

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: April 26, 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, IT Manager, Police Chief and HR Director
- Weekly staff meeting with Directors
- Shade meeting preparation with Assistant City Manager, HR Director and Finance Director
- CIP meetings with departments

Spoke to, attended and/or met with:

- Rotary meeting
- Meeting with Mayor and Team Volusia executive staff on update of activities
- United Way Board meeting
- At the request of Lt. Colonel Joe Wisniewski of the Civil Air Patrol Composite Squadron, participated in award ceremonies.
- United Way allocation panel meeting
- Weekly call with FCCMA staff
- City Managers' meeting on new TIF
- Monthly City/County Managers' meeting
- Budget Advisory Board
- Claims Committee meeting
- Neighborhood Advisory Improvement Board
- JAD Public Meeting – project review
- Open House to meet new pastor at Historic New Bethel A.M.E. Church

Community Development

Planning

- Staff attended a CIP meeting with the City Manager and Finance Director involving the Redevelopment Trust Fund. It is expected that upon expenditure of the funds committed to underground utilities, all future year expenditures will be from the current year revenue source. Carryover of funds will not occur unless projects are multi-year projects.
- Staff attended the SR40 PDE Study for the area west of Cone Road to east of Route 11. The public meeting was at the Oasis Church.
- The staff report and draft amendments to the LDC concerning Sexually Oriented Businesses were prepared, forwarded to Legal for review and comment. A public hearing before the Planning Board has been advertised for May 9th.
- The primer entitled "Wireless in Ormond Beach – Yesterday, Today, and Tomorrows' Technology" has been prepared and reviewed internally. The document is to be sent to the Planning Board a couple of months before a scheduled workshop on the issue of macrocell towers. Due to the complexity of the issue, the Board members will need several weeks to read and digest its contents. Staff will be requesting the Planning

- Board to invite the five major carriers to a future workshop to discuss their long term wireless plans for Ormond Beach. Staff continues to work on finding a Radio Frequency (RF) Engineer to assist staff in reviewing macrocell tower applications as well as prepare a citywide coverage/capacity map as part of the Wireless Communications Plan.
- A staff report on removing 360 John Anderson Drive from the Landmark List which is contained in the LDC was prepared for HLPB consideration on May 13th. This amendment is a companion amendment to a previous HLPB case approved in April regarding a Certificate of Appropriateness application to demolish the physical improvements on site.
 - Staff reviewed and made final comments back to the East Central Regional Planning Council who is the contracted entity for Volusia County to prepare the Volusia County Integrated Flood Management Plan (FMP) of which Ormond Beach is a part. The Planning Board will conduct a public hearing on the FMP at the May 9th meeting.
 - The Low Impact Development (LID) amendment to the Stormwater regulations contained in the LDC has been finalized based upon all outside comments. The LID Ordinance and Manual were distributed to VCARD and SJRWMD. The amendment provides stormwater applicants another alternative to the traditional approach of detention and retention of stormwater for treatment. It is not required to be used but staff believes the LID has the potential to save money on traditional stormwater design in some types of development. LID will probably be used mostly as a hybrid mix of traditional and LID practices on an individual site. This amendment is scheduled before the Planning Board as a public hearing in May.

Building Inspections, Permitting & Licensing

- 227 inspections performed.
- 6 business tax receipts issued.
- 108 permits issued with a valuation of \$1,029,901.00

Development Services

- The SPRC met to discuss the following proposed developments:
 - Conducted a River Oaks Pre-Construction Meeting.
 - Approved Development Orders for 460 Atlantic (SUNOCO) and 1487 West Granada (home demolished for insurance office).

