

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 18, 2017

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

Spoke to, attended and/or met with:

- Individual agenda review meetings with Mayor Partington, Commissioner Boehm and Commissioner Littleton
- Rotary meeting
- City Commission meeting
- Florida League of Cities Annual Conference

Community Development

Planning

- The Planning Director attended the Technical Coordination Committee meeting of the TPO. It was interesting to learn that many of the projects on the priority list ahead of Ormond Beach have been funded or are significantly delayed due to LAP certification. This presents an opportunity for the City to get several projects moving forward to take advantage of the \$1,000,000 set aside each for bike-pedestrian and traffic operation projects.
- Staff met with representatives from 56 North Beach Street (future reuses of the property) and 221 Vining Court (expansion plans).

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued
- 437 inspections (25 by Private Provider)
- 115 permits valued at \$2,636,179.00

Development Services

- SPRC met with applicants concerning For Our Parents ALF (NE corner of Center Street and Sterthaus); Starbucks drive-thru at Granada Plaza. A pre-construction meeting for 589 South Yonge Street was also held.
- Projects receiving Building Permits and percent completed are provided in the following table:

Project	% Complete	Comments
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	30%	
589 South Yonge Street	0%	
Antares of Ormond Beach	0%	

Bear Creek Bridge	20%	
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	20%	
Realty Pros	98%	Construction completed. Waiting on As-built.
Specialty Surgery Center	97%	
Valiant Diners, Phase 2	30%	
Huntington Villas, Phase 1B	99%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	55%	

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. SFM's objective is to begin construction in November of 2017.
 - Staff is working with Volusia County officials and Security First Manager engineering consultants regarding the required improvements to Broadway Avenue.
- Airport Business Park
 - Prime Global Group, located at 3 Aviator Way, purchased the property in 2016 and is in the process of having plans approved to expand the building to facilitate their manufacturing operation.
 - Staff is working with Concentrated Aloe in the review of a site plan for their new headquarters in the Airport Business Park.
- 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 Year 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.
 - Staff met with Chamber President to discuss upcoming events and economic development projects in the City.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is in discussion with the owners of 101 East Granada Boulevard regarding reuse of the 28,000 square foot building.

Airport Operation and Development

- The City Commission approved the execution of a grant agreement with the FAA at their meeting on August 15th. The grant agreement will provide primary funding for a project to design the rehabilitation of the pavement and electrical systems for Runway 8/26. Additional funding for this

project will be provided by a grant from the FDOT, which will be forwarded to the City Commission for approval at an upcoming meeting.

- Staff met with a representative of RDM International, Inc., a consultant for the FDOT working on the FDOT Statewide Pavement Classification Number (PCN) Development project. This project is being conducted by FDOT at airports throughout the state in accordance with FAA guidelines regarding standardization of methods for reporting airport pavement strength. Prior to this meeting, staff conducted significant research on the airport's existing pavement condition and project history in response to a request for this information from FDOT. RDM International, Inc. will return to the airport on August 30th to perform inspections of the airport's runway and taxiway pavement.
- Staff met this week to review and discuss the contract for mowing and landscaping services at the airport. Staff is seeking additional services for the southeast quadrant of the airport in an effort to improve the overall appearance of the main entrance and access ways for the facility.
- Staff completed work to compile and submit the monthly FDOT Active Aviation Grants Status Report this week.
- Staff met this week to review and discuss the project to design access roads for the southwest quadrant of the airport from the Airport Business Park.
- Staff surveyed the condition of the buffer wall between the golf course and airport as sections of the wall have been damaged by falling tree limbs. Staff will be working with the golf course to jointly make the repairs.

Finance/Budget/Utility Billing Services/Grants/PIO

- 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.
 - Prepared utility rate increase notice for distribution to customers during the month of August.
- Completed Projects - Weekly
 - Processed 104 Journal Entry Batches.
 - Approved 25 Purchase Requisitions totaling \$2,210,571.89.
 - Issued 26 Purchase Orders totaling \$969,859.81.
 - Prepared 104 Accounts Payable checks totaling \$373,205.99 and 33 Accounts Payable EFT payments totaling \$498,946.24.
 - Prepared 16 Payroll checks totaling \$23,012.97 and 353 Direct Deposits totaling \$421,365.67.
 - Transferred IRS 941 payment of \$155,629.50
 - Issued 847 past due notices on utility accounts.
 - Auto-called 111 utility customers regarding receipt of a past due notice.
 - Processed 338 payments through Interactive Voice Response System totaling \$29,624.90.

