

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: August 4, 2017

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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:

- Weekly staff meeting
- Prep work with staff on upcoming FDOT meeting
- General discussion meeting with HR Director, Utilities Manager, and Planning Director
- Utilities discussion with senior staff on septic tanks in Ormond-by-the-Sea

Spoke to, attended and/or met with:

- Rotary meeting
- Agenda review meetings with Mayor Partington, Commissioner Boehm and Commissioner Littleton
- Maryam Ghyabi regarding transportation issues
- Prep work with Julia Truilo, MainStreet, for QLB meeting presentation
- National Night Out
- City Commission meeting
- Held Walk with the Manager, Fire Chief Mandarino was the guest walker
- QLB meeting
- Senior staff, legislative representatives and FDOT regarding transportation issues

**Community Development**

**Planning**

- The Department sponsored a day long Basic Elevation Certificate Training Course of which 25 people attended from various governmental agencies as well as surveyors. The purpose of the course was to provide an in-depth look at Elevation Certificates (EC) along with relevant resources to answer participant questions. It is a four-lesson series for surveyors and certified floodplain management professionals on how to accurately and thoroughly complete and review the EC which helps insurance agents determine the proper flood insurance premium rate. Properly completed ECs also aid local floodplain administrators in determining how high to elevate buildings located in the Special Flood Hazard Area to reduce flood risk. Course objectives were to complete an EC, describe the documents used to support the EC, identify key components of the EC and recognize the resources used in conjunction with the EC. Becky Weedo, Senior Planner, who is also the Department's Certified Floodplain Manager, exhibited a great deal of leadership by volunteering and organizing the session.

**Building Inspections, Permitting & Licensing**

- 12 new business tax receipts issued
- 412 inspections (25 by Private Provider)
- 121 permits valued at \$1,205,507.00

Development Services

- SPRC met with representatives for Ormond Central and the YMCA Dog Park.
- Projects receiving Building Permits and percent completed are provided below.

<b>Project</b>	<b>% Complete</b>	<b>Comments</b>
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	30%	
Antares of Ormond Beach	0%	
McDonald's, 1530 North US 1	98%	Construction completed. Waiting on As-built.
McDonald's, 105 Interchange Boulevard	98%	Construction completed. Waiting on As-built.
Pet Street Vet, 240 South Nova Road	5%	
Realty Pros	82%	
Specialty Surgery Center	60%	
Valiant Diners, Phase 2	5%	
Huntington Villas, Phase 1B	50%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	15%	

**Economic Development/Airport**

Economic Development

- Ormond Crossings
  - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. A discussion of the water distribution system was held with staff and representatives of Security First Managers and their engineering consultants prior to the formal submission site plan. SFM's objective is to begin construction in November 2017.
  - Staff has arranged a meeting with Volusia County officials to discuss the permitting for the enhancements to Broadway Avenue.
- Airport Business Park
  - Staff is working with Career Source and Prime Global Group at 3 Aviator Way to provide assistance with the employment needs of the company.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is working with the economic development service providers on renewal of their service contracts for Fiscal 2018. The Chamber of Commerce is planning to update the joint City/Chamber "Doing Business In Ormond Beach" in 2017-2018.
  - Staff continues working with the videographer to complete this year's video for the upcoming State of the City Address scheduled for October 10.

- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
  - Staff met with Edgewell representative to discuss their continued capital investment and infrastructure upgrades to improve the US 1 manufacturing plant including fire pump system, storage tanks, underground drains, and roadway egress points on US 1 and Hull Road.
  - Staff met with a representative of OnSolve, formerly Emergency Communications Networks, located at West Granada Boulevard, to discuss their management changes and growth opportunities in Ormond Beach.

#### Airport Operation and Development

- The Federal Aviation Administration (FAA) has issued a grant offer to the City to fund the design phase of the project to rehabilitate the pavement and lighting systems for Runway 8/26. The grant offer will be presented to the City Commission for approval on August 15th.
- Staff completed work with the Orlando Airports District Office of the FAA to complete the closeout process for the federal grant that provided primary funding for the construction phase of the Taxiway Golf project.
- Staff completed work with the Florida Department of Transportation (FDOT) to process the final invoice for the Runway Obstruction Mitigation Environmental Assessment (EA) project. This project was funded primarily by an FDOT grant.
- The U.S. Senate Appropriations Committee approved on July 27th an FAA appropriations bill for FY 2018 that includes \$162 million in statutory bill language for the FAA contract tower program. This amount is \$3 million more than the FY 2017 mandatory spending for the program. This dedicated and guaranteed appropriation will fund all 253 FAA contract towers, including the tower in Ormond Beach.
- Repairs to the wind direction and velocity sensor at the control tower have been completed.
- Staff is working with AAA Fence, Inc., to schedule and conduct repairs to the buffer wall adjacent to Hangar Way.
- Gate 13 has been repaired. The gate had been out of service due to lightning damage.

