

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 5, 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 Planning Director, HR Director, Finance Director, Police Chief
- Staff meeting
- Conference call with senior staff and consultant regarding the sign ordinance workshop
- Meeting with staff on compensatory storage.

Spoke to, attended and/or met with:

- Individual agenda review meetings with Commissioners Boehm and Stowers.
- Rotary meeting
- FCCMA conference call
- Meeting with Bruce Teeters, various topics
- National Night Out
- City Commission Workshop and City Commission Meeting
- WSBB radio interview, discussed August 3 commission meeting
- Dog Park meeting with senior staff, City's legal counsel, and YMCA staff and their legal counsel
- Walk with the Manager

Community Development

Planning

- Sign Presentation: The Planning Director attended a teleconference between the City Manager, Assistant City Manager, City Attorney, Assistant City Attorney and Catherine Reischmann, the attorney tasked with presenting to the City Commission the ramifications of Reed vs. Gilbert, AZ, a Supreme Court case.

Building Inspections, Permitting & Licensing

- 384 inspections performed (23 done by private provider)
- 3 new business tax receipts issued.
- 85 permits issued with a valuation of \$1,419,533.00

Development Services

- The SPRC considered the following developments:
 1. 1670 Ormond Gateway sewer capacity discussion.
- Approved projects under construction (percentage completed):

Project	% Complete
146 North Orchard Street	92%
783 North US 1	5%
Children's Workshop expansion	65%
Dollar General	5%
McDonald's at 1520 N US Highway 1	0%
McNamara warehouse	10%
Riverbend Church expansion	35%
S.R. Perrott Office addition	40%
Chelsea Place, Phase 3	15%

Economic Development/Airport

Ormond Crossings

- Tomoka Holdings continues discussions with potential developers of the master planned project. Staff and Tomoka Holdings are discussing the costs of extending the utilities along north US1 to the project. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- SKYO Industries continues to ramp up its workforce as their manufacturing process shifts from New York to Ormond Beach. The Ormond Beach headquarters is expected to be fully operational by September. Staff met with representatives of Florida Power and Light to discuss energy incentive programs available to SKYO for retrofitting the manufacturing plant. Staff facilitated the successful rate reduction application through FPL.

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

- Staff met with the other city practitioners to formulate a business retention workshop in September/October for all Volusia County economic development professionals.
- Staff is working on the video for the 2016 State of the City annual luncheon, with the theme "An Investment of a Lifetime."
- Staff attended the bi-monthly Economic Practitioners meeting to discuss business prospects and other related initiatives.

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company is planning to relocate to 3 Aviator Way and is expected to expand the building. Staff is processing an application for Growth Assistance Program economic development incentives which will be presented to the City Commission for review and approval in August.
- Staff has scheduled a Strategic Economic Development workshop for Saturday, August 27, from 8:00 a.m. to 1:00 p.m. at the Performing Arts in the second floor studio. Invitations have been sent and advertisement in the local newspaper began this week.

Airport Operation and Development

- Work continues on the construction phase of the Taxiway Golf project. Runway 17/35, Taxiway Echo and Taxiway Foxtrot remain closed. The four taxiway bridges that will connect the new taxiway to Runway 17/35 are scheduled for paving early next week. New Precision Approach Path Indicators (PAPIs) have been installed on Runway 17/35, and preparations to install new PAPIs on Runway 8/26 are underway. Sod has been installed in the northern portion of the project area. Stormwater drainage pipes are being installed in the southern portion of the project area.

- The City Commission approved an option and ground lease agreement between the City and Nexttower, LLC at their meeting on August 3rd. The agreement will facilitate the development of a wireless communications tower facility at the airport.
- Staff worked with Hoyle, Tanner and Associates and the FAA to prepare final close out documentation for the Airport Master Plan Update and Master Drainage Plan projects.
- Staff completed work with Hoyle, Tanner and Associates on a proposed scope of services for the design of improvements for the heliport. The improvements are designed to facilitate better access to the heliport by passengers and aircraft.
- Super Petrel USA has returned to the airport after a very successful exposition at the Experimental Aircraft Association's Airventure air show in Oshkosh, Wisconsin. Staff is working with Super Petrel USA to plan an open house event at their new facility on the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Presented the 2016-17 fiscal year proposed budget.
 - The Interactive Voice Response System for Utility Billing payments and account information is live and fully operational.
- Completed Projects - Weekly
 - Processed 48 Journal Entry Batches (#5375 – 5478).
 - Approved 13 Purchase Requisitions totaling \$19,859.32.
 - Issued 31 Purchase Orders totaling \$2,332,109.98.
 - Processed 4593 cash receipts totaling \$654,780.05.
 - Processed 1674 utility bill payments through ACH totaling \$138,031.28.
 - Processed and issued 3,045 utility bills with billed consumption of water of 7,099K.
 - Issued 549 past due notices on utility accounts.
 - Auto-called 90 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Home Rule Hero Award (7/29/16)
 - Florida Power & Light Tree Trimming (8/1/16)
 - Community Legal Services of Mid-Florida Workshop – Paternity (Your Rights as a Non-Married Parent) (9/1/16)
 - Residential Structure Fire (90 Raintree Lane)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Advertisement for the Strategic Economic Development Workshop (8/27) scheduled and approved for the Ormond Observer editions of August 4 and 11.
 - Attended City's health insurance update employee meeting.
 - Completed Ads for Paternity Workshop for News-Journal and Ormond Observer.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended Dept. of Health Zika overview and tabletop exercise.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
 - Fire Alarms: 8
 - Hazardous: 3
 - EMS: 88
 - Motor Vehicle Accidents: 6
 - Public Assists: 39
 - TOTAL CALLS: 146
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- Aid provided to other agencies: 14 Calls: Daytona Beach (5), Holly Hill (2), Volusia County (7)
 - Total staff hours provided to other agencies: 9
 - # of overlapping calls: 31
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 81
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 502

