

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 21, 2015

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- General discussion meetings with Economic Development Director, HR Director and Fire Chief
- QLB meeting packet
- Chamber of Commerce Lunch and Learn speaking engagement presentation

Spoke to, attended and/or met with:

- Individual discussions/meetings with commission on agenda review and Airport Master Plan update
- Rotary Board meeting
- City Commission meeting
- US1 Coalition meeting
- Phone call with Alan Mond, MuniRent, regarding heavy equipment sharing between governments.

**Community Development**

**Planning**

- The Department has completed the first draft of the Bike Plan for internal review and comment. This plan is needed in order to get higher priority on bike path grants. This is one of the City Commission's priorities under Quality of Life as outlined in the 2015 Strategic Planning Report.
- The Department has completed for now the interviewing for the Plans Examiner, Chief Building Inspector and a Permit Technician. Roxanne Deknatel, a professional architect, will be starting work on August 24<sup>th</sup> as Plans Examiner. Rick Elkins will start work after Labor Day as Chief Building Inspector. Nikki Shearer has accepted the position of Permit Technician and will report to work shortly after Labor Day also. The Building Official and Planning Director are currently reviewing applications for the recently vacated Building Inspector. We will be terminating our Third Party Private Provider Agreement once the vacated Chief Building Inspector and Building Inspector positions are filled.
- The Department is beginning to receive plans through the Project Dox ePlan system. VCARD, the Volusia County Building Association and a number of design professionals have been contacted through email. Effective October 1, 2015, all building and site plan submittals will be required to be submitted using the ePlan system. No paper submittals shall be accepted for projects requiring a design professional seal, signature or certification. **Homeowners are exempt from this requirement.** Staff has received overwhelming support from those they had contacted. (Please see the flyer on the back cover of this week's issue of the Weekly Review.)
- The Planning Director, Assistant City Manager, Assistant City Attorney, Chief Building Official and NID Manager met with the owner of 11 Carmel Terrace. Another notice was handed to him giving him 30 days to repair or demolish the home, if not, the City would have the home demolished. Mr. Fraser indicated he would prefer to get quotes for demolition and demolish the structure and remove the pool prior to the 30 day notice expiration date.

#### Building Inspections, Permitting & Licensing

- 242 inspections performed.
- 5 business tax receipts issued.
- 95 permits issued with a valuation of \$1,111,384.00

**NOTE:** Private provider inspection services conducted 82 inspections of the 239 inspections performed. Private provider inspections are expected to increase next week due to a Building Inspector leaving this week for a job with the City of Daytona.

#### Development Services

- The following SPRC activities occurred this week:
  1. Huntington Villas pre-construction meeting with applicant and Flagler County staff.
  2. Gardens of Addison Discussion
  3. Perrine Produce
  4. Environmental Discovery Center pre-construction meeting.

#### 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 Holdings 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 has prepared a Growth Assistance Program Agreement for the 5-year reimbursement of property taxes projected to be paid by Concentrated Aloe as part of the construction of a 40,000 square foot manufacturing facility on Lot 2 at the Airport Business Park. The Agreement is scheduled to be reviewed at the September 9 City Commission meeting. The City's Site Plan Review Committee has reviewed the conceptual site plan of the construction of the building. Staff is waiting on the submittal of the architectural plans.

##### 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.
- Staff met with the owners of a produce company who are considering opening a retail store in Ormond Beach.
- CVS is expected to begin construction of their new store in January 2016, which is located at the corner of North Nova Road and West Granada Boulevard. The former Texaco gas station and the adjacent Burger King structures occupying the parcels will be demolished.

#### Airport Operation and Development

- Preparations have been completed for the next Airport Master Plan Update public meeting, scheduled for August 24<sup>th</sup>. The meeting will be held in the City Commission Chambers from 6:00 p.m. until 8:00 p.m. The purpose of the meeting is to provide further information to all interested parties about the ongoing master plan update study for the airport. All residents, members of the business community,

civic organizations, airport tenants and users are encouraged to participate and provide suggestions and ideas in support of this important study.

