

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: May 2, 2014

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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,
- Staff meeting with directors
- Discussion with City Attorney's office, Assistant City Manager, Planning Director and NID Manager on residential property maintenance issues

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board meeting
- General discussion meeting with Commissioner Kent
- Walk with the Manager, Fire Chief Mandarino was the guest walker
- Chamber Leadership graduation

### **Community Development**

#### **Planning**

- The Planning Director, City Manager, City Attorney, Assistant City Attorney, and NID Manager met to discuss property maintenance codes.
- The Planning Director met with Ed Speno regarding Enclave and Marshside 1.
- Recently, a Floodplain Assistance Report was done by the City Clerk's Office at the request of the Department. The report was generated from the form requests submitted online using the City's website. This report does not include requests received by phone or by walk-ins. Since September 2013, 98 residents and businesses were assisted with filing online Letter of Map Revisions or Changes, flood zone determinations, base flood elevations, and determining insurance costs.
- Planning Director met with Engineering to discuss the Scope of Work submitted by Zev Cohen for the subarea stormwater improvement on New Britain between N. Ridgewood and N. Beach Street.
- Staff reports for the land use plan map, rezoning and LDC have been prepared for the 640 N. Nova as well as for the Ocean Shore properties. Staff expects to take these matters to the Planning Board in May for a public hearing.

#### **Building Inspections, Permitting & Licensing**

- 122 permits issued with a valuation of \$762,683.00
- 283 inspections performed.
- 8 business tax receipts issued.

#### **Development Services**

- SPRC met to discuss the following projects:

- 75 North Nova Road – Starbucks Drive-thru
- Sarah House
- 41 Levee Lane parking lot

## **Economic Development**

### Economic Development

#### Ormond Crossings

- Tomoka Holdings is preparing marketing material to generate investment in the Ormond Crossings project. Staff continues to discuss the installation of infrastructure into the Commerce Park portion of the project.

#### Airport Business Park

- ECN purchased the Reflections Building #1. The company has completed the building renovations and moved into the new facility. 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 staff is reviewing 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.
- Staff met with representatives of Team Volusia to discuss their site assessment project for 2 properties in Ormond Beach.

#### 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**

- Staff continues to work 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. Staff has recently received an inquiry from another party about leasing a parcel in the southeast quadrant.
- A lightning storm this week caused damage to critical communications systems at the air traffic control tower. Staff was able to diagnose and repair the problems using local and internal resources, restoring the tower to normal operations in an expedient and cost-effective manner.
- Staff met with AVCON, Inc. this week to conduct a site review and design meeting for the Air Traffic Control Tower Systems Upgrade project.
- Staff coordinated work to trim a large tree located near the main vehicle gate for the airport. The tree is quite large and has grown over and beyond the airport fence, to the point that branches have

begun to approach the roof and walls of an adjacent hangar building. (For photos please see page 13 of this week's issue of the Weekly Review).

- Staff continues to work with Hoyle, Tanner & Associates (HTA) to explore converting certain surplus airport property into additional improved lots in the Airport Business Park. Staff has received a quote to conduct a survey of the potential surplus area, and additional quotes are pending.
- 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 Remote Transmit and Receive (RTR) antennae at the airport.

### **Finance/Budget/Utility Billing Services**

- Completed Projects - Weekly
  - Processed 41 Journal Entry Batches (# 3125- 3238).
  - Approved 16 Purchase Requisitions totaling \$46,861.78.
  - Issued 19 Purchase Orders totaling \$60,933.57.
  - Prepared 133 Accounts Payable checks totaling \$237,403.02 and 47 Accounts Payable EFT payments totaling \$769,528.62.
  - Prepared 31 Payroll checks totaling \$23,502.35 and 335 Direct Deposits totaling \$384,835.45.
  - Transferred IRS 941 payment of \$146,113.83.
  - Processed 3,498 cash receipts totaling \$463,713.26.
  - Processed and issued 6,663 utility bills with billed consumption of water of 17,450k.
  - Issued 1,844 past due notices on utility accounts.
  - Auto-called 180 utility customers regarding receipt of a past due notice.

### **Grants/PIO**

- Public Information
  - Press Releases
    - Art in the Park (May 3&4) – UPDATED
    - Public Safety Awareness Day (May 10)
    - Community Garden Meeting (May 1)
    - Florida Licensing on Wheels (5/6)
  - 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.
    - Attended weekly staff meeting.
    - CodeRED notifications for hydrant maintenance.
  - Grants
    - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 2
- Fire Alarms: 1
- Hazardous: 0
- EMS: 90
- Motor Vehicle Accidents: 9

- Public Assists: 30
- TOTAL CALLS: 132

- Aid provided to other agencies: 12 calls – Daytona Beach (4), Holly Hill (1), Volusia County (7)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 82

#### Training Hours

- NFPA 1001: Firefighting 2
- NFPA 1002: Driver/Operator 5
- NFPA 1410: Hose Drill 3
- NFPA 1500: Safety/Equipment 44
- NFPA 1620: Pre-Fire Plan Inspections 9
- EMT/Paramedic 11
- TOTAL TRAINING HOURS: 74

#### Station Activities

- Serviced 73 fire hydrants to include flow testing and inspection
- Updated 44 pre-fire plans
- Provided a presentation on fire safety to residents at the Falls Subdivision homeowners' association meeting.
- Participated in the YMCA Healthy Kids Day event. Provided hand-outs to approximately 75 children and families.
- Conducted a tour of Fire Station 94 for Girl Scout Troop #16.