Grants/PIO

- Public Information
 - Street Light Painting – Nova Road (8/21-8/31)
- 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.
 - Work with the printing vendor for the State of the City 2017 publication.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 7
 - Hazardous: 5
 - EMS: 86
 - Motor Vehicle Accidents: 7
 - Public Assists: 49
 - TOTAL CALLS: 154

 - Aid provided to other agencies: 9 Calls – Daytona Beach (4), Volusia County (5)
 - Total staff hours provided to other agencies: 4
 - # of overlapping calls: 33
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 62
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 79
- Training Hours
 - NFPA 1001: Firefighting 14
 - NFPA 1002: Driver 6
 - NFPA 1021: Officer 16
 - NFPA 1500: Safety/Equipment 15
 - EMT/Paramedic 23
 - TOTAL TRAINING HOURS: 74
- Station Activities
 - Updated 10 pre-fire plans
 - Provided training for newly hired firefighters. Training consisted of technical rescue, ground and aerial procedures, safety and survival, water supply, attack lines, ventilation, equipment and city geography.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker II (Streets/Public Works) open 8-15-17 until 8-30-17. Advertised on City web site, governmentjobs.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, 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, and internally.

- Applications Under Review
 - Maintenance Foreman (Water Distribution/Public Works)
 - Neighborhood Improvement Officer (Police)

- Interviews Scheduled
 - Police Officer (Police)
 - Maintenance Worker IV (Stormwater/Public Works)

- Background/Reference Checks/Job Offers
 - Public Works Director (Public Works)
 - Police Officer (Police)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Water Distribution/Public Works)
- Separations
 - Police Officer (Police)
- Employee Events
 - Skin cancer screening for HSA contributions continues until December 31
 - Employee customer service training classes will be held September 5 – 8
- Risk Management Projects
 - Attended claim deposition
 - American Cancer Society Relay for Life event planning
 - Worked on subrogation claims

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. Final reviews for verification.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 12
 - Completed: 46
 - In progress: 51
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 40,299
 - Inbound E-Mails Blocked: 20,827
 - Delivered Inbound E-Mails: 19,472
 - Quarantined Messages: 175
 - Percentage Good Email: 48.3%
 - Virus E-Mails Blocked: 2
 - Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 0
 - Corrections: 3

- Map/Information Requests: 35
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0: 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

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
- City Calendar updates
- Community Garden updates
- Scheduled Volunteers for weekend hours
- Preparation for Saturdays Nature Drawing

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- Lady Renegades Girls Softball practice Tuesday and Thursday from 6 pm to around 8 pm at the Sports Complex, Softball Quads.
- Ormond Beach Girls Softball 12's, 14's & 16's are holding practice this week Monday-Thursday from 6 pm to around 8 pm at the Sports Complex, Kiwanis Fields and Wendelstedt #2 & #3

Athletic Field 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
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased & cleaned equipment
- Dragged infields/sprayed weeds/weed wacked 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
- Installed soccer goals on fields #4, #5, & #6 for OBSC Competitive Practices
- Painted soccer fields #4, #5, & #6
- Painted championship field #7 for football game
- Roto-tilled Osceola fields
- Laying out soccer fields #1 - #3, #8 - #10 to prepare for painting & goals
- Preparing for upcoming clay, turface, & laser grading on 11 fields

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Granada Square Dance was held on Tuesday from 6:30 pm to 9:00 pm

Performing Arts Center

- Ormond Church was held on Sunday from 8:30 am to 12:30 pm
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT held regular classes. Kopy Kats held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: CMT held regular classes.
 - Thursday: CMT held regular classes. Kopy Kats held regular classes.
 - Friday: CMT held regular classes.

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Basketball practice Tuesday/Thursday

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- 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
- Distribution of fishing tournament flyers to schools
- Assisted in the planning of 2017 Senior Games
- Preliminary planning tasks and assignments for the State of the City luncheon

Gymnastics

- August session in progress
- Registration is still open for August session
- 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.

The Casements

- The Historic Bus tour used The Casements parking lot on Saturday from 9:30 a.m. to 10:00 a.m.
- A wedding ceremony and reception were held at The Casements on Saturday from 4:00 p.m. to 9:00 p.m. approximately 75 people attended.

