

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: April 12, 2013

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:

- Weekly meeting with Public Works operations staff
- One-on-one meetings with City Attorney, HR Director, Police Chief
- Pre-planning for hosting Volusia League of Cities dinner in December
- Weekly staff meeting with Directors
- Employee of the Quarter meeting
- Monthly meeting with Risk Manager
- Meeting with Public Works employee to discuss employee issues
- Worked on speech for Chamber Leadership class for City Government Day

Spoke to, attended and/or met with:

- Rotary meeting
- Weekly conference call with FCCMA staff
- As requested, agenda review with Commissioner Stowers
- Walk with the Manager, Police Chief Osterkamp was the guest walker
- Matt Mencarini, OB Observer, CRA, FAA decision regarding Southwest Quad
- CRA meeting with City Managers and County Manager
- At the request of Edward Speno, set a meeting for April 16th to discuss his proposed project.

Community Development

Planning

- Staff met with Volusia County to discuss coordination issues between development review/approvals on the beachside of Ormond Beach and the lighting requirements which is in effect during turtle nesting season. Apparently Royal Floridian (2nd building), Dimitri's Restaurant and the SUNOCO station have caused Volusia County to meet with the City to ensure Ormond Beach development is not approved before Volusia County reviews and issues their approval on the proposed lighting associated with the project.
- The Planning Director and Project Engineer from the Engineering Division met with Zev Cohen to discuss the Downtown Drainage Master Plan. Issues discussed were:
 - Need for preliminary cost estimates by solution by sub-basin so downtown drainage projects can be incorporated to the outlying years of the CIP (Year 2 -5).
 - Need for a detailed design & construction cost for a capital budget project in 2012-13 (Year 1 of CIP) for the sub-basin on the north side of SR40 between N. Ridgewood and Beach Street.
- The Planning Director and Chief Building Official met with Ms. Robinson regarding her property and flooding issues from May 2009.
- The Planning Board conducted public hearings on Capital Telecom's proposed tower application at 1102 West Granada; a 3 lot subdivision at US1 South and Hand Avenue; and expansion of the downtown Brownfield designation to beachside.

- Staff attended the public meeting held by Volusia County on the draft Flood Management Plan. Residents who attended made no comments regarding the Plan but wanted to know how the plan would improve or mitigate the increased premiums resulting from the 2012 Flood Insurance Reform Act reported in last week's weekly report.
- There is no Board of Adjustment meeting in April since no applications were received by the advertising cutoff date.

Building Inspections, Permitting & Licensing

- 90 permits issued with a valuation of \$2,066,477.00
- 257 inspections performed.
- 7 business tax receipts issued.

Development Services

- The SPRC met to discuss the following proposed developments:
 - Hudson Technology – Hydrogen Liquid tank
 - 550 W. Granada – Mixed Use Commercial/Residential development

Economic Development

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. Legal Department staff has reviewed the material and transmitted comments and recommendations to Tomoka Holdings. Staff has transmitted their recommended amendments to the Master Development Plan Tomoka Holdings for their review. Upon resolution of the issues the documents will be presented at a public hearing with the Planning Board. Following the meeting with the Planning Board, staff will present the findings to the City Commission for review and approval.

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial. Staff is in discussion with existing business in the Park regarding a large expansion project on their property.
- Staff has restored the City's sign displaying the available industrial lots along Tower Circle West.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating on the new Tourism Committee recently established for greater promotion of the hotel, city and other events during the year.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff is working with economic development practitioners throughout Volusia County regarding proposed changes to the Community Redevelopment Area resolution for proposed new CRA plans. Amendments to the 2010 CRA Resolution, agreed upon by the County of Volusia and the respective cities, were made by the practitioners and recommended to their City Managers, who met Friday to discuss the amendments.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. The broker is in discussion with other food grocers to reuse the property.

- Staff is in contact with the owners of the former Texaco gas station at 10 Nova Road who are marketing the property to prospective businesses to redevelop the property.
- Staff prepared incentive Agreements for Healthcare Billing Systems and Edge Physicians to redevelop and reuse the former furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Florida Department of Economic Opportunity approved the Qualified Target Industry tax credit Agreement for Healthcare Billing Systems.
- The former Kitty Scott property has been sold to a partnership and may be used for a home furnishing related business.
- Staff is working closely with an existing company for the construction of a large facility along North US1. Staff is working with the firm in the preparation of a growth assistance funding application. A fiscal impact analysis is underway to determine the level of possible economic development incentives.

Airport Operation and Development

- Halifax Paving, Inc. continued work on the Taxiway Alpha Relocation & General Airfield Improvements Project this week. Surface preparation for the realignment of Taxiway Echo and demolition of the old taxiway surface will be complete this week. Initial paving of the new section of Taxiway Echo will be completed this Sunday. Final paving work for the overall project will begin on Monday of next week, and will include construction of a tie-in from Taxiway Charlie to the general aviation ramp and additional motor vehicle parking areas in the southeast quad.
- Staff has received official confirmation that a request to extend the Joint Participation Agreement (JPA) which provides state funding for security lighting upgrades at the airport has been granted.
- Runway 8/26 was recently re-opened after having been closed for several months due to construction activity at the airport. Subsequently, staff has received several messages regarding aircraft noise from residents who live to the east and northeast of the airport. Staff has contacted all of the area flight schools and asked them to remind their instructors and student pilots to employ our voluntary noise abatement procedures as much as possible.
- Staff has been advised by the FAA that instrument approach procedures for the airport are being amended based upon a recent obstacle survey. Staff is working to assist the FAA with verification of the survey information.
- The Ormond Beach Composite Squadron of the Civil Air Patrol will conduct an open house event on Monday, April 29th at 7:00 p.m. The event will take place at the CAP Hangar at 760 Airport Road.
- Staff has scheduled the annual airport project planning meeting with representatives from the FAA and FDOT. The meeting will take place on May 9th at the FDOT office in Orlando. Staff has worked with representatives from AVCON, FAA and FDOT in recent weeks to review and further update the JACIP database to reflect planned funding for the Taxiway Golf project, general airfield electrical upgrades, and upgrades to air traffic control tower systems and equipment.
- Staff met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would be mutually selected to determine the land values, which will be the basis for the adjustments to the lease rates.
- The City's petition for a motion to stay closure of the airport control tower with the United States Court of Appeals resulted in the FAA keeping the tower open until June 15, 2013.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 35 Journal Entry Batches (# 2646 – 2759).
 - Approved 22 Purchase Requisitions totaling \$255,672.38.
 - Issued 13 Purchase Orders totaling \$37,387.79.
 - Held opening for Bid No. 2013-11, Storage Tank Inspections and Cleaning, on 04/04/2013. Two (2) submittals were received.
 - Prepared 118 Accounts Payable checks totaling \$306,218.72 and 27 Accounts Payable EFT payments totaling \$294,183.13.
 - Processed 4,504 cash receipts totaling \$777,926.03.
 - Processed 713 utility bill payments through ACH totaling \$44,326.92.
 - Processed and issued 5,070 utility bills with billed consumption of water of 37,409k.
 - Issued 513 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Daytona Beach Concert Band (4/14)
 - Summer Sports Clinics (Registration Begins 4/8)
 - Public Safety Awareness Day (4/27)
 - Art in the Park (5/4-5)
 - FPL Tree Trimming
 - MainStreet Celtic Festival 2013 (4/19-21)
 - Be Hurricane Prepared
 - Fire Station 91 Playground Closed for Maintenance (4/15-4/20)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Issued CodeRED calls for annual fire hydrant maintenance.
 - Attended Flood Management Plan Public Input Meeting.
 - Attended Volusia County Council ECHO Workshop.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Bulletproof Vest Partnership Application for 44 vests which will need to be replaced through August 31, 2015. Funding request totaled \$14,553.
 - NIAB packet completed and mailed for the April 25th mandatory public hearing.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 4
- Hazardous: 1
- EMS: 75
- Motor Vehicle Accidents: 9
- Public Assists: 50

