

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 1, 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:

- General discussion meetings with City Attorney and Assistant Finance Director

Spoke to, attended and/or met with:

- Rotary meeting
- Police Chief recruitment: STARS orientation with candidates and panelists; meet and greet with candidates; conducted interviews with finalists
- Employee meeting on pay and classification study
- Spoke with Suzanne Heddy, Historical Society, on special events at The Casements
- Budget Advisory Board meeting
- Interviewed by former intern Jacob Lutz regarding an assignment for his MPA program

Community Development

Planning

- Ormond Scenic Loop & Trail (OSLT) – At the request of the OSLT board chairman, the Planning Director presented the draft 2016 Bike Plan to the OSLT membership at the Ormond Beach Library. After questions & answers, the Committee supported the Plan and will write a letter to that fact. Many of the Board members congratulated the City on recognizing the need for bike connectivity between destination points and the health benefits that are derived from such a plan.
- Historic Structure RFP committee meeting – The Planning Director was a member along with John Noble, Robert Carolin, Loretta Moisiso, Lauren Kornel, and Chris Byle.

Building Inspections, Permitting & Licensing

- 233 inspections performed.
- 17 new business tax receipts issued.
- 95 permits issued with a valuation of \$1,087,494.00

Development Services

1. The SPRC met with applicant for a pre-construction meeting (1280 North US 1).
2. Approved projects Under Construction (percentage completed):

	Project	% Complete
A.	146 North Orchard Street	90%
B.	Children’s Workshop	5%
C.	CVS Health	20%
D.	Environmental Discovery Center	80%

E.	Moss Point, entry wall	0%
F.	Riverbend Church	0%
G.	Vystar Credit Union	20%
H.	Deer Creek, Phase 4C	70%
I.	Huntington Villas	85%
J.	Giant Recreation World	80%

Economic Development/Airport

Ormond Crossings

- Staff is working with Tomoka Holdings to determine options to construct utilities to the Commerce Park portion of the project. Further estimates are being conducted by City staff and Tomoka Holdings.

Airport Business Park

- Staff is working with a local real estate broker and a local Volusia County manufacturing company interested in relocating to a property within the Airport Business Park.
- Staff is working with an existing manufacturing company to locate a site for the construction of a 60,000 sf facility.

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 event will take place from Friday April 15- Saturday, April 23. The 5 participating Ormond Beach businesses along US1 include RiverGrille Restaurant, Rossmeyer Harley Davidson, Platinum Fitness, A Floral Boutique, and State Farm Insurance. Staff was invited to discuss the scavenger hunt on the Dunn's Attic WNDB radio program.
- 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.

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 conducted visits to the air traffic control tower this week by all members of the Ormond Beach Fire Department, and also emergency responders from Volusia County. Conducted in morning and afternoon sessions over three days, these visits were held to familiarize OBF and the County with emergency response procedures for the airport. City and air traffic control staff reviewed communications and airport access routes and protocols, and also reviewed the airport's runway and taxiway configurations and staging areas for emergency response purposes.

- Hi-Lite Airfield Services, LLC has largely completed the airfield marking project. Staff conducted a site visit at the airport this week with Hi-Lite personnel to review the remaining project elements. The airfield markings that Hi-Lite will return to finish are the blast pad markings on Runway 17/35, and certain lead-in lines for the various taxiways at the airport.
- Staff has completed the preparation of all bid and bid advertisement documents for a project to conduct obstruction mitigation within the airport fence line, near the approach areas for Runways 8, 17, 26, and 35. A disposition item has been prepared for the April 5th meeting of the City Commission, to advise the Commission of staff's plans to advertise for bids for this project.
- Staff completed preparing utility easements on the airport requested by FPL for the Taxiway Golf construction project. Staff is now preparing an item for a future City Commission meeting, requesting approval of the easements.
- Staff attended the Florida Aviation System Plan (FASP) 2035 Comprehensive Review Team (CRT) meeting on March 22nd at the FDOT District 5 Urban Office in Orlando. As a member of the CRT, staff plays an important role in developing a statewide vision for Florida's system of public-use airports; to be used to help the State fulfill this vision for the airport system and to direct the strategic planning process.
- Staff worked with Hoyle, Tanner and Associates to submit required as-built certifications to the SJRWMD for the Taxiway Alpha Relocation and General Airfield Improvements project.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 73 Journal Entry Batches (#3188-3389).
 - Approved 14 Purchase Requisitions totaling \$54,238.13.
 - Issued 18 Purchase Orders totaling \$59,298.92.
 - Processed 3657 cash receipts totaling \$746,292.56.
 - Prepared 99 Accounts Payable checks totaling \$540,718.99 and 33 Accounts Payable EFT payments totaling \$501,352.15.
 - Prepared 22 Payroll checks totaling \$20,919.50 and 332 Direct Deposits totaling \$403,447.66.
 - Transferred IRS 941 payment of \$156,204.99.
 - Processed 1453 utility bill payments through ACH totaling \$124,444.52.
 - Processed and issued 5592 utility bills with billed consumption of water of 15,096K.
 - Issued 645 past due notices on utility accounts.
 - Auto-called 102 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Police Chief Candidates Reception (3/28)
 - Florida Power & Light Tree Trimming
 - Florida Licensing on Wheels (3/29)
 - Dave Bennett Quartet (4/17)
 - Ormond Beach Follies "Thanks for the Memories" (April 1-3)
 - Open Gym (April 1, 8, and 29)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - CodeRED Notifications for Hydrant Flushing
 - Attended fourth webinar in the ICMA series "The Effective Supervisory Practices Webinar Series."
 - Completed packet for the NIAB meeting for March 31.
 - Attended Florida League of Cities Webinar "Crisis: Learn it Before you Live it."

