

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 30, 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:

- Staff meeting with directors

Spoke to, attended and/or met with:

- Memorial Day Service
- Al Jorczak, David Slick and City staff on airport development
- Pennington, P.A. representatives Doug Bell, Gene Adam and Jim DeBeaugrine and City staff on lobbying efforts
- YMCA representatives Teresa Rogers and Charlie Lydecker, was provided an update on the Y's aquatic project
- Finished preparations on speaking engagement for the FGFOA conference on June 2, topic is Fund Balance and Budgeting
- FCCMA Annual Conference:
 - As Past-President, attended the FCCMA board meeting and required meetings/sessions/receptions
 - Speaking engagement with Bernadette Britz-Parker of James Moore for the session "There's Always Room for Improvement," topic was the Sigma Lean 6 methodology
 - Florida Business Watch board meeting
 - ICMA Job Hunting Task Force conference call

Community Development

Planning

- Staff has begun to compare and analyze land use designations related to the unincorporated lands contained in the Interlocal Boundary Service Agreement. The target date for completion of the land use plan amendments and zoning is October-November. Staff will need to meet with Volusia County Growth Management as well as with officials from the Florida Department of Economic Opportunity (formerly the Department of Community Affairs). Once the land use and zoning is established, the Department will begin to annex Destination Daytona Phase 1 and 2, and the other parcels which have annexation agreements but were considered enclaves if annexation occurred. Annexation is tentatively scheduled for early 2015.
- Staff has begun to update the Blight Study for the US 1 North Corridor and the integration of the FDOT sponsored US 1 Corridor Improvement Program Plan into the City's portion of the more detailed work program. Together, the blight study will establish the needs, FDOT's CIP Plan will establish the framework, and the City's work program will flesh out the Plan.
- Senior Planner and Site Inspector met with Pastor Cord Bear to discuss several issues related to site and structural improvements requiring SPRC approval and a building permit. The issues came to the attention of the Department through inquiries to the Department about the activities at the church. They include:

1. Addition of parking that was not shown on the site plan and does not meet the standards for grass parking;
2. Two storage sheds were moved from the Granada Boulevard site. Neither has permits and one has electrical connections.
3. There are two storage conex containers that have been added to the site. There has been grading & filling of this area that was used to stabilize the surface for the container placements.
4. There was also damage done to a stormwater control structure as the result of vandalism that the Church is working on.

The Department is working with the Church to rectify these issues.

- A draft City Code amendment to Chapter 4 - Alcohol and Chapter 17 – Streets and sidewalks was made to permit local street closures for permitted events which serve alcohol. The Legal Department determined that the only street permitted to be closed is Riverside Drive and streets are not considered city real property for purposes of alcohol sales and consumption exemptions.
- The Department received a complaint about an unpermitted building extension under construction in Kings Crossing. The licensed contractor was working without permits and the structure violated the setbacks since it is considered a principal structure subject to the setbacks that regulate such structures. The applicant was given three options: 1) remove the hard roof and convert it to a screen room; 2) remove it in its entirety; or 3) file for a variance with the Board of Adjustment

Building Inspections, Permitting & Licensing

- 82 permits issued with a valuation of \$456,729.00
- 266 inspections performed.
- 8 business tax receipts issued.

Development Services

- No SPRC activities to report this week

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. Staff is processing the growth assistance funds for the 2013 job creation and capital investment. 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. An updated edition is expected in September.
- 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. Staff is meeting with a prospective Aviation prospect from Enterprise Florida.

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 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

- Staff completed work to develop a scope of services for a focused environmental assessment project to address development of the western quadrants of the airport. The scope of services has been approved by the Florida Department of Transportation (FDOT) and will be included in a Joint Participation Agreement with FDOT to provide funding for this project.
- Staff has received from AVCON, Inc. the 100% design documents and the project manual for the Taxiway "G" and Airfield Electrical Improvements design project.
- Staff completed work to acquire more storage space for airport equipment. An auxiliary storage container will be delivered and placed within the control tower perimeter fence next week. 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 completed work to arrange for a survey needed as part of a project to explore converting certain surplus airport property into additional improved lots in the Airport Business Park. A work authorization has been issued for Upham, Inc. to begin the survey as soon as possible.
- Staff completed work to prepare a memorandum of agreement between the City and the Federal Aviation Administration (FAA) to provide for the installation of a Remote Transmit and Receive antennae facility at the airport. When approved and executed by the FAA, the memorandum of agreement will be presented to the City Commission for final approval.
- The FDOT 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 17th.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Completed Proposed Capital Improvement Program (CIP) for FY 2014-2015
- Completed Projects - Weekly
 - Processed 28 Journal Entry Batches (# 3578 - 3645).
 - Approved 15 Purchase Requisitions totaling \$268,954.44.
 - Issued 16 Purchase Orders totaling \$187,905.86.
 - Prepared 143 Accounts Payable checks totaling \$173,514.26 and 43 Accounts Payable EFT payments totaling \$638,564.26.
 - BID 2014-22, 2014 Roadway Resurfacing, advertised and posted to demandstar on May 25.