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. Staff received the comments from Tomoka Holdings and a conference call is scheduled for next week to discuss the few remaining issues. 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 sites. Staff is in discussion with an 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 flyer was redesigned to advertise the remaining City industrials 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 has been completed. Painting and striping of the new taxiways began this week and is expected to continue into next week. Work to install lighting components at the new public-use heliport has been scheduled for next Thursday.
- 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. The GIS Department has been provided with survey data from the FAA in order to help compile a 3D map of the obstructions, which will be needed in order to formulate a mitigation plan.
- Staff worked with internal resources and outside vendors to address equipment issues at the control tower following a power failure. Economy Electric is investigating systems at the tower intended to maintain electrical power in the event of such a failure.
- Staff worked to update budget and CIP data for the airport as part of overall FY2013-14 CIP for the City.
- Staff compiled and submitted material for publication by the FAA regarding changes in airport operations as a result of the Taxiway Alpha Relocation & General Airfield Improvements Project, most notably that Taxiway Charlie is now considered a non-movement area for ground control purposes.
- 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 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 55 Journal Entry Batches (# 2860 – 2985).
 - Approved 28 Purchase Requisitions totaling \$151,864.15.
 - Issued 16 Purchase Orders totaling \$540,090.36.
 - Mailed Letter of Intent to Award for Bid No. 2013-09, Lift Stations 4M1, 9M, Towne Square and Wal-Mart Rehabilitation (Dunn), on 4/19/2013.
 - Held opening for RFP No. 2013-10, Proposal for Sports Officials, Umpires and Scorekeepers (Pitchford/Sibley), on 4/19/2013.
 - Held pre-bid meeting for Bid No. 2013-23, Wilmette Avenue Emergency Stormwater Pumping (Finley), on 4/24/2013.
 - Advertised RFP No, 2013-25, 2013A and 2013B W&S Bonds (Kelly), in the News Journal and posted to DemandStar on 4/18/2013.
 - Advertised RFP No, 2013-26, 2013C W&S Bonds (Kelly), in the News Journal and posted to DemandStar on 4/18/2013.
 - Prepared 111 Accounts Payable checks totaling \$147,007.67 and 27 Accounts Payable EFT payments totaling \$275,792.94.
 - Processed 3,261 cash receipts totaling \$390,351.33.
 - Processed 585 utility bill payments through ACH totaling \$45,445.69.
 - Processed and issued 7,087 utility bills with billed consumption of water of 54,175k.
 - Issued 401 past due notices on utility accounts.

Grants/PIO

- Press Releases
 - Residential Structure Fire (4/19)
 - FLOW (Florida Licensing on Wheels) Updated
 - Hand Avenue Road Closure
- 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.
- Reviewed a demo for a grants program subscription.
- Completed Employee Newsletter for May 2013.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended NIAB public hearing for FY 13-14 CDBG recommendations.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 14
- Hazardous: 1
- EMS: 81
- Motor Vehicle Accidents: 10
- Public Assists: 43

TOTAL CALLS: 152

- Aid provided to other agencies: 21 calls – Volusia County (14), Daytona Beach (7)
- Total staff hours provided to other agencies: 25
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 62

Training Hours

- Driving: 10
- EMT Refresher: 6
- Emergency Operations: 22
- Preplanning: 7
- Tactics: 2
- Technical Rescue: 3

TOTAL TRAINING HOURS: 50

Station Activities

- Serviced 187 fire hydrants to include flow testing and inspection.
- Updated 14 pre-fire plans
- Conducted 2 fire inspections
- Provided fire extinguisher training to 20 employees of Pace Analytical Services.
- Attended Volusia County Medical Director in-service training.

Significant Incidents

- 4/19/13, 12:07 AM: Live Oak Ave. – Structure Fire – Upon arrival found smoke showing from single family residence – fire started in bedroom from candle that ignited rags – fire contained to bed, window AC unit and surrounding wall – moderate smoke damage – occupants living in house without electricity – Red Cross contacted to assist family.
- 4/19/13, 3:22 PM: South I-95, Mile Marker 265 – Motor Vehicle Accident – Single vehicle accident with SUV turned on side – extrication of four passengers – two survivors determined to be trauma alerts – firefighter paramedics rode in each EVAC unit to assist with patient care during transport.

Operations

- Attended meeting regarding Public Safety Awareness Day.

- Attended Chamber of Commerce leadership seminar.

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.
 - 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.
 - 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. Twelve (12) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - 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. A second candidate has been selected to replace the second MW II position vacancy.

- 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 candidate began employment on 04-18-13.
- 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.
 - Police Department – Police Lieutenant effective 04-30-13.
- Public Records Requests
 - Request for copies of personnel files of one current and one former police officer.
 - Request for list of current fire personnel.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program March 2013 monthly report reflects savings of \$85,886.94 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,136 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation was held 04-26-13 for five employees. 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

- Awards ceremony for the Mayor's Health & Fitness Challenge.
- Attend deposition for liability case.
- Attend Claims Committee meeting.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Assembling hardware costs for implementation.
 - City Clerk – Document Management and Retention – Upgrade underway to the current vendor's latest product. Virtual server has been created, vendor installed software remotely, data conversion scheduled for early May.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 26 New work - 99 completed - 45 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	36,623	Inbound E-Mails Blocked	25,025
Delivered Inbound E-Mails	11,837	Quarantined Messages	103
Percentage Good Email	32.3%	Virus E-Mails Blocked	46