TOTAL CALLS: 143

- Aid provided to other agencies: 11 calls – Volusia County (7), Daytona Beach (3), Holly Hill (1)
- Total staff hours provided to other agencies: 30
- # of overlapping calls: 27
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 50

Training Hours

- EMT Refresher: 16
- Emergency Operations: 3
- Technical Rescue: 2

TOTAL TRAINING HOURS: 21

Station Activities

- Serviced 219 fire hydrants to include flow testing and inspection.
- Updated 39 pre-fire plans
- Conducted 8 fire inspections
- Provided CPR training to 10 Public Works employees.
- Provided blood pressure checks at Mayor's Health and Fitness Challenge.
- Conducted fire extinguisher training and fire drill for employees of Casa Del Mar Beach Resort.

Significant Incidents

- 4/1/13, 10:46 AM: Tymber Run – Forest Fire – Responded to a fire at back of Tymber Creek Subdivision – structural endangerment with fire located 30 feet from house – fire extinguished with 1,000 gallons of water and foam.
- 4/3/13, 3:40 AM: San Jose Blvd. – Structure Fire – Provided aid to Volusia County – upon arrival found wood frame home over 50% involved with fire – total loss of building and contents – Red Cross and State Fire Marshal contacted – no injuries – Ormond Beach crews cleared scene at 7:01 AM.
- 4/5/13, 2:22 AM: 170 Williamson Blvd. – Structure Fire – Responded to smoke odor at the Sleep Inn – investigation of all floors performed – fire located on third floor bathroom – floor of shower stall burning due to hot coals in charcoal grill – person attempting to commit suicide.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Leisure Services/Registration-Office Assistant III was advertised in-house and on the City web site with a closing date of 04-12-13.
 - Planning – Part Time Civil Engineer was advertised on the City web site with a closing date of 03-08-13. Four (4) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department. Department requested to re-open recruitment until filled in order to obtain a larger pool of applicants. Four original applicants were notified and ad was placed on the City web site, in the Daytona News Journal and the News Journal web site.
 - Public Works/Wastewater – Maintenance Foreman was advertised in-house and on the City web site 03-13-13 with a closing date of 03-28-13. Three (3) applications were received, two in-house employees and one applicant from outside. These were entered on applicant tracking sheet with qualifications, copied and forwarded to the department. Department requested to re-open recruitment until filled in order to obtain a larger pool of applicants. Four original applicants were notified and ad was placed on the City web site, in the Daytona News Journal and the News Journal web site.
 - Public Works/Wastewater – Supervisor of Equipment Maintenance was advertised in-house and on the City web site on 03-07-13 as well as the Florida Rural Water web site,

- Florida Water & Pollution Control Operators Association web site. In-house posting closed 03-22-13 and web site postings remain open until filled. Placed advertisement in the News Journal and on their web site on 04-08-13 to recruit a larger group of applicant.
- Public Works/Wastewater Collections/Reuse – Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13.
 - Finance – Accounting Technician was advertised 04-09-13 in-house and on the City web site with a closing date of 04-17-13.
 - Leisure Services/Nova Community Center – Two (2) part time Recreation Leader positions were advertised 04-09-13 on the City web site as Open Until Filled.
 - Leisure Services/Recreation Activities – Summer Camp Counselor positions for all summer day camps was advertised on the City web site on 04-09-13 as Open Until Filled.
- Background/Reference Checks.
 - Police Department- Police Officer recruitment concluded on 04-03-13 after interviews with the Chief. Conditional offer was made to one candidate and pre-employment process started.
 - Public Works/Streets – Maintenance Worker II was advertised in-house and on the City web site with a closing date of 03-08-13. Twenty-nine (29) applications were received, entered on the applicant tracking sheet. Six (6) interviews were conducted to fill original position and the vacancy created with the promotion to Maintenance Worker III. One conditional offer has been made to a candidate and pre-employment process has been started.
 - Leisure Services/Casements – Part time Recreation Leader was advertised on the City web site on 03-14-13 with a closing date of 03-28-13. Thirteen (13) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were conducted on 04-04-13 and a candidate was selected. Pre-employment processing is being conducted.
 - Job Offers
 - Public Works/Wastewater Collection/Reuse – A Maintenance Worker II candidate was selected and began employment on 04-02-13.
 - Promotions/Transfers
 - Public Works/Streets – The Maintenance Worker III position was selected from the interviewed candidates. The candidate selected was a Maintenance Worker II in the Streets Division and the promotion was effective 04/03/13.
 - Planning/Engineering/Joint Permit Counter – An in-house candidate was selected to fill the Permit Technician position. The candidate was an Accounting Technician in the Finance Department and the transfer will be effective 04-15-13.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 3-31-13: 3.37% (excluding retirements).
 - Leisure Services/Recreation – Part time Recreation Leader effective 04-30-13.
 - Public Records Requests
 - Request for personnel records for former Fire Department retiree.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program February 2013 monthly report reflects savings of \$84,935.93 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,101 residents have utilized the program during that time.

City Events/Employee Relations Update

- Florida's Blood Centers brought the Big Red Bus to the City Hall parking lot on 04-10-13 from 8:30 a.m. until 12:30 p.m.
- The Sam's Club representative will be available to meet with employees for enrollment or renewal of memberships on 04-12-13 between 11:00 a.m. and 1:00 p.m.
- The ICMA representative will be available in H.R. Training Room on 04-17-13 to meet individually with employees and with new hires to discuss the Managed Money Pension Plan (401a) Defined Contribution Plan.
- The next Employee Orientation will be held 04-26-13. 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.

Pay & Classification Plan

- An amendment to the City of Ormond Beach's Pay and Classification Plan to add the position of Assistant Leisure Services Director was presented to the H.R. Board on 04-03-13. The amendment was approved by the Board with the recommendation to the City Commission. This is being prepared for the City Commission agenda.

