

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 13, 2016

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with IT Manager
- Continued CIP meetings with individual departments
- Reviewed commission agenda
- Prep work for panel discussion at FCCMA conference

Spoke to, attended and/or met with:

- Rotary board meeting
- Roundtable of Volusia County Elected Officials
- PACE Center board and executive committee meetings
- Held Meeting with the Manager

Community Development

Planning

- Met with Bill Partington, Sr. regarding the construction of a flag pole for the Halifax Yacht Club. Property was conveyed in 1910, no survey exists because no boundaries were ever identified, and the pylon w/flag pole will be located in the submerged lands of the state. FDEP and city permits will be required.
- The Planning Director and Senior Planner met with City Administration regarding the Downtown CIP projects.
- The Planning Director met with HR and Code & Associates to review certification pays.
- The Planning Board conducted a public hearing on the River Oaks Phase II Preliminary Plat. After hearing no comments from the public, the Board approved the Preliminary Plat as presented.
- The Department issued a BTR to Barney's Leather at 1148 US1 North for manufacturing and wholesale of products only. Both activities are permitted uses within the Light Industrial zoning district. The requested retail component was not approved since retailing within the City's Light Industrial zoning district is not permitted.
- Tom Griffith, Chief Building Official, completed the process and passed the examination to become a Certified Floodplain Manager (CFM). The Department now has two fully certified CFMs.

Building Inspections, Permitting & Licensing

- 255 inspections performed.
- 4 new business tax receipts issued.
- 125 permits issued with a valuation of \$2,726,807.00

Development Services

- The SPRC did not meet this week

- Approved projects Under Construction (percentage completed):

Project	% Complete
146 North Orchard Street	95%
Children's Workshop	25%
CVS Health	40%
Environmental Discovery Center	99%
Moss Point, entry wall	0%
Riverbend Church	30%
Vystar Credit Union	45%
Huntington Villas	98%
Giant Recreation World	98%
Huntington Green	0%

Economic Development/Airport

Ormond Crossings

- Staff met with Tomoka Holdings to continue the discussions for the construction of utilities to the Commerce Park portion of the project. Tomoka Holdings discussed the infrastructure costs of developing the residential plan on the westerly side of the project, which may require alternative conceptual planning. This is an ongoing process and staff will provide updates to the Commission.

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.
- SKYO Industries, the New York manufacturing firm that purchased 2 Sunshine Boulevard has relocated approximately 95% of their operation from New York. Approximately 30 employees have been hired and the company expects to be in full operation in Ormond Beach by August.

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

- Staff presented an economic development update to the Daytona Beach Area Association of Realtors. Staff is following up with several realtor inquiries and possible projects as a result of the meeting.
- Staff met with Main Street staff to review and discuss ongoing economic development projects.

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company has purchased 3 Aviator Way and is expected to expand the building and move its headquarters to Ormond Beach. 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 July/August.
- Staff met with a company interested in purchasing land at Destination Daytona to construct a Jeep dealership and related uses. Amendments to the land development code may be required.

Airport Operation and Development

- Staff has scheduled a special meeting of the Aviation Advisory Board on May 18th, to review the proposed Airport Capital Improvements Program.
- ATS Land Surveying began field work to provide the airport with an updated survey of the northeast quadrant of the airport.
- Staff assisted personnel from AVCON, Inc. and Zev Cohen and Associates, Inc. to complete a pre-construction gopher tortoise burrow survey at the airport. This survey is required prior to

commencement of construction activities on the Taxiway Golf project. Construction of the taxiway project is expected to commence on June 6th.

- The Ormond Beach Air Traffic Manager participated in a teleconference with representatives from Daytona Beach Air Traffic Control, Jacksonville Center Air Traffic Control, Tyndall Air Force Base, and the Civil Air Patrol. The teleconference was to coordinate local air operations by the Civil Air Patrol for Exercise America's Shield (EAS) 2016. EAS 2016 is a pre-deployment exercise in support of the National Capital Region Integrated Air Defense System. Civil Air Patrol flight operations for this exercise will be based at the airport, and will take place from May 24th through June 1st.
- FAA personnel and federal contractors continued working on the project to rehabilitate the FAA's VHF Omni Directional Range (VOR) facility. The VOR will be out of service for 45 to 60 days.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparing the Capital Improvement Plan
 - Preparing the 2017-18 fiscal year proposed budget
- Completed Projects - Weekly
 - Processed 41 Journal Entry Batches (#4001 - 4120).
 - Approved 15 Purchase Requisitions totaling \$100,576.23.
 - Issued 11 Purchase Orders totaling \$57,312.37.
 - Processed 4,569 cash receipts totaling \$998,395.86.
 - Prepared 120 Accounts Payable checks totaling \$293,329.82 and 46 Accounts Payable EFT payments totaling \$525,073.87.
 - Prepared 21 Payroll checks totaling \$19,788.12 and 335 Direct Deposits totaling \$401,851.61.
 - Transferred IRS 941 payment of \$158,454.71.
 - Processed 2,179 utility bill payments through ACH totaling \$200,735.60.
 - Processed and issued 5,726 utility bills with billed consumption of water of 37,348K.
 - Issued 674 past due notices on utility accounts.
 - Auto-called 67 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Walking with the Manager (5/20)
 - Youth Summer Volleyball League (Registration begins May 9)
 - 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.
 - Attended weekly staff meeting.
 - CodeRED notifications for hydrant flushing.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended pre-construction meeting at OBHA for roof replacement of public housing units located on S. Washington St. and Division Ave. as part of the City's CDBG FY 14-15 allocation.

