

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 11, 2016

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- Reviewed Police Chief candidate applications
- General discussion meetings with IT Manager and Finance Director
- Agenda review
- Sign code regulation discussion with senior staff and City Attorney's office

Spoke to, attended and/or met with:

- Rotary meeting
- Meeting with senior staff, Dorian Burt and Clay Ervin regarding New Britain Ave.
- Discussion of a wireless facility at the airport with senior staff and Nextower representative David Boeff
- ICMA webinar, supervisory training, part 3 of 6 part series, The People Part: Hiring and Onboarding, Fostering Accountability, Evaluating Performance
- PACE board meeting
- NIAB meeting
- Walking with the Manager

Community Development

Planning

- Planning Board: The Planning Board conducted public hearings on a PBD amendment for Chelsea Place Subdivision, Phase 3; an LDC amendment to permit Type D Restaurants to have a 2 COP license in addition to the permitted 4 COP license; PBD amendment for Destination Daytona to permit an electronic message sign for Giant Recreation World; and a Preliminary Plat for Deer Creek, Phase 4C.
- Sign Code: The Planning Director met with Administration and Legal to discuss the sign code vis-à-vis the Reed v. Gilbert decision by the Supreme Court.
- Nextower's Wireless Proposal: The Planning Director met with Administration and Economic Development regarding Nextower's proposal for a wireless facility at the airport.
- ICMA Webinar: The Planning Director attended the ICMA Management Series Webinar (Session 3: Hiring).

Building Inspections, Permitting & Licensing

- 326 inspections performed.
- 5 new business tax receipts issued.
- 176 permits issued with a valuation of \$841,315.00

Development Services

- The SPRC met with applicants for 595 US1 South and Vystar concerning remote ATM's.
- Approved projects Under Construction (percentage completed):

	Project	% Complete
1	146 North Orchard Street	90%
2	Children's Workshop	5%
3	CVS Health	20%
4	Environmental Discover Center	80%
5	Georgina Inn	90%
6	Moss Point, entry wall	0%
7	Parque Warehouses	Pending final inspection
8	Riverbend Church	0%
9	Vystar Credit Union	20%
10	Deer Creek, Phase 4C	70%
11	Huntington Villas	85%
12	Giant Recreation World	80%

Economic Development/Airport

Ormond Crossings

- Staff met with Tomoka Holding to discuss alternatives to reduce infrastructure costs throughout the project. Further study will be conducted which will include joint meetings with City staff and Tomoka Holdings.

Airport Business Park

- Staff is working with a local real estate broker and local Volusia County manufacturing company interested in relocating to a property within the Airport Business Park.

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

- Staff met with the Rediscover US1 committee to formulate plans for a 3rd business promotion event along the US1 corridor. Staff is working with 5 businesses on US1 to arrange a second annual scavenger hunt the will run from Friday April 15-Saturday, April 23. The 5 participating Ormond Beach businesses along US1 include River Grille Restaurant, Rossmeyer Harley Davidson, Platinum Fitness, A Floral Bouquet, State Farm Insurance.
- Staff met with Main Street staff to review and discuss enhancements to the City's signage in the Ocean District. Further analysis of the business signage in the Ocean District is underway.
- Staff presented the City's economic development report to the Chamber Economic Prosperity Committee breakfast.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm that has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program. A conceptual site plan was presented to City staff and it appears to comply with the City's Land Development Code. Staff met last week to discuss the various state and city economic development incentive applications with the business prospect. A closing on the property is expected in the next 2 weeks. The economic development incentives will be presented to the City Commission.
- Staff is working with a retail business that is searching for space in downtown Ormond Beach. Several available properties are being considered by the company's representatives. A Granada Blvd. location has been selected and the company is expected to open in May-June.
- Perrine Produce has leased space at the Rivergate Shopping Center at 120 South Nova Road.

Airport Operation and Development

- Staff has received a proposal from Environmental Services, Inc. to conduct a biological study as a prerequisite to commencing obstruction clearing within the airport fence line, near the approach areas

for Runways 8, 17, 26, and 35. An agenda item will be prepared for the April 5th City Commission meeting.

