

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: May 23, 2014

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

### **City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Planning Director and Economic Development Director
- Staff meeting with directors
- CIP discussion with staff regarding fire trucks

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Worked on City's LEAN Six Sigma process for a presentation at the FCCMA annual conference
- United Way Board meeting
- Town Hall Budget and Commission meetings
- Mr. Baumer and Assistant City Manager regarding traffic concerns in Winding Woods
- Claims Committee meeting
- Ribbon Cutting for Halifax Health Care Now facility
- Field day with PW operations staff, drove reach-out and slope mowers
- VLC Annual Banquet and Awards dinner
- Provided overview of United Way allocation process at the United Way Council of Agency Executives meeting
- Suzanne Heddy, Diana Simmons and Vonda Garrison of the Historical Society, and staff, regarding the MacDonald House

### **Community Development**

#### **Planning**

- Dr. Batniji has engaged Saboungi Construction to remove the **old Woody's Restaurant** on East Granada. The asbestos removal contractor submitted their permit to FDEP and when the 10 working day notice requirement expires, they will perform the asbestos removal on May 27 -28. Saboungi will also schedule a pre-demolition meeting with FPL at the site for May 29 or 30. The **building demolition will commence on Monday, June 2**, and should be fully completed and disposed of by the end of the week.
- The Planning Director attended MainStreet's Board meeting. The Celtic Festival was reported to be an overwhelming success and the event was the most successful one in the last couple of years.
- The Planning Director and Senior Planner attended the Sarah House neighborhood meeting on 30 Forest Court. The neighborhood meeting was at the Prince of Peace, Orange Room.
- The Planning Director met with the City Attorney and David Hood regarding a new home on 170 John Anderson Drive exceeding the height requirements. A variance from the Board of Adjustment will be required or a redesign is needed.

- The Planning Director attended the TPO Subcommittee Review meeting for XU grants. The City submitted the Sanchez segment of a bike trail between Sanchez Park and the Tomoka State Park trail.
- The Planning Director met with the principal of a sign company regarding a sign issue at Dr. Gonzalez 1050 West Granada Shopping Center. The electrical sign was placed without permits, it is too large, the signed application was not the signature of the property owner and sign contractor was not licensed to do the electrical work.

#### Building Inspections, Permitting & Licensing

- 108 permits issued with a valuation of \$1,672,492.00
- 295 inspections performed.
- 6 business tax receipts issued.

#### Development Services

- SPRC met with to discuss the following items which have not been reported upon previously
  1. Zaxby's, 1287 W. Granada Blvd (subject to LUPA and rezoning approval)
  2. Boulevard Shoppes, 1301 W. Granada Blvd (subject to LUPA and rezoning approval).
  3. Ameritech (Lot 31 on Tower Circle of Business Park).
  4. River Oaks – landscaping

#### Economic Development

##### Economic Development

##### Ormond Crossings

- Staff has scheduled a meeting with Tomoka Holdings in June to discuss the design and distribution of marketing material to generate investment in the Ormond Crossings 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, which is expected to be finalized in late June. A property sale closing is required within 90 days of the final site plan approval.
- Staff is working with Ameritech, Inc., currently located at 6 East Tower Circle, in their consideration of purchasing Lot 31 in the Business Park to construct an 18,000-23,000 square foot manufacturing facility to accommodate their growth. Staff is also evaluating the project's economic development benefits and the submittal of an Economic Growth Assistance Fund Application to the Commission.
- 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 Chamber officials to review revisions to the "Doing Business In Ormond Beach" resource guide.
- Staff met with representatives of Team Volusia to discuss their site assessment project for 2 properties in Ormond Beach, which include the Former Food Lion property and the Airport Business Park and related vacant properties.

Prospective Business Attraction/Retention/Expansion

- SR Perrott has completed construction of their 100,000 square foot distribution facility at their vacant North US 1 site. Staff is working with SR Perrott in 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

- The Florida Department of Transportation has provided the City with a Joint Participation Agreement (JPA) to fund obstruction mitigation work at the airport. Staff has prepared and submitted an agenda item for this JPA to be presented to the City Commission at their meeting on June 17<sup>th</sup>.
- Staff continued work with Zev Cohen and Associates and AVCON, Inc. to compile information needed to develop a focused environmental assessment project to address development of the western quadrants of the airport.
- Staff continues to coordinate 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 is now working with personnel from Fleet to acquire a storage container to be located within the control tower perimeter fence.
- 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 three quotes to conduct a survey of the potential surplus area. The lowest quote was submitted by Upham, Inc. Staff is processing a work authorization for Upham, Inc. to begin the survey as soon as possible.
- Staff continues to work with the FAA Southern Region Office regarding the possibility of locating Remote Transmit and Receive (RTR) antennae at the airport. A proposed memorandum of agreement between the City and the FAA has been composed by staff and submitted to the Legal Department for review.

Finance/Budget/Utility Billing Services

- On-going Projects
  - Completed the Capital Improvement Program
  - Completed Town Hall Budget Presentation
- Completed Projects - Weekly
  - Processed 31 Journal Entry Batches (# 3482- 3571).
  - Approved 21 Purchase Requisitions totaling \$225,922.88.
  - Issued 11 Purchase Orders totaling \$76,384.89.
  - Prepared 104 Accounts Payable checks totaling \$680,602.66 and 38 Accounts Payable EFT payments totaling \$288,672.85.
  - RFP 2014-18, AS Needed Technology Contracting Services, Evaluation Committee was conducted on May 20, 2014 at 1:30 PM.
  - Processed 4,142 cash receipts totaling \$386,853.48.
  - Processed 1,494 utility bill payments through ACH totaling \$99,337.32.
  - Processed and issued 6,272 utility bills with billed consumption of water of 52,231k.
  - Issued 760 past due notices on utility accounts.
  - Auto-called 101 utility customers regarding receipt of a past due notice.