- Attended Historic Structures Feasibility Committee meeting.
- Attended NIAB meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 5
- Hazardous: 3
- EMS: 65
- Motor Vehicle Accidents: 11
- Public Assists: 40
- TOTAL CALLS: 127

- Aid provided to other agencies: 20 Calls: Daytona Beach (9), Volusia County (11)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 61

Training Hours

- | | |
|-------------------------------|-----|
| • NFPA 1001: Firefighting | 6 |
| • NFPA 1002: Driver | 7 |
| • NFPA 1021: Officer | 13 |
| • NFPA 1410: Hose Drill | 69 |
| • NFPA 1500: Safety/Equipment | 13 |
| • EMT/Paramedic | 6 |
| • TOTAL TRAINING HOURS: | 114 |

Station Activities

- Updated 24 pre-fire plans
- Serviced 46 fire hydrants

Human Resources

Staffing Update

Requisitions

- Records Clerk (Police)
- Police Officer (Police)
- Firefighter/EMT (Fire)
- Maintenance Worker II (Streets/Public Works)

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 6-3-16.
- Part Time Community Events Technician (Leisure Services) was advertised 3-11-16 on the City web site and will remain open until 5-31-16.

- Seasonal PT MW II – Parks (Andy Romano Park/Leisure Services) was advertised on the City web site 3-17-16 and will remain open until 3-30-16.

Interviews Scheduled

- Police Chief (Police)

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

- Police Officer (Police)
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works)
- Tradesworker – Bldg. Maint. (Leisure Services)
- PT MW II – Parks (Andy Romano Park/Leisure Services)
- Neighborhood Improvement Officer (Police)

Terminations

- Police Chief (Police) effective 3-31-16
- Fire Captain/Paramedic (Fire) effective 3-18-16

Employee Events

- The next blood drive at City Hall will be held on April 14

Risk Management Projects

- Early weigh-in for Mayor's Health & Fitness Challenge
- Meeting with new Leadership class
- Attend Claims Committee meeting

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: - 15 New work - 27 completed - 27 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	51,364	Inbound E-Mails Blocked	35,524
Delivered Inbound E-Mails	15,588	Quarantined Messages	252
Percentage Good Email	30.3%	Virus E-Mails Blocked	373

 - Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 0 Corrections: 1
 - Map/Information Requests: 40
 - Information Requests from External Organizations: 1

- Reclaim Connections Located this week: 72: Total in system = 686
- Meters GPS Located this week: 0: Total in system = 23,075; 22,409 potable, 655 Irrigation, 11 Effluent
- Notable Events: None.

