

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 9, 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, Leisure Services Director, and Economic Development Director
- Preliminary budget season meeting with Assistant City Manager, Finance Director and Accounting Manager
- Staff meeting with directors
- Discussion with staff on bridge uplighting
- Budget meetings held this week: Planning Department (including Building Division); Leisure Services Department (including Building Maintenance and Parks Divisions).

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Completed Government Finance Officer Association budget reviews
- Prepared for and attended United Way Allocation Panel meeting
- PACE Center Board meeting
- Weekly phone discussion with Wayne Grant, The Observer, on various topics

Community Development

Planning

- The Planning Director and Civil Engineer met with Irene Todora who lives at 340 Cumberland Avenue. She has complained that the recent rains caused damage to her property and the run-off was associated with the adjacent home that was raised out of the flood plain with City assistance.
- Staff met with Jim Morris, representing the property owner adjacent north to the condos, and Rob Merrell, representing the Coral Sands. Both are going to oppose the Ocean Shore Condominium Land Use and Rezoning based upon the following issues:
 1. Condo Association documents – Mr. Morris claims that two of the condos actually do not permit transient lodging. Therefore there is no authority for an application to be submitted to change the Land Use and Zoning in the first place.
 2. Inconsistency with Comprehensive Planning Policy 1.2.4 (addressed in the Staff Report) “shall not be permitted to intrude into established residential areas north of Granada Boulevard nor established residential areas east of South Atlantic Avenue...” The Staff Report argues that the policy is consistent in that the use is currently multi-family with transient lodging and therefore no further intrusion into established residential areas will be created.
 3. There is too great of a difference in the intensity of the proposed Tourist Commercial uses over the High Density Residential (1.5 versus 0.3).
- The Planning Board conducted public hearings on the following items:

1. 815, 855, 915, and 935 Ocean Shore Boulevard Condominium Association LUPA and rezoning item was continued.
2. 640 North Nova Road LUPA and rezoning from Medium Density Residential and R5 to High Density residential and R6 respectively. There were a number of residents both from The Trails and the condo association in attendance regarding this item.
3. Special Exception for permanent outdoor display of finished products by a landscaping company at 200 Highland Avenue.

Building Inspections, Permitting & Licensing

- 90 permits issued with a valuation of \$1,792,179.00
- 334 inspections performed.
- 5 business tax receipts issued.

Development Services

- SPRC met with representatives from First Green Bank in downtown for a possible redevelopment project.

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

- Austin Outdoor conducted a bi-annual herbicide application at the airport this week. 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 participated in a conference call with the Federal Aviation Administration's Orlando Airports District Office to discuss funding for the construction phase of the Taxiway "G" and Airfield Electrical Upgrades project.
- The House Transportation/Housing/Urban Development appropriations subcommittee met this week to consider draft legislation to fund the Federal Aviation Administration (FAA) in fiscal year 2015. The draft legislation includes not less than \$140 million in dedicated and statutorily-protected funding for the FAA contract tower program.
- 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 anticipates that a lease for this parcel may be submitted for approval by the City Commission in June of this year.
- Staff completed trimming a large tree located near the main vehicle gate for the airport.
- 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. Staff is coordinating responses to requests for additional information from the potential surveyors.
- 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 61 Journal Entry Batches (# 3242- 3380).
 - Approved 18 Purchase Requisitions totaling \$137,918.39.
 - Issued 13 Purchase Orders totaling \$64,809.83.
 - Prepared 164 Accounts Payable checks totaling \$487,106.92 and 41 Accounts Payable EFT payments totaling \$366,488.87.
 - BID 2014-09, City Hall Chiller Replacement, Intent to Award letter mailed on 5/2/2014.
 - BID 2014-12, Granada Median Landscaping-West of I-95, Intent to Award letter mailed on 5/2/2014
 - BID 2014-19, Solid Waste Collection and Disposal Services, Yard Waste, Curbside Recycling Collection, Roll-Off Service/Billing and Transfer Station Lease, Pre- Proposal Meeting was held on 5/7/2014 at 10:00 a.m.
 - Processed 4,820 cash receipts totaling \$735,661.24.
 - Processed 1,267 utility bill payments through ACH totaling \$64,152.36.
 - Processed and issued 4,998 utility bills with billed consumption of water of 24,539k.
 - Issued 634 past due notices on utility accounts.
 - Auto-called 34 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - John Anderson Drive Road Closure (May 12-16)
 - Florida Licensing on Wheels (5/13)
 - Youth Summer Volleyball League (Registration 5/12-6/24)
 - 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.
- Completed NIAB packet for May 15th meeting.
- CodeRED notifications for hydrant maintenance.
- Attended QLB meeting and presented NIAB recommendations for the use of FY 14-15 CDBG funds.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted DRAFT CDBG Annual Plan to Volusia County.

