payments through ACH totaling \$52,957.62.
  - Processed and issued 5,387 utility bills with billed consumption of water of 35,673k.
  - Issued 593 past due notices on utility accounts.
  - Auto-called 52 utility customers regarding receipt of a past due notice.

### Grants/PIO

- Public Information
  - Press Releases
    - Walking with the Manager (April 11th)
    - Little Darlins on Tour (April 17th)
    - Ormond Civil Air Patrol Cadets Win Southeast Region Championship
    - Public Works Fleet Operation Recognized at one of the Best in North America!
  - 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 Summer Camp Scholarship Training at Volusia County.
    - CodeRED notification for hydrant maintenance.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### Fire Department

#### Weekly Statistics

- Fires: 3
- Fire Alarms: 6
- Hazardous: 3
- EMS: 81
- Motor Vehicle Accidents: 6
- Public Assists: 39

TOTAL CALLS: 138

- Aid provided to other agencies: 15 calls – Daytona Beach (4), Holly Hill (2), Volusia County (5)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 64

#### Training Hours

- NFPA 1001: Firefighting 37
- NFPA 1002: Driver/Operator 21
- NFPA 1410: Hose Drill 6
- NFPA 1500: Safety/Equipment 44
- NFPA 1620: Pre-Fire Plan Inspections 6
- EMT/Paramedic 9
- TOTAL TRAINING HOURS: 123

#### Station Activities

- Serviced 223 fire hydrants to include flow testing and inspection
- Updated 8 pre-fire plans
- Conducted training for newly hired firefighter. Training consisted of technical rescue, ground and aerial procedures, safety and survival, water supply, attack lines, ventilation, equipment and city geography.

- Instructed Child and Babysitting Safety (CABS) training through the American Safety and Health Institute. In attendance, 19 students from ages 11 -17.

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Public Works/Utilities – Water- Treatment Plant Operator A, B or C license
- 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. The department requested that the recruitment be opened again and advertised more extensively. Current applicants notified.
  - 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 on-line, 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-five (45) 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 – Police Officer interviews were conducted on 04-09-14 with seven (7) applicants. Ranking sheet forwarded to Lieutenants for recommendations to the Chief.
  - 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. Interviews were held on 03-26 & 27-14 and a Maintenance Worker II was selected for promotion effective 03-31-14.
  - Leisure Services/Community Events – The current part time Community Events Leader was selected to be promoted to part time Community Events Technician effective 04-07-14.

- 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/Fleet Operations – Fleet Operations Manager effective 04-25-14.
  - Public Works – Treatment Plant Operator “A” effective 04-30-14
  - Police Department – Police Officer effective 04-07-14.

#### 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

- New Employee Orientation - 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.
- Sam’s Club – Representative available to meet with employees on 04-11-14.
- The ICMA-RC 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 with interested employees. The group meets at Cassen Park on Wednesdays for the “Walk This Way” event which began 04-09-14.
- Wellness Cove – The Wellness Action Team is sponsoring a coaching day “Walking/Running for Fitness: Best Practices.” The coach is Dawn Lisenby of Run Natural Coach. This will be at Andy Romano Beachfront Park on Saturday, April 12<sup>th</sup> at 11:00 a.m. with the minimal fee of \$7.50. This event is for employees and their families.
- Blood Drive – City Hall Parking Lot on 05-19-14 from 8:30 a.m. to 1:00 p.m.

#### 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

- Mayor’s Health & Fitness Challenge Team meeting.
- MH&FC Medals & Awards ceremony.
- Attend Wellness Council Membership meeting.
- Chamber of Commerce Leadership: Government Day.

#### 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 – Contract negotiations with Legal Dept.
    - 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 systems City-wide, building-by-building, department-by-department.

- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 24 New work - 58 completed - 51 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service
  

|                           |        |                         |        |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails     | 45,574 | Inbound E-Mails Blocked | 32,015 |
| Delivered Inbound E-Mails | 13,447 | Quarantined Messages    | 112    |
| Percentage Good Email     | 29.5%  | Virus E-Mails Blocked   | 74     |

  
- Notable Events:
  - IT Manager attended the InfoSec (Networking Systems Security) conference in Orlando.
  
- Geographical Information Systems (GIS)
  - Addressing Additions: 2 Changes: 5 Corrections: 1
  - Map/Information Requests: 14
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 18,861 (83.8%) potable 18,320, Irrigation 537, Effluent 4
  - Notable Events: Updated Parcel layer for GIS/GeoBlade with new Owner Information.

### Leisure Services

- Administration
  - 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
  - Multi-purpose Building Color Selection Meeting
  - Central Park Bird Project
  
- 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 Program continued 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 Monday night this week at 4:30 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 hold practices every Tuesday and Thursday night at the Sports Complex on Kiwanis Field at 3:30pm. They play at 6pm on Friday 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 of teams we had last spring.