Leisure Services

- Administration
 - Supervisory Staff meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Police Chief candidates Meet & Greet
 - Evaluation Committee Meeting
 - Chamber Lunch
 - Movies on the Halifax
- 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 games on Saturday mornings at the Sports Complex.
 - Golden Spikes continued practices this week at Nova Fields #2 - #5, as well as the Kiwanis Field, at the Sports Complex at 6pm and 7pm nightly Monday through Thursday.
 - Seabreeze High School Softball had games Tuesday and Thursday night at 6pm. Practices are held weekly at 3:30pm.
 - Seabreeze High School Baseball had home games on Monday and Tuesday at 6pm on Wendelstedt Field #1. Tuesday night was Senior Night vs. Mainland. They also played Saturday afternoon at 1pm and 4pm.
 - The OBYBSA Recreational Program continued games this week at both Nova and the Sports Complex Monday through Thursday.
 - SHS Flag Football continued games this week on Tuesday and Thursday at 6pm at the Sports Complex on Championship Field #7.
 - Flagler Knights host their last home game this Saturday night at 5pm at the Sports Complex on Championship Field #7.
 - City Youth Volleyball continued this week at the Nova Gym. The days and times are Monday and Thursday evenings from 6pm to 7:45pm. 65 participants are currently signed up which is our second highest amount ever.
 - NSA Softball hosted a Girls' Tournament this weekend at the Softball Quad on Saturday and Sunday from 9am to 6pm.
 - USSSA Baseball hosted another Boy's Baseball Tournament this weekend at the Sports Complex as well as at the Nova Community Park Fields. Times are 8:30am to 8pm.
- 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
 - Painted all fields, put out benches/trash cans and added corner flags for OBSC Recreational Soccer games this weekend
 - Painted and prepared Championship Field #7 for Flagler Knights game on Saturday

- Put in on-deck artificial turf circles at Nova #5
- Picked up bleacher at Central Park II for event
- Rebuilt pitching mounds at Wendelstedt Baseball Fields
- Added “clay” bricks to Quad #3 pitching mounds and to Quad #1 and Quad #3 batter’s boxes
- Sprayed locks with lubricant
- Picked up additional sand bags for soccer goals

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
 - Big Band America was held on Thursday from 7:00pm 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 and Kopy Kats held regular classes.
 - Tuesday: Show Club held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club and Kopy Kats held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Ormond Beach Follies present “Thanks for the Memories”, Friday and Saturday, 7:30pm to 9:30pm and Sunday 2:30pm to 4:30pm

- South Ormond Neighborhood Center
 - Splash Pad open through December 1
 - 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 the months of March through May
 - Art in the Park, April/May
 - EDC Grand Opening, May 21
 - Skate Park Contest, April 2nd
 - Vietnam Veteran’s Recognition Ceremony, April 6
 - Assisting Senior Games committee with planning tasks
 - Assisting Memorial Remembrance Committee with planning tasks
 - Assisted with Chief Osterkamp’s retirement reception
 - Assisted with police chief candidate process with meals and set up

- Gymnastics
 - Registration open for April session
 - Trial classes are being offered to attract potential students
 - Continued training of new Rec Leader
 - 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 continue to meet at various times throughout the week.
- The Casements
 - The Tomoka Marathon was held in Rockefeller Gardens on Saturday from 4:00 a.m. to 4:00 p.m.
 - Mayor's Fitness Challenge kayaking event was held at Fortunato Park on Saturday at 4:00 p.m.
 - Sophie's Circle Dog Rescue held the 2nd Annual Rainbow Bridge Walk at Fortunato Park on Saturday from 5:30 p.m. to 9:30 p.m.
 - Missing Peace Church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 12:30 p.m.
 - The Casements was closed to the public on Monday to accommodate the Police Chief candidates assessment.
 - Guild tours were given on the hour Tuesday through Friday from 10:00 a.m. to 3:00 p.m.
 - Pilates classes met Tuesday through Friday at The Casements; Monday's class met at Bailey Riverbridge.
 - Yoga met on Tuesday morning at The Casements.
 - Patrick Mooney for Congress held a meet and greet in The Casements' gallery on Tuesday from 3:30 p.m. to 5:30 p.m.
 - My Big Fat Greek Cooking Class met in The Casements' kitchen on Wednesday from 4:30 p.m. to 8:30 p.m.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m. in the art room.
 - A wedding ceremony and reception were held in Rockefeller Gardens from 3:00 p.m. to 11:00 p.m. on Thursday.
 - Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
 - On Friday staff began setting up for Jewish Heritage Festival being held on Sunday.
 - A wedding rehearsal was held at Ormond Memorial Gardens on Friday from 6:00 to 7:00 p.m.
 - Movies on the Halifax will show "The Wizard of Oz" in Rockefeller Gardens this evening at 8:00 p.m. Staff will be assisting from 6:30 p.m. to 10:30 p.m.
- Parks Maintenance
 - Citywide inspection of parks
 - Posted reservation at pavilions and inspected same
 - Delivered two trash toters to Central Park II
 - Repaired railing on pier at Fortunato
 - Fixed and secured broken boards at Magic Forest Playground
 - Installed new top seat boards at Optimist Park and new picnic table at SONC
- 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
 - Preventative maintenance on 37 City owned a/c systems
 - Checked a/c units in various City facilities and repaired as necessary
 - Repair keyed lock on paper towel dispenser at Public Works Admin kitchen
 - Installed programmable, lockable t-stat in Skate Park Concession
 - Hung a plaque at the Police Department
 - Replaced lamp in the gymnasium at Nova
 - Repaired the gutter downspout at Nova
 - Replaced fountain pump at Fortunato Park
 - Removed wooden walkway for new concrete along Orchard Avenue
 - Repair women's room toilet at Fortunato Park