Fire Department

Weekly Statistics

- Fires: 6
 - Fire Alarms: 10
 - Hazardous: 4
 - EMS: 77
 - Motor Vehicle Accidents: 7
 - Public Assists: 41
- TOTAL CALLS: 145

- Aid provided to other agencies: 11 calls – Daytona Beach (2), Volusia County (9)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 64

Training Hours

- NFPA 1001: Firefighting 22
- NFPA 1002: Driver/Operator 2
- NFPA 1021: Officer 3
- NFPA 1410: Hose Drill 9
- NFPA 1500: Safety/Equipment 52
- NFPA 1620: Pre-Fire Plan Inspections 19
- EMT/Paramedic 13
- TOTAL TRAINING HOURS: 120

Station Activities

- Serviced 123 fire hydrants to include flow testing and inspection
- Conducted 5 fire inspections
- Updated 39 pre-fire plans
- Provided tour of Fire Station 91 to group of 35 children

Significant Incidents

- 4/29/14, 8:44 PM: Black Pine Way – Structure Fire – Upon arrival found smoke showing from roof line of single story home – all occupants out of structure safely – Ormond Beach Engine 94 and Daytona Engine 7 searched attic to locate fire – heavy smoke and fire found near back bedroom – heavy fire damage to rafters in fire area and smoke damage throughout – cause of fire due to a lightning strike – resident heard loud boom during heavy storm – estimated property value saved was \$165,000 with the estimated value loss of \$45,000 – cleared scene at 10:48 PM.

Operations

- Attended emergency operations coordination quarterly meeting at Volusia County Emergency Operations Center.
- Attended meeting with northeast county Fire Chiefs regarding service deliver.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Fleet – Mechanic III
- Approved/Active Recruitment
 - 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. Thirty-five (35) applications were received, entered on applicant tracking sheet and forwarded to Coordinators for review.
 - Leisure Services/P.A.C. – Part Time Custodian was advertised on the City's web site on 03-25-14 and will remain open until filled.
 - 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. Four (4) candidates were invited to interview on 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.
 - 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 to Coordinator for review. Interviews were conducted and a candidate was selected. Selected candidate did not come in for processing and department requested that the position be re-advertised which was done on 05-08-14.
- 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. One candidate started employment on 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/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. A candidate was selected and pre-employment screenings were initiated.
- Promotions/Transfers
 - Fire Department – A candidate has been selected for the Battalion Commander position from the promotional eligibility list to be Acting B.C.
 - 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 – 05-19-14 (8:30 – 1:00)
- 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 beginning 05-19-14 several 2-hour training sessions will be held for employees. All training sessions will be held at the Advanced Technology Center.

Risk Management Projects

- Mayor’s Health & Fitness Challenge: 1st Place Winners Awards and Mayor’s Mile with Farmers’ Market.

- Attend Chamber's Leadership wrap-up meeting.
- Attend LEAPS Performance Management workshop.
- Preparation for insurance marketing.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP to be drafted and reviewed by Legal.
 - Community Development – Electronic Plan Review – Vendor Demo conducted on 3/27/2014.
 - Backup System Upgrade – Additional backups being configured and monitored for completeness and resource utilization. Project 97% complete.
 - Domain upgrade to version 2008 – Continuing the complex process of decommissioning the last of the old Domain servers. Resolving 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: - 11 New work - 56 completed - 48 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	48,607	Inbound E-Mails Blocked	35,095
Delivered Inbound E-Mails	13,410	Quarantined Messages	6102
Percentage Good Email	27.6%	Virus E-Mails Blocked	155

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 1 Corrections: 0
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 19,047 (84.6%) potable 18,505, Irrigation 538, Effluent 4
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Weekly Coordinator One-on-One Meetings
 - Agenda Item Review Discussion
 - City Commission Meeting

- Budget Meeting
- Quality of Life Board Meeting
- LEAPS Training

- 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 in action for their last week of practices.
 - 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.
 - The City's Coed Softball Spring League continued this week with makeup games due to poor weather Monday through Wednesday at the Sports Complex on Softball Field #7. Playoffs start next week.
 - The City's Youth Volleyball League finished this week on Monday and Tuesday night. Sessions ran from 5:30 to 7pm and 6:45 to 8:15pm.
 - OBSC Soccer and OBYBSA T-Ball played their final games on Saturday morning at the Sports Complex.
 - The Mid-Eastern Athletic Conference (MEAC) held their annual Softball Championships at the Sports Complex, Softball Quad. Practices were held on Wednesday, with games played on Thursday through Saturday. Sunday was held for a rain day only.

