

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 25, 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:

- General discussion meetings with City Attorney, IT Manager, Planning Director, Police Chief, and Finance Director
- Worked on agenda items

Spoke to, attended and/or met with:

- Rotary meeting
- City and County staffs regarding the interlocal service boundary agreement
- Peterson-Ramos, citizen, regarding his drainage issue
- Frank Zbiciak regarding reuse water issues
- Joann Voss, citizen, regarding code enforcement issue
- Accreditation exercise at the Nova Community Center
- County/City Managers meeting
- City staff and Rich Cooper, Main Street, regarding bridge lighting project
- As requested, general discussion with Commissioner Stowers
- Chamber of Commerce Board of Directors meeting
- Historical Society Executive Director Suzanne Heddy, President Diana Simmons and First Vice President Vonda Garrison, discussed the MacDonald House. Spoke in general terms of The Society's desire to see the building maintained because of its historical significance and their desire to make that an Ormond Beach History Museum. Discussed ideas for future funding including grant opportunities and future programming. Agreed to a follow-up meeting at the end of May.
- Ribbon cutting for the Hand Avenue/Central Park Lake Interconnect Project
- NIAB public hearing on Community Development Block Grant Funding
- Lena Smith and Julie Rademacher, Community Legal Services of Mid-Florida, conducted walk through of conference room for upcoming legal aide clinic

Community Development

Planning

- The Planning Director, City Manager, City Attorney and Assistant City Manager met with representatives of Volusia County regarding the Interlocal Service Boundary Agreement (ISBA).
- The Planning Director met with Doug Thomas regarding the Field House under construction.
- The Planning Director met with Ed Speno regarding his soon to be expired Development Orders for Marshside 1 and Enclave.
- The City of Ormond Beach has been selected to host the four day EMI equivalent Field Deployed L278 NFIP Community Rating System (CRS) Course. The City is honored to be one of four host sites selected nationwide for the calendar year. The training is scheduled for the week of December 8-11, 2014, at the Anderson Price Building. The course is primarily for CFMs, or persons who have completed the "Managing Floodplain Development through the NFIP" course or are full-time Floodplain Managers with more than 2 years of experience as demonstrated

through work in the fields of floodplain management, code enforcement, or building codes. Exceptions can be made to the prerequisites based on work experience and expertise. Becky Weedo, Senior Planner, has been the champion and organizer of this effort.

Building Inspections, Permitting & Licensing

- 89 permits issued with a valuation of \$1,824,428.00
- 228 inspections performed.
- 7 business tax receipts issued.

Development Services

- There is no new SPRC activity to report that was not reported previously.

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

- Last week, staff mentored a student enrolled in the Ormond Beach Chamber of Commerce Leadership program. The students were selected by the Chamber and paired with staff.

- Staff prepared and submitted quarterly reports required by the Federal Aviation Administration (FAA) for the Taxiway "G" design project.
- Staff is working with Hoyle, Tanner & Associates (HTA) to explore converting certain surplus airport property into additional improved lots in the Airport Business Park. HTA is conducting analytical work needed to ensure that the development of such lots will have no negative impact on airport operations. Staff will use the information to facilitate a survey of the potential surplus area.
- Austin Outdoor will conduct a bi-annual herbicide application at the airport early next month. Periodic herbicide application is required in order to prevent weeds and grass from rooting into and eventually damaging asphalt areas on the airport, including the runways and taxiways.
- Staff continues to work with the FAA Southern Region Office regarding the possibility of locating a Remote Transmit and Receive (RTR) antennae at the airport. The City's airport consultant has reviewed the proposed RTR site and has found no cause for objection. A survey of the site will be conducted to become part of a memorandum of agreement between the City and the FAA to allow placement of the RTR on the airport.
- Staff is working with a business prospect interested in leasing a large parcel in the southeast quadrant of the airport for the purpose of developing new hangar and aircraft fueling facilities.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Tentative agreements with the police and fire unions.
- Completed Projects - Weekly
 - Processed 65 Journal Entry Batches (# 2941- 3111).
 - Approved 19 Purchase Requisitions totaling \$111,838.77.
 - Issued 19 Purchase Orders totaling \$1,057,090.91.
 - Prepared 93 Accounts Payable checks totaling \$525,472.75 and 20 Accounts Payable EFT payments totaling \$131,698.57.
 - Bid 2014-07, Dual Check Installation Services, opening on April 17, 2014, eight (8) submittals received.
 - Bid 2014-13, Police Department Fencing, opening on April 17, 2014, four (4) submittals received.
 - Bid 2014-14, Street Tree Planting- Wilmette-Avenue/Circle and Andrews Street, opening on April 17, 2014, four (4) submittals received.
 - RFP 2014-11, Enterprise Resource System, advertised in News Journal and posted to Demandstar on April 20, 2014.
 - RFP 2014-17, City of Ormond Beach Brownfield Program Initiative, advertised in News Journal and posted to Demandstar on April 20, 2014.
 - RFP 2014-19, Solid Waste Collection and Disposal Services, Yard Waste, Curbside Recycling Collection, Roll-Off Service/Billing and Transfer Station Lease, advertised in News Journal and posted to Demandstar on April 20, 2014.
 - Processed 3,294 cash receipts totaling \$352,011.22.
 - Processed 1,072 utility bill payments through ACH totaling \$85,790.99.
 - Processed and issued 6,465 utility bills with billed consumption of water of 49,269k.
 - Issued 1,362 past due notices on utility accounts.
 - Auto-called 76 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (for 4/22)
 - Earth Day (4/24)
 - Road Closures at North and South Washington Streets (4/17)
 - Local Entrepreneur Invited to The White House Technology and Entrepreneurial Meeting
 - Hand Avenue Collector Road Upgrade and Central Park Lake Interconnect Project Ribbon Cutting Ceremony (4/24)