- Repair broken wash rack manifold at Fleet
- Repair toilet sensor at Andy Romano *Beachfront Park*
- Repair the ice machine at Tennis Complex
- Repair second floor emergency light at The Casements
- Ordered replacement tower solar lights at Sanchez and Beach Street
- Escorted fire extinguisher contractor for yearly inspection at City Hall

Police Department

Administrative Services.

- Attended the Award Committee Meeting.
- Participated in Chief of Police Assessment Committee.
- Attended monthly Volusia/Flagler Police Chiefs Association meeting.
- Attended Coffee With A Cop event at Peach Valley beachside.
- Participated in ICMA leadership training webinar.
- Attended Departmental Crime View meeting.

Community Outreach

- Held Coffee with a COP at Peach Valley East on March 23rd.

Community Services & Animal Control

- Animal Calls: 53
- Animal Reports: 8
- Animal Bites: 1
- Animal Traps: 2
- Animals to Halifax Humane: 4 (Dogs: 1 Cats: 3)
- Notice of Violations: 2

Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 9
- Inactive: 9
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 5
- Auto Theft: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Vandalism: 1
- Death Undetermined: 1

Records

- Walk - Ins / Window 102
- Phone Calls 139
- Arrest / NTA'S 17
- Citations Issued 109
- Citations Entered 107
- Reports Generated 133
- Reports Entered 111
- Mail / Faxes / Request 16

Patrol

- Total Calls 1,522
- Total Traffic Stops 219

Operations

Crime Opportunity Report Forms Issued: 174

- 3/23/16
 - Burglary Business, 336 South Halifax Drive (United Methodist Church). No forced entry found on an exterior door used as point of entry (door was possibly left unsecured). Interior office door was pried open and safe rummaged through.
 - Battery, 1614 North US1 (Econo Lodge). Suspect was arrested after hitting the victim several times in the head with a fist. The incident was over a narcotics transaction between the two. No narcotics found at the scene
 - Warrant, 1508 San Marco Drive (San Marco Apartments). Fugitive was arrested on a warrant after officers responded to a call of a disturbance.
- 3/24/16
 - Felony Shoplifting, 1521 West Granada Boulevard. Suspect became combative with store loss prevention personnel while being detained. The suspect was taken into custody by officers and charged with felony theft.
 - DUI, Main Trail and West Granada Boulevard. Originated as a reported hit and run crash. The suspect left the scene but was located after he pulled in his driveway and drove his vehicle into his house. A DUI investigation was initiated and the suspect subsequently taken into custody charged with DUI.
 - Carbreak, 1030 North US1 (Strasser Construction). Victim said he parked his pick-up at this location unsecured for a few minutes. When he returned he discovered his wallet and medication missing from center console.
 - Carbreak, 523 Collins Street, Victim left her car unsecured and unattended with the windows down. When the victim returned she discovered her purse and contents were missing.
- 3/25/16
 - Narcotics, 785 West Granada Boulevard (Medical Billing). Suspect was sitting behind the business smoking marijuana. An employee called dispatch to report the suspect's activity. The suspect was contacted by officers and issued a Notice to Appear.
 - Carbreak, 14 Wildcat Lane. An unlocked vehicle was entered and the victim witnessed three teenage males run from the scene. Air 1 and K-9 were called to the scene but were unable to locate the suspects.
 - Aggravated Battery/Stabbing, 1567 North US1 (Motel 6). Officers responded to a knife fight at the hotel. When officers arrived, two males were found fighting on the second floor and they were both covered in blood. It was found that the suspect stabbed the victim in the arm several times during the fight. They are co-workers that are in town delivering phone books. The victim declined to press charges for the battery but officers arrested the suspect for disorderly conduct and transported to the hospital for treatment of minor injuries sustained during the fight (no stab/knife wounds) then transported to the branch jail.
- 3/26/16
 - Warrant Arrest, 18 Fair Oaks Circle. Fugitive was contacted at his residence in reference to an open warrant for possession of cannabis and paraphernalia. He was placed under arrest and transported to the branch jail.
 - Battery-Domestic Violence, 785 Peninsula Drive. Victim reported that her husband had pulled her hair and "flicked" her several times in the head during an argument. The suspect was taken into custody for domestic violence battery without incident.
- 3/27/16
 - Narcotics, North Nova Road and North US1. Driver was stopped for unlawful speed. During the traffic stop officers found a felony amount of marijuana inside the suspect's vehicle. Subject was arrested and transported to the branch jail.
- 3/28/16
 - Stolen Vehicle, 690 Riverside Drive. Scion was taken from the driveway overnight.