- Wolen, LLC is expected to complete the remaining elements of the Air Traffic Control Tower Systems Upgrade project by August 28<sup>th</sup>.
- Staff met with staff from the City's Leisure Services Department to further explore hosting a radio controlled aircraft and Unmanned Aerial Vehicle event, possibly at the airport. This community event will feature displays and demonstrations of radio controlled (R/C) aircraft and unmanned aerial vehicles (UAVs), as well as aviation and aerospace educational materials. The Civil Air Patrol, Embry-Riddle Aeronautical University, and the Ormond Beach R/C club are expected to participate in this event, which will be open to the public.
- National Aviation Day was celebrated this week on Wednesday, August 19<sup>th</sup>. National Aviation Day was established in 1939 by President Franklin Delano Roosevelt to celebrate the history and advancement of aviation on the birthday of Orville Wright who, together with his brother Wilbur, made momentous contributions to the genesis of the American aviation industry.
- The Ormond Beach Civil Air Patrol (CAP) Cadet Color Guard Team won First Place Overall at the CAP Florida Wing Cadet Competition last weekend. The Ormond Beach cadets competed with six other teams from across the state over the course of two days at Patrick Air Force Base. The team will next represent the entire Florida Wing at the Southeast Region competition this fall.
- Congressman Ron DeSantis and two members of his staff visited the airport on Wednesday, August 19<sup>th</sup>. The Congressman met with Mayor Kelley and City staff to review recently completed airport projects and discussed both current and future projects. The Congressman toured the airport and was able to see the results of the Taxiway Alpha project completed in 2013. The Congressman also visited the air traffic control tower, where he was able to witness air traffic operations and review the ongoing control tower upgrade project. An invitation was extended to the Congressman to return during the upcoming construction phase of the Taxiway G project, for which primarily funding has recently been allocated by the FAA.

### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Finalization of the operating budget for fiscal year 2015/16.
- Completed Projects - Weekly
  - Processed 41 Journal Entry Batches (#4806 - 4910).
  - Approved 21 Purchase Requisitions totaling \$1,300,032.79.
  - Issued 20 Purchase Orders totaling \$142,769.72.
  - Processed 4,120 cash receipts totaling \$403,369.85.
  - Prepared 128 Accounts Payable checks totaling \$341,432.85 and 46 Accounts Payable EFT payments totaling \$772,783.90.
  - Prepared 33 Payroll checks totaling \$25,313.89 and 335 Direct Deposits totaling \$394,762.41.
  - Transferred IRS 941 payment of \$151,292.62.
  - Processed and issued 6,109 utility bills with billed consumption of water of 40,176k.
  - Processed 1,589 utility bill payments through ACH totaling \$103,098.79.
  - Issued 762 past due notices on utility accounts.
  - Auto-called 109 utility customers regarding receipt of a past due notice.

### **Grants/PIO**

- Public Information
  - Press Releases
    - Open Gym (8/21)
    - Florida Licensing on Wheels (8/25)
    - Movies on the Halifax ("Annie" 9/4)
- 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.
  - Requested/received print quotes for the State of the City brochure. Set up meeting with vendor for this project.
  - Emailed invitations to Volusia County Council and Volusia ECHO Committee members for the Environmental Learning Center ground breaking ceremony and asked if any wished to speak.
- 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.
    - Provided updated information for the FY 15-16 VOCA Grant which has been approved for \$45,049.
    - Completed acceptance packet for the Justice Assistance Grant (JAG) Federal Solicitation 2015 for \$11,925.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 3
  - Fire Alarms: 3
  - Hazardous: 6
  - EMS: 79
  - Motor Vehicle Accidents: 8
  - Public Assists: 58
  - TOTAL CALLS: 157
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- Aid provided to other agencies: 12 Calls: Daytona Beach (3), Holly Hill (1), Volusia County (8)
  - Total staff hours provided to other agencies: 7
  - # of overlapping calls: 33
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
  - Total EMS patients treated: 60

#### **Training Hours**

- NFPA 1001: Firefighting 11
- NFPA 1002: Driving 12
- NFPA 1021: Officer 27
- NFPA 1500: Safety/Equipment 60
- NFPA 1620: Preplanning 29
- EMT/Paramedic 30
- TOTAL TRAINING HOURS: 169

#### **Station Activities**

- Updated 42 pre-fire plans
- Conducted 7 fire inspections

### Significant Incidents

- 8/10/15, 1:10 PM: 1870 W. Granada Blvd. – Motor Vehicle Accident – Responded to a single motorcycle accident – rider did a wheelie and flipped off back of bike – a firefighter assisted EVAC with patient care during transport.
- 8/11/15, 3:05 PM: The Beach at Milsap Rd. Approach – Emergency Medical Call – Swimmer found unresponsive in water – resuscitation performed due to near drowning – a firefighter paramedic 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; on the Volusia SHRM web site; on craigslist.org; among 500 LinkedIn users; among local city & govt. HR reps; and will remain open until filled.
- Building Inspector (Planning) was advertised 8-19-15 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 filled.
- Maintenance Worker II – Wastewater (Public Works) was advertised 8-5-15 on the City web site and internally 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).
- PT Community Events Technician (Leisure Services) was advertised 8-4-15 on the City web site and internally and will remain open until filled.
- 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.