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 3

- Hazardous: 3
 - EMS: 88
 - Motor Vehicle Accidents: 12
 - Public Assists: 43
 - TOTAL CALLS: 149
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- Aid provided to other agencies: 8 Calls: Daytona Beach (2), Holly Hill (2), Volusia County (4)
 - Total staff hours provided to other agencies: 6
 - # of overlapping calls: 43
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 82

Training Hours

- NFPA 1001: Firefighting 26
- NFPA 1002: Driver 16
- NFPA 1021: Officer 3
- NFPA 1500: Safety/Equipment 22
- NFPA 1620: Preplanning 6
- EMT/Paramedic 29
- TOTAL TRAINING HOURS: 102

Station Activities

- Updated 13 pre-fire plans
- Conducted 4 fire inspections
- Serviced 19 fire hydrants
- Spoke to residents of Ormond Heritage Condominiums on hurricane emergency preparedness.

Human Resources

Staffing Update

Requisitions

- Records Clerk (Police)
- Police Captain (Police)

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.
- Assistant Finance Director (Finance) was advertised 4-18-16 on the City web site; internally; with the Government Finance Officers Association; with the Florida Government Finance Officers Association; and will remain open until 5-16-16.
- Permit Technician (Planning) was advertised on 4-28-16 on the City web site; internally; and will remain open until 5-13-16.
- Maintenance Worker II – Streets (Public Works) was advertised on 4-28-16 on the City web site; internally; and will remain open until 5-13-16.
- 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.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was advertised 4-18-16 on the City web site and will remain open until 5-6-16.

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)
- Maintenance Worker II (Streets/Public Works)
- Part Time Maintenance Worker II – Andy Romano Park (Leisure Services)
- Seasonal Part Time Maintenance Worker II – Andy Romano Park (Leisure Services).

Employee Events

- Our ICMA representative will be here to meet with employees on May 12
- New employee orientation will be held on May 26

Risk Management Projects

- Chamber of Commerce Leadership meeting
- Wellness Council event planning meeting

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract approved by City Commission at the 4/19/2016 Commission meeting.
 - Finance – Interactive Voice Response System – Project underway, vendor delivered Virtual Machine files to IT for installation. IT working on install of the virtual server and integrating into the network domain.
 - Clerk's Office – Email Archive system replacement – Barracuda server appliance has been configured and receiving new mail, working with vendor to import all old mail from current email archive system. Operational testing continues.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 24 New work - 50 completed - 36 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	46,053	Inbound E-Mails Blocked	28,623
Delivered Inbound E-Mails	17,104	Quarantined Messages	326
Percentage Good Email	37.1%	Virus E-Mails Blocked	251

- Notable Events:
 - Email volume and characteristics back to normal after last week's extreme volume of spam.

- Geographical Information Systems (GIS)

- Addressing Additions: 5 Changes: 4 Corrections: 1
- Map/Information Requests: 18
- Information Requests from External Organizations: 4
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0: Total in system = 729
- Meters GPS Located this week: 29: Total in system = 23,236; 22,535 potable, 691 irrigation, 11 effluent
- Notable Events: None

Leisure Services

- Administration
 - Public Works Meeting

- City Manager's Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- CIP Meeting
- EDC Final Preparations
- LSAB Meeting

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Lady Renegades Softball continued their spring practices this week at the Softball Quad.
 - OBSC Soccer continued practices with rec games on Saturday mornings at the Sports Complex.
 - OBYBSA Recreational Program continued playoff games this week at both Nova and the Sports Complex.
 - MEAC Softball Championships were once again held at the Softball Quad at the Sports Complex. Practices were held on Wednesday morning, with games running Thursday through Saturday.

