

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 8, 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 Leisure Services Director, HR Director, Acting Police Chief, Economic Development Director, Planning Director, and Fire Chief
- Staff meeting
- Prepared and gave presentation for Chamber Leadership Government Day

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioners Boehm, Partington and Stowers
- Enterprise Resource meeting with senior staff and Commissioner Boehm
- Rotary board meeting
- City Commission Brainstorming Workshop and Commission Meeting
- ICMA Supervisory Webinar, part five of a six part series
- United Way Cabinet Selection Committee meeting
- Vietnam War Era Veterans Recognition ceremony
- FCCMA Webinar on Florida Planning
- Quality of Life Board meeting

Community Development

Planning

- ICMA Management Series: Managers participated in Session 5, "The HR Stuff: Ensuring a Safe, Respectful, Harassment-Free Workplace" webinar as part of the ICMA Management Series.
- Hunter's Ridge (HR): The Planning Director, Utility Manager and Kim Buck, representing HR, met to discuss the land exchange concept introduced several times previously and the need for a Master Plan for sewer and water as it pertains to Flagler's HR Development Order. A Notice of Proposed Change will be required of the Regional Planning Council and the HR Development Order will need to be amended. The Issue is whether the City is still interested in the land swap of the corner parcels at Airport Road Extension and SR40 for the land that is to be improved for a Regional Park.
- 2016 Leadership Presentation: The Planning Director made a presentation entitled, "Community Leadership: Communicating and Translating a Vision into Reality" to the 2016 Leadership Class.
- Draft Bike/Ped Plan: In concert with Engineering, working on an alternative route to the proposed route through the state park. Cost estimates similar to the others will be provided.

Building Inspections, Permitting & Licensing

- 360 inspections performed.
- 4 new business tax receipts issued.
- 101 permits issued with a valuation of \$4,758,041.00

Development Services

- The SPRC met with property owner of 1003 N. US1 (Ormond Outpost) and YMCA for a proposed scoreboard.

- 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. This is an ongoing process and staff will provide updates to the Commission.

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. The Company is undergoing a due diligence process.

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 River Grille 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. The scavenger hunt flyers and questionnaire forms are being duplicated and will be available for distribution to the public on April 13 at City Hall HR Department and second floor reception, City's web page, Ormond Beach Chamber of Commerce, and participating businesses.
- 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, including cost estimates for new signage components.

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 participated in a pre-construction conference hosted by the FAA to prepare for the project to rehabilitate the FAA's VHF Omni Directional Range (VOR) facility at the airport. The VOR is a type of short-range radio navigation system for aircraft, enabling aircraft with a receiving unit to determine their position and stay on course by receiving radio signals transmitted by a network of fixed, ground-based radio beacons. Construction is planned to commence at the airport on April 12th.
- Staff conducted another site visit at the airport this week with Hi-Lite Airfield Services personnel to review remaining airfield marking elements that Hi-Lite will return to finish, including the blast pad markings on Runway 17/35 and certain lead-in lines for the various taxiways at the airport.
- Staff met with representatives of the FAA's Orlando Airports District Office and FDOT this week, to review and discuss federal and state funding requirements for an environmental assessment (EA) project at the airport. The EA is a prerequisite for the planned rehabilitation and extension of Runway 8/26.
- The next meeting of the Aviation Advisory Board is scheduled to occur on April 11th. The meeting will be held in the City Hall Training Room, and will commence at 7:00 p.m.
- FAA staff and contractors continued work this week to relocate certain air traffic control systems and equipment at the air traffic control tower.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 46 Journal Entry Batches (#3391-3525).
 - Approved 24 Purchase Requisitions totaling \$87,357.99.
 - Issued 24 Purchase Orders totaling \$135,649.83.
 - Processed 4612 cash receipts totaling \$612,135.32.
 - Prepared 94 Accounts Payable checks totaling \$60,710.43 and 32 Accounts Payable EFT payments totaling \$33,448.10.
 - Processed 1149 utility bill payments through ACH totaling \$66,258.07.
 - Processed and issued 4964 utility bills with billed consumption of water of 17,533k.
 - Issued 535 past due notices on utility accounts.
 - Auto-called 140 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Walking with the Manager (4/8)
 - Big Band America Concert (4/10)
 - Swing into Spring (April 7, 14, and 21)
 - Florida Licensing on Wheels (4/26)
 - 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
 - Completed and submitted Volusia League of Cities nominees for employees of the year and citizen of the year.
 - Completed Employee Newsletter for April 2016

