

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 16, 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 meeting with PW Operation
- Weekly staff meeting with directors
- Continued budget meetings with staff
- Prepared for Town Hall Budget Meeting with staff
- Reviewed agenda
- Field house discussion with staff
- ARBFP discussion with staff
- State of the City discussion with staff

Spoke to, attended and/or met with:

- Doug Thomas regarding future PAL Fundraiser at the sports complex
- Rotary meeting
- United Way Executive Committee meeting
- City staff and I met with Beth Lemke regarding waterway master plan grants
- Participated in the Challenger baseball game (special populations), City staff team vs. Challenger team.
- PACE board meeting luncheon
- Worked on speaking engagement for FGFOA conference
- CFOB presentation at the library
- Crimestoppers banquet
- Public Works Advisory Board
- NIAB committee meeting
- Rotary district conference
- FCCMA monthly conference call

Community Development

Planning

- A neighborhood meeting for the proposed Sarah House assisted living facility project at 30 Forest Court has been scheduled. The project proposes a one-story, 35 bed assisted living facility of 10,295 square feet and associated site improvements. The neighborhood meeting is required by the Ormond Beach Land Development Code. The neighborhood meeting shall be held at the "Orange Room" at the Prince of Peace Church, located at 600 South Nova Road, Ormond Beach, FL, 32174 on Thursday, May 22, 2014, between 6:30 p.m. and 7:30 p.m. The project has been reviewed by the Site Plan Review Committee and there are no major outstanding issues. Planning Board members have been noticed by the Department. City Commission members are invited to attend. The project is located in Commission Zone 4 (Commissioner Partington).
- The Planning Director participated in the HR Director interview process. Three candidates were interviewed and one candidate was selected as the top candidate.

- The Planning Director met with Julia Truilo, MainStreet Executive Director, to discuss the September Interactive Community Arts event planned for the area between City Hall and S. Ridgewood Avenue.
- The Planning Director, Senior Planner, and Landscape Architect met to discuss the process and who will be responsible for managing the Downtown Community Event Banner Program.
- Staff participated in a Level of Service training webinar on the Generalized Service Volume Tables contained in the 2012 Quality LOS Plan handbook.

Building Inspections, Permitting & Licensing

- 117 permits issued with a valuation of \$1,495,205.00
- 237 inspections performed.
- 5 business tax receipts issued.

Development Services

- SPRC met with to discuss the following items which have not been reported upon previously
 1. Ameritec Conceptual Plan on lot 31 of Tower Circle in the City Business Park.

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 in final draft and will be in production in June.
- Staff met with representatives of Team Volusia to discuss their site assessment project for 2 properties in Ormond Beach.

Prospective Business Attraction/Retention/Expansion

- SR Perrott has completed construction of their 100,000 square foot distribution facility at their North US 1 site. Staff is working with SR Perrott on the June 24 open house celebration.
- 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 worked with Zev Cohen and Associates to prepare and provide information needed to develop a focused environmental assessment project required by the FAA prior to

commencement of the construction phase of the Taxiway "G" project. Primary funding for this environmental assessment will be provided by FDOT.

- Staff received the 90% design plans for the Taxiway "G" and Airfield Electrical Improvements project this week.
- The air traffic control tower experienced a power failure due to damaged FPL equipment. The tower's standby generator provided power until normal power was restored.
- The FDOT approved staff's scope of services for a grant to fund obstacle mitigation work at the airport.
- Staff has begun coordinating efforts to acquire more storage space for airport equipment. Additional space is needed because a portion of the existing storage room at the control tower will be used to accommodate new equipment to be installed under the ongoing control tower systems upgrade project.
- 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 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 two quotes to conduct a survey of the potential surplus area, and additional quotes are pending.
- 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 32 Journal Entry Batches (# 3382- 3473).
 - Approved 18 Purchase Requisitions totaling \$109,115.76.
 - Issued 14 Purchase Orders totaling \$92,097.49.
 - Prepared 137 Accounts Payable checks totaling \$132,649.74 and 41 Accounts Payable EFT payments totaling \$706,087.79.
 - BID 2014-15, Athletic Field Maintenance Service, advertised in News Journal and posted to demandstar on May 11, 2014.
 - RFP 2014-20, Management and Operation of Ormond Beach Tennis Center, advertised in News Journal and posted to demandstar on May 11, 2014.
 - BID 2014-21, Purchase of Slope Mower, advertised in News Journal and posted to demandstar on May 11, 2014.
 - Processed 3,972 cash receipts totaling \$489,681.33.
 - Processed 1,742 utility bill payments through ACH totaling \$125,629.50.
 - Processed and issued 6,738 utility bills with billed consumption of water of 42,436k.
 - Issued 680 past due notices on utility accounts.
 - Auto-called 106 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (5/27)
 - Legal Advice Clinic for Civil Matters (6/5)
 - Town Hall Budget Meeting (5/20)
 - Playful City USA
 - Memorial Day Remembrance Services (5/26)
 - Movies on the Halifax (6/6)
 - Detective Briana Drahos-Mathis Receives Crime Stoppers' Spirit of Law Enforcement Award