#### Finance/Budget/Utility Billing Services/Grants/PIO

##### Finance

- On-going Projects
  - FEMA reimbursement preparations are in progress.
  - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
  - Preparations for the 2018/19 fiscal year budget cycle are in process.
  - Submitted proposed tax rate to Property Appraiser.
  - Prepared utility rate increase notice for distribution to customers during the month of August.
- Completed Projects - Weekly
  - Processed 76 Journal Entry Batches.
  - Approved 34 Purchase Requisitions totaling \$202,201.73.
  - Issued 48 Purchase Orders totaling \$2,949,801.54.
  - Prepared 116 Accounts Payable checks totaling \$126,127.11 and 39 Accounts Payable EFT payments totaling \$504,720.72.
  - Prepared 16 Payroll checks totaling \$23,012.97 and 359 Direct Deposits totaling \$460,854.49.
  - Transferred IRS 941 payment of \$172,540.82
  - Issued 408 past due notices on utility accounts.
  - Auto-called 182 utility customers regarding receipt of a past due notice.
  - Processed 261 payments through Interactive Voice Response System totaling \$29,069.19.

Grants/PIO

- Public Information
  - Press Releases
  
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Attended weekly staff meeting.
  - Attended City Commission Meeting.
  - Completed weekly events calendar ad for Ormond Observer.
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted request for amendments to CDBG FY 15-16 subrecipient agreement pursuant to City Commission action.

Fire Department

- Weekly Statistics
  - Fires: 3
  - Fire Alarms: 6
  - Hazardous: 4
  - EMS: 79
  - Motor Vehicle Accidents: 3
  - Public Assists: 51
  - TOTAL CALLS: 146
  
- Aid provided to other agencies: 14 Calls – Daytona Beach (1), Holly Hill (2), Volusia County (11)
- Total staff hours provided to other agencies: 33
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 63
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 118
  
- Training Hours
  - NFPA 1001: Firefighting 12
  - NFPA 1002: Driver 10
  - NFPA 1021: Officer 11
  - NFPA 1500: Safety/Equipment 6
  - EMT/Paramedic 17
  - TOTAL TRAINING HOURS: 56
  
- Station Activities
  - Updated 13 pre-fire plans
  - Visited children at the Trails Dairy Queen for the Children's Miracle Network Event
  
- Significant Incidents
  - 7/26/17, 4:24 PM: N. I-95, Mile Marker 268 – Vehicle Fire – Responded to a freight vehicle fire – upon arrival found a trailer hauling 15 hay bales heavily involved – hay bales were removed and 7000 gallons of water used to extinguish fire – crews cleared scene at 8:27 PM.

- 7/30/17, 10:30 AM: Maryland Ave. – Structure Fire – Assisted Volusia County – Responded to a one-story house fire – smoke coming from corner of house – fire located in utility room dryer – light smoke damage to structure with heavy smoke damage to utility room.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, indeed.com, and internally.
    - Neighborhood Improvement Officer (Police) open 7-24-17 until 8-4-17. Advertised on City web site, governmentjobs.com, indeed.com, and internally.
    - Maintenance Worker II (Streets/Public Works) re-advertised 7-14-17 until 8-4-17. Advertised on City web site, governmentjobs.com, indeed.com, and internally.
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services) re-advertised 7-26-17 until 9-1-17. Advertised on City web site, governmentjobs.com, indeed.com, and internally.
    - Part Time Community Events Technician (Leisure Services) re-advertised 6-6-17 until 9-1-17. Advertised on City web site, governmentjobs.com, indeed.com, and internally.
  - Applications Under Review
    - System Maintenance Supervisor (Stormwater/Public Works)
    - Maintenance Foreman (Water Distribution/Public Works)
    - Maintenance Worker III (Streets/Public Works)
  - Background/Reference Checks/Job Offers
    - Public Works Director (Public Works)
    - Police Officer (Police)
    - Firefighter/EMT (Fire) Maintenance Worker II (Water Distribution)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Stormwater Drainage Maintenance/Public Works)
    - Maintenance Worker II (Water Distribution/Public Works)
    - Part Time Center Leader (Environmental Discovery Center/Leisure Services)
  - Employee Events
    - Skin cancer screening for HSA contributions continues until December 31
    - A representative from Nationwide will be here to meet with employees August 3
    - A blood drive will be held at City Hall on August 14
  - Risk Management Projects
    - Attend claim deposition
    - Review current insurance program with the City Attorney's Office
    - American Cancer Society Relay for Life event planning
    - Work on coordinated response with City departments to incidents with property damage

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 2 - Human Resources / Payroll. Onsite training for Finance, HR, and IT.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
    - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Files being copied and reorganized.
    - IT Strategic Plan – Draft documentation review.