- Notable Events:
 - Completed the process of migrating the individual Users' data files to the new virtual server. Data restore and rights replication occurred over the weekend.
 - Began the process of migrating the Departments' shared data to the new virtual server. This was expected to take several days as there are 2.1 million files consuming 875Gb of space. Had glitches in the move/replication that impacted many departments. IT staff spent the better part of 2 days working thru the issues. By Wednesday evening the move to the new server has been completed.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 1
 - Meter GPS locate and ID: 22,502 total, completed 9,867 (43.8%) potable 9,467, Irrigation 400
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

 - Supervisory Staff Meeting
 - City Manager weekly meeting
 - Office Admin III Interviews
 - CIP budget meeting
 - Chamber presentation at Fl. Hospital
 - Earth Day
 - Landscaping discussion
 - Wastewater Ribbon Cutting
 - 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 Quarterly Janitorial meeting with City Professional Janitorial contractor.
 - Attended Pre-Bid meeting at Ormond Beach Police Department.
 - Met with Department of Agriculture representative for inspection at Ormond Beach Sports Complex.
- 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.
- 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 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 Lady Renegades competitive softball program held their "Ormond Beach Bash" tournament this weekend with 75 games held at the Ormond Beach Sports Complex and Nova Community Center fields on Saturday and Sunday with teams from all over the state of Florida and Georgia in attendance.
- Athletic Field Maintenance
 - Mowed South Ormond softball outfield.
 - Cleaned tennis and basketball courts at South Ormond Neighborhood Center.
 - Maintenance done at Osceola Elementary School on the infields, tennis and handball courts.
 - Mowed infields and outfields at Nova Community Center 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 the baseball fields, 3 times a week.
 - Continued mowing the soccer fields, 2 times a week.
 - Continued mowing 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 continued 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.
 - Applied herbicide and insecticide on all fields at OBSC.
 - 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.

- Prepared fields at Ormond Beach Sports Complex and Nova Community Center for weekend Lady Renegades' tournament.
- Delivered and setup portable bleachers to The Casements for Celtic Festival.

- 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:
 - Billy Joel Tribute Concert, Friday, April 26th, 7:30pm.
 - Fusion Dance Competition, Saturday, April 27th, 6am to 10pm.
 - Fusion Dance Competition, Sunday, April 27th, 8am to 10pm.
 - WyoTech Institute Graduation Ceremony, Tuesday, April 30th, 10am to 12pm.

- 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.
 - 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, Tavares AAU.
 - Pavilion rental, Saturday, 2pm to 5pm.
 - Health Fair, Saturday, 11am to 2pm.

- Community Events
 - Completed weekly administrative tasks, office work, meetings and activities.
 - Attended Memorial Remembrance Service committee meeting.
 - Assisted with Earth Day, Picnic on the Plaza at City Hall, Thursday, April 25th.
 - Planning for 2013 Art in the Park: Advertising, marketing and event layout.
 - Planning for 2013 Memorial Day Remembrance Service.
 - Set up, staffed and strike of Ribbon Cutting Ceremony at City Waste Water Treatment Plant Expansion, Thursday, April 25th.
 - Planning for Independence Day Celebration.

- 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 meets in the Nova Community Center Activity Room on Wednesdays from 5:00-6:00pm and will continue to meet on Wednesdays until May 8th.
- The Casements
 - Classes met this week including Yoga, Pilates, and Rock 'n' Roll.
 - The Seaside Herb Society met at Bailey Riverbridge Gardens on Saturday from 9am to 12pm.
 - The Celtic Festival was held in Rockefeller Gardens and Fortunato Park on Saturday and Sunday.
 - Tours continued 10am to 11:30am on Monday through Friday from 10am to 3:30pm.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge Gardens on Sunday morning.
 - On Wednesday The Ormond Beach Camera Club held the strike of their Black and White exhibit.
 - The Memorial Day Remembrance Committee met in the Preservation Room at 11:00 am on Wednesday.
 - A Public Meeting regarding John Anderson Drive was held in the Gallery on Wednesday evening.
 - The Farmers' Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.
 - The Garden of Eden Natural Cooking Class with Susan Cohen was held Thursday morning in the kitchen at The Casements.
 - Spring Cooking Class with Mary Maggio was held in was held in kitchen at The Casements on Thursday evening.
 - The Casements Camera Club met at Bailey Riverbridge on Thursday evening.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - On Friday staff set up for a wedding reception to be held at The Casements on Saturday.
 - A wedding ceremony was held at Ormond Memorial Gardens on Friday morning.
 - Two wedding rehearsals were held at Ormond Memorial Gardens on Friday afternoon.

