

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: April 19, 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, Planning Director, Economic Development Director, HR Director, Fire Chief
- Weekly staff meeting with directors
- Conference call with City Attorney, Deputy City Attorney, City staff and attorney Rich Leidl on airport issues

Spoke to, attended and/or met with:

- As requested, agenda review with Commissioner Boehm
- Rotary meeting
- Ed Speno and Planning Director regarding Marshside development concerns
- Commission Meeting
- Site visits to Capri Circle and 164 West Granada Blvd.
- Weekly FCCMA conference call
- Guild Appreciation lunch
- John Albright and Jim Morris of CTLC, City Attorney, and Planning Director on future roads: Stage Coach Road, Tymber Creek Extension and Hand Avenue Extension.
- Speaking Engagement for Citizens' Police Academy Alumni Association
- Chamber of Commerce Leadership X, spoke to leadership class on city government and participated in an emergency exercise
- Public Works Advisory Board

Community Development

Planning

- Staff attended the Technical Coordinating Committee Meeting of the Transportation Planning Organization. It appears as a result of an FDOT Feasibility Study on the Pioneer Trail Interchange, Volusia County is requesting that the 2035 Long Range Transportation Plan (LRTP) be amended to add back into the unfunded needs list. This was previously in the 2035 LRTP but removed in 2008 at the request of New Smyrna Beach and residents who live in the Turnbull Road area. It is the Planning Director's recommendation to the Mayor, who is a member of the TPO board, that this project should be evaluated in the 2040 LRTP update. The 2040 LRTP update will begin in 2014 and the addition of this interchange can then be modeled to determine the cost/benefit of the project. Since there is no money, there is no urgency in amending the 2035 LRTP. Pioneer Trail was originally added to the 2025 LRTP with the proviso that a supporting road network must be part and parcel of the interchange addition. The supporting road network has only been partially completed due to Volusia County's lack of road building funds.

- The Citizens for Ormond Beach (CFOB) nonprofit organization sponsored an information tour in the downtown this morning. This was requested as a result of a similar walkabout that occurred as part of the City Manager's monthly walk. The Planning Director led the tour which began at Cassen Park.
- The Historic Landmark Preservation Board (HLPB) held a public hearing on a Certificate of Appropriateness to demolish the residential home at 393 John Anderson Drive. The property was on the landmark list. The HLPB approved demolition due to the extent of damage. Rehab costs exceeded \$302 per square foot while luxury homes in the million dollar price point cost in the range of \$210-\$220 per square foot. The renovation costs were about 37% higher than a new luxury home at the top end of the range. The applicant will be filing a Land Development Code (LDC) amendment to remove this property from the Landmark List contained in the LDC.
- The Planning Director met with the City Manager and Mr. Edward Speno to discuss the current PRD process and how it could be amended.
- The Planning Director met with the City Manager and representatives from Consolidated Tomoka regarding a road proposal.
- The Planning Director participated in a meeting at Legal regarding the amendments to the Sexually Oriented Business land use and licensing requirements. A representative from Cobb & Cole also attended.
- A sufficient number of applications were received for the vacant Professional Engineer position in Planning and selections have been made for interviews to be held next week.

Building Inspections, Permitting & Licensing

- 79 permits issued with a valuation of \$928,746.00
- 188 inspections performed.
- 7 business tax receipts issued.

Development Services

- The SPRC met to discuss the following proposed developments:
 - 1387 West Granada Boulevard, pre-construction meeting
 - Harvard Square redevelopment (Black Sheep /Old Bennigan's property) with Zev Cohen and Sam Jaffe.
- The SPRC went on a site visit to examine a proposed liquid hydrogen tank project at Hudson Technologies.

Economic Development

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18, 2012, 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 to Tomoka Holdings for their review. Staff received the comments from Tomoka Holdings and are in the process of addressing a few remaining issues including roadway dedication and ensuring consistency with the 2010 Ormond Crossings Development Agreement. 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 and a marketing flier was redesigned to advertise the remaining City industrial lots.