- Prepared 29 Payroll checks totaling \$22,304.60 and 330 Direct Deposits totaling \$371,569.94.
- Transferred IRS 941 payment of \$139,762.10.
- Processed 2,897 cash receipts totaling \$334,907.41.
- Processed 685 utility bill payments through ACH totaling \$51,774.29.
- Processed and issued 6,374 utility bills with billed consumption of water of 19,764k.
- Issued 296 past due notices on utility accounts.
- Auto-called 152 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (6/3)
 - Residential Structure Fire (133 University Circle)
 - Commercial Structure Fire (All Aboard Storage, 509 S. Nova Road)
 - Residential Structure Fire (62 Domicilio Avenue)
 - Residential Structure Fire (220 North Beach Street)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
 - Attended weekly staff meeting.
 - Completed Employee Newsletter for June 2014.
 - Attended ECHO Advisory Committee meeting.
 - Attended Town Hall Budget Meeting.
 - CodeRED notifications for hydrant maintenance.
 - Attended VF PIN meeting.
 - Attended ECN (CodeRED) training for its new platform.
 - Completed and submitted conference ad to Florida League of Cities.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 7
- Hazardous: 2
- EMS: 89
- Motor Vehicle Accidents: 9
- Public Assists: 51

TOTAL CALLS: 162

- Aid provided to other agencies: 15 calls – Daytona Beach (6), Holly Hill (1), Volusia County (8)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 54
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 72

Training Hours

- *NFPA 1001: Firefighting 45
- NFPA 1002: Driver/Operator 3
- NFPA 1500: Safety/Equipment 76
- NFPA 1620: Pre-Fire Plan Inspections 3
- EMT/Paramedic 3
- TOTAL TRAINING HOURS: 130

* Crews participated in multi-agency high-rise training at the Desert Inn in Daytona Beach. The hotel was donated as a training ground while being closed for renovations. Different scenarios were performed with simulated smoke. Crews also toured the building to learn the layout.

Station Activities

- Serviced 51 fire hydrants to include flow testing and inspection
- Conducted 5 fire inspections
- Updated 33 pre-fire plans

Significant Incidents

- 5/19/14, 5:15 PM: S. Nova Rd. – Commercial Structure Fire – Responded to heavy smoke and fire at All Aboard Storage – upon arrival found multiple storage units fully involved – crews forced entry into each unit – fire called completely out at 6:02 PM – during overhaul several units were emptied due to smoldering materials – State Fire Marshal called to investigate – cleared scene at 9:24 PM.
- 5/21/14, 8:36 PM: Domicilio Ave. – Structure Fire – Dispatched to a single-story residential structure with smoke showing – upon arrival found bystanders on scene with two victims outside of home – no additional victims found inside during primary search – low velocity smoke and moderate heat inside – flames located near couch as possible point of origin – two patients transported to hospital, one as a trauma alert – State Fire Marshall called to investigate - cleared scene at 11:44 PM.
- 5/23/14, 12:45 AM: Ribbon Falls Dr. – Emergency Medical Call – Dispatched to a shooting – crews entered residence to confirm two deaths – Ormond Beach Police on scene to investigate.
- 5/25/14, 3:03 AM: N. Beach St. – Residential Structure Fire – Upon arrival found light smoke showing – all residents exited home safely – fire located in basement – crews had difficulty accessing fire due to low visibility and blocked basement door and stairway – a thermal imager camera was used to assist crews downstairs – crews eventually exited home due to fire venting through roof – homeowners' cat was able to be rescued – all Ormond Beach units responded along with units from Daytona Beach, Holly Hill and Volusia County – the home was a total loss – under investigation by State Fire Marshal – cleared scene at 1:34 PM.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - 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 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. Interviews have been set up with candidates for 06-03 & 04-14.
- Leisure Services/P.A.C. – Part Time Box Office Attendant was advertised on the City's web site on 03-25-14 and closed on 04-11-14. Four (4) applications were received and forwarded to Coordinator for review. Interviews were conducted and a candidate was selected. Selected candidate did not come in for processing and department requested that the position be re-advertised which was done on 05-08-14 as open until filled.
 - 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. Pre-employment processing was scheduled.
 - Public Works/Wastewater – Plant/Pump Mechanic was advertised on the City's web site on 03-12-14 and closed on 03-28-14. 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 have been scheduled for 06-03-14 and 06-04-14.
 - Background/Reference Checks/Job Offers
 - 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. One (1) application was received and forwarded to the department for review. An interview was held and the department requested that a conditional offer be made to the candidate. Pre-employment screenings have been scheduled.
 - 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. Interviews were conducted and selections were made of nineteen (19) candidates. Conditional offers are being made and pre-employment screenings will begin on 06-03-14.
 - 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 began employment on 05-27-14. 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 was selected from the Battalion Commander 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. Interviews have been conducted with Fire Chief and selections are pending.
 - 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.

- Leisure Services/Facilities Maint. – Facilities Maintenance Manager effective 06-30-14.
- 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 held for 3 new employees on 05-22-14. This program reviewed 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.
- Nationwide – The 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 Supervisor and Employee training sessions. 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

- Webinar: FMLA, ADA & Workers' Compensation.

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. Proposals are to be received by 5/30/2014
 - 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: - 19 New work - 40 completed - 50 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	59,970	Inbound E-Mails Blocked	46,428
Delivered Inbound E-Mails	13,455	Quarantined Messages	87
Percentage Good Email	22.4%	Virus E-Mails Blocked	213

- Notable Events: None.

- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 19 Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 19,282 (85.7%) potable 18,740, Irrigation 538, Effluent 4
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits – Andy Romano Beachfront Park Monitoring
 - Weekly Coordinator One-on-One Meetings
 - Memorial Day Remembrance Services
 - Monthly Walk Thru – Sports Complex
 - Field House Audio Meeting
 - Building Maintenance/Parks Staff 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 Tuesday through Thursday evenings.
 - The Lady Renegades Competitive Softball Program continued their spring practices this week at the Sports Complex Softball Quad Tuesday through Thursday evenings.
 - City Coed Softball Spring League finished this week with playoff games on Wednesday at the Sports Complex on Softball Field #7.
 - The OBYBSA Baseball/Softball Program finished up with their playoffs this week.
 - USSSA Baseball is hosting another tournament this weekend at the Sports Complex and Nova Fields. Games will be Saturday and Sunday starting at 8am.
 - Ormond Beach Soccer Club is hosting their competitive tryouts this week Monday through Saturday in the evening on fields #1, #2, #4 and #5.
 - Wyotech is hosting a kickball game on Friday at 4pm at the Softball Quad at the Sports Complex.
 - Louis Camacho is once again renting the fields for his 6-a-side league starting Saturday on Fields #2C, #9 and #10.
 - The Elite Amateur Football League will be playing games on Saturday, 12 p.m., on Championship Field #7.
 - Ormond Beach Soccer Club will continue to hold their Sunday free clinics at 3pm on the Soccer Fields at the Sports Complex.
- 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; prepared fields daily
 - Golden Spikes Baseball league are using Nova fields; prepped daily for them
 - Mustang and Bronco boy's 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
 - Adult coed league soccer continues; prepped field for practice and games
 - Construction continues on the building for the Champion Field
 - Began application of pre-emergent fertilizer to all fields. All five softball fields are finished now. Nova and SONC are next.
 - Began spraying pesticide and insecticide at the Sports Complex.
 - Prepped the Quads and Nova Park; prepared fields Saturday and Sunday for the Lady Renegades Softball Tournament.
 - Prepped Champion's Field for the Daytona Breaker's football game on Saturday night.
 - Set the bleachers at the handball courts in Nova Park for the weekend tournament.
 - Have no electric power to the soccer field buildings; running irrigation by generator until it is fixed.
 - Delivered bleachers to Rockefeller Gardens for the Memorial Day Remembrance Services.
 - Staff attended various LEAPS training classes during the week.
- 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
- 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. CMT Dance Camp registration as held.
 - Thursday: CMT and Kopy Kats held regular classes
 - Friday: Show Club held a membership meeting. CMT Dance Camp registration was held
 - The Performing Arts Center is preparing to host the following events:
 - The Pace Center for Girls Graduation, Friday afternoon, 5/30
 - Ms Debby's Dance Recital, "Do You Believe?" Sunday, 6/1, 1:30pm \$8 General Admission

- 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)
 - Youth basketball practice Tuesday through Thursday evening
 - Tomoka Elementary Kindergarten Class Field Trip Thursday and Friday
 - Pavilion Rental Saturday
 - Preparing for Summer Camp

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training new employee for Community Events Leader position
 - Memorial Day Rehearsal, Saturday 5/24
 - Memorial Day Service, Monday 5/26
 - Clean-up and organization of all items used for Memorial Day
 - July 4th tasks - food vendors, entertainment contacts and general event activities and promotions

- Gymnastics
 - Revamp of social media advertising continues
 - The Coordinator continues to work on increasing enrollment
 - Registration is now open for the June/July session

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place at various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Play Unplugged is being offered for children ages four to ten from 3:00-5:00pm every day.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
 - Challenger Gymnastics will continue to meet on Fridays from 3:30-4:30pm at the Ormond Beach Gymnastics Center.
 - The Daytona/Ormond Handball Association held their annual Handball Tournament on Saturday, Sunday and Monday.
 - Registration and preparation for Camp T-Rec continues.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Tuesday through Friday.
 - A rehearsal took place on Saturday for the Memorial Day program.
 - A wedding took place in Ormond Memorial Gardens on Sunday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Memorial Day Remembrance event took place in Rockefeller Gardens on Monday morning.
 - A Greek cooking class took place in the kitchen on Thursday evening.
 - The Guild Crafters met in Bailey Riverbridge on Thursday afternoon.
 - A tent was placed in Rockefeller Garden on Friday for a wedding that will take place on Saturday.

- 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
- Installed new wire for fire alarm panel at SONC
- Made sure that all power outlets were working for Memorial Day Service
- Installed new ballast and lamps in two fixtures at Public Works
- Performed fire inspection at water treatment plant
- Replaced lamps in hall bathroom at Police Department
- Attended LEAPS training
- Installed new photo eye on lights at Nova Gym
- Picked up new door sign for Conference Room 103 at City Hall
- Prep work for lighting job at Police Station
- Installed new lamps and ballasts at Police Department
- Unclogged sink at the PAL House
- Put in new lamps at SONC
- Repaired two light fixtures at the entrance of the Ormond Airport
- Worked with FPL at Airport Sports to get power restored to Coed Field #7
- Performed a trial run on lighting for house and stairways at the PAC
- Repaired parking lot lights at multiple locations
- Repaired bathroom lights at the PAC
- Parks Maintenance
 - Repaired broken fence at Ames Park
 - Installed "No Smoking" signs at BPOS Park
 - Installed "No Swimming" and "No Diving" signs at Central Park I
 - Removed graffiti from Joyce Ebbets Pier and men's room at Cassen Park
 - Trimmed low hanging palm fronds from around the playground at Sanchez Park
 - Repaired railroad ties hit by car at Riverbend Nature Park
 - Repaired playground apparatus at Sanchez Park
 - Attended Community Garden meeting held at the PAC
 - Repaired door closer at Andy Romano Beachfront Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Attended Memorial Day ceremony.
- Attended Annual Law Enforcement Memorial Ceremony.

Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program exhibition was held at the Ormond Beach Elementary School Library on Thursday, May 22 from 4:45 to 5:45 p.m. Approximately 60 children and their families attended the exhibition which featured 23 illustrated books created by students in the R.E.A.D. program. Members of the Youth Directors Council assisted as hosts. For more information, please see today's issue of the Weekly Review.
- The OBPAL Boys 7th grade basketball team participated in the BBA qualifier this weekend in Fort Lauderdale. The team placed 3rd over all. Participation in this tournament qualifies the team to play in the State Tournament in Ft. Meyers and the National Tournament in Gainesville. For more information, please see today's issue of the Weekly Review.
- Practice continues for all OBPAL basketball teams. The teams will be participating in tournaments in early June. The season will conclude in July.

Community Services & Animal Control

- Animal Calls: 72
- Animal Bites: 1

- Animal Reports: 7
- Animals to Halifax Humane: Dogs: 1 Cats: 3
- Injured Wildlife: 1
- Reclaimed dog: 1
- All CSO's have completed LEAPS training.

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 8
- Inactive: 5
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 5
- Larceny Car break: 7
- Grand Theft: 1
- Auto Theft: 0
- Offense Against Family/DCF Reports: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0
- Weapons Complaint: 1

Comments:

- Homicide /Suicide: Elderly Male shot his elderly wife. The elderly male then called 911 and reported that he shot his sick wife. The subject disconnected the call with the 911 operator and then took his own life.
- Investigators completed the investigation of a fraud organization operating out of a Georgia State Prison. Charges will be presented to the State Attorney's Office for review.

Records

- Walk - Ins / Window 98
- Phone Calls 101
- Arrest / NTA'S 20
- Citations Issued 196
- Citations Entered 174
- Reports Generated 165
- Reports Entered 162
- Mail / Faxes / Request 18

Patrol

- Total Calls 2,022
- Total Traffic Stops 297

Operations

Crime Opportunity Report Forms: 89

- 5/22/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), an employee was caught stealing. She was released at the scene with a Notice to Appear.

- Battery-Domestic Violence Arrest, 50 Williamson Boulevard (Taco Bell), a transient was arrested for battery on his girlfriend.
- Burglary - Business, 505 South Atlantic Avenue (Lotus Inn). Food delivery driver was seen on video walking behind the front counter of the hotel and taking \$200 cash out the cash register.
- Burglary - Business, 100 Business Center Drive. Originally came in as an alarm call. Business owner discovered money missing from a desk. No forced entry. The owner believes that the past business owner is the suspect.
- Homicide/Suicide, 4 Ribbon Falls Drive. Central Dispatch received a 911 call from an elderly male who advised that he had just shot his wife and that she suffered from Alzheimer's. Units responded and found both the male and female deceased from gunshot wounds. CID, Evidence Technician and ME's Office responded.
- Traffic Arrest, Fleming Avenue and South Nova Road. Male was stopped for a traffic violation and a teletype check revealed that the subject had a habitual suspended license.
- 5/23/2014
 - Battery-Domestic Violence, 400 South Nova Road (DB Pickles). Off-duty police officer witnessed a physical argument between husband and wife on their way to work. Husband left in their vehicle and we were unable to locate. They currently reside together in Daytona but wife is making arrangements to move out.
 - Warrant Arrest, 52 Brookwood Drive. Suspect arrested based on an outstanding warrant, re: DUI out of Flagler County.
 - Fraud, 130 John Anderson Drive. Identity stolen and victim has been reported for collections on accounts he never opened or authorized.
 - Stolen Vehicle, 420 Lakebridge Plaza Drive #411. Friend of a friend took vehicle without authorization from son of victim that lives here. Victim (vehicle owner) lives in Arizona. Both owner and son reported the vehicle stolen.
 - Carbreak, 200 North Yonge Street. Vehicle parts stripped from a GMC Sierra in the driveway (starter and a tail light).
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect stole fishing gear and fled. Caught by Loss Prevention staff and an off-duty deputy.
 - Strong-arm Robbery to a Person, 1521 West Granada Boulevard (Wal-Mart). Victim was offered a ride by acquaintances while in the parking lot. They then forcibly removed \$300 cash from her and fled to Daytona. D.B.P.D. made contact with the vehicle and suspect. Charges are pending.
 - Warrant Arrest, 5 Sandpiper Lane. Suspect was located at the residence and taken into custody.
 - Battery on a Law Enforcement Officer, 8 Fisherman's Circle. Officers responded to this location reference a report of a fight in progress. Upon arrival two subjects were observed being combative with each other. When officers made contact one subject continued to hit the other subject and was detained. During the investigation he kicked one officer, tried to kick a second officer and was arrested.
- 5/24/2014
 - Burglary – Residence, 940 Arroyo Parkway. Unknown suspects removed about \$5,000 worth of copper wire from a home under construction.
 - Narcotics Arrest, U.S.1/Hull Road. Officer flagged down about a suspicious person. After being contacted, the subject was offered a courtesy ride home and was searched. A drug pipe was found and he was arrested.
 - Narcotics, North Beach Street/Rio Avenue. Supervisor spotted the suspect vehicle from the weapons complaint yesterday at 200 Melrose Avenue. After stopping the vehicle, driver consented to search. Small amount of cannabis and counterfeit ID located. Driver admitted to his passenger being involved in earlier weapons complaint, but stated no gun was present. Department of Juvenile Justice was contacted, but a screening officer was not available. Released to guardian with a 707 completed.