- The FAA completed the annual inspection and verification of the airport's Automated Weather Observing Station (AWOS) this week. Three minor maintenance issues were identified during the inspection, which will be addressed by staff.
- Hoyle, Tanner and Associates (HTA) met with representatives from the SJRWMD this week, to discuss the disposition and delineation of certain wetland areas on the airport. This meeting was held as part of HTA's efforts to complete the storm water master drainage plan project for the airport.
- Hi-Lite Airfield Services, LLC will commence the airfield marking project next week, which is expected to be underway for two to three days. Hi-Lite's crews will coordinate directly with the control tower staff in order to minimize impacts on aircraft operations.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 36 Journal Entry Batches (#2946-3049).
 - Approved 33 Purchase Requisitions totaling \$365,988.26.
 - Issued 22 Purchase Orders totaling \$54,553.72.
 - Processed 4523 cash receipts totaling \$599,671.71.
 - Prepared 115 Accounts Payable checks totaling \$534,476.22 and 33 Accounts Payable EFT payments totaling \$140,474.17.
 - Processed and issued 6,134 utility bills with billed consumption of water of 36,269K.
 - Issued 440 past due notices on utility accounts.
 - Auto-called 19 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Walking with the Manager (3/11)
 - Native American Festival (3/18-3/20)
 - Police Chief Retirement Reception (3/15)
 - Florida Licensing on Wheels (3/22)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to/updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - CodeRED Notifications for Hydrant Flushing
 - Attended weekly staff meeting
 - Attended third webinar in the ICMA series "The Effective Supervisory Practices Webinar Series."
 - Completed packet for and attended the NIAB mandatory public hearing.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 7
- Hazardous: 1
- EMS: 98
- Motor Vehicle Accidents: 6

- Public Assists: 42
TOTAL CALLS: 157
- Aid provided to other agencies: 16 Calls: Daytona Beach (6), Holly Hill (1), Volusia County (9)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 49
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 86

Training Hours

- NFPA 472: Hazardous Materials 5
- NFPA 1001: Firefighting 4
- NFPA 1002: Driver 16
- NFPA 1410: Hose Drill 15
- NFPA 1500: Safety/Equipment 14
- NFPA 1620: Preplanning 17
- EMT/Paramedic 7
- TOTAL TRAINING HOURS: 78

Station Activities

- Updated 33 pre-fire plans
- Completed 3 fire inspections
- Serviced 7 fire hydrants
- Attended Multiple Sclerosis Walk and Bike Event at the Casements. Provided hand-outs to the public.

Significant Incidents

- 3/1/16, 2:20 PM: 58 W. Granada Blvd. – Motor Vehicle Accident – Responded to a vehicle vs. pedestrian accident – parked car began to roll backwards – young child fell out of the moving vehicle – a firefighter paramedic assisted with patient care during transport to hospital.
- 3/3/16, 10:10 PM: 950 N. US1 – Motor Vehicle Accident – Upon arrival found two motorcycles down in roadway – one patient transported by Air One as a trauma alert and another patient transported by ground.

Human Resources

Staffing Update

Requisitions

- Records Clerk (Police)
- Maintenance Worker III – Streets (Public Works)
- Part Time Community Events Technician (Leisure Services)

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal and will remain open until filled.
- Summer Camp Counselors (Leisure Services) was advertised 2-15-16 on the City web site and will remain open until filled.

Applications Under Review

- Police Chief (Police)

Interviews Scheduled

- Neighborhood Improvement Officer (Police) was advertised 11-13-15 on the City web site, Craigslist, internally, and will remain open until filled.

Background/Reference Checks/Job Offers – Candidates were selected and began pre-employment processing

- Police Officer (Police)
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works)
- Tradesworker – Bldg. Maint. (Leisure Services)
- Part Time Maintenance Worker II – Parks (Andy Romano Park/Leisure Services)

Terminations

- Police Chief (Police) effective 3-31-16

Employee Events

- Our ICMA representative will be here to meet with employees on March 23
- The next blood drive at City Hall will be held on April 14

Risk Management Projects

- Continue day-to-day management of Mayor's Health & Fitness Challenge

Information Technology (IT)

• Information Systems (IS)

- Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
 - Finance – Interactive Voice Response System – Participated in Kick-off meeting with Finance and vendor to assign tasks and responsibilities.
 - Community Development – Electronic Plan Review – Working with the Vendor to resolve remaining minor operational issues with the Naviline and GIS interfaces. Continuing to work with the vendor(s) to resolve remaining mapping issues.

• iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 20 New work - 35 completed - 33 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	36,487	Inbound E-Mails Blocked	19,854
Delivered Inbound E-Mails	16,373	Quarantined Messages	260
Percentage Good Email	44.9%	Virus E-Mails Blocked	463

• Notable Events:

- Ormond Beach 2 Go – IT setup the technology for the event at the Aberdeen club house, and participated by showcasing the www.OrmondBeach.org web site.