- 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; drag and prep a field for them to use
 - Lady Renegade softball teams continue workouts; prepare 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; prep daily for them
 - Mustang and Bronco boy's baseball leagues have started at Nova fields; prep the fields daily for them
 - Seabreeze, Father Lopez and Riverbend Academy baseball continue practice Monday through Friday; prepping the fields for them to use

- Recreation softball and boys' Pinto Leagues are using the Quad's softball fields for practice and games; prep for them daily
- Competitive soccer leagues continue to practice daily; prepped and painted fields
- Rec league soccer continues practicing; goals, benches, trash cans and fields done for them
- Prepare T-ball fields for practice daily; prep 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 -12pm, Monday through Friday to check parks and care for 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 1-4 is complete. Finished on the soccer fields now.

- 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:
 - A Very Special Arts Presents: "Talent Night", Friday, 5/2 at 7pm
 - Miss Daytona Beach USA 2015, Sunday 5/5 at 4pm
 - Pine Trails Elementary Presents: "Beauty and the Beast", Wednesday, 5/7 at 7pm
 - Warner Christian Academy Presents: "Velvet Blues Band Concert", Thursday, 5/8 at 7pm
 - The Performing Arts Center is preparing to host the following events:
 - Children's Musical Theatre Workshop presents: "Willy Wonka Kids" & "Seussical", Friday, 5/16 and Saturday, 5/17 at 7pm, Sunday 5/18 at 1pm. \$10 Reserved Seating

- 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, Wednesday and Thursday evening
 - Fitness room open (Center hours)
 - Jazzercise Monday (5:45 to 7:00pm)
 - YMCA Soccer Monday, Wednesday, Friday, Saturday
 - Tomoka Elementary Field Trip Friday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Leader position
 - Attended event meeting
 - Attended Senior Games meeting
 - Attended LEAPS training
 - Art in the Park 2014 event operations

- Art in the Park clean-up of equipment and supplies
- Art in the Park sponsor recognitions and return of banners
- Assisting with Memorial Day tasks
- Assisting with Public Safety Awareness event

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

- 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 for its final practice this week.
 - Interviews for camp counselor positions took place on Wednesday.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday.
 - Art in the Park 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 Memorial Day Remembrance Committee meeting was held in The Preservation Room on Wednesday morning.
 - Summer Camp counselor interviews were held in The Preservation Room on Wednesday afternoon.
 - The Guild Crafters met in Room 203 on Thursday afternoon.

- 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
 - Weekly inspection of Andy Romano and SONC Splash Pads
 - Performed preventive maintenance and filter check/change on 81 systems at ten City facilities
 - Purchase rope lighting for PAC building
 - Meet with vendor to get estimate on Airport Tower control room
 - Meet vendor at Softball Quad to repair upstairs door lock at Airport Sports
 - Replaced missing light pole access cover at Cassen Park
 - Repair Bait House hose bib at Cassen Park
 - Install a new bollard switch for the Splash Pad at Andy Romano

- Install a float switch for the waterfall pump at Ormond Memorial Gardens
- Check power outage at Airport Tower; reset electrical breakers
- Repair an overloaded circuit at Celtic Festival
- Repair the urinal Sloan valve in the Maintenance Office at Sports Complex
- Investigate units in Room 203 and 205 not cooling at The Casements
- Clean three, through-the-wall A/C units at Public Works
- Check radios and guidance equipment fried by lightening at Airport Control Tower
- Attempt to resolve downspout issue, accomplished at WTP
- Accompany vendor for quote replacing scuttle hatch at PAC
- Replaced six vandalized disconnects for rooftop A/C units at The Casements
- Picked up parts for lighting project at PAC rooftop
- Erect gate sign in breezeway at Public Works
- Chiller down, lightening strike...reset ok at Police Station
- A/C no power, t-stat blank-lightning strike at Airport Control Tower
- AC condenser fan blades/shroud shot TR Street Department at Public Works
- A/C power plug destroyed by lightning strike at Airport Control Tower
- Meet the roof contractor for roof leak at the PAC
- Replace filter bag for the Splash Pad at Andy Romano
- Purchase misters for City-owned restrooms
- Install a water spigot for new greenhouse at Ormond Memorial Gardens
- Meet contractor for termite inspection Breakaway Trails
- Completed roof lights at PAC
- Repair flag light at Riviera Park
- Install rope lighting in the theater at PAC
- Parks Maintenance
 - Installed pavilion rental rules sign at Central Park I
 - Replaced basketball net at Central Park i
 - Replaced stolen "No Diving" sign at Joyce Ebbets Pier
 - Assembled new trash cans for installation at various City parks
 - Sprayed for weeds in work out stations and grill areas at Riverbend Nature Park
 - Delivered slat for memorial bench to engraver
 - Modified grills for installation at Andy Romano Beachfront Park
 - Removed graffiti from picnic table at Central Park 1
 - Installed "No Parking" sign at Andy Romano Beachfront Park
 - Repaired door lock on Maintenance Building at Andy Romano Beachfront Park
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = Restock restrooms at Fortunato Park for Celtic Festival
 - Call Out = Clear toilet at Sanchez Park

Police Department

Administrative Services

- Staff attended the 30th Citizen's Police Academy graduation held at the Police Department.
- Attended LEAPS training on new employee performance evaluations.
- Attended event preparation meeting for Public Safety Awareness Day.

Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program continues on Mondays for third grade students with 12 youths participating in the program. The fourth and fifth grade program continues on Thursdays with 11 youths registered in the program.

- 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. The teams will be participating in tournaments in May and early June. The season will conclude in July.

Community Services & Animal Control

- Animal calls: 70
- Animal bites: 1
- Animal reports: 5
- Animals to Halifax Humane: 8 (Dogs: 2 Cats: 5 Other: 1)
- Injured wildlife: 2

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 15
- Inactive: 10
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 2
- Grand Theft: 8
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0

Narcotics

- Six Buy Walks
- One Meth Lab Investigation
- Two Search Warrants

Comments:

- Grand Theft: Warrant issued for the subject responsible for stealing batteries from Action Golf Cart on N.US#1
- Property Recovered: Investigators from Ormond Beach P.D. and dive members from the Sherriff's Department searched the Division Ave. lakes for property taken in some residential burglaries with a known suspect. Property was recovered during the search and additional charges will be filed.

Records

- Walk - Ins / Window 42
- Phone Calls 76
- Arrest / NTA'S 18
- Citations Issued 93
- Citations Entered 62
- Reports Generated 126
- Reports Entered 124

- Mail / Faxes / Request 43

Patrol

- Total Calls 1,638
- Total Traffic Stops 134

Operations

Crime Opportunity Report Forms: 151

- 5/01/2014
 - Grand Theft, 9 West Tower Circle. Large industrial generator and a 200 lb. liquid propane tank of fuel were forcibly removed.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect took misdemeanor amount of items. He was released with a Notice to Appear.
 - Sex Offense, 170 North Kings Road (Avante). Elderly special needs resident allegedly exposed himself to another resident.
 - Carbreak, 880 South Atlantic Avenue. Employee of the business left the vehicle unsecure. Nothing taken but the door was left open and contents were moved around.
 - Grand Theft, 321 South Atlantic Avenue. Kayak taken from the back yard of the residence sometime in the last week
 - Battery – Domestic Violence, 565 South Atlantic Avenue (Corvette Inn). Adult male advised his live-in ex-wife took \$250 out of his wallet and also grabbed him causing bruises on his arm before she left. Complaint affidavit completed.
 - Battery – Domestic Violence Arrest, 374 South Halifax Drive #B. Two adult brothers got into an argument that became physical. One was determined to be the aggressor and was arrested.
 - Burglary Residence Arrest, 73 New Britain Avenue. Entry was made to a vacant house. Witnesses saw a white male in dark clothing going in and out of the house. Officers responded to the scene and found two dogs in the home. The owners advised no one should be there. Officer(s) in the area located a male on South Washington who was later identified as the subject that had entered the residence on New Britain. He was arrested for burglary and the dogs turned over to the Humane Society.
 - Warrant Arrest, Lucky Drive and Bosarvey Drive. Adult male contacted on a subject stop was found to have an active/open warrant and was arrested.
- 5/02/2014
 - Contempt of Court Arrest, 2 John Anderson Drive (Fortunato Park), Subject found sleeping in the park is a registered sex offender and had recently been released from jail out of Missouri. He had not registered and said he did not plan to register. He was arrested without incident.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). 30 year-old female shoplifted \$99 worth of goods with her 10 month old daughter with her. She was issued a Notice to Appear.
 - Disorderly Intoxication Arrest, Tomoka Plaza, officers made contact with a subject after receiving a report that she was drunk and stumbling around. During the investigation she was arrested for Disorderly Intoxication and was transported to the Branch Jail.
- 5/03/2014
 - DUI Arrest, 769 West Granada Boulevard (Olive Grove Apartments) Suspect arrested for DUI after she crashed into another car. She was also charged with two felonies for having two minor children unsecured in the back seat.
 - Battery-Dating Violence Arrest Suspect arrested after battery on his girlfriend during their date that evening.
- 5/04/2014
 - Vandalism, 901 South Beach Street (Riviera Park), benches thrown in the water and garbage cans damaged overnight. Facilities Management responded and cleaned the area.