#### Significant Incidents

- 4/22/14, 2:18 AM: 15<sup>th</sup> St., Holly Hill – Structure Fire – Responded to single story apartment complex with smoke and flames showing – building was evacuated – apartment where fire originated was destroyed – one occupant transported to hospital – other fire departments that responded: Holly Hill, Volusia County and Daytona Beach – State Fire Marshal was contacted.

#### Human Resources

##### Staffing Update

- Approved/Active Recruitment
  - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was advertised 09-27-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and was open until filled. Initial interviews were conducted 12-17-13. Eleven (11) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were rescheduled for 02-27-14 with the most recent applicants. Re-advertised on the City's web site 03-12-14 as open until filled. Two interviews conducted on 04-30-14.
  - 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 – The ad for Summer Camp Counselors was advertised on the City's web site on 03-13-14 and will remain open until filled. Thirty (30) 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-four (74) applications and resumes have been received, entered on the applicant tracing sheet with qualifications and scanned for the selection committee's review. Interviews with four (4) candidates have been scheduled for 05-12-14.
- 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.
- Public Works/Utilities – Water Treatment Plant Operator A, B or C license was advertised on 04-24-14 on the Florida Water & Pollution Control Operators Association (FWPCOA) web site, Florida Rural Water Association (FRWA) web site and the City web site and will close on 05-09-14.
  
- 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. Pre-employment screenings are being conducted and one candidate began working 05-01-14.
  
- 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 – An Acting Battalion Commander has been selected from the promotional eligibility list.
  - 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 04-30-14: 4.6% (excluding retirements).

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program March, 2014 monthly report reflects savings of \$92,959.48 for City residents in the time that the program has been in effect in Ormond Beach. Over 2,472 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.
- Blood Drive – City Hall Parking Lot on 05-19-14 from 8:30 AM to 1:00 PM
- ICMA – 457 Deferred Compensation Representative will meet with employees on 05-21-14 to discuss retirement planning options.
- Nationwide – 457 Deferred Compensation Representative will meet with employees on 05-30-14 to discuss retirement planning options.

Training & Development Opportunities

- LEAPS training on the City's Performance Management process with facilitator, Mark Toombs, will begin with a 4-hour supervisor training on 05-06-14 and continue on 05-19-14 with several 2-hour training sessions for employees. All trainings will be held at the Advanced Technology Center.

Risk Management Projects

- Mayor's Health & Fitness Challenge: Mayor's Mile with Farmers' Market.
- Launch Fitness Challenge for employees; end Walking Challenge via Wellness Action Team.

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 in Legal review.
    - Backup System Upgrade – Additional backups being configured and monitored for completeness and resource utilization. Project 98% complete.
    - Domain upgrade to version 2008 – Continuing the complex process of decommissioning the last of the old domain servers. Resolving issues one by one.
    - Email Server Upgrade from version 2003 to 2007 – In process of decommissioning the old servers.
    - WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the rest of the systems City-wide, building-by-building, department-by-department.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 35 New work - 58 completed - 75 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	39,704	Inbound E-Mails Blocked	25,864
Delivered Inbound E-Mails	13,715	Quarantined Messages	125
Percentage Good Email	34.5%	Virus E-Mails Blocked	251

- Notable Events:
  - None.

- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 0 Corrections: 0
  - Map/Information Requests: 14
  - 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: None.

## Leisure Services

- Administration
  - Supervisory Staff Meeting
  - Public Works Meeting
  - City Manager Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Weekly Professional Janitorial Meeting
  - Park Visits
  - Weekly Coordinator One-on-One Meetings
  - Community Gardens Meeting
  - Celtic Festival
  - Battle at the Beach
  - RFP Discussion
  - Budget Discussion
  - Field Maintenance Discussion
  - Soccer Meeting
- Athletics
  - The Ormond Beach Shuffleboard Club held their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm.
  - The OBSC Recreational and Competitive Soccer Programs have practices this week and games this weekend.
  - The OBGS Competitive Baseball Program continued spring practice this week at both the Nova Complex and the Sports Complex on Monday through Thursday evening.
  - The Lady Renegades Competitive Softball Program continued their spring practices this week at the Sports Complex Softball Quad Monday through Friday evening.
  - FLHS and SHS Baseball teams continued practicing this week at the Sports Complex fields. Both are still in the post-season playoffs.
  - The City's Coed Softball Spring League continued this week Monday through Wednesday at the Sports Complex on Softball Field #7.
  - 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 Regional Playoffs at home this week on Thursday night at 7pm at Wendelstedt Field #1.
  - OBSC Soccer and OBYBSA T-Ball played on Saturday morning at the Sports Complex.
  - A USSSA Baseball Tournament was held this weekend at the Nova Fields as well as the Wendelstedt Fields.
- 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 and 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; preparing fields daily
- Father Lopez and Seabreeze softball teams are using fields 1 and 3 for their games
- Golden Spikes Baseball league has resumed using Nova fields; prepped daily for them
- Mustang and Bronco boy's baseball leagues have started at Nova fields; prepped the fields daily
- Seabreeze, Father Lopez and Riverbend Academy baseball continue practice Monday through Friday; prepped the fields for them to use
- Recreation softball and boys' Pinto Leagues are using the Quad's softball fields for practice and games; prepped for them daily
- Competitive soccer leagues continue to practice daily; prepped and painted fields
- Rec league soccer continues practicing; goals, benches, trash cans and fields done for them
- Prepared T-ball fields daily for practice and games
- Adult coed league soccer continues; prepped field for practice and games
- Continued night shift, 3:30-11pm, Monday through Friday, checked parks and doggie stations
- Construction continues on the building for the Champion Field
- Challenger baseball continues at Nova Park
- Began application of pre-emergent fertilizer to all fields. Baseball Fields 1-4 are complete; working on soccer fields now.
- Hosted the Daytona Breakers football game on Saturday night. Laid out, painted and prepped the field for their first home game.
- Hosted a Lady Renegade's softball tournament Saturday and Sunday. Prepped seven fields between Nova and the Sports Complex both days.
- Delivered and set up mobile bleacher for Celtic Festival at Rockefeller Gardens
  