- 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 meeting regarding waterway masterplan grants.
 - Attended weekly staff meeting.
 - Attended event planning meeting at SR Perrott.
 - Attended State of the City planning meeting.
 - Attended NIAB 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: 4
- Fire Alarms: 2
- Hazardous: 0
- EMS: 93
- Motor Vehicle Accidents: 13
- Public Assists: 39

TOTAL CALLS: 151

- Aid provided to other agencies: 18 calls – Daytona Beach (6), Volusia County (12)
- Total staff hours provided to other agencies: 22
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 8
- Total EMS patients treated: 88

Training Hours

- NFPA 1001: Firefighting 14
- NFPA 1002: Driver/Operator 3
- NFPA 1021: Officer 8
- NFPA 1410: Hose Drill 3
- NFPA 1500: Safety/Equipment 50
- NFPA 1620: Pre-Fire Plan Inspections 2
- EMT/Paramedic 4
- TOTAL TRAINING HOURS: 84

Station Activities

- Serviced 79 fire hydrants to include flow testing and inspection
- Conducted 4 fire inspections
- Updated 11 pre-fire plans
- Participated in Vehicle Day at Tomoka Elementary with 400 children in attendance.
- Participated in Public Safety Awareness Day. Presented a display of units to include an Engine, Aerial, Tender, Brush Attack, Brush Truck and Marine Boat. Crews provided demonstrations on vehicle extrication, fire extinguishers and booster hose operations.

Significant Incidents

- 5/5/14, 7:19 AM: 250 N. US Hwy. 1 – Motor Vehicle Accident – Two car head-on collision with severe damage to both vehicles – four patients with one entrapment – one patient extricated from car by removing door – all were transported to hospital.
- 5/6/14, 1:12 AM: Hand Ave. and Williamson Blvd. – Motor Vehicle Accident – One vehicle vs telephone pole – two occupants entrapped in vehicle – both extricated by removing driver door and roof – trauma alert called for one patient – a firefighter assisted EVAC during transport.
- 5/9/14, 8:54 AM: McIntosh Rd. – Vehicle Fire – Upon arrival found two door convertible vehicle 50% involved – structure was endangered due to vehicle in driveway located close to residence – sofas outside began to catch fire – approximately 650 gallons of water used to extinguish fire – thermal imaging camera used to verify all hot spots were extinguished – fire out at 9:09 AM.

Human Resources

Staffing Update

- 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. Interviews are being scheduled for 05-20 & 21-14.
 - Leisure Services/Recreation – Summer Camp Counselors was advertised on the City's web site on 03-13-14 and will remain open until filled. Forty-five (45) applications were received, entered on applicant tracking sheet and forwarded to Coordinators for review.
 - 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. Three (3) candidates were interviewed 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.
 - 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 closed on 05-09-14. Sixteen (16) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
 - 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.
 - Public Works/Fleet – Mechanic III position was advertised on Government Fleet's Job Finder web site, NAFA Fleet Management Association web site, Hire-A-Hero web site and the City web site and emailed to all members of the Florida Association of Governmental Fleet Administrators on 05-08-14 with a closing date of 05-23-14.
- 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. They started employment on 05-01-14 and 05-15-14.

- Leisure Services/Community Events – Part time Community Events Technician interviews were conducted and a candidate was selected and will begin pre-employment processing soon.
- 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 and two candidates were eliminated by the background check.
 - Police Department – Records Clerk interviews were held on 04-17-14 and a candidate was selected. Pre-employment screenings and backgrounds have been successfully completed and the candidate will begin employment 05-19-14.
 - 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.
 - 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. Interviews were conducted on 05-07-14 and a candidate was selected. Pre-employment screenings were started.
- Promotions/Transfers
 - Fire – A Battalion Commander promotional process was conducted and a candidate was selected from the eligibility list as the Acting Battalion Commander.
 - 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 the promotional process and eleven (11) candidates passed all testing requirements.
- 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.
- A Blood Drive with the Big Red Bus will be held on 05-19-14 between 8:30 A.M. and 1:00 P.M. in the City Hall parking lot.
- 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 began with facilitator, Mark Toombs, conducting three (3) Supervisor training sessions, and beginning 05-19-14 several 2-hour training

sessions will be held for employees to attend. All trainings 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.
- Attended Chamber's Leadership wrap-up meeting
- Attended 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 – Contract Negotiations with Legal Dept.
 - Backup System Upgrade – Additional backups being configured and monitored for completeness and resource utilization. Project 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 remaining systems city-wide starting with City Hall.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - Internet issue Wednesday morning with FiberModem, problem resolved with a reboot within about 10 minutes.
 - Work Orders: - 27 New work - 55 completed - 45 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,433	Inbound E-Mails Blocked	12,160
Delivered Inbound E-Mails	13,196	Quarantined Messages	77
Percentage Good Email	51.9%	Virus E-Mails Blocked	220

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 3 Corrections: 0
 - Map/Information Requests: 23
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 1
 - Meter GPS locate and ID: 22,502 total, completed 19,047 (84.6%) potable 18,505, Irrigation 538, Effluent 4
 - Notable Events: Demonstrate FieldMap application on iPads at Public Works.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Meeting