- Guild tours were given on the hour Monday through Friday with the first tour at 1:00 p.m. and the last tour at 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.
- The Casements Guild Crafters met on Monday from 11:30 a.m. to 3:30 p.m. in Room 203.
- Yoga class met on Tuesday morning at The Casements.
- Zumba class met on Thursday at Bailey Riverbridge.
- On Friday from 11:00 a.m. to 5:00 p.m., a wedding party set up The Casements for a reception on Saturday.

Parks Maintenance:

- City wide inspections of parks
- Inspections of pavilions for posted reservations
- Posted reservations at pavilions
- Riverbend: Cleaned entry and parking lot. Cut up a tree that was down.
- Nova Pavilion 1: fixed picnic table
- Cassen Park: Under bridge – removed damaged railing to repair
- Fortunato Park: Cleaned up and hauled away tree limbs that park staff had previously cut down
- Andy Romano: Fixed bent whale sign for new vinyl to be put on it
- Central Park 2 docks: Trimmed the limbs
- Sanchez Park: Cut limbs back around the dock area

Building Maintenance:

- Daily preventative maintenance of City owned vehicles and NaviLine system
- Weekly lighting inspection of Airfield runways, taxiways and signage
- Weekly inspection of D.O.T. & facility lighting @ various City locations
- Met various contractors for upcoming projects
- Reset the thermostat at Nova Gym
- Checked the a/c unit at FS 92
- Assemble 2 book cases for PW
- Escorted fire sprinkler contractor for repairs at the PD
- Reset the gate stuck open at Fleet
- Change the fuse on the bunkhouse a/c at FS 93
- Reset the operations building a/c at the WTP
- Repair the divider motor at Nova Gym
- Secured the pipe for the satellite dish at the PD
- Repaired the light in restroom #3 at Andy Romano
- Repaired the splash pad gate at SONC
- Checked the ladies room at Fortunato
- Calked the window in N.I.D. at the PD
- Repaired the trail lights at CP1
- Called the contractor for fire extinguisher inspections at FS 91, 92, 93, and 94
- Escorted fire sprinkler contractor for repairs citywide
- Repaired a leak on the fire sprinkler water line at Ames
- Checked and called the contractor for gate #9 at the Airport
- Added stone around the pipe repair at Ames
- Repaired the men's toilet at Fortunato
- Checked splash pad at Andy Romano
- 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
- Replace water spigot at Fleet
- Repair the men's toilet at Cassen

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended the Crime View meeting hosted at the Police Department.
- Staff attended the Staff meeting hosted by the City Manager.
- Staff attended training for the Power DMS system.
- Staff hosted a meeting to complete an audit for the DAVID system.
- A Physical Abilities Test was conducted for three newly hired Police Officers.

Community Outreach

- Four members of the YDC met last week to review upcoming community service projects.
- Open gym and skills practice for youth on the OBPAL basketball teams was held at the South Ormond Neighborhood Center last week on Monday, Tuesday and Wednesday evenings. Approximately 30 youths participated over the three days.

Community Services & Animal Control

- Animal Calls responded to: 66
- Animal Reports: 6
- Animals to Humane Society: 8
- Trap Neuter Release: 1

Criminal Investigations

- Cases Assigned: 57
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 6
- Inactive: 11
- Fraud: 10
- Burglary Residential: 2
- Burglary Business: 2
- Larceny Carbreak: 29
- Grand Theft: 5
- Auto Theft: 4
- Missing Persons: 1
- Robbery: 1
- Death Undetermined: 1
- Assaults: 2

Records

- Walk-ins Window: 86
- Phone Calls: 120
- Arrest / NTA'S: 25
- Citations Issued: 64
- Citations Entered: 42
- Reports Generated: 167
- Reports Entered: 125
- Mail / Faxes / Request: 29