- 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 and Kopy Kats held regular classes
    - Tuesday: CMT held regular classes
    - Wednesday: CMT held regular classes
    - Thursday: CMT and Kopy Kats held regular classes
    - Friday: CMT held regular classes.
  - The Performing Arts Center hosted the following events:
    - Obedience Club of Daytona Presents: "Dancing Dogs Spring Show 10<sup>th</sup> Anniversary", Wednesday, 4/30 at 7pm, Free, Donations Accepted

- The Ormond Beach Chamber of Commerce Leadership Graduation, Thursday, 5/1
- The Performing Arts Center is prepared to host the following events:
  - A Very Special Arts Presents: "Talent Night," Friday, 5/2 at 7pm, Free Admission
  - Miss Daytona Beach USA 2015, Sunday 5/5, 4pm, \$20 General Admission Day of the Show
  - Pine Trails Elementary Presents: "Beauty and the Beast," Wednesday, 5/7 at 7pm, Tickets available at the door
  - Warner Christian Academy Presents: "Velvet Blues Band Concert," Thursday, 5/8 at 7pm, Free Admission, Donations Accepted
- South Ormond Neighborhood Center
  - Splash Pad open (10am to dusk)
  - Open gym (1pm to 8:30pm weekdays and Center hours on weekends)
  - Youth basketball practice Tuesday and Thursday evening
  - Basketball Tournament Saturday and Sunday
  - 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 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 event: Physical layouts, set-ups, check-in participants, etc.
- Gymnastics
  - Continuing training new Rec Leader
  - Revamp of social media advertising continues
  - The Coordinator continues to work on increasing enrollment
  - Registration for the May session is now taking place
- 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 continue to meet on Friday from 3:30-4:30pm.
  - Challenger Baseball met on Tuesday from 5:00pm-6:00pm.
  - Youth Coed Volleyball met on Monday and Tuesday for practice from 5:30pm-8:30pm.
- The Casements
  - Classes met this week including Pilates and Yoga.
  - Tours continued from 10am to 3:30pm Monday through Friday.
  - The Celtic Festival was held in Rockefeller Gardens Saturday and Sunday.
  - A wedding was held in Bailey Riverbridge Gardens on Saturday afternoon.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - A wedding was held in Bailey Riverbridge on Monday morning.

- A Christmas Gala meeting was held in Room 205 on Monday morning.
- A special school group tour was given on Monday and Tuesday morning.
- The By-Laws Committee meeting was held in The Preservation Room on Monday afternoon.
- The Library window display for Enviro Camp went up on Thursday morning.
- A sponsorship meeting was held on Thursday morning.
- The Guild Crafters met in Room 203 on Thursday afternoon.
- A wedding was set up at Bailey Riverbridge on Friday afternoon.
- A reception for the Ormond Beach Art Guild Kid's Workshop was held in The Gallery on Friday evening.
  
- 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 30 systems at seven City facilities
  - Greased saddle bearings, motors and pump housing and bearings at City Hall
  - Rebuilt faucets for Lab at WWTP
  - Affixed fan to iron pillion at Nova Fitness Room
  - Performed safety inspection on Commission areas at City Hall
  - Repaired drop down door stop at Police Station
  - Gathered more information for the radio audit at Public Works
  - Repaired threshold mechanical room door at Fire Station 92
  - Unloaded King Luminaire shipment from vendor at Public Works
  - Oversaw installation of lettering for door at Police Station
  - Replaced US Flag and Halyard at Public Works
  - Took roof lights to scuttle closet at PAC
  - Checked gate not closing at Fleet
  - Checked two A/C units not cooling at Fire Station 91
  - Armory door auto lock not performing to standards at Police Station
  - Received HEPA filter delivery to Pistol Range at Police Station
  - Removed the greenhouse from Ormond Memorial Gardens
  - Removed roots and prep ground for new greenhouse slab
  - Installed new parking lot lights on the roof of the PAC
  - Picked up new switch for the bollard at Andy Romano Splash Pad
  - Repaired toilet flapper in the Meals on Wheels ladies restroom at the Senior Center
  - Installed form boards and rebar for the new concrete slab at Ormond Memorial Gardens
  - Performed safety check on lighting at City Hall
  - Adjusted flush rate of urinal at Fire Station 94
  - Cleaned out auto valves at Andy Romano Splash Pad
  - Picked up and installed florescent fixture cover for Nova Rec.
  - Cleaned out Splash Pad pump basket at SONC
  - Located circuits in panels for proper identification at The Casements
  - Fixed bay door switch from sticking at Fire Station 92
  
- Parks Maintenance
  - Replaced stolen trail markers on the raised boardwalk
  - Removed graffiti from Joyce Ebbets pier
  - Removed cut palm fronds from the dunes at Birthplace of Speed Park
  - Pressure cleaned playground equipment at Central Park I

- Installed pavilion rules signs at Nova and SONC
- Repaired damaged downspout at Fortunato Park
- Stripped forms and installed memorial bench at Ames Park
- Repaired broken corner of picnic table slab at Sanchez Park
- Repaired loose handrail at Riverbend Nature Park
- Pressure cleaned canoe launch at Central Park I
- Citywide safety inspections of parks and equipment
- Weekly inspections of park facilities for reservations

### **Police Department**

#### **Administrative Services**

- Attended the monthly Volusia/Flagler Police Chief's Association meeting.
- Held Awards Committee meeting in preparation for the May ceremony.
- Attended quarterly PAL board Meeting.
- Successfully completed accreditation on-site review.

