

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: August 14, 2015

---

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 and IT Manager
- Staff meeting with senior staff
- Health insurance discussion with HR Director, Finance Director and Assistant City Manager
- Reviewed commission meeting agenda

Spoke to, attended and/or met with:

- Rotary meeting
- Roundtable of Volusia County Elected Officials
- Paul Holub regarding general development issues
- PACE Center Board Meeting
- LEAN process improvement discussion with NID Manager and Mike Sibley, James Moore & Co.
- Florida League of Cities Annual Conference

### **Community Development**

#### **Planning**

- The Department received notice from UF's Bureau of Economic and Business Research that the City's population estimate for 2015 is 40,013. This is an increase of 767 persons over the 2014 estimate of 39,246.
- The National Flood Insurance Program (NFIP) provides federally supported flood insurance in communities that regulate development in floodplains. The City of Ormond Beach voluntarily participates in the NFIP Community Rating System (CRS) program which qualifies property owners in floodplains for reduced rates on flood insurance.

The City has been a participant in the Volusia County Local Mitigation Strategy (LMS) initiative since 1998. The LMS was created and adopted in order to more effectively plan disaster related responses and provide mitigation initiatives designed to reduce flooding problems and/or to protect people and property when flooding does occur.

On June 18, 2013, the City adopted the 2013 Volusia County Integrated Floodplain Management Plan. The plan is designed to encompass a snapshot of floodplain hazards throughout the county and also provide individual jurisdictional plans. The Volusia County Integrated Floodplain Management Plan follows the format and outline of the Community Rating System Guidance and is integrated with the Volusia Local Mitigation Strategy document (LMS). To continue participation in the National Flood Insurance Program (NFIP) and fulfill the Community Rating System (CRS) criteria, an annual progress report on the status of the project implementation is required.

Copies of the 2015 Volusia County Multi-Jurisdictional Local Mitigation Strategy and this report can be obtained from the City of Ormond Beach Planning Department or on the City of Ormond Beach Floodplain Management website <http://www.ormondbeach.org/index.aspx?nid=243>. In addition, this

report is provided to the City of Ormond Beach Commission as part of the City Manager's Weekly Staff Report and as a public document is posted to the City of Ormond Beach website and copied to local media and the State of Florida NFIP Coordinating Official.

The Volusia County Multi-Jurisdictional LMS recently was updated and found in compliance with the federal hazard mitigation planning standards. On July 28, 2015, the City Commission formally adopted the five-year update of the Volusia County LMS which includes the Floodplain Management Plan pertaining to the City and the County's Flood Response Plan. There are six countywide goals adopted in the Integrated Floodplain Management Plan and nine separate objectives established by the City to minimize the effects of flood events in the City of Ormond Beach, with the status of each goal and objective's implementation provided in the report.

- Interviews for Chief Building Inspector and Permit Technician occurred this week. In a related note, the Department received notice that a Building Inspector recently promoted from Engineering Inspector has submitted his resignation for a Building Inspector position in Daytona Beach.

#### Building Inspections, Permitting & Licensing

- 237 inspections performed.
- 5 business tax receipts issued.
- 91 permits issued with a valuation of \$912,665.00

**NOTE:** Private Provider inspection services conducted 76 inspections of the 239 inspections performed. Private Provider inspections are high this past week due to one inspector out on vacation.

#### Development Services

- The following SPRC activities occurred this week:
  1. Chick-fil-A site improvements on West Granada
  2. 20 West Tower Circle revised site plan
  3. Ormond Landing – floating waterfront dining facility

#### Economic Development/Airport

##### Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff met with Tomoka Holding to discuss options for facilitating the development of the Commerce Park. Follow up planning sessions will be scheduled over the next several months.

##### Airport Business Park

- Staff announced the sale of 4 Sunshine Boulevard to Germ Free Lab who is currently located in 2 buildings along Aviator Way in the Airport Business Park. Staff is working with Germ Free to assist in the sale and lease of their properties along Aviator Way.
- Staff met with Concentrated Aloe an Ormond Beach business that is interested in purchasing Lot 2 in the Airport Business Park. The Commission approved the purchase and sales agreement on August 5. A conceptual site plan for the construction of a 40,000 square foot industrial building has been reviewed by the City's Site Plan Review Committee and a second meeting with staff was completed this week. Architectural plans will be submitted to the City in the next several weeks.

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

- Staff met with Chamber of Commerce staff to revise the "Doing Business in Ormond Beach" resource guide, which is expected to be published in September.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm interested in relocating their entire operation to an available property at the Airport Business Park. The firm is reviewing the incentive material provided by staff and a meeting is scheduled with the company later in August.