Training Hours

- NFPA 1001: Firefighting 46
- NFPA 1002: Driver 5
- NFPA 1021: Officer 9
- NFPA 1500: Safety/Equipment 21
- NFPA 1620 Preplanning 9
- EMT/Paramedic 12
- TOTAL TRAINING HOURS: 102

Station Activities

- Updated 32 pre-fire plans
- Conducted 5 fire inspections
- Instructed CPR and First Aid training to the Ormond Beach Police Department
- Provided fire extinguisher training for 20 employees of PACE Center for Girls
- Participated in Safety Day at the Ormond Beach Library
- Visited children at Calvary Christian Center for the Back-to-School Bash
- Hosted the Volusia County Fire Chiefs' Association monthly meeting at Fire Station 92

Human Resources

Staffing Update

Requisitions

- Purchasing Coordinator (Finance)
- 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.
- Neighborhood Improvement Officer (Police) was advertised 6-22-16 on the City web site and internally and will remain open until 8-5-16.
- Construction Engineer (Engineering) was advertised 7-22-16 on the City web site; internally; and on the web sites for American Public Works Association, National Society of Professional Engineers, American Society of Civil Engineers, and Florida Engineering Society, and will remain open until 8-26-16.
- Lead Operator Wastewater Treatment Plant (Public Works) was advertised 7-22-16 internally and will remain open until 8-5-16.
- Treatment Plant Operator C, B, or A – Water Plant (Public Works) was advertised 8-3-16 internally and will remain open until 8-10-16.

- Utility Mapping/Locate Tech (Public Works) was advertised 7-22-16 internally and will remain open until 8-5-16.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 6-22-16 on the City web site and will remain open until 8-12-16.
- Part Time Maintenance Worker II Parks (Leisure Services) was advertised 7-20-16 on the City web site and will remain open until 8-12-16.
- Seasonal PT MW II – Andy Romano Beachfront Park (Leisure Services) was advertised 6-22-16 on the City web site and will remain open until 8-5-16.

Interviews Scheduled

- Recreation Program Specialist (Leisure Services)
- Part Time Recreation Leader at Nova Community Center (Leisure Services)
- SCADA/Instrumentation Technician (Public Works)

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

- Police Officer (Police)
- Tradesworker (Leisure Services)
- Part Time Custodian at The Casements (Leisure Services)

Separations

- Part Time Community Events Leader (Leisure Services) effective 7-28-16
- Part Time Community Events Technician (Leisure Services) effective 7-28-16

Employee Events

- Health care information meetings for employees will take place August 1 – 12.
- Free chair massages for employees compliments of Daytona College August 12 from 9:00 – 11:00

Risk Management Projects

- Attended liability case depositions
- Led wellness council board meeting
- Attended workers' compensation and liability claims handling seminar
- Attended Americans with Disabilities Act (ADA) webinar

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Coordinating the start of the project implementation with the vendor. Vendor was onsite for kick-off meetings.
 - Finance – Interactive Voice Response System – Continuing with initial configuration testing. Phone line configuration and testing being coordinated with ATT. Configuration validation testing continues.
 - Clerk's Office – Email Archive system replacement – Importing all old mail from current email archive system completed. Operational testing continues.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 16 New work - 47 completed - 31 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	32,925	Inbound E-Mails Blocked	15,915
Delivered Inbound E-Mails	16,697	Quarantined Messages	313

Percentage Good Email 50.7% Virus E-Mails Blocked 117

- Notable Events:
 - IT Manager attended the Florida Local Government Information Systems Association (FLGISA) annual conference last week, completing his two-year term as President and beginning the two-year term as Past-President. He was presented with a glass plaque in appreciation of his service as President. Also presented was a plaque and resolution to the City in recognition of being a ten-year member of FLGISA.
- Geographical Information Systems (GIS)
 - Addressing Additions: 18 Changes:3 Corrections: 3
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 822
 - Meters GPS Located this week: 2: Total in system = 23,262; 22,560 potable, 691 Irrigation, 11 Effluent
 - Notable Events: Updated Parcel Layer