#### **Community Outreach**

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program continues on Monday's for third grade students with 12 youths participating. The fourth and fifth grade program continues on Thursdays with 11 youths registered for the program.
- The Tutors R Us program concluded on Thursday May 1<sup>st</sup>. Special thanks to Officers Amberly Michaelis, Josh DeLong and Royce James for participating as reading mentors.
- The Science on Patrol program continues at Ormond Beach Middle School with eight youths enrolled. This week, Officer Gregory Stokes provided a tour of the Police Department.
- Practice continues for teams in the OBPAL basketball program. Teams participated in the Battle at the Beach Tournament on April 25-27 in the Volusia County area. The PAL 7<sup>th</sup> grade team place first in their division and the third grade team placed 3<sup>rd</sup> in their division. (For photos and more information, please see page 3 of this week's issue of the Weekly Review.)
- The Youth Directors Council (YDC) met regarding upcoming community service projects. YDC members volunteered at the Battle at the Beach tournament for ticket sales and other tasks as needed. Currently 14 youths are registered for YDC.

#### **Community Services & Animal Control**

- Animal calls: 60
- Animal Bites: 2
- Animal Reports: 8
- Animals to Halifax Humane: 10
  - Cats: 4 Kittens: 5 Dogs: 1
- Injured wildlife: 2
- Free Spay day did 8 cats for Trap Neuter Release saving \$680 in impound fees.

#### **Criminal Investigations**

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 15
- Inactive: 6
- Fraud: 8
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 9
- Grand Theft: 3
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0

- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0
- Death Undetermined: 1

Narcotics

- Three Buy Walks
- Two Buy Walk Attempts
- Court

Comments:

- Fraud: Resident was victim to \$10,000 fraud. The victim's stepdaughter and boyfriend are suspects. Investigation continues and charges are expected.
- Death Investigation: Elderly subject called a family member complaining of chest pain. A family member responded and found the victim unconscious. No foul play suspected.

Records

- Walk - Ins / Window 92
- Phone Calls 102
- Arrest / NTA'S 11
- Citations Issued 150
- Citations Entered 436
- Reports Generated 141
- Reports Entered 136
- Mail / Faxes / Request 29

Patrol

- Total Calls 1957
- Total Traffic Stops 184

Operations

Crime Opportunity Report Forms: 270

- 4/24/2014
  - Grand Theft, 1058 North U.S. 1 (Kangaroo), security is still obtaining/gathering information but has reported that several individuals driving trucks stole 326 gallons of diesel fuel worth about \$1,300.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), adult tried to steal two scooters valued at \$212. She was stopped and arrested.
  - Warrant Arrest, 1614 North US1 (Econo Lodge), the Department of Children and Families (DCF) called early in the shift and requested a standby. DCF was investigating the mother and well being of a 3 year old. No one was home at the time. A few hours later we received a disturbance call at the room. Contact was made with mother, father, and 3 year old child. Investigation revealed father had an open warrant and was arrested.
- 4/25/2014
  - Criminal Mischief, 25 Riverside Drive (The Casements). City personnel discovered several power disconnects vandalized. It was later determined that someone used a ladder to access the fenced in area to the A/C units. It appears that the systems were disconnected in order to access the refrigerant.

- Battery – Domestic Violence Arrest, 125 Ponce de Leon Drive. Boyfriend and girlfriend got into a physical confrontation. Female was determined to be the aggressor and was arrested.
- Burglary Arrest, 112 Grey Dapple Way. Adult male with no shirt and wearing black shorts entered the victim's lanai. The subject then tried to enter the interior of the home through a sliding door when he was confronted and fled. He was stopped by units driving out of the area, identified by the victim and arrested.
- 4/26/2014
  - Fraud, 1521 West Granada Boulevard (Wal-Mart). Report sent to us from Highlands County Sheriff's Office. Theft victim from that area had credit cards fraudulently used in Ormond Beach.
  - Battery – Domestic Violence, 1 Laurel Oaks Circle. Girlfriend accused boyfriend of battery. All parties involved were intoxicated and refused to provide statements. No evidence or sign of injuries. Boyfriend agreed to leave and stay with his mother. Complaint Affidavit completed.
  - Battery – Domestic Violence, 14 Cliffside Drive (Ormond Lakes). One brother pushed his stepbrother during an argument. Older stepbrother left with his mother to an event in Daytona for the rest of the day. The father of the two subjects involved came to the lobby several hours later to report the incident. He was provided Domestic Violence information and a complaint affidavit was completed.
  - Theft, 220 North Nova Road (Publix). Customer set his wallet down on a shelf to put items in his cart. Went to check out and realized that he left it there. It was gone by that time. Publix obtained video footage of a suspect taking the wallet.
  - Fraud, 11 Cypress Point Court (Pine Trails). Victim's identity was stolen and used to open credit card accounts in the Tampa area.
- 4/27/2014
  - Shoplifting, 1521 West Granada Boulevard (Wal-Mart), Video captured a suspect taking \$1,300 dollars worth of electronic devices from a glass cabinet.
  - Criminal Mischief (City Property), Lindenwood Circle / Audubon Drive / Kimberly Drive. Total of three stop signs run down / uprooted / damaged. Several mailboxes in the area and a "For Sale" sign were also uprooted but undamaged.
  - Grand Theft / Bicycle, 440 North Nova Road. (Nova Recreation Center) Unlocked bicycle stolen by a teenager that arrived on a skateboard. Theft was partially recorded on surveillance/security video.
  - Battery – Domestic Violence Arrest, 26 Soco Trail (The Trails). Intoxicated adult male battered his brother and put him in a headlock after the brother tried to talk him into going to rehab. He was subsequently arrested.
  - Carbreak, 30 South Atlantic Avenue (Lulu's). Passenger side window broken out. Purse taken off front seat.
  - Narcotics Arrest, 1 South Beach Street. Officers observed marijuana in plain view in a vehicle while on a foot patrol. When the subjects returned to the vehicle they were contacted. Suspect admitted it was his. Notice to Appear issued.
- 4/28/2014
  - Burglary Attempt, 77 Spring Meadow Drive, front door kicked in at a house but no entry made. The resident heard a loud noise and heard her alarm go off. She saw her front door open but didn't see anyone.
  - Dangerous Dog Investigation, 14 Byron Ellinor Drive, pit bull already on quarantine attacked a neighbor's cat. The owner tried to dislodge the cat from the aggressive pit bull. Officers Labrie and Mills responded. The dog then attacked Ofc. Labrie biting/injuring him. Ofc. Mills had to shoot the aggressive dog to prevent further injury to Ofc. Labrie.
  - Carbreak, 459 West Street, suspect entered the unlocked vehicle overnight and took \$80-\$100 and a debit card.
  - Carbreak, 6 Tanglewood Circle, car burglarized overnight. Small amount of change was missing from the vehicle. Latent print developed.