Risk Management Projects

- Analyzing final biometric measurements to determine winners of the Mayor's Health & Fitness Challenge; reviewing survey response for wrap-up team meeting.
- Met with City of Port Orange Risk Manager to assist with their program.
- Continued work on updates to property schedule (fleet, buildings, and computers) for insurance renewal.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - Prepared new virtual server for Document Management upgrade project
 - Networking System: - None.
 - Work Orders: - 41 New work - 81 completed - 39 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	34,942	Inbound E-Mails Blocked	25,425
Delivered Inbound E-Mails	22,345	Quarantined Messages	211
Percentage Good Email	33.7%	Virus E-Mails Blocked	65

- Notable Events:
 - Beginning the rollout of ATT 4G/LTE Aircards to all mobile computers (PD, FD, Inspectors). Will take between 6-8 weeks to coordinate reconfiguration of all mobile notebooks.
 - Seeing more and more Internet firewall traffic being blocked as unsolicited. Hackers are being more aggressive. This is an unfortunate trend for businesses and governments.
 - Attended the Volusia Technology Council meeting Deltona representing Ormond Beach.
 - Attended the Storage Network World conference in Orlando discussing data storage and backup issues, trends, and vendor solutions.

- Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 0 Corrections: 0
 - Map/Information Requests: 26
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 1
 - Meter GPS locate and ID: 22,502 total, completed 9,248 (41.1%) potable 8,855, Irrigation 393
 - Notable Events: Prepared Planning Department GIS cost report.

Leisure Services

- Administration

Meetings attended/hosted:

- Supervisory Staff Meeting
- City Manager weekly meeting
- Public Works weekly meeting
- Waste Water Treatment Center Ribbon Cutting discussion
- Leisure Services Advisory Board meeting
- Staffing Meeting
- Events Meeting
- Public Works meeting.
- Park Visits
- One on One meetings with coordinators
- Andy Romano Beachfront Park visits.
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Met with janitorial contractor.
- Met with landscape contractors for weekly updates.

- Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex at 1pm daily.
- The Ormond Beach Soccer Club continued competitive and recreational practices this week Monday through Friday at The Ormond Beach Sports complex.
- Seabreeze High School baseball team held games this week at the Wendelstedt baseball fields on Monday night at 6pm and Friday night at 4pm and 7pm.
- The Ormond Beach Youth Baseball and Softball Association competitive programs, Golden Spikes and Lady Renegades continued practices this week.
- Seabreeze High School, Father Lopez High School, Riverbend Academy and Calvary Christian Academy continued baseball and softball practices at the Ormond Beach Sports complex this week.
- The Ormond Beach Youth Baseball and Softball Association continued games this week at the Ormond Beach Sports Complex and the Nova fields.
- Ormond Beach Coed Adult softball league began their season, which runs through May, with games being held Tuesday and Thursday nights at the Ormond Beach Sports Complex starting at 6:20pm.
- Ormond Beach Spring Youth Volleyball program continued their program at the Nova Community Center gymnasium with practices and games being held Wednesday and Thursday nights from 5:30pm to 8:15pm.
- The Seabreeze High School girls' flag football team played this week at the Ormond Beach Sports Complex, Championship field #7 on Thursday night at 6pm.
- Riverbend Academy baseball games were held at the Ormond Beach Sports Complex, Kiwanis field, Monday and Tuesday nights at 6pm.
- USSSA baseball tournament was held at the Ormond Beach Sports Complex and Nova Community Center fields on Saturday and Sunday.

- Athletic Field Maintenance
 - Mowed South Ormond softball outfield.
 - Went to South Ormond Rec. to clean tennis and basketball courts.
 - Went to Osceola school to tend to the infields, tennis and handball courts.
 - Mowed infields and outfields at Nova fields.
 - Cleaned Skateboard Park at Nova Community Center.
 - Cleaned tennis, basketball and handball courts at Nova Community Center.
 - 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.
 - Continued mowing of baseball fields, 3 times a week.
 - Continued mowing of the soccer fields, 2 times a week.
 - Continued mowing of the softball fields, 2 times a week.
 - Replaced sprinklers as necessary.
 - Daily clean up of Limitless Playground by the softball quad.
 - Mowed football fields at Ormond Beach Middle School.
 - Cleaned all sports parks of debris/trash from the events over the weekend.
 - Repainted (21) soccer fields for competitive, recreational and adult leagues.
 - Prepared fields for Lady Renegades, Golden Spikes, Seabreeze High School, Riverbend Academy and Father Lopez High School at Nova and OBSC fields.
 - Golden Spikes competitive baseball continues games at Nova fields.
 - OBYBSA games continue at OBSC and Nova fields.
 - Prepared T-ball fields for nightly practices and games.
 - Held adult soccer league games Sunday (OBSC) fields #5 or #6.
 - Competitive and recreation soccer league practices Monday through Friday.
 - Coed softball games twice a week at OBSC, softball field #7.
 - Delivered small bleacher set to Central Park II for Leadership Program.
 - Continuing preparations for Seabreeze girls flag football season on Champion field which started their season last week.
 - Challenger softball program began their season at Nova fields.
 - Held boys' and girls' recreational baseball and softball practices at OBSC softball quads during the week.

- Senior Center
 - Big Band America met on Thursday night from 7pm to 9pm.
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church met on Sunday from 9am to 1pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, Kopy Kats and CMT held regular classes.
 - Tuesday: Show Club, Kopy Kats and CMT held regular classes.
 - Wednesday: Show Club, Kopy Kats and CMT held regular classes.
 - Thursday: Show Club, Kopy Kats and CMT held regular classes.
 - Friday: Show Club, Kopy Kats and CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - The Daytona Beach Concert Band performance, PAC, Sunday April 14th at 2pm. Free concert with donations accepted.

- South Ormond Neighborhood Center
 - Splash Pad Open Daily at 10am.

- Jazzercise class was held Monday and Wednesday from 5:45pm to 6:45pm.
- Free play basketball took place every day from 1pm to 6pm.
- The fitness room was open from 1pm until 9pm on weekdays.
- PAL held tutoring Tuesday through Thursday from 3:30pm to 5:30pm.
- PAL youth basketball practice was held Monday through Thursday from 6pm to 8:30pm.
- YMCA soccer Tuesday, Wednesday and Thursday evenings.
- Youth basketball games, Saturday, Orlando Sports Complex and Lake Brantley Field House, 10am.

- Community Events
 - Completed weekly administrative tasks, office work, meetings and activities.
 - Flyer distribution for Art in the Park.
 - Attended Senior Games Board Committee Meeting.
 - Attended Memorial Day Remembrance Service committee meeting.
 - Attended staff meeting.
 - Planning for 2013 Art in the Park.
 - Planning for 2013 Memorial Day Remembrance Service.
 - Assisted with the Mayor's Health and Fitness Challenge end and competition.
 - Walk with the Manager, Friday, April 12th, Ormond Beach's Andy Romano Beachfront Park.
 - Planning for Independence Day Celebration and solicited bids for: Sound, Stage and Lighting, Rides and Inflatable Rides, Entertainment and Music Selections.