• Geographical Information Systems (GIS)

- Addressing Additions: 3 Changes: 0 Corrections: 0
- Map/Information Requests: 19
- Information Requests from External Organizations: 6
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 69: Total in system = 516

- Meters GPS Located this week: 0: Total in system = 23,075; 22,409 potable, 655 Irrigation, 11 Effluent
- Notable Events: None

Leisure Services

- **Administration**
 - Public Works Meeting
 - City Manager's Staff Meeting
 - Assistant City Manager's Meeting
 - Supervisory Staff meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Supervisory Training
 - Public Works Safety Committee Meeting
- **Athletics**
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Lady Renegades Softball continued their spring practices this week at 7:15 at the Softball Quad.
 - OBSC Soccer continued practices this week, with Rec Opening Day games tomorrow at the Sports Complex.
 - Golden Spikes continued practices this week at Nova Fields #2 - #5, the Kiwanis Field, and the Sports Complex at 6pm and 7pm nightly Monday through Thursday.
 - Seabreeze High School Softball had games Wednesday night at 4:30pm and 6:30pm. Practices are held weekly at 3:30pm.
 - Seabreeze High School Baseball had home games on Monday and Wednesday at 4pm, JV only, at Wendelstedt Field #1.
 - OBYBSA Recreational Program continued games this week at both Nova and Sports Complex Monday through Friday.
 - SHS Flag Football games start this week Tuesday through Thursday at 6pm at the Sports Complex on Championship Field #7.
 - Flagler Knights will host another home game tomorrow night at 5pm at the Sports Complex on Championship Field #7.
 - City Youth Volleyball started last week at Nova Gym and continues for nine weeks except during spring break. Days and times are Monday and Thursday evenings from 6pm to 7:45pm. 65 participants are currently signed up, our 2nd highest amount ever.
- **Athletic Fields Maintenance**
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned Skateboard Park, handball, tennis and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Dragged fields for recreational, competitive, and high school teams
 - Prepped fields for high school games and practices
 - Economy Electric continues to replace the bulbs at the Sports Complex and Nova Fields
 - Put out benches for upcoming soccer recreational season opening day games
 - Rebuilding mounds at Nova Fields
 - Added "clay bricks" to mound at Quad #3 and also to batters boxes
 - Installed crimson stone in front of dugouts at Wendelstedt Fields
 - Repaired windscreen at Nova tennis and Wendelstedt #3 Batters Eye

- Painted all fields, put out benches/trash cans and added corner flags for OBSC competitive soccer games this weekend
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
 - Granada Squares Dance was held on Tuesday 6:30pm to 9:00pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, CMT and Kopy Kats held regular classes.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club, CMT and Kopy Kats held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Sinatra Tribute, Saturday 7pm to 9pm
- South Ormond Neighborhood Center
 - Splash Pad closed through March 15th
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Youth Basketball
 - Jazzercise Monday
 - After school tutoring
 - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Planning of 2016 events in March through May
 - Art in the Park, April/May
 - EDC Grand Opening, May
 - Assisting Memorial Remembrance Committee with planning tasks
 - Attended ongoing seminar training
 - Attended Economic Prosperity Hour
 - Attended EDC meeting
 - Assisted with Walk with the Manager
- Gymnastics
 - March session in progress
 - Trial classes are being offered to attract potential students
 - Continued training of new Rec Leader
 - Preparing for 3rd AAU Qualifier to be held this weekend in Orange City
 - Open Gym this Friday 6-8pm
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes continued to meet at various times throughout the week.
 - Challenger Games of All Sorts met for the last time this session on Tuesday.
 - Coed Volleyball meets Monday and Thursday.

- The gym was closed on Thursday and Friday for installation of electric winches on the basketball hoops.
- The Casements
 - Walk MS: Volusia County at Ormond Beach held a family fun walk in Rockefeller Gardens on Saturday from 6:30 a.m. to 1:00 p.m.
 - Mayor's Health & Fitness Challenge met in the kitchen Saturday morning at 10:30 a.m.
 - Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 12:30 p.m.
 - Guild tours were given at The Casements on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - Staff prepared for the Iranian Festival being held in Rockefeller Gardens tomorrow.
 - Wedding rehearsal was held at Ormond Memorial Gardens on Friday from 4:00 p.m. to 5:00 p.m.
- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted reservations at pavilions
 - Install engraved park bench on fishing pier at Bailey Riverbridge
 - Repaired loose boards on Cassen Pier
 - Installed new barbeque grill at Nova Pavilion #1
- Building Maintenance
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Tri-weekly inspection of DOT and facility lighting at various City locations
 - Tri-weekly lighting inspection of airfield runways, taxiways and signage
 - Perform preventative maintenance on 19 City-owned A/C systems
 - Hung curtain rod and curtains in Special Events Office at Senior Center
 - Call Outs = no airflow at Police Station; Fleet gate stuck open
 - Escorted fire extinguisher inspector throughout Public Works
 - Participated in Tradesworker interview
 - Met with and/or assisted contractors for repair work in various city facilities
 - Ordered and picked up parts for various jobs
 - Installed octagon shaped blank cover for box at The Casements
 - Rewire connectors for loop detector on gate at Fleet
 - Replaced women's restroom toilet seat at Fortunato Park
 - Replaced toilet flush valve diaphragm at Andy Romano Park
 - Repaired the cord reel for electric charger at Fire Station 94
 - Replaced women's toilet seat at Softball Quad
 - Repaired seating area walkway at Rainbow Park
 - Hooked up generator and tested for power outage at Public Works
 - Installed electric for the new backboard motors at Nova Gym
 - Repaired 2nd floor ladies' room flusher at City Hall
 - Repaired toilet flusher at Fire Station 92
 - Repaired outside men's room toilet at Nova
 - Installed plumbing and stones for peacock fountain at the Ormond Memorial Art Museum
 - Repaired fountain flow valve at Hospital Park

Police Department

Administrative Services.