##### Applications Under Review

- Maintenance Worker II – Building Maintenance (Leisure Services).
- PT Special Event Technician at Casements (Leisure Services).

##### Interviews Scheduled

- Part Time Account Clerk II (Finance). Interviews held the week of 8-17-15.
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works). Interviews held 8-19-15.
- Firefighter/EMT (Fire Department). Interviews held 8-26-15.

##### 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.
- Chief Building Inspector (Planning & Building). A candidate was selected and began pre-employment processing.
- Permit Technician (Planning). A candidate was selected and began pre-employment processing.

##### Terminations/Resignations/Retirements

- Police Sergeant (Police) – effective 8-31-15
- Building Inspector (Planning/Building) – effective 8-18-15
- Maintenance Worker II (Athletic Fields) – effective 9-30-15

City Events/Employee Relations Update

- Three presentations on the new ICMA Roth IRA were held on 8-17-15 and were very well received by the employees.
- Ruth Marquez with Nationwide Retirement Solutions will be here on 8-27-15.

Risk Management Projects

- Attended Fire Department Safety Committee meeting.
- Researched federal drug testing changes.

**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: - 13 New work - 34 completed - 27 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	27,710	Inbound E-Mails Blocked	13,229
Delivered Inbound E-Mails	14,186	Quarantined Messages	295
Percentage Good Email	51.2%	Virus E-Mails Blocked	526

- Notable Events:
  - Naviline upgrade to 9.1.15.2, necessary to track certain new ACA Healthcare reporting. This undertaking required numerous updates of the IBM iSeries mainframe along with a full upgrade of all of the Sungard Naviline applications. IT staff worked most of the weekend to accomplish the upgrade and have the system ready for use by the start of business Monday morning.
  - IT Manager presented at the FLC Annual Conference in Orlando as part of panel discussion on the subject of Technology Challenges for Small Cities.

• Geographical Information Systems (GIS)

- Addressing Additions: 4 Changes: 2 Corrections: 0
- Map/Information Requests: 31
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Meters GPS Located this week: 19: Total in system = 23,045; 22,380 potable, 654 Irrigation, 11 Effluent
- Notable Events: Updated Hydrant Inspection Map Series.

**Leisure Services**

• Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager's Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits

- Met with representative from PDA Soccer
- City Commission Meeting
- Dog Park Discussion
  
- 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 and Tuesday 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 continued their fall training this week Monday through Friday on Fields 1, 4, 9, and 10 on the soccer fields at the Sports Complex.
  - Lady Renegades held their makeup tryouts on Tuesday on the Softball Quad at the Sports Complex.
  - Pop Warner Football held practices on Coed Field 7 at the Sports Complex, as well as Nova Field 1, on Wednesday and Thursday evening due to Orientation at Ormond Middle School.
  
- 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
  - Dragged infield clay daily for practices
  - Swept out Maintenance Building
  - Checked all lights at Nova and Sports Complex for bulb replacement
  - Had guardrails, walkways and jersey walls, as well as dirt piles, moved at Wendelstedt facility
  - Set up soccer goals on Fields 1, 4, 9, and 10 for competitive soccer practices
  - Had training session on painting soccer fields for new part-time employees
  - Painted soccer fields 1 and 4 for this weekend's competitive games
  - Added benches and toters to multi-purpose fields 11 and 12 for OB Pride Football
  
- 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.
    - Wednesday: Follies held regular classes.
    - Thursday: Kopy Kats held regular classes.
  - The Performing Arts Center is working on the following summer maintenance projects: back stage concrete floors painted; maintenance of front of house lighting instruments.
  
- South Ormond Neighborhood Center
  - Splash Pad open 10am to dusk
  - Open park and playground sunrise to 11pm daily
  - Fitness room Center hours

- Open gym Center hours
- Continued cleaning, organizing and storage of supplies from summer camp
- Family Nutrition Program Tuesday 5:30pm-7pm
- Two pavilion rentals Saturday
  
- Community Events
  - Office work and follow up of tasks for all August scheduled events
  - Weekly administrative tasks, office work, meetings and activities
  - Follow up of plans/budget for October 3<sup>rd</sup> Loop event
  - Continued preparing for “Reel in the Fun” fishing tournament scheduled for Saturday, September 12<sup>th</sup>
  - Assisted in the planning of 2015 Senior Games tasks
  - Walk through event area for Environmental Discovery Center Ground Breaking Ceremony
  
- Gymnastics
  - August session in progress
  - AAU Junior Olympics team recognition at City Commission meeting on Tuesday
  - Trial classes are being offered to attract potential students
  - Open Gym Friday, August 21 and August 28, 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, pickleball, ping pong, the game room and the exercise room.
  - Adult Jazzercise continues to meet at various times throughout the week.
  
