

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 28, 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 City Attorney, IT Manager, HR Director, Finance Director, and Planning Director
- Staff meeting with senior staff
- Planning for Erika with emergency operations staff

Spoke to, attended and/or met with:

- Board meetings for Rotary, United Way, Team Volusia and Chamber of Commerce
- Airport Master Plan public meeting
- Assistant City Manager, Environmental Systems Manager and Waste Pro representatives, service delivery discussion
- Participated on interview panel, interviewed candidates for the United Way President position
- City/County Managers' meeting
- Assistant City Manager, City Attorney, Deputy City Attorney, Planning Director, Jim Cooksey, and Bill Dodson, discussed application process and concept for a floating restaurant on the river.
- Speaking engagement for Chamber of Commerce – Lunch and Learn – reviewed the City of Ormond Beach FY 2015-2016 proposed budget.
- Groundbreaking for Environmental Discovery Center

Community Development

Planning

- The Planning Director along with City Administration staff met with Jim Cooksey and Bill Dodson regarding privately owned submerged land beside Cassen Park and the potential development of a restaurant on piers. Access across city land is required for customers to access the restaurant.
- A meeting of those involved in the Itinerant Vending Permit process met to discuss process, procedures and answers to frequently asked questions regarding inspections in the field.
- The Planning Director met with Michael Slick who is representing an investor who purchased a two unit house. The new owner requested a Non-conforming Determination after NID issued a violation letter regarding the second unit. The determination was that the second unit was not legally permitted. No due diligence inquiry of the Department was made by the new owner.
- The Planning Director and Senior Planner met with Glen Storch who is representing 175 West Granada Boulevard regarding signs. The Green Bank was denied a permit for three separate wall signs on the front elevation facing Granada. By code, one wall sign is permitted on each elevation facing a public road.

Building Inspections, Permitting & Licensing

- 295 inspections performed.
- 2 business tax receipts issued.
- 116 permits issued with a valuation of \$1,274,278.00

NOTE: Private Provider inspection services conducted 163 inspections of the 295 inspections performed. Private Provider inspections are expected to increase next week due to a Building Inspector leaving this week for a job with Daytona.

Development Services

- The following SPRC activities occurred this week:
 - Window World, 2nd review.
 - Huntington Green, utility only
 - Gardens at Addison
 - Project Dox meeting with design professionals & contractors
 - Pre-application meeting on property just east of 1 South Old Kings Road

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.
- Staff attended the bi-monthly economic development practitioners meeting at Team Volusia. A review was conducted of economic development incentive used by communities in Volusia County.

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 met with staff to discuss 2 available properties in Ormond Beach and possible economic development incentives associated with the relocation of the manufacturing operation to the city.
- Staff met with the owners of a produce company who are considering opening a retail store in Ormond Beach.

Airport Operation and Development

- The second public meeting for the Airport Master Plan Update Project was held on Monday, August 24th. Approximately fifty individuals attended the meeting. Comments received as a result of this meeting will be incorporated into the next draft of the master plan update report. A workshop is scheduled with the City Commission on October 6 to present the draft master plan report.
- Wolen, LLC completed their portion of the Air Traffic Control Tower Systems Upgrade project this week. The project consultant, AVCON, will conduct a final inspection of the work next week. The only remaining project element is the installation of a new backup power generator. The FAA may

also install upgrades to their systems at the tower, which will work in concert with the new components installed by Wolen, LLC.

- The Airport Manager met with Leisure Services and Risk Management staff to further explore hosting a radio controlled aircraft and Unmanned Aerial Vehicle event at the airport. This proposed 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.
- Staff participated in a Comprehensive Review Team (CRT) meeting for the Florida Aviation System Plan (FASP) Update Project on August 20th, at the FDOT District 5 office in Orlando. The FASP includes an analysis of the intermodal aspects of the State transportation system and a strategic planning element which identifies strategic goals and the approaches, measurements and recommendations needed to achieve these goals. The previous update to the system plan also included the development of a statewide aviation database, called the Florida Aviation Database (FAD). The purpose of the CRT is to help update the FASP for currency since the last interim update in 2012.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Finalization of the operating budget for fiscal year 2015/16.
- Completed Projects - Weekly
 - Processed 34 Journal Entry Batches (#4920 - 5013).
 - Approved 26 Purchase Requisitions totaling \$109,121.86.
 - Issued 20 Purchase Orders totaling \$99,059.00.
 - Processed 3,399 cash receipts totaling \$470,618.50.
 - Prepared 93 Accounts Payable checks totaling \$178,582.94 and 24 Accounts Payable EFT payments totaling \$46,368.40.
 - Processed and issued 6,454 utility bills with billed consumption of water of 31,338k.
 - Processed 1,112 utility bill payments through ACH totaling \$120,157.75.
 - Issued 301 past due notices on utility accounts.
 - Auto-called 144 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Open Gym (8/28)
 - Florida Licensing on Wheels (9/1)
 - Civil Air Patrol Cadets Win State Competition
 - 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.
 - Completed Employee Newsletter for September 2015.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
 - Fire Alarms: 7
 - Hazardous: 4
 - EMS: 79
 - Motor Vehicle Accidents: 10
 - Public Assists: 41
 - TOTAL CALLS: 145
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- Aid provided to other agencies: 15 Calls: Daytona Beach (4), Holly Hill (3), Volusia County (8)
 - Total staff hours provided to other agencies: 14
 - # of overlapping calls: 26
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 66

