

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 17, 2016

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with Police Chief, HR Director, Planning Director, IT Manager, and Fire Chief
- Held EOC exercise at PD
- Prep work for June 27 City Commission Healthcare Update Workshop with senior staff and Brown and Brown representatives
- Started budget discussions with senior staff in preparation of the July 26 City Commission Operating Budget Workshop

Spoke to, attended and/or met with:

- Rotary meeting
- Held Walk with the Manager, Chief Godfrey was the guest walker

Community Development

Planning

- The Planning Director and Grants Coordinator met with Cardno, consultant for the EPA grant implementation, regarding the filing of draft EPA forms and work program required by the end of June. A draft work program was shared with Cardno.
- The Planning Director and Building Official participated in the EOC exercise held at the Police Training Room.
- The Planning Director participated in a required webinar on EPA forms and work program.
- Theresa Nelson, new Permit Technician, started this week.
- The Department received a registration application and supplemental material from Crown Castle to access the public way for the provision of telecommunication services. This item will be placed on the June 27 City Commission meeting agenda.
- The history of housing permits since 2006 indicates, at least for new housing, that the market is back to pre-2007 levels:

Year	# of permits	Total application value	Average application value of single-family house
2006	113	\$36,469,745	\$322,741.11
2007	43	\$18,852,208	\$438,423.44
2008	84	\$30,153,855	\$358,974.46
2009	61	\$17,997,920	\$295,047.87
2010	83	\$20,164,705	\$242,948.25
2011	43	\$12,704,780	\$295,460.00

2012	34	\$10,869,348	\$319,686.71
2013	84	\$27,686,755	\$329,604.23
2014	105	\$37,111,062	\$353,438.69
2015	138	\$45,293,383	\$328,212.92
2016 (YTD)	61	\$21,015,756	\$344,520.59

Building Inspections, Permitting & Licensing

- 348 inspections performed.
- 12 new business tax receipts issued.
- 100 permits issued with a valuation of \$781,373.00

Development Services

- The Planning Director approved a Development Order for McDonald's at 105 Interchange Boulevard.
- SPRC met with developers of Granada Point to discuss the Historic Tree Survey (independent review of developer's report) and the lot split for 680/686 John Anderson.
- Vacation of Pennsylvania Avenue on North US1 and Ormond Grande at 600 West Granada Boulevard will be ready for public hearings before the Planning Board and City Commission.
- Approved projects Under Construction (percentage completed):

Project	% Complete
146 North Orchard Street	92%
783 North US 1	4%
Children's Workshop Expansion	40%
CVS Health	65%
Dollar General	0%
McNamara warehouse	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	7%
Vystar Credit Union	70%

Economic Development/Airport

Ormond Crossings

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

Airport Business Park

- Staff met with Guardian Pharmacy regarding their expansion plans and Kershaw Company located on Aviator Way to discuss creation of additional parking.

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

- Staff met with the other city practitioners and Volusia County staff to discuss business retention programs in Volusia County. A brochure is being developed that will be provided to the businesses in Volusia County.
- Staff continues working with the Ormond Beach Chamber of Commerce staff to discuss a program "Ormond Beach CEO's" in an effort to assist as business recruitment ambassadors and provide a forum for exchanging business enhancement programs. An initial meeting date will be scheduled for late July.
- The Doing Business In Ormond Beach resource guide has been recently updated and published. A copy has been provided to staff and City Commission.

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company has purchased 3 Aviator Way and is expected to expand the building and move its headquarters to Ormond Beach. Staff is processing an application for Growth Assistance Program economic development incentives which will be presented to the City Commission for review and approval in July/August.
- Staff met with a high technology start-up company to discuss their plans to open an office in Ormond Beach. The Company is refining its business plan and will be seeking office space in the city. Staff met with the business and a representative from Daytona Beach Small Business Development Center to begin the business plan process.