- Attended fifth webinar in the ICMA series "The Effective Supervisory Practices Webinar Series."
- **Grants**
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Responded to VOCA request for additional information related to the Florida Legislature 2016-2017 Appropriations Bill for specific project plan information before VOCA funds can be released to the OAG and subsequently to the grantees.
 - Attended meeting with County staff and Ormond Beach Housing Authority representatives to review proposals received for roofing of public housing units on S. Washington Street and Division Avenue with the assistance of CDBG funding.

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 5
- Hazardous: 1
- EMS: 86
- Motor Vehicle Accidents: 5
- Public Assists: 43
- TOTAL CALLS: 140

- Aid provided to other agencies: 11 Calls: Daytona Beach (6), Volusia County (5)
- Total staff hours provided to other agencies: 18
- # of overlapping calls: 43
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 64

Training Hours

- NFPA 1001: Firefighting 24
- NFPA 1002: Driver 7
- NFPA 1021: Officer 14
- NFPA 1410: Hose Drill 24
- NFPA 1500: Safety/Equipment 13
- NFPA 1620: Preplanning 6
- EMT/Paramedic 16
- TOTAL TRAINING HOURS: 104

Station Activities

- Updated 33 pre-fire plans
- Conducted 4 fire inspections
- Serviced 36 fire hydrants
- Spoke at First United Methodist Church to 70 children for Leadership Day.
- Participated in Relay for Life at Destination Daytona

Human Resources

Staffing Update

Requisitions

- Records Clerk (Police)
- Assistant Finance Director (Finance)
- Part Time Maintenance Worker II (Athletic Fields/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 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 Part Time Maintenance Worker II – Parks (Andy Romano Park/Leisure Services) was advertised on the City web site 3-17-16 and will remain open until 4-18-16.
- Maintenance Worker II (Streets/Public Works) was advertised 4-6-16 in the City web site and internally, and will remain open until 4-15-16.

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)
- Neighborhood Improvement Officer (Police)
- Firefighter/EMT (Fire)

Employee Events

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

Risk Management Projects

- Final weigh-in for Mayor's Health & Fitness Challenge & Physical Fitness Challenge competition.
- Leadership class: Government Day.

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: - 13 New work - 32 completed - 36 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	37,960	Inbound E-Mails Blocked	20,982
Delivered Inbound E-Mails	16,727	Quarantined Messages	251
Percentage Good Email	44.1%	Virus E-Mails Blocked	219

- Notable Events:
 - Environmental Discovery Center IT equipment installed and connected to the City's newly expanded fiber network.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 2 Corrections: 0
 - Map/Information Requests: 4
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map):
 - Reclaim Connections Located this week: 43: Total in system = 729
 - Meters GPS Located this week: 0: Total in system = 23,075; 22,409 potable, 655 Irrigation, 11 Effluent
 - Notable Events:

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - EDC Web Design Meeting
 - City Commission Workshop and Meeting
 - Parks and Building Maintenance Staff Meeting
 - Pay & Classification Meeting
 - CIP Meeting
 - Vietnam Veteran's Ceremony
 - City Facilities Inspection
 - Park Maintenance Discussion
 - Swing into Spring Concert
- 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 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, Thursday and Friday night at 6pm. Practices are held weekly at 3:30pm.
 - Seabreeze High School Baseball had a home game on Friday at 6pm, at Wendelstedt Fields #1.
 - The OBYBSA Recreational Program continued games this week at both Nova and the Sports Complex Monday through Friday.
 - City Youth Volleyball continued this week at Nova Gym. 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.
 - USSSA Baseball hosted another tournament this weekend at the Wendelstedt Fields on Saturday and Sunday from 9am to 6pm.
 - Bethune Cookman University Baseball practiced on Thursday and Friday at 2pm at the Sports Complex on the Kiwanis Field. They also played games on Saturday at 1pm and 4pm and on Sunday at 1pm.