Patrol

- Total Calls: 1,342
- Total Traffic Stops: 112

Operations

Crime Opportunity Report Forms: 87

- 08/09/17

- Stolen Vehicle, 8 Brookside Court. Unlocked vehicle with the keys inside was taken overnight.
- Carbreak, 800 West River Oak Drive. Unlocked vehicle was entered overnight and a tablet was taken.
- Carbreak, 701 Cordova Avenue. Unlocked vehicle was entered overnight and a purse was taken.
- Carbreak, 20 Brookside Circle. Unlocked vehicle was entered overnight but nothing was taken.
- Fraud Arrest, 699 South Nova Road (Bank of America). Subject attempted to cash two fraudulent checks.
- Carbreak, 14 Abacus Circle. Unlocked vehicle was entered overnight and a purse was taken.
- Narcotics Arrest, Laurel Drive/Fleming Avenue. Subject was contacted during a traffic stop where narcotics were located.
- Burglary, Occupied Residential/Stolen Vehicle, 4 Pheasant Lane. Vehicle entered in the driveway of a home where the garage door opener was used to gain entry into the garage. A second and third vehicle were also burglarized.
- Fleeing Vehicle/Threats to Officers Arrest, Laurel Drive & East Victoria Circle. Subject fled from officers and was later located, then made repeated threats toward officers.
- Battery Domestic Violence Arrest, 128 Tomoka Meadows Boulevard. Subject battered another and was also found to be on probation and was arrested for VOP as well.
- Traffic Arrest, 499 South Nova Road. Subject stopped for a traffic violation and found to be a Habitual Traffic Offender with a impound vehicle order.
- Traffic Arrest, West Granada Boulevard & Kingsbridge Crossing Drive. Subject was stopped for a traffic violation and was found to be driving on a suspended/revoked driver's license.
- 08/10/17
 - Stolen Vehicle, 455 River Square Lane. Unlocked vehicle with keys left inside was taken overnight.
 - Stolen Vehicle, 51 Pergola Place. Vehicle taken overnight.
 - Carbreak, 60 Pergola Place. Unlocked vehicle entered overnight, headphones were taken.
 - Carbreak, 21 Pergola Place. Unlocked vehicle was burglarized overnight, video surveillance available.
 - Carbreak, 333 West Granada Boulevard (Gold's Gym). Window smashed and purse taken from vehicle.
 - Carbreak, 226 Royal Dunes Circle. Unlocked vehicle was burglarized overnight and credit cards were taken.
 - Warrant Arrest, 568 South Atlantic Avenue. Subject was arrested on a Felony Violation of Probation Warrant.
 - Traffic Arrest, 700 Block West Granada Boulevard. Subject was contacted during a traffic stop and found to have a suspended license.
 - Carbreak, 75 Williamson Boulevard (Wendy's). Lock punched out on the vehicle, a large amount of cash was taken.
 - Carbreak, Cassen Park. Driver's window smashed and a purse was taken.
 - Carbreak, 22 Waterford Court. Stereo equipment removed from a vehicle in the driveway.
 - Carbreak, Cassen Park. Rear passenger side window was broken and a purse was taken.
 - Battery Domestic Violence Arrest, 1629 West Granada Boulevard. A subject battered his wife.
 - Traffic Arrest, 900 Block South Nova Road. Subject was contacted during a traffic stop and was found to be knowingly operating a vehicle while license suspended/revoked.
 - Fleeing & Eluding Arrest, Marvin Rd/Palmetto Avenue. A traffic stop was initiated where the driver fled. The driver was later identified and located.
 - Indecent Exposure Arrest, 57 West Granada Boulevard. Subject contacted who was found to be defecating on the property.
- 08/11/17