- Carbreak, 116 Pinecrest Avenue, unlocked vehicle. Sunglasses, knife and camera monitor stolen.
- 4/29/2014
  - Warrant Arrest, 709 South Nova Road, suspect was arrested for an open warrant out of our city for dealing in stolen property.
- 4/30/2014
  - Burglary – Residence, 185 Bosarvey Drive. Victim employed the suspect and allowed him to stay at his residence for a few days. After he was told to leave, the suspect allegedly entered the home again and the victim's vehicle, stealing tools and money. The tools have been recovered. Complaint affidavit on the suspect completed.
  - Criminal Mischief, 506 Lincoln Avenue (Children's Workshop). Illegible phrases spray painted in black on a fence and on the rear wall of Winn-Dixie.
  - Fraud, 1521 West Granada Boulevard (Wal-Mart), Victim from theft in Daytona had \$400 in unauthorized credit card charges here.
  - Fraud, 1 Laurel Oaks Circle. Known acquaintances using victim's credit cards at area gas stations and stores.
  - Shoplifting, 1521 West Granada Boulevard (Wal-Mart), adult male took misdemeanor amount of items then fled. Left the merchandise behind after being confronted by staff. Last seen running toward Bermuda Estates.
  - Warrant Arrest, 1506 North Beach Street. Suspect was contacted at the residence and arrested for a Failure to Appear Warrant for Domestic Battery along with three other charges.
  - Aggravated Assault, 279 Selden Avenue. Suspect advised that a distant relative she never lived with tried to run her over with a vehicle regarding a dispute over \$5.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 84
  - Number of DUI Arrests: 1
  - Number of Uniform Traffic Citations Issued: 98
  - Number of Written Warnings Issued: 6
  - Number of Parking Citations Issued: 1
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 7
  - Number of Crashes with Injuries: 5
  - Number of Crashes with Serious Bodily Injuries: 0
  - Number of Crashes with Fatal Injuries: 0
  - Crash Investigation General Information:
    - 04/28/2014 - 14-04-00518 - 3 car crash at North Nova Road/US-1. Southbound car on US-1 rear ended cars stopped for the red light at Nova Rd. Major damage to 2 cars, 2 people transported with minor injuries. Southbound inside lane blocked for about an hour. DUI investigation was completed and charges are pending the results of a blood test.
    - One DUI crash where actual charging affidavit is pending the blood results (three car multiple injury crash) Crash handled by Officer Borzner.
- Traffic Complaints Received:
  - Parking issue - 100-Block John Anderson Drive in reference to last week's event at Fortunato Park (Not the Celtic Festival).
- 1. Strategic Traffic Enforcement Program (STEP) Information:
  - Location: 400-Block Clyde Morris Boulevard