- Burglary Residence, 1215 Parkside Drive. Unknown entry. Items throughout the residence were rummaged through but the resident reported no items appear to be missing.
- Defrauding an Innkeeper, 241 N US1 (Pirana Grill) Suspect purchased \$38.67 worth of food and drinks and then told staff he did not have the money to pay for the items. Suspect is a transient but does have a local address and was issued a Notice to Appear after being trespassed from the property/business.
- Disorderly Intoxication/Resisting, 215 Williamson Boulevard (Regal Cinema). Female subject was intoxicated and causing a disturbance in the parking lot of the Regal. Officers went to take her into protective custody under the Marchman Act but the subject resisted. The subject was charged with disorderly intoxication. While being processed it was discovered that the subject had an open warrant for violation of probation and was also charged with being a fugitive based on same.
- Auto Theft Recovery, 201 West Granada Boulevard (Shell). Officers ran a vehicle registration on an occupied vehicle which had been reported as being stolen. A felony stop was conducted with the vehicle and the driver arrested for being in possession of a stolen vehicle.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 38
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 52
 - Number of Written Warnings Issued: 1
 - Number of Parking Citations Issued: 2
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 9 Cases initiated
- 3 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with five (5) walk-ins and seventy-nine (79) 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 - Construction of the replacement watermain along North Beach Street from Sanchez Avenue to Melrose Avenue is being pressure tested. Developed order and process of side street tie-ins, which will be performed after the new North Beach Street watermain has been cleared for use by VCHD. The side streets include: Melrose Avenue, Greenwood Avenue, Warwick Avenue, Putnam Avenue, Cumberland Avenue, and Sanchez Avenue. The new watermain will also be tied into the existing main on North Beach Street at Melrose Avenue and Sanchez Avenue.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor is continuing switchover of services and relocation of meters in the Longwood/Brendale area.
- Ph II 2-Inch Water Main Replacement – South Peninsula – All construction and restoration is complete, the contractor is finalizing as-builts and close out documents.

- Environmental Discovery Center – The Contractor is working on the interior display feature and final site grading for landscaping and irrigation installation.
- 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 and started installing trees in the medians.
- Downtown Stormwater – A notice to proceed was issued for work to commence on April 4.
- 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.
- Fire Station 93 Roof - Roofing materials are being delivered to the site.
- City Welcome Sign – The signs are currently being fabricated and scheduled to be installed on the I-95 overpass first.

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 April 5th agenda for CC approval.
- Laurel Creek Stormwater Pump Station Improvements – Project is going to the April 5th CC meeting for approval to advertise the project for bidding.
- West Ormond Community Center – Consultant is finalizing conceptual plan cost estimates which will then be presented to the City Manager and CC.
- A1A Landscaping (Granada to Harvard) – Staff submitted the design plans for FDOT review.
- 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 – A pre-bid meeting was held on March 24; an on-site visit for bidders is scheduled for March 30. Bids will be opened on April 7.
- Water Treatment Plant Controls and Pump Upgrade – A pre-bid meeting is scheduled for April 7 at 10:00 am, bids will be opened on April 21.
- 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 City Commission approved the grants applications for submittal on March 15th grants are due by April 1st. Grant applications have been submitted.
- 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, which has been advertised for bid opening on April 6.
- Sanitary Sewer Inflow/Infiltration - Developed pipe condition rating system and inspection log to be used for tabulation of pipe inspection data and prioritizing pipe repairs. Technical specifications for the project are being developed.
- Ph III 2-Inch Water Main Replacement – Mainland - Consultant design services Work Authorization was approved at the March 15 City Commission meeting, and Survey crew is being mobilized to collect base information for project design.
- 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 was approved 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 – A SJRWMD Cost Share Grant application is scheduled for disposition at the April 19 City Commission meeting. Staff attended a pre-application meeting with SJRWMD on March 31 in Palatka.
- Communications Infrastructure – Work on Division Avenue has begun with the installation of conduit, with final completion scheduled for the first week of April.
- Lincoln Avenue Parking Lot – Site design is being finalized for submittal to SPRC.

