

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 25, 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
- General discussion meetings with City Attorney, HR Director, Economic Development Director, and Fire Chief
- Streetlight discussion with senior staff
- Field Day with Wastewater crew – installation of a pep tank in Breakaway Trails.

Spoke to, attended and/or met with:

- United Way Board meeting
- Beachside Redevelopment Committee meeting
- General discussion meetings with Mayor and Commissioner Littleton
- Shade Meeting
- Monthly meeting with Waste Pro and City staff
- Managers' meeting, Senator Nelson was guest speaker
- Crime View meeting at PD
- Chamber of Commerce Board meeting
- Claims Committee meeting

Community Development

Planning

- The Planning Director attended the TPO Board meeting as a representative of the Technical Coordinating Committee. The agenda items were the same as previously reported in last week's report.
- In the next week the Department will be attending the following neighborhood meetings:
 - Townhouse Neighborhood Meeting, August 28, at 100 N. Halifax Avenue scheduled to begin at 6:00 pm.
 - Ormond Central Neighborhood Meeting, August 30, at Temple Beth-El (579 N. Nova Road) scheduled to begin at 5:00 pm
- In order to be more customer friendly and not have daily cut-off times for permit submittals for non-electronic permit applications, the IT Dept has converted one of the Department's computer stations at the counter so that non-professional contractors and residents applying for permits can submit their permit and supplemental plans electronically rather than in paper. The Department has been successful in getting all professionally prepared plans submitted electronically and partially successful in getting contractors to submit electronically. Each night, counter personnel is required to scan in the paper files but this is taking more time than available. The Department received a number of complaints from unincorporated neighbors in Plantation Bay north of Destination Daytona concerning a college party of 200-300 people playing outdoor music at 1845 US 1 North. This property is unincorporated but within the City's ISBA agreement jurisdiction. No permit was obtained for this unauthorized event. Destination Daytona called in the VCSO and

OBPD to remove unauthorized vehicles parked on Destination Daytona's property at 1635 US 1 North.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued
- 457 inspections (45 by Private Provider)
- 112 permits valued at \$1,843,853.00

Development Services

- SPRC met with applicants for 385 South Yonge Street and 1520 West Granada Boulevard.
- 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-builts.
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.
 - Zev Cohen, consulting engineers for Security First Managers, has submitted the FEC railroad permit for utility work on Broadway Avenue.
- Airport Business Park
 - Prime Global Group, located at 3 Aviator Way, purchased the property in 2016 and submitted plans to expand the building by 13,000 square feet to facilitate their manufacturing operation.
- 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 the incoming Ormond Beach Chamber of Commerce President Rachael Gilbert to discuss current and future economic development programs and projects.
- Staff met with Michael Zaharios, representative of the Florida Virtual Entrepreneur Center, to discuss possible Ormond Beach membership as an additional tool for business retention, expansion and recruitment.
- 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.
 - Staff met with representatives of Super Petrel in the planning for their open house event scheduled for October 10. More detail will be provided in the next week.

Airport Operation and Development

- Allen's Tree Service completed work this week to mitigate certain obstructions in the northwest quadrant of the airport. This work was necessary in order to maintain a clear line of sight of Runway 8 for air traffic control personnel.
- Staff met to plan for the design phase of the project to extend Signal Avenue and Tower Circle East into the airport from the Airport Business Park. A grant agreement between the FDOT and the City will provide primary funding for this project.
- Staff is in receipt of the final engineer's construction certification for the Taxiway Golf project. Receipt of this certification will permit the FAA and the FDOT to close out the grants provided for this project.
- Staff has been advised that Sunrise Aviation plans to replace the data line for the self-service kiosk at their aviation fuel farm. Patrons have reported difficulty using the kiosk for credit card purchases of fuel. It is expected that the new data line will improve connectivity and provide better service for credit card customers.
- Staff has been advised that the FAA is officially disbanding the regionally structured Flight Standards Service (FSS). As of August 21, 2017, the FSS will be based around four functional areas: Air Carrier Safety Assurance, General Aviation Safety Assurance, Safety Standards, and Foundational Business. According to the "Information for Operators" briefing the FAA released on the reorganization earlier this month, the initiative is "...a service-wide effort to transform the culture of Flight Standards into an organization that facilitates critical thinking, interdependence and consistency to better serve aviation safety."
- Cadets from the Ormond Beach Composite Squadron of the Civil Air Patrol participated in a celebration of "National Aviation Day" at the Spruce Creek Fly-In Community in Port Orange. The Ormond Beach CAP Color Guard Team presented the National Colors for the event.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement preparations are in progress.
 - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
 - Preparations for the 2018/19 fiscal year budget cycle are in process.
 - Prepared utility rate increase notice for distribution to customers during the month of August.
- Completed Projects - Weekly
 - Processed 28 Journal Entry Batches.
 - Approved 16 Purchase Requisitions totaling \$380,994.05.
 - Issued 19 Purchase Orders totaling \$214,235.61.