- Walking with the Manager (5/1)
- Art in the Park (May 3&4)
- Legal Advice Clinic For Civil Matters (5/1)
- Florida Licensing on Wheels (for 4/29)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
 - Prepared Neighborhood Improvement Advisory Board packet for transmission.
 - Attended weekly staff meetings.
 - Attended County Council meeting on recommended ECHO awards.
 - CodeRED notifications for hydrant maintenance.
 - Completed Employee Newsletter for May.
 - Attended Volusia County ECHO Committee meeting.
 - Attended Community Legal Services of Mid-Florida walk through in preparation of set up for legal advice clinic.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Neighborhood Improvement Advisory Board annual public hearing meeting.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 6
- Hazardous: 2
- EMS: 76
- Motor Vehicle Accidents: 6
- Public Assists: 44

TOTAL CALLS: 136

- Aid provided to other agencies: 17 calls – Daytona Beach (5), Holly Hill (2), Volusia County (10)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 65

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 250 fire hydrants to include flow testing and inspection
- Updated 18 pre-fire plans

- Participated in the Walgreens Relay for Life event. Spoke to residents and provided handouts to approximately 250 children.
- Conducted driver engineer promotional testing to fill vacancies due to recent retirements. Testing was conducted at the Daytona Beach Municipal Stadium.

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; APWA web site, FRWA web site, Daytona News Journal on-line and the City web site. Current applicants notified.
 - Leisure Services/Recreation – Summer Camp Counselors was advertised on the City's web site on 03-13-14 and will remain open until filled. Twenty-five (25) applications were received, entered on applicant tracking sheet and forwarded to Coordinator.
 - 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.
 - 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. Seventy-one (71) applications and resumes have been received, entered on the applicant tracing 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. Three (3) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Public Works/Fleet – Fleet Operations Manager was advertised on 04-21-14 on the Government Fleet's Job Finder web site, NAFA Fleet Management Association web site, the City web site and emailed to all members of the Florida Association of Governmental Fleet Administrators and will remain open until filled.
 - Leisure Services/Community Events – PT Community Events Technician was advertised on 04-23-14 and will remain open until filled.
- Screening/Interviews Scheduled
 - 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. Interviews were conducted on 04-16, 04-17 and 04-21-14 and two (2) candidates were selected.
- Background/Reference Checks/Job Offers
 - Police Department – Police Officer interviews were conducted on 04-09-14 with seven (7) applicants. The Chief interviewed the four recommended applicants and requested that

conditional offers be made to all four (4) of the candidates. Pre-employment screenings and backgrounds have been initiated.

- 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. Interviews were held on 04-17-14 and a candidate was selected. Pre-employment screenings and backgrounds have been initiated.
- Leisure Services/P.A.C. – Part Time Box Office Attendant was advertised on the City’s web site on 03-25-14 and closed on 04-11-14. Four (4) applications were received and forwarded on 04-14-14 to Coordinator for review. Interviews were conducted and a candidate was selected. Pre-employment screenings have been started.

- Promotions/Transfers
 - Fire Department – Driver Engineer promotional written exam was held on 04-21-14 and the practical exam was held on 04-22-14. Twelve (12) candidates participated in this promotional process.

- 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/Water – Treatment Plant Operator “A” effective 04-30-14.
 - Police Department/Operations – Police Officer effective 04-29-14.

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 – Next orientation is scheduled for 05-22-14. 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.
- ICMA – 457 Deferred Compensation Representative met with employees on 04-17-14 to discuss options for retirement planning.
- Wellness Cove – Wellness Action Team - Began the 30-Day Walking Challenge with interested employees meeting each Wednesday for “Walk This Way.”
- Wellness Cove – Wellness Action Team – Sponsored a Running Clinic: Best Practices. Coach is Dawn Lisenby of Run Natural Coach.
- Blood Drive – City Hall Parking Lot – 05-19-14 (8:30 – 1:00)

Training & Development Opportunities

- LEAPS training on the City’s Performance Management process are currently being scheduled for all City employees to attend.

Risk Management Projects

- Mayor’s Health & Fitness Challenge Awards ceremony.

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: - Performance issues reported by various users while opening files. Problem traced to the Network settings relating to one of the old Domain controllers. Problem resolved by staff.
 - Work Orders: - 16 New work - 48 completed - 72 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	34,512	Inbound E-Mails Blocked	21,102
Delivered Inbound E-Mails	13,238	Quarantined Messages	172
Percentage Good Email	38.4%	Virus E-Mails Blocked	139