- 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, Cleaned 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, for OBSC recreational soccer games this weekend and NSA softball tournament this weekend
 - Removed and sprayed weeds at shuffleboard
 - Bricked mounds and plates at Softball Quad

- 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
 - 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.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Carlos Butler Motown Reunion, Saturday 2:30pm to 5:00pm, and 7:00pm to 9:30pm
 - Jim Miller's Big Band America, Sunday, 2:00pm to 3:30pm

- 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 through May
 - Art in the Park, April 30-May 1
 - EDC Grand Opening, May 21
 - Assisting Memorial Remembrance committee with planning tasks
 - Assisting Senior Games committee with planning tasks
 - Set up, work, and breakdown of Vietnam Veteran's Recognition Ceremony

- Gymnastics
 - Classes are going well and growing
 - April session in progress
 - Trial classes are being offered to attract potential students

- Continued training new Rec Leader
- Open Gym this evening, 6-8pm
- New Special Needs Cheer Class is off to a good start

- 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.
 - Challenger Baseball began to meet on Tuesday from 5:00pm-6:00pm.
 - Explore the Arts began on Wednesday from 4:30-5:30pm.
 - Youth Coed Volleyball met on Monday and Thursday for practice from 6:00pm-8:00pm and will continue to meet twice a week until May.

- The Casements
 - A wedding was held at Ormond Memorial Gardens on Saturday from 1:00 p.m. to 4:00 p.m.
 - The Jewish Heritage Festival was held inside The Casements and in Rockefeller Gardens on Sunday from 11:00 a.m. to 5:00 p.m. Staff assisted from 7:00 a.m. to 7:00 p.m.
 - Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 12:30 p.m.
 - The Ormond Beach Art Guild hung artwork for their exhibit in The Casements' gallery on Monday. Their opening reception is scheduled for this evening from 5:30 p.m. to 7:00 p.m.
 - Guild tours were given 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 Ormond Beach Garden Club held their Sweetheart Tea on Wednesday from 1:30 p.m. to 3:30 p.m.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m. in the art room.
 - My Big Fat Greek Cooking Class met in The Casements' kitchen on Thursday from 4:00 p.m. to 8:00 p.m.
 - The Casements presented the first installment of the Swing into Spring concert series on Thursday. The free event was held on The Casements' North Lawn from 7:00 p.m. to 8:30 p.m.
 - The Casements Guild held a membership meet and greet in the Preservation Room on Friday from 10:00 a.m. to noon.
 - Docents gave a special tour to a group on Friday from 11:30 a.m. to 12:30 p.m.
 - A wedding rehearsal was held in Rockefeller Gardens from 4:30 p.m. to 5:00 p.m.

- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted reservations at pavilions
 - Removed graffiti from pavilion at Sanchez Park
 - Painted over graffiti under Granada Bridge near Cassen Park
 - Repaired broken fence board at Nova Community park
 - Installed new steering wheel on car at playground at Sanchez Park
 - Hinge repaired on playground gate at Sanchez Park
 - Repaired telescope on playground at Limitless Playground
 - Picked up trash at Osceola Elementary School

- 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
- Repair smoke detectors in fire alarm system at City Commission Chambers
- Install surge protectors and isolation regulator in controls at Airport Gate #13
- Replaced wheels on rolling gate at Public Works
- Repair work on restroom facilities at Fortunato Park
- Met with various contractors for upcoming jobs
- Repaired gutters at City Hall
- Installed dimmer switch in the shooting range at the Police Department
- Installed new solar lights in the towers at Sanchez
- Repaired toilet float valve at the Police Department
- Lubed concession stand shutter at Andy Romano
- Replaced light in the gym at Nova
- Install urinal divider in outside bathrooms at Nova
- Replaced ceiling tile in maintenance office at Public Works