- Warrant Arrest, Hand Avenue/Collins Street. Anonymous tip of fugitive (Taylor Bond) being at this residence. She was contacted and arrested.
- Carbreak, 550 Sandy Oaks Boulevard. Victim had a 30 year old black .38 cal 2" revolver taken from his vehicle. No forced entry. Victim was unsure if it was taken while the vehicle was at his house or elsewhere.
- Carbreak Arrest, 777 South Nova Road. Window broken out and felony amount of items taken. A witness recognized the suspect who was located nearby and detained. A show up was conducted and a positive identification made. The subject was arrested.
- Trespassing Arrest, 1520 West Granada Boulevard. Three subjects were creating a disturbance, one of which had been previously trespassed from the business. He was arrested and the other two were trespassed.
- Carbreak, 11 Queen Ann Court. The victim left the vehicle window down during the day while at work. Returned home to find their wallet still in the vehicle but money missing.
- Carbreak, 338 Oceanshore Boulevard (Grace Lutheran Church). Unlocked vehicle. Credit cards, money and an older iPhone taken. Serial number was available on the phone.
- Narcotics Arrest, Nova Road and Fleming Avenue. A small amount of marijuana was located during a traffic stop.
- 5/25/2014
 - Narcotics Arrest, 130 Lincoln Avenue. Came in as a suspicious incident. Broken window to a door covered in blood. Alarmed that injured persons were possibly inside, entry made by officers for a well being check. A substantial marijuana cultivation operation was discovered on the second floor, along with several items of paraphernalia. We secured the female and her two toddlers inside. Narcotics Task Force notified and responded. They secured and executed a search warrant. Arrest handled by Volusia County Sheriff's Office Narcotics Task Force.
 - Stolen Vehicle Recovered, 420 Lakebridge Plaza Drive. Vehicle in this case mysteriously reappeared where it was stolen from and the victim no longer wanted to pursue charges.
 - Child Abuse Arrest, 711 South Atlantic Avenue. A transient male went onto the pool deck at the hotel. He engaged in inappropriate talk with a young boy who was a guest at the hotel. He picked the child up and threw him into the pool. The child scuffed his knee. At that point a fight broke out with the transient and several hotel guests. Units arrived and subject was arrested.
 - Weapons Arrest, Washington Place and South Yonge Street. The victims were in the area in a vehicle. The vehicle was hit by what is believed to be a pellet from a pellet gun. The victims got out and confronted the suspect who was known to both of them but he fled the scene prior to officer's arrival. He was later located in Holly Hill and a show up was conducted. The suspect was positively identified and arrested.
- 5/26/2014
 - Warrant Arrest, 1300 Fleming Avenue, a suspect was arrested at a traffic stop after she was found to have two open warrants out of Duval County.
 - Battery-Domestic Violence, 707 South Atlantic Avenue (Makai Motel) a known suspect battered his wife and also a hotel employee. He fled prior to police arrival. Affidavits completed.
 - Battery on Elderly Person, 350 South Ridgewood Avenue, a Nurse Assistant was seen slapping an elderly patient on the top of the head, because the elderly woman was being "uncooperative". The suspect was suspended and was not there when police arrived. After consulting with the victim's family, who had Power of Attorney for the victim, an affidavit was completed and will be filed.
 - Narcotics Arrest, 3 North Yonge Street (Sunoco). During a routine traffic stop the driver of the vehicle was discovered to be in possession of cannabis less than 20 grams.
 - Warrant Arrest- Arroyo Parkway/South Yonge Street. Contact was made with two suspicious persons in the area of Arroyo and South Yonge. After further investigation it was discovered one of the subjects had an open Volusia County warrant.