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 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.
- 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. Final paving work for the overall project began on Monday and includes 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 been advised by the FAA that instrument approach procedures for the airport will be unavailable at night due to the presence of certain obstacles that penetrate the visual surface of the instrument procedures. Staff is working with the City's airport consultants to identify the obstructions and request the exact coordinates and elevations from the FAA in order to perform a 3D analysis of the penetrations. A 3D analysis will be required in order to develop a plan to mitigate these obstacles.
- Staff completed work with Hoyle, Tanner & Associates to author an updated airport diagram to reflect changes to the facility layout as a result of the Taxiway Alpha Relocation & General Airfield Improvements Project. The new diagram has been submitted to the FAA for approval and publication.
- Staff compiled and submitted to the FAA required quarterly reports for the Taxiway Alpha Relocation & General Airfield Improvements Project.
- 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.
- 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 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 two 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. Legislation in Congress has been proposed to restore funding for the contract towers.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
 - Preparation of FY 2013-14 personnel budget.
- Completed Projects - Weekly
 - Processed 29 Journal Entry Batches (# 2769 – 2850).
 - Approved 21 Purchase Requisitions totaling \$334,178.62.
 - Issued 21 Purchase Orders totaling \$35,697.96.
 - Prepared 150 Accounts Payable checks totaling \$774,848.64 and 39 Accounts Payable EFT payments totaling \$543,470.04
 - Prepared 37 Payroll checks totaling \$29,161.00 and 330 Direct Deposits totaling \$382,382.12.
 - Transferred IRS 941 payment of \$146,662.43.
 - Processed 4,108 cash receipts totaling \$922,781.92.
 - Processed 1,502 utility bill payments through ACH totaling \$104,069.05.
 - Processed and issued 4,147 utility bills with billed consumption of water of 19,445k.
 - Issued 839 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Summer Camp Registration
 - Children's Musical Theatre Workshop Seeking Veterans in Uniform for Performances of "Kilroy Was Here"
 - Public Safety Awareness Day UPDATED (4/27)
 - Citizens for Ormond Beach Downtown Walking Tour (4/19)
 - A New York State of Mind, Tribute to Billy Joel (4/26)
 - Walking with the Manager (5/3)
 - Florida Licensing On Wheels (Beginning May 6th)

- 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 Mayor's Health & Fitness Challenge meeting.
 - Notified of acceptance to the FEMA sponsored Integrated Emergency Management Course – Community Specific at the National Emergency Management Institute in June 2013.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 6
- Fire Alarms: 4
- Hazardous: 5
- EMS: 59
- Motor Vehicle Accidents: 8
- Public Assists: 38

TOTAL CALLS: 120

- Aid provided to other agencies: 18 calls – Volusia County (7), Daytona Beach (11)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 15
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 55

Training Hours

- Building Construction: 6
- EMT Refresher: 12
- Emergency Operations: 27
- Tactics: 2
- Technical Rescue: 26

TOTAL TRAINING HOURS: 73

Station Activities

- Serviced 191 fire hydrants to include flow testing and inspection.
- Updated 24 pre-fire plans
- Conducted 4 fire inspections
- Provided presentation of fire truck and spoke to children at Esformes Hebrew Academy.
- Instructed Child and Babysitting Safety (CABS) training to 21 students at Fire Station 92.

Significant Incidents

- 4/11/13, 12:59 PM: 240 Interchange Blvd. – Forest Fire – Upon arrival found a small area burning in heavy fuel at back of parking lot – 500 gallons of water and foam utilized for extinguishment.
- 4/11/13, 7:16 PM: I-4 Mile Marker 127 – Wildfire – Assisted Daytona Beach with large 350 acre fire with winds up to 25 mph – provided command staff – cleared scene at 9:09 PM.

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. Seventy-five (75) applications were received and entered on the applicant tracking sheet with qualifications prior to being copied and forwarded to the department for review.
 - 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 applicants.
 - 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. Forty-six (46) applications were received, entered on the applicant tracking sheet with qualifications and made available to the department for review.
 - 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.
- **Screening/Interviews Scheduled**
 - 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. Four (4) additional applications were forwarded to the department for review on 04-15-13. Interviews have been scheduled for four (4) applicants for 04-29-13 and 04-30-13.
- **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. A second candidate was selected to replace MW II position vacated by in-house promotion.

- 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
 - Leisure Services/Casements – A part time Recreation Leader applicant has been selected to begin pre-employment processing.
- 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 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 conducted a blood drive by bringing 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 representative from ICMA Retirement Corporation conducted meetings for new employees on 04-17-13 to discuss the 401a Defined Contribution Plan and for other employees to discuss the 457 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.
- Meet with City of Port Orange Risk Manager to help with their program.
- Continue 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 – Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors.