- 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
 - Greased and cleaned equipment
 - Prepped and/or painted fields for various recreational and competitive teams
 - Put in new pitching rubbers and home plates at Quad for MEAC championships
 - Add clay and bricks to mounds and home plates at Quad
 - Painted and setup Championship Field #7 for upcoming SHS games

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
 - Granada Squares Dance was held on Tuesday 6:30pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats and CMT held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: CMT held regular classes.
 - Thursday: Kopy Kats and CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host following events:
 - CMT presents "Legally Blonde Jr. " and Alice in Wonderland Kids", Friday and Saturday, 7-10pm, Sunday 1-4pm

- 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
- YMCA Soccer Games Saturday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Clean up and organization from Art in the Park
 - Planning of 2016 events through July
 - EDC Grand Opening, May
 - Memorial Day Remembrance Service
 - Reel in the Fun Fishing Tournament
 - Independence Day Celebration Independence Day
 - Summer Sounds Concert Series

- Gymnastics
 - May session in progress
 - Trial classes are being offered to attract potential students
 - Continued training new Rec Leader
 - Open Gym Friday 6-8pm

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for those who participated in 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 met on Tuesday from 5:00-6:00pm.
 - Explore the Arts met on Wednesday from 3:15-4:00pm.

- The Casements
 - A memorial service was held at Ormond Memorial Gardens on Saturday from 11:00 a.m. to 12:00 p.m.
 - A wedding was held at Ormond Memorial Gardens on Saturday from 3:00 p.m. to 4:00 p.m.
 - A wedding ceremony and reception were held on The Casements' North Lawn on Saturday from 6:00 p.m. to 11:00 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 Guild Membership Committee held a meet and greet in the Preservation Room from 10:00 a.m. to 11:00 a.m.
 - The Guild gave a special tour to children from Cypress Creek School on Tuesday and Wednesday from 10:00 a.m. to 11:00 a.m.
 - A local Girl Scout troop held a bridging ceremony in Rockefeller Gardens on Tuesday from 5:00 p.m. to 7:30 p.m.
 - Lohman's Healing Path Workshop held a class in room 205 on Wednesday from 2:00 p.m. to 5:00 p.m.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - Staff attended the Project WILD Workshop at the Environmental Discovery Center on Friday from 8:00 a.m. to 3:30 p.m.

- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted pavilions for reservations
 - Built set up for new rain barrels at EDC

- Built lattice for butterfly garden at EDC
- RFQ meeting
- 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
 - Assisted contractors with miscellaneous repair work throughout city facilities
 - Met contractors for upcoming jobs
 - Perform safety/operational check on 14 City-owned electronic gates
 - Repaired ice machine at Fleet Operations
 - Inspection and maintenance on alarm systems at the Police Department
 - Installed new LED light for the walkway at SONC
 - Repaired football scoreboard at the Sports Complex
 - Repaired lights in the concession stand ladies room at Nova
 - Reset fire alarm panel at Ames Park
 - Attended the small trades meeting at Public Works
 - Repair work to office bathroom at Nova Gym
 - Repair work to men's bathroom at Police Department
 - Conducted interviews for new Parks employee
 - Repaired downstairs bathroom light and fan at Ames
 - Installed new faucet in men's room at MacDonald House
 - Repaired door and closer at Ames House

Police Department

Administrative Services

- Attended Weekly Staff Meeting
- Attended Soda Pop with A Cop at Chick-fil-A
- Attended State's Attorney Meeting in regards to Ormond Beach Police Department's pending implementation of Body Worn Cameras.
- Attended bi-weekly Crime View Meeting
- Attended Awards Committee Meeting
- Attended quarterly Citizen Law Enforcement Advisory Board Meeting

Community Outreach

- Eight OBPAL Youth Directors Council members, along with YDC Advisor Belinda Legut, Acting Captain Lisa Rosenthal and Officer Amberly Michaelis attended the State of Florida Association of Police Athletic Leagues One Day Youth Rally. The rally, entitled "Youth and Officers Coming Together as One" was held in St. Augustine on Saturday, May 7 and was hosted by St. Johns County PAL.
- OBPAL Basketball practice for the 8th and 9th grade teams was held. The next tournament is at May Fest for the 8th grade team. May Fest will be held in Ormond Beach on May 20-22.
- Field trips and programs for the Summer Connections Partnership are being reviewed and finalized.
- Conducted "Cinco de Fido" as part of Mission Passable (pet food drive & adoption awareness) with Sophie's Circle at Walmart
- "Soda Pop with a Cop" was conducted on May 4th at Chick-fil-A. An estimated 200-250 citizens participated in this event.
- Assisted the Girl Scouts with their bridge walk on May 10th, by providing traffic control and pedestrian assistance.