- Reason for this STEP: High Traffic Area & Several Business entrances/exits
  - Number of times worked: 2; Total Hours Spent: 2
  - Citations Issued: 8; Written Warnings Issued: 0
  - Comments: Several stops for 20+ MPH over the speed limit.
- 2. Strategic Traffic Enforcement Program (STEP) Information:
    - Location: 600-Block Hand Avenue
    - Reason for this STEP: Cut through street and High Traffic area; speed enforcement
    - Number of times worked: 4; Total Hours Spent: 3
    - Citations Issued: 7; Written Warnings Issued: 2
    - Comments: None
- 3. Strategic Traffic Enforcement Program (STEP) Information:
    - Location: 200-Block North Orchard Street
    - Reason for this STEP: High Traffic Area
    - Number of times worked: 1; Total Hours Spent: 1
    - Citations Issued: 1; Written Warnings Issued: 0
    - Comments: Only worked for about 30 minutes
- 4. Strategic Traffic Enforcement Program (STEP) Information:
    - Location: 800-Block Wilmette Avenue
    - Reason for this STEP: Cut through street & several apartment entrances/exits
    - Number of times worked: 2; Total Hours Spent: 4
    - Citations Issued: 10; Written Warnings Issued: 0
    - Comments: None
- 5. Strategic Traffic Enforcement Program (STEP) Information:
    - Location: 100-Block Clyde Morris Boulevard
    - Reason for this STEP: High Traffic Area & Several Business and neighborhood entrances/exits
    - Number of times worked: 1; Total Hours Spent: 1
    - Citations Issued: 5; Written Warnings Issued: 0
    - Comments: A couple speeds of 20 + MPH over the speed limit
- 6. 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: 1; Written Warnings Issued: 0
    - Comments: None
- 7. Strategic Traffic Enforcement Program (STEP) Information:
    - Location: 400-Block North Ridgewood Avenue
    - Reason for this STEP: Self-Initiated
    - Number of times worked: 1; Total Hours Spent: 0
    - Citations Issued: 2; Written Warnings Issued: 0
    - Comments: None
- 8. Strategic Traffic Enforcement Program (STEP) Information:
    - Location: 1000-Block North Tymber Creek Road
    - Reason for this STEP: Self-Initiated
    - Number of times worked: 1; Total Hours Spent: 1
    - Citations Issued: 0; Written Warnings Issued: 0
    - Comments: None

### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 15 Cases initiated
- Zone 2: 18 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 5 Cases initiated
- 10 signs have either been removed or sign cases created.
- 20 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and sixty-nine (69) telephonic inquiries.

#### 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 the 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:

- Tymber 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 but will be opened next week when the closure moves south to Royal Palm. Royal Palm will be closed from May 12-16 for stormwater improvements. The section of Roadway from Royal Palm Ave. to Granada Blvd. and from Amsden Drive to the north end of the project was resurfaced.
- 2-inch Water Main Replacement – Mainland – Clearance packages were submitted for Creek View Way, Cross Creek Way, Curved Creek Way, Echo Woods, Lake Isle Way and Old Bridge Way. Restoration is being completed on the project. Milling and resurfacing for the cul-de-sacs on Cross Creek Way and Curved Creek Way is scheduled for Next week. Services are being converted to the new watermain on Carrington Lane.
- Central Park Lake Interconnects – The project is complete.
- 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 – The contractor is finalizing installation of the flow meter, acceptable as-builts have been submitted to the City, closeout documentation is being prepared.
- Downtown Underground Utilities Conversion - All street lights have been installed; the contractor is finalizing wiring of the lights. Final restoration of the project area will begin this week.
- Audible Pedestrian Signals – A walkthrough with the contractor and Volusia County Traffic Engineering occurred on Monday, April 28, all buttons are functioning per specifications.
- Downtown Banner – Both poles have been installed and installation of the banner support wire has been completed.
- 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 - Work is completed and project is being closed out. A small extra work order was necessary due to additional work the contractor was asked to do. Additional piping was installed by stormwater and the contractor was requested to line the pipe to the end to tie the two pipe sections together.
- 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 project is complete.
- 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 project is complete.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott - FDOT is currently milling and resurfacing Granada Boulevard, it is expected that their contractor will complete paving of the friction course the first week in June. Utility adjustments are nearing completion.
- OBSC Roadway Improvements – 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 – The County Council approved the ECHO Committee recommendations and the City will receive a \$400,000 grant. 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 met with Volusia County School Board representatives on Wednesday, April 23, to inspect the modular building they have agreed to let the City have. The building will be used for the vendor/restroom area. The City's chief building official noted that the building is acceptable in condition with only minor improvements required to bring the structure up to current code standards.
- 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 and will be presenting the change to the work authorization 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 9<sup>th</sup>. Staff has scheduled the award recommendation for the May 20<sup>th</sup> 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 Recreation Park- Preliminary design is approximately 75% complete.

- 2-Inch Waterline Replacement – North Peninsula - Survey of the project area has begun, the consultant and City visited the area on Wednesday, April 16 to plan design approach; letters have been sent to residents informing them of the upcoming project.
- 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.
- 2-Inch Waterline Replacement – Mainland - Survey of the project area has begun, letters have been sent to residents informing them of the upcoming project.
- Reforestation Street Tree Planting – Bids were received and are being reviewed by staff.
- 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 Recreation Center Roof Repairs - Project construction contract was approved by Commission. Staff is coordinating startup of the project that should begin May 28<sup>th</sup>.
- Ormond Beach Municipal Airport Taxiway G - Reviewed 60% design plan submittal.
- 2014 Roadway Resurfacing- Bid package has been completed and submitted for the May 20 Commission meeting for notification for advertising of competitive bidding and scheduled to receive bids on June 25, 2014.
- 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; a preliminary scope of services was submitted to the City for review April 25.

#### 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).
- Franchise Utilities- Inspected FPL work on Booth Rd, Northbrook and Hand Ave and AT&T on Division Avenue. Projects were inspected for avoidance of conflicts with City utilities and site cleanup and restoration within the right-of-way.
- Calculated the overall and individual square footage for the (4) requested N Oceanshore Properties (815-955) and created sketches of the same to match the provided legal descriptions per Planning Div request.
- Reviewed plans and created Wetland Protection Permit for 1854 John Anderson Dr.
- Reviewed plans and created work in the right of way permit for Hull Road (to progressive Business Park) per AT&T request.
- Reviewed plans and created work in the right of way permit for Avenue Bonita per FPL request.
- Researched and located old records for 85 Saddlers Run per Homeowner request.
- Crated new plan set drawing of the Foxhunter Flat topo to reflect new elevation data per Planning Div request.
- Completed downed tree locate at 184 Tomoka Ave per Streets Div request.
- Completed research on and field located the fence in the right of way located in the Tomoka Ave/ S center St Intersection per Streets Div request.
- Updated the 157 Windward Cir sewer lateral drawing showing connection options “A” and “B” per Utilities Div request.
- Created additional new easements and modified the existing easements for the Downtown Underground Utilities Project.