- Notable Events:
 - Performance issues reported by various users while opening files. Problem traced to the Network settings relating to one of the old Domain controllers. Problem resolved by staff.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 6 Corrections: 0
 - Map/Information Requests: 17
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 18,968 (84.3%) potable 18,427, Irrigation 537, Effluent 4
 - Notable Events: GIS Specialist Eric Dickens attended the Coastal Inundation Mapping Course on April 16–17, presented by NOAA and Volusia County Emergency Management.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - Earth Day Celebration
 - Central Park Interconnect/Hand Ave. Collector Road Upgrade Ceremony
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Weekly Coordinator One-on-One Meetings
- 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.
- RBA Baseball held practices every Tuesday and Thursday night at the Sports Complex on Kiwanis Field at 3:30pm. They play 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 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. Team games continue this week.
- SHS Baseball opened their District Playoffs at home this week on Monday and Thursday night at 7pm at Wendelstedt Field #1.
- OBSC Soccer and OBYBSA T-Ball returned to play on Saturday morning after a week off.
- Lady Renegades hosted another home tournament this weekend at the Sports Complex and Nova Fields.
- The Daytona Breakers Football Team hosted their first game of the season at the Sports Complex on Championship Field #7 on Saturday.
- 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
 - Recreation 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 boys' 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
- Recreation 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 and also on weekdays for teams that can't play on Saturday
- Adult coed league soccer continues; prep field for practice and games
- Continue a night shift, 3:30 -12am, Monday through Friday to check parks and care for doggie stations
- Construction continues on the building for the Champion Field
- Finished aerating all fields at the Sports Complex
- Challenger baseball continues at Nova Park
- Hosted an adult softball tournament at the Quads on Saturday; prepped four fields for them in the morning
- Five recreation games on Good Friday; four at the Quads and one at Nova

- 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-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:
 - NGA Gator Classic Body Building Competition, Saturday 4/26 at 4pm
 - 2014 Ms. and Mrs. Florida Pageant, Sunday 4/27 at 4pm

- South Ormond Neighborhood Center
 - Splash Pad open (10am to dusk)
 - Open gym (1pm to 8:30pm weekdays)
 - Youth basketball practice Tuesday and Thursday evening
 - Battle of the Beaches Basketball Tournament Friday evening
 - 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
 - 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 4th (on-going)
- Preparing for Hand Ave/Interconnect Ribbon Cutting ceremony Thursday
- Assisting with Earth Day tasks
- Assisting with Celtic Festival tasks
- Assisting Memorial Remembrance Committee with planning tasks

- Gymnastics
 - Continuing training of new Recreation Leader
 - Revamp of social media advertising continues
 - The Coordinator continues to work on increasing enrollment
 - Registration for the May session is now taking place
 - Team girls are geared up for State Competition this weekend at The Ocean Center

- 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.
 - Challenger Baseball met on Tuesday from 5:00pm-6:00pm at the Nova Community Fields.
 - Youth Coed Volleyball met on Monday and Tuesday for practice from 5:30pm-8:30pm and will continue to meet twice a week until May.
 - Battle of the Beaches will be held at the Nova Community Center, in addition to other venues, on Friday, Saturday, and Sunday.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday, Tuesday, Wednesday, Thursday and Friday
 - The Seaside Herb Society met in Bailey Riverbridge on Saturday morning.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A wedding was held in Ormond Memorial Gardens on Sunday afternoon.
 - A Memorial Day Remembrance Committee meeting was held in The Preservation Room on Wednesday.
 - The Casements staff participated in the Earth Day Celebration at City Hall on Thursday.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - Set up for the Celtic Festival took place on Friday.

- Building Maintenance
 - Weekly inspection of airfield runway, taxiway lighting and directional signage
 - Weekly preventative maintenance of City vehicles and equipment as necessary
 - Perform 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
 - Performed preventive maintenance and filter check/change on seven systems at two City facilities
 - Oversaw installation of insulation of new water pipe for chiller at City Hall
 - Received key supplies and first aid parcels at building maintenance shop
 - Repaired 911 phone in front of Police Station

- Cleaned up work bench at Building Maintenance shop at Public Works
- Followed up quality control on gutter installation at Water Plant
- Changed USA flags at Pop Warner and soccer buildings at Sports Complex
- Changed batteries in auto-flushers at City Hall
- Ordered batteries to complete auto-flusher job at City Hall
- Took 403 to Fleet for evaluation process
- Re-built faucets for lab at WWTP
- Got a count of hi-roadside lamps - OB City Limits Nova Road
- Replaced flag light assembly at Public Works
- Repaired multiple roof lights at PAC
- Trouble shoot circuits for new roof lights at PAC
- Disconnected bollard until replacement parts at Fortunato Park
- Repaired broken lens for in-ground uplight at Fortunato Park
- Completed Airport Runway material list
- Disconnected power to potting shed at Ormond Memorial Gardens
- Repaired toilet in the ladies restroom at Ormond Memorial Art Museum
- Located a drain leak at Central Park I
- Repaired outside men's room sink p-trap at Cassen Park
- Repaired water cooler switch at Cassen Park
- Replaced collector tank bags at Andy Romano Beachfront Park
- Replaced light bulbs in the gym at Nova
- Repaired lobby exit light at City Hall
- Relocated streetscape light poles to Airport Sports
- Installed a ceiling fan in the weight room at Nova
- Started demolition of the greenhouse at Ormond Memorial Gardens
- Reprogrammed feature pump for Andy Romano Splash Pad
- Parks Maintenance
 - Emptied fishing line recycling stations Citywide
 - Installed pavilion rental rules signs Citywide
 - Repaired bus stop bench on State Road 40
 - Cleaned all face plates and trim rings on shower towers at Andy Romano Beachfront Park
 - Delivered galvanized steel bollards to Airport Sports Maintenance for installation
 - Repaired handrail at east entrance to the PAC
 - Formed up for bench slab at Ames Park
 - Repaired benches at the Birthplace of Speed Park
 - Repaired damaged mister at Andy Romano Beachfront Park
 - Installed new stainless steel locks on pavilion rental boxes at Andy Romano Beachfront Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Staff prepared for and participated in the on-site Accreditation Assessment process.

Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program continues on Mondays for third grade students and 14 youths are participating. The fourth and fifth grade program continues on Thursdays with 11 students registered in the program.
- The Tutors R Us program continues. Currently 28 youth 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 program concludes next week with a small pizza party for participants on Thursday May 1st.