- Enterprise Infrastructure
  - iSeries system (HTE Sungard Naviline): None
  - Windows Servers: None
  - Networking System: None
- Work Orders
  - New: 10
  - Completed: 41
  - In progress: 38
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 33,187
  - Inbound E-Mails Blocked: 20,144
  - Delivered Inbound E-Mails: 20,144
  - Quarantined Messages: 311
  - Percentage Good Email: 60.7%
  - Virus E-Mails Blocked: 0
- Notable Events: Large patch week from VMware. All Virtual machine hosts and clients have been patched over the weekend and are up-to-date. Microsoft updates/patches are now being provided monthly.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 8
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 27
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 35: Total in system = 1,368
  - Meters GPS Located this week: 0: Total in system = 23,459; 22,716 potable, 732 Irrigation, 11 Effluent
  - Notable Events: None

## **Leisure Services**

### **Administration**

- Public Works meeting
- City Managers meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Summer Camp Visits
- West Ormond Draft Feasibility Study Meeting

### **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

#### Environmental Discovery Center

- Social media updates
- City website updates
- Community Garden updates
- Summer camp surveys
- Assisted Summer Camp with fishing trip
- Scheduled Volunteers for weekend hours

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
- The City's Baseball/Softball Clinic was held Monday through Thursday from 9am to noon at the Sports Complex.
- Ormond Beach Girls Softball 14's are having tryouts Saturday from 9am to around 1pm at the Sports Complex, Wendelstedt Field #3, for the upcoming fall season.

#### Athletic Fields Maintenance:

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park
- Cleaned handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Picked-up and dropped off equipment to Fleet on "as needed" basis
- Made fuel runs to fill gas cans
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Swept out & organized Maintenance Building
- Greased & Cleaned equipment
- Dragged infields/sprayed weeds/ weedwacked at Osceola Elementary & South Ormond
- Blew out batting cages & dugouts at Wendelstedt & Softball Quad Fields
- Continue to paint Soccer corners so they are visible for Fall Field setup
- Repainted Soccer Parking Lot
- Removed Soccer Goals from fields after 6-a-side Season & OBSC Clinic
- Installed new Batters Eyes at Wendelstedt Fields #2 & #3

#### Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 5:00pm

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Monday and Thursday: Kopy Kats held regular classes.

#### South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Summer camp Monday-Friday
- Volusia County Summer Food Program Monday-Friday
- Basketball practice Tuesday/Thursday

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.

- Assisted with National Night Out, Tuesday, August 1st: Set up, work and tear down
- Assisted with City Commission Workshop meal, Wednesday, August 2nd
- Assisted with Walk with the Manager, Thursday, August 3rd
- Cleaning and organization of Community Events storage areas and equipment (ongoing)
- Planning of kids' "Reel in the Fun" fishing tournament scheduled on Saturday, September 9th
- Assisted in the planning of 2017 Senior Games tasks
- Preliminary planning tasks and assignments for the "State of the City" Luncheon

#### Gymnastics

- August session in progress
- Registration is still open for August session
- New hire started
- Trial classes are being offered to attract new students

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at various times throughout the week.
- Summer Basketball League, for players 12-18 years old, ends this week.
- Coed Basketball Camp meets Monday-Thursday from 9:00am-12:00pm.

#### The Casements

- Lohmans Healing Workshop was held on Wednesday with 15 in attendance.
- The eighth week of Enviro Camp was held at the EDC. 16 Campers attended. This week included kayaking, fishing and a water slide. This week concludes summer camp!
- The Kristen Heron Art Display was hung in the Gallery on Monday.
- The Casements Guild Crafters met on Monday from 12:30 a.m. to 3:30 p.m. in Room 203.
- Pilates Classes met Monday, Wednesday and Friday at The Casements.
- Zumba class met on Thursday at Bailey Riverbridge.
- Yoga Class met on Tuesday at The Casements.
- The Casements Camera Club met at Bailey Riverbridge on Thursday. Approximately 20 members were in attendance.
- Our new "self-guided" audio tour continues to be working well for our visitors. They enjoy touring the home at their own pace but some will return for a docent guided tour to hear more personal notes on the home and Mr. Rockefeller.
- Kristin Heron Art Opening Reception was held in The Gallery at The Casements with approximately 50 guests.

#### Parks Maintenance

- City Wide Inspections of Parks
- Inspections and posted pavilions for reservations
- River Bend Park: Fix loose boards
- Magic Forest: Fix Loose Boards
- Andy Romano: Fix loose cables on posts
- Boardwalk Trails: Re-glue 2 plant signs
- Birth Place of Speed: Clean up homeless site
- Central Park 1: Trim low hanging limbs/in trail pole saw

#### Building Maintenance:

- Weekly preventative maintenance of City owned vehicles.
- Weekly lighting inspection of Airfield Runways, Taxiways and Signage