- 2016 Bike Week Operational Plan implemented.
- Staff held quarterly Corporals meeting.
- Staff held bi-weekly Crime View meeting.
- Staff participated in ICMA supervisory training webinar.

Community Outreach

- On March 2, Youth Directors Council (YDC) members read Dr. Seuss books to students of the Tutors R Us program in honor of Dr. Seuss' birthday. Members of the YDC met Monday March 7 to review upcoming community service projects
- OBPAL received a book grant from First Book Inc. for new hardback and some soft covered books for the R.E.A.D. and summer education programs. OBPAL will receive 263 books from First Book for the cost of 55¢ each. This is a significant assistance to the OBPAL educational program. If the books for the youths were purchased at an average cost of \$6 each, the cost for the books would be over \$1,500. Children participating in the R.E.A.D. and summer educational programs will receive new books to take home for their home library.

Community Services & Animal Control

- Animal Calls responded to: 38
- Animal Reports: 6
- Animal Bites: 2
- Animal Traps: 6
- Animals to Halifax Humane: 2 Cats
- T.N.R.: 2
- Injured Wildlife: 2
- CSO's assisted in the assembly and breakdown of the Abilities Test for new officers.

Criminal Investigations

- Cases Assigned: 27
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 8
- Inactive: 4
- Fraud: 10
- Burglary Business: 1
- Larceny Car break: 7
- Grand Theft: 4
- Auto Theft: 1
- Sex Offense/Rape: 1
- Police Information: 1
- Suspicious Incident:
- Death Undetermined: 2

Records

- Walk - Ins / Window 112
- Phone Calls 142
- Arrest / NTA'S 11
- Citations Issued 419
- Citations Entered 573
- Reports Generated 136
- Reports Entered 128
- Mail / Faxes / Request 12

Patrol

- Total Calls 1,551
- Total Traffic Stops 180

Operations

Crime Opportunity Report Forms Issued: 243

- 3/01/16
 - Car Break, 30 Forest Court. Forced entry made via the rear driver side window, purse taken.
 - Car Break, 335 Clyde Morris Boulevard. Forced entry made by breaking out a side window. A gym bag with miscellaneous items taken.
 - Battery-Domestic Violence, 32 Coquina Point Drive. Suspect was arrested after a domestic argument turned violent and she battered her boyfriend.
- 3/2/16
 - Strong Arm Robbery, 1521 West Granada Boulevard (Wal-Mart). An adult female attempted to leave the store without paying for several items of merchandise. When confronted by loss prevention, she began punching and slapping the loss prevention officer in an attempt to get away. The suspect was eventually detained until officers arrived on scene. The surveillance video showed the suspect punching the loss prevention officer. She was placed under arrest and transported to the branch jail.
 - Injunction Violation Arrest, 170 West Granada Boulevard. Suspect met with officers at the Police Department to turn himself in reference to an injunction violation. He was placed under arrest and transported to the branch jail.
- 3/3/16
 - Warrant Arrest, 100 Ocean Shore Boulevard. During the course of a traffic stop the driver was found to have an open warrant for failure to appear reference no valid driver's license. She was arrested on the warrant and transported to the branch jail
- 3/4/16
 - Stolen Vehicle, 235 East Granada Boulevard. Suspect was arrested for stealing his father's car after the victim reported the vehicle stolen and indicated he wanted to pursue charges against his son.
 - Battery-Dating Violence Arrest, 155 Interchange Boulevard (Hampton Inn). Suspect was arrested after she battered her boyfriend during an argument
 - Narcotics, 530 South Atlantic Avenue (Marathon). Suspects were found passed out at the Marathon station. Narcotics were found in plain view and both subjects were arrested. The driver was also arrested for DUI.
- 3/5/16
 - Shoplifting (Felony), 1521 West Granada Boulevard (Wal-Mart). Adult male was recorded on video by loss prevention taking felony amount of merchandise the previous day. The suspect returned to the store and was again observed shoplifting and was detained. He was arrested and charged with both incidents of retail theft.
 - Battery-Domestic Violence/Resisting with violence, 322 Timberline Trail. Suspect became violent with his wife and hit her in the face. When officers arrived the suspect became combative with officers when they attempted to take him into custody. The suspect was charged with domestic violence battery and resisting arrest with violence.
- 3/6/16
 - Narcotics, 201 West Granada Boulevard. Traffic stop made with a vehicle in the Bike Week event area for speeding. In the follow up investigation officers discovered a felony amount of narcotics within the vehicle. The driver, an adult male, was charged with possession of a controlled substance/narcotic.
 - Warrant, 56 New Britain Avenue. Suspect was arrested based on an outstanding child support writ.
 - DUI, 1010 Ocean Shore Boulevard, Suspect was found in his parked vehicle in the driver's seat in physical control of the vehicle. Witnesses had reported seeing the suspect driving recklessly through the parking lot. A DUI investigation was conducted and suspect arrested.
- 3/7/16