Community Services & Animal Control

- Animal Calls responded to: 47
- Animal Reports: 7
- Animal Bites: 2
- Animals to Halifax Humane: 1 Dog
- Reclaimed dogs: 2
- Trap Neuter Release: 2
- Kittens fostering: 3
- Injured Wildlife: 2
- Solicitor Permits: 4
- 120 bicycle helmets were donated from the Daytona Beach Bicycle Club

Criminal Investigations

- Cases Assigned: 33
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 10
- Inactive: 11
- Fraud: 3
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 13
- Grand Theft: 3
- Auto Theft: 3
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 3
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1
- Threatening Calls: 1

Records

- Walk - Ins / Window 116
- Phone Calls 132
- Arrest / NTA'S 32
- Citations Issued 80
- Reports Generated 150
- Reports Entered 125
- Mail / Faxes / Request 19

Patrol

- Total Calls 1,484
- Total Traffic Stops 169

Operations

Crime Opportunity Report Forms: 241

- 5/3/16
 - Carbreak, 75 Brookwood Drive. Unlocked door, items taken included a purse with bank cards, gift cards, cash, and other items.
 - Traffic Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspicious vehicle was located on Walmart property and stopped. Driver was identified and arrested for being a Habitual Traffic Offender.

- Warrant Arrest/Recovered Missing Person/Domestic Violence False Imprisonment Arrest, 1608 North US Hwy 1 (Scottish Inn). While completing a self initiated patrol of hotel parking lots an officer located a suspicious vehicle in the parking lot of the Scottish Inn. Further follow up showed that the registered owner was reported missing out of Tennessee. The missing subject was possibly with a suspect who has nationwide warrants. Contact was made with both the missing person and the suspect in one of the hotel rooms. Warrants for the fugitive were confirmed and he was arrested and taken to the county jail.
- Warrant Arrest, 1478 West Granada Boulevard (Ormond Towne Square). A transient suspect was found panhandling. A person's check found the suspect had an open warrant for camping. He was also issued a trespass warning from Ormond Towne Square.
- Narcotics Arrest, 700 Virginia Terrace. Suspect was stopped for a traffic violation. The officer found 35 grams of marijuana after a probable cause search of the vehicle. He was arrested for narcotics and paraphernalia.
- 5/4/16
 - Stolen Vehicle, 8 Coolidge Avenue. A 16 foot utility trailer was removed from the lot.
 - Carbreak, 108 South St. Andrews Dr. Unknown suspects entered the victim's unlocked 2007 Infinity. Unknown if anything was taken.
 - Carbreak, 54 South Ridgewood Avenue (The Kids Company Learning Center). The victim arrived at the daycare and went inside leaving 1993 Buick unlocked. When the victim returned she discovered her purse was missing.
 - Battery-Domestic Violence Arrest, 17 Fisherman Circle #7. Suspect arrested for going hands-on with the victim.
 - DUI Arrest, 690 South Nova Road, A traffic stop was conducted on the suspect's vehicle. Suspect was found to be intoxicated and arrested.
- 5/5/16
 - Battery/Domestic Violence Arrest, 133 South Halifax Drive. Suspect was arrested for battery against the victim.
 - Carbreak, 560 South Yonge Street. A ring was taken.
 - Carbreak, 1375 Harmony Avenue (Ormond Beach Sport Complex). The victim left his 2003 Toyota unsecured while watching a game. Upon returning to the car the victim's wife discovered her purse missing. The purse contained credit cards, sunglass case and Social Security cards.
 - Narcotics Arrest, 839 South Atlantic Avenue (Andy Romano Park). A suspicious vehicle turned into a narcotics investigation when the officers smelled cannabis inside the vehicle. Contact was made with the suspect who admitted to smoking cannabis earlier. A search of the vehicle revealed 4 grams of cannabis and a grinder. The suspect was given a Notice to Appear.
 - Burglary-Business, 1571 N US Hwy 1 (Horizon Assisted Living). The business is under construction but office equipment such as lap top computers are in various locations throughout the facility. Unknown suspects removed three lap tops from the business.
- 5/6/16
 - Traffic Stop Arrest. Suspicious vehicle pulled over by detectives and patrol officers. Driver was arrested for having a suspended license and not being truthful about his name.
 - DUI Arrest, Division Avenue and South Yonge Street. Officers responded to a vehicle crash. After crash investigation completed, a DUI Investigation was initiated and the driver was arrested for DUI and Driving on a Suspended License
 - Domestic Battery Arrest, 1670 West Granada Boulevard (Racetrac). Transient victim went to gas station and she was in distress. Officers determined that she was a victim of domestic battery. Officers walked into the wooded area behind the business and located the suspect and he was subsequently arrested for Domestic Violence and transported to county jail.
 - Narcotics Arrest, North Beach Street at West Granada Boulevard. After a traffic stop on the driver, officers found less than 20 grams of marijuana and a pipe. She was released with a Notice to Appear.
 - Loitering or Prowlng Arrest, 629 Robin Road. The victim called to report that someone was walking around her house and trying to break into her car. When officers arrived, they found