- Weekly inspection of D.O.T. & Facility lighting @ Various City Locations
- Check the Sally Port Gate at the PD
- Repair loose pipe and clear drain in the Carriage House at the Casements
- Service a/c units at SONC
- Replace worn drive belts on unit #2 AHU at City Hall
- Remove hanging panel on damaged kiosk at I95 and Granada
- Repair the damaged gate reflector at PW
- Remove old shelving from storage room at the Casements
- Refurbish snowflakes at BM
- Replace worn drive belt on AHU at Nova Gym
- Repair the sink faucet and trap at Fire Station 94
- Repair entrance gate at PW
- Repair a/c issues at PD
- Check progress on Fire Sprinkler repair at City Hall
- Remove keyboard table under the Admin. Desk at City Hall
- Repair the gutter outside the exercise room at Nova
- Repair the fire panel dialer at Nova Gym
- Repair the fountain pump at Riviera Park
- Paint the new lap siding behind the garbage corral at Andy Romano
- Repair the taxiway light on runway 17 at the Airport
- Replace the ceiling tiles in Fire Station 94
- Repair the west end storage room door at SONC
- Replace the office and library lights at Fire Station 91
- Sweep the porch at Ames House
- Repair the Quad men's toilet at Airport Sports
- Meet the Fire Sprinkler contractor at City Hall
- Check the bay door no power at Fire Station 91
- Meet the awning contractor for delivery at Public Works
- Meet the fence contractor at City Hall
- Add new lock and chain to the chiller gate at City Hall
- Replace the splash pad time clock at Andy Romano
- Check the concession a/c unit for proper temperature at Andy Romano
- Email roof contractor for repair time line on City Facilities
- Call Pest Control Company for an insect swarm inside the EDC
- Order new wind socks for the Airport
- Coordinate fire sprinklers repair work with the contractor and Paul M. at City Hall
- Inspection of the Water Wheel and sump pumps at the Casements
- Prepare invoices and receipts for City Facilities
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall

### **Police Department**

#### **Administrative Services**

- Hosted Weekly Staff Meeting.
- Staff attended the Crime View meeting hosted at the Police Department.
- Staff hosted a Supervisors' meeting at the Police Department.
- Staff attended the Volusia Flagler Police Chief's Association Meeting.
- Staff hosted a farewell gathering for William Friel with Neighborhood Improvement.
- Staff hosted interviews for the open Criminal Investigations Unit position.
- Staff attended National Night Out

Community Outreach

- Eight (8) members of the YDC met on Wednesday, July 26, to assist painting signs for National Night Out. Members of YDC will be volunteering to help on August 1 at the National Night Out community event.
- Eighty-three (83) children attended the field trip to Daytona Lagoon on Tuesday, July 25. The trip was offered as a part of the Summer Connections program partnership. Summer program activities will resume in the summer of 2018.
- Members of the OBPAL boys' basketball teams continue to practice at the South Ormond Neighborhood Center on Tuesdays, Wednesdays and Saturdays. Practices will continue through the end of July. Approximately thirty-three (33) youth attend the practices each day.
- Outreach hosted the National Night Out event at the Nova Community Center.

Community Services & Animal Control

- Animal Calls responded to: 47
- Animal Reports: 4
- Animals to Humane Society: 5
- Animal Bites: 1

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 9
- Inactive: 20
- Fraud: 6
- Burglary Residential: 1
- Larceny Carbreak: 7
- Grand Theft: 3
- Missing Persons: 2
- Suspicious Incident: 1
- Death Undetermined: 1
- Police Information: 4

Records

- Walk - Ins / Window 86
- Phone Calls 98
- Arrest / NTA'S 24
- Citations Issued 54
- Citations Entered 69
- Reports Generated 132
- Reports Entered 100
- Mail / Faxes / Request 40

Patrol

- Total Calls: 1233
- Total Traffic Stops: 106

Operations

Crime Opportunity Report Forms: 52

- 07/26/17
  - Warrant Arrest, 165 North Yonge Street. Subject was contacted at this address for a felony dealing in stolen property warrant.
  - Failure to Pay Arrest, 348 North Nova Road. Subject was arrested for Defrauding an Innkeeper after refusing to pay his bill of \$75.62.