- The Science on Patrol program continues at Ormond Beach Middle School. Currently there are 8 youths enrolled.
- Practice continues for teams in the OBPAL basketball program. Teams are preparing to participate in the Battle at the Beach Tournament to be held April 25-27 at gyms in the Volusia County area.
- The Youth Directors Council (YDC) held a meeting to review and discuss upcoming community service projects. Currently 14 youths are registered for YDC.

Community Services & Animal Control

- Animal Calls: 47
- Animal Bites: 2
- Animal Reports: 6
- Animals to Halifax Humane: 8
- Cat's: 7 Dogs: 1
- Injured Wildlife: 2
- Notice of Violation: 1
- LCSO Owen participated in the Accreditation static display.

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 8
- Inactive: 12
- Fraud: 10
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 6
- Grand Theft: 4
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 0
- Suspicious Incident: 0

Narcotics:

- Several hours spent on narcotic surveillance.
- Three Buy Walks
- One Buy Walk Attempt

Comments:

- Stolen Vehicle: A stolen motorcycle from our city was recovered in Daytona Beach. Subject was arrested and charged.
- Burglary Arrest: Investigators identified the suspect responsible for a residential burglary on Lindenwood Circle. Property recovered and suspect was arrested for burglary.
- Fraud: Investigators identified the subject responsible for exploiting an 87 year old female out of \$8,000. Suspect is from Alabama and charges have been filed.

Records

- Walk - Ins / Window 112
- Phone Calls 109
- Arrest / NTA'S 20
- Citations Issued 88
- Citations Entered 68
- Reports Generated 124
- Reports Entered 122
- Mail / Faxes / Request 24

Patrol

- Total Calls 1,598
- Total Traffic Stops 168

Operations

Crime Opportunity Report Forms: 186

- 4/17/2014
 - Carbreak, 134 Ray Mar Drive. Unlocked vehicle entered and a wallet stolen.
 - Battery-Domestic Violence Arrest (x2), 44 Jamestown Drive. Same two combatants alleged violence against each other again. Both were injured. Both were arrested.
 - Trespassing Arrest, 1670 West Granada Boulevard. Transient received trespass warning yesterday and was found on the property again today. He was arrested.
 - Narcotics Theft, 101 Clyde Morris Boulevard. (Ormond in the Pines). Patient alleges that a staff member is stealing medications.
 - Battery – Dating Violence Arrest, 19 North Yonge Street #15. Female got intoxicated and attacked her boyfriend outside the trailer. Several neighbors witnessed the confrontation. The female was arrested.
 - Felony Battery Arrest, wooded area north of Lincoln Avenue and west of the railroad. There was a confrontation between two transient adult males at the “camp.” The victim advised the suspect bit his lip off. The victim went by EVAC to Memorial Hospital. The suspect was located later at the “camp.” He admitted that there was a confrontation but advised he was attacked. He had no injuries. He was placed under arrest.
 - Warrant Arrest, wooded area north of Lincoln Avenue and west of the railroad. While looking for the suspect in the above case we located a second person. He was found to have an open warrant and was arrested.
- 4/18/2014
 - Burglary-Residence, 8 Fair Oaks Circle, bicycle taken from front porch.
- 4/19/2014
 - Carbreak, 192 Deer Lake Circle, unlocked vehicle, garage door opener taken.
 - Carbreak, 29 Big Buck Trail, unlocked vehicle, garage door opener taken.
 - Carbreak, 188 Deer Lake Circle, occurred during previous night. Unlocked vehicle.
 - DUI Arrest, South Nova Road/Camelot – suspect arrested for DUI after traffic stop.
 - Battery-Domestic Violence Arrest, 246 Ponce De Leon Drive, suspect was battering his mother and sister. He fought officers during arrest and was charged with resisting arrest and domestic violence battery.
 - Battery-Domestic Violence Arrest, Shadow Lakes Boulevard #43, suspect arrested for slapping her live-in boyfriend.
 - DUI Arrest, North Halifax Drive/East Granada Boulevard, suspect arrested for DUI after traffic stop.
 - Aggravated Battery-Domestic Violence Arrest, 57 Kent Drive, suspect was arrested after biting his ex-girlfriend in the face during an altercation.
- 4/20/2014
 - Carbreak, 22 Katrinas Drive, unlocked vehicle entered and garage door opener taken. They also opened the garage with the opener. Nothing else missing.