- Burglary Residence/Stolen vehicles, 22 Manderley Lane. An open garage was entered where two vehicles were stolen. The keys to both vehicles had been left inside one of the vehicles taken.
- Carbreak, 1 North Beach Street (Bailey Riverbridge Gardens.) Windows smashed and a bag and electronic chargers taken.
- Carbreak, 333 West Granada Boulevard (Golds Gym), Windows smashed and a purse with credit cards was stolen.
- Carbreak, 333 West Granada Boulevard (Golds Gym), Windows smashed but nothing was taken.
- Theft, 55 North Nova Road (Alliance Church.) Social Security Benefit Card stolen and fraudulently used.
- Stolen Vehicle & Carbreak Arrest, 109 Chelsea Place. Subject stole a Courteaux Electric van that had a Global Positioning System installed.
- Carbreak, 27 Manderley Lane. Two unlocked vehicles were entered overnight, cash and sunglasses taken.
- Battery Domestic Violence Arrest, 402 Flormond Avenue. Juvenile was involved in an altercation with his mother during an argument.
- 08/12/17
 - Burglary Business, 1185 West Granada Boulevard (U-Break-It I-Fix-It.) Multiple electronic items taken from the business.
 - Warrant Arrest, 56 Tropical Falls Drive, Subject was contacted and found to have an open felony warrant.
 - Carbreak, 394 Military Boulevard, two vehicles entered overnight, wallet and credit cards taken.
 - Theft, 24 Laurel Ridge Break. Known juvenile was visiting and stole an air soft gun before leaving.
 - Grand Theft, 89 South Atlantic Avenue. Unknown suspect cut locks to two bicycles and stole the bicycles.
 - Arson Arrest, 528 Fred Gamble Way. Subject heated up grease from the grill and threw it onto a vehicle, causing a fire.
 - Driving Under the Influence Arrest, 500 Block South Yonge Street. Subject was pulled over for multiple traffic violations and refused sobriety exercises.
 - Driving Under the Influence Arrest, 800 Block South Nova Road. Officers involved in crime suppression operation stopped a vehicle for signs of impairment. Subject was pulled over for multiple traffic violations and refused sobriety exercises.
- 08/13/17
 - Strong Arm Robbery, 1521 West Granada Boulevard (Walmart). Male stole a backpack full of infant formula by concealing it. Loss Prevention confronted him and the suspect pushed Loss Prevention.
 - Carbreak, 80 Bosarvey Drive. Unlocked vehicle entered overnight where cash was stolen.
 - City Ordinance Violation Arrest, 23 South Yonge Street, Subject was arrested for possession and consumption of an open container of alcohol.
 - Carbreak, 55 Vining Court #112, Unlocked vehicle entered overnight where cash and vehicle keys were stolen.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject stole multiple DVD movies and was detained.
 - Trespassing Arrest, 1521 West Granada Boulevard (Walmart). Transient was observed on the property of Walmart and was known to have been previously trespassed.
 - Carbreak, 845 Cordova Avenue. Unlocked vehicle entered, nothing taken.
 - Carbreak Arrest, 630 South Beach Street. Subject was located walking the tree line in the 500 Block of South Ridgewood Avenue after a report of car breaks in the area.
- 08/14/17
 - Warrant Arrest, 1670 West Granada Boulevard (RaceTrac Gas Station). Contact was made with a subject who was found to have an open Writ of Bodily Attachment.

- Warrant Arrest, 640 North Nova Road #117 (Tomoka Oakwood North Condominium). Contact was made with a subject who was found to have an open Volusia County felony warrant.
- Carbreak, 49 Woodhaven Circle. Vehicle entered overnight and prescription glasses were taken.
- Warrant Arrest, 33 Polar Bear Path. Contact was made with a subject who was found to have an open warrant.
- 08/15/17
 - Grand Theft, 125 South Orchard Street #115 (Orchard Garden Apartments). Victim advised that his brother and his girlfriend stole some jewelry and pawned the items.
 - Grand Theft, 226 Cardinal Drive (Pirate's Cove Miniature Golf). One kayak was stolen off the top of a vehicle.
 - Theft, 340 West Granada Boulevard (Take 5 Oil Change). Employee was observed on security video taking \$217 from the safe. Employee had already been fired and was not on scene. A charging affidavit was completed.
 - Burglary, 110 Fiesta Drive. Subject forced his way into the home after breaking windows at the residence and on a vehicle.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 14
 - Number of Uniform Traffic Citations Issued: 19
 - Number of Written Warnings Issued: 1
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 2

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 5 Cases initiated
- 25 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and seventy-three (73) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Police Department Sally Port – The Contractor installed 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 – The perforated panels have been ordered and will be installed once they are delivered to the site.
 - Sanitary Sewer Inspection – The Contractor has moved to between Mayfield Terrace and Magnolia Avenue.
 - 2017 Roadway Resurfacing – The Contractor will complete Lakebridge Avenue this week.
 - South Peninsula Reclaimed Expansion – The Contractor is continuing to work south from Fluhart Drive to Pine Street and Ormond Shores Drive. They are continuing pressure testing the work, and finalizing the connections from Riverside Drive to Willis Drive, Riverside Circle, and Ormond Parkway. The Contractor is preparing the area at the north end of Rockefeller Gardens for connection of the Riverside Drive main to the John

Anderson Drive line previously extended under the Granada Bridge. Work is beginning this week on the remainder of the 16" reclaimed main on South Halifax.