- Prepared 142 Accounts Payable checks totaling \$608,864.99 and 26 Accounts Payable EFT payments totaling \$320,663.53.
- Issued 698 past due notices on utility accounts.
- Auto-called 139 utility customers regarding receipt of a past due notice.
- Processed 265 payments through Interactive Voice Response System totaling \$26,200.56.
- Grant money fiscal year-to-date total received, \$2.75 million dollars.

Grants/PIO

- Public Information
 - Florida Licensing on Wheels (9/26)
 - REEL in the FUN (9/9 at Bailey Riverbridge Gardens)
- 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 Employee Newsletter for September 2017.
 - 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: 3
 - Fire Alarms: 8
 - Hazardous: 4
 - EMS: 89
 - Motor Vehicle Accidents: 8
 - Public Assists: 49
 - TOTAL CALLS: 161
 - Aid provided to other agencies: 14 Calls – Daytona Beach (5), Volusia County (9)
 - Total staff hours provided to other agencies: 31
 - # of overlapping calls: 52
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 62
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 88
- Training Hours
 - NFPA 1001: Firefighting 67
 - NFPA 1002: Driver 2
 - NFPA 1021: Officer 5
 - NFPA 1500: Safety/Equipment 15
 - NFPA 1620: Preplanning 3
 - EMT/Paramedic 16
 - TOTAL TRAINING HOURS: 108
 - Station Activities
 - Updated 14 pre-fire plans

- Conducted 4 fire inspections
- Significant Incidents
 - 8/20/17, 4:50 PM: 1360 Ocean Shore Blvd. – Structure Fire – Assisted Volusia County with a small commercial fire – upon arrival found smoke and fire visible on roof – crews quickly opened up roof and extinguished.
 - 8/22/17, 3:18 PM: 340 Endora St. – Structure Fire – Assisted Volusia County – upon arrival found a single wide mobile home fully involved – 3,000 gallons of water used to extinguish – no injuries – State Fire Marshal on-scene for investigation.

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 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)
 - 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)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - 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 claims committee meeting
 - American Cancer Society Relay for Life meetings/event planning
 - Attended wellness seminar
 - Worked on subrogation claims
 - Attended Leadership meeting

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. Staff working on configuration parameters.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Files being copied and reorganized.
 - IT Strategic Plan – Draft documentation review.

- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
- Work Orders
 - New: 11
 - Completed: 40
 - In progress: 51
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 36,740
 - Inbound E-Mails Blocked: 16,834
 - Delivered Inbound E-Mails: 19,906
 - Quarantined Messages: 170
 - Percentage Good Email: 54.2%
 - Virus E-Mails Blocked: 0
- Notable Events: IT Manager represented the Florida Local Government Association (FLGISA) at the Florida League of Cities (FLC) Resolutions and Legislative Committee meeting during the FLC Annual conference in Orlando. An FLC Super Priority was established and approved seeking to oppose any legislation impeding Local Self-Government, municipal Home Rule, which was added to the Florida Constitution more than 40 years ago. Mayor Partington was directly mentioned as a leader in this effort.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 71
 - Information Requests from External Organizations: 2
 - 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: Updated Hydrant Flow Maps

Leisure Services

Administration

- Public Works Meeting
- City Managers Meeting
- Acting Assistant City Manager's 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 Saturday's Animal Signs