- City Clerk – Document Management and Retention – Upgrade underway to the current vendor's latest product. Virtual server has been created, vendor to install software begin conversion early May.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 28 New work - 44 completed - 43 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service
- | | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 34,500 | Inbound E-Mails Blocked | 22,750 |
| Delivered Inbound E-Mails | 11,639 | Quarantined Messages | 111 |
| Percentage Good Email | 33.7% | Virus E-Mails Blocked | 53 |
- Notable Events:
 - Continuing the rollout of ATT 4G/LTE Aircards to all mobile computers (PD, FD, Inspectors). 23 notebook computers have been upgraded and reimaged so far.
 - Began migration of User and Department shares to the newly created virtual servers.
 - Attended the InfoSec World conference in Orlando discussing security challenges, mobile computing challenges, IT risk management, industry trends, and vendor solutions.
 - Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 2 Corrections: 0
 - Map/Information Requests: 25
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 1
 - Meter GPS locate and ID: 22,502 total, completed 9,661 (43.0%) potable 9,267, Irrigation 394
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

- Supervisory Staff Meeting
 - City Manager weekly meeting
 - Public Works weekly meeting
 - City Commission meeting
 - Casements Guild Appreciation Luncheon
 - Chamber of Commerce Leadership Luncheon
 - Staffing Meeting
 - Events Meeting
 - Public Works Advisory Board 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.
 - Attended Florida Vegetation Management Association Conference.
- Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex at 1pm.
- The Ormond Beach Soccer Club continued competitive and recreational practices this week Monday through Friday at The Ormond Beach Sports Complex.
- Lady Renegades' softball tournament was held this weekend at the Ormond Beach Sports Complex and the Nova fields on Saturday and Sunday.
- 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 their last home game this week at the Ormond Beach Sports Complex, Championship field #7 on Monday night at 6pm.
- Riverbend Academy baseball team played their final home game at the Ormond Beach Sports Complex, Kiwanis field, Monday at 6pm.
- Father Lopez High School held their final home game at the Ormond Beach Sports Complex on Wendelstedt Field #1 Monday night at 7pm.
- 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 games continue 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.
 - Picked up small bleacher set from Central Park II.

- Continuing field maintenance for Seabreeze girls' flag football season on Champion field at OBSC.
- Challenger softball program continues their season at Nova fields
- Held boys' and girls' recreational baseball and softball practices at OBSC softball quads during the week.
- Hosted USSSA baseball tournament on Saturday and Sunday at OBSC.

- 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.
 - Ormond Beach MainStreet Celtic Festival Concert, Friday, April 19th, 7pm.
 - Drug Free Athletes Coalition Gator Classic Bodybuilding Competition, Saturday, April 20th, 9am-6pm.
 - "Queens of Country" Tribute to Tammy Wynette, Loretta Lynn and Patsy Cline, Starring Lorri Gill, Sunday, April 21st, 2pm.

- 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 practice Tuesday, Wednesday and Thursday evenings.
 - YMCA soccer games, Saturday 9am to 1pm.
 - Youth basketball games, Friday through Sunday, Orlando Sports Complex and Disney Wide World of Sports Complex.

- Community Events
 - Completed weekly administrative tasks, office work, meetings and activities.
 - Flier distribution for Art in the Park.
 - Attended Public Safety Awareness meeting.
 - Attended Ormond Chamber Tourism Committee meeting.
 - Attended staff and event(s) meetings.
 - Planning for 2013 Art in the Park: Advertising, marketing and event layout.
 - Planning for 2013 Memorial Day Remembrance Service.
 - Attended Mayor's Health and Fitness Challenge meeting.
 - Planning for Independence Day Celebration.
 - Assisted with the Chamber Leadership breakfast and luncheon.

- Gymnastics
 - The April/May classes for various age groups and levels continued their sessions and are held Monday through Friday at the Nova Gymnastics Center.

- Preparations for team cheer and gymnastics competitions continue.
- 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 Wednesday and Thursday from 5:30pm-8:15pm this week.
 - A new Yoga class continues to meet 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 took a week off from practice but will continue on April 24th and until May 8th at the Nova Community Center in the Activity Room on Wednesdays from 5pm to 6pm.
- The Casements
 - Classes met this week including Yoga, Pilates, Rock 'n' Roll and French for Tourists.
 - Tours continued 10 to 11:30am on Saturday, Monday and Tuesday from 10am to 3:30pm, Wednesday from 1:30pm to 3:30pm and Thursday and Friday from 10am to 3:30pm.
 - The Ormond Beach Art Guild held the second and final session of their Intergenerational Art Program for children on Saturday morning in the Gallery.
 - The Indian Cultural Festival was held in Rockefeller Gardens on Saturday afternoon.
 - A wedding ceremony was held at Ormond Memorial Gardens on Saturday afternoon and another on Saturday evening.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - During the week staff prepared for Ormond MainStreet's Celtic Festival to be held in Rockefeller Gardens April 20-21 as well as the Guild Appreciation Luncheon
 - The Casements Coordinator had a bridal consultation on Tuesday.
 - The Guild held their General meeting on Wednesday morning in the Gallery followed by the Annual Guild Appreciation Luncheon held on the North Lawn.
 - The Farmers' Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.
 - A new Natural Cooking Class with Chef Susan Cohen took place on Thursday morning in the kitchen at The Casements.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - Mary Maggio's held a cooking class with a French Classics menu on Thursday evening in the kitchen at The Casements.