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - City Manager's Staff Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Recreation Specialist Interviews
 - National Night Out
 - City Commission Meeting
 - Illumination Project Meeting at The Casements
 - Movies on the Halifax
- Contract Manager – Grounds and Athletic Maintenance
 - Operations meeting with Grounds Maintenance account manager
 - Operations meeting with Athletic Maintenance account manager
 - Public Works meeting
 - Site inspections of Grounds Maintenance service areas
 - Site inspections of Athletic Maintenance service areas
 - Site visits with account managers
 - Conduct over-site of enhancement, trimming, install and application projects
 - Follow-up to concerns, issues and questions within scope of work
 - Weekly administrative assignments and activities
- 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.
 - The City Youth Volleyball Program completed week seven of the summer session at Nova Gym on Thursday night from 6 to 7:45pm. No Tuesday session due to National Night Out.
 - OB Pride Football continues pre-season practicing Monday through Thursday nights at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
 - Adult Soccer League will not play this Sunday due to rental. They will continue their season next week.

- Super Y League out of Tampa is renting the Soccer Complex for a Showcase Camp on Friday, Saturday and Sunday. Activities start at noon on Friday and 8:00 am on Saturday and Sunday.
- 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
 - Lay crimson stone at Nova Fields 3 and 4 in front of dugouts and at backstops
 - Continued dragging infields
 - Put up soccer nets and painted on Multi-Purpose Field 11 for Adult Soccer
 - Painted football fields 11 and 12 for Pride practices
 - Painted soccer grass parking lot
 - Removed old foul poles at Wendelstedt and Kiwanis Fields
 - Put out goals on Soccer 1 and 4
 - Continued watering infields due to dryness
 - Putting new foul poles together for installation
 - Tied up netting on Soccer Field 11
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
 - Anniversary party rental was held Friday and Saturday from 5:00 pm to 10:00 pm
 - King Jesus Ministries was held on Sunday from 9:00 am to 1:00 pm
 - Granada Squares Dance was held on Tuesday from 6:30 pm to 9:00 pm
- Performing Arts Center
 - The Performing Arts Center staff performed summer maintenance throughout the week to prepare for the upcoming fall season.
- South Ormond Neighborhood Center
 - Splash Pad open through Dec 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room
 - Open gym
 - Pavilion rental Saturday
 - Summer camp Monday through Friday
 - Field Trip Friday
 - Volusia County Summer Food Program
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Planning of 2016 events for August, September, and October
 - Assisted with and participated in National Night Out
 - Assisted with City Commission Workshop
 - Assisted with Walk with the Manager
 - Preparation for REEL in the FUN Fishing Tournament
- Gymnastics
 - Classes are going well and growing
 - August session in progress
 - Registration open for August session
 - Trial classes are being offered to attract potential students

- Open Gym Friday, August 5th 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 classes continue to meet at various times throughout the week.
 - National Night Out took place in the gym from 5:00 pm-8:00 pm on Tuesday.
 - Summer Coed Volleyball League took place on Thursday from 6:00 pm-8:00 pm.
 - Basketball Clinic took place Monday, Wednesday, Thursday, and Friday from 9:00 am-1:00 pm
- The Casements
 - A wedding ceremony was held at Bailey Riverbridge on Saturday from 11:00 a.m. to 1:00 p.m.
 - A wedding ceremony and reception was held in Rockefeller Gardens and The Casements on Saturday from 12:00 p.m. to 12:00 a.m.
 - Artist Arlene Joyce hung an exhibit of her artwork in the Gallery on Monday. Her exhibit opening reception is scheduled for tonight from 5:30 p.m. to 7:30 p.m.
 - Guild tours were given on the hour Monday through Friday from 1:00 p.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
 - Enviro Camp is in its 8th and final week with "All for One!" at the EDC. Staff worked with 20 campers from 9:00 a.m. to 3:00 p.m.
 - Pilates classes met Monday through Friday at The Casements.
 - Lohman's Funeral Home held a grieving workshop on Wednesday from 2:00 p.m. to 5:00 p.m.
 - Members from the MS Society held a planning meeting on Wednesday from 2:30 p.m. to 3:30 p.m. to plan for their upcoming fundraiser in March.
 - The Casements Guild crafters met on Thursday from 12:00 p.m. to 3:30 p.m. in Room 205.
 - The Casements Guild members held a meeting on Thursday from 10:00 a.m. to 12:00 p.m.
 - Staff is preparing for tonight's Movies on the Halifax, the feature film is the 2015 version of "Cinderella" on Friday from 8:15pm.
- Parks Maintenance
 - Citywide inspection of parks
 - Posted and inspected reservation at pavilions
 - Met with Athletics Supervisor on upcoming projects
 - Oversaw basketball court repair by contractor at Central Park III
 - Painted over graffiti on Granada Bridge
 - Installed new engraved bench in Rockefeller Gardens
 - Made rust repairs on rock wall at Andy Romano Beachfront Park
- 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 and safety inspections of 16 City-owned electronic gates
 - Re-keyed locks for The Casements
 - Cut keys for various City facilities
 - Repair and maintenance of A/C in various City facilities
 - Met various contractors for upcoming jobs
 - Placed veteran name plates on plaque at City Hall
 - Installed basketball backboard padding at SONC