- The City's Youth Volleyball League continued this week on Monday and Tuesday nights. 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 their final home games on Tuesday, Thursday and Friday night at 6pm on Championship Field #7.
- FLHS Baseball played host to home games on Thursday and Friday night at 7pm on Wendelstedt Field #1 and #2.
- SHS Baseball played home this week on Tuesday and Thursday night at 4 and 7pm on Wendelstedt Field #1.
- Lapeer West and Clinton High School, both from Michigan, are here practicing (rental) in the morning for five days on their spring break at the Softball Quad at the Sports Complex.
- 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; prepared fields for them to use nightly
  - Rec leagues are practicing on the Quads nightly; prepared 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 continued 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
  - Prepare T-ball fields for practice daily; prep fields on Friday for Saturday's games
  - Adult coed league soccer continues; prep field for practice and games
  - Seabreeze High Girls' Flag Football games continue; painted and prepped field for them
  - Continued night shift, 3:30 to 11pm, Monday through Friday to check parks and care for doggie stations
  - Moved a bleacher to Central Park II for Chamber Leadership training
  - Construction has begun on the building for the Champion Field
  - Continue aerating, verti-cutting, and top dressing baseball and soccer fields

- Prepping Quad fields in the mornings to host a few out of state softball teams practicing during their spring break
- 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 is preparing to host the following events:
    - Steven Brinberg as "Simply Barbra" 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)
  - Open gym (1pm to 8:30pm weekdays/Center hours weekends)
  - Youth basketball practice Tuesday and Thursday evening
  - 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 for Community Events Leader position
  - Attended weekly staff meeting
  - Attended event meeting
  - Attended Senior Games meeting
  - Attended Memorial Day Committee meeting
  - Attended Chamber Prosperity meeting
  - Attended Public Safety and Awareness event meeting
  - Performed follow-ups to AITP sponsors
  - Art in the Park application tracking and input (on-going)
  - Assembly and preparation of artists' bags for Art in the Park (on-going)
  - Preparation of Art in the Park advertising materials for: Money Pages, Hometown News, OB Observer, News Journal and Seniors Today
  - Band and entertainment selection for July 4<sup>th</sup> (on-going)
  - Developing program for Hand Ave/Interconnect Ribbon Cutting and reviewing event needs
  - Assisting Memorial Remembrance Committee with planning tasks
  - Assisted with Chamber Leadership event on 4/9 and 4/10
  - Assisting event set-ups at The Casements 4/10
  - Assisted with Walk with the Manager event 4/11
- 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 each day 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.
  - 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.
  - Bellermine College rented the gym on Wednesday and Thursday to practice for competition.
  - The Daddy's Princess Ball took place on Friday from 6:00pm-8:00pm.
  
- 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 11:30am.
  - The Ormond Beach Art Guild's Children Workshop was held on Saturday morning in Room 203.
  - A wedding was held in Bailey Riverbridge on Saturday afternoon.
  - A wedding was held in Ormond Memorial Gardens on Saturday afternoon.
  - A wedding rehearsal was held in Ormond Memorial Gardens on Saturday evening.
  - A wedding was held in Rockefeller Gardens with a reception in The Casements on Saturday afternoon.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - A memorial service was held in Ormond Memorial Gardens on Sunday afternoon.
  - A wedding was held in Ormond Memorial Gardens on Sunday afternoon.
  - The Allstate customer appreciation event was held on the North Lawn on Sunday afternoon.
  - A group tour took place in The Casements on Monday afternoon.
  - Ormond Beach Garden Club held a meeting in Bailey Riverbridge on Wednesday morning.
  - The Memorial Day Remembrance Committee met in The Preservation Room on Wednesday.
  - The Guild Crafters met in Room 203 on Thursday afternoon.
  - The Guild models set up in the Dance Room on Thursday morning.
  - The Casements Centennial Fashion Show was set up on The North Lawn on Thursday afternoon and held on the North Lawn on Friday beginning at 11am.
  - A wedding rehearsal was held in Rockefeller Gardens on Friday afternoon.
  
- 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
  - Built shelving in operations Office at WWTP
  - Repaired railings in the Gallery at The Casements
  - Checked non-operational gate at Water Plant
  - Made appointment with mechanical contractor for water pipe repair at City Hall