Parks Maintenance

- Trimmed low hanging limbs at Central Park I.
- Installed new posts and volleyball net behind Birthplace of Speed Park.
- Replaced vandalized swing post at Fortunato Park.
- Lowered barbeque grill grates and repaired door closure at Andy Romano Beachfront Park.
- Installed drain grates on playground equipment at Limitless Playground.
- Installed C.O.B. seals on the coquina columns at Sanchez and Beach Street.
- Trimmed limbs from around the raised boardwalk trail.
- Cleaned litter from the dunes in front of Birthplace of Speed Park.

- Removed graffiti from playground equipment at Fire Station 91.
- 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.
 - Hung two pictures and dry erase board for City Clerk at City Hall.
 - Changed A/C filters on rooftop of PAC.
 - Checked scuppers on rooftop of PAC.
 - Checked system status of #8 A/C unit at PAC and scheduled contractor for repair.
 - Reset swing arm gate at Ormond Municipal Airport Control Tower.
 - Trouble shooting and repair of Fleet facility gate.
 - Repaired swing arm gate at Ormond Municipal Airport Control Tower.
 - Painted replacement boards for Police Station's controlled access gates.
 - Unloaded truck with Gymnasium equipment.
 - Cleaned break area at Building Maintenance.
 - Troubleshooting and repair of ice machine at South Ormond Neighborhood Center.
 - Replaced thermostat #8 at PAC theater lobby.
 - Escorted vendor through Police Station for R&R.
 - Repaired A/C system at Fire Station 92.
 - Replaced insect termination unit at Public Works Administration Employee entrance.
 - Researched and replaced dishwasher Fire Station 91.
 - Relocated high bay gymnasium lights key switch.
 - Repaired outside lights at Nova Community Center.
 - Added new switch for lights at batting cages Ormond Beach Sports Complex.
 - Repaired Streetscape lights on Granada Boulevard.
 - Repaired break room lights at Police Station.
 - Repaired door closure at Sanchez Park.
 - Repaired door closure Fire Station 92.
 - Repaired door closure at Cassen Park.
 - Cleared floor drain at Centrifuge Building at Wastewater.
 - Escorted contractor for fire extinguisher inspection.
 - Repaired toilet in ladies' restroom Central Park I.
 - Met contractor for R&R project at Bailey Riverbridge Gardens.
 - Weekly maintenance for fountains at City Hall, PAC, Arroyo, Riviera, Hospital Park, Fortunato Park, PAC, and Bailey Riverbridge Gardens.

Police Department

Administrative Services

- Participated in Walk With The Manager
- Staff attended DARE graduation at St. Brendan's School
- Attended weekly Police Department and City Manager/Department Head staff meetings.
- Attended meeting with Police Chief's and Sheriff regarding METH Lab cleanup issues.
- Participated in Chamber of Commerce Leadership Seminar Government Day

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 on May 22.
- 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 a tournament on April 12-14 in Clearwater, Florida.
- Members of the Youth Directors Council met to review upcoming community service projects.

Community Services & Animal Control

- Total Animal Calls: 60
- Total Animal Reports: 15
- Total Animal Bite: 1
- Total Animals to Halifax Humane Society: 9 (3 Dogs/6 Cats)
- Total Sick/Injured Animals: 2 (1 Armadillo/1 Opossum to rehab)

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 8
- Inactive: 13
- Fraud: 3
- Burglary Residential: 10
- Larceny Car break: 2
- Grand Theft: 4

Narcotics

- Five Buy Walk Attempts
- Assist Volusia County Bureau of Investigation (VBI) Wire Operation

Comments:

- Robbery Investigation: The subject responsible for the robbery of the Check 'N Go located at 347 West Granada Boulevard has been identified and arrested in Georgia. The subject is responsible for several robberies in northern and central Florida. The subject has been interviewed and confessed to the robberies. Charges filed.
- Grand Theft: Investigators have located several items recently stolen and sold at local pawn shops. All suspects were known by the victims and had access to their property.