- Warrant Arrest, Cassen Park. Subject was contacted and found to have a warrant from Delaware for Failure to Appear.
- Warrant, 18 Cliffside Drive. Subject was contacted at the request of Probation/Parole and taken into custody.
- Alcohol Violation Arrest, Fortunato Park. A transient subject was contacted in Fortunato Park while consuming alcoholic beverages.
- 07/27/17
  - Theft, 78 Lincoln Avenue. Mail was taken from this location and some of the stolen checks have been cashed.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject entered the business with a receipt found in the parking lot. He gathered the items on the receipt and took them to the customer service desk and obtained a refund for the items.
  - Theft, 353 West Granada (Winn-Dixie). Employee has taken several items over the past month.
  - Carbreak, 1340 West Granada Boulevard (Lowe's). Victim found an unknown subject in his vehicle that fled in a different vehicle with out of state plates. Sunpass moved inside the vehicle, nothing taken.
  - Battery, 487 Bryant Street. Subject stated that a known subject battered him and also destroyed his lawn mower.
  - Burglary (Residential), 185 Wilmette Avenue. Sliding rear door was found open upon the resident's return home. Nothing taken.
- 07/28/17
  - Stolen Decal, 69 Abacus Avenue. Decal was stolen from a tag at this location.
  - Carbreak, 1290 West Granada Boulevard. An Echo pole trimmer and Echo edger were stolen from the bed of a truck.
  - Theft, 84 South Beach Street #211(Rio Robles Apartments). A gray "Specialized" brand bicycle was stolen from the bike rack.
  - Violation of Probation Arrest, 687 North Beach Street. Subject was contacted during a response to an alarm call and was found to be in violation of his probation.
  - Theft, 440 North Nova Road (Nova Recreation Center). Bicycle taken from this location.
  - Narcotics Arrest, North United States Highway One and North Nova Road. Three juveniles were contacted during a traffic stop after throwing something from their vehicle that hit another one in passing. Two juveniles were arrested and the third was released to a parent.
- 07/29/17
  - Carbreak, 123 North Orchard Street #C (Carbon Tech Arms). Enclosed trailer broken into and lawn equipment stolen.
  - Narcotics Arrest, 1670 West Granada Boulevard (Racetrac Gas Station). Officers were dispatched to a reckless vehicle driving on the wrong side of the road on West Granada Boulevard. Contact was made with two subjects who were both arrested after the investigation.
  - Battery Domestic Violence Arrest, 800 Block South Atlantic Avenue. Officers received a call of a physical fight in the roadway between a male and a female. Upon arrival, a subject was witnessed by officers battering his fiancé.
  - Battery, 155 North Ridgewood Avenue. A subject initiated a disturbance and battering a victim.
- 07/30/17
  - Battery Dating Violence Arrest, 28 Fair Oaks Circle, Subject was arrested for Attempted Sexual Battery, Battery, and depriving the victim from the use of her phone to call 9-1-1.
  - Battery Domestic Violence/Child Abuse Arrest, 19 North Yonge Street, #17, Subject was arrested for slapping her 7 year old child on the head and for slapping the father of her child in the face.
  - Shoplifting, 1521 West Granada Boulevard (Walmart), Subject observed taking several items.

- Warrant Arrest, 200 Block South Yonge Street. Subject was contacted and found to have two open warrants.
- Driving Under the Influence Arrest, 800 Block South Atlantic Avenue. A traffic stop was conducted after the vehicle was observed swerving. After completion of field sobriety exercises, the driver was arrested.
- 07/31/17
  - Carbreak, 440 North Nova Road (Nova Recreation Center). Forced entry was made to the vehicle by breaking the passenger side window. Brown leather Coach purse, wallet, 8 credit cards and cash were stolen.
  - Grand Theft, 103 Lucky Drive. Home owner reported that her Coach purses were being sold online by a family member.
  - Theft, 759 South Atlantic Avenue #614 (Georgian Inn). Victim left his wallet on a table near the pool at this location. Victim went back to the area an hour later and was not able to locate his wallet.
  - Battery, Domestic Violence Arrest, 158 Tomoka Avenue. Juvenile was in an altercation where she threatened to cut her grandmother with a knife. The two struggled and in an attempt to get the knife away from the juvenile, the grandmother suffered a minor cut to her finger.
  - Grand Theft, 110 River Bluff Drive. Two kayaks were taken from the dock at this location
- 08/01/17
  - Theft, 1102 W. Granada Boulevard. Internal theft by employee totaling in excess of \$600.
  - Battery (Domestic), Woodridge Drive and North Ridgewood Avenue. The suspect was arrested for battering the victim.
  - Car Break, 782 North Beach Street. Unlocked vehicle was entered with Florida Driver's License, cash and debit cards taken.
  - Stolen vehicles (Trailers), 700 John Anderson Drive. One 6x10 black Crosley dump trailer and a 20x8 bright blue hydraulic center ram trailer bearing were stolen from this location.
  - Warrant Arrest, 528 Fred Gamble Way. Contact was made with the suspect at this location. He had two open Volusia County warrants for Failure to Appear in reference to Domestic Violence Battery and Failure to Appear in reference to Battery.
  - Narcotics Arrest, Clyde Morris Boulevard/West Granada Boulevard. Traffic stop was conducted for speeding. While in contact with its occupants, the officer could smell the odor of burnt marijuana. A search of the vehicle was conducted with a small amount of marijuana and narcotic paraphernalia located.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops:10
  - Number of Uniform Traffic Citations Issued: 29
- Traffic Crash Reports
  - Number of Crashes without Injuries: 15
  - Number of Crashes with Injuries: 1

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 4 Cases initiated
- 14 signs have either been removed or sign cases created.
- 19 tree removal permit requests.