- CDBG 2017 Trail & Sidewalk – The Contractor is working in Central Park grading, forming, and pouring the concrete trail. The project is 45% complete.
- Ph III 2-Inch Water Main Replacement – Peninsula – Contracts are fully executed, a pre-construction meeting was held on August 9. The notice to proceed is being issued with a date of September 5.
- 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 21st. Final approval and Notice to Proceed has been issued.
- 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 August 21st.
- Design Projects:
 - Ormond Crossings Utility Extensions – CC 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 FEC Railroad permit and utility design.
 - West Ormond Community Center – Staff had 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. They have completed their bidding of the project and have submitted a Guaranteed Maximum price which staff is reviewing. Upon completion of review the contract will be brought to the CC for approval. 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 grant application to FIND and FFWC for grant funding for construction costs. Presentations to FIND occurred on June 16th. 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 suitable funding source.
 - WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant is proceeding with design. Consultant submitted a preliminary Engineering Study which compared centrifuges to screw presses to allow staff to select the dewatering technology it would prefer to install.

- Effluent Outfall Replacement – The project was approved by the CC to advertise for bids on July 25th.
- 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 of the stored materials. The FDEP Permit has been received and construction can occur.
- Downtown Stormwater Phase 2 – Staff met with representatives from Mainstreet to review the changes made to the plan's landscape and hardscape plans by Zev Cohen and Associates.
- 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 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 is 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 15th.
- 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 – Staff is met with the Consultant August 10 to discuss progress and resident notifications.
- Wastewater Plant Influent Pump Station – Staff is coordinating with FPL to implement the recommended corrective actions.

- Departmental Activities
 - Staff attended the Technical Coordinating Meeting of the River to Sea TPO.
 - Provided SWMP requirement documents to several Contractors, per request.
 - Completed topographic survey of storm water structures along Sandy Oaks Blvd. and Jeannette Street to determine flow direction.
 - Modified Drawings & Exhibits for Downtown Street Light Pole Replacement, per Project Manager's comments.
 - Created AutoCAD drawings of the Sandy Oaks Subdivision and Jeannette Drive Storm System, based on the collected field data.
 - Completed sketch and legal description for 1175 North US1 Annexation, per Planning Division request.
 - Completed sketch and legal description for 692 South Yonge Street Annexation, per Planning Division request.
 - Completed Tree-in-the-Right-of-Way locate at 918 Cordova Street, per Streets Division request.

- Completed property line/right-of-way stakeout at Ormond Pennysaver property, per Neighborhood Improvement Division request.
- Completed 30' sight triangle stakeout at Division Avenue/Tropical Lane intersection, per Neighborhood Improvement Division request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Pulled forms, back filled with dirt at Cotton Seed & Saddle Creek
- Overlay depression in roadway on S Ridgewood Ave
- Asphalt patch in roadway for Wastewater – 13x6 – on 600 block of N Halifax
- Removed broken section of sidewalks, prepped/leveled grader on 400 block of S Beach St
- Repaired 90' of sidewalk on 400 block of S Beach St, added lime rock base, put form boards in, prepped for pour day
- Patched area on Brooks Dr

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
- Picked up palm at A1A & SR40
- Removed oak tree at Soco Trl & Main Trl, pear tree on 300 block of Melrose Ave
- Trimming on Hammock Ln, over roof at PW Office, around street lights in Ormond Lakes

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Blew debris off walks at City Hall Complex
- 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 Granada Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- Trimming on Division Ave, S Ridgewood Ave, Highland Ave, Main Trl by Nova Rec entrance

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
- Straightened signs citywide
- Checking signs in various areas citywide

Stormwater Maintenance

- Pond maintenance city wide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Outfall cleaned on 1300 block of Oak Forest Dr
- Pond maintenance on S Division Ave

Mowing

- Reachout on SR40, Airport Rd
- Bush Hog on SR40, US1
- Slope Mower on SR40, US1