Records

- Walk - Ins / Window: 160
- Phone Calls: 188
- Arrest / NTA'S: 33
- Citations Issued: 129
- Citations Entered: 137
- Reports Generated: 145
- Reports Entered: 147
- Mail / Faxes / Request: 104

Patrol

- Total Calls: 1,579
- Total Traffic Stops: 234

Operations

- Crime Opportunity Report Forms: 93
- 4/10/13
 - Warrant Service, 621 Robin Road #B, fugitive taken into custody.
 - Warrant Service, 73 South Capri Drive, fugitive taken into custody.
 - Battery-Domestic Violence, 45 Coquina Point Drive, male subject arrested for battery on his ex-wife.
 - Burglary-Residence; 622 Main Trail, no forced entry, TV stolen.

- 4/11/13
 - Burglary-Vehicle, 431 John Anderson Drive, beach cruiser bicycle stolen from the driveway and a vehicle broken into.
 - Warrant Service, 102 Hickory Hills, fugitive taken into custody.
 - Warrant Service, 155 Ormond Parkway, fugitive taken into custody.
 - Traffic Arrest, 395 South A1A.
 - Burglary-Residence, 695 North Beach Street, appeared to be a distraction burglary. Suspects were described as two Hispanic males in a white SUV. Large amount of jewelry taken.
 - Burglary-Residence, 118 Via Roma, house ransacked, vehicle keys stolen.
 - Trespassing, Andy Romano Park, 839 South Atlantic Avenue, transient that had been previously trespassed from the park was found in the park after park was closed again and arrested.
 - Burglary-Vehicle, 115 John Anderson Drive, 2 unlocked vehicles.
- 4/12/13
 - Retail Theft, 1458 West Granada Boulevard, Beall's, female arrested for shoplifting.
 - Battery, 22 Oak Brook Drive, male arrested for battery during civil dispute/physical altercation.
 - Driving Under the Influence (DUI), 361 West Granada Boulevard, driver arrested for DUI, driving while license revoked, and resisting arrest without violence.
 - Burglary-Business, 20 South Yonge Street, coin box taken from car wash.
- 4/13/13
 - Battery-Domestic Violence, 220 North Nova Road, local transient arrested for battery.
 - Burglary-Residence, 222 South Halifax Drive, safe with large amount of jewelry removed from the residence.
 - DUI, 1950 West Granada Boulevard, driver arrested for DUI and carrying a concealed firearm.
- 4/14/13
 - Warrant Service, 500 Sterthaus Drive, transient arrested on Volusia County Warrant.
 - Retail Theft, Publix (Trails), female subject was issued a Notice to Appear for retail theft/shoplifting.
- 4/15/13
 - Warrant Service, 157 South Washington Street, fugitive taken into custody.
 - Burglary-Residence, 222 South Halifax, appears someone entered the garage overnight. Nothing reported missing.
 - Fraud, Bank of America, 1454 West Granada Boulevard, subject arrested for uttering a forged instrument.
 - Retail Theft, Wal-Mart, suspect was arrested for shoplifting after attempting to steal over \$500 worth of merchandise.
 - Burglary-Residence, 19 North Yonge Street, subject had his wallet stolen while taking a nap.
 - Narcotics, 902 South Beach Street, bicycle violation, rider given a Notice to Appear (NTA) for possession of marijuana under 20 grams.
- 4/16/13
 - Burglary-Residence, 46 Emerald Oaks Lane, Occupied burglary; victim was inside with all of the lights off when suspect entered unlocked door from the pool deck. Resident heard noise and thinks she scared the suspect off while calling her husband and then the police. Nothing taken.
 - Burglary-Residence, 39 Forestview Way, unlocked door; nothing reported missing/taken. Suspect is ex-husband.

Traffic Unit

- 13-04-00194, DUI Crash, S Halifax Drive / SR 40: Subject under the influence of controlled substances rear ended another vehicle at the red light. He was issued six citations and arrested for DUI.
- 13-04-00212, Patrol Assist / Burglary, 751 River Oak Circle West: Motors assisted with perimeter of Sanchez Park and Lindenwood Circle area. Suspects apprehended.
- VCSO Assist, Suicidal Person, Wal-Mart 1521 West Granada Boulevard: Suicidal person from Creek Lane (county area) was located and apprehended by Officer Warmington at Wal-Mart. VCSO took him under Baker Act without further incident.
- 13-04-00319, Felony Driving While License Suspended (DWLS) Arrest, Resisting Officer w/Violence, 1000 BLK Tymber Creek Road: Motorists stopped for 67 MPH in a 40 MPH zone. He had a felony Habitual Offender status on his license. While being arrested the suspect resisted officers. Officers were able to subdue the suspect without further incident.
- 13-04-00323, Crash w/Injury, SR A1A / Arlington Way. Elderly motorist suffered an unknown medical condition and lost control of his vehicle. He crashed into construction equipment and knocked down a utility pole. He was hospitalized and will be issued a driver license re-exam notice.
- SMART deployed at deployed on one-way Riverside Drive for the Engineering Division. Average speed 16.9 / 3,242 vehicles / 72 hours.
- 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: 86
- Parking Citations: 1
- Crash - No Injury: 6
- Crash – Injury: 2
- 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 Boulevard
 - Beach Street
 - Fleming Avenue
 - Breakaway Trails