- The Casements
  - The Herb Society met at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
  - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00 a.m. to noon.
  - A wedding was held at The Casements on Monday from 4:00 p.m. to 8:00 p.m.
  - Pilates classes resumed this week Monday through Friday.
  - Zumba class met on Monday at 11:00 a.m. and Yoga class met on Tuesday at 10:00 a.m.
  - Guild summer tour hours continued this week.
  - The Casements Guild Crafters met this week on Thursday from 12:00 p.m. to 3:30 p.m.
  - My Big Fat Greek Cooking Class met at The Casements on Thursday from 4:00 p.m. to 8:00 p.m.
  - The parking lots at Bailey Riverbridge Gardens and Ormond Memorial Gardens will be closed Friday, August 21<sup>st</sup> and Saturday, August 22<sup>nd</sup> for sealing and painting. Both will reopen on Sunday, August 23<sup>rd</sup>.
  
- Parks Maintenance
  - Clean up/pick up bench run over by vehicle at Votran bus stop
  - Form sidewalk path at Bailey Riverbridge
  - Set coquina rocks and plaques at Bailey Riverbridge, Cassen Park and Fortunato Park
  - 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
  - Weekly inspection of DOT and facility lighting at various City locations
  - Weekly lighting inspection of Airfield Runways, Taxiways and signage

- A/C maintenance at various City facilities
- Assisted contractor with exhaust fan repair at WTP
- Repaired the gate photo eye at Fleet
- Cut keys for control box at WW Utilities
- Programmed gate transmitters for PD
- Obtained floor plan for the Ormond Memorial Art Museum
- Installed metal work table at the Skate Park
- Replaced stairway lights at City Hall
- Replaced bathroom door knob at Andy Romano Park
- Replaced fan switch in HR
- Installed air compressor line for Streets
- Fixed break room door at City Hall
- Removed a work bench from Fleet
- Replaced refrigerator at the Skate Park
- Met various contractors for maintenance projects
- Replaced shower spigot at SONC
- Repaired the men's toilet at Cassen Park
- Checked splash pad for no water at SONC

### **Police Department**

#### Administrative Services

- Staff attended the quarterly Citizen Law Enforcement Advisory Board Meeting.

#### Community Outreach

- Youth Directors Council (YDC): Six members of the YDC met on August 17 to discuss their next community service project.
- OBPAL Afterschool Educational Programs: Afterschool educational programs will begin the end of September. Final schedules for the programs will be determined after the start of school to best confirm testing and special event dates at individual schools.

#### Community Services & Animal Control

- Animal call responded to: 55
- Animal Reports: 8
- Animal Bites: 3
- Animals to Halifax Humane: 9
  - Dogs: 1 Cats: 7 Injured Wildlife: 1
- Reclaimed dog: 1
- Trap Neuter Release: 2
- Wildlife to rehabber: 3

#### Criminal Investigations

- Cases Assigned: 17
- Cases Exceptionally Cleared: 4
- Inactive: 5
- Fraud: 7
- Burglary Residential: 2
- Larceny Car break: 1
- Grand Theft: 3
- Auto Theft: 2
- Sex Offense/Rape: 1

Records

- Walk - Ins / Window 82
- Phone Calls 79
- Arrest / NTA'S 19
- Citations Issued 66
- Citations Entered 70
- Reports Generated 130
- Reports Entered 107
- Mail / Faxes / Request 14