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 held practice this week Monday-Thursday from 6 pm to around 8 pm at the Sports Complex, Kiwanis Fields and Wendelstedt #2 or #3
- Seabreeze High School Fall Baseball Training Monday from 5:30-8:00 at Wendelstedt Field #3
- Ormond Beach Soccer Club practiced Monday, Tuesday, Wednesday & Thursday at 6 pm at the Sports Complex Soccer Fields.
- Halifax Academy Football Game (Opened their season) Friday from 7 pm-10 pm at the Sports Complex – Championship Field #7.
- City Youth Flag Football Skill Assessments were held on Saturday at 9 am, 11 am, & 12:30 pm for the different age groups. Makeups are next Monday, with the coaches' meeting slated for Thursday night at the Field House. Practices start after Labor Day & games start Sept. 25.

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
- Daily clean-up of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased & Cleaned equipment
- Dragged infields for OBGS & LR Practices
- Continued to paint soccer corners so they are visible for fall field setup
- Repainted soccer parking lot
- Installed soccer goals & finishing painting on all fields for OBSC fall season
- Painted Championship Field #7 for HA football game
- Roto-tilled Osceola fields
- Hauled clay & turface to Quad/Kiwanis/Tee Ball/Nova fields to be laser graded

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 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 9
- Assisted in the planning of 2017 Senior Games tasks
- Preliminary planning tasks and assignments for the "State of the City" luncheon

Gymnastics

- August session in progress
- Registration is still open for August session
- 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 gym continues to be painted

The Casements

- Seaside Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
- A wedding reception was held at The Casements on Saturday from 12:00 p.m. to 10:00 p.m. Roughly 90 people attended.
- Missing Peace church group met at Bailey Riverbridge on Saturday from 10:30 a.m. to noon.
- 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.
- A Historic Bus Tour used The Casements parking lot on Thursday from 9:30 a.m. to 10:00 a.m.
- Zumba class met on Thursday at Bailey Riverbridge.
- Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
- On Friday from 10:00 a.m. to 5:00 p.m., lessees set up The Casements for a birthday party on Saturday.

Parks Maintenance

- City wide inspections of parks
- Inspections of pavilions for posted reservations
- Posted reservations at pavilions
- Sanchez Park: Installed missing mister

- Magic Forest: Worked with contractor to put orange fence up for sitting area repairs
- Fortunato Park: Repaired Flag (someone took the hook off the flag)
- Bailey's Pier: Repaired a few boards
- Andy Romano Park: Replaced broken top on playground with a new one
- Huguenot Park: Removed items for park upgrade
- Cassen Park: Installed new "engraved" park bench
- Riviera Park & Ames Park: Filled in holes at seawall with dirt

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 at various City locations
- Reset the thermostat at Nova Gym
- Checked a/c units at various City facilities
- Assisted with installation of a new a/c drip pan at the PD
- Delivered parts for new water line at Cassen Park
- Applied caulk to the outside window at NID
- Repaired the water cooler at Gymnastics
- Repaired the shed door at the PAL House
- Contacted various contractors for upcoming jobs
- Met various contractors at City facilities for various projects
- Repaired the hallway drywall at Station 93
- Repaired the 1st floor ladies' toilet at City Hall
- Assembled desk chair at PW
- Unclogged men's toilet at SONC
- Replaced light in Admin. at the PAC
- Repaired the parking lot lights at the Museum
- Replaced the UPS backup batteries at the Airport Control Tower
- Repaired the entrance gate at SONC
- Checked the ballroom ceiling fan controller at the Senior Center
- Repaired stage lighting at the PAC
- Repaired the base molding at the water cooler at Fire Station 93
- Assembled and installed new office furniture at PW
- Removed file cabinets, chairs and equipment from old Fire Admin. to Fleet
- Inspection of the water wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- The Citizen's Law Enforcement Advisory Board attended the quarterly meeting at the Police Department.
- Staff conducted interviews for potential police officer candidates.
- Staff attended a presentation hosted by the Volusia County Sheriff's Officer regarding the "Pulse" Nightclub.
- Staff attended an Asset Forfeiture webinar.