- the suspect with a sprinkler head she ripped out of the ground hitting the victim's car driver side window. The suspect was under the influence of some sort of narcotic and stated she was trying to get the little crying girl out of the car (the car was empty and locked). She was arrested for prowling and criminal mischief.
- Battery-Domestic Violence/Battery on Officer Arrest, 1657 North US Hwy 1 (Loves Truck Stop). Officers went to make contact with the suspect inside his tractor trailer for domestic violence strangulation. When the suspect came to the door, he exited with a fighting stance and grabbed an officer on the arm. The backup officer went hands on to get the other officer free and then they backed up to deploy a Taser with a successful hit to the back. The officers then took him down to the ground.
 - 5/7/16
 - Warrant Arrest, 111 Timberline Trail. Suspect was contacted at his residence due to having an open warrant for Violation of Probation/Theft. Warrant confirmed and he was transported to the county jail
 - Narcotics/Violation Probation Arrest, 900 Block South Nova Road. Driver was stopped for a traffic violation. Drug paraphernalia was found in the vehicle and he was also on probation for narcotics. He was arrested for drug paraphernalia and violation of probation
 - Burglary-Business, 1440 West Granada Boulevard (Texaco Express Lube). At 820 p.m. an alarm was dispatched to the business. When officers arrived, an open door was found and the cash register drawer was open. Management responded and stated that it was a burglary.
 - 5/8/16
 - Traffic Arrest, South Nova Road and Fleming Avenue. Driver was stopped for a traffic violation. Subject had a non-extraditable warrant for No Valid Driver's License. Subject still had not been issued a driver's license and was arrested and transported to the county jail
 - Attempted Residential Burglary, 94 Hickory Hills Circle. Homeowner found rear window screens pulled off window. A pry bar not owned by the homeowner was located in the rear of the residence and collected for evidence. Entry to the residence not made.
 - Solicitor Arrest, West Granada Boulevard/Williamson Boulevard. Suspect was arrested for panhandling at the intersection. He was intoxicated.
 - DUI, Williamson Boulevard/West Granada Boulevard. Officers responded to a motor vehicle crash at the intersection. After the crash investigation, a DUI investigation was conducted. Driver arrested for DUI and resisting an officer without violence.
 - 5/9/16
 - Shoplifting Arrest, 333 West Granada Boulevard. Suspect was taken into custody for concealing items in his pants. Due to the number of prior incidents this was a felony charge.
 - Burglary Residence, 214 Rosewood Avenue. Victim was out of town. The house was left unlocked and there was no forced entry. Firearms were stolen.
 - Shoplifter Arrest, 1521 West Granada Boulevard (Walmart). Suspect was seen by loss prevention stealing fishing lures. Suspect was arrested and released with a Notice To Appear
 - Felony Battery/Domestic by Strangulation/ Arrest, 868 North Ridgewood Avenue. Suspect went hands on with the victim. Suspect choked the victim cutting off his airway. Upon officers arrival the suspect pushed one officer and was apprehended a short time later.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 53
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 55
 - Number of Written Warnings Issued: 8
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 7

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 3 Cases initiated
- 3 signs have either been removed or sign cases created.
- 34 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and eighty (80) telephonic inquiries.

Public Works

• Engineering

Project Summary

Construction Projects

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Project is complete.
- Ph II 2-Inch Watermain Replacement – Mainland - Watermain tie-in was completed on Merrywood Circle and Parkwood Drive. Sod and driveway restoration is being completed along Warwick Drive. Watermain tie-ins along North Beach Street have begun starting with Sanchez Avenue, and will continue through the next two weeks, including Cumberland Avenue, Putnam Avenue, Greenwood Avenue, and Melrose Avenue. Directional bore installation of watermain is occurring along Capri Circle. Prepared shutdown sequencing schedule for the tie-ins. Boil water notices are being delivered in conjunction with each of the necessary watermain shutdowns in order to perform the tie-ins.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Meter relocation is mostly complete, the contractor is finalizing restoration of streets.
- Environmental Discovery Center – The Contractor is working on the interior display feature, landscaping, and irrigation installation has been completed.
- North US1 Landscaping (Airport Road to I95) – The Contractor has installed irrigation and trees from Airport Road to I95, and all of the directional drills under the interstate have been completed.
- Downtown Stormwater – Silt fence and tree protection barricades have been installed, crushed concrete for the trenches has been delivered.
- WWTP Sludge Thickener Improvements – Electrical work is underway.
- Fire Station 93 Roof - Final inspection of the roof is being scheduled.
- Communications Infrastructure – Contractor is completing work to make the point to point connection from City Hall to The Casements.
- City Hall Chiller Pump Replacement – The electrician has started work and installation of the new blowers is underway.