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 16 Cases Initiated
- Zone 2: 3 Cases initiated
- Zone 4: 5 Case initiated
- 33 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with three walk-ins and sixty-nine (69) telephonic 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. Compliance has not been achieved. A citation has since been issued and this case scheduled for the special magistrate hearing for May 20, 2013. Staff has also initiated a case for front yard parking.
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. The owners need to have a survey done in order to get their building permit. They are actively working toward compliance; therefore, no further reports will be provided.
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 Manager 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. 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 – Staff met with Contractor and Consultant for project progress meeting. The old parallel 8-inch forcemain on Airport Road was cleaned and flushed. This will add additional capacity to the already converted 10-inch line for reclaimed water. Work continues on the pump system and tank float controls.
- North Halifax Dr. Improvements – Final site cleanup and restoration is 90% complete. Reviewed project preliminary as-builts.
- Tymer Creek Phase I – Work continues on installation of the new box culvert crossing at the Little Tomoka River. Service lines for Walgreens were tapped and rerouted.
- 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 Road 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 current work phase is from Coolidge Ave. to Center St. Water main work is complete and stormwater work will be complete next week allowing road construction to begin. 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 –Substantial Completion was officially accepted as of April 10th. Operator training on completed components is ongoing. The contractor is working on final punchlist items. A ribbon cutting ceremony is being planned for April 25th at 5:30 PM.
- Ormond Beach Airport Taxiway Project – Taxiway Alpha turn-outs were paved to runway 17-35, temporary runway Alpha was removed. Grading limerock base and priming continues on taxiway Echo. Work continues on installing taxiway lighting and signs. Edges and various construction areas along taxiway Charlie was sodded.
- 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.
- 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 CC awarded the bid on 4/16. Contracts are being executed.
- 2-inch Water Main Replacement - South Peninsula – The CC awarded the bid on 4/16. Contracts are being executed.
- 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 – The CC approved the disposition item to advertise the design-build RFP. Staff is coordinating with legal on the contract language.
- Downtown Underground Utilities – 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. FDOT issued their notice to proceed on 4/8.
- Downtown Banner – The revised plans were approved by FDOT and they issued a construction permit.

- 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 final design meeting for April 24th at 6:30 p.m. 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.
- 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 - Reviewed consultant 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:

- Capital Improvement Projects- Prepared cost estimates for a variety of proposed projects for the 5-year Capital Budget outlay.
 - 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.
 - Held weekly progress meeting for Hand Avenue Improvement project.
 - Residential SWMP Permits review and filing (on-going)
 - Magnolia Wall measurement (on-going)
 - Researched and created multiple exhibit drawings, updated cost spread sheets, and related maps for inclusion in the 2013-2014 CIP document.
 - Reviewed and approved the submitted Stormwater Retention Plan for 736 Riverside Drive per consultant request.
 - Reviewed plans and created approved Wetland Protection Permit for 92 Ridgefield Place proposed dock construction.
 - Located and provided AutoCAD drawings of the Olive Grove Business Center per Consultant request.
 - On-site meeting with DMC Engineers at the Lisa Lake entrance to discuss dredging options for the water system.
 - Completed right of way stakeout at 5 Raintree per Building Division request.
 - Completed several on site valve locate requests from consultant relating to the Airport Road Forcemain project.
 - Researched, located, and provided as-built copies of the Riverbend Park restrooms per Wastewater Division request.
- Environment Management
Asphalt / Concrete

- Pulled forms & backfilled around basin on S. Center St.
- Attended safety meeting at Public Works Complex
- Preventative Maintenance on vehicles #252 & #254 at the Public Works Complex
- Removed a broken sidewalk at 1532 N. Beach St.
- Formed & then poured concrete for a sidewalk at 1532 N. Beach St.
- Cut & removed asphalt at 16 Riverbeach Dr.
- Poured a concrete driveway at 97 Oxbow Trl.