- Checked on continuous hinge installation at Softball Quad
- Checked on citizen call - A/C was blowing hot and cold at Andy Romano Beachfront Park
- Checked on gate not working at Fleet
- Portal 13 idler wheels worn, in need of replacement at Airport entrance
- Met contractor for gate repair/replacement quote at Water Plant
- Filled empty hand sanitizers at Police Department
- Checked on lettering replacement front doors at Police Department
- Repaired door, handle and hinges at Andy Romano
- Replaced two pad locks at Ormond Memorial Gardens
- Installed two 48" fluorescent lights at Nova Pavilion
- Repaired receptacle for irrigation at Fire Station 91
- Reset mechanical locks at City Hall
- Installed second floor light for Quad at Airport Sports
- Buried temporary feed wire for batting cages and scoreboard at Airport Sports
- Repaired lights women's bathroom at Police Department
- Relocated receptacle for scissor lift at PAC
- Replaced front door glass at Ormond Memorial Art Museum
- Secured broken glass door at SONC
- Repaired toilet at beachfront park
- Replaced water heater in men's room at PAC
- Replaced spigot lockout at Nova Pavilion and Fortunato Park
- Repaired streetscape lights in multiple locations
- Replaced banner arms on Granada Bridge
- Parks Maintenance
  - Repaired broken handrail at Birthplace of Speed Park
  - Removed graffiti from basketball poles at Central Park I
  - Trimmed low hanging brush from workout stations at Central Park III
  - Installed two new benches at Central Park I
  - Removed surplus park equipment from Public Works storage yard
  - Installed two new benches at Indian Mound Park
  - Filled in low spot by picnic tables at Cassen Park
  - Installed new trash can at Central Park I
  - Replaced deteriorated rope at Rockefeller Gardens
  - Repaired bollard on Division Avenue
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  - Call Out (2) = broken water line at gymnastics center and clogged toilet at Fortunato Park ladies room

### **Police Department**

#### **Administrative Services**

- Staff conducted new hire interviews.
- Staff facilitated the set up of a new in-car video camera system for testing and evaluation purposes.
- Chief attended Keiser University Advisory Board meeting.
- Chief conducted presentation to the Chamber of Commerce Leadership Academy.

#### **Community Outreach**

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program continues on Monday's for third grade. Fourteen youths are participating in the 3<sup>rd</sup> grade session. The 4<sup>th</sup> and 5<sup>th</sup> grade program, with 11 youths registered, continues on Thursdays.

- The Tutors R Us program has 24 children participating in the program at the South Ormond Neighborhood Center, Monday – Thursday from 3:00 to 6:00 PM until late April.
- Science on Patrol continues at Ormond Beach Middle School with 8 youths enrolled.
- Practice continues for teams in the OBPAL basketball program. The boys' 7<sup>th</sup> grade team participated in the Miami Springs Classic on April 4 -6.
- YDC youths assisted with the State of Florida Association of PAL basketball tournament in NSB this weekend. They swept floors, greeted at the door and sold SFAPAL tags.

#### Community Services & Animal Control

- Animal calls: 62
- Animal Bites: 1
- Animal Reports: 10
- Animals to Halifax Humane Society: 4
- Dogs: 2 Cats: 2
- Injured Wildlife: 3
- CSO's attended Black Bear Aversive Conditioning Workshop.

#### Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 9
- Inactive: 6
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 7
- Larceny Car Break: 3
- Grand Theft: 3
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0

#### Narcotics

- One Search Warrant
- Assist with Meth Lab Clean Up
- Trial

#### Comments:

- Car Break: Subject involved in the Felony Lane Style Burglary at Little Feet Academy has been identified and charged.
- Grand Theft: Investigators identified an employee from Ormond in the Pines as responsible for several thefts. The subject was arrested.
- Grand Theft/Fraud: Investigators identified the subject responsible for \$9,000 of fraudulent charges on his parents' credit card. The subject purchased gift cards at local stores and then sold the gift cards.
- Auto Theft: Investigators identified the subject responsible for a motor vehicle theft from Interchange Blvd. (known car thief). Charges filed.

Crime Trends: Daytime residential burglaries in zone four. Subjects are entering residences from back yard area and stealing large screen televisions and jewelry.

Records

- Walk - Ins / Window 102
- Phone Calls 139
- Arrest / NTA'S 21
- Citations Issued 138
- Citations Entered 158
- Reports Generated 131
- Reports Entered 129
- Mail / Faxes / Request 34

Patrol

- Total Calls 1,601
- Total Traffic Stops 200

Operations

Crime Opportunity Report Forms: 91

- 4/03/2014
  - Burglary – Residence, 436 South Nova Road #26 (Camelot MHP). Three-wheeled bicycle and power drill removed from carport and shed overnight.
  - Battery-Domestic Violence, 97 Hernandez Avenue. Boyfriend came home late. Argument ensued with girlfriend. He allegedly threw her down, choked her, and spit in her face. He fled prior to arrival, not to be located for the remainder of the shift. Charges filed.
  - Carbreak, 170 North Yonge Street (Ridgecrest MHP). Purse and costume jewelry removed from an unlocked vehicle.
  - Burglary – Residence, 2 Sweetmeadow Court. (Spring Meadows). Officer responded to an alarm. Forced entry/smashed window located at rear of home. Officer located stolen property in nearby dumpster. Suspect spotted by our detectives in the area, he was arrested.
- 4/04/2014
  - DUI Arrest, Nova Road/West Granada, DUI accident with no injuries. Driver arrested for DUI and possession of narcotics/paraphernalia.
- 4/05/2014
  - Burglary-Residence, 297 South Ridgewood Avenue, occurred during Saturday dayshift. TV stolen.
  - Battery-Domestic Violence Arrest, 545 Pinewood Street, suspect arrested for battery on his wife.
  - Crash with serious injuries, 100-Block South Atlantic Avenue, Investigation suggests that an intoxicated older female walked into the path of a car while crossing the road. She is currently in critical but stable condition.
- 4/06/2014
  - Battery-Domestic Violence Arrest, 21 Stoney Ridge Lane, 15 year-old daughter arrested for hitting her mother.
  - Burglary Business, 298 South Nova Road (La Galleria), forced entry, items stolen.
  - Shoplifting Arrest, 1480 West Granada (Lowe's), suspect arrested for shoplifting.
  - Carbreak, 31 Flowertree Drive, - 2 iPad's missing.
  - Warrant Arrest, 1212 Biltmore Drive, suspect taken into custody at traffic stop.
  - Battery-Domestic Violence, 570 Collins Street, boyfriend/girlfriend. Suspect fled on foot just prior to our arrival. Search was conducted but he was not located. Affidavit completed.