Police Department

Administrative Services

- Attended weekly staff meeting
- Attended BMW motorcycle demonstration
- Attended Coban car video meeting with IT staff
- Attended Pay and Classification meeting with Human Resources
- Attended the Awards Committee meeting

Community Outreach

- Held a SLAP Self-defense for Ladies & Assault Prevention on March 30th
- Conducted a Crime Prevention Neighborhood Survey on Bryant St.
- Held a SLAP Self-defense for Ladies & Assault Prevention on April 1st
- Taught DARE at St. Brendan, Calvary, Temple Beth-El and Osceola
- Six members of the Youth Directors Council met to review upcoming service projects and the Annual Conference to be held in Orlando in July 2016.
- The R.E.A.D. (Reading, Exploration, Adventure and Discovery) program continues in partnership with Ormond Beach Elementary School. Currently, there are 32 students attending the program.
- The Tutors R Us program continues at the South Ormond Neighborhood Center with 25 youths participating in the one on one and small group tutoring.

Community Services & Animal Control

- Animal Calls: 48
- Animal Bites: 2
- Animal Reports: 6
- Animals to Halifax Humane: 2 (Both dogs)
- Reclaimed: 3
- Notice of violation: 1

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 6
- Inactive: 11
- Fraud: 5
- Burglary Residential: 4
- Larceny Car break: 4
- Grand Theft: 5

- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 2
- Vandalism: 1
- Weapons Complaint: 1

Records

- Walk - Ins / Window 116
- Phone Calls 102
- Arrest / NTA'S 23
- Citations Issued 74
- Citations Entered 15
- Reports Generated 149
- Reports Entered 128
- Mail / Faxes / Request 21

Patrol

- Total Calls 1,374
- Total Traffic Stops 157

Operations

Crime Opportunity Report Forms: 151

- 3/29/16
 - Carbreak, 999 Old Tomoka Road (Tomoka Elementary School). The victim left her vehicle unsecured with her purse in it. She went inside to get her child and when she came out she saw an adult male in her vehicle. He took her purse and left in a Black Honda Accord with two other subjects.
 - Reckless display of firearm, East Granada Boulevard/South Halifax Drive. The victim advised that a male on a motorcycle became upset in traffic because the victim was not driving fast enough. After the victim honked his horn, the suspect pulled a firearm out of his coat and held it out to the side so that the victim could see it. As they proceeded in traffic, the victim pulled over at Neptune Beach approach where the suspect exited his motorcycle and ran towards the victim's vehicle with the firearm pointed at him and his wife. Volusia County Beach Patrol made the arrest for the Aggravated Assault. Complaint Affidavit completed on the reckless display charge.
 - Warrant-Arrest, 181 Hand Avenue. Fugitive was contacted at the residence in reference to an open warrant. The warrant was for resisting with violence with no bond.
- 3/30/16
 - DUI-Arrest, Bermuda Estates Drive at West Granada Boulevard. Driver was arrested for a DUI after he crashed into a tree at the intersection. He was also a suspect in a hit and run that occurred in Daytona Beach. Daytona Police filed charges on him also.
 - Battery-Domestic Violence-Arrest, 11 Blockhouse Court. Suspect was arrested for Domestic Violence after she battered her mother.
- 3/31/16
 - Carbreak, 1657 North US1 (Love's Truck Stop). Victim reported approximately \$700 of tools taken from a tractor trailer. Same tractor trailer had 18 newer tires and a bumper taken off of truck and replaced with older tires. Value of newer tires taken and bumper was valued at approximately \$15,000.00.
 - Carbreak, 93 Ivanhoe Drive. Victims found his/her 2 vehicles in driveway with doors ajar this morning. Nothing reported taken.
 - Stolen Vehicle, 187 South Atlantic Avenue (Plantation Island Resort). Hyundai SUV stolen.
 - Strong-Armed Robbery, 1521 West Granada Boulevard (Wal-Mart). Suspect confronted by loss prevention for shoplifting and the suspect battered the loss prevention officer. Suspect was identified as a new transient in the area from Kentucky.