Street Sweeping/Streetsweeper

- 139 miles of road cleaned
- 27 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 27,325
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 32
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 7,533 gallons unleaded, 9,810 gallons diesel
 - Fuel used in one week: 2,192 gallons of unleaded and 755 gallons of diesel.
 - Fleet completed 76 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. Bid plans and specifications are being prepared.
 - Water & Wastewater Chemical Purchases – Award recommendation memo was prepared for the September 5, 2017 City Commission meeting. Legal Department requests that low bidders submit insurance certificates. Supplemental Carbon Source sampling & testing will be performed to verify that the product received conforms to the certificate of analysis.
 - Fire Hydrant Replacement – FDOT permit 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.
 - Lift Station 10M & 12M Rehabilitation: A work authorization for consultant construction administration services was prepared. Contract documents sent to 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 was held August 9.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – 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 – Received as-built drawings from the contractor.
 - Sodium Bisulfite Tank Replacement – Obtaining bidder questions. An addendum will be issued to respond to questions. Pre bid meeting was scheduled for 8/17/17.
 - 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 over-coating the finish instead of sandblasting and painting in order to reduce project costs. Met with tank repair vendor 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. Preparations are underway to connect Rockefeller Gardens to the reclaimed water line previously constructed under the Granada Bridge.
- Water Plant Aerator Housing Rehabilitation (CIP) – A response is being prepared to the contractor's request for additional money to replace the down piping on aerator #2. A preliminary inspection will be scheduled.
- 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 – Power quality audit report sent to FPL.
- WWTP Outfall Pipe Repair – Permit application was sent to FDEP.
- Utilities SCADA Upgrades – The consultant is nearing completion of the software RFP.
- SPRC Projects (Utilities Review)
 - Argosy Parking Lot – Received plans for review.
 - Celedine – Reviewed revised Hunter's Ridge Utility Master Plan.
 - Edgewell Personal Care – Reviewed revised plans.
 - Gold Choice – Volusia Co. Health Department Water Main Extension Permit received.
 - Launch FCU Credit Union – Reviewed plans and provided comments.
 - Ormond Beach Medical Office Building – Utility department comments are addressed.
 - Prince of Peace Additions – Reviewed plans. Additional information is required.
 - Realty Pro – Received preliminary as-built drawings for review.
 - Thomas & Betts – Received revised plans for review.
 - 3 Aviator Way – Received plans for review.
 - 692 S Yonge St – Received annexation request for review.
- Water Treatment
 - Delivered 37.21 million gallons for the week ending August 11, 2017 (5.32 MGD).
 - Backwashed 11 filters for a total of 460,000 gallons backwash water.
 - Raw water average daily withdrawal rate from all wells through July 31, 2017 @ 6.464 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
 - Produced & hauled 81 wet tons of dewatered sludge (65 - 70% solids).
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater weekly flow total 31.38 Million Gallons.
 - Produced 22.57 Million Gallons of Reuse.
 - Produced 8.81 Million Gallons of Surface Water Discharge.
 - Influent flow average for week @ 4.48 MGD, plant designed for 8 MGD.
 - Hauled 118.55 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to and/or repaired 18 water leaks.
 - Installed 11 new residential water meters.
 - Replaced 8 faulty residential water meters.
 - Replaced or repaired 10 water meter boxes.
 - Replaced 8 water services or meter assemblies due to low flow or leaks. 3 each - 2" casings were installed for water service replacements under roads.
 - Performed pressure testing of 12 City owned backflow preventers. Repaired 2 BFP devices that failed inspection.
 - Responded to 16 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Repaired a broken 2" water main in Bay Meadow Apartments.
 - 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 1 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 6 in the conventional system service area. Responded to 2 reuse trouble calls.
 - Locating sanitary services on Halifax/Riverside in conjunction with S. Peninsula Reuse Expansion project.
 - Cleaned & Televised 4 laterals
 - Replaced broken PEP tank 11 Stallion Way
 - Installed new PEP tank at 6 Indian Springs
 - Repaired lateral at 1 Highland Falls Dr.
 - Repaired lateral at 9 Crooked Tree Way.
 - Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 30/34 psi, Ocean Mist Hotel @ 30/28 psi, Ormond Mall @ 0/0 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 8/11 psi, Westland Run 9/10 psi & Shadow Crossing Blvd. (4 inch) 0/1 psi.
- Wastewater Plant – Lift Stations
 - Spanish Waters, force main pressures: Static = 28psi, 1 / 2 pump running = 32 / 36 psi.
 - Il Villagio, force main pressures: Static = 0psi, 1 / 2 pump running = 4 / 8 psi.
 - Carrousel Blower #1, motor faulted, reset at SCADA and at MCC, ok.
 - Answering Service call out, alarm confirmed to be private lift station serving the Leeward Winds condominium, contacted answering service to inform them of situation, ok.
 - Carrousel Blower #1, filter showing high vacuum, cleaned filter, ok.
 - Pathways School, Southern Pines, high run hours, de-ragged check valves, ok.
 - Effluent Transfer Pump #1, #3, replaced light bulbs at control panel, ok.
 - BAT, pump 1 not operational, Megger test indicated motor windings shorted, soft start also not-operational, install temporary magnetic starter, return to service, requisition replacement soft start.
 - Carrousel Blower #2 VFD, replaced and configured communication card in Carrousel Blower #2 VFD in alum room, in process of replacing Cat5e cable from VFD to PLC.
 - MCC-6A WAS/RAS building, installed new 60 amp breaker bucket in preparation of mixer install at end of Post Anoxic train.
 - Influent Room, oversaw transfer of pump positioning status, ok.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: Breakaway Trails, high level, no pumps running, operated pump in manual to pump down wet well, cleaned probe, confirmed correct operation of station, will continue to monitor.
 - SCADA monitor/response: Il Villagio, high starts, clean and relocated probe, cleaned wet well, applied degreaser to wet well, will monitor; Deer Creek, Cypress Place, high starts, cleaned probe, ok; Breakaway Trails, – no starts #1, found pump and VFD #1 to be non-operational, installed temporary magnetic starter until replacement soft start can be received, will monitor station as needed.
 - SCADA technician activities: Friday end of shift Test of Win911 @ WWTP, received parts for data logging project, expanded programming to allow for industrial pressure and flow sensors. Completed all programming for operation and database programming. In process of assembly.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Monthly Plant PM's: Carousel Surface Aerator, #1S; Influent Odor Control; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2.
 - Quarterly Plant PM's: Screw Pump #1.
 - Annual Plant PM's: Swing Zone Blowers, #1, #2.
 - Lift Station PM's: 19 monthly performed and 1 annual.