Parks Maintenance

- Replaced basketball net at Central Park I.
- Replaced flag pole rope at Riviera Park.
- Removed graffiti from picnic table at Cassen Park.
- Removed graffiti from barbeque grills at Andy Romano Beachfront Park.
- Replaced damaged swing by river at Fortunato Park.
- Installed bronze plaque at the Limitless Playground.
- Set up and broke down chairs and tables for event at City Hall Commission Chambers.
- Secured picnic tables under pavilion to concrete slab at South Ormond Neighborhood Center.
- Installed six new trash cans at Riverbend Nature Park.
- Installed pull out trays for barbeque grills at Andy Romano Beachfront Park.

- 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.
 - Repaired dehumidifier at Ames House.
 - Replaced dishwasher at Fire Station 91.
 - Repaired dishwasher at Senior Center.
 - Repaired dishwasher at Fire Station 92.
 - Inspected Commission Chambers for safety concerns.
 - Checked air conditioning systems in Commission Chambers.
 - Checked lighting in Commission Chambers.
 - Lowered flags to half staff.
 - Repaired ice machine at Performing Arts Center.
 - Repaired A/C unit at Fire Station 92.
 - Replaced a/c filters on roof top Waste Water Treatment Plant Lab.
 - Replaced drive belt on exhaust fan for Waste Water Treatment Plant Lab.
 - Replaced battery for weather station on rooftop of Waste Water Treatment Plant.
 - Obtained three prices for water heater replacement at Fire Station 92.
 - Cleaned ice machine at Building Maintenance.
 - Adjusted temperatures in Commission Chambers and Atrium.
 - Check of low water pressure at Nova with Water Division repairs to back flow device.
 - Replenished stock of microprocessors for ADA doors at City Hall.
 - Replaced office lights at Ames House.
 - Repaired electric for irrigation timer at the Birthplace of Speed Park.
 - Reset lake fountain timer at Central Park I.
 - Repaired east exit door in activity room at Nova Community Center.
 - Checked Sally Port gate and card reader at Police Department.
 - Replaced parking lot light bulb at Ormond Art Museum.
 - Repaired outside soffit lights at Police Department.
 - Setup tables and chair for training session at City Hall.
 - Fixed door handle on the east side door at Gymnastics Center.
 - Repaired lights by the water fall at the Ormond Art Museum.
 - Replaced GFI breaker for lake fountain on Nova Road.
 - Checked City lights at Granada, Police Station, City Hall and Tennis Center.
 - Met contractor for roof leak at Fire Station 93.
 - Met contractor for fire extinguisher inspections at the Police Department.
 - Checked and repaired 4 electric boxes in the main court yard at The Casements.
 - Checked the lock on the parking lot breaker box at Ormond Memorial Gardens.
 - Reset lightning protection for the splash pad at Andy Romano Beachfront Park.
 - Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall.

Police Department

Administrative Services

- Attended Victims Services Coalition Victims' Rights Week Awards presentation at Reed Canal Park, S. Daytona.
- Attended meeting with City Attorney.
- Finalized preparations for Public Safety Awareness Day to be held this Saturday.
- Attended weekly Police Department and City Manager staff meetings.
- Attended bi-weekly meeting with City Manager.

Community Outreach

- The R.E.A.D. program continues at Ormond Beach Elementary. There are now 26 youths participating in the program which will conclude May 22.
- Science on Patrol at Ormond Beach Middle School continues. Currently 22 youths are enrolled in the program.
- Youth in the OBPAL Basketball program held practices for upcoming tournaments.
- Members of the Youth Directors Council met to review upcoming Community Service projects.
- The PAL Director attended an annual meeting for the State of Florida Association of Police Athletic Leagues. The meeting provides insight to programs and calendars for upcoming State PAL events.

Community Services & Animal Control

- Total Animal Calls: 46
- Total Animal Reports: 10
- Total Animal Bites: 3
- Total Animal Licenses: 2
- Total Animals to HHS: 2 (Cats)
- Total Sick/Injured Animals: 3 (1 baby hawk/rehab; 1 raccoon, 1 opossum/euthanized)
- Total Returned to Owners: 1

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 7
- Inactive: 8
- Fraud: 5
- Burglary Residential: 3
- Larceny Car break: 4
- Grand Theft: 7
- Offense Against Family/DCF Reports: 1
- Missing Persons: 3
- Recovered Missing Persons: 2
- Sex Offense/Rape: 1

Narcotics

- One Buy Walk
- Three Buy Walk Attempts
- One Search Warrant
- Assisted Volusia County Bureau of Investigation (VBI) on wire case

Comments:

- Burglary-Vehicle: Suspect has been identified in a recent car burglary on John Anderson Drive. The property has been located at local pawn shop. Charges pending.

Crime Trends:

- Investigators are working along with other local agencies concerning the recent influx of daytime residential burglaries. It appears that a group of Hispanic males are targeting homes by knocking on the door to see if anyone is home. When no one comes to the door they go to the rear of the home and force entry into the residence. These same types of burglaries have occurred in Daytona, Volusia County, Port Orange and Osceola County.