- 2016 Roadway Resurfacing - Project was approved for bidding by the City Commission and has been advertised. Bid opening is April 6.
- Forest Hills Connector Trail – Design of the project began this week, with City staff commencing survey of the route from Forest Hills to Old Tomoka Road. All agreements and easements have been executed.
- Ormond Beach Municipal Airport - Prepared specifications and bid manual for the Airport Obstruction Clearing project.

Department Activities

Administration/Meetings/Customer Service/Other:

- Laurel Creek Culvert Replacement – The old metal culvert has been removed and temporarily reinstalled off the edge of the creek to allow bypass flow. Cofferdams have been installed in the work area. Dewatering and preparation of the replacement box culvert bedding are being prepared. Turbidity barrier has been installed. Rebar has been delivered to the site, which will be used for the structural reinforcement of the cast-in-place concrete that will be formed for constructing the box culvert.
 - Grant applications were submitted to the River-to-Sea TPO for projects to improve pedestrian safety at Tomoka Elementary school: sidewalk and crosswalk along Old Tomoka Road, and pedestrian crossing upgrades at the intersection of Williamson Blvd. and Hand Avenue.
 - Reviewed plans and created Work-in-the-Right-of-Way permit for Harvard Avenue/Riverside Drive directional bore, per FPL request.
 - Provided available utility exhibit maps and as-builts for Hand Avenue/Clyde Morris Intersection area, per Surveyor request.
 - Created map showing downtown parking improvements.
 - Modified A1A Median Landscaping project drawings, per project manager's comments.
 - Started A1A Reuse Expansion construction plan set drawings.
 - Researched maintenance responsibilities for South Beach Street sidewalk, per Public Works request.
 - Completed the two requested FPL Easement sketches and legal descriptions for the FPL conduit installations at the Airport hangar areas.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Cut section of concrete, formed, add base, and tamper down on S Orchard St
 - Poured 62' of concrete for sidewalk on S Orchard St
 - Mixed and poured sidewalk in Canterbury Woods
 - Pulled forms and added stress cuts on sidewalk in Canterbury Woods and S Orchard St

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Stump grinding citywide
- Trimming on Highland Ave, New Britain Ave, Woodland Ave
- Removed tree on 100 block of Highland Ave; Palm tree at PAC

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
- Cleaned up roadway shoulder & trimmed bushes and trees on Woodland Ave – 100 block East to Ridgewood

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
- Checked for installation of Reclaimed Water signs at Nova Rec
- Fabricated new 911 Emergency sign for Parks Dept – CP1
- Met Sgt Rocco at Sanchez/Beach St for locations of Speed Limit signs
- Fabricated Employee sign for Andy Romano Park
- Installed Residential 25mph Speed Limit signs on Sanchez Ave between N Ridgewood Ave & N Beach St

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected Citywide
- Inlets – inspected and cleaned Citywide
- Basins – Inspected and cleaned Citywide
- Ditch Maintenance – Pump Gates on Hand Ave
- Cleaned Bennett Ln
- Cleaning outfall/cut Brazillian Pepper out on Willis Dr
- Cleaned inlets and trouble spots due to rain Citywide

Mowing

- Reach Out – US1

Street Sweeping/Streetsweeper

- 179 miles of road cleaned
- 95 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

24,298

PM Services completed for the week:

Emergency—Vehicles and Equipment

10

Non-Emergency Vehicles and Equipment

6

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 3,027 gallons of unleaded and 8,498 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,168 gallons of unleaded and 757 gallons of diesel.
- Fleet completed 35 work orders this week.