- 4/07/2014
  - Suspicious Person Arrest, Rockefeller Drive/Grandview Avenue. Officer observed a male walking in the middle of the roadway and stopped him. He gave false personal information and claimed he had no ID. He was arrested for giving false information and his ID was found on him after a search incident to arrest.
  - Fraud, 33 Polar Bear Path (Bear Creek). Victim missing money out of his bank account. Ex-girlfriend is suspect.
  - Burglary- Residence, 923 Cordova Avenue. Entry made through an unlocked window. Big screen television and other valuables taken.
  - Aggravated Assault, 618 South Ridgewood Avenue. Several teenagers were at the home. The boyfriend of one had a rifle on a bed and he was standing within reach of it. He demanded everyone leave or he would shoot them. The other teens left the house and went a block away to call police.
  - Narcotics Arrest, Overbrook Drive and River Pine Way. Two subjects were called in as acting suspicious in a vehicle. Officer(s) located the vehicle and made contact with the occupants; an adult male and female. Investigation determined the male subject had a misdemeanor amount of marijuana and the female had felony charge of possession of a controlled substance.
- 4/08/2014
  - Burglary – Business, 940 North U.S. 1 (Action Golf Carts). Fence cut to compound and 46 golf cart batteries stolen overnight.
  - Stolen Vehicle, 664 South Nova Road (Prince of Peace Villas). Vehicle stolen overnight. Victim's son had stolen his parents' vehicle in the past and rented it out for drugs.
  - Aggravated Battery (Stabbing), 147 Tomoka Avenue (Green Winters Nursery). Occurred at about 3:00 a.m. Victim waited until suspect left before calling us. Suspect cut victim multiple times, mostly superficial wounds, eye swollen shut. Owner has several transients living on the property.
  - Carbreak, 873 Hull Road (TruScott, Inc.) Several tools and toolboxes were removed from three work trucks and trailers on the property. The owner located the suspect and his vehicle on recorded video. Suspect and vehicle info provided on the report.
  - Burglary – Residence, 69 Sylvania Place. Entry gained via unlocked master window. Large screen TV taken.
  - Criminal Mischief, 601 Fleming Avenue (Central Park-Fleming). Officer was sent to the park for a reckless driver late in the shift. Upon arrival, he located a vehicle that caused approximately \$500 in damage to the turf. Suspect driver is also currently on probation.
  - Burglary- Residence, 100 Clyde Morris Boulevard #248, victim missing \$60 from a drawer and has had previous break ins in the past.
  - Warrant Arrest, 938 Northbrook Drive, Suspect arrested.
  - Battery-Domestic Violence Arrest, 12 Thomas Street, suspect arrested for throwing a half full beer can and striking her live-in boyfriend in the forehead with it.
  - Battery-Domestic Violence Arrest, 12 Thomas Street., female victim pursued charges against live in boyfriend for prior DV incident, but failed to report incident during occurrence.
- 4/09/2014
  - Warrant Arrest, 190 Ocean Terrace, male arrested at home for an open warrant without incident.
  - Grand Theft, 756 West Lindenwood, victim's son stole a generator and checks and pawned the generator in Holly Hill.
  - Carbreak, 1011 South Nova Road. (Bob and Ted's Aluminum), truck burglarized overnight. Several power tools taken.
  - Aggravated Battery Arrest- 147 Tomoka Avenue. The suspect in the aggravated battery at this location on 04/08/14 returned to the location. Subject was contacted by officers and arrested.

- Battery-Domestic Violence Arrest - 80 Tomoka Avenue. Juvenile was involved in a physical confrontation with his sister and elderly grandmother. Grandmother had injuries as a result of the physical fight. Juvenile was arrested.
- Battery-Domestic Violence Arrest - 3 Carmel Court. Started out as a found property call that turned in a physical confrontation. Mother confronted adult daughter about a missing/found ID and credit card. Argument turned physical when mother slapped the adult daughter. Daughter had injuries consistent with the allegation. Mother arrested

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 80
  - Number of DUI Arrests: 1
  - Number of Uniform Traffic Citations Issued: 94
  - Number of Written Warnings Issued: 2
  - Number of Parking Citations Issued: 0
  
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 14
  - Number of Crashes with Injuries: 6
  - Number of Crashes with Serious Bodily Injuries: 0
  - Number of Crashes with Fatal Injuries: 0
  - Crash Investigation General Information: One crash resulted in DUI charge handled by Officer Warmington, drug charge and vehicle seizure handled by Officer LaBrie and the crash was handled by Officer Braun. Two hit and run crashes with injuries one resulting in arrest.
  