- Stolen Vehicle, 570 South Atlantic Avenue, Total Precision Automotive. Victims parked an unsecured open/flatbed bike trailer behind business and discovered it missing the following morning.
- Narcotics, 100 Block South Perrott Drive. While looking for a transient with an open warrant for their arrest a second transient was contacted in the same wooded area. A misdemeanor amount of narcotics was located on his person. The subject also had an open warrant for his arrest. Subject was arrested on the open warrant and was also charged with the possession of the controlled substance.
- Narcotics, 900 Block Tymber Creek Road. A vehicle was stopped by officers for traveling approximately 100 miles per hour on Tymber Creek Rd. A misdemeanor amount of narcotics was found in the driver's possession. The driver was issued a uniform traffic citation for unlawful speed and issued a Notice to Appear for possession of a controlled substance and released from the scene.
- Carbreak, 1140 West Granada Boulevard (Bodez Gym). Vehicle parked in the parking lot was entered after a side window was broken out. A purse was reported taken.
- Battery-Domestic Violence, 8 Waterfront Court. Husband and wife were both arrested for domestic violence battery after having struck each other during an argument.
- Narcotics, 500 Block Riverside Drive. Driver was stopped for a traffic violation at which time officers found a small amount of marijuana in the vehicle. The driver was issued a Notice to Appear and was released from the scene.
- DUI, 200 Block North Yonge Street. Driver was stopped for a traffic violation at which time officers suspected the driver was possibly impaired. A DUI investigation was initiated, the driver, an adult female, was subsequently arrested for DUI.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 208
 - Number of Uniform Traffic Citations Issued: 201
 - Number of Written Warnings Issued: 29
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 15
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injuries: 3
- General Comments:
 - Bike Week message board and speed trailer deployed.
 - Stealth was deployed and retrieved for speed survey on Wilmette Avenue

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 0 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 1 Case initiated
- 21 signs have either been removed or sign cases created.
- 25 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and eighty-one (81) telephonic inquiries.

Public Works

- Engineering
Project Summary
Construction Projects:
 - Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - A liner in a section of elliptical stormdrain pipe on Amsden Road which did not form properly has been removed by the contractor and will be relined in the near future.

- Ph II 2-Inch Watermain Replacement – Mainland - Twenty new water meters were installed on Warwick Avenue. Fire hydrant relocation stubouts were installed on the new watermain along North Beach Street, and six water services were installed. The new water main section along North Beach Street is 90% complete. Minor restoration continues on various streets.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Clearances were received this week for the new mains installed on Brooks Drive and Hibiscus Drive, all mains have now been cleared. Work continues in this area with the relocation of water meters from the rear of the property to the front of the property, and switch over services.
- Ph II 2-Inch Water Main Replacement – South Peninsula – A punch list walk-through occurred on this project last week, the Contractor has now completed all pavement (asphalt and concrete) restoration, and is in the process of making the final meter conversions.
- Environmental Discovery Center – The Contractor is installing the porch railings, vinyl plank flooring, concrete parking lot/driveways and the ADA canoe/kayak launch.
- Nova Community Park Trail – The Contractor installed the sod and the project is 98% complete.
- North US1 Landscaping (Airport Road to I95) – The Contractor continued irrigation installation which started at Airport Road, working north toward the Interstate.
- Downtown Stormwater – contracts have been executed by all parties and a pre-construction meeting is scheduled for Wednesday, March 16.
- WWTP Sludge Thickener Improvements – A pre-construction meeting was held and the contractor will order the long lead mechanical equipment and intends to start work in April just ahead of the delivery of the equipment.
- OBSC Pavilion – The pavilion construction is complete.
- Fire Station 93 Roof - Building permit has been issued. Pre-Construction meeting has been scheduled for Tuesday, March 15.
- City Welcome Sign – The shop drawings have been approved and the Building permit is under review. The signs are currently being fabricated.