Airport Operation and Development

- Staff continues to work with Hoyle, Tanner and Associates in preparation of the next Airport Master Plan Update public meeting scheduled for August 24<sup>th</sup>.
- H.R. Pruitt completed their portion of the Air Traffic Control Tower Systems Upgrade project this week. Wolen, LLC is expected to return and complete the remaining project elements next week.
- Staff met with representatives from the Ormond Beach Radio Control Club, Civil Air Patrol, and Embry-Riddle Aeronautical University to discuss the possibility of hosting a radio controlled aircraft and Unmanned Aerial Vehicle (UAV) event. This community event would be held at the Radio Control Club's facility, and would feature displays and demonstrations of radio controlled aircraft and UAVs, as well as aviation and aerospace educational materials.

Finance/Budget/Utility Billing Services

- On-going Projects
  - Finalization of the five-year Capital Improvement Program.
  - Finalization of the operating budget for fiscal year 2015/16.
- Completed Projects - Weekly
  - Processed 39 Journal Entry Batches (#4711 - 4798).
  - Approved 31 Purchase Requisitions totaling \$293,829.12.
  - Issued 19 Purchase Orders totaling \$303,269.10.
  - Processed 4,062 cash receipts totaling \$875,020.13.
  - Prepared 117 Accounts Payable checks totaling \$82,994.15 and 30 Accounts Payable EFT payments totaling \$260,132.25.
  - Processed and issued 6,206 utility bills with billed consumption of water of 43,821k.
  - Processed 838 utility bill payments through ACH totaling \$93,707.97.
  - Issued 834 past due notices on utility accounts.
  - Auto-called 105 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
  - Press Releases
    - Legal Aid Workshop: Landlord/Tenant – Focusing on Rights and Responsibilities of Tenants (9/3)
    - Youth Volleyball League (registration)
    - Open Gym (8/14)
    - REEL in the FUN Fishing Tournament (9/12)
    - Florida Licensing on Wheels (8/18)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Completed weekly events calendar ad for Ormond Observer.
    - Attended weekly staff meeting.
    - Placed ads in the News-Journal and Observer for August 24<sup>th</sup> AMPU Meeting.
    - CodeRED notices issued for water improvement projects.

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Resubmitted FRDAP grant requests for Nova Tennis Court Lighting and OBSC Baseball Field #3 Lighting.

## **Fire Department**

### **Weekly Statistics**

- Fires: 3
  - Fire Alarms: 4
  - Hazardous: 3
  - EMS: 95
  - Motor Vehicle Accidents: 8
  - Public Assists: 37
- TOTAL CALLS: 150

- Aid provided to other agencies: 17 Calls: Daytona Beach (6), Holly Hill (1), Volusia County (10)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 37
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 75

### **Training Hours**

- NFPA 1001: Firefighting 41
- NFPA 1002: Driving 12
- NFPA 1021: Officer 39
- NFPA 1500: Safety/Equipment 33
- NFPA 1620: Preplanning 10
- EMT/Paramedic 18
- TOTAL TRAINING HOURS: 153

### **Station Activities**

- Updated 17 pre-fire plans
- Conducted 5 fire inspections
- Provided tour of Station 91 to group of children from Emanuel Summer Camp

### **Significant Incidents**

- 8/5/15, 12:06 PM: Byron Ellinor Dr./S. Atlantic Ave. – Emergency Medical Call – Responded to a fight – one person was stabbed and transported as a trauma alert.
- 8/7/15, 7:01 AM: 1170 N. US-1 – Motor Vehicle Accident – Responded to single vehicle vs. semi-trailer with entrapment – upon arrival found vehicle under semi-trailer – one occupant extricated and transported as a trauma alert – an Ormond Beach Firefighter assisted EVAC with patient care during transport.

## **Human Resources**

### **Staffing Update**

#### Approved/Active Recruitment

- Employee Relations Assistant (Human Resources) was advertised 8-5-15 on the City web site, internally, and with Volusia SHRM, and will remain open until filled.
- Chief Building Inspector (Planning & Building) was advertised 2-16-15 on the City web site; internally; on the Building Officials Association of Florida (BOAF) web site; on the International Code Council (ICC) web site; and will remain open until filled.
- Police Officer (Police Department) was advertised 6-30-15 on the City web site and internally and will remain open until 8-21-15. All applicants apply at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).

- Firefighter/EMT (Fire Department) was advertised 7-29-15 on the City web site and internally and will remain open until 8-15-15. All applicants apply at [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works) was advertised 7-7-15 on the City web site and internally and will remain open until filled.
- Maintenance Worker II – Streets (Public Works) was advertised 8-4-15 on the City web site and internally and will remain open until 8-14-15.
- Maintenance Worker II – Wastewater (Public Works) was advertised 8-5-15 on the City web site and internally and will remain open until filled
- Maintenance Worker II – Building Maintenance (Leisure Services) was advertised 8-5-15 internally and will remain open until 8-14-15.
- Part Time Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.
- Part Time Special Events Technician at The Casements (Leisure Services) was advertised 7-29-15 on the City web site and internally and will remain open until 8-12-15.
- PT Community Events Technician (Leisure Services) was advertised 8-4-15 on the City web site and internally and will remain open until 8-19-15.