- Traffic Complaints Received:
  - Ormond Parkway - Speeding complaint (Previously reported) and just updated with Stealth Information.
  - North Forty Trail / Deer Lake Circle - Stop sign complaint
  - Deer Lake Circle - Speeding complaint
  - North Forty Trail / West Granada Boulevard - Traffic Control Complaint
  
- 1. Strategic Traffic Enforcement Program (STEP) Information:
  - Location: Pine Trail Elementary
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1;           Total Hours Spent: 1
  - Citations Issued: 0;                 Written Warnings Issued: 0
  - Comments: None
  
- 2. Strategic Traffic Enforcement Program (STEP) Information:
  - Location: 100 - 400Block Clyde Morris Boulevard
  - Reason for this STEP: High Traffic Area with several Communities
  - Number of times worked: 2;           Total Hours Spent: 2
  - Citations Issued: 7;                 Written Warnings Issued: 0
  - Comments: Couple of high 60's mph speeds
  
- 3. Strategic Traffic Enforcement Program (STEP) Information:
  - Location: Granada Bridge
  - Reason for this STEP: High Traffic Area, busy roadway
  - Number of times worked: 1;           Total Hours Spent: 5
  - Citations Issued: 10;                 Written Warnings Issued: 0
  - Comments: Several speeds in the 50's and one in the 60's

- 4. Strategic Traffic Enforcement Program (STEP) Information:
  - Location: 600 Block Hand Avenue
  - Reason for this STEP: High Traffic Area, cut through between major roadway
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 2; Written Warnings Issued: 2
  - Comments: None
- 5. Strategic Traffic Enforcement Program (STEP) Information:
  - Location: 800 Block Wilmette Avenue
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 2; Total Hours Spent: 2
  - Citations Issued: 4; Written Warnings Issued: 0
  - Comments: None
- 6. Strategic Traffic Enforcement Program (STEP) Information:
  - Location: 800 Block Arroyo Parkway
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 2; Written Warnings Issued: 0
  - Comments: None
- General Comments:
  - Thursday - assisted patrol with an area search and perimeter for a burglary suspect from Spring Meadows Dr.
  - Tuesday assisted with backing up patrol
  - 14-04-00112 Male was stopped for a pedestrian violation, he stated he did not have an ID with him and provided a wrong date of birth; his ID was found on him after a search incident to arrest. He was charged with supplying false information while lawfully detained.

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Case initiated
- Zone 2: 6 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 7 Cases initiated
- 7 signs have either been removed or sign cases created.
- 10 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. The property has been brought into compliance.
- 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. The fence has been removed. The site obstruction eliminated.

#### 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 conducted. While a portion of the property was mowed, there is still areas where weeds exceed 12 inches in height and there is outside storage near the house and garage. A citation will be issued and this case will be placed on the agenda for the next available special magistrate hearing.

#### Public Works

- Engineering

- Project Summary

- Construction Projects:

- Tymer Creek Phase I – Construction continues on the south bound lane which is approximately 75% 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. was resurfaced last week.
- Hand Avenue – The **ribbon cutting ceremony** is scheduled for **April 24<sup>th</sup> at 5:30 p.m.** 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 entire new watermain pipe has been installed on Creek View Way, Cross Creek Way, Curved Creek Way, Echo Woods, Lake Isle Way and Old Bridge Way. Pressure testing is being performed.
- 2-Inch Waterline Replacement – North Peninsula - All sections have been cleared through the Volusia County Public Health Unit; service connections are complete. A final walkthrough for substantial completion was conducted on Wednesday, April 2; the contractor has submitted final as-builts for review and is compiling closeout documents.
- 2-inch 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.
- 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 last week's rain and will be replaced by the contractor next week.
- Cassen Fishing Pier and Guardrails Under Bridge – Cassen Park Fishing Pier is complete. Several punch list items for the guardrail need to be completed on the Westside only. Building will schedule a re-inspection.
- Wilmette Avenue Bypass Pump Station – Final operational modifications, including monitoring implementation are being completed; Public Works scheduled a mock startup to test pumping procedures on Wednesday, April 9.