Administrative staff assisted with four (4) walk-ins and ninety-nine (99) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - Police Department Sally Port – The Contractor will install additional spray foam insulation around the AC ducts and fire damper in an effort to stop the condensation from running down the wall.
    - Police Department Fence – Two combination lock boxes were installed. The perforated panels have been ordered and will be installed once they are delivered to the site.
    - 2017 Storm Drain Pipe Lining – The Contractor has completed the lining operations. They have minor punch list items to complete before final completion.
    - Seawall Repair at Ames and Riviera Parks – Contractor has completed the work on the Ames and Riviera Seawalls and is working on minor punch list items.
    - Sanitary Sewer Inspection – The Contractor has completed work in the Lindenwood area and has moved to between Mayfield Terrace and Magnolia Avenue.
    - 2017 Roadway Resurfacing – The Contractor was delayed and has committed to being on-site paving Amsden Road on Monday July 31.
    - South Peninsula Reclaimed Expansion – The Contractor has completed installation of reclaimed water main on Riverside Drive to Ormond Parkway; they will begin working on the segment from Ormond Parkway to Fluhart Drive, and finalizing the connections from Riverside Drive to Willis Drive, Riverside Circle, and Ormond Parkway.
    - CDBG 2017 Trail & Sidewalk – The Contractor is working in Central Park grading, forming, and pouring the concrete trail. The project is 30% complete.
    - Ph III 2-Inch Water Main Replacement – Peninsula – Contracts are fully executed, a pre-construction meeting is scheduled for Wednesday, August 2.
    - Ph III 2-Inch Water Main Replacement – Mainland – A pre-construction meeting was held July 24. The project start date is being scheduled, and a Notice to Proceed will be issued.
    - CDBG - Huguenot Park – Pre-construction meeting was held on June 21<sup>st</sup>. Awaiting final approval and Notice to Proceed from Volusia County to begin construction.
    - Street Light Maintenance – Street light pole painting on Nova Road from Division Avenue to the southern City limit (30 lights) will be performed by one of our Construction Management firms under continuing contract. Work will commence in August and is scheduled to be completed by the end of the month.
  - Design Projects:
    - Ormond Crossings Utility Extensions – City Commission approved a request for a Work Authorization for design services associated with extending utilities to serve the first development project of Ormond Crossings. A design kick-off meeting was held. Consultant is coordinating the RR permit.
    - West Ormond Community Center – Staff has a meeting to review the first draft report with the Consultant. When the final draft is completed it will be presented to the City Commission at an upcoming workshop.
    - Ormond Sports Complex Field 9/10 Lighting – In an attempt to have the fields ready for the fall season staff requested a turn-key installation proposal from one of our Construction Management firms under continuing contract. However, the design has not been approved by the FAA and we can't move forward without federal approval because of the airport. The Leisure Services Director is looking into temporary lighting for several of the fields.
    - WTP Sludge Residuals Facility Improvements – Met with Consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and is being reviewed. Staff has asked the engineer to look into the screw press design technology for sludge dewatering. Screw presses could save the City up to \$60,000 per year in operating costs in comparison with the continued use of centrifuges. Andritz has arrived on site to perform a pilot test of their screw pump to confirm its ability to dewater

the lime sludge. Once the results are in, staff can decide if this technology is preferred over the centrifuge technology.

- Cassen Park Public Dock – Staff has received the FDEP permit and has received the ACOE permit. Staff submitted a grant application to FIND and FFWC for grant funding for construction costs. Presentations to FIND occurred on June 16<sup>th</sup>. The FIND Commissioners expressed their support for the project and staff is hopeful that construction funding will be made available. Staff should know sometime in September if grant funding will be provided. The City received a ranking of 62 for the FWC FBIG grant application. Although no official notice has yet to be received, the grant guidelines state that applicants must score above 65 to be eligible for funding. In discussion with FWC personnel, day docks typically do not score high with their grant program. They prefer to fund transient docks that allow overnight docking. Staff is investigating whether ECHO may be a funding source for this project.
- WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant is proceeding with design.
- Effluent Outfall Replacement – The project was approved by the City Commission to advertise for bids on July 25<sup>th</sup>.
- Forest Hills Connector Trail – FDOT has accepted the City's invoice for in-house design work completed to date, which will comprise the City's match of the federal funds for completion of the project.
- CDBG (canoe kayak launches) – Staff is soliciting written installation proposals for both installations (Central Park and Cassen Park) of the stored materials. The FDEP Permit has been received and construction can occur.
- Downtown Stormwater Phase 2 – Staff met with representatives from Mainstreet at the office of Zev Cohen and Associates to discuss landscape and hardscape design of the modifications to New Britain Avenue.
- Fleming Ave Stormdrain Improvements – Received an RFI from FEMA and staff's Consultant is preparing a response.
- Wilmette Avenue Pumping – Staff has submitted a FEMA HMGP grant for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. The Volusia County Local Mitigation Strategy has included this project on their priority list for FEMA funding.
- Laurel Creek Stream Gauges – Staff is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- Cassen Park Improvements (Paving and Restroom Replacement) – All site survey work has been completed. The project engineer and architect are working on preliminary designs for staff approval.
- Rockefeller Gardens Stage Shade Cover - Conceptual design is being finalized for City Commission review.
- OBSC Improvements – Field 3 Lighting – Staff is working with the Consultant on final plans for bidding, grant submission and FAA review of pole height and location.
- OBSC Improvements – Championship Field 7 – Staff is working with the Consultant on final plans for bidding and grant submission.
- North US1 Landscaping Ph II – The FDOT approved plans and bid documents will be reviewed by the Commission on August 15<sup>th</sup>.
- Sandpiper Lane Drainage Improvements – Bid award to JD Weber Construction is on the agenda for the August 15 City Commission meeting.
- Water Plant Upgrades – The Consultants are preparing 30% plans for review.
- Secondary Raw Water Main – The survey for the proposed raw water main route is underway.
- Wastewater Plant Influent Pump Station – A progress meeting was held July 26 that indicated some corrective actions that can be taken.