- Assistant City Manager's Meeting
- Supervisory Staff Meeting
- Met with Landscape Contractor for Weekly Updates
- Weekly Professional Janitorial Meeting
- Park Visits
- Weekly Coordinator One-on-One Meetings
- Corporate Challenge Meeting
- Challenger Baseball Game
- Field House Discussion
- Andy Romano Beachfront Park Discussion
- State of the City Discussion
- Public Service Awareness Day
- Human Resources Director Interviews
- Leisure Services Advisory Board Meeting

- 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 OBGS Competitive Baseball Program continued their spring practices this week at both the Nova Complex and the Sports Complex 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.
 - City Coed Softball Spring League continued this week with playoff games on Monday and Wednesday at the Sports Complex on Softball Field #7. Playoffs will continue through May 28th.
 - The OBYBSA Baseball/Softball Program started playoffs this week and will continue for two weeks.
 - Freedom Sports is hosting a men's and a coed softball tournament this weekend at the Sports Complex on the Softball Quad.
 - The Daytona Beach Breakers, a women's football league, will host a home game on Saturday night at 7pm at the Sports Complex on Championship Field #7.

- 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
 - 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 boys' baseball leagues have started at Nova fields; prepped the fields daily for them
 - Seabreeze, Father Lopez and Riverbend Academy baseball continue practice Monday through Friday; prepping the fields for them to use
 - Recreation softball and boys' Pinto Leagues are using the Quad's softball fields for practice and games; prep for them daily
 - Competitive soccer leagues continue to practice daily; prepped and painted fields
 - 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
 - Continued night shift, 3:30 -12pm, Monday through Friday to check parks
 - Construction continues on the building for the Champion Field
 - Challenger Baseball played their final game at Nova Park
 - Began application of pre-emergent fertilizer to all fields. Baseball 1-4 is complete, finished the soccer fields.
- Senior Center
 - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm
 - Big Band America met on Thursday from 7:00pm to 9:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church met on Sunday from 10:00am to 2:00pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT 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 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 and Saturday
 - Youth Basketball Tournament in Orlando this weekend beginning on Friday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Leader position
 - Interviews for Community Events Technician position
 - Attended Senior Games meeting
 - Attended Staff meeting at Nova Community Center
 - Assisted with Public Safety Awareness Day on Saturday
 - Attended Memorial Day Remembrance Committee Meeting

- Working on July 4th tasks
- 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
 - Preparing for competition this weekend
- 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 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.
 - Challenger Baseball met on Tuesday from 5:00pm-6:00pm at the Nova Community Fields. They challenged City staff to a final game and a cookout celebration.
 - Interviews for camp counselor positions took place on Thursday.
- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday and Saturday from 10 to 11:30am.
 - A Reach workshop was held in Room 205 on Saturday morning.
 - The Tomoka Marathon was held in Fortunato Park on Sunday morning.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Ormond Beach Art Guild hung their art in The Gallery on Monday morning.
 - The Casements Guild Board held a meeting in The Preservation Room on Monday morning.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Monday evening.
 - A Girl Scout Bridging Ceremony was held in Rockefeller Gardens on Monday evening.
 - Approximately 30 students from Riverbend Academy took a tour of The Casements on Tuesday.
 - A wedding was held in Ormond Memorial Gardens on Tuesday evening.
 - A Memorial Day Remembrance Committee Meeting was held in The Preservation Room on Wednesday morning.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - A reception for The Ormond Beach Art Guild was held in The Gallery on Thursday evening.
 - A wedding rehearsal was held in The Casements on Friday afternoon.
 - A wedding rehearsal was held in Rockefeller Gardens 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
 - Performed preventative maintenance and safety check of all City electronic gates
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Weekly inspection of Andy Romano and SONC Splash Pads
 - Performed preventive maintenance and filter check/change on 17 systems at two City facilities
 - Performed safety/preventive maintenance on 14 City-owned electronic gates
 - Performed A/C inspection of common areas and Commission Chambers at City Hall
 - Replaced door lock on storage closet at The Casements

- Reset fire panel at City Hall
- Checked on A/C blowing hot at Softball Quad
- Checked on ice machine not making ice at Ormond Beach Sports Complex
- Exhaust fan running, no off switch, disconnected, not needed at Airport Tower
- Reset chiller at City Hall
- Devised anti-slip devise for drop-down door stop in the break room at City Hall
- Refilled dispensers in stairwells in City Hall
- Blew off debris from motorcycle parking pad at Public Works Complex
- Replaced Guild closet lockset at The Casements
- Repaired two fluorescent lights in the Activity Room at Nova
- Purchased supplies needed to replace water heater at Airport Sports Complex
- Installed new toilet handle and flapper in the women's restroom at Senior Center
- Repaired missing rivets on the chairlift at the Senior Center
- Investigated problem with fire panel at SONC; call CES for service
- Repaired latch on the Carriage House doors at The Casements
- Repaired wall light on the outside bathrooms at SONC
- Met Volusia County Health Department at SONC splash pad
- Installed new mister in the outside men's restroom
- Replaced all soap dispensers at City Hall
- Secured dividing partition in the men's bathroom at Fortunato Park
- Installed new downspout at Ames House
- Repaired rain gutter at the back east side of the Ames House
- Installed two new lamps at City Hall
- Repaired scoreboard at Airport Sports
- Installed new lamps in the lobby area at the Nova
- Repaired Softball Quad irrigation pump at Airport Sports
- Parks Maintenance
 - Repaired broken pickets at Fortunato Park
 - Filled in depression at Cassen Park
 - Removed graffiti from park bench at Central Park I
 - Trimmed low hanging limbs at Bailey Riverbridge Gardens
 - Secured bench at Airport Sports playground
 - Installed misters in restrooms and kitchen at Bailey Riverbridge
 - Replaced broken pickets at Cassen Park
 - Installed new bbq grills at Andy Romano Beachfront Park
 - Repaired vandalized play equipment at the Magic Forest
 - Secured benches and trash cans at Riviera Park due to vandalism
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = Repaired water cooler at Cassen Park
 - Call Out = Removed benches from river at Riviera Park