- Narcotics Arrest, S Nova Road/Hand Avenue, a suspect was arrested for possession of marijuana under 20 grams after a traffic stop.
- Battery-Domestic Violence Arrest, 41 Laurel Oaks Circle, suspect was arrested.
- 4/21/2014
 - Fraud, 181 Willow Run. Victim's identity stolen and used for various credit card applications.
 - Fraud, 4 Crossings Trail. Several hundred dollars missing from bank accounts. Merchandise purchased via internet shipped to another address.
 - Fraud, 664 South Nova Road #226 (Prince of Peace Villas). Victim knows suspect who is alleged to have used her ATM card for him instead of getting items for her as requested.
 - Burglary – Business, 600 South Nova Road (Prince of Peace). Forced entry to exterior shed via side door. Electric wheelchair, computer electronics, power tools taken. Wheelchair was discovered behind dumpster and recovered.
 - Battery – Domestic Violence Arrest, 602 North Ridgewood Avenue. Suspect arrested for battery on his girlfriend at the home they share.
 - Carbreak, 1622 North U.S. 1. Vehicle was left unlocked. Victim missing money, medication and a cellular phone.
 - Narcotics Arrest, 839 South Atlantic Avenue. Suspect was contacted trespassing in the park. Her vehicle smelled of marijuana. A search found some marijuana in the vehicle. Notice to Appear for possession of marijuana under 20 grams issued.
 - Shoplifting/Flee and Elude/Hit and Run - Affidavits, 1478 West Granada Boulevard (Publix), 1521 West Granada Boulevard (Wal-Mart), Clyde Morris Boulevard and Granada Boulevard. Adult suspect committed felony shoplifting at Publix then shoplifted items from Wal-Mart. She was located pulling out of Wal-Mart and fled when an officer turned on his siren and lights. No pursuit was initiated. The suspect left the area driving erratically. At Clyde Morris Boulevard and Granada Boulevard the suspect crashed into two vehicles. She then fled in her vehicle. We were unable to locate but loss prevention at Wal-Mart had her purse and identification.
- 4/22/2014
 - Fraud, 143 South Atlantic Avenue. Owner of property discovered it listed on Craigslist as a rental by an unknown suspect out-of-state.
 - Burglary – Residence, 396 Tomoka Avenue. Front door forced open by prying jamb near doorknob. Two cell phones taken.
 - Narcotics Arrest, West Granada Boulevard and I-95. Suspect was stopped for failure to maintain a lane. Marijuana odor was detected coming from the vehicle. Investigation determined the male had a small amount on his person and was issued a Notice to Appear for possession under 20 grams.
- 4/23/2014
 - Carbreak, 1 North Beach Street (Bailey Riverbridge Gardens), window smashed out and purse taken.
 - Carbreak, 1 South Old Kings Road (Elite Fitness), window smashed out, wallet and credit cards taken.
 - Carbreak, 1 South Old Kings Road (Elite Fitness), window smashed, \$2,380 missing and misc items.
 - Carbreak, 1 South Old Kings Road (Elite Fitness), \$120, several gift cards missing, iPhone 5s.
 - Carbreak, 1 South Old Kings Road (Elite Fitness), window smashed out, \$300, purse, iPhone taken.
 - Battery – Domestic Violence Arrest, 271 Linden Street, father arrested for punching adult son in the forehead.

Traffic Unit

- Traffic Enforcement Stats:

- Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPs): 48
- Number of DUI Arrests: 0
- Number of Uniform Traffic Citations Issued: 35
- Number of Written Warnings Issued: 0
- Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 1
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - South Beach Street /Division Avenue, Northbound South Beach Street closed approximately 20 minutes
- Traffic Complaints Received:
 - Illegally parked car - 5 Bayberry Court - NID requested our assistance
 - Speeding Complaint - 100-Block North Beach Street (Between West Granada Boulevard and Dix Avenue.)
- 1. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 2000-Block West Granada Boulevard
 - Reason for this STEP: Speed enforcement / Self Initiated
 - Number of times worked: 3; Total Hours Spent: 4
 - Citations Issued: 14; Written Warnings Issued: 0
 - Comments: None
- 2. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 600-Block Hand Avenue
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 3. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 600-Block Division Avenue
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 4. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 100-Block Clyde Morris Boulevard
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 5. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 100-Block North Beach Street
 - Reason for this STEP: Complaint of speeding
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0

- Comments: No violations observed
- 6. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 600-Block Riverside Drive
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: No violations observed

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Case initiated
- Zone 2: 6 Case initiated
- Zone 3: 3 Cases initiated
- Zone 4: 2 Cases initiated
- 24 signs have either been removed or sign cases created.
- 25 tree removal permit requests.
- Administrative staff assisted with four (4) walk-in and seventy-one (71) telephonic inquiries.

Zone 2

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 are 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. Hearing date: May 19, 2014.

Public Works

- Engineering
 - Project Summary
 - Construction Projects:
 - Tymer Creek Phase I – Restoration around stormwater ponds is in progress. Construction continues on the south bound lane which is approximately 85% 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 between Royal Palm Avenue and Neptune Avenue. The section of Roadway from Royal Palm Ave. to Granada Blvd. was resurfaced.
 - Hand Avenue – The ribbon cutting ceremony was held on April 24th at 5:30 p.m. at the parking area on Hammock Lane. Canoes were available for those who wanted 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 – Clearance packages are being prepared for Creek View Way, Cross Creek Way, Curved Creek Way, Echo Woods, Lake Isle Way and Old Bridge Way. Concrete driveways were replaced in locations where open trench was performed to install the watermains and sod restoration is underway. Project is substantially complete. Punch list was submitted to contractor for final completion.

- 2-Inch Waterline Replacement – North Peninsula - Closeout documents and the final pay request are expected within the next week.
- 2-inch Water Main Replacement - South Peninsula – Final water clearances were received for Seton Trail and Carib Drive and final connections will be completed.
- 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 was replaced by the contractor.
- 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 west side only. Building will schedule a re-inspection.
- Wilmette Avenue Bypass Pump Station – The contractor is finalizing installation of the flow meter, acceptable as-builts have been submitted to the City, and closeout documentation is being prepared.
- Downtown Underground Utilities Conversion - The contractor and FPL began the removal of aerial facilities on Granada Blvd. on April 14; installation of Granada Blvd. street lighting is complete on the south side of Granada Blvd.; all aerial power lines have been removed as of April 22. The contractor installed the first seven lights along westbound Granada Blvd. on April 21, and on Beach Street on April 22, with the final Granada Blvd. lights installed on April 23.
- Audible Pedestrian Signals – The contractor is addressing punch list items and completing the project closeout documentation.
- Downtown Banner – Both poles have been installed and installation of the banner support wire will occur once the electric wires are removed by FPL.
- Traffic Signal Maintenance (Mast Arm Painting) - The contractor is putting together amended maintenance of traffic plans to respond to the District's request, confirmation of the effectiveness of the paint during night and pre-dawn operations are being obtained.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Original scope of work has been completed. Several locations of stormdrain outfalls in need of lining were investigated for proposed additional lining work.
- 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 bleachers 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 - FDOT is doing preparatory work to begin installation of mast arms at Williamson, Clyde Morris, and Main Trail. Milling and resurfacing have commenced with outside lanes being currently worked on. Utility adjustments are nearing completion.
- OBSC Roadway Improvements – Gopher tortoises were relocated. Mobilization for project startup has begun.