Design Projects:

- South Peninsula Reclaimed Expansion – Design has begun and the Cost Share grant application was submitted to the St. Johns River Water Management District (SJRWMD).
- Laurel Creek Stormwater Pump Station Improvements – A pre-bid meeting was held. Bids open on May 11th.
- West Ormond Community Center – A meeting was held with the City Manager's office and Zev Cohen representative to review the study results.
- 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 – Bids were opened on April 7, McMahan Construction was the low bidder. Consultant has submitted a recommendation of bid for the project which will be presented to the City Commission for award on May 17.
- Water Treatment Plant Controls and Pump Upgrade – Consultant has prepared a recommendation of award for L7 Construction, Inc.
- WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held.

- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is underway.
- 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 bid.
- Sanitary Sewer Inflow/Infiltration - System zone data is being integrated into a bid format for TV inspection and reporting of the sanitary sewer pipes.
- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed.
- 2016 Corrugated Metal Storm Pipe Repairs - Bid award has been submitted for Commission approval at the June 7 meeting.
- Lincoln Avenue Parking Lot – Design drawing are being finalized and construction proposal is being prepared.
- 2016 Roadway Resurfacing - Bid award has been submitted for Commission approval at the June 7 meeting.
- Forest Hills Connector Trail – City staff is continuing survey work for the route from Forest Hills to Granada Blvd., as well as from Misner's Branch to Tomoka Elementary School.
- Wilmette Avenue Pumping Station – Design is in process, a meeting was held with the consultant and Public Works on May 12.
- Ph III 2-Inch Water Main Replacement – Mainland - Land survey work is continuing for field information for design drawings of the new watermains along various streets throughout the mainland area of the city.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Design is in process.
- Downtown Stormwater Phase 2 - A meeting with the design Consultant was held to develop a scope of work and proposal for the Phase 2 construction plan development.

Department Activities

Administration/Meetings/Customer Service/Other:

- Road Resurfacing Program - Some of the longer streets within the city were further segmented regarding inspection of the asphalt condition so that given runs of the street which are in need of resurfacing can be given attention versus the average of the entire street length, all of which may not require resurfacing.
 - Nova Road Landfill Closure - Gas monitoring well sampling was taken in accordance with FDEP requirements.
 - Laurel Creek Culvert Replacement/FPL Orchard Street Substation – The culvert top has been cast.
 - Reviewed and created approved Work-in-the-Right-of-Way permit for Orchard Lane, per AT&T request.
 - Reviewed and created approved Work-in-the-Right-of-Way permit for Arroyo Parkway, per FPL request.
 - Created exhibit drawing of Lincoln Avenue parking lot for City Commission meeting presentation.
 - Created exhibit drawings for proposed PAL House locations at South Ormond Neighborhood Center.
 - Assisted Legal in verifying and completing the required parcel information for FPL easements at Ormond Beach Municipal Airport.
 - Completed tree-in-the-right-of-way locate at Hand Avenue/Fred Gamble Way intersection, per Neighborhood Improvement Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Asphalt in section of roadway from main break on Cottonseed Trl
 - Patched asphalt at Orlen Way & Valencia Dr
 - Asphalt near sidewalk and corner at Neptune & Oak Dr
 - Formed sidewalk on Old Tomoka at S Orchard St
 - Asphalt patch on Magnolia at Orlen Way

- Asphalt near parking lot on N Oceanshore Blvd
- Small patch in driveway on Pirates Cove
- Concrete pour on Laurel Oaks 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
- Grinded stumps citywide
- Trimming on Cherokee & Appaloosa; Shady Branch Trl; Wilmette Ave – Mallard's Reach to Nova Rd; 300 block of Timberline Trl; Rio Pinar Trl
- Picked up fallen tree on Pebble Beach Dr

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimmed on SR40 by Winding Woods
- Repaired shoulder at Railroad Ave & Palm Pl

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
- Contacted Better Barricades about guard rail on Hand Ave
- Replaced several orange traffic delineators at Riverside Dr & Fluhart Dr
- Check for street names at Tymber Creek & Chrysanthemum Dr
- Installed 2 Stop signs at Sports Complex
- Installed No Parking signs due to damage at Fortunato Park

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
- Pipe replacement/repair on 800 block of Loyola Dr
- Ditch Maintenance on Pineland Trl, SR40
- Spraying lakes on SR40 and Nova Rd

Mowing

- Reach Out – Old Kings Rd, FDOT ponds, Northbrook ditches, Northbrook & Domicillio Ave, SR40
- Vac-Con – Pineland Trl

Street Sweeping/Streetsweeper

- 152 miles of road cleaned
- 38 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week
24,497

PM Services completed for the week:

Emergency—Vehicles and Equipment
9

Non-Emergency Vehicles and Equipment
32

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 5,540 gallons of unleaded and 3,983 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,876 gallons of unleaded and 660 gallons of diesel.
- Fleet completed 70 work orders this week.

• Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Sent engineer existing facility plans to assist with the design effort.
- Division Avenue Well Field Raw Water Piping – Contractor preparing response to as-built comments.
- Dual Check Valve Installation Services – Contract is nearing completion in the north peninsula reuse service area.
- Effluent Outfall Replacement – Review meeting is scheduled 5-12-16.
- Fire Hydrant Replacement Program – Prepared a memo to renew the contract to be presented at the 6-7-16 City Commission meeting. Preparing FDOT permit drawings for hydrants on S. Atlantic Ave.
- Lift Station 10M & 12M Rehabilitation – Approved work authorization was executed by the consultant.
- Lift Station 8M1 – Award recommendation to Danus Utilities, Inc. for \$216,050.00 is scheduled for the 6-7-16 City Commission meeting.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent Pump Station Pump #2 evaluation period is underway.
- Rima Wells Auxiliary Power Generator – A construction schedule was received from the contractor. Items are being fabricated and work at the site is scheduled to begin in June.
- Sanitary Sewer Inflow Infiltration Project – Received breakdown of pipe types in each system to assist with areas to be televised.
- Shadow Crossings Force Main Improvements – Project advertised for receipt of bids on 5-26-16. A pre-bid meeting was held on 5-11-16.
- Sodium Hypochlorite Storage Tank Replacement – Revised shop drawings were reviewed and comments sent to the contractor.
- SR40 Irrigation – Landscape architect and grounds maintenance to determine feasibility of service connection at an easterly median.
- Storage Tank Repairs and Maintenance – Additional logos requested from consultant having theme similar to new welcome feature.
- Water Plant Aerator Housing Rehabilitation (CIP) – Award recommendation to E & D Contracting Services for \$163,000 is scheduled for the 6-7-16 City Commission meeting.
- Shop drawings for the replacement damper were reviewed. A purchase order was sent to Indusco for furnishing and installing the damper.