Patrol

- Total Calls 1,436
- Total Traffic Stops 147

Operations

Crime Opportunity Report Forms Issued: 97

- 8/13/15
  - Narcotics Arrest, 3 North Yonge Street. Officer stopped a vehicle for a traffic violation at which time the smell of burnt marijuana emitting from the vehicle was noted. The driver gave consent to search and then admitted to having a small amount of marijuana in the car. He was issued a Notice to Appear for possession under 20 grams and released.
- 8/14/15
  - Trespassing, 607 South Yonge Street. An adult male transient was placed under arrest for trespassing after warning.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). An adult male suspect was issued a Notice to Appear for retail theft after he attempted to steal clothing and school supplies.
- 8/15/15
  - Driving Under the Influence-Hit and Run Accident with injuries, Division Avenue and South Yonge Street. An accident with injuries occurred in the middle of the intersection. The at-fault vehicle was occupied by a driver and two passengers who all fled the scene on foot following the crash. A perimeter was quickly established and two of the subjects were apprehended. An eyewitness positively identified one of the suspects as the driver of the vehicle at the time of the crash. The driver was placed under arrest for leaving the scene of an accident with injuries, driving under the influence and driving on a suspended license (felony offense as the suspect had 3 prior DUI convictions).
- 8/16/15
  - Trespassing, 1421 West Granada Boulevard (Wal-Mart). Customer Service Manager reported a panhandler/transient was on the property causing a disturbance and refusing to leave. Officers arrived and the suspect repeatedly refused to leave after being told he had been trespassed from the property and was required to leave same. The suspect was taken into custody for trespassing after warning.
  - Shoplifting, 530 South Atlantic Avenue (Circle K). The clerk reported that an unknown suspect (male) took beer and left the store without paying for same. A search of the area located the suspect who was positively identified by the store clerk and in-store surveillance video. The suspect was taken into custody for retail theft.
  - Battery Law Enforcement Officer, North Halifax Drive/Banyon Drive. Units responded to a report of a suspicious person standing in the middle of North Halifax Drive. The subject was contacted by officers at North Halifax Drive and St. Marks Circle in the middle of the road. He appeared to be under the influence, was extremely irrational and kept screaming "die, die, die" and "synthetic, synthetic". He attempted to flee three times but was stopped by officers each time. The suspect was taken into protective custody and placed in a patrol vehicle at which point he spit in an officers face. The suspect was at that time placed under arrest for battery on a law enforcement officer.

- Carbreak, 3 North Yonge Street (Sonoco). The victim noticed his cell phone missing from his vehicle while he was in the store. The victim did not observe anyone enter his vehicle.
- 8/17/15
  - Stolen Vehicle, 1412 Oak Forest Drive. Victim allowed a female companion to borrow his vehicle which she failed to return. When the victim sent her a text message inquiring about his car, the suspect sent him a return text indicating her intent not to return his vehicle to him.
  - Trespass Arrest, 235 East Granada Boulevard (Granada Plaza). An adult male transient was contracted by officers for panhandling and harassing patrons in the plaza. An officer issued a trespass warning to him, but the subject continued to cause a disturbance and pick out used cigarette butts from plaza ashtrays and refused to leave as instructed. He was subsequently arrested for trespassing after warning. .
  - Felony Battery Domestic Violence Arrest, 95-B Rockefeller Drive. Pregnant victim was battered by her fiancé during an argument. The suspect allegedly shoved the victim into a door, forcing her to trip over a dog dish and cut her foot. Victim had other injuries consistent with a physical confrontation as well. The suspect fled the scene prior to officer's arrival on scene. He was arrested a short time later when he returned to the residence thinking officers had left the area.
  - Shoplifting Arrest/Warrant Arrest/VOP Arrest, 1521 West Granada Boulevard (Wal-Mart). Adult male suspect attempted to steal several items of merchandise and was caught and detained by loss prevention personnel. The suspect was also found to have an open arrest warrant for violation of probation reference trafficking in stolen property. He was subsequently charged with retail theft, being a fugitive and violation of his probation.
  - Shoplifting Arrest/Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Adult female was detained by loss prevention personnel while attempting to leave the store without paying for merchandise. The suspect was also found to have edible cannabis candy and a cannabis pipe in her possession. She was charged with retail theft and possession of marijuana under 20 grams and possession of paraphernalia and issued a Notice to Appear. She was released from the scene and trespassed from the property.
  - Burglary – Residence, 4 Lions Head Drive. Victim reported her residence was burglarized sometime over the past weekend. Several items of jewelry were reported missing.
- 8/18/15
  - Strong Arm Robbery, 5 South Yonge Street (Texaco). An unknown suspect entered the store and asked the clerk for gas, indicating she did not have any money to pay for same. When denied free gas by the clerk, the suspect followed a customer out of the store and into the parking lot and beat him down to the pavement, taking his wallet. She then fled in a dark colored passenger car. It was later discovered that she used the victim's credit card shortly afterwards at a gas station in Holly Hill.
  - Aggravated Assault with a Firearm, 402 Collins Street. Victim reported her landlord put all of her belongings outside and refused to allow her back inside. Officers confirmed that the victim was a lawful resident at that location. Landlord was advised they would have to legally evict the victim and would have to allow her back into her rental unit until the eviction process had been completed. At that time the landlord advised she had a "22" if the victim attempted to reenter the property though no firearm was observed by officers. The landlord was warned of taking any action against the victim, especially while in possession of a firearm. The victim was advised that she could reenter her residence and was warned/made aware of the statements made by the landlord. Officers left the residence and were almost immediately called back regarding a report of a disturbance. The victim had broken out the rear sliding door of her residence and entered same at which time the landlord pointed a brown rifle at her and yelled "I'm going to shoot you." The victim ran from the residence in fear for her life. Officers surrounded the house and called the landlord and other occupants out. After several announcements, the landlord finally walked out to officers. The rifle used by the landlord to threaten the victim was located in a bedroom. The landlord was subsequently arrested for aggravated assault with a firearm.
  - Strong Arm Robbery/Dating Violence, 7-11, 201 South Nova Road. The store clerk reported observing a male and female arguing in the parking lot. Contact was made with a female who advised her boyfriend shoved her to the ground because he wanted her debit card. The victim