#### Interviews Scheduled

- Permit Technician (Planning). Interviews were held 8-12-15 and 8-13-15.
- Part Time Account Clerk II (Finance). Interviews will be held the week of 8-17-15.

#### Background/Reference Checks/Job Offers

- Office Manager (Police Department). An internal candidate was selected.
- Plans Examiner (Building & Inspections) A candidate was selected and began pre-employment processing.
- Recreation Program Specialist (Leisure Services). A candidate was selected and began pre-employment processing.

#### Terminations/Resignations/Retirements

- Police Sergeant (Police) – effective 8-31-15
- Building Inspector (Planning) – effective 8-18-15

#### City Events/Employee Relations Update

- Presentations on the new ICMA Roth IRA will be held on 8-17-15.
- Sam's Club scheduled for 8-14-15.
- Ruth Marquez with Nationwide Retirement Solutions will be here on 8-27-15.

#### Risk Management Projects

- Attended Worker's Compensation deposition.
- Attended Insurance Program Committee meeting.
- Attended Claims Committee meeting.

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

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Contract received from Tyler, working thru the contract review process.
    - Community Development – Electronic Plan Review – Training classes held by vendor.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 9 New work - 34 completed - 25 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	31,837	Inbound E-Mails Blocked	14,230
Delivered Inbound E-Mails	17,356	Quarantined Messages	251
Percentage Good Email	54.4%	Virus E-Mails Blocked	97

- Notable Events:
  - IT Manager and PD Captain participated in the bi-annual FDLE security audit
- Geographical Information Systems (GIS)
  - Addressing Additions: 4 Changes: 1 Corrections: 0
  - Map/Information Requests: 10
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meters GPS Located this week: 12: Total in system = 23,026; 22,365 potable, 650 Irrigation, 11 Effluent
  - Notable Events: None.

### Leisure Services

- Administration
  - Supervisory Staff Meeting
  - Public Works Meeting
  - City Manager's Meeting
  - Assistant City Manager's Meeting
  - Janitorial Services Meeting
  - Supervisory Staff Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - Leisure Services Advisory Board Meeting
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
  - The OBGS 13's and 14's continued practice this week on Tuesday, Wednesday and Thursday night at 6pm at the Sports Complex on the Kiwanis Field.
  - Coed Softball practices were held once again on Monday night at 6pm at the Sports Complex on Field 7.
  - Pride Football practices continued this week at the Sports Complex on multi-purpose Fields 11 and 12. Games start at the end of the month.
  - OBSC competitive soccer started their fall training this week Monday through Friday on Fields 1, 4, 9, and 10 at the Sports Complex.
- 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, 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
  - Dragged infield clay daily for practices
  - Put out flags and repaired nets for 6-a-side games on Saturday
  - Cleaned goal posts and pressure washed the small bleachers at Championship Field #7
  - Added clay around low spots/bases at the Quad
  - Checked all lights at Nova and Sports Complex for bulb replacement
  - Installed additional windscreen at Nova Tennis Center
  - Removed old cabinets at Nova Gym

- Met with Streets staff regarding removal of guardrails, walkways and jersey walls, as well as moving dirt piles at Wendelstedt
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
  - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Kopy Kats held regular classes. CMT registration was held.
    - Tuesday: Follies held regular classes.
    - Wednesday: Follies held regular classes. CMT registration was held.
    - Thursday: Kopy Kats held regular classes.
  - The Performing Arts Center is working on summer maintenance projects.
- South Ormond Neighborhood Center
  - Splash Pad open 10am to dusk
  - Open park and playground sunrise to 11pm daily
  - Fitness room (Monday-Friday 1pm-9pm, Saturday 11am-5pm, Sunday 1pm-5pm)
  - Open gym (Monday-Friday 1pm-9pm, Saturday 11am-5pm, Sunday 1pm-5pm)
  - Cleaning, organizing and storage of supplies from summer camp
- Community Events
  - Office work and follow up of tasks for all August scheduled events
  - Weekly administrative tasks, office work, meetings and activities
  - Beginning NIMS Training online
  - Follow up of plans/budget for October 3<sup>rd</sup> Loop event
  - Planning of "Reel in the Fun" fishing tournament scheduled for Saturday, September 12<sup>th</sup>
  - Attended Senior Games Committee meeting
  - Assisted in the planning of 2015 Senior Games tasks
- Gymnastics
  - First week of August session in progress
  - Trial classes are being offered to attract potential students
  - Open Gym Friday, August 14 6-8pm
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Open play took place at various times during the week for basketball, ping pong, the game room and the exercise room.
  - Adult Jazzercise continues to meet at various times throughout the week.
  - The City's Volleyball Clinic took place Monday through Friday from 9:00am-12:00pm.
- The Casements
  - A wedding was held at Ormond Memorial Gardens on Saturday from 2pm to 4pm.
  - A wedding reception was held at The Casements on Saturday from 3pm to 9pm.
  - A wedding was held at Ames Park on Saturday from 4pm to 5pm.
  - A wedding was held at Bailey Riverbridge on Saturday from 5pm to 6pm.
  - Wall Ministries met at Bailey Riverbridge on Sunday from 11am to noon.
  - Pilates classes resumed this week Monday through Friday.
  - Zumba class met on Monday at 11am and yoga class met on Tuesday at 10am.
  - Guild tour hours continued this week, with summer tours from 1pm to 4pm Monday through Friday. Saturday tours were held from 10am to noon.