- Utilities

- Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Consultant proposal was finalized and a work authorization is being prepared.
- Division Avenue Well Field Raw Water Piping – As-built drawings comments are being addressed by the contractor.
- Fire Hydrant Replacement Program – Contract will be renewed with the existing contractor.
- Hunters Ridge Low Pressure FM Upgrade – Received a request for additional information concerning the FDEP permit application submittal.
- Lift Station 10M & 12M Rehabilitation – A work authorization was prepared for City Commission approval at the 4-19-16 meeting.
- Lift Station 8M1 – Design and easement options discussed with the resident are being incorporated into bid plans.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – VFD #2 was repaired. Pump #2 was returned to the shop to have a new seal installed. Pump is scheduled to be reinstalled next week.
- Rima Wells Auxiliary Power Generator – Contractor will be visiting the well site at the end of the week.
- Saddler's Run Lift Station Rehabilitation – Final invoice was processed. The project is complete.
- 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 – A preconstruction meeting is scheduled on 4-7-16.
- Storage Tank Repairs and Maintenance – An aerial survey of the water plant elevated tank was performed. 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) – Addendum 1 is being prepared to reply to bidder questions received during the advertising phase of the project.
- Water Plant Lime Silo Dust Arrestor Project – A pre-bid meeting was held on 3-24-16. The bid opening date is 4-7-16.
- Water Plant Pump & Control Upgrades – A pre-bid meeting is scheduled for April 7 at 10:00 am, bids will be opened on April 21.
- Utilities SCADA Upgrades – The work authorization was prepared and placed on the 4-5-16 City Commission agenda for approval. .
- SPRC Projects: Deer Creek Phase 4C – Received as-built plans for review. Hulls Seafood Expansion – Reviewed revised plans. Previous comments were addressed. Huntington Villas – Sanitary sewer videos were reviewed. There were no deficiencies observed. Kingston Shores – Awaiting updated information for project. SR Perrott Modification – A preconstruction meeting was held. Tomoka Avenue Partial ROW Vacation – Reviewed plans and provided comments. 1368 N Oceanshore Blvd – FDEP Wastewater Collection/Transmission Permit issued.

Departmental Activities

Public Works – Utilities Division

- Water Treatment

- Delivered to the City 38.52 million gallons for the week ending March 25, 2016 (5.50 MGD)
- Backwashed 14 filters for a total of 633,000 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 31.18 Million Gallons.
- Produced 21.24 Million Gallons of Reuse.
- Produced 9.94 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.45 MGD, plant designed for 8 MGD.
- Hauled 45.17 tons of dewatered residual solids (14%-18% Solids).

- Prepared and submitted FDEP Annual Reclaimed, Blend & Concentrate DMR.
- Prepared and submitted FDEP Annual Water Quality Summary & Correlation Report.

- Water Distribution
 - Responded to or repaired 13 water service leaks.
 - Replaced 5 residential water meters.
 - Installed 4 new water service and meter connections.
 - Replaced or repaired 21 water meter boxes.
 - Replaced 4 water services due to aged piping.
 - Performed annual pressure test of 8 City owned backflow preventers, one needed repair.
 - Responded to 29 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 22 main line valves in the Hand Ave and surrounding subdivisions.
 - Replaced a 2" valve on Longwood Dr.
 - Performed maintenance on 15 fire hydrants.
 - Scheduled and performed water meter accuracy testing on 2-3", 4" and 3-6" commercial water meters. All meters tested accurately. Scheduled 2 commercial meter tests.
 - Shutdowns performed during reporting week as part of the 2" Water Main Replacement Project: New water main connections on La Palma Dr, Brendale Dr, Longwood Dr, Tropical Dr and Brooks Dr.
 - Flushed water mains for Cl2 residual at Arroyo Pkwy, Mallards Reach, Winding Woods, Coquina point, Hidden Hills, The Falls, The Village, Reflections Village subdivisions, S Arbor Dr.
 - Flushed new water mains prior to water service connections on Brooks Dr, Tropical Dr, La Palma Dr, Longwood Dr.
 - Backfilled and completed landscape on 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 110 regular and 2 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
 - Responded to 13 Request for Utility Verifications for residential and commercial properties.
 - Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge, monthly. Tanker truck used to bleed air off the force main to reduce the main line pressure.
 - Replaced a failed Pep Tank pump @ 98 Shadow Creek Way - tested the pump and float - ok at this time. This tank will be rehabbed near the end of the week after locates are performed.
 - Crews located the Sanitary Service clean out @ 18 Forest View Way.
 - Created a database list for all installed E1 System locations.
 - Crews installed a Pep Tank for new houses @ 33 and 49 Tomoka Ridge Way.
 - Located and stacked up the laterals for the 135 Hand Ave. lot split.
 - Replaced a broken reuse main line valve box in Briargate.
 - Replaced the broken cleanout stacks @ 112 Sawtooth Ln., @ 789 N. Halifax Dr., @ 421 Division Ave. And @ 8 Forest Oak Dr.
 - Crews performed routine utility locates.
 - Inspected the cleaning and televising of the new phase of Deer Creek after the contractor repaired damaged sanitary service laterals.
 - Crews returned the WWTP IPS to the bypass configuration. This will remain in effect until the pump #2 is repaired and tested.
 - Checked all known trouble spots. All good @ current time.
 - Crews performed Pep Tank rehabs @ 98 Shadow Creek Way and 8 Circle Creek Way. Both working well at this time.
 - Changed out the failed Pep Tank pump and j box @ 4 Creek Branch Way. Tested all good, pump and high level float alarm.
 - Crews installed a 4" clean out on the Sanitary Service Line @ 92 Windward Cir. and 1244 Scottsdale Dr.

- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 28/16psi, Ocean Mist Hotel @ 24/18 psi, Ormond Mall @ 16/10psi.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 25/8psi. Foxhunters Flat (2 inch) 21/8 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
- Televised 18 laterals from our PM list, Found 17 that needed to be cleaned, and 1 clean and clear. Locations will be put on 6 month follow up.
- Performed annual root control on 5 Sanitary Service Laterals.
- Utilities Equipment Maintenance
 - Wastewater Plant – Lift Stations
 - Carrousel Blowers - Inoperative, blowers nonresponsive at controls, found thermal monitors not reading properly, reprogrammed monitors, Blower #3 now operational in Automatic through SCADA, Blower #2 now operational in Hand only, will follow up during regular working hours, ok at this time.
 - Centrifuge #1, high bearing temperature noted but not alarming - suspect due to over greasing - machine bearings cooled down to proper operating temperature, ok.
 - Influent Room – Siemens Tech. onsite for troubleshooting of VFD #1, Siemens Tech determined VFD power assembly needs factory evaluation; Siemens will be providing options and action plan for review, VFD #2, Vendor onsite to perform start up, mechanical pump shaft seal failed, Vendor removed for repair under warranty, will update when new start up schedule is known.
 - Poly Blend Unit #1, control unit water flow parameters not functioning, contacting manufacturer for warranty work, will update when more information is available.
 - Hull Road Ball Field, high level, control problem, alternator relay not functioning, replaced with new inventory, watched station pump down, motor starter #2 not operational, will order replacement starter and install upon arrival, will monitor.
 - WIN911 monitor/response: none to report.
 - SCADA monitor/response: 3M – uneven starts, found no problems at station, fully operational, possible RTU contact issue, will monitor.
 - 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: Grit Snail; Influent Odor Control; Decant Pump; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Digester Blowers, #1, #2, #3
 - Semiannual Plant PM's: Decant Pump.
 - Lift Station PM's:20 monthly and 3 annual performed.
 - 71 work orders completed and closed for this section for this week.
 - Water Plant – Well Fields – Booster Stations – Reuse System
 - Shop, made electrical repairs to pipe threading machine.
 - Leeway, began fabrication of cover for pumps.
 - Well 29H not operating, timer relay not functioning, replaced with new stock, electrical panels and wiring in poor condition, beginning electrical upgrades in house.
 - Polyphosphate pump, clean and service check valves.
 - H.S.P. 7, intermittent faults on communications card, begin procurement of replacement.
 - H.S.P. 1, VFD trips after extended run period, possible weak main breaker, will update when breaker is replaced.
 - Monthly Well PM's: S.R. 18, 19, 20; Hudson 24, 29, 30, 31.
 - Monthly PM's: all scrubbers and degasifiers; all LPRO transfer pumps; Standish Booster station.
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Industrial Pretreatment Program – Staff issued a letter to the FDEP outlining the follow up activities of the City to resolve the surface water discharge limit exceedances of copper. After analyzing for copper at several City liftstations, the Utility discovered one which reported levels higher than the Local Limits. The Industrial Pretreatment program issued a letter of intent to

permit the primary contributor to the liftstation. The industry will begin performing mandatory compliance sampling under the permit.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The contractor continues installation activities. Between March 2nd and March 12th the contractor installed 5 valves. The project is expected to be completed by the end of April 2016.
 - Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report). The data was submitted to Volusia County Health Department for review and will then be delivered to the City's consecutive water system, Tymber Creek Utilities.
 - Wetlands Monitoring Report – The contractor, a local biologist, assessed the health of the wetlands in Rima Ridge which is a portion of the Wetlands Monitoring Report. The contractor's findings are being combined with City well monitoring data for the final report.

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:

- Staff attended and provided support for March 30, 2016, Budget Advisory Board Meeting
- City Clerk attended Claims Committee Meeting on March 31, 2016
- Staff attended and provided support for March 31, 2016, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation, creation, and distribution for April 5, 2016, City Commission Brainstorming Session Workshop and City Commission Meeting
- Agenda packet preparation and creation for April 7, 2016, Quality of Life Advisory Board 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.