Airport Operation and Development

- The FAA conducted additional flight checks of the airport's Precision Approach Path Indicator lights and also the status of the VHF Omni Directional Range (VOR) facility. The VOR facility is now fully operational and will soon be placed back in service by the FAA.
- Gopher tortoise relocation work for the Taxiway Golf project was completed this week.
- Work began this week to install new airfield lighting and signage for Taxiway Charlie, which is an element of the Taxiway Golf construction project. Other project elements proceeding include clearing work for the new taxiway and site preparation for the new electrical vault.
- Staff has been advised that plans for the new monument sign at the main entrance to the airport have been submitted for the purpose of issuing an installation permit.
- Staff participated in the East Central Florida Metro Area Continuing Florida Aviation System Planning Process (CFASPP) Steering Committee meeting this week. The CFASPP is a method used within Florida to continually monitor the aviation environment and determine the development requirements needed to best meet projected aviation demands. This process is a component of the FAA's Continuous Airport Systems Planning Process.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Completion and distribution of Proposed 5 year Capital Improvement Plan
 - Preparing the 2016-17 fiscal year proposed budget
- Completed Projects - Weekly
 - Processed 32 Journal Entry Batches (#4589 - 4705).
 - Approved 18 Purchase Requisitions totaling \$217,485.74.
 - Issued 22 Purchase Orders totaling \$154,272.36.
 - Processed 4032 cash receipts totaling \$588,850.18.
 - Prepared 152 Accounts Payable checks totaling \$333,959.08 and 44 Accounts Payable EFT payments totaling \$433,290.99.
 - Processed 1,661 utility bill payments through ACH totaling \$116,609.35.
 - Processed and issued 5,353 utility bills with billed consumption of water of 24,501K.
 - Issued 871 past due notices on utility accounts.
 - Auto-called 90 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Gymnastics Clinics (June 18, 25 and July 2)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended meeting regarding the City's new Brownfields Assessment Grant.
 - Attended weekly staff meeting/hurricane exercise.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Revised and resubmitted information for the VOCA grant request.
 - Completed and submitted two requests for the City Catalyst Grants.
 - Completed Florida League of Cities Conference magazine ad.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 4
- Hazardous: 4
- EMS: 93
- Motor Vehicle Accidents: 5
- Public Assists: 46
- TOTAL CALLS: 156

- Aid provided to other agencies: 10 Calls: Daytona Beach (4), Volusia County (6)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 70
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 212

Training Hours

- NFPA 1001: Firefighting 11
- NFPA 1002: Driver 6
- NFPA 1500: Safety/Equipment 13
- NFPA 1620: Preplanning 9
- EMT/Paramedic 26
- TOTAL TRAINING HOURS: 65

Station Activities

- Updated 32 pre-fire plans
- Completed 6 fire inspections
- Attended a walk-through of the Bluecoast Bakers facility to become familiar with new floor plan lay out. A large facility, formerly U.S. Food.
- Attended Care Bear Cottage graduation with 40 children in attendance.
- Instructed CPR and first aid training to Leisure Services Camp Counselors.

Human Resources

Staffing Update

Requisitions

- Recreation Program Specialist (Leisure Services)
- Tradesworker (Leisure Services)
- Part Time Maintenance Worker II Andy Romano Beachfront Park (Leisure Services)

Approved/Active Recruitment

- Police Captain (Police) was advertised on 6-1-16 internally and on 6-10-16 on the City web site and on the Florida Police Chiefs Association web site and will remain open until 6-24-16.
- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal and will remain open until 6-17-16.
- Recreation Program Specialist (Leisure Services) was advertised 6-13-16 on the City web site and internally and will remain open until 6-24-16
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 5-16-16 on the City web site and will remain open until 6-17-16.
- Seasonal Part Time Maintenance Worker II (Leisure Services) was re-advertised 5-20-16 on the City web site and will remain open until 6-17-16.
- Part Time Recreation Leader at Nova Community Center (Leisure Services) was advertised 6-1-16 on the City web site and will remain open until 6-30-16.

Applications Under Review

- Assistant Finance Director

Interviews Scheduled

- Police Officer (Police)
- Police Captain (Police) testing and assessment center will be held 7-13-16 and 7-14-16

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

- Part Time Community Events Tech (Leisure Services)

Terminations

- Tradesworker (Leisure Services) Effective 6-13-16
- Part Time Recreation Leader (Nova/Leisure Services) effective 6-16-16
- Recreation Program Specialist (Leisure Services) Effective 6-18-16
- Part Time Maintenance Worker II Andy Romano Beachfront Park (Leisure Services) Effective 7-1-16

Risk Management Projects

- Attend liability claim deposition.
- Attend quarterly staff meeting.
- Prepare several subrogation demands for property damage.

Information Technology (IT)

- Information Systems (IS)
- Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract approved by City Commission at the 4/19/2016 Commission meeting.

- Finance – Interactive Voice Response System – Project underway, vendor delivered Virtual Machine files to IT for installation. IT working on install of the virtual server and integrating in to the network domain.
- Clerk's Office – Email Archive system replacement – Barracuda server appliance has been configured and receiving new mail, working with vendor to import all old mail from current email archive system. Operational testing continues.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 17 New work - 56 completed - 25 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	29,012	Inbound E-Mails Blocked	12,895
Delivered Inbound E-Mails	15,875	Quarantined Messages	242
Percentage Good Email	54.7%	Virus E-Mails Blocked	2,435

- Notable Events:
 - The Fleet fuel island is now connected to the Fleet facility via a recently installed fiber optic connection. The old connection over copper wires was getting increasingly unreliable. The new fiber optic connection provides additional isolation between the two facilities, protecting equipment from surge damage.