Records

- Walk - Ins / Window: 153
- Phone Calls: 215
- Arrest / NTAs: 37
- Citations Issued: 158
- Citations Entered: 277
- Reports Generated: 157
- Reports Entered: 178
- Mail / Faxes / Requests: 63

Patrol

- Total Calls: 1,642
- Total Traffic Stops: 240

Operations

- Crime Opportunity Report Forms: 130
- 4/17/13
 - Narcotics, 323 South Yonge Street, suspect arrested after trespassing call and charged with Possession of Drug Paraphernalia and Disorderly Conduct.
 - Warrant Service, 145 East Granada Boulevard, driver arrested on two warrants at traffic stop.
- 4/18/13
 - Burglary-Residence, 8 Lake Walden Trail. Tools and Generator taken via the garage. Pry marks found on garage door.
 - Narcotics, Granada Boulevard and Yonge Street, subject was contacted for blocking traffic at the intersection and possibly being intoxicated. During the investigation he was found to have narcotics in a prescription bottle. The prescription label was for a different prescription medication than what was in the bottle.
 - Felony Shoplifting, Lowes, \$900 worth of copper wire taken. Suspect is known and he was arrested at the DeLand Lowes.
 - Retail Theft, Wal-Mart, suspect was arrested for shoplifting.
 - Retail Theft, Wal-Mart, suspect was arrested for shoplifting.
 - Narcotics, Arroyo Parkway and South Nova Road, suspect arrested for narcotics violations following a routine traffic stop and charged with possession over 60 grams of marijuana, meth and drug paraphernalia.
 - Narcotics, 260 North US1 (Ormond Lanes), two suspects were arrested for narcotics violations.
- 4/19/13
 - Narcotics, 1 Laurel Oaks Circle, started as a house watch check but there was a disturbance going on inside of same. One subject arrested for misdemeanor drug charge
 - Warrant Service, 373 South Halifax Drive, one arrest.
 - Warrant Service, 300 Block Hand Avenue, one arrest.
- 4/20/13
 - Burglary-Vehicle, 1670 West Granada Boulevard, two I-phones and \$760 taken.
 - Narcotics, traffic stop, suspect given a Notice to Appear (NTA) for possession of marijuana under 20 grams.
 - Burglary-Vehicle, 2 Cobblestone Trail, two cars were broken into. GPS, CD's, and a 9MM handgun taken.
 - Narcotics, I-95 and SR40, suspect given a Notice to Appear (NTA) for possession of marijuana under 20 grams.
- 4/21/13
 - Retail Theft, Wal-Mart, suspect given a Notice to Appear (NTA) for theft.

- Traffic arrest, Fairview Avenue and Beach Street, habitual offender.
- Traffic arrest, 5 South Yonge Street, driver arrested for Suspended Driver's License.
- Felony Battery, 201 West Granada Boulevard, unknown subject pummeled the victim after the two engaged in a heated exchange of words. Investigation revealed the identity of the suspect. Officers Garcia and Voegtle conducted photo lineups with the victim and witnesses. The suspect was located and arrested.
- Burglary-Vehicle, LuLu's Oceanside Grill, off-duty VCSO deputy had his personal vehicle burglarized while he was in the restaurant. Several items were taken to include his GPS along with his County cell phone.
- 4/22/13
 - Aggravated Battery-Domestic Violence, 125 Mound Avenue, female arrested for domestic violence after it was determined that she was the aggressor.
 - Three (3) separate incidents of Retail Theft, Wal-Mart, suspects were all issued a Notice to Appear (NTA) for retail theft.
 - Aggravated Assault-Domestic Violence, 150 Bosarvey Drive, one arrest.
 - Burglary-Residence (Attempted), Shadow Lakes Apartments #107.

Traffic Unit

- 13-04-00453, Crash involving a City Vehicle, South Center Street / Sandy Oaks Boulevard, OB Public Works truck vs. a private lawn service truck. No injuries. Minor damage
- 13-04-00477, Crash w/major utility damage, Live Oak Avenue / US 1: Tractor-trailer attempted to turn behind the church at the intersection and destroyed a wooden power pole that held a transformer, high voltage lines, cable lines, and phone lines. Live Oak Avenue and sections of South Washington Street were shut down for several hours. Truck driver was found at fault and issued citations. FHP was contacted to have Motor Carrier Compliance respond. A trooper responded and found additional Commercial Motor Vehicle violations and issued additional citations.
- 13-04-00482, Hit and Run Crash, North Orchard Street and Sterthaus Drive, motorist was rear ended and slightly injured. The other motorist fled the scene.
- Variable Message Board (VMB) deployed on SR 40 for Celtic Festival.
- Enforcement in progress for the Hand Avenue Detour. Streets Division deployed 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: 101
- Crash - No Injuries: 16
- Crash – Injury: 4
- 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: 9 Cases Initiated
- Zone 2: 4 Cases initiated