- The Casement Guild Crafters met this week on Thursday from 12pm to 3:30pm.
- Parks Maintenance
  - Formed sidewalk in front of restrooms at Osceola Elementary School
  - Fixed broken picnic table at Central Park II
  - Posted reservations in pavilions for events
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
- 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
  - Finished third quarter preventative maintenance on 16 A/C systems citywide - 157 total
  - Performed preventative maintenance on 14 electronic gates citywide
  - Repaired ice machine at SONC
  - Assisted with exhaust motor repair at WTP
  - Repaired Portal #9 at Airport
  - Hung mirror at The Casements
  - Repaired City Attorney's door at Ames House
  - Repaired outside ladies restroom at SONC
  - Repaired A/C water line at the PD
  - Tested splash pad button for repair at Andy Romano Park
  - Contacted contractor for repairs at Fire Station 92 and 93
  - Repaired sound wall at Airport
  - Installed conference table wheels at City Hall
  - Installed 24 LED lights in the auditorium at PAC
  - Repaired water cooler in Nova Gym
  - Met roofing contractor at Fire Station 93
  - Installed chair rail in the auditorium pit at PAC
  - Installed new plug for the welder at Fleet
  - Built a janitor's closet at the PAC
  - Checked restroom mag locks at Nova
  - Met contractor for fire alarm panel at City facilities

### **Police Department**

#### **Administrative Services**

- Held testing process for police officer applicants.

#### **Community Outreach**

- Fourteen OBPAL Youth Directors raised money for the Jewish Federation which provides school supplies to children in need.
- Youth Directors Council did a great job assisting with the National Night Out event at Nova Community Center August 4<sup>th</sup>. They helped with the cooking area, the State PAL Tag Campaign Drive and clean up after the event.

#### **Community Services & Animal Control**

- Animal Calls responded to: 56
- Animal Reports: 8
- Animal Bites: 2
- Animals to Halifax Humane: 11

- Dogs: 3 Cats/kittens: 8
- Notice of Violations: 2
- New CSO in training

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 19
- Inactive: 9
- Fraud: 1
- Burglary Residential: 5
- Larceny Car break: 1
- Grand Theft: 4
- Sex Offense/Rape: 1
- Suspicious Incident: 1
- Petty Theft: 5

Records

- Walk - Ins / Window 98
- Phone Calls 93
- Arrest / NTA'S 10
- Citations Issued 79
- Citations Entered 50
- Reports Generated 122
- Reports Entered 101
- Mail / Faxes / Request 12

Patrol

- Total Calls 1,579
- Total Traffic Stops 202

Operations

Crime Opportunity Report Forms Issued:165

- 8/6/15
  - Burglary-Residence, 65 Seton Trail. Resident was out of town for several weeks. When the resident returned home he found that someone had entered his residence, slept in his bed and removed a jar of coins and a bag of coffee.
  - Aggravated Battery Domestic Violence-Deadly Weapon, 565 South Atlantic Avenue #23 (Corvette Inn). Suspect was placed under arrest after he stabbed his girlfriend in the back with a folding knife during an argument.
  - Burglary-Residence, 285 River Vale Lane. A GE dishwasher was stolen from a residence currently under construction.
  - Carbreak, 305 Thackery Road. The victim called to report that he observed a white male inside his unlocked car. The victim confronted the subject and he took flight on foot prior to officers arriving on scene.
- 8/7/15
  - Burglary - 320 Thackery Road. Witness called and advised that 2 young males entered their next door neighbor's house and stole an X-Box. Several units responded to the area and conducted a search for the suspects with negative results.
- 8/8/15
  - Driving Under the Influence Arrest, 1950 West Granada Boulevard. A reckless driver was reported driving westbound on Granada Blvd. Officers were able to stop the vehicle at the 7-11 at Tymber Creek and West Granada Blvd. The driver advised that he had been drinking at