- Geographical Information Systems (GIS)
 - Addressing Additions: 11 Changes: 1 Corrections: 0
 - Map/Information Requests: 65
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 776
 - Meters GPS Located this week: 0: Total in system = 23,260; 22,556 potable, 693 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - City Manager's EOC Exercise
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Summer Camp Visits

- Recreation Program Specialist
 - Eagle Scout ceremony with the Mayor
 - Assisted with first week of Enviro Camp when needed
 - New community garden prep (preparing fundraising packets, wish list, etc.)
 - Last week of work (general wrap up, tying up loose ends, leaving notes, etc.)

- 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
- Conducted over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Lady Renegades Softball continued their spring practices 6pm at the Softball Quad. They also had their final tournament of the season on Saturday and Sunday at the Sports Complex and Nova Fields.
 - 6-A-Side Adult Soccer League, rented and ran by Luis Camacho, will continue their game season on Tuesday night from 5-8pm at the Sports Complex, Soccer Fields #2, #3, and #9.
 - OBSC hosted another clinic Monday through Friday at Soccer Fields #2 and #3 from 9–12pm at the Sports Complex.
 - OBYBSA/OBGS continue their “post-season fun” with all and competitive games/scrimmages/practices Monday through Thursday at the Sports Complex and Nova Fields.

- Athletic Fields Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned Skateboard Park, handball, tennis and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Set up fields for 6-a-side Soccer League
 - Added bricks/mound clay to Quad
 - Finished crimson stone at Nova Field 5
 - Repaired wind screen at OBMS and Nova tennis courts
 - Added crimson stone at Shuffleboard
 - Bahia sodded at Fieldhouse and Quad Practice facility
 - Repaired Wendelstedt dugouts with blue “sleeves” on backside
 - Put in permanent rubbers on Quad #2 and #4

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

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

- South Ormond Neighborhood Center
 - Splash Pad open through December 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Pavilion rentals Saturday and Sunday
 - Final summer camp preparations over the weekend including summer camp counselor orientation
 - Jazzercise Monday

- Summer camp Monday through Friday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Assisting Senior Games committee with planning tasks and updating application for distribution
 - Attended Senior Games Committee Meeting
 - Attended Walk with the Manager event
 - Planning of 2016 events through July:
 - Reel in the Fun Fishing Tournament, Saturday, June 18
 - Independence Day Celebration Independence Day, Monday, July 4
 - Summer Sounds Concert Series, July 15, 22, 29
- Gymnastics
 - Classes are going well and growing
 - June session in progress
 - Trial classes are being offered to attract potential students
 - Preparing for back handspring clinic Saturday, June 18
 - Open Gym Friday evening June 17
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise classes continue to meet at various times throughout the week.
 - Preparation for Camp T-Rec continues.
 - Embry Riddle Basketball Camp took place from 9:00am-12:00pm Monday through Friday.
 - Youth Volleyball started Tuesday from 6:00pm-8:00pm.
- The Casements
 - A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 1:30 to 4:30 p.m.
 - A wedding ceremony and reception was held in The Casements on Saturday from 12:00 p.m. to 9:00 p.m.
 - Guild tours were given on the hour Monday through Friday from 1:00 p.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
 - Enviro Camp's first week "Back in Time" started at the EDC this week with 20 campers.
 - Pat Spano's Art Explosion summer art camp started Monday in The Casements Art Room from 9:00 a.m. to noon.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m. in Room 205.
- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted reservations at pavilions
 - Tropical storm preparation and post storm check and reset
 - Swap out two benches at Riviera Park
 - Use boat to pick up litter in lakes at Central Park
 - Pick up furniture from Fleet and deliver/install at Environmental Discovery Center
 - Swap out damaged trash unit on dead end trail off Division
- Building Maintenance
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall

- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Inspected and repaired A/C in various city facilities
- Facilitated changing out various locksets at the Police Department
- Removed and replaced US flags from City owned flagpoles various locations
- Ice machine repair at Building Maintenance
- Repaired window on the cupola at Fortunato Park
- Hung veterans plaques in the Atrium at City Hall
- Checked for water damage from rain storm at City facilities
- Removed sandbags from doorways at City facilities that were placed for TS Colin
- Inspected assigned facilities for possible storm damage
- Repaired pump house door at PAC
- Met fire sprinkler contractor for backflow repair at SONC and Fire Station 92
- Checked the breezeway door lock for operation at City Hall
- Repaired the atrium stair lights at City Hall
- Attended the EOC exercise at PD
- Installed urinals and mirrors in the outside bathrooms at Nova
- Attended the 4th of July meeting at the PAC
- Repaired water cooler at Andy Romano Beachfront Park

Police Department

Administrative Services.