- 5/27/2014
 - Burglary-Business, 161 Business Center Drive (Accuspan Truss), entry via an unlocked window. Tools stolen.
 - Shoplifting Arrest, 1458 W Granada Blvd (Bealls), two suspects were caught shoplifting and were arrested.
 - Warrant Arrest, 1614 North U.S. Highway 1 (Econo Lodge), Flagler County gave us information on a wanted person at this address. He was located and arrested.
 - Carbreak, 38 Aaron Circle. Two vehicles broken into overnight. No forced entry on either vehicle. Two cameras and a wallet were taken.
 - Burglary-Business, 274 West Granada Boulevard (Family Dollar). Copper wire stolen from several air conditioning units at the rear of the business. Total estimated damage to units is \$4,300.
 - Narcotics Arrest, Alabama Avenue/North Nova Road. Officer conducted a traffic stop and K9 Kane alerted to the vehicle in which less than a gram of cocaine was located. Passenger admitted to the possession and was arrested.
- 5/28/2014
 - Dealing in Stolen Property Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect arrested for stealing an item from this location, then attempting to obtain money for a fraudulent return with a found receipt.
 - Burglary – Residence, 904 Oleander Avenue. Occurred during a six-day period last month. Several appliances were stripped out of a bank-owned home.
 - Warrant Arrest, 1634 North U.S. 1 (Super 8). Subject wanted by our Criminal Investigative Unit was arrested.
 - Warrant Arrest, 280 North U.S.1. Started as a disturbance at 51 Pine Valley Circle. Boyfriend took girlfriend's car after an argument. He had no valid license and was on probation for resisting an officer with violence. He was stopped at the above location and arrested.

Traffic Unit

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 14
 - Number of Crashes with Injuries: 8
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
- Traffic Complaints Received:
 - Illegal Parking - 702 #B Flamingo Drive - Unregistered vehicle parked on City right-of-way
 - Driving on the wrong side of the road & Driving through a safety zone - 170-Block West Granada Boulevard - Westbound traffic trying to get to the left turn lane for South Yonge Street.
 - Marjorie Trail / Winding Woods Trail - Stop sign violations
- 1. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: Autumn Wood Trail / Haven Wood Trail
 - Reason for this STEP: Complaint of people running stop sign
 - Number of times worked: 10; Total Hours Spent: 5
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: Very few vehicles; No Violations
- 2. 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: 0; Written Warnings Issued: 0
 - Comments: Normal traffic speeds

- 3. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 900-Block North Tymber Creek Road
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: Slow traffic

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

- 5. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 100-400-Blocks Clyde Morris Boulevard
 - Reason for this STEP: High Traffic roadway & several communities
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 9; Written Warnings Issued: 0
 - Comments: High 60's and a few in the 70's in the 45 zone

- 6. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: Marjorie Trail / Winding Woods Trail
 - Reason for this STEP: Stop sign violations
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: None

- 7. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 800-Block Wilmette Avenue
 - Reason for this STEP: High Traffic Area, Cut through road from United States Highway - 1 to North Nova Road
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: None

- 8. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: Northbrook Drive / Overbrook Court
 - Reason for this STEP:
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- 9. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: Ormond Lakes Blvd/Cliffside Dr
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 3; Written Warnings Issued: 0
 - Comments: None

- General Comments:
 - All Motor Units have completed the current round of LEAPS training.
 - Four Motor Units worked traffic control for the Memorial Day Celebration.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 12 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 14 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with sixty-two (62) telephonic inquiries.

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 have been completed. Work continues on stormwater upgrades north of Royal Palm.
- 2-Inch Water Main Replacement – Mainland – Final restoration is being completed.
- 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, remote monitoring is the final element to complete. Once complete a test run will be conducted by Stormwater to confirm operation of the bypass pumps works.
- Downtown Underground Utilities Conversion - Carter Electric is finalizing restoration of disturbed areas; sidewalk restoration is on-going. 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 has submitted the revised Maintenance of traffic items which will be forwarded to FDOT.
- Airport Business Park Overhead Utilities Conversion/Hardening – Staff was informed that FPL's contractor will start the project in mid June.
- OBSC Multi-Purpose Building – The contractor is working to “dry in” the building by installing the windows, doors and roofing shingles.
- Granada Blvd. Resurfacing – Tymer Creek to Perrott - FDOT has completed milling and structural course resurfacing of 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 – Site clearing is on-going.

- Nova Recreation Center Roof Repairs - Project startup and outlay was determined. Work to commence on June 2nd. Minimum amount of roofing materials will be stored on site. The reroofing will begin at the southerly extent of the facility and progress to the north.

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 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, The project was advertised to solicit DesignBuild responses on May 25, plans became available on May 27.
- 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 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 17th City Commission meeting.
- City Hall Chiller Replacement – The City Commission approved the award of bid at their May 20th meeting. Staff has prepared and delivered the contracts for execution by the contractor, D.G Meyer.
- 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 - Survey work was completed. Staff met to discuss parking needs, drainage, traffic circulation and proposed pavement layout.
- 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.
- Ormond Beach Municipal Airport Taxiway G - Reviewed 90% design plan bidding documents.
- 2014 Roadway Resurfacing - Project has been advertised and is scheduled to receive bids on June 25, 2014.
- Sidewalk from Tomoka State Park to Sanchez Park - The grant application was reviewed and scored by the TPO sub-committee at their May 21 meeting.

- 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 - Survey work commenced on this project this week.