refused to give him her card at which time he grabbed the victim, physically restrained her and forcibly took her wallet from her. The boyfriend then threw the victim to the ground, removed her debit card from her wallet and left the area. The boyfriend then withdrew \$75 from the victim's bank account. Officers conducted a traffic stop on the boyfriend's vehicle in the parking lot of 125 Interchange Boulevard at which time he was taken into custody. During a search of the suspect's vehicle following his arrest a Schedule II Dilaudid pill was located. The suspect was also charged with possession of a controlled substance without a prescription.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 31
  - Number of DUI Arrests: 1
  - Number of Uniform Traffic Citations Issued: 43
  - Number of Written Warnings Issued: 6
  - Number of Parking Citations Issued: 2
  
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 10
  - Number of Crashes with Injuries: 3
  - Number of Crashes with Serious Bodily Injuries: 0
  - Number of Crashes with Fatal Injuries: 0
  - Crash Investigation General Information:
    - 15-08-00260 Leaving the scene with injury and DUI. Southbound speeding vehicle on South Yonge Street ran red light at Division Avenue. Vehicle crashed into another vehicle traveling west on Division Avenue Three occupants of at fault vehicle fled from the scene. Driver was apprehended behind Ethan Allen and one passenger was caught behind the Cat Care clinic. Driver was charged with leaving the scene with injury and DUI.

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 9 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 11 Cases initiated
- 4 signs have either been removed or sign cases created.
- 15 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and ninety-two (92) 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 – As-built surveys have been submitted for review and completion of project closeout.
- A1A North Peninsula Forcemain Extension (Volusia County project) – Clearance of the new forcemain is on hold until the County and City have concluded financial matters for the transfer of ownership of the main from County to City.
- Sports Complex Restroom Facility Construction – Cross drains were installed along the sidewalk backfill, which is raised above the existing ground elevation to prevent the sidewalk from flooding.
- 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 completed this week.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Lining of stormdrain was completed on Woodridge Drive and East River Oak Drive for a total of approximately 500 feet of stormdrain pipe. An outfall on Northside Drive was also completed. The manhole accesses were cut-out in the stormdrain lining previously installed along Amsden Road, between North Halifax Drive and Alden Drive, and the liner was TV'ed.
- 2015 Roadway Resurfacing - Minor site cleanup on Kent Drive and Jamestown Drive.
- Bermuda Estates Sidewalk - The sidewalk is 90% complete. Approximately 700 feet of sidewalk was constructed, including four handicap ramps and two modified catch basin tops.
- Ph II 2-Inch Water Main Replacement - Mainland - New water main is being installed along Magnolia Avenue. New water main was installed along 1200 Granada Blvd., which will provide the last missing section of water main to complete the loop along Granada Blvd.
- Ph II 2-Inch Water Main Replacement – North Peninsula – the Contractor is making connections on Ocean Aire Terrace North/South this week. They are also working on replacing water meters on the existing lines on Alamanda Drive and Hibiscus Drive.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The contractor has begun work, with the first work occurring on Jill Allison Circle.

Design Projects:

- City Welcome Sign – Staff submitted responses to the conceptual review comments from the State and is awaiting their response.
- Nova Community Park Trail – The bid documents were approved 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 – Plans were discussed with the Mainstreet Organization Design Committee; the committee's recommended plan is being presented to the full membership at their August 24 meeting.
- Ormond Sports Complex Field 9/10 Lighting – FAA has completed their initial review; design consultant is completing the bid documents for the initially approved portion of the project.
- Environmental Discovery Center – The Work Authorization for construction was approved at the August 18<sup>th</sup> City Commission meeting. Preconstruction meetings will be held and a groundbreaking ceremony is planned for August 28<sup>th</sup>.
- 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 – The bid documents were approved for bidding by the City Commission on August 18<sup>th</sup>.
- 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).
- Storm drainage - Assisted residents with concerns of I95 runoff backflow through a culvert along Pineland Trail. Staff performed a site survey of the culvert crossing on Pineland Trail and I-95, which indicated that the I-95 culvert was higher and therefore would allow stormwater runoff to backflow and pond up before draining out. To prevent this, staff will be installing a flap gate on the Pineland Trail culvert.
- Performed on-site Engineering Final Inspection of the SWMP at 831 North Beach Street, per builder's request.
- On-site visit to 330 Riverside Drive to review proposed SWMP.
- Researched and located old documents and drawings for the Ormond Shores Drive off-beach parking, per request.
- Located and field marked the property corners of 76/80 Division Avenue, per Neighborhood Improvement Division request.
- Updated the McCoy proposed Sidewalk Easement, per Project Manager's request.
- Located and created PDF drawings for several As-Built pages of the Waste Water Treatment Plant, per Utilities Division request.