Fire Department

Weekly Statistics

- Fires: 6
- Fire Alarms: 5
- Hazardous: 1
- EMS: 67

- Motor Vehicle Accidents: 10
  - Public Assists: 47
- TOTAL CALLS: 136

- Aid provided to other agencies: 15 calls – Daytona Beach (4), Holly Hill (2), Volusia County (9)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 60

#### Training Hours

- NFPA 1001: Firefighting 52
- NFPA 1002: Driver/Operator 5
- NFPA 1021: Officer 9
- NFPA 1500: Safety/Equipment 34
- NFPA 1620: Pre-Fire Plan Inspections 12
- EMT/Paramedic 1
- TOTAL TRAINING HOURS: 113

#### Station Activities

- Serviced 168 fire hydrants to include flow testing and inspection
- Conducted 4 fire inspections
- Updated 17 pre-fire plans
- Participated in Family Night at Chick-fil-A. Talked to residents and provided hand-outs to children.

#### Significant Incidents

- 5/15/14, 5:13 PM: University Cr. – Structure Fire – Prior to arrival, report of residential structure 25% involved and flames through roof – heavy fire located on first floor of two story home – homeowners not at home – smoke and fire damage throughout – cause of fire due to lightning strike – estimated property value and contents saved was \$288,000 with the estimated value loss of \$170,000 – cleared scene at 8:26 PM.

#### 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 Counselor 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 tracking 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 will close 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 as open until filled.
- 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.
- Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was re-advertised 05-15-14 on the News Journal web site, the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and is open until filled. This position was re-advertised when the selected candidate declined the position.
- Screening/Interviews Scheduled
  - Leisure Services/Community Events – Part time Community Events Technician interviews have been 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 were conducted, and three candidates were eliminated by the background. One candidate will begin employment on 05-27-14 and the position will be re-advertised.
  - 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 candidate has been selected for the promotional 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).
  - Leisure Services/Administration – Office Assistant III effective 05-19-14.
- Public Records Requests
  - Request for copies of evaluations from former Police Officer.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program April, 2014 monthly report reflects savings of \$93,276.56 for City residents in the time that the program has been in effect in Ormond Beach. Over 2,496 residents have utilized the program during that time.

#### City Events/Employee Relations Update

- New Employee Orientation – Next orientation was conducted on 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 was held in the Big Red Bus at the City Hall Parking Lot on 05-19-14.
- ICMA – The ICMA-RC representative met with employees on 05-21-14 to discuss retirement planning options for the 401 and 457 plans.
- Nationwide – The representative will meet with employees on 05-30-14 to discuss retirement planning options for the 457 plan.

#### 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 are being held for employees. All trainings are held at the Advanced Technology Center.

#### Risk Management Projects

- Mayor's Health & Fitness Challenge: Coffee Club and Mayor's Mile with Farmers' Market.
- Webinars: Employee Handbooks & ADA.
- Wellness Action Team meeting.
- Attend Claims Committee meeting.

#### Information Technology (IT)

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement - New RFP drafted and is posted on DemandStar. Questions have been received and an Addendum with answers was prepared and published last Friday.
    - Community Development – Electronic Plan Review – Contract Negotiations with Legal Dept.
    - 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: - None.
  - Work Orders: - 15 New work - 40 completed - 48 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	36,128	Inbound E-Mails Blocked	22,412
Delivered Inbound E-Mails	13,690	Quarantined Messages	126
Percentage Good Email	37.9%	Virus E-Mails Blocked	27

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 3 Changes: 2 Corrections: 1
  - Map/Information Requests: 11
  - Information Requests from External Organizations: 1

- CIP Related Projects (pavement management, project tracking map):1
- Meter GPS locate and ID: 22,502 total, completed 19,120 (85.0%) potable 18,578, Irrigation 538, Effluent 4
- Notable Events: None.

### **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 – Andy Romano Beachfront Park Monitoring
  - Weekly Coordinator One-on-One Meetings
  - Agenda Item Review
  - Town Hall Budget Meeting
  - City Commission Meeting
  - YMCA Meeting
  - Nova Roof Meeting
  - Community Gardens Meeting
  - VLOC Banquet
- 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 evenings.
  - The Lady Renegades Competitive Softball Program continued their spring practices this week at the Sports Complex Softball Quad Monday through Thursday evenings.
  - 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 28<sup>th</sup>.
  - The OBYBSA Baseball/Softball Program started playoffs this week and will continue for one more week.
  - Lady Renegades is hosting another home tournament this weekend at the Sports Complex, Softball Quad. Games will be Saturday and Sunday, starting at 8am on Field #7, as well as Nova #2 & #3.
  - The Daytona Beach Breakers, Women's Football League, will be playing host to their third 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
- Mowing SONC softball field weekly
- Mowed fields at Ormond Beach Middle School weekly
- Daily clean up of Limitless Playground by the softball Quad
- Cleaned all sports parks of debris/trash from the events during the week
- All fields open for use; game fields only are restricted
- Father Lopez softball continues practicing; dragged and prepped a field for them to use
- Lady Renegade softball teams continue workouts; prepared fields for them to use nightly
- Rec leagues are practicing on the Quads nightly; preparing fields daily
- Golden Spikes Baseball league are using Nova fields; prepped daily for them
- Mustang and Bronco boys' baseball leagues are using Nova fields; prepped the fields daily
- Recreation softball and boys' Pinto Leagues are using the Quad's softball fields for practice and games; prepped for them daily
- Competitive soccer leagues continue to practice daily; prepped and painted fields
- Rec league soccer continues practicing; goals, benches, trash cans and fields done for them
- Prepared T-ball fields for practice daily; prepped fields on Friday for Saturday's games and also on weekdays for teams that can't play on Saturday
- Adult coed league soccer continues; prep field for practice and games
- Construction continues on the building for the Champion Field
- Began application of pre-emergent fertilizer to all fields. Baseball 1-4 is complete. All five softball fields are finished, Nova and SONC are next.
- Began spraying pesticide and insecticide at the Sports Complex.
- Prepped the Quads and maintained the fields both Saturday and Sunday for the Freedom Sports tournament
- Prepped Champion's Field for the Daytona Breaker's football game on Saturday night
  