- Attended Weekly Staff Meeting.
- Attended EOC Exercise.
- Attended Night Hawk Demo at Volusia County's Tiger Bay.
- Attended July 4th Meeting at the Performing Arts Center.
- Attended Asset Forfeiture Meeting with City Legal.
- Attended Coffee with a Cop at Starbuck's.

Community Outreach

- Members of the Youth Director Council (YDC) met on Monday to practice their skit for the State of Florida Association of Police Athletic League YDC conference June 30 – July 3 in Orlando.
- OBPAL Basketball program continues practice for the 8th and 9th grade teams. Teams participated in a tournament in June 10 – 12 in Plantation and placed third overall in Division Two for the United States Specialty Sports Association.
- OBPAL Summer Program field trips and programs for the Summer Connections Partnership are being reviewed and finalized.
- Participated in Ormond Beach 2 Go! on June 8th at Hunter's Ridge.
- Citizen Police Academy active shooter class was taught on June 9th.
- Citizen Police Academy Graduation June 9th.
- Spoke at the Tomoka Elementary 5th grade graduation.
- Meeting was held and details confirmed for the 2nd Annual "Cops & Joggers" 5k on the beach for July 16th.

Community Services & Animal Control

- Animal Calls responded to: 58
- Animal Reports: 6
- Animal To Halifax Humane: (8 Kittens: 5 Dogs: 3)
- Notice of Violation: 1

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 3

- Cases Exceptionally Cleared: 13
- Inactive: 11
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 12
- Grand Theft: 7
- Auto Theft: 3
- Sex Offense/Rape: 2
- Threatening Call: 1
- Drowning: 1

Records

- Walk - Ins / Window 101
- Phone Calls 98
- Arrest / NTA'S 27
- Citations Issued 54
- Citations Entered 442
- Reports Generated 148
- Reports Entered 120
- Mail / Faxes / Request 16

Patrol

- Total Calls 1,575
- Total Traffic Stops 182

Operations

Crime Opportunity Report Forms: 223

- 6/7/16
 - Warrant Arrest, 161 Business Center Drive. Port Orange Investigators were at the location. As part of their investigation they found that the suspect had an active warrant and requested a unit. Officer responded and the arrest was made.
 - Burglary-Business, 453 South Atlantic Avenue (Symphony Beach Club). Two unidentified suspects entered the laundry room. They used a key or unknown tool to gain entry into one of the dryers removing \$75 in quarters
 - Battery Arrest, 487 Bryant Street. Suspect was arrested for striking the victim on the right side of his head with a small baseball bat. It started out as a verbal argument.
- 6/8/16
 - Carbreak, 300 Main Trail (The Trails tennis courts). Smashed window entry. Purse and contents stolen.
 - Solicitor Arrest, West Granada Boulevard and Williamson Boulevard. Suspect observed soliciting traffic and arrested.
 - Narcotics Arrest, 601 Fleming Avenue (Central Park I). Officers received a report of two suspicious persons in the park. Upon arrival, contact made with one subject matching the description. On scene investigation lead to the arrest for drug paraphernalia.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed stealing approximately \$80 worth of items by loss prevention officers.
 - Carbreak, 440 North Nova Road, (Rainbow Park). Smashed window and purse taken.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Loss prevention detained a suspect for shoplifting. He also had an open warrant for violation of probation.
 - Warrant Arrest, 257 Tomoka Avenue. Suspect was arrested on an open violation of probation warrant in reference to felony battery