- Environment Management

Street Maintenance

Asphalt / Concrete

- Removed hazardous sidewalk and formed new on Spring Meadows Dr
- Replaced damaged section of sidewalk on Marvin Rd

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
- Cleaned up fallen tree on Oak Ave
- Trimming on Brookwood Ct, Mayfield Ter, Greenwood Ave
- Removed tree on Pine Valley Cir

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
- Cleared sand from sidewalk on S A1A, North of Seminole Ave on A1A
- Trimming DOT ROW on Nova Rd and State roads, A1A
- Trimming ROW for sidewalk on Palmetto Ave between Benjamin Dr and Ponce De Leon Dr, Highland Ave – from Beach St to US1
- Assisted Concrete crew on Spring Meadows Dr

Sign Shop

- Citywide Locations, checked for signs that might need attention

- Fabricated various signs & decals for upcoming jobs
- Installed two new residential speed limit signs on Banyan Dr

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
- Ditch maintenance on Pineland Trl

Vactor

- Ditch & pipe cleaning on Pineland Trl

Mowing

- Reachout Mower – FDOT ponds, SR40
- Bush Hog – SR40
- Slope Mower – Bennett Ln, SR40

Street Sweeping/Streetsweeper

- 1080 miles of road cleaned (5 days)
- 21 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
20,642

PM Services completed for the week:

Emergency—Vehicles and Equipment  
16

Non-Emergency Vehicles and Equipment  
17

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 3,300 gallons of unleaded and 10,214 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,245 gallons of unleaded and 715 gallons of diesel.
- Fleet completed 62 work orders this week.

- Utilities

Projects Summary

- Division Avenue Well Field Raw Water Piping – Contractor submitted a deduction of \$945 for 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 was submitted to the contractor for a proposal. The contractor submitted a proposed cost of \$2,212.88 to perform the work.
- Fire Hydrant Replacement Program – A preconstruction meeting was held on 8/20/15. A Notice to Proceed date was established for Sept. 8, 2015.
- Hunters Ridge Low Pressure FM Upgrade – Incorporating review comments into the plans. A topographical survey is needed to add new 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. A signed FDEP permit application was sent to the consultant for use and submittal to regulatory agency.
- 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 to support replacement of the impellers on influent pumps 1 & 2. Specifications for replacing the sodium hypochlorite storage tanks are being revised to include installation activities.
- 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 – Awaiting receipt of pumping equipment prior to beginning work on lift station. Electrical conductor feeds are being installed for pump upgrades.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) is presently performing storm sewer rehabilitation. Sanitary sewer system lining activity will commence afterwards.
- Storage Tank Repairs and Maintenance – Engineering Summary Report was received by staff. Staff is reviewing the report findings. 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 – Reviewed revised plans. Huntington Village – Reviewed revised plans and easement descriptions. 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 – Reviewed as-built drawings. Pump station start up attended last week. The pump station disconnect needs to be revised.
- Attended Florida Rural Water Association conference.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered to the City 32.12 million gallons for the week ending August 14, 2015 (4.59 MGD)
  - Backwashed 9 filters for a total of 358,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 29.35 Million Gallons.
  - Produced 29.35 Million Gallons of Reuse.
  - Produced 0.0 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.19 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 162.33 (14%-18% Solids).
- Water Distribution
  - Exchanged 6 water meters per Finance Department work orders.
  - Responded to or repaired 18 water service leaks.
  - Installed 2 new residential customer water services and meters
  - Replaced or repaired 12 water meter boxes.
  - Replaced 6 water services due to aged piping.
  - Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.