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 which the Grant was based on 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 and review 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 be recommended for funding. On April 17th, the County Council reviewed and recommended funding for all projects recommended by the ECHO Advisory Committee. The City's Environmental Learning Center was approved for grant funding of \$400,000. Staff expects agreements to be received during the summer. 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 – The City has a scheduled meeting with Volusia County School Board to inspect the proposed building on Wednesday, April 23.
- 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 the sixty percent plans with the consultant; contact is being made with affected property owners to discuss easements. The City and consultant are working with owners to obtain 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 met with its contractor, Dinella, to work out a revised scope of work and cost which will be presented to the City Commission in a future meeting.
- Granada Medians (West of I-95) – The open bids are currently being evaluated.
- City Hall Chiller Replacement – Bids were received April 9th. Staff has scheduled the award recommendation for the May 20th CC meeting.
- Water and Wastewater Master Plan Update – A kickoff meeting will need to be scheduled once the consultant has gathered the necessary background information.
- Nova Community Park- Preliminary design for the paving of internal roads is approximately 70% complete. Construction is scheduled to occur next fiscal year.
- 2-Inch Watermain Replacement Phase 2 – Survey work is underway for project design. Residents within the streets where the improvements are scheduled have been notified of the upcoming project.
- 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 – Bids were received and are being evaluated.
- Nova Community Center Roof Repairs - Project construction contract was approved by Commission. Staff is coordinating startup of the project.
- Ormond Beach Municipal Airport Taxiway G - 60% design plans were completed and are being reviewed by staff.
- 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 the 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 on 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. A property owner meeting was held last week to introduce the project and gauge support.

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).
- Reviewed plans and created Wetland Protection Permit for 560 S Beach St.
- Began creating the four requested sketch and legal descriptions of the N Oceanshore Properties (815-955) per Planning Dept request.
- Researched the existence and location of old plat information requested by ATS Surveyors relating to the 2" Watermain Replacement Project.
- Completed elevation survey set elevation reference points for the placement of the Downtown Banner Poles.
- Completed two days of elevation surveys at all Central Park Lakes to determine hourly water draw down rates.
- Completed Stormwater inlet and top of water elevation survey along Foxhunter Flat and Foxfords Chase per Planning Dept request.
- Created additional right of way easements per FPL request relating to the Downtown Underground Utility Project.
- Modified the construction plan set for 32 Valhalla Dr water service replacement and created PDF copies per Utilities Div request.
- Researched and created exhibit plans for the addition of turn lanes at Neptune Ave / N Oceanshore Blvd Intersection.
- Created exhibit drawings showing roads to be resurface for the 2014 Road Resurfacing Project.
- Researched and created digital scan of Verona Village utilities per Utilities Div request.
- Researched and located utility as-built drawing of Echo Woods Way / Forest View Dr intersection and provided copies per Wastewater Div request.
- Plotted and supplied two drawing sets of the John Anderson Dr Improvements Project to Water Div per request.
- Completed tree locate at N Halifax / Oceanside Country Club Entrance per Streets Div request.

- Environment Management

Street Maintenance

Asphalt / Concrete

- Poured concrete around a fire hydrant at 1098 N US 1.
- Patched a hole with concrete for the Water Department at 200 block of Forest Ct.
- Employee took a spray license test in DeLand.
- Filled potholes on Sauls St., and on Pineland Trl.
- Asphalted a section of the road on Burns St.
- Asphalted around a meter box in the 100 block of N. Nova Rd.
- Prepped for Earth Day at the 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 Leisure Services at Memorial Gardens on Seton Trl. with leveling project for a new shed
- Removed low hanging limbs at Oak Dr. & Neptune Ave., at 71 N. St. Andrews, on 100 block of S. Ridgewood, and on 200 block of Scottsdale
- Cleaned equipment from Memorial Gardens project at the Public Works Complex
- Removed multiple trees on west fence at the Wastewater Plant

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
- DOT (Department of Transportation) weed control on SR40, on N & S. Nova Rd., and on Granada, west of Orchard
- Cleaned gutters on N. Halifax, east side of street and other various locations
- Delivered barricades & cones to The Casements for upcoming event
- Prepared for Earth Day at Public Works Complex

Sign Shop

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

- 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
- Fabricated various signs for upcoming jobs, ordered materials for stock and put away stock that was received
- Casements Dr., installed pedestrian crosswalk markers

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- S. Nova Rd. & Old Kings Rd. – sprayed FDOT ponds
- Airport Business Park – moved Jersey barriers with Gradall
- Casements – delivered 100 sandbags for Celtic Festival
- Public Works Yard – assembled 200 goodie bags for Earth Day
- Amsden – TV'd system

Vactor

- Cleaned pump area and dry wells on Deer Moss and on Tomoka Oaks

Mowing

- Slope Mower – SR40
- Reachout Mower – US1

Street Sweeping/Streetsweeper

- 113.8 miles of road cleaned (This is for 4 days)
- 62.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

24,453

PM Services completed for the week:
Emergency—Vehicles and Equipment
10

Non-Emergency Vehicles and Equipment
11

Road Calls for the week:
2

Quick Fleet Facts:

- Fleet has gallons of 8,361 unleaded and 8,498 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,138 gallons of unleaded and 978 gallons of diesel.
- Fleet completed 34 work orders this week.