- Departmental Activities
  - Continued to Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans submitted by the GIS, and the Engineering Division As-Built files.
  - Reviewed weekly SWMP and fence permits.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Dig out, form up and mix concrete basin on Saddle Creek Trl; dug out basin and formed up at Old Barn Trl; Poured gutter and basin
- Picked up barricades and cones off of new sidewalk on Interchange Blvd
- Cut driveway and removed, prepped for concrete. 16'x20' & 9'x9' sidewalk on 100 block of Sanchez Ave

##### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. 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
- Removed (2) Cedar trees on 300 block of Oak Dr; Palm in Sanchez Park
- Trimming in Ormond Lakes subdivision
- Dismantle tree fort at Bryant & Burns St

##### Maintenance

- 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 and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- Trimming on Ormond Lakes Blvd, Northbrook Dr & N Beach St
- DOT spraying on Granada bridge

##### 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
- Ordered Sign Shop materials
- Straighten signs Citywide
- Checking signs in various areas Citywide
- Straighten Stop sign and post at Timberlake Ln & Hidden Hills Dr
- Fabricated church sign for St. Brendan's
- School zones inventory
- Replaced Stop sign, post & anchor on Arroyo Parkway
- Checked all signs in school zones
- Straightened No Parking sign post on Domicilio Ave

##### Stormwater Maintenance

- Pond maintenance on Timberlake Ln, Airport
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates Citywide
- Basins inspected/cleaned Citywide

- Sinkhole investigation on 100 block of Cottonseed Trl, Oak Forest outfall, Santa Ana & Johnson Dr
- Manhole cover replaced on Royal Palm Dr
- Sandbags set up in PW yard
- FDOT pond maintenance on Lakebridge Dr
- Ditch maintenance on Sandy Oaks Blvd

#### Vactor

- 500 block of Shady Oaks Blvd
- 1200 block of W Granada Blvd

#### Mowing

- Reachout on SR40
- Bush Hog on SR40

#### Street Sweeping/Streetsweeper

- 115 miles of road cleaned
- 20 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 25,162
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 12
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 12,020 gallons unleaded, 3,541 gallons diesel
  - Fuel used in one week: 2,167 gallons of unleaded and 1,106 gallons of diesel.
  - Fleet completed 41 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Utilities Yard Electrical & Pump Upgrades – Received the FPL invoice information and easement request for the 480 Volt line and transformer. Plan and specification review is scheduled on 8/3/17.
  - Water & Wastewater Chemical Purchases – Award recommendation memo was prepared for the September 5, 2017, City Commission meeting.
  - Fire Hydrant Replacement Program – FDOT permit was received for hydrant replacements on A-1-A.
  - Lift Station 8M1 – Legal department is preparing a City Commission memo for vacating the existing easement and providing a replacement easement for the Lift Station 8M1 site. Final deductive change order was issued.
  - Lift Station 10M & 12M Rehabilitation: A work authorization for construction administration services from the consultant was prepared. Contract documents were sent to the contractor for execution.
  - Phase III 2-inch Water Main Replacement – Mainland – Project start date is being scheduled.
  - Phase III 2-inch Water Main Replacement – Peninsula – A preconstruction meeting is scheduled August 9.
  - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Completed televising the 4M sanitary sewer piping in the Woodmere South subdivision. Televising 5M system along Misner's Branch.