Training Hours

- NFPA 1001: Firefighting 22
- NFPA 1002: Driving 23
- NFPA 1021: Officer 29
- NFPA 1500: Safety/Equipment 27
- NFPA 1620: Preplanning 17
- EMT/Paramedic 21
- TOTAL TRAINING HOURS: 139

Station Activities

- Updated 37 pre-fire plans
- Conducted 3 fire inspections
- Participated in Back to School Summer Fest Day of Fun at Ormond Beach Sports Complex.

Significant Incidents

- 8/23/15, 10:25 AM: W. Granada Blvd. / Tymber Creek Rd. – Motor Vehicle Accident – Provided assistance to Volusia County – one vehicle collided into tree – one person entrapped and roof removed to extricate – two patients transported to hospital.

Human Resources

Staffing Update

Approved/Active Recruitment

- 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.
- 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 Events Technician at Casements (Leisure Services).
- Police Officer (Police Department).

Interviews Scheduled

- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works). Interviews held 8-19-15.

Background/Reference Checks/Job Offers

- Office Manager (Police Department). An internal candidate was selected.
- 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.
- Employee Relations Assistant (Human Resources). A candidate was selected and began pre-employment processing.
- Firefighter/EMT (Fire Department). A candidate was selected and began pre-employment processing.
- Part Time Account Clerk II (Finance). A candidate was selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Police Sergeant (Police) – effective 8-31-15
- Maintenance Worker II (Athletic Fields) – effective 9-30-15
- Office Manager (Police) – effective 9-30-15

City Events/Employee Relations Update

- Open Enrollment meetings have been scheduled for 9-1-15 at 10 am & 2 pm; 9-2-15 at 10 am, 2 pm & 6 pm; and 9-3-15 at 10 am & 2 pm.
- Ruth Marquez with Nationwide Retirement Solutions will be here on 8-27-15.

Risk Management Projects

- Attend Mayor's Health & Fitness Challenge team event planning meeting.
- Attend Wellness Council Executive Board meeting.
- Continue to research DFWP 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: - 9 New work - 36 completed - 20 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	32,679	Inbound E-Mails Blocked	19,023
Delivered Inbound E-Mails	13,350	Quarantined Messages	306
Percentage Good Email	40.9%	Virus E-Mails Blocked	803

- Notable Events: None

- Geographical Information Systems (GIS)
 - Addressing Additions: 6 Changes: 31 Corrections: 2
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS Located this week: 0: Total in system = 23,045; 22,380 potable, 654 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
 - Environmental Discovery Center Groundbreaking
- 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, 14's and 15's continued practice this week on Tuesday, Wednesday and Thursday night at 6pm at the Sports Complex on the Kiwanis Field.
 - Coed Softball games started this week on Monday, Tuesday and Wednesday night at 6:20pm at the Sports Complex on Field 7.
 - Pride Football practices continued this week at the Sports Complex on multi-purpose Fields 11 and 12. Their first home game is next weekend.
 - OBSC competitive soccer continued their fall training this week Monday through Friday on Soccer Fields 1, 4, 9, and 10 at the Sports Complex.
 - Lady Renegades held a scrimmage at the Softball Quad at the Sports Complex on Sunday at 3pm.
 - Pop Warner Football kicked off their game season this Saturday at the Sports Complex on Championship Field 7 starting at 9am.
 - Freedom Sports is back and holding a men's softball tournament on Saturday at the Softball Quad starting at 9am.
 - The City's Flag Football Program had its Skill Assessment Day on Saturday on Softball Field #7 starting at 9am.
 - OBSC is holding its skill assessments for the recreational level on Saturday starting at 9am on the soccer fields.
- 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
- Painted Soccer Fields 1 and #4 for this weekend's competitive games
- Changed out home plates and pitching rubbers at softball and baseball fields
- Added clay to fields in need with low areas
- Blew out dugouts and common areas
- Laid out soccer fields for painting next week
- Painted soccer fields at South Ormond for YMCA
- Replaced windscreen at OBMS north side of tennis court