- Downtown Underground Utilities Conversion - The conversion of all services within the project area is now complete. The contractor and FPL will begin removal of aerial facilities on Granada April 14; installation of Granada street lighting is progressing.
- Audible Pedestrian Signals – The contractor requested a substantial completion walk through 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 the April 17, 2014.
- Traffic Signal Maintenance (Mast Arm Painting) - FDOT has relaxed their previous assertion that no permit would be issued unless a maintenance agreement with the City, including full replacement of the mast arms, was executed. The contractor is putting together amended maintenance of traffic plans to respond to the District.
- Storm Drain & Sanitary Sewer Pipe Lining Rehabilitation - Sewer lateral connections to the sewer mains were grouted to provide a water tight seal. The second pipe of a dual 30-inch storm drain was lined at 330 feet.
- 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 - The new bleaches have been installed. Minor damage to the gym entrance door was caused during installation and the repair work for the damaged glass has been ordered by the contractor and is expected to be completed by the end of the week.
- 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 95% of the proposed work. Staff will schedule a final inspection after the contractor has finished installing the marking on the concrete parking areas.
- 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 anticipated 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 start in the near future.
- OBSC Roadway Improvements – Contracts are being executed. Tentative project mobilization date is for April 21, 2014.

Design Projects:

- FEMA HMGP Grant for Hand Avenue and the Central Park Lake Interconnects – As these projects have been completed and final accounting was completed, the total estimated cost that was provided to FEMA and on which the grant was based was determined to be exceeded by \$51,152.99. In discussion with FEMA, FEMA has indicated they have sufficient funds to include the additional amount in the approved HMGP grant, and thus pay for 75% of the cost or \$38,364.74. Once approved this will result in a total grant from FEMA in the amount of \$3,072,214.74. Staff will present the grant modification for CC approval once the documents from FEMA are received.
- Environmental Learning Center – Staff attended the ECHO ranking meeting on February 19<sup>th</sup>. 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 on April 17. 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. The City is scheduling a meeting with Volusia County School Board to inspect the proposed building.

- 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. The City met with the owner of the property at 145 Riverside Drive last week to present the project and 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 open bids are currently being evaluated.
- City Hall Chiller Replacement – Bids were received April 9<sup>th</sup>. Staff is reviewing them.
- Water and Wastewater Master Plan Update – A kickoff meeting will need to be scheduled once the consultant has gathered the necessary background information.
- 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 – Land 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 - Project construction contract was approved by Commission. Staff is coordinating startup of the project.
- Ormond Beach Municipal Airport Taxiway G - Design consultant is preparing 60% plans.
- 2014 Roadway Resurfacing- Bid package is being prepared.
- Sidewalk from Tomoka State Park to Sanchez Park - City Staff has finalized the grant 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. The 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.

#### 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.
- Roadway Resurfacing - Pavement management scenarios have been run 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.
- Completed additional (roadway, edge of pavement) elevation shots along John Anderson Dr for proposed roadway modifications and created new drawing and spreadsheet to reflect survey data.

- Continued the topographic survey at Nova Community Park for the proposed Park Paving Project and continued the creation of the construction plan set reflecting the newly added survey data.
  - Created profile drawing of Foxhunter Flat showing existing ground and drainage structures per Planning Dept request.
  - Created exhibit map showing location of proposed Granada Bridge up lighting.
  - Created exhibit drawing showing existing utilities at OBSC entrance for proposed bathroom location.
  - Created typical cross section drawing of New Britain Ave per project manager's request.
  - Created CIP Exhibit Maps showing upcoming projects per engineer's request.
  - Transported surveying equipment to Legemans in Altoona for annual servicing and repair.
  - Capital Improvement Projects- Prepared cost estimates and budget entries for various projects to be processed for the 5-year CIP budget update.
- Environmental Management
    - Street Maintenance
      - Asphalt / Concrete
        - Poured concrete in broken sidewalk at SR40 & Williamson
        - Pulled forms & barricades SR40 & Williamson
        - Removed & replaced broken sidewalk at N. Washington & New Britain
        - Removed forms & barricades at N. Washington & New Britain
        - Picked up skid steer at Fleet for Public Works Complex
        - Formed for concrete pour at 100 block of Northshore Dr.
        - Employee attended negotiations at City Hall
        - Cleaned trucks at Public Works Complex
      - 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
        - Assisted Stormwater in palm removal at canoe canal on Division Ave.
        - Trimmed low limbs at McIntosh & Wilmette, on 500 block of S. Ridgewood Ave. on Live Oak between S. Washington & S. Ridgewood, on N. Washington between Lincoln & New Britain, on 500 block of N. Ridgewood, in the Villages, on 100 block of S. Washington, and at the corner of Ellsworth & S. Ridgewood
        - Set up for DOT (Department of Transportation) project at Public Works 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
        - Trimmed at various ROW (Right-of-Way) locations
        - Conducted weed control on Division, Old Kings Rd., and Collins
        - Assisted with cleaning storm basins on beachside
        - Changed out streetscape banners on SR40
        - Delivered barricades & cones to Memorial Gardens
        - Repaired the shoulder on N. Yonge St.