Community Outreach

- Open gym and skills practice for youths on the OBPAL basketball teams was held at the South Ormond Neighborhood Center last week on Monday, Wednesday and Thursday evenings. Approximately 30 youths participated over the three days. The OBPAL basketball program will resume scheduled team practices in December to prepare for 2018 basketball season.

- *Tutors R Us* for the fall season will resume Monday, September 11, 2017. We anticipate 25 elementary and middle school students will participate in the on-on-one tutoring offered Monday through Thursday after school at the South Ormond Neighborhood Center.
- *Science on Patrol* at Ormond Beach Elementary and Ormond Beach Middle School are tentatively scheduled to resume in mid-October.
- *Coffee with a Cop* was hosted at Starbucks on West Granada.

Community Services & Animal Control

- Animal Calls responded to: 54
- Animal Reports: 5
- Animals to Human Society: 2
- Wildlife: 2.
- Trap Neuter Release: 4

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 15
- Inactive: 20
- Fraud: 6
- Burglary Business: 1
- Larceny Carbreak: 1
- Grand Theft: 6
- Auto Theft: 2
- Recovered Missing Persons: 2
- Sex Offense/Rape: 1

Records

- Walk ins / Window: 80
- Phone Calls: 68
- Arrest / NTA'S: 15
- Citations Issued: 59
- Citations Entered: 80
- Reports Generated: 113
- Reports Entered: 90
- Mail / Faxes / Request: 21

Patrol

- Total Calls: 1,351
- Total Traffic Stops: 152

Operations

Crime Opportunity Report Forms: 97

- 08/16/17
 - City Ordinance Violation Arrest, 5 South Yonge Street (Mobile Station.) Subject was found to be in possession of an open container.
 - Stolen Trailer, 136 West Granada Boulevard (Dunn's Attic.) An open utility trailer was taken from the property
 - Theft, 78 Arlington Way. Laptop stolen from inside the unlocked house.
 - Carbreak, 440 North Nova Road (Nova Community Center/Rainbow Park). The rear window of a vehicle was smashed and a purse was taken.
 - Battery Domestic Violence, 1521 West Granada Boulevard (Walmart). Subject used a child to push the victim to the ground during a child exchange. Subject fled the area and was taken into custody in another county.

- 08/17/17
 - Battery Domestic Violence Arrest, 524 South Yonge Street. One adult sibling battered another adult.
 - Theft, 105 Grey Dapple Way. Stolen lights from the subdivision.
 - Warrant Arrest, 208 Central Avenue (PACE Center for Girls.), Subject was contacted and found to have two open warrants.
 - Theft, 2 Green Forest Drive (Aberdeen.) Lawn equipment stolen by an employee and pawned in Holly Hill.
 - Battery Dating Violence Arrest, 1545 North United States Highway One (Dollar General.) Female transient alleged transient boyfriend hit her in the face.
 - Traffic Arrest, 3 North Yonge Street (Sunoco Gas Station). Traffic stop conducted where the subject was found to have been driving on suspended license and providing false name to law enforcement.
 - Stolen Vehicle, 520 South Center Street. Victim reported that her Black 2011 Nissan Altima was stolen from her driveway.
 - Disorderly Conduct Arrest, 393 West Granada Boulevard (Fletcher's Irish Pub). A subject became disorderly and causing a scene due to being intoxicated.
 - Narcotics Arrest, South Halifax Drive and Riverbeach Drive. A traffic stop was conducted where narcotic paraphernalia was located.
- 08/18/17
 - Warrant Arrest, 1614 North United States Highway One. Subject was contacted who was found to have an open warrant.
- 08/19/17
 - Burglary, 116 South Nova Road (Pagano's). Employee entered the business after hours using a key that she was not supposed to have. A small amount of cash was taken.
- 08/20/17
 - Theft, 1521 West Granada Boulevard (Wal-Mart). The victim met the suspect to purchase a phone. The phone and the money were taken.
 - Fraud Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was found using fraudulent means to obtain credit back on an item to get a gift card.
 - Warrant Arrest, 160 North Nova Road. Contact was made with a subject who was found to have an active warrant for failure to appear.
 - Battery Arrest, 402 Windwood Place. Subject and his father got into an argument where the father was pushed.
- 08/21/17
 - Burglary, 100 Osceola Avenue (Osceola Elementary School), Toys were taken from the school.
 - Narcotics Arrest, 15 Lake Meadow Way. Vehicle contacted after driving recklessly, narcotics were located inside of the vehicle.
- 08/22/17
 - Writ of Attachment Arrest, 700 Hull Road, (Ormond Beach Sports Complex.) Subject was contacted and found to have an open Writ of Attachment.
 - Theft/Fraud, 12 Jolynn Drive. Checks stolen from the outgoing mail and fraudulently cashed.
 - Theft, 110 Bear Foot Trail (Bear Creek.) Shipment of medical equipment stolen prior to victim receiving it.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 51
 - Number of Uniform Traffic Citations Issued: 47
 - Number of Written Warnings Issued: 17
 - Number of Parking Tickets Issued: 1
- Traffic Crash Reports
 - Number of Crashes without Injuries: 3