- Senior Center
  - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm
  - Big Band America met on Thursday from 7:00om 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: Show Club held a membership meeting. CMT held regular classes.
  - The Performing Arts Center is preparing to host the following event:
    - Ultimate Dance Challenge USA, Saturday 5/24 7:30am-3:30pm
  
- South Ormond Neighborhood Center
  - Splash Pad open (10am to dusk)
  - Open gym (1pm to 8:30pm weekdays and Center hours on weekends)
  - Fitness room open (Center hours)
  - Jazzercise Monday (5:45 to 7:00pm)
  - Youth basketball practice Monday through Thursday evening
  - Pavilion Rental Saturday
  - Tomoka Elementary Kindergarten Class Field Trip Tuesday and Thursday
  - Preparing for Youth Basketball Tournament in Lakeland this weekend

- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Continued training of new employee for Community Events Leader position
  - Assist with Police Reception in City Hall Atrium Monday
  - Assist with Town Hall Meeting Tuesday
  - Memorial Day Remembrance Day Committee Meeting Wednesday
  - Prepare for Memorial Day Services all week
- Gymnastics
  - Continuing training new Rec Leader
  - Revamped 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 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 continues to meet on Friday from 3:30-4:30pm at the Ormond Beach Gymnastics Center.
  - Camp T-Rec registration took place on Saturday from 9:00am-11:00am at the Port Orange Rec and 1:00pm-3:00pm at the Nova Community Center
- The Casements
  - Classes met this week including Pilates and Yoga.
  - Tours continued from 10am to 3:30pm Monday, Tuesday, Wednesday, and Friday and on Saturday from 10am to 11:30 am.
  - The Herb Society met in Bailey Riverbridge on Saturday morning.
  - A wedding took place in The Casements and Rockefeller Gardens on Saturday.
  - A wedding ceremony was held in Ormond Memorial Gardens on Saturday afternoon.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - A wedding took place in The Casements on Sunday.
  - A wedding took place at The Casements on Wednesday morning.
  - The Memorial Day Remembrance Committee met in The Preservation Room on Wednesday.
  - A wedding rehearsal took place in The Casements on Wednesday afternoon.
  - A wedding was held in The Casements on Thursday morning into evening. The Casements was closed for tours for the event.
  - The Guild Crafters met in Bailey Riverbridge on Thursday afternoon.
  - The Casements Camera Club met in Bailey Riverbridge on Thursday evening.
- Building Maintenance
  - Weekly inspection of airfield runway, taxiway lighting and directional signage
  - Preventative maintenance of City vehicles and equipment as necessary
  - 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
  - Daily inspection of Andy Romano and SONC Splash Pads
  - Repaired basketball backboard and change bolts at SONC
  - Repaired HVAC system at City Hall

- Installed new light fixtures at SONC
- Repaired bollard at Fortunato Park
- Changed out all lamps in activity room at SONC
- Installed misters at Fleet Maintenance and Waste Water Treatment Plant
- Replaced doorbell button at Fire Station #91
- Assisted with fire alarm inspections at The Casements and Ames House
- Installed new soap dispensers and misters at SONC
- Installed new switch for splash pad at Andy Romano
- Repaired receptacle at the gazebo at Birthplace of Speed Park
- Repaired wall pack light at Nova Rec
- Repaired climbing wall transformer at Nova Rec
- Delivered material for new green house at Ormond Memorial Gardens
- Repaired toilet in men's room at the Police Department
- Parks Maintenance
  - Removed graffiti from Joyce Ebbets Pier
  - Trimmed low hanging limbs at Birthplace of Speed
  - Repaired damaged playground equipment at the Magic Forest
  - Repaired 8x8 parking lot timbers at Riviera Park
  - Replaced broken latch on gate at the Nova tennis courts
  - Repaired basketball backboards at SONC
  - Mortared around new grills at Andy Romano Beachfront Park
  - Cleaned shoreline around Joyce Ebbets Pier
  - Removed graffiti from picnic table at Riviera Park
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  - Call Out = Restocked ladies restroom at Cassen Park
  - Call Out = Repaired sign on South Beach Street

### Police Department

#### Administrative Services

- Command Staff attended the DARE graduation at Calvary Christian Academy.
- Command Staff attended the annual awards ceremony.
- Command staff attended FALCON/AAA training in Osceola County.
- Command Staff handed out certificates at the "Do the Right Thing" recognition ceremony.

#### Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery exhibition was held on May 22 at Ormond Beach Elementary School from 4:45 PM – 5:45 PM. Twenty three books were featured in the exhibit.
- The Science on Patrol program at Ormond Beach Middle School concluded Thursday May 15<sup>th</sup> with parent night for students to show their parents the skills they learned.
- "Do the Right Thing" was held Thursday, May 15<sup>th</sup> at the Police Department. Sixteen youths enjoyed a pizza lunch and a tour of the Department with Officer Stokes.
- 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: 69
- Animal Bites: 2
- Animal Reports: 8
- Animals to Halifax Humane: 5

- Kittens: 3    Dogs: 2

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 10
- Inactive: 3
- Fraud: 6
- Burglary Business: 3
- Burglary Residential: 7
- Larceny Car break: 0
- Grand Theft: 3
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 2
- Assaults: 1
- Police Information: 0
- Suspicious Incident: 1

Comments:

- Auto Theft: Vehicle stolen from Arroyo Parkway was recovered unoccupied in Daytona Beach. The vehicle was processed for evidence.
- Auto Theft: Vehicle stolen from Wal-Mart. The victim lent her vehicle to her son and his girlfriend so he could report to the probation office. Her son later contacted her and reported that someone had stolen the vehicle while they were at Wal-Mart. The victim stated that her son is a drug addict and she suspected that he had something to do with the vehicle missing. The victim's son overdosed a few days later and did not survive. The vehicle in question has been recovered.
- Robbery: A juvenile was assaulted at the Nova Skate Park by known juveniles who also took the victim's skateboard. Further investigation revealed that the juvenile victim had taken one of the suspect's bicycles and they retaliated against him. The stolen bicycle and the stolen skateboard were both recovered. All subjects were identified and the parents have not decided if they are going to pursue criminal charges. The juveniles have been trespassed from the Skate Park.

Records

- Walk - Ins / Window            102
- Phone Calls                        129
- Arrest / NTA'S                    20
- Citations Issued                 149
- Citations Entered                173
- Reports Generated               151
- Reports Entered                  149
- Mail / Faxes / Request         16

Patrol

- Total Calls                         1,772
- Total Traffic Stops                225

Operations

Crime Opportunity Report Forms: 107

- 5/15/2014

- Grand Theft, 1185 West Granada Boulevard (The Dish Tavern & Grille). Several employees suspected of skimming funds from the business.
- Battery – Domestic Violence Arrest. Suspect tried to knee/kick and then pushed her live-in former fiancé during a verbal argument. The victim walks with a cane and was pushed to the ground. Female was arrested.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for attempting to steal a misdemeanor amount of property. Property was recovered.
- Structure Fire, 133 University Circle. Possibly caused by lightning. Several units deployed for traffic and scene security near shift change. CSO's responded to assist pets that were in the home.
- Felony Child Abuse Arrest, 1608 North U.S. 1 #233. Department of Children and Families asked for a stand by while they removed children from the home. Officers discovered this was in regards to an unreported child abuse case. Investigation was conducted. The child (2 years old) fell from the second floor balcony and broke multiple bones. The mother did nothing to get the child help. After the father got home that night the child was rushed to the hospital. Mother was arrested after investigation.
- Warrant Arrest, Old Kings and North Nova Road. Suspect had Violation of Probation warrants.
- Warrant Arrest, Tomoka State Park. Officers were called to the park to assist in dealing with an intoxicated subject who was celebrating her birthday. She was found to have an open warrant and was arrested.
- DUI/Arrest, Granada Boulevard on the top of the intercoastal bridge. An adult female drove her vehicle into the back of another vehicle. There were several passengers in the other vehicle, one was transported for injuries. The suspect submitted to a breath test with results of being well over (3 times) the legal limit.
- 5/16/2014
  - Burglary-Residence. 570 Collins Street. Forced Entry into the home through a small rear window. Television was reported stolen/ missing.
  - Battery, 271 Linden Street. Subject called to report a battery. The investigation determined no battery occurred; this news upset the reporting party to the point he had to be restrained for officer safety. Subject no longer wishes to pursue the issue. Use of Force to be completed.
  - Battery – Domestic Violence Arrest. I-95 at the 272 mile marker southbound. Adult male and adult female got into physical fight while traveling southbound on the interstate highway. The male subject involved had an injunction against him that had been filed by the female subject in the car/he was arguing with. The male subject was arrested.
  - Battery - Domestic Violence Arrest, 135 Cedar Creek Way. Adult female and her adult male boyfriend got into a verbal argument that escalated into a physical confrontation. During the confrontation the male grabbed the female several times, choked her, and made threats to do her bodily harm. Male subject was arrested.
- 5/17/2014
  - Stolen Vehicle, 1509 San Marco Dr #104. Reporting party allowed a friend to use his vehicle to go to purchase groceries on Friday and the vehicle was not returned.
  - Stolen Vehicle, 850 Arroyo Parkway. The victim left his vehicle at this address to run some errands with a friend in their vehicle. When he returned to his friend's residence his car was missing.
  - Narcotics Arrest, 530 South Atlantic Avenue, K-91 conducted a traffic stop. Approximately 7 grams of marijuana was discovered in the driver's possession. He met Notice to Appear requirements and was released on scene.
- 5/18/2014
  - Trespassing, 221 Vining Court (Salty Church), suspect was arrested for trespass after warning.
  - Aggravated Battery, 839 South Atlantic Avenue (Andy Romano Park), the victim was standing in a parking space "holding it" anticipating the arrival of a friend. An as of yet