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
- Division Ave., installed pedestrian crosswalk sign
- Central Park II, installed boat ramp signs
- Sports Complex, removed a stop sign & marked for locates
- Various Citywide Locations, cleaned signs that needed attention
- Police Department, installed 911 and phone letters to outside signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ivanhoe & Peninsula – finished wrapping pipe
- N. Beach St. – installed manhole quiet ring, picked up cones and sandbags
- Central Parks I & II – inspected lakes
- Central Park III – removed sign with crane truck
- Wilmette – set up pump on ditch
- Ormond Parkway – changed out manhole ring and cover

Vactor

- Cleaned out basins at various citywide locations

Mowing

- Reachout – SR40, west
- Brush Hog – FDOT (Florida Department of Transportation) ponds, west of SR40

Street Sweeping/Streetsweeper

- 116.4 miles of road cleaned (This is for 3 days)
- 51.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

26,195

PM Services completed for the week:

Emergency—Vehicles and Equipment

3

Non-Emergency Vehicles and Equipment

16

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 12,637 unleaded and 10,454 gallons of diesel fuel on hand.
- Fuel used in one week: 1,672 gallons of unleaded and 961 gallons of diesel.
- Fleet completed 42 work orders this week.

- Utilities

- Projects Summary

- Anchor Drive Water Main Improvements – A purchase order was issued to JD Weber Construction Company to perform the work.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Bonnie View Drive Water Main Extension – Volusia County Use Permit Application was submitted.
- WWTP Biosolids Treatment & Disposal – Considering piggyback of eventual award with the Daytona Beach or Palm Coast contract with Shelley's Environmental Systems.
- Breakaway Trails Lift Station Control Panel Replacement – Further information was requested from the engineer to prepare the design proposal.
- Concentrate Piping Connection to Reuse Storage Tank – Contractor is awaiting receipt of HDPE fittings and the valve vault to perform the connection to the existing concentrate main.
- Division Avenue Well Field Raw Water Piping – Design details and geotechnical services information provided to the engineer.
- 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 – An addendum will be issued this week to answer questions received from interested bidders.
- Dual Check Valve Assembly Procurement – A City Commission memo was prepared recommending award to Ferguson Waterworks for consideration at the May 6 City Commission meeting.
- 2-inch Water Main Replacement – Mainland: Construction is continuing in the Breakaway Trails area. North Peninsula: Project is completed. As-built drawings are being prepared. South Peninsula: Project completed.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Review of draft application to occur at meeting scheduled on 4/11/14.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A start up of Pump #3 is scheduled for 4/23/14. Purchase order was sent to TAW to complete the motor installation on Pump #3.
- Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – Parts delivery is scheduled to begin this week.
- Rima Wells Auxiliary Power Generator – Reviewing 75% design plans.
- Saddler's Run Lift Station Rehabilitation – Received 60% design plans and specifications for review.
- Sanitary Sewer Pipeline Repair – Additional piping sections are being investigated for additional scope of work consideration.
- SR 40 (Tymber Creek Road to SR Perrott) Resurfacing – Several manholes are badly deteriorated and require structural enhancement before the manhole lids can be adjusted. Specialty contractor contacted to investigate the manholes and provide a repair recommendation.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Field Order 5 was prepared for Lift Station 9M changes. Preliminary start up of Lift Station 9M is scheduled on 4/11/14.
- Water Storage Tank Cleaning & Inspection – Reports for reclaimed water storage tanks were received. Cost estimates are pending.
- SPRC – North Nova Retail – Reviewed revised plans. SR Perrott – Reviewed site plan modification. Water Distribution system permit clearance received. River Oaks – Met to discuss reclaimed water connection service options. Sunrise Cove – As-built drawings and the plat was received for review. Sarah House – Plans were received for review. Valiant Diner – Plans were received for review. Ocean Green Village – Request for water and sewer availability was received.
- 32 Valhalla Avenue Service Line Replacement – Revised design drawings received from Engineering Division.

- 100 Marlin Drive Service Line Replacement – Revised design drawings received from Engineering Department to respond to Volusia County Use Permit RAI.
- Presented Utilities Division Operational Overview to Ormond Beach Chamber of Commerce Leadership Class.

#### Departmental Activities

##### • Water Distribution

- Exchanged 36 water meters per Finance Department work orders.
- Installed 4 new water services to the distribution system.
- Responded to or repaired 7 water leaks.
- Repaired an 8" PVC water main on Booth Rd that cracked while being tapped for a commercial water connection.
- Disconnected the existing 2" water main on Plaza Grande.
- Performed accuracy testing on one each 4" & 3", and 2 each 2" commercial water meters, Scheduled 6 for future testing.
- Assisted 15 customers with misc. concerns.
- Responded to 11 low pressure and/or water quality grievances.
- Replaced 2 city owned backflow preventers that were struck by vehicles. Picked up backflow test gauge from annual calibration.
- Replaced 4 water services due to aged pipe causing low pressure
- Replaced 26 water meter boxes.
- Performed valve maintenance on 12 valves due to scheduled shut downs and water main breaks.
- Installed an 8" isolation valve on Booth Rd.
- Performed flushing and CL2 testing activities on Huntington Woods Sub, Southern Trace Sub, Booth Rd, Hwy US1, Destination Daytona, Southland Rd, Ormond Lakes Sub, Airport Business Park, Pine Trails Sub, Ormond Green Sub, Broadwater Sub, Southern Pine Sub, Saddlers Run Sub, Tymber Crossings Sub, Indian Springs Sub, Il Villagio Sub, SR 40 (Williamson Blvd to Hunters Ridge).
- Performed flushing on John Anderson Dr from Neptune Ave. to Riverwood Dr. Main was isolated and bacteriological testing performed prior to connecting new water service.
- Maintenance activities were performed on 17 permanent flushing devices.
- Patrolled the leak detection loggers in the N. Peninsula area (Rivocean Dr to Kathy Dr), leak information has not been assessed.
- Rescinded the boil water notice for Northbrook Lane.
- Restored excavation sites on Alanwood Lane and Deer Lake Cir.
- Utility locate service for Water/wastewater/reuse: received notice of 127 regular and 3 emergency utility locates for the previous week. Continued ongoing locating for John Anderson Drive project.