- Gymnastics
 - The April/May classes for various age groups and levels began their new session on Monday and are held Monday through Friday.
 - Continued preparation for team cheer competitions.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Regular classes continued throughout the week, including Adult Jazzercise and Miss Debby's Dance classes.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, ping pong, pickle ball, the game room and the exercise room.
 - The new program "Play Unplugged" continued and is held Monday through Friday from 3pm-4pm.
 - Coed Volleyball Leagues met Tuesday from 5:30pm-8:15pm this week.
 - A new Yoga class continues with classes meeting Monday through Friday from 10:30am until 11:30am in the Activity Room.
 - Challenger Baseball met at the Nova fields for the first practice on Tuesday from 5pm to 6pm and will continue to meet until May 7th.
 - Challenger Sports of All Sorts began at the Nova Community Center in the Activity Room on Wednesday from 5pm to 6pm and will continue to meet until May 8th.
 - Bellarmine University Dance team obtained gymnasium rental and practiced for an upcoming dance competition in Daytona Beach on Wednesday and Thursday.

- The Casements
 - Classes met this week including Yoga, Pilates and Rock 'n Roll.
 - Tours continued 10 to 11:30am on Saturday and Monday through Friday from 10am to 3:30pm.
 - The Mayor's Fitness Challenge was held at The Casements on Saturday morning.

- A new six-week class, French for Tourists, began in Room 205 on Saturday morning from 9:30 to 10:30.
- The Ormond Beach Art Guild held the first session of their Intergenerational Art Program for children on Saturday morning in the Gallery.
- Two weddings were held at Ormond Memorial Gardens on Saturday.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- St. James Church held their annual picnic in Rockefeller Gardens on Sunday.
- A birthday party was held in Fortunato Park on Sunday afternoon.
- The Guild held a Board meeting in the Preservation Room on Monday morning.
- The Memorial Day Remembrance Committee met in the Preservation Room Wednesday from 11am to 1pm.
- The Farmers' Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.
- The Guild Crafters met in Room 203 on Thursday afternoon.
- Mary Maggio held a cooking class with a French Classics menu on Thursday evening in the kitchen at The Casements.
- Two wedding rehearsals were held at Ormond Memorial Gardens; one in the Thursday evening and one on Friday afternoon.

- Parks Maintenance
 - Repaired loose deck boards at Cassen Park.
 - Replaced deteriorated basketball nets at Central Park I.
 - Removed downed tree in walking path at Central Park I.
 - Repaired door closure at Riverbend Nature Park.
 - Installed hanging bars at the Magic Forest Playground.
 - Installed four new swings at the Magic Forest Playground.
 - Assembled twelve new trash receptacles for installation in Citywide parks.
 - Installed various new signs at Andy Romano Beachfront Park.
 - Removed graffiti from restroom at Fortunato Park.
 - Cleaned up broken glass from sidewalk at Central Park III.
 - Citywide safety inspections of all parks and equipment.
 - Weekly inspections of park facilities and reservations.

- Building Maintenance
 - Weekly Inspection of airfield lighting and signage.
 - Daily preventative maintenance of City vehicles and equipment.
 - Changed (3) filters on (3) ice machines and all machines completed.
 - Safety inspection of City Chambers.
 - Lighting inspection of City Chambers.
 - Replaced compact fluorescent bulb near elevator on first floor at City Hall.
 - Completed safety inspections of (13) controlled access gates in (6) City facilities.
 - Prepared month of April Call Out, Pager Duty roster and Building Maintenance.
 - Installed weather information center at Ormond Beach's Andy Romano Beachfront Park.
 - Changed (2) filters on (2) HVAC systems at (1) City facility.
 - Repaired auto flush unit on toilet at City Hall.
 - Repaired west gate exit board at Police Station.
 - Soothed 'swarming' bee concerns in C.I.D. smoking area.
 - Purchased and painted new boards for parking lot gates at Police Department.
 - Checked system status of City Hall chiller.
 - Reset Gate #9 at Ormond Municipal Airport.
 - Checked and cleared roof scuppers at City Hall.
 - Met with electrician for VFD repair at Police Station.
 - Replaced batteries in emergency lights at PAC.
 - Repaired roof lights at PAC.
 - Removed storage cabinets and replaced lights for two bunk rooms at Fire Station 91.

- Repaired hole in the kitchen wall in Building B at Senior Center.
- Replaced batteries in emergency lights at Senior Center.
- Added dimmer switches to for lights in training room at HR.
- Setup WWII display case in Atrium entrance at City Hall.
- Replaced breaker for street light from Forrest Court to Hand Ave.
- Repaired outside steps at the Softball Quad at OBSC.
- Escorted elevator contractors to The Casements, PAC, Senior Center and City Hall for RFQ.
- Boxed up (45) LED landscape lights for manufacturer return pickup.
- Repaired outside men's room faucet at Nova Community Center.
- Replaced dugout water fountain on east baseball field at Nova Community Center.
- Repaired ladies room toilet at Central Park I.
- Checked splash pad feature pump at Andy Romano Beachfront Park.
- Repaired fountain time clock at Riviera Park.
- Weekly chemical and cleanup of City fountains.

Police Department

Administrative Services

- Attended weekly Police Department and City Manager Department Head staff meetings.
- Attended Consolidated Communications users group meeting.
- Bi-weekly meeting with City Manager
- Meeting with Fraternal Order of Police Union representatives
- Science on Patrol tour of the Police Department and meeting/discussion with student participants

Community Outreach

- The R.E.A.D. program continues at Ormond Beach Elementary. There are now 27 youths participating in the program which will conclude May 22.
- Tutors R US continues at the South Ormond Neighborhood Center. Currently 28 youths are in the program. The program will conclude after FCAT and resume in the summer as a part of the program partnership with the South Ormond Neighborhood Center.
- Science on Patrol at Ormond Beach Middle School continues. Currently 28 youths are enrolled in the program.
- Youth in the OBPAL Basketball program participated in practices to prepare for the upcoming USSSA basketball season. The youths in the program will participate in a tournament April 12 – 14 in Clearwater, Florida.
- Nine members of the Youth Directors Council (YDC) assisted during registration for the State of Florida Association of Police Athletic Leagues (SFAPAL) Basketball Tournament held in New Smyrna Beach April 5-7, 2013. YDC hosted a SFAPAL Tag campaign at the gyms to raise funds to support programs offered to youths in our community by SFAPAL.

Community Services & Animal Control

- Total Animal Calls: 85
- Total Animal Reports: 18
- Total Animals to HHS: 2 (Cats)
- Total Sick/Injured Animals: 6 (4 Opossums/1 Hawk to rehabilitation and 1 Raccoon to be Euthanized)
- Total Animals Returned to Owners: 7 (Dogs)

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 5

- Inactive: 7
- Fraud: 6
- Burglary Business: 2
- Burglary Residential: 5
- Larceny Car break: 4
- Grand Theft: 5
- Missing Persons: 1
- Recovered Missing Persons: 2
- Sex Offense/Rape: 1
- Assaults: 1
- Death Undetermined: 1

Narcotics

- Two Buy Walks
- One Buy Walk Attempt
- One Search Warrant

Comments:

- Death Investigation: Subject found unresponsive after a heavy night of drinking and drug usage. Investigation continues but believed to be an accidental overdose.
- Grand Theft: Local female confessed to stealing several thousand dollars worth of jewelry from a resident on Noble Woods Way. The subject was cleaning the house for the resident. The suspect has been involved in several other thefts while cleaning homes in and out of the city as well. Charges are being prepared.
- Skimming device investigation ongoing from the SunTrust Bank on East Granada (Homeland Security involved in the investigation).
- Two juveniles reported missing and located and returned to parents (cases closed).