- DUI-Arrest, South Atlantic Avenue at East Granada Boulevard. Driver was arrested for DUI after a traffic stop.
- Burglary-Residence, 320 Thackery Road. Entry was made by prying open a window.
- Battery-Domestic Violence-Arrest.35 Cherokee Trail. Boyfriend was arrested without incident for pushing his live in girlfriend to the floor after a verbal argument.
- 4/1/16
 - Battery-Domestic Violence, 408 Collins Street. Adult male advised his adult girlfriend pushed him and he fell. She advised he had been drinking all night and lost his balance and that she never touched him. He was uncooperative and she was cooperative. Affidavit filed.
 - Carbreak, 73 North Arbor Drive, Phone Charger and Blue Tooth adaptor were removed from an unlocked 2011 Infinity.
 - Shoplifting-Arrest, 224 North Nova Road (Trails Liquor). Suspect entered the store and concealed one bottle of liquor in his shorts. He then attempted to leave the store without paying. The suspect was stopped by the merchant. Suspect was issued a Notice to Appear.
- 4/2/16
 - Felony Shoplifting-Arrest, 1521 West Granada Boulevard. Suspect took a bicycle from Wal-Mart and fled from Loss Prevention. A witness followed in a vehicle and called Dispatch. Units located the male at McDonald's (Nova/SR40). He fled as they approached but was taken into custody at the Walgreens.
 - Burglary-Residence, 29 Hummingbird Lane. Victim advised that her rear garage door was smashed opened and an unknown suspect got into the residence and stole lawn equipment and a desktop computer screen.
- 4/3/16
 - Felony Shoplifting-Arrest, 1521 West Granada Boulevard. Suspect was detained by Loss Prevention Officer and a police officer.
 - Shoplifting-Arrest, 1521 West Granada Boulevard. Female suspect was arrested for stealing from Wal-Mart. She stole miscellaneous household and grocery items totaling \$97.94.
 - Narcotics, 3 Marsh Ridge Way. A witness called in a suspicious incident involving a white Mercedes Benz that stopped by bushes and a suspect placed a bag in the same bushes. An officer responded and retrieved the bag which contained a small amount of marijuana, a grinder, and a plastic paraphernalia bong. Items were placed into evidence for destruction.
- 4/4/16
 - Burglary-Residence, 95 Rockefeller Drive. The victim believes an ex-roommate broke into her residence. Jewelry, change and several tools that belonged to the suspect were taken.
 - Warrant-Arrest, 41 North St. Andrews Drive. Fugitive was arrested on an open warrant after his parents called to say he was at their house. He was transported without incident.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 61
 - Number of DUI Arrests: 2
 - Number of Uniform Traffic Citations Issued: 68
 - Number of Written Warnings Issued: 6
 - Number of Parking Citations Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 6

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 5 Cases initiated

- 13 signs have either been removed or sign cases created.
- 30 tree removal permit requests.
- Administrative staff assisted with seven (7) walk-ins and sixty-nine (69) 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 - New watermain along North Beach Street from Sanchez Avenue to Melrose Avenue has been pressure tested, chlorinated, and BACT's sampling has been taken. As-Builts are being prepared for the watermain clearance package. Restoration is being completed on all other streets where watermains were installed. Construction schedule is being prepared for the remaining areas to receive watermain replacements.
 - 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 – The project is complete.
 - 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 – The contractor is completing site preparation work including pre-construction video and photographs of the site.
 - WWTP Sludge Thickener Improvements – A pre-construction meeting was held and the contractor intends to start work next week.
 - Fire Station 93 Roof - Approximately 20% of the new roof has been installed.
 - City Welcome Sign – The signs are fabricated and installation has begun.
 - Communications Infrastructure – Work on Division Avenue is nearing completion, fiber optic connection has been successfully tested at the Environmental Discovery Center. Work on the point-to-point wireless connections to The Casements and Nova Recreation is scheduled for this week and next.
 - South Peninsula Reclaimed Expansion – A design kickoff meeting was held on April 6. A SJRWMD cost share Grant application has been submitted for Commission approval at the April 19 meeting, staff attended a pre-application meeting with SJRWMD on March 31 in Palatka.
 - Ph III 2-Inch Water Main Replacement – Mainland - Land survey work has been directed to begin to collect surface information for creating design base drawings.
 - Ph III 2-Inch Water Main Replacement – North & South Peninsula – A design kickoff meeting with the consultant was held April 6.