##### • Water Treatment

- Delivered 38.122 million gallons for week ending April 6, 2014 (5.446 MGD)
- Backwashed 11 filters for a total of 444,000 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 three Precautionary Boil Water notices.

##### • Wastewater Treatment

- Domestic and Industrial Wastewater flow was 33.49 Million Gallons.
- Produced 16.90 Million Gallons of Reuse.
- Produced 16.59 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.78 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 85.08 (14%-18% Solids).

- Wastewater Collection – Reuse
  - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and five in town.
  - Televised 6, cleaned 4 & root inhibitor applied on 13 sewer laterals.
  - Found two sewer laterals damaged by contractor installing water main at 6 and 10 Mayfield Terr. Will be repaired by contractor on 4/12/14.
  - Replaced brass cleanout cap at 921 Old Mill Run and 1 Thomas St.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 9 psi.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 30/21psi. Foxhunters Flat (2 inch) 28/14 psi & Shadow Creek Blvd. (4 inch) 10/3 psi. Cleaned two inch force main from Shadow Creek Blvd & Huntsman Look to Foxhunters Flat.
  
- Utilities Maintenance Division  
Wastewater Plant – Lift Stations
  - Lab – assisted rerouting of hoses & plumbing at Distillation Tester
  - Breakaway Trails L.S. – installed repaired blower at Odor Control Unit – Electrician will wire up at a later date.
  - Aberdeen #1, #2, #3, #4, #5 – paint RTU cabinet.
  - Supported contractor with tie in at force main for 9M
  - Sand Filter #1 – Tank Drain Valve not working – valve approximately 7 feet below ground – Collections to assist with excavation and repairs.
  - Re-aeration Tank – fabricated and installed spray head system for tank.
  - 4M1 – paint RTU cabinet
  - Post Anoxic #1 East – installed repaired 10hp submersible mixer – removed temporary 5hp submersible mixer and clean for inventory
  - 9M – cleaned & deragged salvaged pumps by contractor – placed in inventory.
  - AB5 L.S. – Replaced battery and lead ends.
  - 1P L.S. – Replaced the CPU board on the PLC – Verified operation.
  - Pep tank – 23 Deep Wood replaced control box.
  - SCADA monitor/response: trouble shoot Lift Station PLC's and WIN 911; 4P - Phase Voltage Loss – FPL electric service failed – will follow up to determine why generator run alarm not sent to WIN-911.
  - 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: Screw Pumps #1, #2, #3; Influent Odor Control.
  - Lift Station PM's: 16 monthly and 2 annual performed.
  - Plant wide oil & grease route.
  - 58 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Chlorine Pump - # 5 not running in auto – troubleshoot and repair – all ok
- Finished water meter vault – replaced sump pumps and electric feeder.
- Granada Booster Station – wiring new control cabinet.
- HSP #8 – site visit by Rockwell tech to replace faulty VFD components – verified operation with plant operators – returned to service.
- Polymer room – Replaced the pump in the containment area.
- Hypochlorite pumps #4, #5, # 6 - Replaced the phase monitor on pump cabinet serving #4, #5, #6 - Replaced leaking pressure gauge line on hypochlorite pump #5.
- Centrifuge building - repaired water leak in the centrifuge building.
- Lime slurry building - replacing the water line.
- Well 29 H - contacting vender for door repair.

- Well 4 D – Street Division assisting removal of fallen tree blocking drive
- Centrifuge building - contractor replacing the rain gutters.
- Well 9D – not responding – reset – replaced air release valve.
- #1 Slaker - replaced the paddle belt.
- Monthly PM's – well #21SR; well #35R, #36R, #37R, #39R, #40R, #41R
  
- 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.
  - 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 and ESI prepared the annual report and forwarded to SJRWMD per conditions contained within the City's Consumptive Use Permit. Report provides information on wetlands health in the vicinity of the City's Rima Ridge wells.
  - Earth Day: Staff is preparing activities for 170 students from Ormond Beach Elementary to attend the annual event at City Hall which is scheduled for April 24 from 11:00 a.m. to 2 p.m.

### **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:

- Agenda packet preparation and creation for April 16, 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