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
 - Big Band America was held on Thursday from 7:00pm to 9:00pm

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

- 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
 - Family Nutrition Program Tuesday 5:30pm-7pm
 - Pavilion rental Saturday
 - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm

- Community Events
 - Office work and follow up of tasks for all August and September scheduled events
 - Preparing for "Reel in the Fun" fishing tournament scheduled on Saturday, September 12th
 - Weekly administrative tasks, office work, meetings and activities
 - Assisted in the planning of 2015 Senior Games tasks
 - Attended Mayor's Health & Fitness Challenge meeting
 - Weekly administrative tasks, office work, meetings, and activities
 - Set up, worked, and break down of Groundbreaking Event for EDC, Friday, August 28th

- Gymnastics
 - Classes are going well and growing
 - Registration now open for September session
 - August session in progress
 - Trial classes are being offered to attract potential students
 - Open Gym Friday, 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 those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continues to meet at various times throughout the week.

- The Casements
 - A wedding and reception were held at The Casements on Saturday from 4:00 p.m. to 11:00 p.m.
 - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00 a.m. to noon.
 - Pilates classes met Monday through Friday at The Casements.
 - Zumba class met on Monday morning, and Yoga on Tuesday morning at The Casements.
 - Guild tours continued at The Casements with summer tours given Monday through Friday at 1:00 p.m., 2:00 p.m., and 3:00 p.m. Saturday tours were held from 10:00 a.m. to noon.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - Camera Club met at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
 - Throughout the week, the Casements staff prepared the third floor for repainting.

- Parks Maintenance
 - Repaired wooden bridges at Ormond Memorial Gardens
 - Re-secured parking curbs at Riviera Park
 - Replaced wood on park bench at Memorial Gardens
 - Filled low spots and installed drain pipe at the Community Garden
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Posting of park reservations at pavilions

- Building Maintenance
 - 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
 - Met contractor in Building D for motor replacement at Senior Center
 - Reset the smoke detector in the duct work at The Casements
 - Constructed hose bib for hydrant at Building Maintenance Electrical Shop
 - Assisted with #3 RTU replacement at PAC
 - Assisted contractor with door handle repair/replacement at ARBFP
 - Purchased, installed and programmed new t-stat for # 3 RTU at PAC
 - Installed new bollard button for the splash pad at Andy Romano
 - Met contractor for inspection at Fire Station 93
 - Repaired median up lights on Granada Boulevard
 - Repaired men's room faucet at Airport Sports Soccer
 - Replaced the bathroom exhaust fan at Central Park II
 - Painted doors and added kick plates at Skate Park
 - Repaired a water leak at Airport Sports Softball
 - Installed a water cooler at Fortunato Park
 - Installed bench dividers at City Hall
 - Repaired jail door reader at the Police Department
 - Hung signs in the office at the Skate Park
 - Repaired the track light in the Ormond Art Museum
 - Repaired lights in Gymnastics
 - Cleaned splash pad actuators at Andy Romano
 - Repaired phone line at SONC
 - Replaced bathroom exhaust fan at SONC
 - Repaired decorative light in front of Wendy's on Granada Boulevard

Police Department

Administrative Services

- PD staff meeting.
- Recruitment and planning discussion for the next Citizen Police Academy.
- Staff member assisting West Melbourne PD with Sergeant rank promotional process.

Community Outreach

- Coffee with a Cop with 94 adult participants.
- Scheduling of D.A.R.E. classes for Tomoka, Osceola, and Pathways.
- Attended planning for the next "Soda Pop with a Cop" event at Chick-Fil- A

Community Services & Animal Control

- Animal Calls: 40
- Animal Reports: 2
- Animals Adopted: 2
- Animals to Halifax Humane: 6
- Cats 2 Kittens 4
- LCSO Owen assisted in back to school traffic.
- Dangerous Dog case from 806 Riverside Drive is under appeal for County Court .

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 17
- Inactive: 10
- Fraud: 6
- Burglary Residential: 1
- Larceny Car break: 5
- Grand Theft: 5
- Auto Theft: 2
- Recovered Missing Persons: 1
- Robbery: 1

Records

- Walk - Ins / Window 91
- Phone Calls 83
- Arrest / NTA'S 27
- Citations Issued 112
- Citations Entered 175
- Reports Generated 131
- Reports Entered 119
- Mail / Faxes / Request 14

Patrol

- Total Calls 1,485
- Total Traffic Stops 178

Operations

Crime Opportunity Report Forms Issued: 124

- 8/19/15
 - Carbreak, 535 North Nova Road. The victim discovered the driver's window to his car broken out and the interior of the vehicle ransacked. No items were found missing from the vehicle.
 - Carbreak, 132 Highland Avenue. The victim's unlocked vehicle was entered and \$10.00 in cash/loose change stolen.