Police Department

Administrative Services

- Command Staff attended the Crimestoppers banquet and was proud to see Detective Mathis win the Spirit of Law Enforcement Award. Please see page 2 of this week's edition of the Weekly Review for more information.
- Command Staff attended the new evaluator training.
- Command Staff attended and assisted cooking hot dogs at the Public Safety Awareness Day event.
- Command Staff attended a four hour Regional Workshop Group meeting in Sebastian concerning FCIC/NCIC topics.

Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program continues on Monday's for third grade students with twelve youths participating in the session. The fourth and fifth grade program continues on Thursdays. Currently, 11 youths are registered for the program.
- The Science on Patrol program continues at Ormond Beach Middle School with eight 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: 55
- Animal Bites: 1
- Animal Reports: 4
- Animals to Halifax Humane: 4
- Kittens: 3 Dogs: 1
- LCSO Owen completed Leaps Training.
- CSO Unit took part in Public Safety Awareness Day.
 - Fitted approximately 20-25 bicycle helmets
 - Educated residents and visitors on domestic animals & wildlife safety

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 7
- Inactive: 5
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 5
- Grand Theft: 4
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 0

Comments:

- Grand Theft Fraud: Subject stole his mother's generator and checks. The generator was pawned and several checks were cashed. Charges filed.
- Animal Complaint: Off duty officer reported that he observed a subject kicking ducks in the area of Tomoka Meadows. The off duty Daytona Officer identified himself and the subject got into a verbal argument with the off duty officer. The subject told the officer that he was also an off duty officer and then left the area. Investigators identified the subject in question and he was charged with animal cruelty.
- Missing Person: An adult male that was reported missing from the Econo Lodge has been located.

Records

- Walk - Ins / Window 60
- Phone Calls 92
- Arrest / NTA'S 18
- Citations Issued 144
- Citations Entered 140
- Reports Generated 157
- Reports Entered 154
- Mail / Faxes / Request 31

Patrol

- Total Calls 1,775
- Total Traffic Stops 223

Operations

Crime Opportunity Report Forms: 127

- 5/08/2014
 - Battery-Domestic Violence, 396 Collins Street, mother and daughter in a physical altercation while the daughter was picking up her 5 year old son. Cross complaints filed.
 - Warrant Arrest, 795 Hand Avenue, information obtained that a subject with an open warrant was at this address. Other parties agreed to get him in their vehicle and coordinated with officers for a direction of travel. Vehicle was pulled over for an expired registration, male arrested without incident.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested for attempting to steal a tent and other misc items.
 - Warrant Arrest, 795 Hand Avenue, tip was called in that a subject with an open warrant was at the residence. Contact was made with a female and confirmed she had an open active warrant. Subject was arrested.
 - Battery-Domestic Violence, 44 Jamestown Drive, complainant contacted police and advised his adult daughter intentionally threw water on him. She was gone prior to our arrival. Female was stopped a short distance away. She was going to stay with a friend for the night. Conflicting stories and no independent witnesses or solid evidence. Complaint affidavit completed.
- 5/09/2014
 - Stolen Vehicle, 1521 West Granada Boulevard (Wal-Mart), suspect and his friend borrowed his mother's vehicle yesterday with permission. Today he called his mother and told her that the car was stolen from Wal-Mart yesterday. She came to the lobby today to report it. Suspicious circumstances. Vehicle was listed as stolen in teletype.
 - Theft, 435 South Yonge Street Unit #1 (Ormond Beach Urgent Care). Narcotics were in a lock box that almost all the employees have access to. Today the manager did an audit and found that 100 Tylenol with Codeine pills were missing.
 - Injunction Violation-Domestic Violence- 240 Interchange Boulevard (Clare Bridge Assisted Living). Employee at the business keeps getting harassing phone calls at her work place from her ex husband. There is a no contact order in place. Charging affidavit was completed.
 - Battery – Domestic Violence, 610 Santa Ana Avenue, officers responded to an argument between boyfriend and girlfriend that live together and have a child. Both claimed the other started it and each had injuries. Officers completed cross complaints and the male went to stay with his sister.
 - Stolen Vehicle, 1102 West Granada Boulevard, victim called in advising his car was stolen from the Hess gas station. Subject advised he gave a ride to a suspect he doesn't know and stopped for gas. He went inside to pay for the gas and left the keys in vehicle. When he returned the vehicle was gone. The vehicle was located in Daytona at 554

Segrave Street. The suspect was not there but the vehicle was in the process of being window tinted. Vehicle was towed and the investigation is ongoing.