- his residence and went to the store to get coffee. He was placed under arrest for driving under the influence following a field sobriety test/investigation.
- Narcotics Arrest, 524 South Yonge Street. Vehicle was stopped for a routine traffic violation. An officer observed the female driver trying to throw a crack cocaine rock out the vehicle window. The driver was placed under arrest for possession of crack cocaine and driving while license suspended. .
  - 8/9/15
    - Driving Under the Influence, 900 block West Granada Boulevard. Officer observed a vehicle driving recklessly and conducted a traffic stop at which time the officer noted that the driver appeared to be under the influence. The driver refused field sobriety exercises and was placed under arrest. An open beer was located in plain view inside of the vehicle, half empty.
  - 8/10/15
    - Shoplifting, 1340 West Granada Boulevard (Lowes). Suspect was placed under arrest for shoplifting, was trespassed from the property, issued a Notice to Appear and released from the scene.
  - 8/12/15
    - Stolen Vehicle- 1000 Saint Georges Road #304A. Victim reported they owned two vehicles, one of which was entered overnight where the suspect(s) removed a set of keys to the victim's second vehicle which was parked in the adjacent parking spot. The victim's second vehicle was stolen using the set of car keys removed from the first vehicle.
    - Burglary Residence (Attempt) - 108 Fiesta Drive. Victim reported while she was out shopping (short time frame) someone attempted to burglarize her residence. There was damage to the rear door lock.
    - Shoplifting/Dealing in Stolen Property - 1521 West Granada Boulevard (Wal-Mart). Suspect entered the store and stole several items following which he attempted to fraudulently return the same items. Suspect was contacted by Loss Prevention personnel as he left the store. Suspect was arrested for retail theft and dealing in stolen property.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 21
  - Number of Uniform Traffic Citations Issued: 38
  - Number of Written Warnings Issued: 4
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 12
  - Number of Crashes with Injuries: 2
  - Number of Crashes with Serious Bodily Injuries: 2
  - Crash Investigation General Information:
    - 15-08-00128: Serious Bodily Injury Crash with road blockage, North US1/Wall Avenue, southbound vehicle crashed into semi trailer that was blocking both southbound lanes. Road closed for approximately 4 hours. Patient was transported as a trauma alert. Patient is expected to fully recover. No citations have been issued at this time.
    - 15-08-00179: Serious Bodily Injury Crash, 1800 Block West Granada Boulevard, motorcycle operator attempted to perform a wheelie; operator went too far back and crashed. Operator sustained significant road rash. Motorcycle sustained heavy damage to rear and low side.

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 9 Cases initiated
- Zone 3: 3 Cases initiated

- Zone 4: 2 Cases initiated
- 5 signs have either been removed or sign cases created.
- 21 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and ninety-five (95) telephonic inquiries.

### **Public Works**

- Engineering

- Project Summary

- Construction Projects:

- Downtown Streetscape Planting (Orchard to A1A) – The contractor is focusing on the preparation and installation of the remainder of the under-plantings along the (4) Bridge slopes. Orchard to Beach Street is 100% complete and being maintained by Austin Outdoors.
    - South Peninsula Reclaimed Water Extension – the final inspection was performed on Thursday, August 6; the contractor is finalizing as-builts and completing punch-list items.
    - A1A North Peninsula Forcemain Extension (Volusia County project) – Clearance of the new forcemain is on hold until the County and City have an approved agreement for the transfer of ownership of the main from County to City. This agreement will be presented to the City Commission for approval.
    - Sports Complex Restroom Facility Construction – Rough grading and backfill was completed for the sidewalk extension, which will run from the restroom facility to the east parking lot, south of the restrooms.
    - OBSC ADA Parking and Sidewalks (CDBG) – The project is complete.
    - Fiber Optic Network Expansion - Phase 3 – Termination of fiber optic at the Division Avenue Wells and the Water Treatment Plant should be complete by the end of the week.
    - Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Lining of stormdrain has begun along East River Oak Drive and Northside Drive.
    - 2015 Roadway Resurfacing - Kent Drive and Jamestown Drive were completed for curb & gutter replacement and asphalt resurfacing. Minor site cleanup is underway.
    - Bermuda Estates Sidewalk - Site clearing has been completed and forms have been set for placing sidewalk.
    - Ph II 2-Inch Water Main Replacement - Mainland - Work has begun on Magnolia Ave and Oak Ave. Site restoration is being completed along Granada Blvd.
    - Ph II 2-Inch Water Main Replacement – North Peninsula – The Contractor is completing work on Ocean Aire with the installation of fire hydrants; they have also begun work installing services on Hibiscus and Alamanda.
    - Ph II 2-Inch Water Main Replacement – South Peninsula – The contractor has mobilized and begun delivering materials; layout began this week, with construction scheduled to commence next week.

- Design Projects:

- City Welcome Sign – Staff is working to address conceptual review comments from the State so we can submit for final permitting.
    - Nova Community Park Trail – The bid documents will be reviewed by the City Commission on August 18<sup>th</sup>.
    - North US1 Landscaping (Airport Road to I95) – The bid award is scheduled for the September 9<sup>th</sup> City Commission meeting.
    - A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
    - OBSC Pavilion - Staff is seeking installation proposals.
    - Downtown Stormwater – Alternative landscape plans for the proposed park at 64 Lincoln Avenue were presented to Mainstreet.
    - Ormond Sports Complex Field 9/10 Lighting – Plans are still in review with FAA.