- 6/9/16
 - Carbreak, 1201 Northside Drive. Vehicle doors unlocked. Garage opener taken from car.
 - Warrant Arrest, Division Avenue and South Yonge Street. Suspect was pulled over for a traffic violation. He was found to have an open warrant.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed shoplifting by loss prevention staff. She was caught fleeing on foot from the store and taken into custody.
 - Warrant Arrest, 600 South Atlantic Avenue. Fugitive was contacted and he was found to have an open warrant for failure to appear, and open container in public.
- 6/10/16
 - Burglary Residence, 54 Jamestown Drive. Unlocked vehicle in the driveway was entered. The garage door opener was used and a dirt bike was taken from the garage.
 - Shoplifting Felony, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention found that a male in his 30's took two flat screens TV's and left in a blue Ford Ranger.
 - Shoplifting Felony Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was found to be shoplifting. He was arrested and had additional charges including probation violation.
 - Carbreak 844 Peninsula Drive. Two unlocked vehicles entered. A bag of sandals taken from one vehicle worth \$600 and clothing samples worth several thousand dollars was taken from the other vehicle
 - Carbreak, 874 Peninsula Drive. A pair of sandals, a case of water and approximately \$3 in coins taken from an unlocked vehicle
 - Narcotics Arrest, 100 Block North Tymber Creek. Suspect was stopped for a traffic violation. He was found to have narcotics.
 - Carbreak, 97 Treasure Lane. Victim reported someone entered her unlocked 2016 Hyundai. She noticed her laptop missing.
 - Battery-Domestic Violence Arrest, 801 South Nova Road (Rockin' Ranch). Victim was battered in the face by her husband. He was upset over her dancing with another man.
 - DUI Arrest, 1152 South Nova Road. The suspect was backing out of a parking space at the Rockin' Ranch and hit a parked car. He then left the scene. A crash and DUI investigation were conducted which led to the arrest of the suspect.
- 6/11/16
 - Stolen Vehicle, 148 Diane Drive. Ford Hybrid Fusion work vehicle. Victim left it unlocked with a key fob inside.
 - Burglary Residence Attempt, 126 Heritage Circle. Victim heard a noise, but did not investigate. In the morning they found screens cut and off or hanging from the window case.
 - Carbreak, 5 Maplewood Trail. The vehicle was left unlocked. Nothing was noticed to be missing.
 - Carbreak, Andy Romano Park. Victim put their valuables in the trunk of the vehicle and left for a few minutes. When they returned the items were missing.
 - Carbreak, 54 Ivanhoe Drive. Purse with wallet and credit cards taken. .
- 6/12/16
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by loss prevention shoplifting.
 - Carbreak, 19 Autumnwood Trail. The victim reported her unsecured 2009 Honda was entered and several items removed.
- 6/13/16
 - Burglary Residence, 792 North Halifax Drive. Victim discovered sliding glass door broken this morning. Does not believe entry was made to the residence.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by loss prevention stealing a flat screen TV. He also stole a pair of pliers and cut the anti-theft device from the packaging and tried to leave the store with the TV. Subject was arrested for Grand Theft and Possession of Anti Shoplifting Device.

- Warrant Arrest, 9 Lil Cub Path. Officers responded to a reported suspicious person/trespasser at the residence and located a female suspect. Suspect is on felony probation. Probation officer contacted and her probation was violated.
- Shoplifting Arrest, 690 South Nova Road (7-11). Suspect was arrested for stealing a drink from the store. He was also trespassed earlier in the day and was charged with trespass after warning.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 15
 - Number of Uniform Traffic Citations Issued: 24
 - Number of Written Warnings Issued: 5
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 1 Case initiated
- 14 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and sixty-four (64) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 - Restoration is being completed along North Beach Street and Parkwood Drive. New watermain installation is being completed along Capri Drive. Directional drill pipe has been delivered for replacement watermain along Fairview Avenue. Discussed the tie-ins of watermain needed to be made along US1 at Midway Avenue, Willow Place and Washington Place, with the FDOT. **Expecting the need to perform temporary lane closure along southbound outside lane on US1 while tie-ins are completed, may be performed during the day as FDOT is not restricting lane closure on that route.** Contractor is preparing a schedule for performing the tie-ins.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor is finalizing as-builts and completing final punch list items.
- North US1 Landscaping (Airport Road to I-95) – The Contractor is installing irrigation along the northbound on/off ramp. This work will complete the irrigation system for the project and they will start installing the trees around the Interstate.
- Downtown Stormwater – Silt fence and tree protection barricades have been installed, crushed concrete for the trenches has been delivered.
- WWTP Sludge Thickener Improvements – Electrical work is underway. The contractor has dewatered the sludge thickener tank and removed the grit and poured the concrete base for installation of the new aerator.
- City Hall Chiller Pump Replacement – Equipment has been delivered and the contractor anticipates starting work next week.
- Airport Monument Sign Replacement - The contractor has submitted the structural engineering plans for Building permit review.

Design Projects:

- South Peninsula Reclaimed Expansion – Design is progressing. At their June 14 meeting, the Governing Board of the SJRWMD approved the recommended funding list for cost share

projects. The expansion of reclaimed water to the South Peninsula was included in this year's funding and will provide approximately \$1.2 million for the installation of reclaimed water mains.