- Design Projects:

- City Hall Chiller Pump Replacement – The bid from Air Mechanical and Service Corp. was approved at the April 5th commission meeting.
 - Laurel Creek Stormwater Pump Station Improvements – CC approved project for advertising for bids.
 - 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 – An on-site visit for bidders was held on March 30. Bid opening was held on April 7.
- Water Treatment Plant Controls and Pump Upgrade – A pre-bid meeting was held on April 7, bids will be opened on April 21.
- WTP Sludge Residuals Facility Improvements – Design services work authorization was approved on April 5th. A kick-off meeting will be scheduled.
- Cassen Park Public Dock – 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 is included in the 2016 Roadway Resurfacing Project.
- Sanitary Sewer Inflow/Infiltration - System zone data is being tabulated for use in the project bidding manual.
- 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 - Bids were opened on April 6 and are under review.
- Lincoln Avenue Parking Lot – Site design has been submitted to SPRC for review.
- 2016 Roadway Resurfacing - Bids were opened on April 6 and are under review.
- 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.
- Wilmette Avenue Pumping Station – A proposal has been negotiated with the Consultant and a work authorization is being issued to begin design.

Department Activities

Administration/Meetings/Customer Service/Other:

- Attended Pay & Classification Meeting
 - Capital Improvement Projects - 5-year CIP, cost estimates and schedule are being updated.
 - Laurel Creek Culvert Replacement/FPL Orchard Street substation – The bottom of the box culvert has been prepared with the installation of gravel bedding and reinforcing steel and is being formed for concrete pad casting. Once the bottom of the box culvert has been constructed, the sidewalls and top will be formed and constructed.
 - Reviewed plans and created Work-in-the-Right-of-Way permit for Lincoln Avenue/Thompson Creek Road intersection directional bore, per Brighthouse request.
 - Provided available right-of-way location maps and as-builts for Orchard Lane/John Anderson Drive area, per Surveyor request.
 - Completed topographic survey at 353 Oak Avenue/Neptune Road intersection for proposed sidewalk replacement.
 - Created construction plan drawing for Neptune Ave. sidewalk replacement in front of 353 Oak Ave.
 - Modified map showing downtown parking improvements.
 - Modified A1A Median Landscaping project plans, per project manager's comments.
 - Continued work on A1A Reuse Expansion construction plan drawings.
 - Completed tree-in-the-right-of-way locate at 3 Circle Oaks Trl, per NID request.
 - Completed 114 Coquina Key Drive annexation sketch and legal description, per Planning Dept. request.
 - Completed final updates to the proposed Lincoln Avenue parking lot drawing plans, and uploaded to ProjectDox for SPRC comments.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Removed bad sections of sidewalk and poured on Harvard Dr
 - Removed raised sidewalk, mixed and poured driveway section on Spring Meadows Dr
 - Pulled forms, cut stress lines, cleaned job on Harvard Dr

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
- Grind stumps citywide
- Removed and cut brush on 500 block of Cherrywood
- Removed oak tree on Mound & S Washington; dead pine on Fleming Ave & Center St; dead tree in Memorial Gardens; dead oak at Nova Community; rotting oak on Timberlake Trl
- Trimmed at Osceola school

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
- Hung city banners on SR40 streetscape