- 53 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - Aerator 1, cleaned motor adjusted drive belt tension, ok.
 - All Division and State Road wells; replaced inoperable panel bulbs.
 - Hypo-Chlorite pump 3, replace leaking O-ring.
 - Operations Control room, air conditioning not functioning, called A/C contractor for repair, set up temporary air conditioning for SCADA servers until repairs are complete.
 - SCADA, IFIX and Historian Server down, would not boot up. Determined computers were overheating due to dust build up. Vacuumed the server and rebooted, ok.
 - All wells and city interconnects inspected for operation and flooding after heavy storms.
 - PM's: Division Wells 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17; BAT Wells 2, 3, 4; all Hudson wells; Clari-Cones; Lime Slurry Pumps; Sand filter 1, 2, 3.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Monitoring Sewer Collection System – Staff is monitoring select locations throughout the collection system to ensure the industrial facilities are in compliance with Local Limits for the contaminants in the Sewer Use Ordinance. The limits help protect the WWTF and assist in the compliance of the effluent discharge from the WWTF to the Halifax.
 - Quarterly FDEP Consent Order Report – Staff is preparing the quarterly report for the consent order due to the effluent exceedances of copper from the WWTF. The WWTF has maintained compliance not only with the consent order limit but also the more stringent WWTF permit limit for 9 consecutive months. The Utility will request to close out the consent order as all of the guidelines have been met.
- Water Supply/Treatment and Distribution System Regulatory Activities
 - Wetlands Monitoring Report – Staff is finalizing the Wetlands Monitoring Report for the submission to the SJRWMD. The report is required by the Consumptive Use Permit (CUP) issued by the District. The report summarizes the health of the wetlands adjacent to the City's potable water production wells in the Rima Ridge Wellfield.
 - Consumer Confidence Report Compliance Cert – Staff submitted the CCC (Water Quality Report) certification of delivery to the FDOH. The certification endorses that the City delivered on the CCC to its customers by the prescribed deadline. The CCR is available on the City website at www.ormondbeach.org/ccr.

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 15, 2017, City Commission meeting
- City Clerk attended weekly meeting with Acting Assistant City Manager
- Agenda packet preparation for September 5, 2017, City Commission meeting