- Zone 3: 1 Case initiated
- Zone 4: 0 Cases initiated
- 8 signs have either been removed or sign cases created.
- 29 tree removal permit requests.
- Administrative staff assisted with one walk-in and sixty (60) 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 Avenue, 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. 55 Neptune Drive, received a call that there is parking on the grass, the house is being rented to young people who are also renting out a room to someone else to help pay for the rent. There was no evidence of parking in the yard at the time of the inspection. The yard has been mowed. Further there is no evidence that the occupancy exceeds the definition of a family pursuant to the Land Development Code.
3. 63 Neptune Drive, received a complaint that there is junk stored on the porch and outside. NID had received a prior complaint about the yard not being mowed and a fence being installed that was as tall as the roof of the house. The yard is well manicured and a permit has been issued for the installation of a new fence. Staff spoke with the owner of the property. The property is a rental. The owner has addressed the issue with his tenants and the outside storage will be removed by April 29th.

Zone 3:

1. 1185 West Granada Boulevard, Unit 1, Mango Sun, received a complaint that dogs are being allowed in the exterior portion of the restaurant without benefit of a special exception approval for doggy dining. The Doggie Dining Ordinances was provided to the owner. No further action is to be taken at this time.

Public Works

- Engineering
Construction Projects:
 - Downtown Granada Median Improvements - The contractor anticipates final paving to be performed the week of 4/29. 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 new float system for the Breakaway Trails storage tank was installed and will be used to control the tank levels using reclaimed watermain and provide shut down to the booster pumps and main system motor operated valve. Work continues on the remote controls of the system.
 - North Halifax Dr. Improvements – Final site cleanup and restoration is complete. Project closeout is in progress.
 - Tymer Creek Phase I – Work continues on installation of the new box culvert crossing at the Little Tomoka River. Air Release Valve Vault on existing forcemain was excavated and new offset forcemain was installed to lower and relocate the line.

- 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 started work on the lake interconnects and replacement of the 3 pedestrian walkover at the lake on the South side of Hand Avenue and the new lake canals is almost complete. 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.
- 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 was held on April 25th.
- Ormond Beach Airport Taxiway Project – Taxiways Alpha, Echo and Charlie are being paved with the final top lift of asphalt. New parking area off Hanger Way is being constructed.
- 2-inch Water Main Replacement - Mainland – Prepared bid award memos and negotiated engineering construction services proposal.
- 2-inch Water Main Replacement – North Peninsula – The CC awarded the bid on 4/16 and contracts are being executed.
- 2-inch Water Main Replacement - South Peninsula – The CC awarded the bid on 4/16 and 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.
- South Ormond Neighborhood Center – Various roofing systems are being reviewed to determine the most cost effective application for the needed repairs.
- Nova Comm Park Skate Park Expansion – The project contract documents are in review by the City Attorney.
- Downtown Underground Utilities – A pre-bid meeting was held on 4/11. The final day for submittal of questions from respondents was 4/23; McKim and Creed is preparing to respond to questions with an addendum no later than 4/25. Bids are due to Purchasing on 4/30.

- Audible Pedestrian Signals – A response has been received from FDOT that the CEI services are not required to be advertised. The City will request proposals from FDOT qualified consultants for those services.
- Downtown Banner – The FDOT has issued a construction permit.
- City Welcome Sign – New perspectives are being prepared based on the mock demonstration.
- Beach Ramp Beautification – Staff is modifying the existing design as initial proposals received were above budget.
- 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 held a final design meeting on April 24th 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 – Our consultant 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 – Staff is reviewing construction proposals.
- OBSC Multi-Use Fields – The project consultant is working to finalize the design plans for staff review.
- OBSC Roadway Improvements - Negotiating consultant proposal to develop design plans for the perimeter road based on realignment to avoid impacts to wetlands as discussed with staff.
- Fiber Optic Network Expansion – This is the construction of Phase 2 of the Fiber Optic Network. A quotation was received from Danella, based upon their recent contract with the City of Palm Coast, which the City would like to piggy-back. It is anticipated that project specifications will be submitted to the City Attorney the week of 4/22.
- 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.