- Environmental Learning Center – The Work Authorization for construction is scheduled for the August 18<sup>th</sup> City Commission meeting. Our environmental consultant is 90% complete removing the invasive plants along the pond banks, and within the wetlands.
- Water Treatment Plant Lime Silo Dust Arrestor – Design consultant is preparing plans to submit 30% for input and review.
- Water Treatment Plant Controls and Pump Upgrade – Additional information is being gathered to assist the consultant with design of the project.
- FEMA Phase 2 Central Park Flood Mitigation Project – Staff was informed by FEMA that there was not sufficient available funding for Tier 3 projects, which included projects within Volusia County.
- WWTP Sludge Thickener Improvements – Staff has placed the project on the August 18<sup>th</sup> City Commission meeting for approval to bid the project.
- Cassen Park Public Dock – Grant application was approved by City Commission and staff has submitted the application to the USFWS.
- Stormdrain Improvements - Staff is working with an engineering consultant to determine the feasibility of improving the stormwater drainage at the intersection of Woodridge Drive and North Beach Street, where two properties have been susceptible to flooding under heavy rainfall events. The drainage basin will be delineated and computer model simulation run for hydraulic analysis of existing conditions and proposed improvements.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going), and old engineering drawings.
  - Reviewed multiple SWMP submittals for residential construction (on-going).
  - Nova Road Landfill Closure - Ground water sampling for the Natural Attenuation Monitoring plan was completed.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Seminole Avenue directional bore, per FPL request.
  - Meeting with engineer from Parker Mynchenberg to discuss SWMP options for 442 John Anderson Drive proposed residence.
  - Completed topographic survey of Pineland Trail properties, associated roadside ditches, and storm water structures.
  - Researched and located old drawings files of the OBMA Hangars 1-22 and provided PDF copies to Airport Manager, per request.
  - Researched old City SPRC documents and records of the Tomoka Oaks Subdivision to assist in the determination of maintenance responsibilities for the several landscaped islands located throughout the subdivision, per Public Works request.
  - Created AutoCAD plan and profile drawing of the Pineland Trail survey.
  - Located and created PDF drawing copies of the 2007 Waste Water Treatment Plant Expansion, per Utilities Division request.
  - Updated proposed Cassen Park Public Dock drawing to reflect adjacent parcel locations.
  - Calculated total pipe length installed during the Phases 1 and 2 of the 2" watermain replacement project, per City Engineer request.
  - Reviewed John Anderson Drive as-builts, per Utilities Division request.
  - Completed 3714 Egret Dunes annexation sketch and legal description and provided to Planning Department, per request.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Repaired sidewalk at Ashford Look, Harvard Dr & Stanford Ave, Harvard Dr & Marvin Rd
        - Ground sidewalks on Shadow Crossing Blvd
        - Patched asphalt at US1 & Midway Ave, N Nova Rd

- Filled pot hole on Fiesta Dr at SR40
- Repaired asphalt depression on Oak Forest Dr, John Anderson Dr, Melrose Ave at Andrews St
- Repaired walkway at Bailey Riverbridge Gardens
- Removed hazardous sidewalk sections on Spring Meadows Blvd

#### 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
- Picked up debris at Memorial Gardens
- Grinding stumps citywide
- Trimming on 500 block of Memorial Cir, Lakebridge Dr & Wilmette Ave, Riverside Dr & Ormond Shores Dr, Cliffside Dr, Brookstation Dr, Brookwood Ct, Mayfield Ter
- Removed tree at Myra Blvd & Live Oak Ave

#### 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
- Assisted Forestry with debris pick up at Memorial Gardens
- Trimming ROW on Bramblewood Ln – between Hidden Hills Dr & Sandpiper Ln, sidewalks at Coquina Dr & Bosarvey Dr
- Trimming DOT ROW on Nova Rd and State roads
- Assisted Parks with setting coquina rock at Bailey Riverbridge Gardens
- Dismantled guardrail and removed from Airport Sports Complex

#### 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
- Replaced two stop signs on N Halifax Dr
- Marked locates at Banyan Dr & N Halifax Dr to install new residential speed limit signs
- Repaired two pedestrian crossing markers
- Replaced three orange delineators in middle of roadway at Fluhart Dr & Riverside Dr
- Removed old Church sign on Selden Ave – church is no longer there

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Basin hot spots -- inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Gates & Pumps – inspected, Citywide
- Maintained ditches on US 1
- Attended class for Erosion and Sediment Control, held in Public Works Training Room

Vactor

- Line cleaning at Airport Business Park, Kenilworth Ave, Walnut Ct, sinkholes - Citywide

Mowing

- Reachout Mower – Hull Rd, FDOT ponds
- Slope mower – US 1

Street Sweeping/Streetsweeper

- 143 miles of road cleaned (4 days)
- 15 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
23,249

PM Services completed for the week:

Emergency—Vehicles and Equipment  
7

Non-Emergency Vehicles and Equipment  
13

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 5,545 gallons of unleaded and 9,756 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,246 gallons of unleaded and 862 gallons of diesel.
- Fleet completed 44 work orders this week.