• Utilities

Projects Summary

- Anchor Drive Water Main Improvements – Purchase Order issued to Contractor, JD Weber, and work is being scheduled.
- 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 received and construction is underway.
- WWTP Biosolids Treatment & Disposal – Daytona Beach has not awarded their recent bid proposal. Prepared a Commission memo for the May 20th City Commission agenda to request consideration for piggyback of the Palm Coast contract.
- Breakaway Trails Lift Station Control Panel Replacement – Information was requested from the engineer to prepare the design proposal.
- Concentrate Piping Connection to Reuse Storage Tank – Contractor is awaiting receipt of HDPE parts and vault structure prior to beginning work.
- 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 June 2014 meeting. Specifications revised to address staff comments.
- Dual Check Valve Assembly Installation Services – Bids were received. The apparent low bidder was National Metering Services, Inc. for \$184,600.00
- Dual Check Valve Assembly Procurement – A City Commission memo was prepared recommending award to Ferguson Waterworks. Item was put into Minute Traq for the May 6th City Commission meeting.
- 2-inch Water Main Replacement – New 2nd phase projects have been awarded to engineering firms and survey/design is underway.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Review meeting held on 4/11/14. Review comments were incorporated into the permit renewal application. Applications were executed by engineer and staff and will be forwarded for submittal to FDEP next week.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Siemens arrived at the plant 4/22/14 to replace the power module to VFD #3. A successful and brief start up of Pump #3 was performed as scheduled on 4/24/14. Staff is scheduling grit removal of riser piping and discharge segment valves found during start-up to promote continued activities to gain operational status of Pump Assembly No. 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 – Reviewed 75% design plans and sent comments to design engineer.
- Saddler's Run Lift Station Rehabilitation – Received 60% design plans and specifications for review.

- Sanitary Sewer Pipeline Repair – The project is completed from the sanitary sewer system perspective for this contract scope.
- SR 40 (Tymber Creek Road to SR Perrott) Resurfacing – Several manholes have recently been identified as deteriorated and require structural enhancement. Engineering and Utilities staff is receiving quotations from contractors for various methods of structural and lining improvements for consideration.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Field Order 5 was prepared for Lift Station 9M changes. Start up of Lift Station 9M was performed. All other stations in the contract have been successfully completed and are in operation.
- Water Storage Tank Cleaning & Inspection – Reports for reclaimed water storage tanks were received. Cost estimates are pending. Based upon structural nature of necessary repairs, staff is collaborating with continuing consultant for preparation of repair scope of work.
- SPRC – North Nova Retail – Reviewed revised plans. SR Perrott – Reviewed site plan modification. Water distribution system permit clearance received. River Oaks – Reviewed irrigation plans. Sunrise Cove – As-built drawings and the plat were reviewed. Sarah House – Met with design engineer to discuss review comments. Valiant Diner – Plans were reviewed and discussed at SPRC. Ocean Green Village – Water and sewer connection information was sent to Volusia County. The nearest connection location is Verona Villas. 1480 N. US 1 - Met with a potential developer to discuss site constraints.
- 32 Valhalla Avenue Service Line Replacement – Volusia County Use Permit was received.
- 100 Marlin Drive Service Line Replacement – Volusia County Use Permit was received.
- Water Distribution
 - Exchanged 42 water meters per Finance Department work orders.
 - Connected 13 new water services on John Anderson Dr for project needs.
 - Connected 5 water services due to new building construction.
 - Responded to or repaired 21 water leaks.
 - Repaired 3- 2” GSP water main leaks on Pine St, Highland Oaks Trail and W River Oak Dr.
 - Performed accuracy testing on ten 2” commercial water meters.
 - Assisted 19 customers with miscellaneous concerns.
 - Responded to 18 low pressure and/or water quality grievances.
 - Replaced 6 water services due to aged pipe causing low pressure.
 - Replaced 19 water meter boxes.
 - Performed valve maintenance on 8 valves due to scheduled shut downs and water main breaks.
 - Initiated yearly fire hydrant maintenance activities in Ormond-by-the-Sea, 118 fire hydrants were inspected, pressure tested and painted.
 - Performed repairs on 3 fire hydrants within city per OBFD work orders.
 - Performed flushing and CL2 testing activities in Hunters Ridge, Breakaway Trails, Aston Cir, Fleming Ave, John Anderson Dr, Willow Run, Reflections Village, Sandy Oaks Dr, Mallards Reach, Winding Woods, Santa Fe Ave, Calle Grande Ave, S. Nova Rd, Woodbourne Ln, Knollview Dr.
 - Disconnected flushing device on Forest Court - new main installation.
 - Rescinded the boil water notice for Highland Oaks Trail and Greenwood Ave.
 - Restored excavation sites on Highland Oaks Trail and Booth Rd.
 - 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 Dr.
- Water Treatment
 - Delivered 37.186 million gallons for week ending April 20, 2014 (5.312 MGD).
 - Backwashed 12 filters for a total of 488,000 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 one Precautionary Boil Water notice.
- Wastewater Treatment