Design Projects:

- City Hall Chiller Pump Replacement – The bids were received and came in below budget. The consultant is reviewing the bids which will be placed on an upcoming agenda for CC approval.
- Laurel Creek Stormwater Pump Station Improvements – Received 90% submittal for review and sent review comments back to Consultant.
- West Ormond Community Center – Met with consultant to refine the conceptual plan which will then be presented to the City Manager and CC.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
- Water Treatment Plant Lime Silo Dust Arrestor – The project was advertised on March 6, and a pre-bid meeting is scheduled for March 24, at 10:00am.
- Water Treatment Plant Controls and Pump Upgrade – The Consultant has submitted final plans and specifications; plans have been submitted for bidding disposition at the March 15 City Commission meeting. Permit applications have been submitted for signature.
- WTP Sludge Residuals Facility Improvements – Award of a work authorization for design services has been placed on the April 5th City Commission meeting agenda.
- Cassen Park Public Dock – The final design work authorization was approved by the City Commission at the January 5th meeting. Grant applications are being prepared. A kick-off meeting was held to discuss access and design constraints. Staff has met with Ike, the manager of the baitshop and went over the concept plan for the dock. He had no objections and will be kept informed as the project progresses. Request for City Commission approval to submit the grant applications is scheduled for the March 15th meeting.
- Ormond Beach Sports Complex Traffic Calming - Installation of speed tables for traffic calming on the roads of the Sports Complex has been included with the 2016 Resurfacing Project bid.
- Sanitary Sewer Inflow/Infiltration - Technical specifications for the project are being developed.

- Ph III 2-Inch Water Main Replacement – Mainland - Consultant design services work authorization has been prepared for Commission approval on March 15.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – The City has negotiated a proposal with the Consultant for design of an area on the South Peninsula between Sunny Beach Drive and Sand Dollar Drive as part of the North Peninsula Water Main Improvements. A work authorization is on the agenda for approval at the March 15 City Commission Meeting.
- Effluent Outfall Replacement – 30% review meeting was held. Consultant will move forward with permitting and request for the submerged land lease from the State.
- 2016 Corrugated Metal Storm Pipe Repairs - Project was approved for bidding by the City Commission and has been advertised. Bids will be opened on April 6.
- South Peninsula Reclaimed Expansion – The City has negotiated a Consultant design proposal for the remainder of the reclaimed distribution system on the South Peninsula. A work authorization was approved at the March 1 City Commission meeting.
- Communications Infrastructure – Work on Division Avenue will begin this week with the installation of conduit; fiber installation and splicing is scheduled for the week of March 14, with final completion scheduled for the first week of April.
- Lincoln Avenue Parking Lot – Site layout and grading plan was designed and drafted. Staff met with Continuing Contract Consultant to review plans and site condition to form a proposal for constructing the project.
- 2016 Roadway Resurfacing - Project was approved for bidding by the City Commission and has been advertised. Bid opening is April 6.

Department Activities

Administration/Meetings/Customer Service/Other:

- Sports Complex - Modifications were made to the stormwater drainage near the playground pavilion and will reduce the flooding frequency of the surrounding low areas.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for directional bore under Airport Road near Pine Trails Elementary school, per FPL request.
 - Updated the construction plan drawing set for the proposed Union Church Parking Lot.
 - Researched and provided as-built drawings for available utilities in the 600 block of John Anderson Drive, per surveyor request.
 - Completed the multiple sketch and legal descriptions for 144 Coquina Key Drive, 201 and 149 Sunrise Cove Circle, and 3695 John Anderson Drive, per Planning Department request.
 - Researched and provided requested PDF as-builts for the Airport Road Forcemain Extension project, per Utilities Division request.
 - Completed Right-of-Way stakeouts at 1089 and 1105 North US1, per Neighborhood Improvement Division request.
 - Staked out 30' Sight Triangle at Grove Street & Central Avenue, per Neighborhood Improvement Division request.
 - Measured lengths of curb for upcoming Downtown Art Festival booth locations, and started Art Festival booth location layout plan for City Hall.
 - Performed & recorded the DEP required bi-monthly Gas and Ground Water Monitoring at the Nova Landfill.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Concrete work on storm gutters on Tidewater Dr; section of driveway on 100 block of Deer Lake Cir; and section of hazardous sidewalk on Cherrywood Dr and The Trails entrances
 - Checked and filled potholes on Pineland Trl and at Cassen Park
 - Overlay large depression in front of manhole on Brookside Cir
 - Overlay a small depression in roadway on Winding Woods Trl
 - Patched potholes on Pineland 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
- Grinded stumps citywide
- Removed trees on 100 block of Fiesta Dr, Fleming Ave, Brook Station Dr
- Trimming on Shawnee Trl, Choctaw Trl, Iroquois Trl, Fern Wood Trl, Navajo Trl

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all State Roads
- Trimmed low branches on Riverside Dr, Riverbridge Dr

Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- In-shop training
- Fabricated new street name & install for Rivell Trl & Shady Branch Trl
- Replaced 2 HIP Stop signs at Live Oak Ave & S Washington St
- Road striping inventory in various areas
- Replaced 3 Stop signs at Laurel Dr & Fleming Ave
- Fabricated SR Perrott sign for Sports Complex

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Pick up sod and place at Ballfields

Mowing

- Reach Out – Wilmette Ave, Sanchez Ave, US 1, S Beach St, Willis Dr

Vacon

- Baffle boxes on Hand Ave, Division Ave

Street Sweeping/Streetsweeper

- 137 miles of road cleaned
- 35 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
33,544

PM Services completed for the week:
Emergency—Vehicles and Equipment
11

Non-Emergency Vehicles and Equipment
20

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has 9,376 gallons of unleaded and 4,567 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,303 gallons of unleaded and 1,233 gallons of diesel.
- Fleet completed 56 work orders this week.

• Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – A revised consultant design proposal was received and is under review.
- Division Avenue Well Field Raw Water Piping – Reviewed as-built drawings and sent comments to contractor.
- Fire Hydrant Replacement Program – Reviewed IT department map of the fire hydrants to be replaced in this fiscal year. Contractor was contacted concerning customer notification when hydrants are being replaced.
- Hunters Ridge Low Pressure FM Upgrade – Preparing FDEP permit submittal.
- Laurel Creek Stormwater Pump Station – Received plans for review.
- Lift Station Rehabilitation – A design proposal was received from McKim & Creed for rehabilitation of Lift Stations 10M and 12M.
- Lift Station 8M1 – Design and easement options discussed with the resident are being incorporated into bid plans.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #2 was aligned and installed. VFD repairs necessary prior to startup.
- Rima Wells Auxiliary Power Generator – Shop drawings are being reviewed.
- Saddler's Run Lift Station Rehabilitation – Final copies of as-built drawings were requested. Received final copies of shop drawings and O & M manuals.
- Sanitary Sewer Inflow Infiltration Project – Received collection system maps to isolate suspected areas of high infiltration for prioritizing system video activities.
- Sanitary Sewer Pipeline Repair – Several laterals remain to be grouted.
- Sodium Hypochlorite Storage Tank Replacement – Contractor returned the executed contracts. A preconstruction meeting will be scheduled.
- Storage Tank Repairs and Maintenance – Birthplace of Speed logo sketches were received for review. A work authorization was prepared to perform a supplemental condition survey on the water plant elevated storage tank. Breakaway Trails Elevated Reclaimed Water Storage Tank Rehabilitation Work authorization is prepared and being submitted for City Commission review and authorization.
- Water Plant Aerator Housing Rehabilitation (CIP) – The project was advertised for bids on 3/6/16.
- Water Plant Lime Silo Dust Arrestor Project – Final plans presented to City Commission 3/1 for review and acceptance prior to bid advertisement.
- Water Plant Pump & Control Upgrades – Consultant is revising the 60% design plans.
- Utilities SCADA Upgrades – A final proposal for design services was received from the consultant and work authorization is being prepared and forwarded to City Commission for review and approval.
- SPRC Projects: Family Dollar 1545 N. US1 – Reviewed plans. Grand Champion Cypress Trails – Plans are being reviewed. Hand Avenue Lot Split – Received a plan for review. Home Design Furniture 589 S. Yonge Street – Met with the architect to discuss concept plans for a building expansion. Kingston Shores – Awaiting updated information for project. Vystar – A solution for the conflict where the proposed hydrant is to be installed is requested from the design engineer.

1368 Oceanshore Blvd. – FDOT received additional information on the directional drill permit application.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 39.10 million gallons for the week ending March 4, 2016 (5.59 MGD)
 - Backwashed 12 filters for a total of 576,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 30.43 Million Gallons.
 - Produced 23.04 Million Gallons of Reuse.
 - Produced 7.39 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.35 MGD, plant designed for 8 MGD.
 - Hauled 106.66 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 10 water service leaks.
 - Replaced 6 residential water meters.
 - Installed 4 new water service and meter connections.
 - Replaced or repaired 18 water meter boxes.
 - Replaced 6 water services due to aged piping.
 - Performed annual pressure test of 5 City owned backflow preventers, one needed repair.
 - Responded to 30 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 10 main line valves.
 - Performed maintenance on 6 fire hydrants.
 - Scheduled and performed water meter testing and repair on the 3" commercial meter serving 1637 N. US1 (Daytona Harley Davidson). Repair work order received from the Finance Department.
 - Shutdowns performed during reporting week - 2" Water Main Replacement Project: Bonnie View Dr- connecting Valhalla Dr and Morning Star Dr.
 - Flushed new water main on Anchor Dr prior to connecting water services.
 - Removed flushing device on Bonnie View Dr - new water main installed.
 - Installed a 6" isolation valve on Buckingham Dr to assist with ease of water main isolation.
 - Backfill and complete landscape all water distribution excavation sites.
 - Rescinded all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 158 regular and 2 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
 - Responded to 6 Request for Utility Verifications for residential and commercial properties.
 - Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge, monthly.
 - Repaired the 1½" Sanitary Service Force Main @ 5 Canterbury Woods.
 - Located and verified the depth of the sanitary force main in two locations at the Hull Rd. sports complex. 3" force main to be lowered out of a proposed grade change in that area. Job completed.
 - Crews performed a PEP Tank rehab @ 6 Carriage Creek Way, and 1 Huntsman Look.
 - Located reuse shut off valve @ 10 Coquina Lake Way, and replaced valve box as well.
 - Crews repaired the clean out stack @ 549 Macintosh Ave.
 - Checked all known trouble spots. All good @ current time.