Records

- Walk - Ins / Window: 167
- Phone Calls: 219
- Arrest / NTA'S: 23
- Citations Issued: 138
- Citations Entered: 180
- Reports Generated: 140
- Reports Entered: 151
- Mail / Faxes / Request: 73

Patrol

- Total Calls: 1,575
- Total Traffic Stops: 194

Operations

- Crime Opportunity Report Forms: 141
- 4/3/13
 - Battery-Domestic Violence, 153 Dix Avenue, male arrested for Aggravated Assault, Battery, and Possession of Narcotics.
- 4/4/13
 - Burglary-Residence, 132 Highland Avenue, entry by overhead garage door. Computer, camera and other items taken.
 - Warrant Service, 16 Cypress Circle, fugitive arrested.
- 4/5/13
 - Warrant Service, Woodland Avenue and Pine Bluff, fugitive arrested.

- Assist Outside Agency, Nova Road and Golf Avenue, Holly Hill PD responded to an armed robbery. Ormond PD officers located and detained 2 males matching the description of the suspects and located 2 firearms. Suspects were turned over to Holly Hill.
- Burglary-Residence, 62 Mayfield Circle, called to report that a VCSO process server attempted to burglarize her house while leaving paperwork.
- 4/6/13
 - Burglary-Vehicle, 99 South Yonge Street, window broken out.
 - Burglary-Residence, 739 South Atlantic Avenue, possible suspects were involved in a disturbance at this location earlier. House was ransacked and much of the contents thrown out of the 2nd floor window. Extensive damage to residence and victim's property.
- 4/7/13
 - Warrant Service, Fugitive arrest at 172 Fleming Avenue.
 - Robbery, Wal-Mart (1521 W Granada Boulevard), shoplifter turned violent with employees then fled on foot across SR40. Last seen crossing I-95. Officers located and detained/arrested him near the Cracker Barrel restaurant.
- 4/78/13
 - Burglary-Vehicle, Bright Beginnings, woman's purse was taken.
 - Burglary-Vehicle, 1140 West Granada Boulevard, window broken, appears nothing is missing.
 - Warrant Service, 333 South Halifax, fugitive arrest.
 - Burglary-Vehicle, 31 Willis Drive, two vehicles entered at the residence. Two wallets reported missing. Victim advised both vehicles were locked. No forced entry observed.
 - Burglary-Residence, 313 Timberline Trail.
 - Burglary-Residence, 20 Oriole Circle, victim believes they know the suspect(s).
 - Trespassing, 1520 West Granada Boulevard, Kangaroo, transient arrested for trespassing after warning.
 - Burglary-Residence, 281 Hand Avenue, Auto Choice Motors, air conditioning unit reported stolen from business.
 - Burglary-Residence, 50 Coolidge Avenue, air conditioning unit reported stolen.
 - Narcotics, Pennysaver, 454 South Yonge Street, subject arrested for possession of controlled substance.
- 4/9/13
 - Trespassing, FEC Railroad, near the River Grille restaurant, officers were flagged down by Volusia County Sheriff's Office Citizens on Patrol (COPs) about trespassers on the FEC bridge over the Tomoka River. Once contacted, one suspect fled and jumped in the river and exited on the south side. He fled on foot into Tomoka Oaks. Area was searched by OBPD, VCSO and Air One with negative results. The other subject was arrested and charged with trespassing on FEC property.
 - Warrant Service, 266-A North Yonge Street, fugitive was taken into custody
 - Narcotics, North Tymber Creek Road and West SR40, Traffic Stop, Notice to Appear (NTA) issued for possession of narcotics.
 - Violation of Probation (VOP), 300 South Nova Road, subject was arrested for violation of probation and for corruption by threat.
 - Narcotics, 1292 Royal Road, suspect arrested for battery-domestic violence and possession of narcotics.

Traffic Unit

- 13-04-00079, Hit and Run Crash, Nova Road and North Old Kings Road, Northbound vehicle turned left in front of a southbound vehicle and crashed into it. The motorist not at fault left the scene but was located and stopped by officers shortly later. Driver that fled had a suspended driver's license. Both drivers were issued citations – one for failure to yield, and the other for leaving the crash scene and driving while license was suspended.

- 13-04-00147, Hit and Run Crash, 38 South Halifax Drive, southbound vehicle clipped a vehicle parked in front of St. James School and continued without stopping. Vehicle and driver were identified the next day after follow-up investigation. Driver was issued three citations.
- 13-04-00159, Crash with Injury, US 1/Wilmette Avenue, northbound motorist ran a red light and crashed into an eastbound vehicle that had the green light. One northbound lane and all eastbound and westbound lanes were shut down until both of the vehicles were removed. At-fault driver cited.
- Community Policing Project (CPP) in progress for the Hand Avenue Detour. Streets Division deployed some enhanced signage for the area. Request sent to advise residents to respect barricades, detours, road closed signs via newsletters, water bills, Code Red, etc.
- Traffic Citations: 88
- Parking Citations: 1
- Crash - No Injury: 12
- Crash – Injury: 3
- Crash – Fatal: 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - Hand Avenue Detour
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue
 - Breakaway Trails

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 6 Cases initiated
- 25 signs have either been removed or sign cases created.
- 26 tree removal permit requests.
- Administrative staff assisted with forty-six (46) telephone inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

Zone 1:

1. 54 Domicilio – Received a complaint that there is a motor home that has been parked there a few weeks. Staff has initiated a case on this matter. The motor home has been moved from the front of the house to the side of the house. The motor home has not been screened from view so the violation still exists. A notice of violation has been issued.
2. 70 Jill Allison Circle – Received a complaint that the resident is parking a (converted) Greyhound Bus in the back yard. The site visit determined that the vehicle reported is not a converted Greyhound but is a motor home, a Prevost. The RV is located in the side/rear yard. The owner was advised of the need to provide screening and meet proper setbacks both of which can be accomplished. The owner has agreed to meet with Building to obtain a fencing permit.

3. 548 MacIntosh Road - Received a complaint about a recreational vehicle located in the street side yard with only a four feet high fence used for screening. Staff spoke with the residents about the screening requirements. The residents advised that they had been contacted three years ago about this same issue but was told by another NID staff member they needed to put in a higher fence, and later told them they were grandfathered in and did not need to erect a fence. NID Manger Joanne Naumann spoke with the owner. Joanne agreed to conduct research on past actions at this location. She further advised the property owner of the procedural requirements involving notification. The owner has agreed to work with NID but advised that based on the job market and his financial status he may not be able to install a six foot fence until sometime later. At this time NID staff and the property owner are working toward an equitable solution.