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- Inspected power pole installation on Avenue Bonita for conflicts with City existing utilities.
 - Roadway Resurfacing- Staff continues to work on the roadway resurfacing program prioritization methodology to consider increasing the priority of low traffic cul-de-sacs in need of resurfacing without compromising resurfacing prioritization of collector roads and through local roads.
 - Began reviewing the as-built plans for the S Peninsula 2" watermain replacement
 - Reviewed plans and created work in the right-of-way permit for Business Center Drive per AT&T request.
 - Continued creating the proposed paving improvements drawing plan set for the Nova Recreation Park Paving Project.
 - Reviewed the Mainland portion of 2" watermain construction plans to verify proposed pipe lengths on all street sections.
 - Researched and provided information regarding the building setbacks and clearing requirements for vacant lot at 141 Central Ave per citizen request.
 - Researched and provided historical document copies for the right of way dedication of the Coquina Court extension per surveyor's (ATS) request.
 - Completed the topographic survey of the Nova Recreational Park required for the proposed paving project.
 - Updated the plan set drawing of the Foxhunter Flat topo to reflect drawing markups provided by project manager per Planning Dept request.
 - Completed tree in the right of way locate at 1 Avenue La Vista per N.I.D. request.
 - Completed tree in the right of way locate at 242 Royal Dunes / N Oceanshore Blvd per FPL tree trimming request.
 - Created map of stormwater Nutrient / Baffle Boxes throughout the city per City Engineer request.
 - Updated the PEP system standard detail drawing per Wastewater Div request.
 - Created base construction drawing and details for the SONC Security Camera Project.
 - Created exhibit maps for the 5 year road resurfacing project.
 - A meeting with Hunters Ridge HOA was held on May 28 to discuss the plan to address Foxhunter Flat drainage issues.
 - Presented the Hand Avenue project to the American Water Resources Association at their regional meeting.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Attended LEAPS training at Advanced Technology Center on Williamson Blvd.
 - Concrete repair for the Water Division on 800 block of Quail Run
 - Asphalt repairs at Harvard & Ivanhoe, and on Southern Trace
 - Filled potholes with asphalt at Ormond Lakes Blvd. & Indianhead

- Pulled barricades on Valhalla Ave.
- Removed broken concrete and formed for pour on N. Beach St.

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleared brush at various ROW (Right-of-Way) locations
- Maintenance of trucks and equipment at the Public Works Yard
- Employees attended LEAPS class at ATC Technology Center
- Installed holiday flags for Memorial Day on the Granada Bridge
- Trimmed low limbs on Cumberland Ave., on Orchard, on Wilmette, at the Casements, on Greenwood between McIntosh & N. Beach, on Corbin Ave., and on Fleming between Central Park I & Laurel Oaks
- Removed a large pine tree at Sanchez Park

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed at various ROW (Right-of-Way) locations
- DOT (Department of Transportation) weed control on US1 & A1A
- Installed holiday flags for Memorial Day and then removed on the Granada Bridge

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 and for various road striping jobs
- Hand Ave., trimmed bushes in front of "No Trucks Allowed" sign
- Sign Shop, greased caps for signs
- Southern Trace, installed street names

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Lincoln – ditch maintenance
- Citywide locations – inspected, maintained and sprayed various FDOT ditches and ponds
- China Moon Dr., Bramblewood and Nightengale – basin repair
- ATC (Advanced Technology Center) – attended LEAPS class
- 400 block of John Anderson Dr. – met with contractor
- Nova Recreation – cleaned outfalls

Vactor

- Citywide Locations, inspected baffle boxes

Mowing

- Reachout Mower – SR40
- Slope Mower – SR40

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week
23,548

PM Services completed for the week:

Emergency—Vehicles and Equipment
8

Non-Emergency Vehicles and Equipment
15

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 14,112 unleaded and 5,864 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,031 gallons of unleaded and 949 gallons of diesel.
- Fleet completed 52 work orders this week.

- Utilities

Projects Summary

- Anchor Drive Water Main Improvements – Bacteriological samples received for clearance activity. Field checked construction for Record Drawing purposes.
- Annual Supply of Chemicals for Water Wastewater – Prepared specifications and bid documents for City Commission review on June 17.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- WWTP Biosolids Treatment & Disposal – Prepared a commission agenda item for June 2 CC Meeting for award consideration for piggyback of City of Daytona Beach recent sludge disposal 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 – Shop drawings were approved for Crom modifications to reuse storage tank. Directional drilling meeting scheduled for early next week.
- Division Avenue Well Field Raw Water Piping – 90% plans and specifications received for review. Assisted with FDEP permit preparation.
- Cross Connection Control (CCC) Program Management Services – Disposition memo prepared for June 17 City Commission meeting for review of bid documents prior to advertisement.
- Dual Check Valve Assembly Installation Services – 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 Project (Priority 2 Areas) – Survey/design is underway.

- Ormond Beach Wastewater Plant Operating Permit Renewal – A request for additional information was received from FDEP. A meeting is being scheduled with FDEP in July.
- 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 but turns on and off due to lower flows at the wastewater plant. The pump impeller has been found free of debris during the evaluation period.
- Ormond Beach Wastewater Treatment Plant - Replace RAS Valves and Install New Actuators – One RAS valve installation and electrical connection remains for completion.
- Rima Wells Auxiliary Power Generator – Sent 75% plan review comments to engineer. Received revised mechanical drawings for review.
- Saddler's Run Lift Station Rehabilitation – Reviewing 60% design plans and specifications.
- SR 40 (Tymer Creek Road to SR Perrot) Resurfacing – Met with contractor to discuss centering the offset ring and cover for the manhole at station 1506+00. Purchase order to repair leaks and install lining in 5 deteriorated manholes is being processed.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Paving at Lift Station 9M remains to be performed. Operation and Maintenance Manual for the lift stations was reviewed.
- Storage Tank Repairs and Maintenance - A meeting is set up early next week to finalize the scope.
- SPRC – Shoppes on Granada – Received plans for review. North Peninsula Force Main – Bids are being evaluated by Volusia County. 200E Granada Boulevard – Met with developer to discuss preliminary plans.
- Equipment Purchase – Wach's Valve Maintenance Trailer – City Commission Agenda item prepared for consideration on June 17, 2014.