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
- Installed 2 Residential 25mph Speed Limit signs on Sanchez Ave
- Installed 15mph Speed Limit sign on East side of Washington Place
- Fabricated more No Trespassing signs
- Ordered detective mats from Flint Trading
- Created and delivered reserved parking signs for PAC
- Fabricated 2 rules signs for parks

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
- Placed out Jersey Barriers on Pineland Trl
- Pond Maintenance – citywide
- Ditch Maintenance on Division & Cherrywood
- Pipe repair – Twelve Oaks

Mowing

- Reach Out – US1

Vacon

- Twelve Oaks

Street Sweeping/Streetsweeper

- 166 miles of road cleaned
- 130 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week
23,428

PM Services completed for the week:

Emergency—Vehicles and Equipment
3

Non-Emergency Vehicles and Equipment
6

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 9,509 gallons of unleaded and 7,749 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,965 gallons of unleaded and 7497 gallons of diesel.
- Fleet completed 33 work orders this week.

• Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Engineering services work authorization is prepared for City Commission consideration at the 5-3-16 Commission meeting.
- Division Avenue Well Field Raw Water Piping – Revised as-built drawings were received from the contractor for review.
- Fire Hydrant Replacement Program – Checked hydrants on South Atlantic Ave. for FDOT permit requirements.
- Hunters Ridge Low Pressure FM Upgrade – Revised the permit application to contain the requested changes from FDEP. The revised application is being executed.
- Lift Station 10M & 12M Rehabilitation – A work authorization was prepared for City Commission consideration 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 – Pump #2 is in the installer's shop to have a new seal installed. The seal was ordered.
- Rima Wells Auxiliary Power Generator – Contractor visited the well site at the end of last week to review field conditions.
- 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 was held on 4-7-16.
- Storage Tank Repairs and Maintenance – Breakaway Trails Elevated Reclaimed Water Storage Tank Rehabilitation Work authorization was approved at the 4-5-16 City Commission meeting.
- Water Plant Aerator Housing Rehabilitation (CIP) – Addendum 1 was prepared and distributed. Bids are due on 4-7-16.
- Water Plant Lime Silo Dust Arrestor Project – The bid opening date is 4-7-16.
- Water Plant Pump & Control Upgrades – A pre-bid meeting was held on April 7, bids will be opened on April 21.
- Utilities SCADA Upgrades – Work authorization approved at 4-5-16 City Commission meeting.
- SPRC Projects: Brenda's Covered Storage 800 Hull Road – Reviewed plans. Utilities were not requested for this project. Chelsea Place Phase 3 – Reviewed revised plans. Previous comments

were addressed. Deer Creek Phase 4C – Received sanitary sewer as-built plans for review. Huntington Green – FDEP Wastewater Collection system permit was received. Kingston Shores – Awaiting updated information for project. Ormond Outpost 1003 N US 1 – Discussed concept plan. Pineland Subdivision – Reviewed plans and provided comments. YMCA Digital Scoreboard – Reviewed plans for utility conflicts. 4 N. Perrott – Reviewed plans and provided comments. 30 Lincoln Ave Parking Lot – Reviewed plans for utility conflicts.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 38.69 million gallons for the week ending April 1, 2016 (5.53 MGD)
 - Backwashed 13 filters for a total of 585,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 31.49 Million Gallons.
 - Produced 22.17 Million Gallons of Reuse.
 - Produced 9.32 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.50 MGD, plant designed for 8 MGD.
 - Hauled 109.95 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 11 water service leaks.
 - Replaced 5 residential water meters.
 - Installed 10 new water service and meter connections.
 - Replaced or repaired 22 water meter boxes.
 - Replaced 12 water services due to aged piping. 3 casings were installed by a contractor for water services under roads.
 - Performed testing on a 4" commercial water meter at 100 Osceola Ave
 - Performed yearly scheduled pressure test of 4 City owned backflow preventers, of which 2 needed to be repaired.
 - Responded to 10 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 12 main line valves on Hand Ave and in the surrounding subdivisions.
 - Performed maintenance on 21 fire hydrants.
 - Moved 2 water services for customers due to driveway installation at 156 Orchard Lane & 100 Rivell Trail
 - Backfill and complete landscape all Water Distribution excavation sites.
 - Rescind all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 147 regular and 4 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 7 in the conventional system service area.
 - Responded to 3 Requests for Utility Verification for residential and commercial properties.
 - Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge, monthly.
 - Crews repaired broken clean out stacks @ 10 Jill Allison & 795 Orchard Ave.
 - Located and raised the clean outs to grade for 84 Ponce De Leon Dr. & 204 Fairway Dr.
 - Replaced a rusted out Pep Tank control panel box @ 29 Black Creek Way. Tested pump and alarm - OK.
 - Cleaned, televised and confirmed a recently discovered 6" manhole tap is in good condition and will be extended approximately 12' to the right of way property line for service connection @ 110 Fiesta Dr.