- Warrant Arrest, Granada Bridge, suspicious person on top of bridge hitting himself and acting strange had an open warrant for begging. He was arrested without incident.
- Warrant Arrest, 582 Cameo Drive, while investigating a suspicious incident call, suspect was found to have an active civil writ of bodily attachment for child support. He was arrested
- 5/05/2014
 - Grand Theft, 179 Suntree Court. Large amount of jewelry missing from the home over the past two months. Service personnel suspected.
 - Stolen Vehicle, 583 Robin Road. Rental vehicle was left in front of the home with the keys in it. Renter was doing painting work at the home. A large amount of his tools, his wallet, and his cell phone were in the vehicle.
 - Grand Theft, 956 Ginger Circle. Elderly victim with special needs has a felony amount of items missing from her home over the past four years. The theft(s) were discovered by her Power of Attorney during an insurance audit.
 - Grand Theft, 685 South Yonge Street (Wholesale Furniture Market). Laptop stolen from countertop sometime over the weekend.
 - Carbreak, 553 Riverside Drive. Vehicle was unsecure, iPad and iPod were taken.
 - Warrant Arrest, 153 University Circle. Officers contacted the subject at his home after determining he had an open/active warrant for his arrest.
 - Battery – Domestic Violence, 940 Margarita Circle. Dispute between mother and son. Mother initially claimed her son had pushed her but later changed her story. No one else on scene witnessed the altercation. Affidavit completed and son left the residence.
 - Battery - Dating Violence/Affidavit, Riverbeach Drive and South Atlantic Avenue. A fight between a male and female was called in by another party. Officers located the female but not the male. An investigation was done and an affidavit completed on the male subject.
- 5/06/2014
 - Burglary – Residence, 215 Black Hickory Way (Breakaway Trails). Unknown suspects entered a home under construction and deployed spray foam all over, causing damage.
 - Warrant Arrest, 429 Tomoka Avenue. Suspect turned himself in on a probation violation.
 - Shoplifting Arrest, 1349 West Granada Boulevard (Lowe's). Suspect stole 2 packs of AA batteries. Subject took off on foot and ran from officers. He was caught across the street after he lost his footing and fell.
 - Battery Dating Violence Arrest, 500 Shadow Lakes Boulevard Apt. #4, suspect was arrested for physical altercation with her boyfriend.
 - Burglary Residence, 924 Rollins Avenue. Seiko watch stolen valued at five hundred dollars.
 - Resisting an Officer without Violence Arrest, 9 Coquina Cliff Circle. Suspect was arrested for resisting and not obeying officer's commands.
 - Narcotics Arrest, 700 S Atlantic Avenue, suspect was in possession of 9 schedule II pills without a prescription. She was placed under arrest.
- 5/07/2014
 - Carbreak, 1 South Beach Street, Cassen Park, purse taken.
 - Carbreak, 579 North Nova Road, Temple Bethel, purse and wallet taken.
 - Carbreak, 579 North Nova Road, Temple Bethel, iPad, iPod, sunglasses and other personal items taken.
 - Battery-Domestic Violence Arrest, 1614 North US-1 (Econo Lodge #124), Husband was arrested for battery after physically assaulting his wife during an argument.
 - Warrant Arrest, South Atlantic Avenue/Northshore Drive. Suspect was arrested at a traffic stop after it was discovered that she had an open Volusia County warrant for her arrest for three counts of Battery on a Law Enforcement Officer.
 - Warrant Arrest, 484 South Atlantic Avenue #102. Suspect was arrested on warrant for Driving While License Suspended.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 31
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 37
 - Number of Written Warnings Issued: 0
 - Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injuries: 1
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - 14-05-00062 - Crash with Serious Bodily Injury on North United States Highway 1 at Rosewood Avenue. North bound pickup truck made left turn into southbound car. One southbound lane shut down for about 45 minutes. Driver of the car had a broken leg.
 - 14-05-00071 - Crash with injuries - three car rear-end collision on East Granada side of Bridge. Child with neck pain.
 - 14-05-00091 - Vehicle versus bicycle with injuries - vehicle exiting Makai on South Atlantic struck bicyclist that was riding southbound in the northbound lane. Both vehicle and cyclist cited. Minor injuries.
 - 14-05-00095 - Crash with injuries - West Granada Blvd/South Old Kings. Eastbound vehicle rear ended, minor injuries to V-2 driver, V-1 driver may have broken ankle.

- 1. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 2000-Block North Beach Street
 - Reason for this STEP: Self initiated speed enforcement
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 8; Written Warnings Issued: 0
 - Comments: None

- 2. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 600-Block Hand Avenue
 - Reason for this STEP: speed enforcement
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 4 Cases initiated
- 19 signs have either been removed or sign cases created.
- 27 tree removal permit requests.
- Administrative staff assisted with four (4) walk-in and fifty-eight (58) 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 19th, 2014.