- 5/10/2014
 - Battery-Domestic Violence Arrest, 194 Cambridge Court (TyMBER Creek). Suspect punched holes in walls and destroyed appliances during an argument, then left. Further investigation revealed incidents of battery upon mother in the past. Suspect returned home and was arrested.
 - Warrant Arrest, 215 Cumberland Avenue, suspect called us for a stand-by to retrieve property from this address. She had an open warrant for traffic violations and was arrested.
 - Battery – Domestic Violence, 1201 Vanderbilt Drive, victim came into the lobby regarding a fight she had with her boyfriend's sister and was contacted there. Other units contacted the other half at the residence. Both alleged the other started it and there were no injuries and the only witness advised it was mutual combat. They live together as a family. Cross complaints completed.
 - DUI Arrest, South Beach Street and Ellsworth Avenue, suspect was southbound on Beach Street when she hit a power pole. She was determined to be intoxicated and placed under arrest. South Beach Street was closed for an hour. FP&L responded, assessed the pole and made repairs.
 - Warrant Arrest, 700 Block South Atlantic Avenue, suspect was stopped for a traffic violation. He was found to have a warrant out of Georgia.
 - Battery – Domestic Violence, 713 Buena Vista Avenue. Boyfriend and girlfriend got into a physical confrontation. Male left the house and was not located. He was determined to be the aggressor. A complaint affidavit was completed.
- 5/11/2014
 - Battery-Domestic Violence, 125 South Orchard Street #201. Boyfriend determined to be primary aggressor and was arrested. Cross complaint filed against girlfriend as she bit the boyfriend sometime during the fight.
 - Battery – Domestic Violence, 48 Black Hickory Way, original call came in as a verbal disturbance between mother and son which was handled with a Trespass Warning. The second call was from the father at a different residence later on. He alleged his ex-wife did a battery on his 11 year old daughter during the same incident.
 - Aggravated Battery, 1622 North U.S. 1. Started as verbal argument between unrelated males over one of them parking in a Handicapped space without a placard. It escalated to a physical confrontation. Victim refused to pursue charges.
 - Battery, 955 South Nova Road. The property manager/victim got in a dispute with an unknown male. The subject left the area after it became physical. The victim didn't wish to pursue.
 - Carbreak, 138 Marvin Road, unsecure vehicle in the driveway. A neighbor saw a suspect in a vehicle at the residence and called. The subject was last seen fleeing on foot.
- 5/12/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), two females were detained for concealing numerous items within their person/stroller/bags. Felony amount of merchandise was recovered, one suspect taken to jail, the other was released with her infant child and an affidavit was completed.
 - Fraud, 14 Soco Trail, victim and roommate had two people over as guests after meeting them on the internet. Subject stole a purse and used credit cards.
 - Stolen Vehicle, 101 Lucky Drive, vehicle taken out of the driveway, owner has the keys.
 - Disorderly Intoxication Arrest, 36 Tomoka Meadows Boulevard, suspect arrested for disorderly intoxication for chasing people in the parking lot; yelling obscenities in the parking lot and causing a disturbance that caused one person to wake up and call 911.

- 5/13/2014
 - Burglary, 324 Andalusia Avenue, enclosed lawn trailer full of lawn equipment was hooked up and taken overnight. The trailer was later recovered in Daytona Beach. The business was entered to get to the trailer and keys to get in, nothing else disturbed. Crimes Scene Unit responded to process the trailer. Two large mowers, edgers, and trimmers taken.
 - Burglary – Business, 124 West Granada Boulevard (Sunshine Quality Cleaners), back door entered overnight, computer taken.
 - Burglary Residence, 80 South Saint Andrews, enclosed pool area was broken into and a pool pump and filter were taken overnight.
- 5/14/2014
 - Burglary – Business, 352 South Yonge Street (All Florida Fireplace). Push mower and air compressor removed from rear fenced area since Sunday night.
 - Strong Arm Robbery, 440 North Nova Road. Several teen males and a female approached another teen male at the park. They accused him of being involved in the theft of a bicycle. One of the males hit him several times. They took his skate board and fled in a jeep. During the investigation the stolen bicycle (case# 14-04-00505) was recovered in Daytona.
 - Arson, 1450 Hand Avenue (Tomoka Church). Two suspects were seen starting a fire in a drain culvert. The pipe was made out of plastic. It burned all the way into the retention pond to the concrete drain. Subjects fled into the trailer park. \$20,000 in damage. Fire Department alerted the Fire Marshal.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 82
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 76
 - Number of Written Warnings Issued: 0
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - 05/13/14 under case # 14-05-00247, driver and passenger transported from crash at Clyde Morris/Hand Ave (pain to neck and back).
 - Crash in the 700 Block West Granada Boulevard. A Sport Utility Vehicle rear ended a truck and trailer. Damage to the trailer to the point it was unable to be towed. One lane westbound West Granada Boulevard was closed for approximately 45 minutes.
- Traffic Complaints Received:
 - Illegal parking: 3 Highland Oaks Trail in reference to a truck and trailer parked partially in the roadway and partially on the City right-of-way - Not able to get out there to check on it last week, but issued a parking citation this week
- 1. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 600-Block Hand Avenue
 - Reason for this STEP: Self Initiated; Speed Enforcement
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 1; Written Warnings Issued: 0