- Number of Crashes with Injuries: 2

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 3 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 1 Case initiated
- 69 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and eighty-six (86) telephonic inquiries.

Public Works

Engineering

- Project 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. Additional insulation will be installed and the ceiling will be replaced and painted.
 - 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 is off-site until after Labor Day.
 - 2017 Roadway Resurfacing – The Contractor has addressed resident concerns on Amsden Road and will be striping Amsden Road and Bosarvey Drive in the next 2-3 weeks.
 - South Peninsula Reclaimed Expansion – The Contractor is currently working on Riverside Drive to make the connection from John Anderson Drive to Casements Drive, and work has begun to install the remainder of the 16” reclaimed main on South Halifax. The Contractor continues to work installing check valves on potable services ahead of the main installation.
 - 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 – Contractor is scheduled to lay out the parking area for staff review.
 - Street Light Maintenance – Street light pole painting on Nova Road from Division Avenue to the southern City limit (30 lights) commenced August 21.
 - Sandpiper Lane Drainage Improvements – Contracts are being prepared for execution and bonding.
 - 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 has submitted permits to FEC RR and Volusia County,
 - 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 proposal. The project is scheduled for CC approval at the September 19 meeting.

- 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. City received notice from FIND that the City's application has made the funding list. FIND will meet on September 27 to determine funding award amounts for the various projects that were submitted. 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 met with Julia Trullio to discuss if Mainstreet would approve of an additional \$400,000 coming from the CRA Fund reserves be used to support the project construction. Assuming FIND funds the full amount that was requested. Julia indicated she was in favor of doing this but also was wondering if Mainstreet might be able to apply to the Racing District for a grant. She said she would look into this and get back with staff.
- WWTP Sludge Dewatering Improvements – Staff received a preliminary design report that compared centrifuge technology to screw press technology for dewatering sludge at the WWTP. Based on the report it was decided that centrifuges provided more flow and were best suited for operation at the WWTP. The consultant is proceeding with final design.
- Effluent Outfall Replacement – The project was approved by the CC to advertise for bids on July 25th. Bids are due on August 30th.
- 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 installation of the stored materials. The FDEP Permit has been received and construction can occur.
- Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
- 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 plans and bid documents were approved at the August 15th City Commission meeting, and the project has been advertised for bidding. Bids are due on September 20.
- Water Plant Upgrades – The Consultants are preparing 30% plans for review.
- Secondary Raw Water Main – The Consultants are preparing 30% plans for review.
- Wastewater Plant Influent Pump Station – Staff is coordinating with FPL to implement the recommended corrective actions.
- Departmental Activities
 - Reviewed weekly SWMP and Fence Permits through the ProjectDOX system.
 - Reviewed plans and created several approved Work-in-the-Right-of-Way permits for directional boring along 1 Robin Court, Destiny Drive, and 9 West Tower Circle, per AT&T and Brighthouse requests.
 - Provided SWMP requirement documents to several Contractors, per request.
 - Researched and provided PDF As-Builts for Cassen Park, per Consultant's request.
 - Researched and provided PDF As-Builts for Ocean Villas Village A1A property.
 - Completed Tree-in-the-Right-of-Way locate at 856 Lindenwood Circle West, per Streets Division request.
 - Researched property ownership documents for vacated Hull Trail entrance at Airport Road, and provided PDF copies to FPL Surveyor, per request.
 - Researched historical drawings and documents for information and provided PDF copies regarding right-of-way location along North Ridgewood Avenue, per Consultant's (Upham) request.
 - Researched historical drawings and documents for information and provided PDF copies regarding recorded easement location between Jill Alison Circle and North Halifax Drive, per Neighborhood Improvement Division request.
 - Began research for several proposed North Peninsula Property Annexations, per Planning Department request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Pulled form boards and added stress cuts to sidewalk on 400 block of S Beach St; added dirt to voided area north of new sidewalk; cut, removed & poured raised section of sidewalk
- Cut 5x5 section on Ann Rustin
- Cut section in parking lot on Central Ave, asphalt driveway area
- Filled potholes citywide
- Overlay depression area at Warwick and N Yonge St
- Ground uneven sidewalk on Canterbury Woods