- Laurel Creek Stormwater Pump Station Improvements – Bids were opened on May 11 and are under review.
- West Ormond Community Center – Three concept plans were prepared with costs ranging from \$8.9 - \$16 million. Staff has included funding in the CIP for a feasibility study to be performed next year as the next step in the process.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
- Water Treatment Plant Lime Silo Dust Arrestor – Contracts have been executed by the Contractor and have been forwarded to the City for final execution.
- Water Treatment Plant Controls and Pump Upgrade – The project is scheduled for contract award at the June 27 City Commission meeting.
- WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held. The engineering report that will look at various sludge dewatering systems is expected in July.
- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is underway. Permit applications are being prepared. A presentation to FIND is scheduled for June 18th.
- Ormond Beach Sports Complex Traffic Calming - This work was included in the 2016 Roadway Resurfacing contract, contracts are being prepared.
- Sanitary Sewer Inflow/Infiltration - Staff met to discuss finalizing the list of systems to be TV inspected, in order to be completed within the project budget.
- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed.
- 2016 Corrugated Metal Storm Pipe Repairs - Contracts are being prepared.
- Lincoln Avenue Parking Lot – Pre-demolition inspection for the two existing structures on the lot was completed. A Work Authorization for site demolition and construction of the new parking lot is scheduled for award at the July 27th City Commission meeting.
- 2016 Roadway Resurfacing - Contracts are being prepared.
- Forest Hills Connector Trail – City staff is continuing survey work for the route from Forest Hills to Granada Blvd., as well as from Misner's Branch to Tomoka Elementary School.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – Staff is finalizing plans for County review.
- Ph III 2-Inch Water Main Replacement – Mainland - Preliminary design plans are being prepared, which will be used by staff and Consultant to field visit each location where watermain is proposed for replacement and determine optimum location for new watermain installation.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Preliminary design is underway.
- Downtown Stormwater Phase 2 - A meeting with the design Consultant was held to develop a scope of work and proposal for the Phase 2 construction plan development.

Department Activities

Administration/Meetings/Customer Service/Other:

- Nova Landfill Closure - Groundwater sampling was performed for the report preparation of the semiannual and natural attenuation monitoring plan as required by the FDEP.
- Reviewed and created an approved Work-in-the-Right-of-Way permit along South Ridgewood Avenue, per AT&T request.
- Reviewed and created an approved Work-in-the-Right-of-Way permit along Riverwood Drive, per FPL request.
- Researched old files and drawings to determine stormwater pipe location, and the existence of any easements relating to it, per consultant (Danny Johns Engineering) request.
- Researched old drawing files and provided as-built and construction plans for lift stations 10M and 12M, provided to consultant (Mckim & Creed) per Utilities Division request.

- Environmental Discovery Center - added medications to fish tank, performed water changes for all tanks, created Animal Care Activity list and log book, met with contractor to discuss Animal Care & Maintenance.
 - Created County Use permit drawings for 104 Sand Dunes Drive water service replacement, per Utilities Division request.
 - Modified County Use permit drawings for 11 & 15 Sunny Beach Drive water service replacement, per Utilities Division request.
 - Started annual update of Engineering Infrastructure Damage Assessment Books for Emergency Operations Center.
 - Completed Tree-in-the-Right-of-Way locate at 100 Country Club Drive, per Streets Division request.
 - Completed sketch and legal description for 9 Capistrano Drive, per Planning Department request.
 - Created exhibit drawing of old City Mulch Storage Site for potential spoil storage area associated with the Cassen Park Dock project.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Mixed and poured concrete sidewalk section on Sterthaus Dr
 - Repaired small breakaway from sidewalk on S Orchard at Sterthaus Dr
 - Began cutting any hazardous sidewalk sections for removal on N Beach St at Sharon Ter to Carmel Ter
 - Removed forms, back filled, and cleaned job on Sterthaus Dr
 - Cut and removed broken sidewalk Petrea Ter to Larisa Ter
 - Added base to area of sidewalk removed at 1300 block of N Beach St

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Grind stumps Citywide
- Removed fallen Oak at Orchard & Cherrywood; Palm at City Hall (Granada side)
- Trimming on Parque Dr, Seton Trl, Lochmere Ln, Old Canyon Ln, Ormond Lakes Subdivision

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all State Roads
- Trimming on Orchard Ave, Old Kings Rd, Pine Bluff Trl, Lake Bluff Rd
- Removed concrete barricades from Pineland Trl

Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- In-shop training

- Installed new Residential 25mph Speed Limit signs on Bosarvey Dr/Coquina Dr & Bosarvey Dr/Seton Trl
- Installed Stop sign behind Annie Oakley's Bar on US1

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected Citywide
- Inlets – inspected and cleaned Citywide
- Basin cleaning – Citywide, all zones
- Ditch maintenance on Pineland Trl
- Sinkhole on 100 block of Tomoka Ave

Mowing

- Reach Out – SR40, US1, Santa Ana
- Bush Hog – SR40, mulch site

Vac-Con

- Ponce De Leon Dr

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week
23,864

PM Services completed for the week:

Emergency—Vehicles and Equipment

11

Non-Emergency Vehicles and Equipment

21

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 13,468 gallons of unleaded and 7,098 gallons of diesel fuel on hand.
- Fuel used in one week: 1,763 gallons of unleaded and 1,037 gallons of diesel.
- Fleet completed 46 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – contacted FPL to obtain power usage meter information for load calculations.
- Division Avenue Well Field Raw Water Piping – Contractor indicated that as-built plans revisions were completed - awaiting receipt.
- Dual Check Valve Installation Services – Contract is nearing completion in the north peninsula reuse service area.
- Effluent Outfall Replacement – Added information for additional line repairs requested at the plant and across from the railroad tracks.
- Fire Hydrant Replacement Program – Obtained FDOT general permit forms for submittal. Replaced hydrants at 357 McIntosh Rd, 9 Oakmont Circle and 452 N Ridgewood Ave.
- Lift Station 10M & 12M Rehabilitation – Pump information is being gathered for lift station 12M.