- Repaired the faucet in Bldg. B at the Senior Center
- Repaired the men's room toilet tank flapper at Nova
- Secured the chain link fence at Ormond Memorial Gardens
- Repaired the maglock timer and mechanism at SONC
- Repaired the crosstie board on the railing at Ormond Memorial Gardens
- Replaced the island booth plexiglas at Fleet
- Replaced water fountain handle at SONC
- Replaced ceiling tile in ladies room at The Casements
- Repaired the sink trap in NID
- Replaced the kitchen faucet and sprayer at Senior Center
- Repaired toilet ladies' room at SONC

Police Department

Administrative Services.

- Attended Weekly Staff Meeting.
- Attended National Night Out.
- Attended Physical Abilities Test for new hires.
- Attended Back the Blue Presentation.
- Attended Volusia/Flagler Police Chief Meeting.
- Attended bi-weekly Crime View Meeting.
- Attended Records Training Manual Meeting.

Community Outreach

- A Youth Director Council (YDC) meeting was held Monday to go over upcoming projects. YDC members assisted and ran their booth at National Night Out.
- OBPAL Basketball practice continues. Tournament play will resume in January 2017.
- OBPAL Summer Connection partnership will conclude this week with a field trip to Daytona Lagoon. Art, science, reading and computer lab concluded last week. Ninety-two youths participated in a field trip to the Orlando Science Center on Thursday, July 28, 2016.
- Finished prep work for and attended National Night Out

Community Services & Animal Control

- Animal calls responded to: 22
- Animal bites: 1
- Animal reports: 1
- Animals to HHS: 1 cat

Criminal Investigations

- Cases Assigned: 34
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 9
- Inactive: 9
- Fraud: 4
- Burglary Residential: 5
- Larceny Car break: 19
- Grand Theft: 1
- Auto Theft: 1
- Found Child: 1
- Police Information: 1
- Death Undetermined: 2

Records

- Walk - Ins / Window 101

- Phone Calls 97
- Arrest / NTA'S 21
- Citations Issued 61
- Citations Entered 176
- Reports Generated 156
- Reports Entered 140
- Mail / Faxes / Request 19

Patrol

- Total Calls 1,424
- Total Traffic Stops 171

Operations

Crime Opportunity Report Forms: 198

- 7/27/16
 - Carbreak, 73 McAlister Drive. An unlocked 2014 Ford Fusion was entered and a 9 mm pistol was removed.
 - Battery- DV Arrest, 600 Crowne Commerce Court #634. Suspect was placed under arrest for pushing, slapping, and biting the victim.
 - Carbreak, 240 Interchange Boulevard. Victim went to her car at midnight to grab her laptop so she could do her homework. Later she came back outside to dump trash at approximately 0015 hours and she decided to check her car. When she did, she noticed her passenger side front window was smashed out, and her purse was taken along with the contents inside.
 - Narcotics Arrest, Division Avenue/South Yonge Street. During a traffic stop the passenger fled on foot from an officer. The officer caught up to the suspect and used his Department issued Taser on the suspect after telling him to stop running several times. Suspect had several felony drugs in his possession.
- 7/28/16
 - Carbreak, 74 Wilmette Avenue. A 20-inch surface cleaner was stolen from the victim's open trailer along with the cable lock that had secured it.
 - Aggravated Assault, 1520 West Granada Boulevard. Victim advised he got into a verbal argument with a driver of a vehicle as he was crossing the street. The suspect made a u-turn and went towards the victim, and tried to hit him with the car when he was in the parking lot of the gas station. Suspect left the scene.
- 7/29/16
 - Narcotics Arrest, 1478 West Granada Boulevard (Ormond Towne Square). Officers responded to the area of Ormond Towne Square in reference to three suspicious persons riding bicycles in and out of the rows of vehicles. Contact made with the three suspects. One of the suspects was found to be in possession of narcotic paraphernalia and arrested for the narcotics charge.
 - Grand Theft, 1899 North US1 (Destination Daytona). Equipment to include a laptop, label maker, circuit tracer, welder suitcase and tools, and meter set were discovered missing.
 - Burglary Residence, 241 Ellicott Drive. Unsure if anything at the residence was taken. Victim currently out of town. Rear smashed sliding door found by friend staying at the residence.
 - Weapons Complaint Arrest, 600 Block South Nova Road. Officers received a call of a suspicious person sitting in front of Babe's Blue Room and had a firearm tucked under his shirt. Officers located the two suspects walking south on Nova Rd. One suspect was discovered to have a loaded BB gun in his back pocket hidden under his shirt and a small walkie talkie in his hand. Suspect was also wearing a Security Officers Badge on belt clip similar to what detectives wear. The suspect stated that the Nova Rd area was his area for safety patrols to check on. Suspect was arrested for carrying a concealed weapon. He was also on Pre-Trial release for Attacking a Disabled Adult at a group home and was charged with the Violation of Pre-Trial Release.
 - Resisting Officer Arrest, 1687 West Granada Boulevard (Calvary Assembly of God). Suspect was acting irrational to others at the church. When officer confronted him, he walked quickly at the

officer in an aggressive manner. When the backup officer arrived, the suspect ran from the scene but was caught without force. He was secured and transported without any further issues.