- Secondary Raw Water Main – Survey for proposed piping route is being performed and easement needs are being identified.
- Shadow Crossings Force Main Improvements – As-built drawings were reviewed and comments sent to the contractor.
- Sodium Bisulfite Tank Replacement – Bid advertisement underway.
- Elevated Storage Tank Repairs & Maintenance – Contacted consultant to discuss monopole option for alternative consideration to demolish the water plant elevated tank. Met with Tnemec coatings representative at the Breakaway Trails elevated tank to discuss overcoating the finish instead of sandblasting and painting in order to reduce project costs. Met with Tom Donovan to visit the Water Plant, Breakaway Trails and Leeway Tank sites and obtain recommendations for reducing costs for the tank rehabilitation project. Using power tools to remove rust was recommended.
- South Peninsula Reclaimed Expansion Project – construction underway – Utilities staff supporting project as necessary.
- Water Plant Aerator Housing Rehabilitation (CIP) – Aerator #2 is installed. Field Order 2 was prepared to sandblast and paint additional piping in the aerator vicinity that has corroded from contact with hydrogen sulfide gas.
- Water & Wastewater Plant Sludge Dewatering Improvements – Flottweg representatives sent additional information on dewatering centrifuge equipment for review.
- Water Plant Upgrades (Lime Slaker & Chlorine Generator) – Thirty percent plans are being prepared for review.
- WWTP Influent Pump Station VFD Replacement – The power quality audit report was completed and findings discussed with staff. Information being shared with FPL.
- WWTP Outfall Pipe Replacement – The project is currently advertised for receipt of bids.
- Utilities SCADA Upgrades – The consultant is nearing completion of the software RFP.
- Volusia County Use Permits: received permit to replace water service lines at 132 Beau Rivage Drive, 5 and 59 Rivocean Drive and prepared application for 3 Seafarers Drive.
- SPRC Projects (Utilities Review)
  - Celedine – Received revised Hunter’s Ridge Utility Master Plan calculations for review.
  - Edgewell Personal Care – Reviewed plans and provided comments.
  - Halifax 100 – Reviewed plans and provided comments.
  - Huntington Villas, Phase 1B – Final inspection for utilities was performed.
  - Ormond Beach Dog Park – Met with the YMCA and the design engineer to discuss plans for a dog park on the YMCA property.
  - Ormond Central – Met with developer to discuss routing detour traffic when the sanitary sewer connection is made on Old Kings Boulevard.
  - Our Parents Assisted Living Facility – Reviewed plans and provided comments.
  - Pet Street Veterinary Care Center – Contractor proposes to eliminate the manhole to be constructed in the cul-de-sac pavement. Revised plans will be provided for review.
  - Plantation Oaks – Received shop drawings for the Unit 2A lift station. Received as-built drawings for the water & force main constructed in Plantation Oaks Blvd. right of way.
  - Security First – Force main pressures at McDonalds lift station were requested by the designer to compute the pump requirements at the Security First Lift Station.
  - Tomoka Estates – Reviewed plans and provided comments.
  - WaWa – Reviewed plans and provided comments.
  - 40 Bella Vita Way, The Gardens at Addison Oaks – Utilities are presently private and will be dedicated to the City on the proposed plat. The revised plat with dedication language was received.
- Water Treatment
  - Delivered 38.10 million gallons for the week ending July 28, 2017 (5.44 MGD).
  - Backwashed 10 filters for a total of 467,000 gallons backwash water.
  - Raw water average daily withdrawal rate from all wells through June 30, 2017 @ 6.441 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
  - Produced & hauled 40.5 wet tons of dewatered sludge (65 - 70% solids).

- Operated north & south plant generators for routine PM.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 30.04 Million Gallons.
  - Influent flows average for week @ 4.29 MGD, plant designed for 8 MGD.
  - Produced 25.21 Million Gallons of Reuse.
  - Produced 4.83 Million Gallons of Surface Water Discharge.
  - Completed quarterly bioassay sampling for surface water effluent.
  - Annual Average (July 01, 2016 – June 30, 2017) for Surface Water Discharge 0.886 MGD.
  - Hauled 83.57 tons of dewatered residual solids (14%-18% Solids).
  - FDEP Inspection performed on July 25. Feedback from inspection findings provided by staff to FDEP.
- Water Distribution
  - Responded to and/or repaired 14 water leaks.
  - Performed accuracy testing of a 3-3" commercial water meters. Scheduled large meter tester to be calibrated and repaired.
  - Installed 10 new residential and 4 - 1 ½" commercial water meters.
  - Replaced or repaired 9 water meter boxes.
  - Replaced 13 water services or meter assemblies due to low flow or leaks. 2-2" casings were installed for water service replacements under roads.
  - Performed pressure testing of 8 City owned backflow preventers. Repaired 2 BFP devices that failed inspection.
  - Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Performed maintenance on 8 fire hydrants in the Airport Business Park.
  - Repaired a 16" raw water main leak at SR40/South Forty Trail
  - Repaired a 2" GSP water main on Riverside Drive due to contractor activity.
  - Rescinded all outstanding boil water notices.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 128 regular and 6 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
  - Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. Responded to 2 reuse trouble calls.
  - Responded to 4 Request for Utility Verifications for residential and commercial properties.
  - Locating sanitary services on Halifax/Riverside in conjunction with S. Peninsula Reuse Expansion project.
  - Installed new PEP systems at 18 Tomoka Ridge and 77 Tomoka Ridge
  - Replaced broken PEP tank at 14 Crescent Lake Way

#### **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, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for August 2, 2017, City Commission meeting
- Staff attended and provided support for August 3, 2017, Quality of Life Advisory Board meeting
- Agenda packet preparation for August 15, 2017, City Commission meeting
- City Clerk and Assistant City Clerk attended Tyler (Enterprise Resource System) training on August 4, 2017
- Agenda packet preparation and creation for August 11, 2017, Pension Board meeting