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed dead tree on 100 block of Ormond Parkway
- Trimmed out dead wood on 100 block of Ormond Parkway; PW office, Casements north side
- Removed large tree on S Center St, Oak tree on 900 block of Cordova Dr

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
- Assisted Concrete crew on S Beach St
- Trimmed in various areas citywide; DOT areas SR40, NE of Trails, Central Ave & Fairview Ave

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
- Checked signs in various areas citywide
- Replaced (2) HIP Stop signs at Washington & Live Oak
- Installed (2) new 25 mph Speed Limit signs on Woodland Ave

Stormwater Maintenance

- Pond maintenance citywide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Set up for sandbags/assembly
- Assisted Parks with sludge removal in ponds at Ames Park

Mowing

- Airport Rd, S US 1
- DOT mowing
- Around ponds on Lakebridge

Street Sweeping/Streetsweeper

- 131 miles of road cleaned
- 24 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 27,481
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 3
 - Non-Emergency Vehicles and Equipment: 18
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 5196 gallons unleaded, 8,786gallons diesel
 - Fuel used in one week: 2,337 gallons of unleaded and 1,024 gallons of diesel.
 - Fleet completed 42 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 held on 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.
 - South Peninsula Reclaimed Expansion Project – construction underway.
 - 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 final inspection will be scheduled.
 - Water & Wastewater Plant Sludge Dewatering Improvements – Flottweg representatives sent additional information on dewatering centrifuge equipment for review and report inclusion.
 - 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 – Reviewed 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 Pros - Reviewed preliminary as-built drawings.
 - 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 37.14 million gallons for the week ending August 18, 2017 (5.31 MGD).
- Backwashed 11 filters for a total of 510,000 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 flow was 32.68 Million Gallons.
- Influent flows average for week @ 4.67 MGD, plant designed for 8 MGD.
- Produced 20.99 Million Gallons of Reuse.
- Produced 11.69 Million Gallons of Surface Water Discharge.
- Annual Average (August 01, 2016 – July 31, 2017) for Surface Water Discharge 0.980 MGD.
- Hauled 85.71 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 16 water leaks.
- Installed 10 new residential water meters.
- Replaced 5 faulty residential water meters.
- Replaced or repaired 9 water meter boxes.
- Replaced 6 water services or meter assemblies due to low flow or leaks.
- Performed pressure testing of 12 City owned backflow preventers. Repaired 2 BFP devices that failed inspection.
- Responded to 19 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Repaired 6" water main break at 125 E. Granada Blvd. and 1½" water service feeding 2780 Ocean Shore Blvd.
- Performed maintenance on 9 fire hydrants on Hand Ave between Clyde Morris Blvd and Williamson Blvd.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 97 regular and 1 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 26 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 2 reuse trouble calls.
- Responded to 3 Request for Utility Verifications for residential and commercial properties.
- Repaired root bound lateral at 237 Melrose Ave.
- Repaired sewer lateral at 13 Highland Ave.
- Replaced broken PEP tank 15 Crescent Lake Way
- Cleaned air relief valves on north A1A force main.
- Responded to 19 after hours trouble calls on 8/17/17 due to 1.5" of rain in 30 minutes at Breakaway. Most calls self-cancelled.
- Flushed reuse blow-offs on beachside
- Repaired reuse break at 6 Noble Woods Way
- Bled air off of A1A force main at Spanish Waters lift station
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 35/36psi, Ocean Mist Hotel @ 28/27 psi, Ormond Mall @ 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 10/10 psi, Westland Run 10/10 psi & Shadow Crossing Blvd. (4 inch) 2/0 psi.