- Utilities

Projects Summary

- Division Avenue Well Field Raw Water Piping – Contractor is reviewing Field Order No. 2 to eliminate the inside drop assembly from the manhole. Field Order No. 3 to connect well 8D to the proposed main is being prepared. Construction progress meeting was held 8/12/15.
- Fire Hydrant Replacement Program – Purchase order was prepared and approved. A preconstruction meeting will be scheduled.
- Hunters Ridge Low Pressure FM Upgrade – Incorporating review comments into the plans. A topographical survey is needed to add surface features not shown on the original plans.
- Lift Station 8M1 – Received 90% plans and specifications for review. Awaiting Legal Department recommendation for resolving easement discrepancies. FDEP permit application was sent to the consultant for processing.
- Oak Drive Water Main Replacement – Water distribution crew is scheduling work and material needs.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A proposed settlement agreement between the contractor and the vendor is being prepared by Legal in order to replace the impellers on influent pumps 1 & 2. Specifications for replacing the sodium hypochlorite storage tanks are being revised to include labor.
- Rima Wells Auxiliary Power Generator – desired operational features for SCADA components were obtained from the design engineer for review.
- Saddler's Run Lift Station Rehabilitation – Electrical work is being performed.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (the contractor) is presently performing storm sewer rehabilitation. Sanitary sewer lining will commence afterwards.
- Storage Tank Repairs and Maintenance – Engineering Summary Report was received for review. A design proposal to prepare design plans and specifications for the water plant elevated tank repair has been received from another engineering firm and is being considered.
- Wastewater Sludge Thickener Upgrades (CIP) – Consultant is incorporating review comments into the bid set.

- Water Plant Aerator Housing Rehabilitation (CIP) – Consultant is preparing plans and specifications
- SPRC: Giant Recreation World – Discussed Utility Division comments with the design engineer. Kingston Shores – Water line relocation is required to avoid the FPL conduit in the easement. The condo association is contacting the State to attempt to obtain an easement along the north property line. North Peninsula A1A Force Main: Air release valves were installed. Shoppes of Granada – Received as-built drawings for review. Pump station start up scheduled this week.
- Attended Florida Rural Water Association conference.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered to the city 40.490 million gallons for the week (5.784 MGD) ending Aug.9, 2015
  - Backwashed 10 filters for a total of 431,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - We had one (1) Precautionary Boil Water notice this week.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 28.25 Million Gallons.
  - Produced 20.18 Million Gallons of Reuse.
  - Produced 8.07 Million Gallons of Surface Water Discharge.
  - Influent flows average for week is 4.04 MGD, plant designed for 8 MGD.
  - Hauled 78.00 tons of sludge (14%-18% Solids).
- Water Distribution
  - Performed accuracy testing on 2- 4” meters and one 3” commercial water meter. One 4” meter was inaccurate and was rebuilt and retested. The meter test indicated that the accuracy was restored.
  - Exchanged 2 water meters per Finance Department work orders.
  - Replaced or repaired 5 water meter boxes.
  - Installed 2 new residential customer water services and meters
  - Replaced 5 water services due to aged piping. 1 service required a 2” casing installed under a road.
  - Assisted and instructed contractor with water service connections on Alamanda Dr.
  - Responded to or repaired 10 water service leaks.
  - Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Repaired a leaking 6” water main on Arrowhead Cir. Streets Division removed a large sycamore tree that had been previously planted on top of the water main in the right-of-way, the pressure of the tree roots had cracked the water main. No boil water was issued; WD crews repaired the main under pressure.
  - Pressure tested 5 city owned backflow prevention devices serving facilities. Repaired the backflow preventer serving the Splash Park at the South Ormond Neighborhood Center.
  - Continued maintenance of fire hydrants within the city limits, 10 fire hydrants maintained in The Trails subdivision. Completed repairs to the out-of-service fire hydrant on Southland Rd.
  - Continued to locate and record information regarding fire hydrants in need of replacement.
  - Locate valves and coordinate areas for future shutdowns as part of the South Peninsula 2” water main replacement program. 7 valves located and exercised. Assisted Wastewater Division by locating, vacuuming and exercising 3 reuse system valves.
  - Performed flushing activities on Alamanda Dr and Hibiscus Dr prior to new water service connections; this is part of the 2” water main replacement program.
  - Landscape repairs due to excavations Arrowhead Dr, Ashford Lakes Dr and Manderly Lane.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 101 regular and 5 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
  - Crews responded to three trouble calls at Breakaway/Hunters Ridge PEP System service area and one in town.
  - Rehab pep tank at 4 Creek View.
  - Installed new pep tank at 45 & 46 Black Creek.
  - Installed new pep tank control panel at 10 Clydesdale Dr.
  - Installed 18" riser at 54 Winding Creek.
  - Televised 4, Cleaned 2 and Root controlled 1 sewer laterals.
  - Repaired sewer lateral at 627 Riverside Dr.
  - Replaced reuse box at 224 Ocean Terrance.
  - Installed new reuse box at 243 John Anderson Dr.
  - Located 8" reuse main at 2200 Airport Rd and installed pressure gage.
  - Total rain for Hunters Ridge & Breakaway Trails 8/06/15 to 8/12/15 was 00".
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 5 psi, Ocean Mist Hotel @ 0 psi, Ormond Mall @ 4 psi.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 10/20 psi. Foxhunters Flat (2 inch) 6/12 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
  