- Water Plant Lime Silo Dust Arrestor Project – An award recommendation to McMahan Construction prepared for 5-17-16 City Commission meeting.
- Water Plant Pump & Control Upgrades – Consultant has prepared a recommendation of award for L7 Construction, Inc.
- Utilities SCADA Upgrades – The work authorization was approved at the 4-5-16 City Commission meeting. Met with consultant this week to discuss modifying schedule for anticipated project kick off in early June 2016.
- 30 Valhalla – Use Permit Application for water service replacement is being reviewed by Volusia County.
- 20, 22 and 24 Seacrest Drive – Volusia County Use Permit application was executed. Prepared plans for permit submittal.
- SPRC Projects: Campana Office Retail – Reviewed revised plans and sent comments to engineer. Obtained force main pressure data – forwarded to engineer. Dollar General – Reviewed plumbing plans and provided comments. Environmental Discovery Center – Reviewed as-built plans. Punch list items were developed during the walk through. Kingston Shores – Awaiting updated information for project. Pineland Subdivision – Received revised plans for review. Sunrise Cove Subdivision – A final walk for water and sewer systems for 1 year maintenance bond period was performed and results forwarded to SPRC Engineer. 4 N. Perrott – Reviewed utility plans for a fire line installation. Comments were satisfactorily addressed. 570 Fred Gamble Way – Received plans for a lot split proposal. 680 – 686 John Anderson Drive – Reviewed lot split plans and sent comments to the engineer. 1140 and 1245 W. Granada Force main near to be analyzed to determine capacity limitations, if any. lift station and pump station data compiled to assist the engineer evaluation.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 40.72 million gallons for the week ending May 6, 2016 (5.82 MGD)
 - Backwashed 12 filters for a total of 501,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 29.24 Million Gallons.
 - Produced 25.11 Million Gallons of Reuse.
 - Produced 4.13 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.18 MGD, plant designed for 8 MGD.
 - Hauled 120.94 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 15 water service leaks.
 - Replaced 2 residential water meters.
 - Replaced or repaired 5 water meter boxes.
 - Replaced 6 water services due to aged piping. Contractor installed 3 each - 2" casings for water service replacements under paved roadways.
 - Installed 5 new water services & meter for new residential construction.
 - Performed yearly scheduled pressure testing of 6 & repaired 1 City owned backflow preventers.
 - Water main break repairs: 6" main on corner of Central Ave & Myra St.
 - Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 15 main line valves in the Hand Ave and surrounding subdivisions.
 - Performed maintenance & repairs on 9 fire hydrants - The Falls.
 - Performed scheduled shutdown activities for water main connections on Parkwood Dr. and N. Beach St.
 - Backfilled and completed landscape at all Water Distribution excavation sites.
 - Rescinded all outstanding boil water notifications.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 131 regular and 3 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 4 requests for utility verifications for residential and commercial properties.
 - Checked all known trouble spots. All good @ current time.
 - Crews installed a 12" riser and resealed the wires for the pep tank control @ 7 Spanish Pine Way.
 - Performed pep tank locates @ 44 Carriage Creek Way, 90 Gray Dapple Way and @ 56 Foxcroft Run in response to Sunshine One call request for utility locates.
 - Crews replaced a broken reuse meter box @ 4 Foxfords Chase and a broken clean out stack @ 91 Deep Woods Way.
 - Performed walk through inspection of Sunrise Cove.
 - Re-inspection of Deer Creek Phase 4C.
 - Dug up and repaired sanitary service line and tied in the clean out @ 362 Hand Ave.
 - Crews returned the valves at the WWTP IPS force mains to normal operating configuration – no longer in bypass mode as a result of successful start-up of pump number 2.
 - Collected data on the West Granada Force Main psi @ 1259 & 1265 W. Granada and the force main psi @ 738 & 849 N. US#1 as requested.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 25/22psi, Ocean Mist Hotel @ 25/20 psi, Ormond Mall @ 15/12psi. Continued flushing of air releases in an effort to lower the force main pressures.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 30/24psi. Foxhunters Flat (2 inch) 25/12 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
 - Televised 26 laterals from PM list, found 14 needed to be cleaned, 11 clean and clear, and 1 needs repair. These locations will be put on a 6 month follow up.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Room – assisted vendors during installation of Pump #2 mechanical shaft seal and placement of Pump #2 into service. De-ragged pumps #1 & #3, measure pump seal cooling water lines per vendor recommendations.
 - Swing zone blower #1, tripping on overload fault, change parameters where needed for correct operational settings.
 - 8M: clean gauge fittings, readings as previously provided: Static – 0 psi, 1 pump run – 6 psi, 2 pumps run – 10 psi.
 - McDonalds, weekly odor control and wet well cleaning.
 - SCADA monitor/response: 7M, 7M1, Shadow Crossings, high starts, clean probe, ok; HOMAC, no starts #2, reset motor starter, amp draw nominal, switched pumps at circuits to test, will monitor.
 - Plant wide oil & grease route.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Lift Station PM's: 22 monthly performed.
 - 57 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - Rima Wells 36, 37, 38, install circulation fans for humidity control.
 - SC Reuse, SCADA tank level - replace failed RTU analog input card, ok.
 - Leeway EST: influent butterfly valve failed causing overflow of tank, valve shut off at Airport Road, opened 2" drain line to aid in dropping tank level.
 - R.O. Transfer pump #2, air release valve not functioning, repaired & reinstalled.
 - Wells 7, 8, remove graffiti from rear walls of pump buildings.

- Hypochlorite generator, assist operators with maintenance on cells.
 - Westfalia Centrifuge, assisted with programming modifications, unit is running at a reduced rate, continuing efforts to increase performance, rebuild waste chute, Andritz contacted for scheduling preventative maintenance on Bird centrifuge contingent on full operation of Westfalia unit.
 - Lime slurry pumps 2, 3, replace worn feed tubes.
 - Lime slaker building, repair non-functional eye wash station.
 - Monthly PM's: Standish booster station; B.A.T. reuse pumps.
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Industrial Pretreatment Program – Staff reviewed the analytical report from the annual sampling of the three (3) Industrial Pretreatment permittees. Two of the facilities had concentrations of one contaminate above the permit limit. The two facilities were re-sampled as directed by their permit. An additional industry was also inspected by the City to ensure the operation is still as listed on their permit application.
 - Local Limits Evaluation – Staff is developing the Plan of Study for the Local Limits evaluation for submitted to the FDEP. The study will provide the framework for the developing the new local limits.
 - Special Waste Profile and Disposal Application – Staff submitted and received approval from the Volusia County Solid Waste department for the removal and disposal of the dumpster utilized by the collection system. The waste will be delivered via contractor to the Volusia County Landfill.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report). The Volusia County Health Department provided feedback on the data and the Utility will apply those changes. Staff is contracting a local printer to design and produce the brochure. The report will be available on the City's website for customers to access electronically.
 - 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 meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended Municode meeting on May 9, 2016
- Staff attended and provided support for May 12, 2016, Planning Board Meeting
- Staff attended and provided support for May 13, 2016, Pension Boards Meeting
- Agenda packet preparation and creation for May 17, 2016, City Commission Meeting

Status of Department Projects

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