- Domestic and Industrial Wastewater flow was 29.75 Million Gallons.
- Produced 17.98 Million Gallons of Reuse.
- Produced 11.77 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.25 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 172.17 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to six trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Televised 3 cleaned 8 & root inhibitor applied on 2 sewer laterals. Repaired 6” clean out at 432 S. Atlantic Ave.
 - Replaced PEP tanks at 23 Foxhunters Flat & 36 Peruvian Lane.
 - Rehab pep tank at 16 Breakaway Trail. (Clubhouse)
 - Assisted storm water televising Amsden Rd.
 - Found two sewer laterals damaged by contractor installing new water main at 6 & 10 Mayfield Ter. Will be repaired by contractor on 4/25/14.
 - 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) 15/18psi. Foxhunters Flat (2 inch) 19/16 psi & Shadow Creek Blvd. (4 inch) 10/3 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Reaeration Tank – repaired broken water line at spray system.
 - Camelot LS – replaced non-functioning pump #2 with shop stock.
 - Final effluent Tanks – assisted operations as needed at tank cleaning.
 - Centrifuge Room – Demolished old equipment mounting pads and extended current equipment pads to accommodate gantry lift for GEA site visit.
 - Post Anoxic Submersible Mixer #1 West – mixer found tripped at MCC – performed reset - will monitor.
 - Pep tank – 36 Winding Creek - replaced control box.
 - CRKSD L.S. – replaced the 3305 RTU with a control wave micro RTU.
 - WWTP centrifuge – install new breaker and VFD in unit #1.
 - Pep system – raised in ground j-box and pulled the wire to controller - 23 Fox Hunter Flat.
 - SCADA monitor/response: Lift Station PLC's and WIN 911: 5M - High Level –Deragged Transducer – all ok; Clarifier #1 - Oil Drain Pipe Broken at Threads to Gear Box – repaired;
 - FPL power failure – Nova Road to US1 & Division Avenue to Arroyo Parkway – Stations affected: Camelot - Arroyo Parkway (On) – Laurel Oaks (Out) – Charleston Square (Out) – Sandy Oaks (Out) – Castle Gate (On) – power restored before generators needed – All OK; 6M L.S. – deragged transducer – reset backup relay – all ok.
 - Influent pump room – deragg 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: Carousel Surface Aerators #1N, #1S , #2N, #2S; R.A.S. Pumps - #1, #2, #3, #4 ,#5; W.A.S. Pumps – #1, #2; Poly Blends – #1, #2; Grit Snail; Digester Blowers – #1, #2, #3; Sand Filters – #1 , #2, #3.
 - Quarterly PM's - Grit Snail.
 - Lift Station PM's: 4 monthly and 2 annual performed.
 - Plant wide oil & grease route.
 - 32 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Aerator pump #1 - installed new motor.

- Repaired broken polymer line.
- Claricone #2 - Replaced ball valve at injection point - Replaced the hatch.
- Reuse High Service Pump Facility – Jockey pump motor failed – ordered new pump motor and installed – discovered pump motor base not installed correctly – acquiring quotes to replace base – PLC programming has become unreliable - acquiring quotes for tech to review and update program – WWTP operations manually collecting trending data – staff performing increased monitoring and adjustment functions to maintain appropriate operating parameters.
- Polymer pump #2 – Cleaned check valves - Installed new seal.
- Polymer building - Reset breaker for the phosphate pump – will monitor.
- Chlorine containment - installed heavy wall stainless steel pipe over the containment wall to aid in salt deliveries.
- North pit - repaired hose on pit water line - replaced the three 4” valves on manifold and the 1” hose.
- Installed CL 17 analyzer for operators.
- Granada Booster Station – Installed and connected new motor to pump.
- South pit – installed sump pump – reset GFCI outlet.
- Brine tank - Made hose for the salt fill line to inject water in to tank.
- Replaced the 1” hose on the north pit for the operators
- Took materials to a/c hydraulics to be welded
- Weekly PM's - lime slurry pumps #1, # 2, #3.
- Monthly PM's – Daytona/Ormond, Holly Hill/Ormond interconnects; Division well fields.
- 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 forwarded results of inspection/audit of the City's Industrial Pretreatment Program.
 - Groundwater Monitoring Report: Staff submitted the quarterly GWM report to the FDEP as required by the City's domestic Wastewater Facility Permit. The report contains data from groundwater samples collected at monitoring wells located on Oceanside Country Club property. The analysis demonstrates reuse water, which irrigates the golf course at Oceanside, does not adversely affect the groundwater quality.
 - Staff attended the Florida Industrial Pretreatment Associations biannual workshop. The workshop focused on improving the sewer collection system by educating the commercial and residential users.
 - Sewer Collection System Sediment Disposal: The Utility received approval from the Volusia County Solid Waste Division to dispose of the sediment collected from the sewer system through a Special Waste Profile and Disposal Application. The disposal is performed as necessary by the Utility as a result of sanitary sewer line cleaning activities.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - 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 provided in the same fashion this year. Full CCR data and information is being reviewed by staff prior to forward to FDOH for eventual approval prior to publication.
 - Wetlands Monitoring Report: Staff along with a City contractor submitted the annual report to the SJRWMD as part of the requirement for the Consumptive Use Permit. The report gives the District information as to the health of the wetlands surrounding the City's Rima Ridge well field.

- Earth Day: Staff hosted 170 students from Ormond Beach Elementary to attend the annual event at City Hall on Thursday, April 24th. The students were spoken to by Mayor Kelley, and Chief Water Plant Operator Bob Barclay, as well as presentations by Tomoka State Park Rangers and the Ormond Beach Library.

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:

- Staff attended and participated in Earth Day Event at City Hall on April 24, 2014
- Staff attended and provided support for the Neighborhood Improvement Advisory Board Meeting on April 24, 2014
- Agenda packet preparation and creation for May 6, 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.