- Utilities Maintenance
  - Wastewater Plant – Lift Stations
    - Carrousel Blower #1 wouldn't start. PLC was reset and blower started.
    - Fermentation Mixer #8 - Replaced moisture sensor relay with adjustable unit and returned it to service.
    - Poly Blend #2 - Control panel not reading properly. Internal circuit board appears to be faulty, new controller on order, will replace when received, in manual mode at this time.
    - Effluent Transfer Pump #1 - Repaired cracked air relief valve drain line.
    - Centrifuge Conveyer Belt - Repaired valve on bottom wash down line.
    - Influent Pump Station – deragged pumps as per direction.
    - The Crowne Lift Station – High run times were indicated. Rags were removed from both check valves to stop flow recirculation back into the wetwell in order to reduce the run times.
    - Halifax Medical Center Lift Station – Pump #1 was not operating. The motor starter was reset. The motor starter may have tripped out due to high run time on the pump. The pump was pulled to inspect the impeller and remove rags that had accumulated and placed back into service. Continuing to evaluate force main pressure;
    - San Marco Lift Station – Pump #2 was not operating and the motor starter was tripped out. The pump was pulled, the impeller inspected and rags were removed. Weak thermal overloads were replaced and the pump is now operating.
    - Tomoka Meadows Lift Station - Phase loss alarm resulted from a FPL power outage. Phase loss was corrected when power was restored.
    - Lift Station 1M - High level alarm occurred when the high level float fell from the mounting hook and was low enough to touch the water level during normal pump operations. The float was secured to the hook to stop the alarm.
    - Lift Station 5P – Uneven run times were indicated. Pump #1 (ingested a brick) and damaged the impeller. The impeller & wear ring were replaced.
    - Weekly Preventative Maintenance (PM's): Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.
    - Monthly PM's: Digester Blowers, #1, #2, #3; Screw Pumps, #1, #2, #3; Influent Odor Control Unit, Grit Snail; Poly Blends, #1, #2.
    - Annual PM's: Fermentation Submersible Mixer #1.
    - Lift Station PM's: 23 monthly and 0 annual performed.
    - Plant wide oil & grease route.
    - 71 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Centrifuge Disc flow pumps - Assisted operators with repair of clogged line.
- Sodium Hypochlorite pumps - Began replacing elastomeric bladders, pressure gauges and Schrader valves.
- Rima well #36, visually verify flow rate.
- Nova and Airport Road booster stations, evaluate operation of repaired A/C units, ok.
- Reuse High Service pumps, clean and rebuild air release valves on pumps 1 & 3.
- Well PM's: 4.
- Monthly PM's: Sodium Hypochlorite Blowers, Tanks, and Containment area; Sodium Hypochlorite pumps 4, 5, 6, 7; LPRO transfer pump 2; Claricones.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation – Local Limits Evaluation – Samples were collected at strategic liftstations within the sewer collection system to evaluate the primary pollutants of concern. Staff is evaluating the results in order to develop a plan of study for the limits.
- Industry Pretreatment (IPP) Annual Report – The Utility received a letter from the FDEP noting a few recommendations to the Enforcement Response Plan (ERP). The Utility will resubmit ERP after incorporating changes and consulting Legal to be sure the changes are represented in the City's Sewer Use Ordinance. Staff response provided to IPP industry associated with a previously issued Notice of Violation.

Water Supply/Treatment And Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation – The contractor has discovered more valves are needed to complete the project. Staff is procuring the additional valves partially with credit from the repair kits that were not utilized.
- Wetlands Monitoring Report – The consultant performed the field analysis of the vegetation surrounding the wetland monitoring wells in Rima Ridge. The report indicated the wetlands continue to be in good health. Staff is compiling the data the Utility collects throughout calendar year. The report will be reviewed and finalized for the SJRWMD.
- Cross Connection Control Program: The City's contractor performed the first round of backflow testing for commercial accounts that had not submitted passing results and were past due for compliance. The goal of the Utility is 100 percent compliance for all devices.

**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, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, and 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 Insurance Program Committee and Claims Committee Meeting on August 13, 2015
- Staff attended and provided support for August 14, 2015, Pension Boards Meeting
- Agenda packet preparation, creation and distribution for August 18, 2015, City Commission Meeting

Status of Department Projects

- Municode republication of *Code of Ordinances*
  - Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal Department.