Administration/Meetings/Customer Service/Other:

- Capital Improvement Projects - Prepared cost estimates for a variety of proposed projects for the 5-year Capital Budget outlay.
- Nova Road Landfill Closure - New gas monitoring system installation was completed.
- FDOT - Assisted Breakaway Trails HOA member in contacting the FDOT and discussing the repair needs for the asphalt at the main subdivision entrance off of SR40.
- Held weekly progress meeting for Hand Avenue Improvement project.
- Residential SWMP Permits review and filing (on-going)
- Magnolia Wall measurement (on-going)
- Reviewed plans and created approved Wetland Protection Permit for 1552 John Anderson Drive proposed dock demolition and re-construction.
- Researched and created exhibit drawings and work in the right-of-way permit at 1450 Hand Avenue per AT&T request.
- Re-staked the property corners at 5 Raintree to show fence in the right-of-way per Building Division request.
- Researched old City standard construction details looking for historical references relating to the SCADA system per Utilities Division request.
- Began the research on 200 Booth Road to begin the sketch and legal description required for annexation per Planning Department request.

- Researched and corrected the sketch and legal description for 250 Williamson Blvd per Legal Department request.
- Researched documents related to 305 Tymber Creek Road to confirm right-of-way added by Volusia County does not affect the recent annexation per Legal Division request.
- Completed tree locates at 165 Hernandez Avenue, and 144 Pine Cone Trail per Neighborhood Improvement Division request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Cut, remove, and replace asphalt depression on Pointview Ln.
- Replace section of driveway on Choctaw Trl for Water Distribution Section
- Stress cuts on Riverbeach Dr.
- Pulled formed and backfilled, picked up slag and stress cut sidewalk on North Beach St.
- Prepared for Earth Day (set up and clean up)

- 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
- Removed two diseased oak trees on Hernandez Avenue
- Removed oak tree on Pine Cone Trl.
- CPR training
- Prepared for Earth Day (set up and clean up)

- 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.
- FDOT weed control at Granada Blvd and Nova Rd.
- Loaded concrete in roll-off dumpster
- Weed spraying training
- Prepared for Earth Day (set up and clean up)

- 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
- Meet with vendor regarding striping in Ormond Lakes
- Installed "Do Not Enter" sign at Nova Recreation Center
- CPR Training
- Prepared for Earth Day (set up and clean up)

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin Cleaning – all zones due to heavy rain
- Installed 20 feet of 18-inch A2000 pipe on Northside Drive
- Prepared give-away bags for Earth Day
- Prepared for Earth Day (set up and clean up)

Vactor

- Cleaned, polished and vacuumed Vacon Truck for Public Awareness Day

Mowing

- Cleaned, polished and vacuumed Reachout mower and Gradall for Public Awareness Day

Street Sweeping/Streetsweeper

- 127.6 miles of road cleaned
- 37.5 cubic yards of debris removed
- 4 hours of vehicle maintenance

- Fleet

Mileage Traveled by all City Departments for the week

29,533

PM Services completed for the week:

Emergency—Vehicles and Equipment

4

Non-Emergency Vehicles and Equipment

12

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 10,862 gallons of unleaded and 5,493 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,837 gallons of unleaded and 747 gallons of diesel.
- Fleet completed 41 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 – A City Commission memo is being prepared for requesting approval of design, permitting and bid services from McKim & Creed to include water and sewer main extensions to serve proposed Environmental Learning Center.
- Cross Connection Control (CCC) Program Management Services – Specifications were prepared for procurement of dual check valve backflow devices for potable service protection in reuse service area.
- Dual Check Valve Assembly Installation Services – Specifications are being prepared for backflow assembly installation in reuse service areas.

- Airport Road Force Main/ Reuse Main Project – Completion of pigging of the parallel 6-inch and 8-inch force mains resulted in increase flow rates to the Breakaway Trails storage tanks by 150/400 gpm dependent upon booster pump use. A control signal and pressure relief valve is being discussed to offer system reliability enhancement.
- Laboratory Testing Services Contract – Bid documents are advertised for bid receipt on May 10, 2013.
- North Peninsula 2-inch Water Main Replacement - FDOT in bidding phase for the Lynnhurst Drive left turn lane project. Thad Construction is prepared to start work after receipt of executed contracts from the City.
- 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. The manufacturer received photos of the replaced power module. Additional information is required to clarify model and serial number unit identification for warranty considerations. A response is being prepared by staff to resolve this matter.
- Ormond Beach Wastewater Treatment Plant Expansion – Landscaping is completed.
- 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 Division to review modified plans. Final plans are being prepared.
- 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. Awaiting revised 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 – 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. FDOT permit was received.
- 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 – The low bidder was Underwater Solutions for \$70,720.00. Bidder requested start date in January 2014. A Commission Memo is prepared for the May 21, 2013 commission meeting recommending award to the low bidder.
- SPRC – A surveyor proposal is requested for consideration to perform a topography and utility location along the route to determine construction feasibility for the gravity sewer option to serve SR Perrott on US1. Preliminary cost estimates for survey are between \$5,000 and \$5,500. Received approved plans for Tony Pearson Insurance Office at 1387 W. Granada Boulevard. Received approved plans for Sunoco at 460 S. Atlantic Ave. Attended preconstruction meeting - River Oaks Subdivision.
- 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.
- Prepared upcoming fiscal year Water & Wastewater capital improvements project program.
- Assisted City Engineer with ribbon cutting event held on April 25th for WWTP expansion.