- unidentified female driver took exception to this and "bumped" the victim with her car bumper to try and get him out of the way. The "victim" stood his ground and was bumped a second time by the female driver. The female driver left the area prior to officer's arrival on scene. Victim suffered a very light mark on his leg from being "bumped."
- Burglary-Residence, 1 Trina Street. Homeowner discovered items missing over a week time frame. No forced entry to the home.
  - Burglary-Residence, 200 River Beach Drive. Homeowner left garage door open and observed two suspects going through a refrigerator in the garage. Both males fled the scene on foot. AIR1 and Daytona Beach K9 responded. Search was negative for suspects.
  - 5/19/2014
    - Battery - Upon School Employee Arrest, 999 Old Tomoka Road (Tomoka Elementary). A student battered his teacher and other students. Parents of other students declined charges. Teacher decided to pursue charges.
    - Battery – Domestic Violence Arrest, 901 West Granada Boulevard. Victim and suspect denied any fight/physical confrontation when first contacted by officers. No injuries were visible or reported by either party. Hours later, victim's father called from out-of-state. A friend had the fight audio recorded on her cell phone as the victim had dialed/called her in the middle of the fight. Based upon the content of the call, a Domestic Violence situation was established/confirmed and officers returned to the residence. At that time signs of injuries had begun to develop on the victim. After further investigation the suspect was arrested
    - Theft, 48 Horseshoe Falls Drive (The Falls). Victim claimed that ex-boyfriend stole her prescription pills from the residence.
    - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Transient male stole clothes and beer and was arrested. He was also charged with trespass after warning.
    - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect stole felony amount of items, most of which were recovered after she fled in a vehicle.
    - Burglary – Residence, 915 Northbrook Drive. Entry was gained via an open bedroom window. X-Box, games, and Mac Book stolen.
    - Battery – Domestic Violence Arrest, 677 South Center Street. Husband and wife had a physical confrontation in the morning at their residence and then again later at the Airport Sports Complex. On both occasions the husband physically grabbed the wife, causing some bruising. He was located later driving by the couple's residence and was arrested.
    - Aggravated Assault Arrest, 170 North Nova Road. Two males who know each other had a confrontation at the 7/11. It became physical and one party attempted to hit the other with a bottle. After they separated one went to Shadow Lakes, while the other stayed at the 7/11 for police to arrive. Witness advised the subject who left started the fight. He was contacted and arrested. He was later taken to the hospital for injuries he received in the fight.
  - 5/20/2014
    - Grand Theft, 458 Triton Road. Lawn worker left his lawn tools hidden in bushes in front of this address. When he returned he discovered two blowers, a weed eater, and a backpack were missing.
    - Bicycle Theft, 220 North Nova Road (Publix). Suspect spotted stealing an unsecured bike in front of the store. She was stopped while riding on the back of a motor scooter and carrying the stolen bike. She and the bike were positively identified. She and the male driving the scooter were arrested.
    - Theft, 1110 West Granada Boulevard. Employees are missing cash from purses in a storage area while on duty. Suspect is known/has been identified.
    - Carbreak, 100 East Granada Boulevard (Premium Destinations). Vehicle left parked with every window open. Purse in plain view was removed from the interior.
    - Carbreak, 200 Seton Trail. Unlocked vehicle had loose change and sunglasses removed.

- Burglary – Residence, 500 Shadow Lakes Boulevard #79. Arrestee from a fight the previous night claimed that the victim went to/entered his apartment and stole electronics while he was in custody.
- Burglary - Residence, 756 Oceanshore Boulevard. Front door and garage door were found open by the homeowner. Big screen television taken. Entry gained through an open rear window.
- Warrant Arrest, 756 West Lindenwood Circle. Subject was arrested without incident on an open warrant.
- Battery – Domestic Violence Arrest, 1118 Sherbourne Way. Physical confrontation between boyfriend and girlfriend that live together. Male was drinking and became violent. He struck the female several times and choked her. Male suspect was arrested.
- Violation of Probation Arrest, 128 Tomoka Meadows Boulevard. Juvenile cut off her ankle bracelet and left the house. Her mother notified Daytona Beach police staff that monitor the program who in turn contacted us. The juvenile returned home where we contacted her and took her into custody.
- 5/21/2014
  - Trespassing Arrest, 1622 North U.S. HWY 1 (Burger King). Transient was previously given a trespass warning for this location. Manager observed subject in the dumpster and wished to pursue charges for the trespass. Subject was arrested
  - Burglary-Residence, 40 China Moon Drive, ex-boyfriend of the homeowner entered the residence through an unlocked door and took a television. No signs of forced entry. Suspect was contacted and denied breaking into the residence.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 95
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 57
  - Number of Written Warnings Issued: 2
  - Number of Parking Citations Issued: 3
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 11
  - Number of Crashes with Injuries: 2
  - Number of Crashes with Serious Bodily Injuries: 0
  - Number of Crashes with Fatal Injuries: 0
  - Crash Investigation General Information:
    - 05/14/14 vehicle versus bicyclist crash 14-05-00275 pain to left shoulder and back.
    - 5/20/14 four crashes due to road construction on the Granada Bridge; Several crashes on the bridge over this week due to the road construction.
- Traffic Complaints Received:
  - Stop Sign violations complaint on Haven Wood Trail at Autumn Wood Trail
  - Speeding Complaint on Lorillard Place
  - Speeding Complaint on Northbrook Drive in the curves north of Sanchez Avenue
- 1. Strategic Traffic Enforcement Program (STEP) Information:
  - Location: Autumn Wood Trail / Haven Wood Trail
  - Reason for this STEP: Complaint of Stop Sign violations
  - Number of times worked: 2; Total Hours Spent: 2
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: Very few vehicles; No violations

- 2. Strategic Traffic Enforcement Program (STEP) Information:
  - Location: 700-Block Fleming Avenue
  - Reason for this STEP: Self Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: None
- 3. Strategic Traffic Enforcement Program (STEP) Information:
  - Location: 200-Block North Orchard Street
  - Reason for this STEP: Self Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 1; Written Warnings Issued: 0
  - Comments: None
- General Comments:
  - 05/19/14: Structure fire traffic control on South Nova Road
  - 05/15/2014: All motors attended the quarterly Department of Highway Safety and Motor Vehicles' Law Enforcement Liaison Area Network Meeting at Daytona International Speedway
  - Click-It or Ticket National Campaign is going on through 05/26/2014.

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 8 Cases initiated
- 16 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with fifty-four (54) 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. This case was presented to the special magistrate on Monday, May 19, 2014. The special magistrate made a finding that a violation does exist and ordered the respondent to rectify the violation and pay the \$50 citation and case costs within 30 days from execution of the order.