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Trimmed and cleaned out Right-of-Ways at various citywide locations
- Cleaned out area at Nova Recreation
- Trimmed trees hanging over the road on Watercliff Dr., and on Old Kings Rd.
- Removed a tree on Riverside Dr., and at OB Airport
- Assisted concrete crew on N. Beach St.
- Picked up debris at Memorial Gardens

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
- Removed litter on Orchard St.
- Three (3) employees attended FVMA (Florida Vegetative Management Association) conference at the Daytona Hilton
- Assisted tree crew at Riverside & Ormond Parkway
- Weed control on SR40, eastbound from Tomoka River to US1

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., checked on rumble strips that were installed last week
- 300 Airport Rd., checked for curve sign that was down
- Various citywide locations, replaced stop signs
- N. Yonge St., installed a "No Parking" sign
- SR40 & Airport Rd., fabricated street names
- Ormond Lakes Subdivision, street marking project (yellow lines)

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected

- Basin Cleaning – Zone 1
- Pipe Inspection – on Northbrook and at the Airport

Vactor

- Cleaned out in Forest Hills subdivision, on Whispering Pines, on Twelve Oaks, and at Lakebridge pond

Mowing

- Mowed on N. & S. Nova Rd., on Lakebridge and at Nova Recreation

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week
26,676

PM Services completed for the week:

Emergency—Vehicles and Equipment
9

Non-Emergency Vehicles and Equipment
8

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 13,699 gallons of unleaded and 6,995 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,277 gallons of unleaded and 749 gallons of diesel.
- Fleet completed 39 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – Processed pay request for chlorination system and piping installation.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant is designing the piping route and connection details.
- 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. Requested that bid services be added to the fee proposal. 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 for potable service protection in reuse service area.
- 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: The pigging of the parallel 6-inch and 8-inch force mains is completed. A control signal and pressure relief valve is being discussed to offer system reliability enhancement.
- 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 awarded to Thad at the April 16, 2013 City Commission meeting. FDOT in bidding phase for the Lynnhurst Drive left turn lane project.
 - North Peninsula Force Main by Volusia County – Reviewed 60% plans.
 - 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 –SCADA Training was completed. Engineers Certificate of Substantial Completion issued April 13, 2013
 - 2008 Lift Station Repair and Replacement Project – A motion was made by the legal department's attorney to dismiss the breach of contract complaint filed by Contractor (Worsham).
 - John Anderson Drive Roadway Improvements – Utilities Relocations – Met with consultant and engineering department 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 – Reviewed the design proposal for rehabilitating the lift station from Quentin L Hampton & Assoc. Sent comments back to engineer to incorporate into the final proposal.
 - Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
 - SR 40 from Tymber Creek Road to Perrot Resurfacing – All City required activities completed at current for FDOT agreement for work to be performed by highway contractor – awaiting construction commencement.
 - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation –Obtained FDOT Utility Permit. A commission request recommending award of the contract to Utility Technicians, Inc. for \$445,038 was prepared for the May 7, 2013 City Commission meeting.
 - Tymber Creek Road Phase 1 Utility Relocation Project – Culvert is being installed and Utilities staff supporting contractor activities as necessary.
 - 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 Bidder requested start date in January 2014. Volusia County Health Department extended the deadline to clean and inspect tanks until early 2014 and honoring staff's request for extension.
 - SPRC – Met to discuss the gravity sewer option for serving SR Perrott on US 1. A surveyor will be hired to perform a topography and utility location along the route to determine construction feasibility.
 - 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.
 - Prepared upcoming fiscal year Water & Wastewater capital improvements project program.
 - Assisted City Management with presentation of Government Day for Ormond Beach Chamber of Commerce Leadership Group.
- Water Distribution
 - Exchanged 3 residential/commercial water meters
 - Responded to and/or repaired 3 water service leaks