- Comments: None
- 2. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 1200-Block North United States Highway 1
 - Reason for this STEP: Self initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 3; Written Warnings Issued: 0
 - Comments: None
- 3. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 200-Block North Orchard Street
 - Reason for this STEP: Seat belt survey
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: Heavy Traffic
- General Comments:
 - 10-Motor-12 (Warmington) and 10-Motor-14 (Keaton LaBrie): 05/10 represented the Traffic Unit for Public Safety Awareness Day and had their Motors on display.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 13 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 3 Cases initiated
- 7 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with seventy (70) telephonic inquiries.

Zone 2

104 Ormond Parkway – Received a complaint about the condition of this yard. The site is overgrown and there is debris in the front of the house. A site maintenance case has been initiated. The property owner's boyfriend was provided a copy of the notice of violation on March 11, 2014. The notice of violation issued certified mail was returned on March 22, 2014. Re-inspection conducted. While a portion of the property was mowed, there 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:

- Tymer Creek Phase I – Work continues to complete the bridge widening and northbound lane.
- John Anderson Drive – Work began on the installation of a new stormwater outfall pipe extending from the intersection of Royal Palm Ave to the Halifax River. Royal Palm Avenue is closed while work occurs within the intersection to upgrade the stormwater system.
- 2-inch Water Main Replacement – Mainland – Water services were connected to the new water mains on Lake Isle Way, Echo Woods Way, Cross Creek Way and Old Bridge Way. Cross Creek Way and Curved Creek Way cul-de-sacs were paved; however, the paving on Curved Creek Way ended up with deficiencies which were rejected. The Contractor is coordinating repairs with their paving sub-contractor. The remaining areas of the project within Breakaway Trails are being sodded for site restoration.

- Wilmette Avenue Bypass Pump Station – The flow meter has been calibrated and found to be operable, remote monitoring is the final element to complete. Final certificate of completion is expected to be issued the week of May 12, 2014.
- Downtown Underground Utilities Conversion - Carter Electric is currently completing restoration of the area.
- Audible Pedestrian Signals – The Certificate of Completion was issued. Final punchlist items are being addressed.
- 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 is 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 – Clearing for installation of silt fence was completed.

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. The executed agreement modification has been sent to FEMA.
- 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 – AM Weigel is completing details of the Design-Build RFP, advertising is anticipated for May 26, 2014.
- City Welcome Sign – ZCA presented conceptual drawings to the City Commission at the May 6th workshop. Staff is proceeding with preparing alternate designs based on comments from the meeting.
- 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 consultant anticipates completion of the final plans by May 16, 2014.
- 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 June 2nd 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 – 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.
- 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 submitted to Volusia County TPO for their May 9, 2014 deadline.
- Downtown Stormwater - Zev Cohen has submitted a scope of services and cost proposal for City review.
- Phase 2 - 2" Water Main Replacement – North Peninsula - Final Certificate of Completion has been issued, awaiting final pay request for the project.
- 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 70% 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).
- Continue to locate, scan, examine, archive, and prepare for storage non-digitized plans (on-going).
- Utilities Coordination- Attended area coordination meeting for current and upcoming projects for FDOT, franchise utilities and local municipalities.
- Roadway Resurfacing- Inspected streets within Fox Hollow subdivision for consideration of resurfacing. In this subdivision the roadways were constructed with soil cement base which results in block cracking of the asphalt, but does not significantly compromise the structural integrity of the asphalt; however, it may have a less than pleasing appearance. Staff is researching possible modification of the pavement management system to increase the prioritization of such streets, without detracting from the higher level resurfacing needs of other streets.
- LEAPS- Attended leadership training course.
- Reviewed plans and created work in the right of way permit for W Granada per AT&T request.

- Researched and located and provided elevation benchmark locations for the Plantation Pines area per surveyors (McCollum Surveying) request.
 - Continued revising the plan set drawing of the Foxhunter Flat topo to reflect drawing markups provided by project manager per Planning Div request.
 - Completed right-of-way locate stakeout along Bayberry Court per N.I.D. request.
 - Created permit drawing plan set for 1311 N Beach St Water Service Replacement per Utilities Div request.
 - Updated the proposed Tomoka State Park Sidewalk Drawing set to show proposed alternate path.
 - Created ADA Beach Access Ramp plan set for the Birthplace of Speed Park.
 - Created details drawings for the stormwater inlet modifications for the proposed Bermuda Estates Sidewalk .
 - Created exhibit map drawings for the proposed ADA Parking and Sidewalk locations.
 - Updated the drawing plan set for the Baseball Fields Hardscape.
 - Met with Mainstreet Board to discuss approach to lighting of the Granada Bridge.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured a concrete sidewalk at S. Halifax & Bosarvey Cir.
 - Pulled barricades, forms and cleaned up at S. Halifax & Bosarvey Cir.
 - Pulled barricades, forms, cleaned up & backfilled both basins at Ivanhoe & Peninsula
 - Cut, removed a broken sidewalk and replaced with recycled concrete on Fernway Dr.
 - Concrete repair at 400 block of Cherrywood
 - Repaired areas with asphalt at Riverside Dr. & Riverbeach Dr.
 - Asphalted potholes on Pineland Trl.
 - 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
 - Took a load of sand to The Casements
 - Removed declining elm at the Tennis Center
 - Removed a low hanging limb at Greenwood & N. Beach
 - Removed dead wood and trees at Central Park IV on Hand Ave.
 - Trimmed low limbs on Cumberland Ave., at 94 Ormond Parkway and at Orchard & SR40
 - 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
 - Made preparations for Public Safety Awareness Day at The Casements
 - Picked up stone at Cemex
 - Repaired parking area at Cassen Park
 - Checked for repair at the MacDonald House
 - Assisted the tree crew with flagging on Hand Ave.