#### Public Works

- Engineering
  - Project Summary
  - Construction Projects:
    - Tymer Creek Phase I – Road base has been installed on the northbound lane. Work continues to complete the bridge widening.
    - John Anderson Drive – Work has been completed on the new stormwater outfall pipe extending from the intersection of Royal Palm Ave to the Halifax River. The Stormwater upgrades at the intersection with Royal Palm Avenue has been completed. Work continues on stormwater upgrades north of Royal Palm.
    - 2-Inch Water Main Replacement – Mainland – The Curved Creek Way cul-de-sac was resurfaced. Minor site restoration is being performed in various areas throughout the project.
    - 2-Inch Water Main Replacement – North Peninsula - A letter of substantial completion has been issued, final as-builts have been found to be satisfactory; the contractor is preparing final pay request.

- 2-Inch Water Main Replacement – South Peninsula - The project has been completed with a final completion cost that was \$80,687 below the approved contract amount. Savings were incurred by coordinating with the contractor on optimizing the use of directional bore vs. open cut method which reduced the overall pipe installation cost along with reduced driveway replacement requirements.
- 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 being issued with a date of substantial completion of May 14, 2014.
- Downtown Underground Utilities Conversion - Carter Electric is finalizing restoration of disturbed areas; sidewalk restoration is scheduled for the week of May 27. FPL's contractor is scheduled to finalize overhead line removal this week.
- Audible Pedestrian Signals – Project is complete, awaiting final sign off by the engineer of record and FDOT.
- Traffic Signal Maintenance (Mast Arm Painting) - The contractor is scheduled to provide revised Maintenance of traffic items this week; response to FDOT will be made the week of May 26.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Work is completed and project is being closed out.
- Airport Business Park Overhead Utilities Conversion/Hardening - FPL is scheduled to begin installation of conduit the week of May 26, the project is anticipated to be complete mid-June.
- 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.
- Nova Recreation Center Roof Repairs - A preconstruction meeting was conducted May 22. Materials for the project are tentatively scheduled to be delivered between May 28-30<sup>th</sup> with work to commence on June 2<sup>nd</sup>.

#### Design Projects:

- FEMA HMGP Grant for Wilmette Avenue Bypass Pump Station – The actual bid cost for the project was \$14,560 above the estimated cost and grant award amount. The original FEMA grant received also did not include funding for construction engineering services. Upon completion of the project Staff requested if costs for the additional construction amount and CEI (Construction Engineering Inspection) services could be funded. FEMA responded that another project recently completed under budget which has now allowed additional funds to be added to the City's grant and thus cover the additional construction costs and CEI costs at 75% for an additional amount of \$19,370.27. Staff will be presenting a grant mediation agreement to the City Commission for the additional funding once documents are received from 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 has completed details of the Design-Build RFP, advertising is scheduled for May 25, with plans available on May 27.
- City Welcome Sign – ZCA presented conceptual drawings to the City Commission at the May 6<sup>th</sup> 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 has submitted 60 percent plans for City Review; they are contacting affected residents this week to discuss the plans.

- Fiber Optic Network Expansion – A revised work authorization is scheduled for approval at the June 2, City Commission Meeting providing for completion of the fiber optic loop to Fire Station 93, and expansion to PAL and South Ormond Neighborhood Center.
- Granada Medians (West of I-95) – The bid award is scheduled for the June 2<sup>nd</sup> City Commission meeting.
- City Hall Chiller Replacement – The City Commission approved the award of bid at their May 20<sup>th</sup> meeting. Staff is now preparing contracts for execution.
- Water and Wastewater Master Plan Update – A kick-off meeting was held and the contractor is now assimilating information and scheduling meetings with staff to perform site inspections and will prepare a draft report.
- Nova Community Park – Road Paving - Site survey is 90% complete.
- Reforestation Street Tree Planting – The bid award is scheduled for the June 17<sup>th</sup>, 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 17<sup>th</sup>, City Commission meeting.
- Ormond Beach Municipal Airport Taxiway G - Received 90% design plans.
- 2014 Roadway Resurfacing - Bid package was approved by the City Commission at the May 20<sup>th</sup> 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 deadline; the TPO review committee met to discuss on May 21.
- Downtown Stormwater - Zev Cohen has submitted a scope of services and cost proposal for City review.
- Ph II 2-Inch Water Main Replacement – Mainland - Approximately 80% of the land survey work has been completed for project preliminary design.
- Ph II 2-Inch Water Main Replacement – North Peninsula - Survey work has commenced, the consultant is preparing plans.
- Ph II 2-Inch Water Main Replacement – South Peninsula - Design utility locates are in process, the consultant has coordinated survey work to begin the week of May 26.

#### 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 submitted by GIS (on-going).
- Utilities Coordination- Coordinated relocation of TECO gas service line which was installed as a conflict with a City stormdrain pipe on Lucky Drive. The gas service is scheduled to be offset within the next two weeks.
- Roadway Resurfacing- In an effort to continue to improve the City's roadway resurfacing program, staff investigated lower priority rated residential areas which have cul-de-sacs and therefore lower traffic volume in comparison to collector roadways and other local through roadways, in order to determine if the grouping of some cul-de-sac areas in need of resurfacing can be moved up the pavement resurfacing schedule.
- Met with FDOT Bridge Inspector (Volkert) on May 14 for annual inspection of Main Trail Bridge over Misners Branch.
- Began reviewing the as-built plans for the S Peninsula 2" watermain replacement.
- Reviewed plans and created wetland protection permit for 560 South Beach Street dock and boathouse.