Public Works

• Engineering

Project Summary

Construction Projects:

- Tymber Creek Phase I – Work continues to complete the bridge widening and northbound lane.
- John Anderson Drive – 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.
- Cassen Fishing Pier and Guardrails Under Bridge – The project is complete.
- Wilmette Avenue Bypass Pump Station – The contractor is finalizing installation of the flow meter, acceptable as-builts have been submitted to the City, close out documentation is being prepared.
- Downtown Underground Utilities Conversion - Final restoration of the project area has begun.
- Audible Pedestrian Signals – A final inspection was conducted on Friday, May 2, the contractor was provided input on outstanding issues.
- Downtown Banner – The project is complete.
- 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 complete and project is being closed out. A small change 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.
- OBSC Multi-Purpose Building – The concrete block walls, roof trusses and plywood decking is complete. The next step is to “dry in” the building by installing the windows, doors and roofing shingles.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott - FDOT has completed milling and structural course 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 – Reviewed shop drawing submittals. Surveyors staked out site. Clearing started for installation of silt fence.

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 – A meeting was held on May 7 to coordinate distribution of the design build RFP for the skate park design.
- City Welcome Sign – ZCA presented conceptual drawings to the City Commission at the May 6th workshop.
- Beach Ramp Beautification – Staff is revising the design plans per comments received by Volusia County's review for a Use-Permit.
- Riverside Drive Drainage Improvements – The City reviewed the sixty percent with the consultant; contact is being made with affected property owners to discuss easements. The City and consultant are working with the 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 bid award is scheduled for the May 20th City Commission meeting.
- 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 Recreation Park- Preliminary design is approximately 80% complete.
- 2-Inch Waterline Replacement – North Peninsula - Thadcon is preparing to transmit final as-builts and closeout documents to the City.
- 2-inch Water Main Replacement - South Peninsula 2nd Phase – 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 - Road base was installed on Cross Creek Way and Curved Creek Way (rainfall delayed milling and paving of the cul-de-sacs). Clearance packages are being reviewed by Volusia County Health Department 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. Service connections were completed to the new watermain on Carrington Lane.
- Reforestation Street Tree Planting – The bid award is scheduled for the June 17th, City Commission meeting.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install Medjool palms behind the existing sidewalk after the overhead utilities are removed. The proposed design was submitted for FDOT review on 3/13.
- Police Department Fencing – The bid award is scheduled for the June 17th, City Commission meeting.
- Nova Recreation Center Roof Repairs - Materials for the project are tentatively scheduled to be delivered between May 28-30th with work to commence on June 2nd.
- Ormond Beach Municipal Airport Taxiway G - Final design plans are being prepared.
- 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 – The grant application was approved at the May 6 City Commission 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 - Zev Cohen is reworking their scope of services and propel based upon City review.
- Phase 2 - 2" Water Main Replacement – North Peninsula - Survey of the project area has begun; the consultant and City visited the area on Wednesday. McKim and Creed are in project design.
- Phase 2 - 2" Water Main Replacement – South Peninsula- Survey work has commenced for this project, notification letters have been delivered to residents in the affected area.
- Phase 2 - 2" Water Main Replacement – Mainland - Approximately 50% of the land survey work has been completed for project preliminary design.

Department Activities

Administration/Meetings/Customer Service/Other:

- Residential SWMP Permits review and filing (on-going).
 - Locate, scan, examine, archive, and prepare for storage non-digitized plans (ongoing).
 - Building Design Workshop- Attended workshop for structural wind loading design.
 - Researched, created and provided sketch and legal description for the proposed Environmental Learning Center per Grants Coordinator request.
 - Reviewed plans and created work in the right of way permit for Booth Rd per FPL request.
 - Researched and located and provided elevation benchmark locations for the Durrance Acres area per surveyors (McCollum Surveying) request.
 - Researched and provided watermain as-built drawings and information along John Anderson Dr per consultants request.
 - Completed elevation survey of 350 and 340 Hand Ave to verify as-built elevation and check for drainage issues.
 - Continued topographic survey of the Nova Recreational Park dirt parking areas and roadways for proposed paving project.
 - Updated the plan set drawing of the Foxhunter Flat topo to reflect drawing markups provided by project manager per Planning Dept request.
 - Completed tree locate at 19 Orchard Ln per N.I.D. request.
 - Completed tree locate at Kings Crossing subdivision entrance per H.O.A. request.
 - Began researching and creating custom curb inlet design detail for Bermuda Estates entrance sidewalk construction.
 - Created exhibit drawings for the Downtown stormwater improvements.
 - Created Field Change Order drawings for the lift station rehab project as requested by the Utilities Div.
 - Created details drawings for the ADA ramp at the Birth of Speed Park.
 - Created exhibit map drawings for the Traffic Signal Maintenance 2014.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Repaired pothole on Seton Trail
 - Repaired pothole at Palmetto Ave and Marvin Rd
 - Cut and removed raised sidewalk at Chardon Rd and Buckeye Rd
 - Poured concrete basin at Ivanhoe Dr and Peninsula Dr
 - Repaired concrete on Valhalla Ave
 - Asphalt repair at Fernway Dr and Chardon Rd
 - Asphalt repair at N Orchard St and Fleet Maintenance
 - Asphalt repair at Cassen Park
 - Checked forms in preparation of pouring at Bosarvey Cir and S Halifax Dr