- Water Distribution
 - Exchanged 5 residential/commercial water meters
 - Responded to and/or repaired 12 water service leaks
 - Installed 3 new residential water services and meters
 - Replaced 16 water services due to aged piping and low pressure
 - Repaired/replaced 17 meter boxes
 - Responded to 6 low pressure and 6 cloudy water complaints
 - Performed 14 tests and repaired 1 City owned backflow preventers
 - Performed maintenance on 3 City owned fire hydrants, continued hydrant maintenance in county areas - inspected and maintained 46 fire hydrants.
 - Picked up and stored old fire hydrants removed from Hand Ave project for disassembly and parts salvage for future repairs.
 - Assisted 7 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
 - Meter Testing: Performed testing on 6-2" commercial water meters, all tested accurate.
 - 85 leak detection loggers in the water base map A5 area in Ormond-by-the-Sea, scheduling time to correlate possible leaks in multiple areas.
 - Performed valve maintenance - exercising on 13 valves in the south peninsula area.
 - Replaced and repositioned a valve box on an 8" inline valve on S. Atlantic Ave and Rockefeller Beach Approach
 - Sod/backfill: Oxbow Trail, Loyola Dr, Sand Castle Dr
 - Utility locate service for Water/wastewater/reuse: 108 regular and 3 emergency utility locates have been completed. Continued ongoing locating for Hand Ave Project, Tymber Creek Rd Widening and Ocean Aire Terrace 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 36.390 million gallons for week ending April 21, 2013 (5.198 MGD)
 - Backwashed 10 filters for a total of 395,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Operator cleaned north wash water pit.

- 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 Ocean Shore 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 27.36 Million Gallons.
 - Produced 16.68 Million Gallons of Reuse.
 - Produced 10.68 Million Gallons of Surface Water Discharge.

- Influent flows average for week @ 3.91 MGD, plant designed for 6 MGD.
- Hauled tons of sludge 125.38 (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
 - Rebuilt control cabinet Rima Ridge Well 35R - installing next week
 - Repaired Lee Way tank fill valve, pulled actuator on drain valve for motor replacement
 - Installed actuator on drain valve at Leeway tank
 - Well 29H - found signal relay stuck and corroded. Replaced.
 - 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 Trails.
 - Cleaned 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.
 - Repaired surface water alarm system shorting out - water intrusion
 - Reset overloads at well 18 SR

Wastewater Plant – Lift Stations

- Fermentation Submersible Mixer #3 – Operations noted won't reset – checked mixer - all OK
- Influent Odor Control – Operations noted noisy shroud over unit – silenced shroud accordingly
- Deer Creek – pulled pump #2 for shipment to vendor
- Clarifier #3 & #4 – repaired spray misters
- Chlorine Contact Tanks and Equalization Basins – assisted operators as needed throughout Final Tank cleaning task – rewired pool cleaner
- Plant Wide – assisted operator providing cooling water to pump seals - plant wide – during reuse water outage for Final Tank cleaning
- R.A.S./W.A.S. Room – further assembly and installation of hard plumbing from pump blow-offs to floor drain trough
- Breakaway Trails – pulled pump #2 – deragged as needed
- Influent Room – deragged pumps as per Lead Operator
- Effluent Pump #3 – installed bleed off valve
- Clarifier #1 – Training – assisted contractors with gear box replacement
- Fueled and cleaned lift station service trucks
- 7M1 – SCADA – High Run Hours – deragged pumps – all OK
- 49 work orders completed and closed 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 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.

- Reclaimed Water Educational Program: Staff is reviewing the current pamphlet issued to reuse customers. An update is forthcoming 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): Shared webinar information with Utilities operation and administrative staff to determine impacts of upcoming FDEP rule 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 coordinated and attended the City's Earth Day event.

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 24, 2013, Budget Advisory Board Meeting
- Staff attended and provided support for the April 25, 2013, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation and creation for the May 2, 2013 Quality of Life Advisory Board
- 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.