Department Activities

- Water Distribution
 - Exchanged 20 water meters per Finance Department work orders.
 - Responded to or repaired 4 water service leaks.
 - Performed accuracy testing on 1-3" commercial water meters and coordinated with owner schedule for 1 future test.
 - Repaired 6" cast iron water main leak on N. Beach Street/Lincoln Ave. where Volusia County performing storm piping improvements.
 - Assisted 11 customers with misc. concerns.
 - Responded to 3 water pressure and/or water quality grievances.
 - Replaced 6 water services due to aged pipe causing low pressure.
 - Replaced 13 water meter boxes.
 - Performed Inspection and testing of 4 city-owned backflow preventers, all tested good.
 - Performed necessary maintenance on 5 city-owned fire hydrants.
 - Performed valve maintenance on 9 valves/ boxes.
 - Restoration activities (sod/ backfill) @ Ivanhoe, Peninsula and Quail Run.
 - Assisted contractor with shutdown on John Anderson Dr. & Royal Palm. Activated new main and flushed at Neptune Avenue/ JAD area.
 - Disconnected 2" water main on Ivanhoe Dr & Harvard Dr.
 - Utility locate service for water/wastewater/reuse: received notice of 88 regular and 5 emergency utility locates for the previous week.
- Water Treatment
 - Delivered 39.005 million gallons for the week ending May 25, 2014 (5.572 MGD)
 - Backwashed 8 filters for a total of 334,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 30.00 Million Gallons.

- Produced 26.88 Million Gallons of Reuse (90% of treated flow volume).
- Produced 3.12 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.29 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 95.92 (14%-18% Solids).
- Monitoring and forwarding trended flow and motor speed results for IPS Pump No 3.
- Wastewater Collection – Reuse
 - Crews responded to 7 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 in town.
 - Televised 9, cleaned 11 & root inhibitor applied on 5 sewer laterals.
 - Inspected 18 manholes on North Beach St between W. Granada Blvd & Melrose Ave. with Wastewater crew for Volusia County repaving project.
 - Installed new pep tank lid at 116 Black Hickory.
 - Repaired 1” reuse service at 4 High Bluff Way.
 - Replaced sod at 74 Coquina Ridge Way.
 - Monitoring force main pressure on Ocean Shore Blvd.: Spanish Waters @ 12 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 9 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 30/30psi. Foxhunters Flat (2 inch) 26/22 psi & Shadow Creek Blvd. (4 inch) 8/0 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Clarifier Splitter Box – repaired drive coupler at weir gate #2 – all ok.
 - Clarifier #3 – drain valve not working – valve shaft extension not engaged - received assistance from WW Collection Crews for repair – all ok.
 - RAS/WAS Valves - installing gravel sump bed for drainage and clearance around installed valves and actuators.
 - Centrifuge #2 – operated machine in manual flushing mode for several hours to flush out bowl & scroll assembly due to polymer build up – corresponding with GEA to resolve automatic control issues.
 - Scum Well #1 – pulled pump to clear blockage at volute – pumped wet well down and dipped out rags as needed – all OK.
 - Influent pump station – exhaust fan tripping - adjusted overload setting – will continue to monitor.
 - Lift stations – Zone 6 – checked lights and alarms - replaced as necessary.
 - SCADA monitor/response: continuing to trouble shoot Lift Station PLC’s and WIN; Breakaway Trails L.S – continuing increased site visits station not receiving WIN911.
 - Influent pump room – continue evaluation of pump #3 PM 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: Sand Filters #1, #2, #3; Decant Pump.
 - Quarterly PM’S: Influent Odor Control.
 - Semiannual PM’s: Carrousel Surface Aerators #1S, #1N, #2S, #2N.
 - Annual PM’S: Carrousel Surface Aerator #1S.
 - Lift Station PM’s: 16 monthly and 0 annual performed.
 - Plant wide oil & grease route.
 - 57 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - Riverview booster – no response - breaker reset and tested - all ok.
 - Granada Booster Station – electrical refurbishment underway.
 - Reuse pumping station – assisted contractor with jockey pump base replacement – laser alignment performed on pump & motor; Pump #3 - adjusted the hydraulic dampener - replaced vacuum line nipple.

- Polyphosphate pump – not operational – rebuilt and returned to service.
- Lime Slurry tank #2 – install new float valve.
- #4 hypochlorite line – repaired leak.

- 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 (FOG) reduction program along with another public education 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 finalized and has been submitted to the printer. The web ready version was delivered to the Utility and will be posted on the City's website.
 - 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, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for May 28, 2014, Budget Advisory Board
- Agenda packet preparation and creation for June 2, 2014, CIP Workshop
- Agenda packet preparation and creation for June 2, 2014, City Commission Meeting
- Agenda packet preparation and creation for June 5, 2014, Quality of Life 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