- 7/30/16
 - Warrant Arrest, 1950 West Granada Boulevard (7-11 Convenience Store). Flagler County Sheriff's Office issued a BOLO for a suicidal suspect inside of a Blue Nissan vehicle with another suspect who had open warrants. The vehicle was located parked in the parking lot of the 7-11 at West Granada and Tymber Creek Road. The suicidal suspect had a fresh laceration to her wrist where she admitted that she had cut herself. The other suspect was also contacted and had open warrants for Possession of Cocaine and Driving While License Suspended. Additional charges for narcotics were placed on the subject for narcotics located inside the vehicle.
 - Traffic Arrest, Domicilio Avenue and North Ridgewood Avenue. Suspect was stopped for a traffic violation. Suspect has a Florida ID Card only and a suspended Michigan license.
 - Carbreak, 238 Timberline Trail. Back passenger side window smashed out. Golf bag and golf clubs, GPS System, and Craftsmen tool set taken.
 - Open Container Arrest, 1102 West Granada Boulevard (Speedway Gas). Suspect was intoxicated and openly drinking beer. Suspect was belligerent and refusing to leave the property.
 - Battery-Domestic Violence Arrest, 1614 North US1 (Econo Lodge). Suspect battered the victim.
- 7/31/16
 - Stolen Vehicle, 11 Park Terrace. 2009 green Volkswagen stolen from driveway. Keys for the vehicle were taken from another vehicle in driveway that was burglarized.
 - Carbreak, 11 Park Terrace. Vehicle doors unlocked. MP3 player and car keys to above stolen vehicle taken from vehicle.
 - Carbreak, 15 Park Terrace. Two vehicles were unlocked. Tablet taken.
 - Carbreak, 323 Park Place West. Vehicle doors left unlocked. Nothing taken.
 - Carbreak, 16 Park Terrace. Two vehicles were unlocked. Coach purse taken.
 - Battery-Domestic Violence Arrest, 11 River Bluff Drive. Officers responded to the residence in reference to a domestic disturbance. Suspect was arrested for domestic violence.
 - Battery-Domestic Violence Arrest, 310 Topical Drive. Suspect was arrested after he shoved the victim during an argument.
 - Carbreak, 21 Misners Trail. Two unlocked vehicles were entered overnight.
- 8/1/16
 - Burglary Business, 610 South Yonge Street #814. A vehicle had the ignition damaged and was moved so that access was gained to a Dixie Chopper 72". Also taken were a Stihl weed eater, Echo edger, and a Stihl backpack blower.
 - Carbreak, 945 Willow Run. The vehicle was unlocked, 2012 White Ford SUV. A purse with a work cell phone was taken.
 - Carbreak, 24 Misners Trail. Two key boards were taken. No signs of forced entry. Owner maintains the vehicle was locked.
 - Battery Domestic Violence Arrest, 408 Oak Park Circle. Officer went to the address listed in reference to an open affidavit on a suspect that was found at this address and was taken into custody for the charges.
 - Burglary-Residence, 6 Manderley Lane. Victim advised someone stole \$60 in cash and a 32 caliber silver plated with pearl grip firearm unknown make from his house.
- 8/2/16
 - Warrant Arrest, Peninsula Drive and Glenview Boulevard, Daytona Beach. Ormond Beach and Daytona Beach Detective Units made arrests on two felony warrants.
 - Shoplifting/Narcotics Arrest, 790 West Granada Boulevard (Walgreens). Suspect took property from Walgreens without paying for it worth \$330.92. Suspect took off in a tan Dodge truck westbound on W Granada Blvd. The truck was found parked at 955 S Nova Rd. in lot 28. Officers made contact with the suspect. A show up was initiated and a Walgreen's employee positively identified the suspect. Officers searched the suspect and found a small bag of methamphetamine and synthetic cannabis.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 20
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 29
 - Number of Written Warnings Issued: 2
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 6