- Confirmed the location - flushed reuse service @ 114 Amsden Dr.
- Replaced a failed Pep Tank pump and pulled new wires @ 15 Foxhunter Flat. Rewired J-box and tested the pump - OK.
- Checked all known trouble spots. All good @ current time.
- Located the rear easement manhole tap clean outs @ 373 S. Halifax Dr. and @ 15 Byron Ellinor Dr. Televised both and they are clean & clear.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 26/16psi, Ocean Mist Hotel @ 20/18 psi, Ormond Mall @ 14/10psi.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 27/11psi. Foxhunters Flat (2 inch) 15/0 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
- Televised 9 laterals, 7 needed to be cleaned, and 2 needed repair. These locations will be put on a 6 month follow up.
- Performed annual root control on 2 Sanitary Service Laterals.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - NTU meter at Wastewater Plant not working, feed supply pump not working, replaced, ok.
 - Fermentation Submersible Mixer #7, not working, replaced, ok
 - Ormond Mall, check force main pressures for nearby development inquiry as requested.
 - Plant wide, continued cleaning & painting of safety bollards throughout.
 - R.A.S. Room, serviced sump pump.
 - Carrousel blower #1, trouble shoot and repaired all faults, ok.
 - WIN911 monitor/response: 4M - phase loss, station fully operational upon arrival, FPL power operational, generator cold to the touch, possible weather related, ok.
 - SCADA monitor/response: 7M1 – high starts, cleaned probe, ok; Shadow Crossings – high starts, cleaned probe, ok; 2M – high run hours, deragged both check valves.
 - 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: Poly Blends, #1, #2;
 - Semiannual Plant PM's: Carrousel Blowers #1.
 - Lift Station PM's: 18 monthly and 7 annual performed.
 - 57 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System
 - Bird Centrifuge, repaired shut off switch, ok.
 - H.S.P. #8, contractor made repairs to VFD cabinet, removed temporary a/c unit, ok.
 - H.S.P. #1, main breaker in VFD weak and not holding, replaced.
 - North Lime Sludge pit: replaced 1" valve/ nozzle on wash down line, ok.
 - Centrifuge building, began fabrication of storage cabinet.
 - Riverview booster station, begin fabrication of ventilation screens.
 - Monthly Well PM's: S.R. 18, 19, 20; Hudson 24, 29, 30, 31.
 - Monthly PM's: Riverview, Granada and Tomoka State Park booster stations; all lime slurry pumps; all inter-connects; all scrubbers and pumps for the degasifiers; Clari-cones 1, & 2.

- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Industrial Pretreatment Program (IPP) – Staff received quarterly report from industry. Currently reviewing lab results.
 - Drafting correspondence to FDEP outlining the City's IPP Plan of Study program.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The contractor is expected to complete the project by the end of April 2016 – North Peninsula area.

- Consumer Confidence 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, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for April 5, 2016, City Commission Brainstorming Session Workshop and City Commission Meeting
- City Clerk attended ICMA Supervisory Training Webinar on April 6, 2016
- Staff attended and provided support for April 7, 2016, Quality of Life Advisory Board Meeting
- Agenda packet preparation for April 19, 2016, City Commission Meeting

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Currently reviewing proof sent from Municode.