Public Works

- **Engineering**

- **Construction Projects:**

- **Downtown Granada Median Improvements** - Construction is continuing through the downtown, safety upgrades (wedging of the side streets) were made last week. Construction is anticipated to be complete early to mid May. FDOT will allow planting of Medjool palms as designed. An agreement is being finalized for execution.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – The raw watermain main extension within Hunter's Ridge was completed and pressure tested. This line will allow the raw water production wells which were being used to fill the storage tanks in Breakaway Trails to be directed to the raw water transmission main in Hunter's Ridge. This will then allow the raw water from the wells to be directed back to the Water Treatment Plant. The raw water is still available to the storage tanks if needed should the reuse system be shut down for intermittent periods, but new plumbing was installed to provide an air-gap to separate it from the reclaimed water which will be used to fill the storage tanks at Breakaway Trails and Hunter's Ridge. Work continues on the booster pump SCADA system and cleaning the old 8-inch parallel forcemain along Airport Road for use with the 10-inch line conversion. Final site cleanup and restoration continues and is approximately 90% complete.
- **North Halifax Dr. Improvements** – Sidewalk was replaced where 8-inch watermain stub-out was installed. Sod was installed for restoration of disturbed areas and final site cleanup is in progress.
- **Tymber Creek Phase I** – Approximately 200 ft of forcemain, south of the bridge, was offset for depth as widening/grading removed soils from the upland slope heading west of the existing roadway. Two water services were offset. The box culvert cells are being installed for the crossing at the Little Tomoka River. Existing forcemain and watermain crossing beneath the river were both field located and are being protected during the box culvert installation.
- **Andy Romano Beachfront Park** – The park is substantially complete and the contractor is working on punch list items. Staff will be presenting a final change order for the project in order to address additional time and contract costs that occurred through the course of the project.
- **Hand Avenue** – Paving from Nova to Oakbrook Dr. was completed and this section of road is open. The contractor has paved the section of road from Oakbrook Drive west to the 600 block of Hand Avenue. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. For now there will be a 1-inch difference in the pavement elevation and the edge of curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. The next work phase the contractor has moved to is from Coolidge to Center. The contractor recently received the Health Department clearance for the new water main so services to homes can be switched out.

Stormwater system improvements are also underway in this area. The contractor has begun work on the lake interconnects and replacement of the pedestrian walkover at the lake on the South side of Hand Avenue. Within the mitigation planting area required by the SJRWMD within Central Park Lake 4, the contractor had completed grading and upon inspection it was found that the final grade occurred within a clay lens that will not support plant growth. Therefore we have requested a cost from the contractor to remove 6 inches of the clay and replace this with fill suitable for growing plants. This cost was not included in the contract. Due to the lack of rain dust control has become an issue in areas where work is occurring. The contractor has agreed to make every attempt to control dust and City inspectors have been informed to request steps be taken to minimize dust in the work areas.

- Wastewater Treatment Plant Expansion and Rehabilitation – All equipment and process units have been completed. The administration building modifications are complete. The new perimeter road is constructed. Final site restoration is underway. Substantial Completion is officially accepted as of April 10th. Operator training on completed components is on-going. **A ribbon cutting ceremony is being planned for April 25th at 5:30 PM.**
- Ormond Beach Airport Taxiway Project – Lime rock pavement base was installed for the turnouts on Runway 17-35, Taxiway Echo, and for the Compass Rose approach. Work continues on the lighting and signage installation.
- South Ormond Neighborhood Center – Additional quotes for various roofing systems were obtained and are being reviewed to determine the most cost effective application for the needed repairs.
- Tomoka Avenue Storm Pipe Repairs and Road Resurfacing – The project is complete.
- 2-inch Water Main Replacement - Mainland – Bids were received March 28, 2013 and are being reviewed for accuracy and recommendation of award.
- 2-inch Water Main Replacement – North Peninsula – The project consultant has recommended acceptance of the low bid from ThadCon. Bid award is scheduled for the 4/16 CC meeting. Construction administration services will also be included on the 4/16 agenda. All permits have been issued for this project.
- 2-inch Water Main Replacement - South Peninsula – Bid award has been scheduled for the April 16th CC meeting.
- Central Park Lake Interconnects – A pre-bid meeting was held and construction of the interconnects at Division Avenue and Hammock Lane are expected to begin in May. The contractor anticipates starting construction of the interconnect on Hammock Lane which will involve closing the road. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.

Design Projects:

- Environmental Learning Center – Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.
- Nova Comm Park Skate Park Expansion – This project will be presented to City Commission for approval on 4/16, and advertised for bidding on 4/21.
- Downtown Underground Utilities – Additional easements were received by the Planning Department during the week of April 1–5. A pre-bid meeting was held on 4/11. Bids are due on 4/30.
- Audible Pedestrian Signals – A revised schedule and draft of the RFP for CEI services has been transmitted to the FDOT LAP Coordinator for review/approval. It is anticipated that FDOT will issue a notice to proceed by the end of April for this project.
- Downtown Banner – The revised plans were submitted for an 2nd FDOT review.
- City Welcome Sign – New perspectives are being prepared based on the mock demonstration.

- Beach Ramp Beautification – Staff is soliciting construction proposals for review and approval.
- John Anderson Drive – The project design is complete and staff intends to schedule the project for disposition approval to bid at the May 7th City Commission meeting. Zev Cohen & Associates, as part of their neighborhood involvement task has scheduled a pre-construction meeting for April 24th at 6:30 PM at The Casements with the residents to inform them of the upcoming project and provide estimated time schedules for construction and inform them how they can stay involved and receive updates throughout the project's construction.
- Riverside Drive Drainage Improvements – staff is contacting the affected residents to set up a meeting to discuss easement acquisition.
- Wilmette Avenue Bypass Pump Station – This project was advertised to bid on 4/7. A pre-bid conference will be held on 4/24, with bid opening scheduled on 5/9. The quarterly project update for this project was transmitted to FEMA on 4/5.
- CDBG Oleander Bus Stop – Staff is preparing conceptual designs for Votran approval.
- CDBG Milton Pepper Park – The plans have been approved by the County and staff is seeking construction proposals.
- OBSC Multi-Use Fields – The project consultant is working to finalize the design plans for staff review.
- OBSC Roadway Improvements - Consultant is preparing proposal to develop design plans for the perimeter road based on realignment to avoid impacts to wetlands, as discussed with staff.
- Roadway Resurfacing Program - 5-year Capital Improvement Program outlay is being prepared.