- Continued updating the proposed Tomoka State Park Sidewalk plans per project manager request.
  - Continued the updating and creating the new 2014 City Standard Details based on engineers' comments.
  - Created exhibit drawing showing the locations of the proposed stormwater pipe lining project.
  - Completed the Bi-monthly monitoring of the monitoring well ground water elevation survey at the Nova Landfill.
  - Completed the monthly air gas level monitoring at the Nova Landfill.
  - Assisted project manager in the field for determining the security camera distance maximums at Nova Community Park.
  - Researched and compiled drawings showing rights of ways for various roads throughout the City and provided to Landscape Architect per request.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Removed broken sidewalk & formed for a pour at S. Halifax & Bosarvey Cir.
        - Dug out, formed & poured a sidewalk taken out by a contractor at S. Beach & Tomoka
        - Formed basins at Peninsula & Ivanhoe
        - Pulled forms and backfilled at S. Beach St.
      - 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
        - Trimmed low limbs and removed dead trees along the fence at the Wastewater Treatment Plant
        - Trimmed trees on St. Andrews St., on Orchard St., on Wilmette, on Pine Shadows, on Woodgate Ct., at 800 block Division Ave., at 1200 block Scottsdale, on S. Ridgewood and on Fleming at Central Park I
        - Returned rentals used for Earth Day to Rentaland in Flagler
        - Removed dead wood from City Hall Parking Lot
        - Removed dead bay tree at City Hall
        - Assisted Sign crew at Pineland Trail
      - Maintenance Crew
        - Rotated Special Event Bridge signs
        - Debris cleanup on Granada Bridge and Memorial Gardens
        - Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
        - Daily maintenance of various vehicles in Public Works Yard
        - Printed daily work orders and distributed for job assignments
        - Trimmed at various ROW (Right-of-Way) locations
        - Weed control on Granada Bridge, east & west side guardrails and on Nova Rd.
        - Trimmed around various street signs, south of Granada, between Beach & US1
        - Assisted concrete crew with a pour on Tomoka & S. Beach
      - Sign Shop

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

        - Citywide Locations, installed stop & speed limit signs where needed and checked for signs that might need attention

- Kimberly Dr., installed (3) stop signs & posts
- Casements Dr., installed pedestrian markers
- Pineland Tr., installed "No Trespassing" signs
- Overbrook Ct., by school, installed a stop sign
- Sign Shop, fabricated various signs for upcoming jobs, and ordered supplies

Stormwater Maintenance  
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Public Works Yard – put away Earth Day equipment
- ABC Pond – sprayed
- US1 – Delittered FDOT (Florida Department of Transportation) pond
- Various citywide locations – cleaned out basins due to heavy rain
- Mirror Lake – took care of sinkhole
- Streetsweeper in for service

Vactor

- Cleaned areas on Winding Woods and on Mirror Lake

Mowing

- Bush Hog Mower – on N. US1, and on SR40, west
- Reachout Mower – on N. US1, and on Arroyo Pkwy
- Slope Mower – on N. US1

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week  
25,641

PM Services completed for the week:

Emergency—Vehicles and Equipment

13

Non-Emergency Vehicles and Equipment

14

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 14,540 unleaded and 7,087 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,304 gallons of unleaded and 651 gallons of diesel.
- Fleet completed 52 work orders this week.

- Utilities

Projects Summary

- Anchor Drive Water Main Improvements – Work is underway and being performed by JD Weber.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Bonnie View Drive Water Main Extension – Construction is complete and services restored.

- WWTP Biosolids Treatment & Disposal – Preparing a commission agenda item for June 3 CC Meeting for award consideration for piggyback of either Palm Coast or Daytona Beach 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 – Shop drawings were received and reviewed by the consultant.
- Division Avenue Well Field Raw Water Piping – Responded to designer inquiry concerning directional drilling instead of open cutting underneath the Laurel Creek canal.
- 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 and a City Commission memo will be prepared recommending contract award to the lowest responsible vendor.
- Dual Check Valve Assembly Procurement – A City Commission memo has been prepared for the May 6<sup>th</sup> City Commission meeting recommending award.
- 2-inch Water Main Replacement – New 2<sup>nd</sup> phase projects have been awarded to engineering firms and survey/ design is underway.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Applications were submitted by consultant to FDEP. Revision to Reuse Service Area Map prepared to address necessary updates.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff removed grit from riser piping and discharge segment valves found during start-up. Pump #3 start up and testing began 4/29/14. The initial report indicates that rags are still present in the revised impeller. Further testing is warranted.
- Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – RAS valves were delivered to the plant.
- 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.
- SR 40 (Tymer Creek Road to SR Perrot) Resurfacing – Several manholes have recently been identified as deteriorated and require structural enhancement. Met with Utility Technicians, Inc. to field check structurally deteriorated manholes to secure a repair estimate.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Field Order 6 was prepared for Lift Station 9M pavement addition and coaxial cable replacement at Lift Stations 4M1, 9M and Towne Square. Notice of Substantial completion was sent to contractor for execution.
- Water Storage Tank Cleaning & Inspection – Reports for reclaimed water storage tanks were received. Cost estimates are pending. Sent reports to Hazen Sawyer to develop a plan for tank maintenance and repair scheduling.
- SPRC – Giant Recreation World – Received site plan application submittal from Volusia County. River Oaks – Met with contractor to discuss common area irrigation. Sarah House – Reviewed revised plans. North Peninsula Force Main – Project is advertised for bids. Bids are due 5/8/14.
- 32 Valhalla Avenue Service Line Replacement – Volusia County Use Permit was received.
- 100 Marlin Drive Service Line Replacement – Volusia County Use Permit was received.