- Repaired 10 ft. of cracked 4" sanitary service line @ 614 N. Halifax Dr. discovered during a routine follow up televising of this address.
- Located reuse service shut off valve @ 200 Ellicott Dr, and installed new valve box.
- Replaced the PEP tank pumps @ 129 Grey Dapple, and 15 Foxfords Chase. Both working well.
- Crews switched back the force main valves @ the WWTP to the normal configuration after the repaired #1 pump was put back in service.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 20/18psi, Ocean Mist Hotel @ 18/14 psi, Ormond Mall @ 12/10psi.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 28/21psi. Foxhunters Flat (2 inch) 25/18 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Final effluent tanks assisted Operations with set up of Thompson pump #236 for tank draw down during scheduled cleaning.
 - Shop, repair damaged rollers removed & replaced at conveyor belt.
 - Pine Trail, locate, mark and exercise lift station isolation valve at Airport Road forcemain tie in to prepare for upcoming contractor/vendor performed repair work.
 - 1P, follow up from call out, pull pump #2 to clear blockage at volute, replace check valve #2, replace RTU battery, ok.
 - McDonalds, 6P, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: 1P - Called in by answering service, noisy operations at station, found pump #2 cavitating, set controller to Lead #1/Lag #2, confirmed operation of remaining pump, follow up during regular working hours - pulled pump #2 to clear blockage, ok at this time.
 - SCADA monitor/response: Sandy Oaks – no starts #2, pump and inverter shorted, replaced pump #2 with new inventory, inverter on order will replace when received; 2P – uneven starts, pull pump #2 to clear blockage, ok; 11M – uneven run hours, deragg check valve #2, ok; 2M – pump #2 stuck on, clean probe, ok; 8P – no starts pump #1, reset motor starter, replace pump #1 with new inventory, ok.
 - Plant wide oil & grease route.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Monthly PM's: Sand Filters, #1, #2, #3; Influent Odor Control; Screw Pumps, #1, #2, #3;
 - Quarterly PM's: Screw Pumps, #1, #2, #3; Clarifier Telescopic Valves, Clarifier #1, #2, #3, #4; Reaeration Blowers, #1, #2; Bar Screens, #1, #2.
 - Annual PM: Decant Pump.
 - Lift Station PM's: 28 monthly and 2 annual performed.
 - 79 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System
 - Paste Lime Slaker #1, rehab grit chain and shoot, replace worn shaft bearing and end caps, make repairs to chain and paddles, monitoring for proper operation.
 - Well 6D, new pump and motor installed and tested, returned to service.
 - Lime slurry pump #1, replace faulty pump motor, ok.
 - Clari-cone #1, begin painting of valve actuator, install hatch cover and 2" valve, ok.
 - Polyphosphate feed pump, flushed feed lines to remove clog, ok.
 - Well #39, replaced faulty control transformer, ok.
 - Leeway elevated tank, paint new motor coupler shield for drain pump.
 - Well 7D, not responding, reset motor overloads-adjusted control valve, OK
 - Well 9D, delivered new pump and motor for upcoming repairs.

- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Industrial Pretreatment Program – Staff received initial results of various sampling locations in the City's sewer collection system to determine source of noted constituents in the influent of the

WWTP. The results indicate an area of concern which could be contributing to the high copper concentration. Staff prepared notice to nearby facility for awareness of the contaminant issue.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The contractor continues to install or rebuild dual check valve devices in the North Peninsula Reuse Service area.
 - Cross Connection Control Program – Staff is daily assisting commercial potable water customers with their questions and concerns relating to the compliance of their private backflow prevention devices.
 - Consumer Confidence Report – Staff continues compilation of 2015 water quality data to prepare the 2015 CCR (Annual Water Quality Report).
 - Wetlands Monitoring Report – Staff is contracting with a local biologist to assess the health of the wetlands in Rima Ridge which is a portion of the Wetlands Monitoring Report. The report highlights the groundwater levels near the wetlands and the corresponding rainfall amounts. Work Authorization and routing slip prepared for authorization of consultant scope of work and fee proposal.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, transcribing minutes, 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, and providing research projects for citizens and staff, the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk participated in ICMA supervisory training webinar
- Staff attended and provided support for March 10, 2016, Neighborhood Improvement Advisory Board Mandatory Public Hearing
- Agenda packet creation, preparation, and distribution for March 15, 2016, City Commission meeting

Status of Department Projects

- Municode republication of Code of Ordinances
 - Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal department.