Administration/Meetings/Customer Service/Other:

- Proposed Watermain Extensions and Replacements - prepared cost estimates for replacing watermain along North Beach Street from Sanchez Avenue to Melrose Avenue, and for watermain extension along Woodland Trail and Pine Bluff Trail.
- Reclaimed Watermain Extension - Prepared cost estimate for extending 16-inch reclaimed from the recently installed line on N/S Halifax Drive near Memorial Gardens, down South Halifax Drive and through the Memorial Gardens Parking Lot for service to Seton Trail. Staff is considering using Seton Trail for the primary reclaimed trunk-line as future reclaimed service is expanded southwards on the south peninsula, to avoid numerous conflicts with existing utilities and impacts to the flow of traffic on South Halifax Drive.
- Held weekly progress meeting for Hand Avenue Improvement project.
- Residential SWMP Permits review and filing (on-going)
- Magnolia Wall measurement (on-going)
- Completed an additional 15 sketches and legal descriptions for the FPL power line crossings relating to the Downtown Underground Utility Project.
- Onsite Meeting with homeowner at 103 Standish Drive to discuss backyard fence and grading options.
- Discussed SWMP options for proposed residence at 766 Riverside Drive and provided documents outlining City requirements to Consulting Engineer.
- Researched the property the Riverview Pump Station occupies for existing easements or legal agreement per Legal Division request.
- Researched and created exhibit drawing showing the property ownership adjacent to Central Park Ph 2.
- Researched and created exhibit drawings for proposed Lisa Lake dredging.
- Researched and located as-built and record drawings for North Oceanshore Blvd. and supplied copies of same per Utilities Division request.

- Compiled and created as-built survey data drawing to finalize the plans for the SR40 Multi Use Trail Ph III project.
- Completed onsite visit and created plan drawing of sanitary sewer connection options for 198 & 200 Seton Trail.

- Environment Management
Street Maintenance

- Asphalt / Concrete

- Asphalted a basin on S. Center St.
- Asphalted potholes on Pineland Trl.
- Cut & removed the sidewalk at 1532 N. Beach St.
- Formed & poured a basin for Stormwater Dept. at S. Center St. & Hand Ave.
- Poured the sidewalk on Aaron Cir.
- Pulled forms, backfilled & stress cuts on sidewalks at Aaron Cir. and at Trina St.
- Preventative maintenance on vehicles #252 & #254 at the Public Works Complex

- 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
- Trimmed trees over the road on Watercliff, at 14 Cherokee Trl, at 330 Timberline Trl, on Division Ave., on University Cir., on N. Halifax Dr., on Orchard, south of Ford to Hammock, and on Sandy Oaks Blvd.
- Removed a bay tree at 37 Iroquois Trl.
- Cleaned mold off a bus stop bench on US1
- ROW cleaning at various citywide locations

- 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.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Sat in on interviews for Maintenance Worker II at the Public Works Conference Room
- Changed banners on SR40 to "Welcome to Downtown"

- Sign Shop

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

- Various locations, checked for signs that may need attention or replacing
- Sign Shop, fabricated signs for various jobs
- Sign Shop, entered & printed work orders for daily job assignments
- Riverside Dr., installed rumble strips
- Hand Ave., picked up signs, installed & checked on the signs after they were installed
- 503 N. Halifax Dr., straightened a 25 MPH speed limit sign
- Royal Dunes Cir., checked on a "No Outlet" sign
- Hand Ave., had a meeting with Police Department for more signage installation

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inspected trouble spots - various citywide locations
- Chemicals Sprayed - FDOT ponds and SR40 ponds
- Assisted Parks Department installing 6” x 6”s on the beach for volleyball net
- System Inspection – 800 block John Anderson Drive

Vactor

- Cleaned dry wells and replaced gravel inside of them in The Trails

Mowing

- Reachout Mower – mowed around ponds on SR40
- Brush Hog & Slope Mowing – SR40 west

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

31,588

PM Services completed for the week:

Emergency—Vehicles and Equipment

6

Non-Emergency Vehicles and Equipment

11

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 9,908 gallons of unleaded and 6,995 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,373 gallons of unleaded and 529 gallons of diesel.
- Fleet completed 52 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – Contractor obtained schematics from CEC for the SCADA work. Shop drawings for conductivity monitoring were reviewed.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant is designing the piping connection.
- Division Avenue Well Field Raw Water Piping – Design proposal was received from McKim & Creed to include water and sewer main extensions to serve the proposed Environmental Learning Center along Division Avenue. The design cost is \$40,097. Approximately 5 months are required to complete the design.
- Cross Connection Control (CCC) Program Management Services – Draft specifications are being prepared for procurement of dual check valve backflow devices.
- Dual Check Valve Assembly Procurement – Obtained estimated costs for the dual check backflow prevention devices and replacement assemblies.
- Airport Road Force Main/ Reuse Main Project – A decision was made to continue pigging and cleaning of the existing force main. Once the pigging is completed, the parallel 6-inch

and 8-inch force mains will be proposed for additional parallel reuse transmission conduit. A control signal from the high level float is needed for the shut off valve to activate it when the tank is full. A pressure relief valve is being discussed to alleviate line pressure build up when the valve is closed.

- Laboratory Testing Services Contract – The bid specifications were reviewed at the April 2, 2013 City Commission meeting and bid documents are advertised for bid receipt on May 10, 2013.
- North Peninsula 2-inch Water Main Replacement - Project recommendation for award to Thad to be considered at the April 16, 2013 City Commission meeting. FDOT advertised for bids for the Lynnhurst Drive left turn lane project.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. Staff sent a letter to contractor requesting a follow up to manufacturer claims that the controller is not a warranty item. A response was received from the contractor requesting information on the replaced power module. Photos of the replaced VFD power module were sent to the contractor in response to their request.
- Ormond Beach Wastewater Treatment Plant Expansion – A list of items requiring warranty repairs was compiled. SCADA Training was scheduled.
- 2008 Lift Station Repair and Replacement Project – A complaint was filed for breach of contract. A motion was made by the Legal Department's attorney to dismiss the complaint filed by Contractor (Worsham).
- John Anderson Drive Roadway Improvements – Utilities Relocations – Met with consultant and Engineering Division to review modified plans.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power additional two wells. Revised design proposal by John Searcy & Associates is being reviewed.
- Saddler's Run Lift Station Rehabilitation – Received a design proposal for rehabilitating the lift station from Quentin L Hampton & Assoc for review.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
- SR40 from Tymber Creek Road to Perrot Resurfacing Project – FDOT Work Performed by Highway Contractor Agreement executed – awaiting construction commencement.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Responded to FDOT Utility Permit Application request for additional information. Bids were received April 1, 2013. The apparent low bidder is Utility Technicians, Inc. at \$445,037.56. A commission request recommending award of the contract to the low bidder was prepared for the May 7, 2013 City Commission meeting.
- Tymber Creek Road Phase 1 Utility Relocation Project – A meeting was held with the County to discuss the directional drilling of the river crossing. The culvert was installed without directional drilling. The 6-inch fire service line and a new 2-inch water service line to Walgreen's were installed. Force main was lowered between stations 28+25 and 30+25.
- Water Storage Tank Cleaning and Inspection – Bids were received on April 4, 2013. Two bids were received. The low bidder was Underwater Solutions for \$70,720.00 but they will not be able to start until the beginning of 2014. Volusia County Health Department extended the deadline to clean the tanks until early 2014.
- SPRC – Met with the developer and engineer to discuss the proposed development at 550 N. Orchard Street. Met with representatives from Hudson Technologies to discuss a Liquid Hydrogen Tank installation along Southland Road. Met with engineer to discuss RV storage at 146 N. Orchard Street. An easement vacation request at 96 Hollow Branch Crossings was reviewed.
- Collaboration with Finance staff to discuss summary of recent small meter testing activity and meter replacement future considerations. Preparing meter testing policy document for current meter testing procedures.