- Lift Station 8M1 – A work authorization is being prepared for construction administration services from McKim & Creed. Survey services will be added to the work authorization for easement preparation.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent Pump Station Pump #2 operational evaluation is underway.
- Rima Wells Auxiliary Power Generator – Electrical work is being performed on-site. Generator is scheduled for delivery on 6-27-16.
- Sanitary Sewer Inflow Infiltration Project – Received breakdown of pipe types in each system to assist with areas to be televised. Met with engineering to discuss main segment prioritization.
- Shadow Crossings Force Main Improvements – Bids are being tabulated.
- Sodium Hypochlorite Storage Tank Replacement – A building permit was obtained. Notice of Commencement was processed 6-10-16. Tanks were delivered 6-14-16 and tank installation is underway. Reviewed proposed substitution for the flex couplings recommended by the tank manufacturer.
- SR 40 Irrigation – Landscape architect and grounds maintenance to determine feasibility of service connection at an easterly median.
- Storage Tank Repairs & Maintenance – Preliminary plans and specifications for the WTP elevated tank were received for review.
- Water Plant Aerator Housing Rehabilitation (CIP) – A work authorization is being prepared for construction administration services from McKim & Creed. Conformed contracts were received.
- Water Plant Lime Silo Dust Arrestor Project – Contracts were executed.
- Water Plant Pump & Control Upgrades – Project is scheduled for award at the 6-27-16 City Commission meeting.
- Utilities SCADA Upgrades – Project kick off meeting was held on June 10, 2016. Discussed procurement considerations for software recommendations/preferences.
- Volusia County Use Permit Applications underway for following water services replacement locations: 3845 John Anderson Drive, 104 Sand Dunes Drive and 11 & 15 Sunny Beach Drive
- SPRC Projects: Chelsea Place Phase 3 – Reviewed plans. All comments were addressed. Clyde Morris Boulevard CTD 355 – Responded to questions concerning capacity and design parameters. CVS – The engineer prepared a plan to connect to the water main underneath the Nova Road sidewalk and light pole. Giant Recreation World – Field checked preliminary as-built drawings and provided comments. Kingston Shores – Reviewed revised easement from the Park Service for the water line and provided comments. Ormond Central – Sent information to the designer concerning sewer laterals. Addressed questions concerning ownership of a proposed water main loop through the development. McDonalds 105 Interchange Blvd. – Reviewed plans for a drive through re-alignment. Utilities were not affected. River Oaks – Pump station is being investigated to determine the impeller size provided during construction. John Anderson Drive Lot Split – Reviewed revised plans. Met with owner, engineer and attorney to discuss easement issues. YMCA Dog Park 500 Sterthaus – Reviewed plans - sent comments to designer.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 38.18 million gallons for the week ending June 10, 2016 (5.45 MGD)
 - Backwashed 11 filters for a total of 470,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow @ 31.58 Million Gallons.
 - Produced 24.62 Million Gallons of Reuse.
 - Produced 6.96 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.51 MGD, plant designed for 8 MGD.
 - Hauled 91.74 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 9 water service leaks.
 - Replaced 3 residential water meters.
 - Replaced or repaired 8 water meter boxes.
 - Replaced 3 water services due to aged piping. Contractor installed 2 - 2" casings for long water service replacements under paved roadways.
 - Installed 3 new water services/meters for a new residential construction.
 - Performed yearly scheduled pressure testing of 12 City owned backflow preventers. Repaired 2 backflow devices due to failing test results, retested, backflow passed inspection.
 - Responded to 17 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 51 main line valves for scheduled outages and water main leaks.
 - Performed scheduled water meter testing on 1 - 3" and 3 - 4" commercial meters. Repaired a 3" and 4" commercial meter due to deficiencies found during flow accuracy testing.
 - Removed the automatic flushing device on N. Beach St due to new water main replacement.
 - Performed a scheduled water main shutdown as part of the fire hydrant replacement project: 171 Greenwood Ave, 357 McIntosh Rd, 9 Oakmont Cir, 452 N. Ridgewood Ave, 37 Pinehurst Cir.
 - Relocated the water service at 1570 John Anderson Dr.
 - Backfilled and landscaped Water Distribution excavation sites.
 - Rescinded all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 125 regular and 5 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 5 in the conventional system service area.
 - Responded to 13 Request for Utility Verifications for residential and commercial properties.
 - Crews performed disconnects at 411 Triton and 1545 US1.
 - Repaired broken c/o stack at 1410 Oak Forest Dr.
 - Exercising force main valves and air release valves in Phase 1 of Hunters Ridge to reduce main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Located the force main near 1545 US1 for a disconnect request.
 - Crews rewired 115 Deep Woods Way from PEP tank to panel box, replaced panel box and tested pump and alarm function. All OK.
 - Crews televised storm & sanitary main at 215 Ponce De Leon.
 - Crews installed 10" x 3" flange on A1A force main in an effort to provide access port for clearing main and reducing line pressure.
 - Located and marked reuse service at 109 Standish Dr.
 - Replaced pump @ 94 Shadowcreek Way. Tested pump & alarm. All ok.
 - Adjusted Oceanside GC reuse service valve. Flow rate at 850 gpm.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 34/33 psi, Ocean Mist Hotel @ 25/25 psi, Ormond Mall @ 16/13 psi. Continued flushing of air release valves in an effort to lower the force main pressures.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 25/22psi. Foxhunters Flat (2 inch) 16/14 psi & Shadow Crossing Blvd. (4 inch) 2/0 psi.
 - Televised 8 laterals from our PM list, Found 6 that needed to be cleaned, and 2 that were clean and clear, and 0 that required repairs. These locations will be put on a 6 month follow up.
 - Performed annual root control on 6 Sanitary Service Laterals.
- Utilities Equipment Maintenance
 - Wastewater Plant – Lift Stations
 - A1A Force Main, assist Collections Division during scheduled repair.
 - Pine Trail, riser pipe replacement and partial rehab of station, completed 6/2/16, ok.
 - Influent Pump #1, install new automatic air blow off device, ok.
 - Shop; perform housekeeping all areas of office.

- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 2P, high level, wet well high, water leak at vacuum dome, repaired, station pumped down and cycled through alternation, will monitor.
- SCADA monitor/response: San Marco, high run hours, found worn/damaged impeller shaft at pump #2, replaced pump, ok; 4M1, high starts, cleaned probe, ok; 8P, high run ours, found high flows and dirty level probe, cleaned probe, ok, will monitor; 8M3, 3M, high run hours, high flows, station fully operational, ok; Towne Square, Harley Davidson, high starts, cleaned probe, ok; 2P, uneven starts, reset motor starter, repair vacuum system, replace both domes, ok; 1P, high run hours, repair vacuum leaks, change out both domes and probes, ok.
- Plant wide oil & grease route.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Effluent Transfer Pumps, #1, #2, #3; Grit Snail; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Poly Blends, #1, #2; Digester Blowers, #1, #2, #3.
- Quarterly Plant PM's: Decant Pump.
- Annual Plant PM's: Fermentation Submersible Mixer #6.
- Lift Station PM's: 16 monthly and 2 annual performed.
- 73 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Bird Centrifuge; continue in-house refurbishment of centrifuge base and associated components. Andritz overhauling unit offsite at shop.
 - Elevated Storage Tank Altitude Valve, pilot valve adjustment spring failed, in contact with vendor for replacement/repair, will update.
 - Well 25D, not responding, reset overloads, ok.
 - Well 41R, generator unable to power well when tested, well control panel phase monitor determined faulty, replaced phase monitor, tested, ok.
 - Well 40R, generator unable to power well when tested, adjust on time delay settings as needed, tested operation, ok.
 - High Service Pump # 5 replaced motorized control valve and check valve, researching valve control wiring for conversion from pneumatic to electric control, will update when complete.
 - High Service Pump # 1, install temporary soft start in place of failed VFD, awaiting quote from Rexel for possible repair of VFD.
 - L.P.R.O. Cleaning manifold, 8" PVC pipe coupling fractured, replaced, returned to service, ok.
 - Monthly PM's: L.P.R.O. feed pumps 1, 2, 3, 4; L.P.R.O. filter trains 1,2,3,4.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program – Staff inspected a permitted facility to note changes to their pretreatment process which could affect the WWTF. The inspections are required annually per the IPP permit.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report – Staff approved the final version of the 2015 CCR (Annual Water Quality Report). The new report is available on the City website at ormondbeach.org/ccr. For the month of June, all water bills include an invitation for customers to view the new report on the website. A local printer is also producing the report as a brochure for distribution to the bulk water customers such as apartment building.
 - Backflow Assembly Compliance – Staff is monitoring the compliance rate of the privately owned backflow prevention devices to ensure a satisfactory rate. The Volusia County Health Department evaluates the compliance rate of the City's Cross Connection Control program annually.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs,

providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended The Florida Bar Media Law Conference and Communications Committee Meeting on June 17, 2016
- Agenda packet preparation for June 27, 2016, City Commission Meeting

Status of Department Projects

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