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 6 Cases initiated
- 17 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and sixty-nine (69) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland - Installation of the new watermain has been completed on Washington Place, pressure testing has passed, and bacteriological testing has begun. Work continues on Fairview Avenue with service lines being installed across the roadway. The line that was taken out of service on North Beach Street has been grout filled; restoration is being finalized along North Beach Street.
- Ph II 2-Inch Water Main Replacement – North Peninsula – As-builts have been revised per City comments and are under final review.
- North US1 Landscaping (Airport Road to I-95) – The contractor is installing the accent plantings, mulching and pruning the new palm trees.
- Downtown Stormwater – The outfall from the Lincoln Avenue system has been completely connected to New Britain Avenue. Re-pavement of roadway section will occur this week completing the work on New Britain Avenue.
- WWTP Sludge Thickener Improvements – Start up of the new aerator in Sludge Tank No.1 and the new blowers was performed and was successful. Start up of the new VFD's and Blowers is scheduled for this week. After this, the contractor will place Tank No.1 back into operation and proceed to perform the work on Tank No. 2.
- Airport Monument Sign Replacement - The new sign has been installed.
- 2016 Corrugated Metal Storm Pipe Repairs - Pipe lining was completed on Cypress Circle and a 24-inch outfall on Oak Forest Drive. Approximately 760 LF of pipe lining was completed on Ormond Parkway. 48-inch diameter stormdrain is being lined on Ormond Parkway.
- 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables - Project is scheduled to begin August 8. Resident Notices were distributed.
- Lincoln Avenue Parking Lot – Construction began August 1.
- Water Treatment Plant Lime Silo Dust Arrestor – The contractor has submitted to the Building Division for permit approval.
- Water Treatment Plant Controls and Pump Upgrade - Contracts have been sent to the contractor for execution.
- Laurel Creek Stormwater Pump Station Improvements – A pre-construction conference is scheduled for August 8th.

Design Projects:

- South Peninsula Reclaimed Expansion – Survey is 50% complete, design is 30% complete.
- West Ormond Community Center – Staff’s consultant meet with School administration and developed a mutual agreement on the proposed layout with some minor modifications that were presented by the school representatives. The consultant will incorporate these layout changes and within two weeks present them back to the school representatives for their concurrence.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being finalized. Project will be bid for award next FY as funding is available in FY2067-17.
- WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held. The engineering report that will look at various sludge dewatering systems is expected in August.
- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is 60% Complete. Permit applications are being prepared. A presentation to FIND occurred on June 18th. Staff was notified that the City’s FIND grant application rated high enough for funding consideration for Phase 1 – Design and Permitting. Final notifications from FIND are expected in September. Staff received notification that it did not make the funding ranking for the Florida Boating Improvement grant that was submitted to the FDEP FFWCC. Staff has requested clarification on several of the ranking items that it felt were not representative of its application and is awaiting a response from FFWCC.
- Sanitary Sewer Inflow/Infiltration - Bidding manual was prepared to 90% completion and will be completed upon final determination and selection of pipe locations most in need of repair. Staff is analyzing lift station pump run times and gravity main depths to help determine the most critical infiltration and inflow areas of the sanitary sewer system.
- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed. Permit applications were submitted to FDEP.
- Forest Hills Connector Trail – City staff is finalizing survey work for the route from Forest Hills to Granada Blvd., as well as from Misner’s Branch to Tomoka Elementary School. Started in-house design.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – Staff is finalizing plans for County review.
- Ph III 2-Inch Water Main Replacement – Mainland – Consultant has submitted plans for review at the 60% level.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Survey is 80% complete, design is 20% complete.
- Downtown Stormwater Phase 2 - Consultant is developing a scope of work and proposal for the Phase 2 construction plan development.
- Fleming Ave Stormdrain Improvements - Design proposal is being prepared for City Commission approval at its September 6th meeting.
- Wilmette Avenue Pumping – The consultant met with FPL to discuss options for providing power to the site; design has commenced.

- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Ground down uneven sidewalk on Cross Vine Dr, Caladium Dr and Ormond Lakes Blvd
 - Ground high spot on Volunteer Ln
 - Cut out bad sections of sidewalk at Spring Meadows Blvd
 - Formed and paved north side gutter of roadway on Fiesta Dr
 - Formed concrete pads for Sports Complex

- Tree Crew
 - Trimmed & cleaned up at City yards and City Hall (including Corbin Ave. parking lot at school)
 - Trimmed at various bus stop benches

- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimmed on Fleming Ave from Laurel Dr to Nova Rd, Elieen Butts St, The Trails subdivision and at Tomoka Elementary School
- Removed holly tree at City Hall

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
- Placed shell on Riverview Dr
- Assisted with trimming on Old Tomoka Ave
- Assisted asphalt crew on Fiesta Dr

Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightened signs in various areas of the city
- In-shop training
- End-of-year inventory and ordering of materials
- Fabricated and installed residential 25 MPH speed limit sign on Coquina Point Dr

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected Citywide
- Inlets – inspected and cleaned Citywide
- Basin cleaning – Citywide, all zones
- Prepared sandbags
- Pipe repair – SR40 and on Fiesta Dr
- Pond maintenance at Memorial Gardens
- Outfall maintenance at 800 block of John Anderson Dr

Mowing

- Reach Out – SR40, FDOT ponds

Vac-Con

- Assisted in making sandbags as part of department's ongoing hurricane preparedness

Street Sweeping/Streetsweeper

- 143 miles of road cleaned
- 28 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
33,314

PM Services completed for the week:

Emergency—Vehicles and Equipment
4

Non-Emergency Vehicles and Equipment
10

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 14,637 gallons of unleaded and 8,861 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,487 gallons of unleaded and 1,071 gallons of diesel.
- Fleet completed 41 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – Design is underway.
- Effluent Outfall Replacement – Construction permit applications are being reviewed by FDEP.
- Fire Hydrant Replacement Program – FDOT permit plans are being prepared for the hydrant at 621 S. Atlantic. Second annual phase hydrant replacement group is underway.
- Lift Station 10M & 12M Rehabilitation – Sixty percent plans were received for review.
- Lift Station 8M1 – A revised work authorization for construction administration services from McKim & Creed is under review.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent Pump Station Pump #2 operational evaluation is underway.
- Rima Wells Auxiliary Power Generator – Transfer switch installation and electrical work is underway.
- Sanitary Sewer Inflow Infiltration Project – Pump run times are being evaluated to select areas to be televised.
- Shadow Crossings Force Main Improvements – Conformed contract documents are prepared and being forwarded to contractor for execution.
- Sodium Hypochlorite Storage Tank Replacement (WWTP) – As-built drawings are being prepared.
- SR40 Irrigation – Landscape architect and grounds maintenance determined feasibility connecting two landscape islands together to replace the existing service connection.
- Storage Tank Repairs & Maintenance – Preliminary plans and specifications for the WTP elevated tank are under review.
- Water Plant Aerator Housing Rehabilitation (CIP) – Preconstruction meeting is scheduled for this week.
- Water Plant Lime Silo Dust Arrestor Project – Plans submitted to the Building Division for permits.
- Water Plant Pump & Control Upgrades – Contracts were sent to the contractor for execution.
- WWTP Sludge Digester Aeration – Revised Operation and Maintenance Manuals for mixer and blower start up were provided. Mixer/Blower training scheduled 8/4/16. SCADA training scheduled 8/5/16.
- Utilities SCADA Upgrades – Radio survey is being performed.
- Volusia County Use Permit Applications underway for 307 N. Beach St.
- Volusia County Use Permit issued for 1655 John Anderson Drive.
- SPRC Projects: Grande Champion Cypress Trails PRD – Received plans for review. CVS – 795 W Granada – Reviewed as-builts and performed final site inspection. Punch list items were generated. Hunters Ridge – Met with engineer to discuss the proposed future development flows for the area and its impact upon existing utilities. Granada Pointe – 600 W Granada – Received plans for review. Kingston Shores – Received plans for review. Realty Pros Office - 900 W Granada – Plans are being reviewed. River Oaks – Met with the design engineer to discuss

options for lift station pump capacity. 1 year maintenance bond available for facility upgrades if determined necessary. SR Perrott Modification – 1280 N US1 – Received plans for review. Vystar Credit Union – FDEP Wastewater permit clearance was received. 1190 Oceanshore Blvd. – Received plans for review. 1368 N Oceanshore Blvd – Lift station force main modifications required due to unforeseen field conditions – reviewing contractor cost proposal for additional work.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 45.66 million gallons for the week ending July 29, 2016 (6.52 MGD)
 - Backwashed 11 filters for a total of 554,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.33 Million Gallons.
 - Produced 29.33 Million Gallons of Reuse.
 - Produced 0.00 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.19 MGD, plant designed for 8 MGD.
 - Hauled 119.11 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 10 water service leaks.
 - Replaced 4 residential water meters.
 - Installed 6 new residential water services for homes being constructed.
 - Replaced or repaired 10 water meter boxes.
 - Replaced 5 water services due to aged piping, 3 - 2" casings were installed for water service under roadways.
 - Disconnected 1 water service due to demolitions.
 - Rebuilt the 2" water meter due to reading errors serving a permanent flushing device on S. Beach St.
 - Repaired a 2" GSP water main leak on New Britain Dr, Central Ave and W. Granada Blvd.
 - Performed yearly scheduled pressure testing of 5 City owned backflow preventers, 1 needed repair.
 - Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Continued fire hydrant maintenance & inspection in Ormond-by-the-Sea, 33 fire hydrants inspected and painted.
 - Performed valve maintenance on 10 water main line valves within map book C-2.
 - Performed a fire hydrant residual pressure testing on US1 Near Hull Rd
 - Backfilled and landscaped 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 105 regular utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
 - Responded to 11 Request for Utility Verifications for residential and commercial properties.
 - Checked all known trouble spots. All good @ current time.
 - Continued to evaluate and respond to low reuse pressure complaints in the Breakaway Trails area due primarily to dry conditions and high demand.
 - Cleaned 1,600 lf of gravity main on Arroyo Pkwy due to 8" stub being broken by home builder subcontractor at 960 Arroyo.

- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 10/10 psi, Ocean Mist Hotel @ 2/2 psi, Ormond Mall @ 2/2 psi. Continued flushing of air release's in an effort to lower the force main pressures.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 28/26 psi. Foxhunters Flat (2 inch) 18/18 psi & Shadow Crossing Blvd. (4 inch) 8/4 psi.
- Televised 23 laterals from our PM list, 7 needed to be cleaned, 16 were clean and clear, and 0 needed repair. These locations will be put on a 6 month follow up.
- Performed annual root control on 11 Sanitary Service Laterals.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Tomoka Meadows LS, call out, replace controller with used inventory, ok.
 - Plant Main Generator, oversaw contractor repair of exhaust fan at main generator structure, ok.
 - Breakaway Trails, tested generator power to station, changed out 250 amp breaker pump #2, purchasing parts needed to replace corroded control cabinet components, will install when received.
 - Poly Blend #2, lines plugged, blew out lines, primed pump, ok.
 - Post Anoxic Basin; assisted operators with installation of nozzle mixer to enhance mixing characteristics.
 - Carrousel blower #1, SCADA time delay relay not functioning, replaced, ok.
 - Chelsea Place #2, assisted Collections with tanker truck pump-out of station during force main outage, put Chelsea Place #2 back in automatic, ok.
 - Chlorine Pump, motor fault, checked pump assembly, ok.
 - Recycle Pump #1, repaired leak at gauge, replaced leaking pipe nipple with new stainless steel one, ok.
 - Bisulfate Tanks, replaced site glasses on both tanks, ok.
 - A1A Force Main – Spanish Waters, assist Collections with main pigging activities as needed.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor: Tomoka Meadows - replaced controller; Saddler's Run, high level call, normal level found, possible RTU false call, will monitor.
 - SCADA monitor/response: 7M, uneven starts, clean probe, reset motor starter #1, ok; 4M1, HOMAC, 7M1, 8P, high starts, clean probe, ok; San Marco – SCADA, no starts #1, reset motor starter, ok.
 - 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 Plant PM's: Screw Pump #2; Screw Pump #3.
 - Quarterly Plant PM's: Screw Pump #2; Grit Snail.
 - Semiannual Plant PM's: Sand Filters, #1, #2, #3.
 - Annual Plant PM's: Fermentation Submersible Mixer #12.
 - Bi-Annual Plant PM: Screw Pump #2.
 - Lift Station PM's: 30 monthly and 1 annual performed.
 - 78 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 24H, test run generator, ok.
- Lime Sludge Thickener, torque box mounting bracket failed, welded failed area, reinstalled, performed corrosion control, placed into service, ok.
- LPRO filter skid #1, not operating, found no control voltage in main gear, replaced faulty fuse on control transformer, ok.
- Paste Lime Slaker #2, not operating, feed belt jammed, cleared debris replaced belt with new stock, ok.
- Well 8D, 17D, changed power saver parameters to accommodate unbalanced supply voltage, ok.
- Well 25H, tripped thermal overload @ A phase only, troubleshoot, tightened connections, cleaned contacts, rotated phases to try and pin point problem, will monitor.

- Well 41R, installed temporary flow meter, and sent other unit for repair and calibration.
 - Polymer building, 2" water feed line under building failed, assisted Water Distribution with repairs and alternate routing of pipe, removed unused piping sections, placed back into service.
 - Chlorine containment, replaced non operational sump pump, ok.
 - Monthly PM's: all interconnects; all High Service pumps; L.P.R.O. clear well pumps; all degasifiers and scrubbers; all L.P.R.O. feed pumps and filter trains.
 - Well PM's: BAT Wells 2, 3, 4.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Fats Oils and Grease (FOG) in Sewer Collections System – Staff is developing a strategy for limiting the volume of FOG in the City's sewer collection system. FOG plays a major role in blockages within the system.
 - EPA's DMRQA-36 – The US EPA requires sewer collection systems which discharge into surface waters to perform an evaluation of their proficiency of the analyses being performed. This evaluation helps ensure the integrity of the data produced. The City's WWTF performs in house analysis and has several contaminants analyzed by contractors with different areas of specialty. The City will submit results provided by each laboratory performing analytical services for City.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report – Staff approved the final version of the 2015 CCR (Annual Water Quality Report). The new report is available on the City website at www.ormondbeach.org/ccr. For the months of September and October, all water bills include an invitation for customers to view the new report on the website. Hard copies of the CCR were distributed by staff to the bulk water customers, such as apartment buildings. This distribution allows customers who do not receive water bills from the City to have an opportunity to be aware of the report.
 - Backflow Device Testing Compliance – Staff is evaluating the commercial water customers who have not demonstrated their backflow prevention device has been tested and certified. The compliance rate of the devices within the city is periodically requested by the FDOH.

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 meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff provided assistance for Citizens for Ormond Beach Candidate Forum on August 1, 2016, held in the City Commission Chambers
- Staff attended and provided support for August 3, 2016, City Commission Sign Regulation Workshop and City Commission Meeting
- Agenda packet preparation and creation for August 12, 2016, Pension Boards Meeting
- Agenda packet preparation for August 16, 2016, City Commission Meeting

Status of Department Projects

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