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 large tree by gate of Ormond Airport
- Trimmed low limbs at Highland Ave and N Yonge St.
- Trimmed low limbs on Cumberland Ave
- Removed two dead trees on Larisa Ter
- Removed dead oak tree on Harbour Lights Dr and Fleming Ave
- Removed tree on Sycamore Cir
- Removed tree at Morning Dew Trl and Main Trl
- Removed tree on Woodgate Ct

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 for FDOT
- Assisted concrete crew with pouring concrete basin
- Streetscape repair at the MacDonald house

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs for upcoming jobs
- Cleaned signs in various locations
- Installed speed limit sign on Casements Dr

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Delivered sandbags to the Casements
- Inspected sinkhole report on Cherrywood Dr
- Cleaned ditches on Cherrywood Dr

Vactor

- Cleaned area on Arbor Dr
- Cleaned area on Saint Andrews Ter

Mowing

- Reachout Mower – Granada Blvd

Street Sweeping/Streetsweeper

- 43.8 miles of road cleaned (This is for 1 day)
- 9.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
27,878

PM Services completed for the week:

Emergency—Vehicles and Equipment
3

Non-Emergency Vehicles and Equipment
5

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 12,482 unleaded and 8,902 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,058 gallons of unleaded and 731 gallons of diesel.
- Fleet completed 44 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.
- WWTP Biosolids Treatment & Disposal – Preparing a commission agenda item for June 2 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. Awaiting contractor information for schedule modifications.
- 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 – City Commission authorized staff recommendation for award on May 6.
- 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 – Applications were submitted by consultant to FDEP. Revision to Reuse and Wastewater Service Area Maps were included with submittal.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff continues to forward results of pump #3 influent flow and pump speed to contractor and pump manufacturer. Subsequent findings to initial start reveal intake ragging does not persist and pump is performing within desired operation settings
- Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – RAS valves were delivered to the plant and contractor installation schedule is being confirmed.
- 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 (Tymber 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. Responded to inquiry from FDOT concerning additional manhole structure – awaiting response.
- 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. Received draft scope of services for evaluation and comment.
- 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.
- Prepared necessary justifications for procurement and scheduled delivery of essential primary gear component from GEA Mechanical for WWTP centrifuge unit currently having major overhaul activity performed.

Departmental Activities

- Water Distribution
 - Exchanged 55 water meters per Finance Department work orders and water service connections within the 2" water main replacement project.
 - Connected 33 new water services in Breakaway Trails associated with the 2" Water Main Replacement Project.
 - Connected 3 water services due to new building construction.
 - Responded to or repaired 9 water leaks.
 - Performed accuracy testing on a 4" and 3 - 3" commercial water meters, rebuilt 1- 3" due to meter inaccuracy. Scheduled 6 - 2" commercial water meters for accuracy testing.
 - Repaired a 2" GSP water main break on High Ridge Trail.
 - Assisted 3 customers with misc. concerns.
 - Responded to 2 low pressure and/or water quality grievances.
 - Replaced 2 water services due to aged pipe causing low pressure.
 - Replaced 10 water meter boxes.
 - Performed Inspection and testing of 15 city owned backflow preventers, 1 commercial backflow was repaired. Repaired 2 dual check valves due to reverse flow events on Abacus Ave and leak at 55 John Anderson Dr.
 - Continued yearly fire hydrant maintenance activities in Ormond-by-the-Sea, 27 fire hydrants were inspected, pressure tested and painted. Performed maintenance on 1 fire hydrant in city limits due to OBFDD work requests.
 - Connected water services to 2 new flushing devices on Carrington Lane and Carib Dr.
 - Flushing activities were performed on Timberline Trail, Ormond Business Park, Pine Trails, Ormond Green, Broadwater, Southern Pines, Saddlers Run & Tymber Crossings.
 - Shut down/ disconnected existing and activate/flush new water main on Echo Woods Way, Lake Isle Way, Old Bridge Way, and Creek View Way.
 - Restored excavation sites on Timberline Trail and High Ridge Trail.
 - Utility locate service for Water/wastewater/reuse: received notice of 112 regular and 1 emergency utility locates for the previous week. Continued ongoing locating for John Anderson Dr and 2" water main replacement projects.