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs for upcoming jobs, ordered materials for stock and put away stock that was received
- Citywide locations, checked for stop bar inventory and installations
- Holly Hill, picked up stop sign decals at Al's Signs
- Sign Shop, attached decals on animal cages
- Public Works Complex, installed "No Smoking" signs and pedestrian crosswalk signs

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Public Works Yard – cleaned Reachout mower
- Citywide Locations – pond & ditch inspection
- Ballfield Ponds – sprayed
- FDOT (Florida Department of Transportation) ponds on Nova. Rd. – sprayed with chemicals
- Tomoka Ave. & Ramsey Terrace – used Gradall

Vactor

- Cleaned areas at Tomoka Oaks outfalls, on Fernery Trl., on Forest Hills Blvd. and on S. Center St.

Mowing

- Reachout Mower – SR40, west and ditches on N US1
- Slope Mower – Arroyo Pkwy, Nova Rd., north & south ponds, SR40, west

Street Sweeping/Streetsweeper

- 156.0 miles of road cleaned (This is for 5 days)
- 43.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
27480

PM Services completed for the week:

Emergency—Vehicles and Equipment
6

Non-Emergency Vehicles and Equipment
19

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 10,275 unleaded and 8,902 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,207 gallons of unleaded and 1,129 gallons of diesel.
- Fleet completed 56 work orders this week.

- Utilities
Projects Summary
 - Anchor Drive Water Main Improvements – Bore logs received. Contractor activities completed and bacteriological samples taken for clearance.
 - 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 Daytona Beach recent contract award.
 - Breakaway Trails Lift Station Control Panel Replacement – Information was requested from the engineer to prepare the design proposal.
 - Concentrate Piping Connection to Reuse Storage Tank – Contractor provided information and a schedule to justify his request for a 30 day contract suspension. The contract extension was granted.
 - Division Avenue Well Field Raw Water Piping – Project under design.
 - 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 was prepared for the June 17 City Commission meeting recommending contract award to National Metering Services, Inc.
 - Dual Check Valve Assembly Procurement –Contract documents were sent to the vendor for execution.
 - 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 – FDEP is reviewing application.
 - 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. Pump continues to operate without ragging.
 - Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – RAS valves were delivered to the plant and contractor installation schedule has been confirmed for mid to late May.
 - 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. Received a quote from Utility Technicians, Inc. to line structurally deteriorated manholes. City request FDOT contract assistance for relocation and replacement of one structure manhole top. Met with FDOT and contractor to develop a plan to clean out construction debris from manholes.
 - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Paving at Lift Station 9M and punch list items are scheduled for next week. Notice of substantial completion was sent to contractor for execution.
 - Water Storage Tank Cleaning & Inspection – Cost estimates were received. Received draft scope of services from Hazen Sawyer to develop a plan for tank maintenance and repair scheduling. A meeting will be set up to finalize the scope.
 - SPRC – Sunrise Cove – Plat drawings were reviewed. Discussed easement requirements with design engineer. Pump station start up scheduled this week. Water clearance received from Volusia County Health Department. Ameritec – Met with design engineer to discuss concept plans for the manufacturing facility proposed on East Tower Circle. Ormond Ocean Gardens – Met with design engineer to discuss FDEP wastewater clearance requirements. Prince of Peace – Discussed punch list items for site grading. North Peninsula Force Main – Project is advertised for bids. Bid date extended to 5/15/14. River Oaks – FPL plans were received.
 - 32 Valhalla Avenue Service Line Replacement – Volusia County Use Permit was received.