#### Departmental Activities

- Water Distribution
  - Exchanged 81 water meters per Finance Department work orders and water service connections within the 2" water main replacement project.
  - Connected 46 new water services on Seton Trail, Carib Dr and Carrington Lane as part of the 2" Water Main Replacement Project.
  - Connected 3 water services due to new building construction.
  - Responded to or repaired 17 water leaks.

- Performed accuracy testing on a ¾" residential water meter per Finance Department work order. Scheduled 4 commercial water meters for annual testing.
- Assisted 5 customers with misc. concerns.
- Responded to 6 low pressure and/or water quality grievances.
- Replaced 6 water services due to aged pipe causing low pressure.
- Replaced 8 water meter boxes.
- Performed inspection and testing of 4 city owned backflow preventers; repaired 1 backflow device.
- Continued yearly fire hydrant maintenance activities in Ormond-by-the-Sea, 12 fire hydrants were inspected, pressure tested and painted. Performed maintenance on 4 fire hydrants in city limits due to OBFD work requests.
- Installed 100 feet of 2" water main and connected a dead-end on Bonnie View Dr to improve flow characteristics and customer inquiries.
- Activate and flush the new water main on Carrington Lane, Seton Trail and Carib Drive.
- Deactivated old 2" water main on Carrington Lane
- Restored excavation sites on Bonnie View Dr.
- 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 Project.
  
- Water Treatment
  - Delivered 38.294 million gallons for the week ending April 27, 2014 (5.471 MGD)
  - Backwashed 11 filters for a total of 390,000 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 notices.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 29.75 Million Gallons.
  - Produced 24.51 Million Gallons of Reuse.
  - Produced 4.69 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.17 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 150.13 (14%-18% Solids).
  - Sampled for Chronic Bioassay and submitted for testing.
  
- Wastewater Collection – Reuse
  - Crews responded to seven trouble calls Breakaway/Hunters Ridge PEP System service area and one in town.
  - Televised 5, cleaned 3 & root inhibitor applied on 2 sewer laterals.
  - Assisted Utilities Maintenance with start up activities at influent pump station Pump Assy. No. 3.
  - 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) 27/30 psi. Foxhunters Flat (2 inch) 24/22 psi & Shadow Creek Blvd. (4 inch) 10/4 psi.
  
- Utilities Maintenance Division
  - Wastewater Plant – Lift Stations
    - NTU Meter – repair/replace pump as needed
    - Hull Road Ball field – one of two pumps not operational - pulled pump - return to shop for Flygt inspection and repair
    - Influent Pump Station – Contractor/Vendor repairs of #3 VFD – on site April 22-25 – VFD successfully repaired – start up determined discharge check valve to be ragged and nonoperational – check valve disassembled and cleaned 4/28/14 - pump start up occurred on April 29 2014.

- 4M - generator running – found FPL power online – transfer switch would not transfer back to FPL power – turned over to Fleet for repairs – generator status not indicated on SCADA – will investigate monitor points.
- Centrifuge #2 – installed AUX contacts on the breaker and powered up.
- SCADA monitor/response: continuing to trouble shoot Lift Station PLC's and WIN 911: BAT L.S. – no starts pump #1 - Found breaker tripped - Reset - All ok - Wiring the controls for the odor control blower pump.
- Influent pump room – deragged pumps as per lead operator.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Monthly PM's: Effluent Transfer Pumps #1, 2 & 3 Swing Zone Blowers #1, #2.
- Annual PM'S: Carrousel Surface Aerator #1N; Carrousel Blower #3.
- Lift Station PM's: 18 monthly and 2 annual performed.
- Plant wide oil & grease route.
- 48 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Reuse HSP – Report of low pressure on system, faulty pump check valve found; being replaced.
  - WTP HSP #8 – work order for key pad cable - Rockwell will replace when part arrives.
  - Well 35R – verify panel schedule.
  - Well 9D – well not responding - Repaired and reset motor starter all ok.
  - Well 11D – replaced nonoperational pump and motor.
  - Well 7D – overloads tripping will schedule troubleshooting with Operations.
  - H.S.P. #3 - love joy coupling failed parts on order.
  - Sample wells - Fabricated pumping system.
  - Weekly PM's - lime slurry pumps #1, # 2, #3.
  - Monthly PM's – wells 22H,23H,24H,25H,26H,27H,28H,29H; wells 35R,36R,37R,38R; wells 5D,6D,7D,8D,9D,10D, 11D.
- 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.
    - 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. CCR data and information reviewed by staff and forwarded to FDOH for review prior to publication.

- Water Conservation Initiatives Webinar: Staff attended a webinar outlining the importance of water conservation initiatives in the community and how to implement them.

#### **Support Services/City Clerk**

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Agenda packet preparation and creation for May 6, 2014, City Commission Workshop
- Agenda packet preparation and creation for May 6, 2014, City Commission Meeting
- Agenda packet preparation and creation for May 8, 2014, Quality of Life Advisory Board
- Agenda packet preparation and creation for May 9, 2014, Pension Boards

#### **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.