- Water Treatment
 - Delivered 34.686 million gallons for week ending May 4, 2014 (4.955 MGD)
 - Backwashed 10 filters for a total of 388,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had no Precautionary Boil Water notices this period.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow @ 31.53 Million Gallons.
 - Produced 21.02 Million Gallons of Reuse.
 - Produced 10.51 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.50 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 120.79 (14%-18% Solids).
 - Monitoring and forwarding trended flow and motor speed results for IPS Pump No 3.

- Wastewater Collection – Reuse
 - Crews responded to three trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Televised 8, cleaned & root inhibitor applied on 5 sewer laterals.
 - Repaired sewer lateral at 1409 Oak Forest Dr.
 - Located reclaimed box at 175 John Anderson Dr.
 - Repaired two 8" isolation valves for drains at sand filters. (WWTP)
 - Filter Dumpster to Tomoka Landfill to dump grit and sand. (16 tons)
 - Installed new PEP tank at 19 Tomoka Ridge Way.
 - Replaced PEP tank control panel at 65 Carriage Creek.
 - Installed new J-Box at 127 Deep Woods Way and 6 Lone Tree.
 - Located, marked and cleaned all low pressure sewer valve boxes in Saddlers Run Subdivision, (8) total
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 8 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 9 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 32/28psi, Foxhunters Flat (2 inch) 27/20 psi & Shadow Creek Blvd. (4 inch) 4/4 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Influent Pumping Station – completed cleaning of Check/ Discharge Valves and place Pump #3 in service for use and evaluation by Operations.
 - Sand Filters – secured flushing pipe at back wall of filters.
 - Feed Pump #1 – de-ragged plug valve.
 - Sand Filter #2 – Skimmer pump inoperable – troubleshooting offline unit.
 - Centrifuge #1 & 2 – one unit placed on line this week with factory technician GEA overhaul completed. GEA Tech support remains onsite performing 2nd unit overhaul. Replacement of primary gear found necessary – awaiting receipt of unit from manufacturer.
 - Dewatering pump #4: pulled non-operating pump and found metal lodged in the impeller – cleared blockage – all ok.
 - Dewatering pump #1 – VFD faulted on moisture – Flygt tech inspected and determined seal failure – initiated WARF #45.
 - PEP tank – 127 Deep Woods - Moved j-box up and replaced wiring.
 - SCADA monitor/response: BAT L.S. – station found in backup mode - reset station – Breaker for pump #2 not operational – replaced with shop stock - WIN 911 high level alarm not functioning - appears to be programming at server – continuing to troubleshoot; HR L.S. – phase alarm - lost a phase - called FPL for repair; 7M L.S. – replaced non functioning controller with shop stock – replaced wet well probe with new.
 - Influent pump room – deragged pumps daily to support testing of pump #3.

- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Lift Station PM's: 10 monthly and 1 annual performed.
- Plant wide oil & grease route.
- 33 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Reuse High service pumps – Continuing increased monitoring – operations continuing to document pump pressures and flow rates for trending – replaced faulty check valve on HSP #3 and returned to service.
 - Hypochlorite system – replaced filters.
 - Well 37R – replaced nonfunctioning time delay relay.
 - Salt brine tank – replaced 4" hose.
 - Well 6D, 7D, 8D, 9D – Reset SCADA.
 - Weekly PM's - Claricones
- 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.
 - Industrial Pretreatment Program: Staff met with Energizer at their request to provide feedback on a future waste stream the company is proposing to deliver to the City's sewer collection system.
 - Sewer Collection System Sediment Disposal: The City's waste disposal contractor delivered the sediment collected from the sewer system through a Special Waste Profile and Disposal Application from the Volusia County Solid Waste Division to the Tomoka Landfill. 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 has submitted the final CCR to the Volusia County Health Department for final approval. Additionally, the Utility has instructed the printer to begin the design phase of the brochure. 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.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for May 6, 2014, City Commission Workshop
- Staff attended and provided support for May 6, 2014, City Commission Meeting
- Staff attended and provided support for May 8, 2014, joint Quality of Life/Neighborhood Improvement advisory boards
- Staff attended and provided support for May 9, 2014, Pension Boards

- City Clerk attended LEAPS Performance Management Training for Rating Supervisors on May 9, 2014
- Agenda packet preparation and creation for May 15, 2014, Public Works Advisory Board
- Agenda packet preparation and creation for May 15, 2014, Neighborhood Improvement Advisory Board
- Agenda packet preparation and creation for May 20, 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