- 4th Quarter Report for SJRWMD for MFL Cost-Share Agreement Airport Road FM-Reuse reimbursement request – received payment.
- Water Distribution
 - Exchanged 13 residential/commercial water meters
 - Responded to and/or repaired 11 water service leaks
 - Installed 1 rebuilt 2 residential water services and meters.
 - Replaced 9 water services due to aged piping
 - Repaired/replaced 29 meter boxes
 - Responded to 4 low pressure and 5 cloudy water complaints
 - Performed 25 tests on and repaired 4 city owned backflow preventers
 - Performed maintenance on 5 city owned fire hydrants, Initiated hydrant maintenance in County areas - inspected and maintained 13 fire hydrants
 - Assisted 2 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
 - Performed valve maintenance on 4 valves, all valves were located, marked, and exercised
 - Meter Testing: Performed testing on nine 2" and one 3" commercial water meters, all tested accurate. Performed a meter test on a residential property due to a billing issue. Scheduled 3 commercial meters for testing.
 - Continued installation of 85 leak detection loggers in the water Base Map A5 area in Ormond-by-the-Sea
 - Utility locate service for Water/wastewater/reuse: 45 regular and 1 emergency utility locates have been completed, continued to monitor and support locating needs for contractor on Tymber Creek and Airport Road Projects.
- Water Treatment
 - Delivered to the City 39.506 million gallons for the week ending April 7, 2013 (5.644 MGD)
 - Backwashed 11 filters for a total of 428,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Sampled, cleared and rescinded one Precautionary Boil Water notice.
- Wastewater Collection – Reuse
 - Crews responded to three trouble calls at Breakaway/Hunters Ridge PEP System service area and six in town.
 - Televised eight, cleaned five and root controlled fourteen laterals.
 - Masci working to remove pig from eight inch force main on Airport Rd.
 - Located reuse valve in front of wastewater plant for Austin Outdoors.
 - Repaired sewer lateral at 79 Standish Dr. and 48 A Byron Ellinor.
 - Replaced damaged PEP tank at 76 Sounders Trail.
 - Ten inch force main 1085 Ocean Shore Blvd. pressure @ 10 psi 04/09/13.
 - Six inch force main at 1800 N. US1 @ 6 psi.
 - Low pressure sewer psi reading Westland Run 46/32 psi, Foxhunters Flat 26/2 psi and 5" on Shadow Creek Blvd. 15/13 psi. Crew is cleaning two inch mains today.
 - Ongoing flushing of reuse on beach side.
 - Cleaned bermad filter at Tomoka Oaks golf course. (weekly)
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 27.78 Million Gallons.
 - Produced 18.55 Million Gallons of Reuse.
 - Produced 9.23 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.97 MGD, plant rated for 6 MGD.
 - Hauled tons of sludge 149.25 (14%-18% Solids).
 - Passed Chronic Bioassay sampling and testing activity.

- Submitted Water Quality Summary and Correlation Report to FDEP.
- Submitted Reclaimed Reports for Blend and Concentrate to FDEP.
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
- Utilities Maintenance Division
 - Water Plant - Well Fields - Booster Stations
 - Completed control cabinet rebuild/ testing for Rima Ridge Well 37R
 - Repaired flood lights on claricones
 - Repaired tank level indicator at BAT ground storage tank
 - Checked police station A/C VFD for building maintenance
 - Reamed the injection port on Claricones and greased tube pumps.
 - Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway.
 - Performed PM's to Rima, Division, SR40 and Hudson well fields according to MP2 Schedule.
 - Continue troubleshooting lift station SCADA system
 - Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
 - Performed Booster Station PM's.
 - Performed Reuse pump station PM's and repairs.
 - Wired #2 pump at 6M lift station
 - Installed locks on WWTP new MCC rear panels
 - Town Square L.S. replaced high level float
 - 9 Huntsman Look re-pulled PEP System wiring
 - Locate power supply for pep tank at BAT Club house

Wastewater Plant – Lift Stations

- Feed Pump #1 – operations noted pump leaking at seal - adjusted pump packing as needed
- Checked OL4 L.S. for pump starts per Foreman request
- Swing Zone Blower #1 – operations noted high water reading – cleaned filter
- Cleaned telescoping valves PM will be performed quarterly – the next scheduled telescopic valve cleaning will be in June
- Decant Room – operations noted equalization valve not working properly – found valve operating but actuator not operating properly – removed actuator for repairs
- 6M – installed repaired pump in #2 location
- Training – C.P.R. – at Nova Road Fire Station
- Shop – rebuilt mixing chamber Polyblend #2 unit w/ local parts & supplies
- Influent Room – deragged pumps as per Lead Operator
- 13M – SCADA – no starts pump #1 – reset motor starter
- 77 work orders completed and closed for this section for this week
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and updating Enforcement Response Plan (ERP).
 - Waste Water Treatment Facility Permit: The City's Utilities Division received approval from the FDEP for all requested modifications to the WWTF permit. The highlights include a reduction in analytes for the City's groundwater monitoring program related to reuse and an expansion of the reuse service area to the Breakaway Trails and Hunter's Ridge areas.

- Reclaimed Water Educational Program: Staff is reviewing the current pamphlet issued to reuse customers. An update is forth coming to provide customers with pertinent information.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - The City's Cross Connection Control contractor issued a comprehensive commercial facility inspection and survey report to staff. Staff is currently reviewing the data to pursue any follow up activities with regard to the City improving compliance with this program. Staff is also discussing the current contract as a renewal period is approaching. The scope of work may need to be revised to compliment the City's current needs.
 - Consumer Confidence Report (CCR): Staff has completed the final draft of the CCR and is awaiting approval from the DOH prior to printing. The submittal satisfies the City's reporting requirement mandated by both the FDEP and EPA.
 - Wetland Annual Report: The City's Consumptive Use Permit (CUP) requires a report to be issued with regards to the wetland monitoring data that the City collects over each calendar year. The report was submitted to the District in order to satisfy the condition of the City's CUP.
 - Fluoridation Analysis: The City is employing NSF International to perform a comprehensive analysis of the City's current supply of Hydrofluosilicic Acid as requested by the Commission. The results are being evaluated and a summary is being prepared.
 - Earth Day Event: Staff is organizing activities for over 160 children planning to attend the City's Earth Day event on April 25th. Ormond Beach Elementary School students will attend and the Mayor has agreed to speak to the children as part of the festivities.

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
- City Clerk attended weekly meeting with Assistant City Manager
- Agenda packet preparation and creation for the April 16, 2013 City Commission Meeting
- Agenda packet preparation and creation for the April 18, 2013 Public Works Advisory Board

Status of Department Projects

- Mobile Phone Application (myOrmondBeach)
 - Project Status: Working with vendor App-Order on enhanced version.
- Records Management System Upgrade
 - Project Status: Vendor proceeding with software upgrade. Currently waiting on date of upgrade installation and training dates.