Wastewater Plant – Lift Stations

- Influent Room, service Rosemont level transducer and plumbing as needed, ok.
- Hull Road Ballfield, weed control, ok.

- Breakaway Trails pull Pump #1, repairs and replaced with inventory, no run time reported to SCADA, repaired connection of status wires at contact block, SCADA and radio at RTU, not functioning properly, possibly due to heat, reset equipment and cooled cabinet, will monitor.
- Breakaway Trails, Walmart, meet VacCon crew to clean wet well, ok.
- 1P, pump #1 extremely noisy operation, attempted back flushing - no success, pulled pumps - cleared blocked volutes, replace non-operational #1 check valve with shop inventory, ok.
- Spanish Waters, assisted Collections as needed with pressure relief at force main, ok.
- Shop, Lift Station General, began cleaning and repairs of check valves pulled from station to place back in inventory.
- RAS/WAS MCC6A, continued electrical rough in for new mixer.
- Carrousel blower #2, installed new VFD communication card and configured, terminated new RJ45 connectors on Ethernet cables that communicate between VFD's and PLC.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: Ormond Mall, phase loss, FPL power operational upon arrival, possible weather related power flicker, ok; Towne Square, high level, wet well pumped down with no signs of recent high level, Pump #2 tripped at motor starter, reset motor starter, ok; Shadow Crossings, high level, wet well high, both pumps operating as designed, increased flows from PEP system noted during extreme weather, station eventually caught up with flows and is in normal condition, ok.
- SCADA monitor/response: 12M, pump #2 stuck on, adjusted and cleaned floats as needed, ok; Aberdeen #1, no starts #1, reset motor starter, ok; Shadow Crossings, Chelsea Place #2, Il Villaggio, high starts, cleaned and degreased probe, ok; 2M, no starts #1, reset motor starter, pulled pump to clear blockage at volute, ok; 10M, No starts #1, reset motor starter, ok.
- SCADA technician activities: Friday end of shift test of Win911 @ WWTP, installed temp & humidity logger @ Shadow Crossings reuse pump building for readings over the weekend.
- 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: Poly Blend Units, #1, #2; Carrousel Surface Aerator #2S.
- Annual Plant PM's: Swing Zone Blowers, #1, #2. Carrousel Surface Aerators, #2N, #2S.
- Lift Station PM's: 3 monthly performed and 1 annual.
- 38 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Standish Booster Station, RTU and Radio check, radio signal - 80 dBm, new batteries installed, ok.
- Polymer Building, procured material for fabrication of new polymer supply bench, removed non-serviceable equipment and disposed.
- Filter 6, cleaned and inspected hatch door seals, seals not serviceable will order replacements.
- Standish Booster Station, not responding, reset pump breaker, will monitor.
- All Division and state road wells; replaced all inoperable panel bulbs.
- Hypo-Chlorite pump 3 VFD, not operational, reviewed and corrected parameter settings, tested and returned to service, ok.
- All wells and city interconnects inspected for operation and flooding after heavy storms.
- PM's: Lime Sludge Thickener; Centrifuge #2; Hudson Wells 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32.

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 submitted the quarterly report for the consent order issued in December 2016 due to effluent exceedances of copper from the WWTF earlier that year. 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 has requested 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 submitted 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 Certification – 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.
- Backflow Prevention Device Compliance – The City's Cross Connection Control program relies heavily on the City's commercial potable water customers to certify their BF devices. Currently, the City's commercial device management program has achieved 86% compliance rate. This represents continued improvement from year to year.

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
- City Clerk attended weekly meeting with Acting Assistant City Manager
- City Clerk and Assistant City Clerk attended Tyler (Enterprise Resource System) training on August 23, 2017
- Office Assistant IV attended new employee orientation on August 24, 2017
- City Clerk attended Claims Committee meeting on August 24, 2017
- Agenda packet preparation for September 5, 2017, City Commission meeting