- Installed 2 residential water services and meters and disconnected 1 water service due to demolition
- Replaced 4 water services due to age of piping and low pressure
- Repaired/replaced 14 meter boxes
- Responded to 2 low pressure
- Performed 13 tests and repaired 1 new city owned backflow preventers
- Performed maintenance on 4 city owned fire hydrants, Initiated hydrant maintenance in County areas- inspected and maintained 9 fire hydrants
- Assisted 2 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
- Meter Testing: Performed testing on 5-2" commercial water meters, all tested accurate. Scheduled 11 commercial meters for testing
- Patrolled 85 leak detection loggers in the water base map A5 area in Ormond-by-the-Sea, will evaluate logger information and respond accordingly.
- Performed flushing on Arlington Way, Seminole Dr, Magnolia Dr and Valencia Dr prior to OBFD fire hydrant testing in sensitive areas.
- Utility locate service for Water/wastewater/reuse: 76 regular and 1 emergency utility locates have been completed.
- Continued ongoing locating for Tymber Creek Rd widening and N + S Ocean Aire Dr drainage projects. Also continued testing locating wires connected to the new force main and reuse main on Airport Rd
- Water Treatment
 - Delivered to the City 38.466 million gallons for the week ending Apr. 14st , 2013 (5.495 MGD)
 - Backwashed 12 filters for a total of 542,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Wastewater Collection – Reuse
 - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and one in town.
 - Total rainfall for Breakaway Trails (2.0") and Hunters Ridge was (2.0") from 04/11/13 to 04/17/13.
 - Televised eighteen, cleaned nine and root controlled six sewer laterals.
 - Masci Crew completed cleaning eight and six force main on Airport Rd.
 - Located cleanout cap at 163 Tomoka Ave.
 - Dropped off reuse filter at 147 Golfview Lane, 733 Alden Dr. and 216 N. Halifax Dr.
 - Disconnected sewer lateral at 527 Oceanshore Blvd.
 - Installed PEP System tank at 22 Foxfield Look.
 - Ten inch force main at 1085 Ocean Shore Blvd. Pressure @ 10 psi 04/16/13.
 - Six inch force main at 1800 N. US-1 @ 4 psi.
 - Low pressure sewer psi reading Westland Run 12/11 psi, Foxhunters Flat 13/13 psi and 4" on Shadow Creek Blvd. 12/10 psi.
 - Ongoing flushing of reuse on beach side.
 - Cleaned bermad filter at Tomoka Oaks golf course. (weekly)
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 26.19 Million Gallons.
 - Produced 20.12 Million Gallons of Reuse.
 - Produced 6.07 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.74 MGD, plant designed for 6 MGD.
 - Hauled tons of sludge 77.73 (14%-18% Solids).
 - 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
 - Began rebuilding control cabinet Rima Ridge Well 35R
 - Assisted operators changing pre filters LPRO skid #1
 - Repaired Leeway tank fill valve, pulled actuator on drain valve for motor replacement
 - Clean / repair filter flow meters sample lines
 - Isolate well 10D for bad check valve, parts ordered
 - 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.
 - Clean shop and restocked trucks.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields according to MP2 Schedule.
 - Checked wells at BAT & Shadow Crossing
 - 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.
 - Installed hour meter on PEP tank for Collections evaluation
 - 3P would not run on generator, repaired phase monitor
 - Backed up all Emerson Control Wave RTU 3305 lift stations SCADA programs
 - Repaired bad wire on filter #6 waste valve controller
 - Locate power supply for pep tank @ BAT Club house
 - Wastewater Plant – Lift Stations
 - Swing Zone Blower #2 – High Water – Change Filter
 - Assist Operators at Chlorine Contact/ Equalization Tanks – tank cleaning
 - Bisulfite Injection Line – set up temporary valving for tank cleaning
 - Centrifuge #2 – operation noted drain lines plugged - flush drain line – still plugged – request additional plumbing assistance to clear blockage
 - Decant Room – set up for plumbing replacement
 - 3P – scheduled power outage w/ FPL– run station using generator — found high leg at wrong terminal – corrected terminals – all OK
 - Decant Room – scheduled plumbing modification for Decant & Tank Equalization
 - Influent Room – deragg pumps as per Lead Operator
 - 2P – SCADA – pump #1 stuck on – check transducer – check floats
 - Effluent Transfer Pump #2 – operation noted inoperative – check pump and electrical circuits – filed Warranty Assistance Request
 - 76 work orders completed
- 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 WWTF permit modification to expand reuse service area to the Breakaway Trails and Hunter's Ridge areas. Engineer's Certification of Completion of Construction for 8 MGD Expansion submitted by consultant to FDEP this week.
 - 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.
- Cross Connection Control Program (CCC): Staff attended a webinar performed by the FDEP outlining the possible changes in CCC regulations. Many of the proposed changes provide clarification to the existing regulations, while others provide the Utilities with flexibility within their program. The final rule could be approved as early as the Fall 2013.
- Fluoridation Analysis: Staff is summarizing the local lab and NSF International analysis results of the City's supply of Hydrofluosilicic Acid.
- Earth Day Event: Staff is organizing activities for over 160 children planning to attend the City's Earth Day event. 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
- Staff attended and provided support for the April 16, 2013, City Commission Meeting
- Staff attended and provided support for the April 18, 2013, Public Works Advisory Board
- Agenda packet preparation and creation for the April 24, 2013, Budget Advisory Board Meeting
- Agenda packet preparation and creation for the April 25, 2013, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation and creation for the May 7, 2013, City Commission Meeting

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 awaiting for date of upgrade installation and training dates.