- Created sketch and legal description for the Environmental Learning Center per Grants Coordinator request.
- Began creating the proposed paving improvements drawing plan set for the Nova Community Park paving project.
- Researched old plans and completed tree in the right-of-way locate at 204 Saddle Creek Trail per Trails South 40 HOA request.
- Researched and provided information for Memorial Circle per City Attorney's office request.
- Researched and provided As-Built plan copies for Ormond Shores Drive/Park per surveyor's (Awad) request.
- Researched and provided benchmark locations and drawing copies of the Tomoka Meadows area to Mcullum Surveyors, per request.
- Updated the plan set drawing of the Foxhunter Flat topo to reflect drawing markups provided by project manager per Planning Division request.
- Completed tree in the right of way locate @ 143 N Ridgewood per Streets Div request
- Created exhibit drawing of the Hand Avenue/ Central Park Lake Interconnects to show completed improvements.
  
- Environment Management  
Street Maintenance  
Asphalt / Concrete
  - Checked sidewalk with recycled concrete on Fernway Dr.
  - Completed preventative maintenance on vehicles in the Public Works Complex Yard
  - Poured concrete on Valhalla Ave.
  - Poured a gutter on Wild Fern Lane
  - Repaired a sidewalk on Ormond Lakes Blvd.
  - Pulled forms on Ormond Lakes Blvd.
  - Cut concrete sidewalk on N. Beach St.
  - Cut asphalt from the road on Southern Trace Blvd.
  
- 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
  - Maintenance of trucks and equipment at the Public Works Yard
  - Removed large declining magnolia tree on 900 block of John Anderson Dr.
  - Employees attended LEAPS class at ATC Technology Center
  - Trimmed trees on 300 block of Salvador, at the corner of Sylvania & S. Ridgewood, on Cumberland Ave., on Orchard St. by Taco Bell, and on Tanglewood Ave.
  - Removed a tree at 200 block of N. Beach St.
  
- Maintenance Crew
  - Rotated Special Event Bridge signs
  - Debris cleanup on Granada Bridge and Memorial Gardens
  - Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
  - Daily maintenance of various vehicles in Public Works Yard
  - Printed daily work orders and distributed for job assignments
  - Trimmed at various ROW (Right-of-Way) locations
  - DOT (Department of Transportation) weed control west of Nova on SR40, and on US1 & A1A
  - Employees attended LEAPS training at ATC Technology Center

- Filled in radius with recycled concrete at Neptune & A1A
- Cleaned off Collins St., south of Fleming

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
- Airport Sports Complex, installed stop signs
- Public Works Complex, installed "No Smoking" signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Peninsula & Ivanhoe – set riser ring
- Citywide locations – inspections and maintenance of FDOT (Florida Department of Transportation) ditches and ponds
- China Moon Dr., Bramblewood and Nightengale – basin repair
- ATC (Advanced Technology Center) – attended LEAPS class
- Water Plant – pond maintenance

Vactor

- Citywide Locations, basin cleaning & assisted Water Department with various areas

Mowing

- Reachout Mower – SR40
- Slope Mower – SR40

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

25,838

PM Services completed for the week:

Emergency—Vehicles and Equipment

11

Non-Emergency Vehicles and Equipment

9

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has gallons of 7,733 unleaded and 6,813 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,542 gallons of unleaded and 960 gallons of diesel.
- Fleet completed 43 work orders this week.

- Utilities
  - Projects Summary
    - Anchor Drive Water Main Improvements – Main installation complete, bacteriological samples received for clearance activity.
    - 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 is presently suspended for 30 days until materials and equipment is delivered.
    - Division Avenue Well Field Raw Water Piping – 90% plans and specifications received for review.
    - 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 – Memo prepared for the June 17 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 2<sup>nd</sup> 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 within evaluation criteria limits.
    - Ormond Beach Wastewater Treatment Plant - Replace RAS Valves and Install New Actuators – One RAS valve remains to be installed.
    - Rima Wells Auxiliary Power Generator – Reviewed 75% plans - sent comments to engineer. Received revised mechanical drawings.
    - Saddler's Run Lift Station Rehabilitation – Reviewing 60% design plans and specifications.
    - SR40 (Tymber Creek Road to SR Perrot) Resurfacing – Removed debris from manholes. Prepared a purchase order to repair leaks and install lining in 5 deteriorated manholes observed during the top elevation adjustment portion of the project.
    - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Paving at Lift Station 9M and punch list items are being performed. Operation and Maintenance Manual for the lift stations are being reviewed.
    - Water Storage Tank Cleaning & Inspection – Project is completed.
    - Storage Tank Repairs and Maintenance - Reviewed 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 – SR Perrott – Field checked preliminary as-built drawings. Site walkthrough was performed. Shoppes on Granada – FDOT Permit application was submitted. Zaxby's – Met with design engineer to discuss preliminary plans. Boulevard Shoppes – Met with design engineer to discuss preliminary plans. North Peninsula Force Main – Bids were received and are being evaluated by Volusia County. Ameritec – Met with design engineer to discuss revised plans.
    - 32 Valhalla Avenue & 100 Marlin Drive Service Line Replacement – Permitting and construction was completed.
    - Equipment Purchase – Wach's Valve Maintenance Trailer – City Commission Agenda item prepared for consideration on June 17, 2014.

#### Departmental Activities

- Water Distribution
  - Exchanged 19 water meters per Finance Department work orders.