- 100 Marlin Drive Service Line Replacement – Volusia County Use Permit was received.
- Completed necessary primary gear component replacement and overhaul by GEA Mechanical for WWTP centrifuge unit. Both units operational.
- Water & Wastewater Facility Plan Update – Met with consultant for kick off meeting to discuss overall scope of work and Utilities Division priorities and system needs for determining 5-7 year capital project items.
- Water Distribution
 - Exchanged 23 water meters per Finance Department work orders.
 - Connected 7 new water services in Breakaway Trails as part of the 2" Water Main Replacement Project.
 - Connected 6 water services due to new building construction.
 - Installed a 4" water meter on Booth Rd to serve the future Halifax Health Hospice Center.
 - Responded to or repaired 9 water leaks.
 - Performed accuracy testing on two 1½" commercial water meters. Scheduled four commercial water meters for accuracy testing.
 - Repaired 2" GSP water mains on Wisteria Dr and Highwood Ridge Trail.
 - Assisted 11 customers with misc. concerns.
 - Responded to 7 water pressure and/or water quality concerns.
 - Replaced 5 water services due to aged pipe causing low pressure.
 - Replaced 11 water meter boxes.
 - Performed inspection and testing of 23 City-owned backflow preventers, 3 backflow preventers were in need of repair. Devices repaired and retested.
 - Continued yearly fire hydrant maintenance activities in Ormond-by-the-Sea, 43 fire hydrants were inspected, pressure tested and painted.
 - Disconnected the flushing devices on Old Bridge Way and Cross Creek Way due to new water main installations.
 - Flushing activities were performed on Indian Springs, Il Villagio, SR 40, Hunter Ridge (Flagler section), Ashford Lakes, Briargate, Forest Quest, Deer Creek (phase I and II), OB Sports Complex, Ormond Lakes, N. US1 Hwy, Destination Daytona.
 - Activated and flushed the new water mains on Cross Creek Way and Anchor Dr. Performed bacteriological sampling on Anchor Dr.
 - Assisted building maintenance at Nova Recreation Center, operated equipment to assist with the installation of new basketball hoops.
 - Utility locate service for Water/wastewater/reuse: received notice of 119 regular and 4 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd and John Anderson Dr Projects. Initiated locating existing utilities in multiple areas for the design of future water main installation for the next phase of 2" water main replacements. Five streets have had locates completed for surveyors.
- Water Treatment
 - Delivered City 36.204 million gallons for the week ending May 11, 2014 (5.172 MGD)
 - Backwashed 10 filters for a total of 416,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 32.97 Million Gallons.
 - Produced 25.46 Million Gallons of Reuse.
 - Produced 7.51 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.71 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 150.81 (14%-18% Solids).
 - Completed USEPA testing
 - Monitoring and forwarding trended flow and motor speed results for IPS Pump No 3.

- Wastewater Collection – Reuse
 - Crews responded to seven trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Televised 35, cleaned 2 & root inhibitor applied on 8 sewer laterals.
 - Inspected 50 manholes on West Granada Blvd for repaving project.
 - Reset manhole ring & cover at Old Kings Rd. & Old Macon.
 - Televised storm water manhole N. Beach St & Lincoln Ave. with pole camera.
 - Installed new pep tank at 36 Sounders Trail.
 - Replace pep tank control panel at 21 Winding Creek.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 9 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 30/30psi. . Foxhunters Flat (2 inch) 28/24 psi & Shadow Creek Blvd. (4 inch) 5/2 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Centrifuge #1, #2 – Site visit from GEA Mechanical 5/6/14 to 5/10/14 for refurbishment of units – primary gear assembly replaced on unit #1 – unit #2 returned to service 5/8/14 unit #1 returned to service 5/10/14 – unit #2 not operating in automatic – scheduling site visit by GEA PLC technician to evaluate.
 - Dewatering Pump #1 – pulled pump to ship to vendor for repairs.
 - 2M, 3P and 13 M L.S. – replaced PLC batteries
 - PLC – assembled a control wave micro to replace a 3305.
 - SCADA monitor/response: continuing to trouble shoot Lift Station PLC's and WIN 911 with WTP Chief Operator; McDonalds - High Level – Found Station with Both Pumps Running and Wet Well Pumped Down to Floor – Cleaned Probe – Rebooted Controller – all ok; Breakaway Trails L.S – continuing increased site visits station not receiving WIN911.
 - 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: 26 monthly and 0 annual performed.
 - Plant wide oil & grease route.
 - 42 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - Salt Brine Tank - Replaced the 4" cam lock fitting.
 - Disc flow pump #1, #2 – cleared blockage – adjusted packing on pump #1.
 - Human Resources – reviewed applications for open Pump Mechanic position.
 - South Sludge pit – receiving quotes for replacement of motor control panels
 - Chlorine analyzers – swapped R.O. and static mixer analyzers for increased accuracy.
 - Tested new well sample pump with Sample Tech.
 - Monthly PM's – all Booster stations; wells 22H,23H, 24H, 25H, 26H, 27H, 28H, 29H, 30H, 31H, 32H, 33H, 34H; Holly Hill/Ormond Beach and Daytona/Ormond Beach interconnect.
- 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.

- Sewer Collection System Programs: Staff has begun the process to establish collection system programs including a fats, oils and grease reduction program and a program to eliminate wipes and other items which disrupt the City's sewer system. The programs seek to eradicate sanitary sewer overflows caused by blockages in the system.
- 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: The Volusia County Health Department approved the report. Additionally, the Utility has received the first draft of the brochure from the printer. 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, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for May 15, 2014, Public Works Advisory Board
- Staff attended and provided support for May 15, 2014, Neighborhood Improvement Advisory Board
- Agenda packet preparation and creation for May 20, 2014, Town Hall Budget Meeting
- 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.