- Pressure tested 4 city owned backflow prevention devices serving facilities.
- Continued maintenance of fire hydrants within the city limits, 11 fire hydrants maintained in The Trails Subdivision.
- 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 Mainland 2" water main replacement program. 16 valves located and exercised.
- Performed flushing activities on Alamanda Dr, Hibiscus Dr, Tropical Dr and Sunny Shore Dr prior to new water service/main connections associated with the 2" water main replacement program.
- Assist and instruct contractor with water service connections on Alamanda Dr and Hibiscus Dr.
- Relocated a water service due to a driveway widening per customer request on Rain Tree Lane.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 92 regular and 1 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
  - Crews responded to one trouble call Breakaway/Hunters Ridge PEP System service area and two in town.
  - Televised 3, cleaned 9 and root controlled 16 sewer laterals.
  - Assisted water crews with vac-con on service repair at 25 Arrowhead Cir.
  - Installed new pump at 700 Hull Rd. ball field concession/ bathroom.
  - Rehab PEP System at 8 Creek View Way.
  - Courteaux Electric Inc. installed pep tank control panel at 21 Shadow Creek Way for homeowner.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 0 psi, Ocean Mist Hotel @ 0 psi, Ormond Mall @ 0 psi.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 30/30 psi. Foxhunters Flat (2 inch) 26/10 psi & Shadow Creek Blvd. (4 inch) 0/0 psi.
- Utilities Maintenance
  - Wastewater Plant – Lift Stations
    - RAS Pump #2 – pump seal cooling water pressure gauge inoperable, replace with new inventory.
    - Influent Odor Control, noisy operation, replaced belts with new inventory, greased motor and drive mechanism, OK.
    - Saddlers Run, provide support as needed to subcontractor electrician to begin prep work towards new electrical service for station refurbishment.
    - Poly Blend Unit #1, after hour call by Operator, Pulsa Feeder pump inoperable, replaced with new inventory, ok.
    - Sand Filter #3, replaced leaking hoses throughout rail car, ok.
    - Acetic Acid Station, repair leaking wash down line, ok.
    - PEP Tanks, 24 Laurel Oaks, 12 Clydesdale Tymber Crossing, installed new control panel and run new wire, ok.
    - Main Plant Generator, would not shut off after cool down period, manually shut unit down, problem appears to be non-functioning relay in automatic transfer switch, confirmed by SquareD tech visit, relay on order, provided protocol to operations until repairs are made, will keep updated.
    - Influent Room – deragged pumps weekly.
    - WIN911 monitor/response: 11M - power failure, FPL power out, contacted FPL for power restoration, checked neighboring stations (Tomoka Meadows-Shadow Lakes) for possible failures as they showed self acknowledged text messages, used generator to power station, power restored without incident, ok; Towne Square, San Marco, The Crowne, Spring Meadows, Aberdeen, #1, #2, #3, #4, #5, Chelsea Place, #1, #2; phase voltage, FPL power failure, power restored without incident all areas except Towne Square, ran station on generator until power restored approx. 4 hrs, ok.
    - SCADA monitor/response: 7M1, 8P – high starts, clean probe, ok; 7P – high starts, clean check valves, will monitor; 2M – uneven run hours, clear blockage at check valve, ok; Halifax Medical

Center – no starts pump #1, found possible bad overloads at starter, turned over to electrician for repairs as needed, ok.

- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.
- Monthly PM's: Swing Zone Blowers, #1, #2; Carrousel Surface Aerators, #1N, #2N, #1S, #2S; Sand Filters, #1, #2, #3.
- Annual PM's: Clarifier #1; Fermentation Submersible Mixer #3.
- Lift Station PM's: 26 monthly and 4 annual performed.
- Plant wide oil & grease route.
- 92 work orders completed and closed for this section for this week.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Shadow Crossing Reuse, made level and control adjustments as needed.
- Reuse high service pump no.3, repaired cooling line leak, removed air release valve, rebuild kit ordered - will replace upon parts receipt.
- Granada Booster station, add pressure gauge after Bermad valve.
- Lime Slaker 1, feed belt not operating, defective pressure gauge and air in lines, replaced gauge and purged lines, ok.
- Bird Centrifuge, clear blocked water line, ok.
- Standish Booster, replace defective 2 inch gate on air release valve, ok.
- Clari-cones, replace Rosemont level transducer, ok.
- Well 26H, not responding, overload tripped, reset and inspect, ok.
- Weekly PM's: Claricones 1, 2.
- Monthly PM's: all Booster pumping stations; Bird Centrifuge; Sulfuric Storage Tanks.

#### Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation – Samples were collected at strategic lift stations 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 with legal to insure 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 additional 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. The report was submitted to the SJRWMD.
- Cross Connection Control Program: Staff is attending a workshop by the FDEP Central District concerning CCC and the changes in the program. Staff also continues to correspond with backflow testers and commercial water accounts concerning their BF device compliance.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for August 18, 2015, City Commission Meeting
- Agenda packet preparation for September 9, 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.