- Connected 4 water services due to new building construction.
- Responded to or repaired 21 water service leaks.
- Performed accuracy testing on 2-4" and 1-3" commercial water meters.
- Repaired a 2" GSP water main break on Palm Dr, and a 4" PVC water main on Westland Run.
- Assisted 12 customers with misc. concerns.
- Responded to 4 water pressure and/or water quality grievances.
- Replaced 9 water services due to aged pipe causing low pressure.
- Replaced 9 water meter boxes.
- Performed Inspection and testing of eleven city-owned backflow preventers, all tested good.
- Completed yearly fire hydrant maintenance activities in Ormond-by-the-Sea, 49 fire hydrants were inspected, pressure tested and painted.
- Performed a final water utility inspection on Sunrise Cove subdivision in Ormond-by-the-Sea.
- Assisted contractor with bacteriological sampling on John Anderson Dr.
- Disconnected 2" abandoned water main on Ivanhoe Dr from 6" main on Peninsula Dr due to leaking valve.
- Utility locate service for water/wastewater/reuse: received notice of 98 regular and 4 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd and John Anderson Dr. Initiated locating existing utilities in multiple areas for design tickets associated with future phase of 2" water main replacement project.
- Water Treatment
  - Delivered City 36.144 million gallons for the week ending May 18, 2014 (5.163 MGD)
  - Backwashed 10 filters for a total of 465,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - We had no Precautionary Boil Water notices this week.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 29.68 Million Gallons.
  - Produced 28.29 Million Gallons of Reuse.
  - Produced 1.39 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.24 MGD, plant designed for 8 MGD.
  - Monitoring and forwarding trended flow and motor speed results for IPS Pump No 3.
- Wastewater Collection – Reuse
  - Crews responded to 2 trouble calls Breakaway/Hunters Ridge PEP system and two in town.
  - Televised 30, cleaned 13 & root inhibitor applied on 12 sewer laterals.
  - Cleaned 18 manholes on West Granada Blvd with Halifax Paving Inc. associated with manhole adjustments included in FDOT resurfacing project.
  - Repaired # 3 clarifier tank drain line valve extension.
  - Installed PEP Systems at 215 Black Hickory & 21 Shadow Creek Blvd.
  - 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) 31/29psi Foxhunters Flat (2 inch) 28/26 psi & Shadow Creek Blvd. (4 inch) 5/0 psi.
- Utilities Maintenance Division  
Wastewater Plant – Lift Stations
  - Centrifuge #2 – In contact with GEA Controls Engineer to resolve automatic function of unit - will update when information received.
  - Lab – replace leaking gate valve at Distillation Tester.
  - Breakaway Trails – assisted Fleet with battery replacements at generator – test battery charger – all OK.
  - Lab – plumbing repairs and modifications are being performed as requested by Chief Operator.

- Towne Square – adjusted pump control settings to optimize daily starts at station – will monitor and follow up as needed.
- R.A.S. Influent Valve #1 – installation of new valve & actuator assembly by Danus Utilities completed.
- 4M Generator –Cummins service will schedule installation when parts received.
- Spanish Waters – assisted & supported Collections Division as needed with temporary station shut down and flushing water.
- Pep System support @ 21 Winding Creek Way. Replaced control box.
- SCADA monitor/response: Breakaway Trails L.S – continuing increased site visits station not receiving WIN911; 5M – low starts/high run hours – found controller reading incorrectly - cleaned transducer – watched station cycle through alternation of all pumps – ok – will monitor; 8M1 – pulled pump #2 to clear blockage and deragg volute – all ok.
- Influent pump room – support Pump #3 evaluation period activities.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Monthly PM'S: R.A.S. Pumps #1 thru #5; W.A.S. Pumps #1 & 2; Influent Odor Control Unit; Screw Pumps #1, 2 & 3; Digester Blowers #1, 2 & 3; Poly Blend #2; Carrousel Surface Aerators #1 & 2N, #1 & 2S; Swing Zone Blowers #1, #2; Effluent Transfer Pumps #1,2 & 3.
- Quarterly PM'S: Screw Pump #3.
- Annual PM'S: Grit Snail.
- Lift Station PM's: 27 monthly and 1 annual performed.
- Plant wide oil & grease route.
- 97 work orders completed and closed for this section for this week.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Anti scaling pump - repaired feed line to the anti scaling pump.
- Standish booster station - assisted operator with repair of the chlorine analyzer and performed monthly PM.
- Chlorine containment – repaired sump pump switch.
- Clear well pumps - shut down clear well pumps for painting contractor.
- Lime Slakers - Harrington representative to quote replacement of walkway decking – Water Treatment & Controls quoting rebuild of both units.
- Chlorine generator - inspected brine filters.
- Leeway Tower - replaced the sump pump in the valve vault.
- Fleet – picked up new 2000 watt generator – dropped off scrap material.
- H.D Lift station - Installed a water pressure transducer.
- Holly Hill interconnects – removed PLC from cabinet - shop spare parts.
- Weekly PM'S: lime slurry pumps #1, 2 & 3.
- Monthly PM's: R.O. transfer pumps #1 thru 6; R.O. clear well #1, 2 & 3; H.S.P. #1 thru 8; scrubbers #3, #4, #5, #6; lime slurry pump #1, 2 & 3; Standish booster station.

#### • 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 & 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. Staff began documenting locations of assisted living facilities for educational program and best management practices outreach.

- 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 or Annual Water Quality Report: The CCR is in the final stages of review and will be submitted to the printer pending final approval.
  - Storage Tank Inspection Report: The Utility received confirmation that the storage tank inspection reports were acceptable to the Volusia County Health Department.
  - Backflow Device Installation Notice: Staff began crafting a notice to residential customers affected by the future installation or refurbish of existing backflow prevention devices in the City's Reuse Service Area.

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

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager staff meeting
- City Clerk attended Volusia County Supervisor of Elections Meeting for City Clerks on May 19, 2014
- All support staff members attended LEAPS Training for New Performance Review Standards
- Staff attended and provided support for May 20, 2014, Town Hall Budget Meeting
- Staff attended and provided support for May 20, 2014, City Commission Meeting
- Agenda packet preparation and creation for May 28, 2014, Budget Advisory Board

#### **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