- Carbreak, 1670 West Granada Boulevard (Racetrac). The victim had been filling her vehicle with gas and when she went to leave discovered that someone had reached into the vehicle through the passenger side window and stole her purse. The purse only contained the key fob for the vehicle.
- Battery domestic violence, 881 North Lindenwood Circle. Victim reported that her boyfriend pushed her out of his vehicle during an argument. A complaint affidavit for domestic/dating violence was completed on the boyfriend.
- 8/20/15
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect was placed under arrest for retail theft, issued a Notice to Appear, was trespassed from the property and released from the scene.
 - Strong Arm Robbery, 1521 West Granada Boulevard. An adult female was confronted by loss prevention personnel for shoplifting store merchandise at which time she attempted to walk away and punched the loss prevention officer several times. Suspect was placed under arrest for strong arm robbery and grand theft.
 - Aggravated Assault, North Tymber Creed Road/West Granada Boulevard. Suspect violated a temporary injunction for protection by intentionally running the protected person (his ex-wife) off the road by ramming into the back of her vehicle with his vehicle. The victim had her boyfriend and infant child in the vehicle with her at the time. A search for the suspect was negative. Complaint affidavits filed for violation of an injunction and leaving the scene of a crash.
 - Battery, 20 Lorillard Place. Victim reported that her roommate had punched her in the face and punched another roommate in the chest. Both victims wanted to pursue charges. Suspect was taken into custody and transported to the branch jail.
- 8/21/15
 - Loitering or Prowling / Narcotics Arrest, 311 South Center Street. Officer observed a suspicious male on a bicycle attempting to conceal himself between vehicles at this address. Post-Miranda interview did not dispel the officer's alarm concerning the subject's behavior or reason given for being in the area/on the property. The subject insisted that he was friends with the resident, but no one at the residence indicated they knew him. He was arrested for loitering or prowling and possession of marijuana under 20 grams.
 - Trespassing Arrest, 1 South Beach Street (Cassen Park). An adult male transient was observed in the park by an officer who had issued him a trespass warning in May for an open container violation. He was arrested for trespassing after warning and a trespass warning was re-issued.
 - Solicitation – Arrest, North Nova Road/West Granada Boulevard. Suspect contacted by an officer after being observed walking into traffic and approaching cars begging for money. He was warned about his actions. A short time later the same officer observed the suspect do the same thing and he was placed under arrest for City ordinance violation and transported to the branch jail without incident.
 - Hit and Run Crash – Arrest, 2001 West Granada Boulevard. A witness observed a white Hyundai crash into a large concrete pool in the parking lot of the above address. The witness observed a white male and white female flee from the crashed vehicle. An officer made contact with the male suspect just north of the crash scene on North Tymber Creek Road. The witness showed up and positively identified the suspect as the driver of the vehicle. The suspect was arrested for leaving the scene of a crash and driving while license suspended.
 - Driving Under the Influence – Arrest, 3 North Yonge Street. An officer conducted a traffic stop on a speeding vehicle. The officer conducted a Driving Under the Influence investigation and ultimately placed the driver under arrest for DUI.
- 8/22/15
 - Warrant Arrest, 600 Hand Avenue. Fugitive was stopped by an officer for passing in a no-passing zone. He had an open warrant for child abuse out of Volusia County. He was arrested on the open warrant.
 - DUI/Hit and Run Crash/VOP Arrest, SR 40/John Anderson Drive. Driver crashed into another vehicle, causing major damage. She got out, checked her vehicle, and fled the scene on a flat tire. An officer spotted the vehicle on Ocean Shore Boulevard and conducted a traffic stop. The driver was arrested after a DUI investigation. The driver was found to have several driver license

- suspensions for previous DUI violations, was on probation for theft and had several prescription narcotics in her possession. She was arrested for DUI property damage, leaving the scene of a crash, driving while license was suspended and violation of probation with no bond allowed.
- Carbreak, 910 South Atlantic Avenue (Planet Fitness). Victim found a window to her car broken out and her cell phone taken. The theft occurred while the victim was in the gym.
 - Domestic Violence Battery Arrest, 1504 San Marco Drive #205. Couple reportedly started a fight over a broken bong. Female arrested for domestic violence battery and possession of drug paraphernalia.
 - Warrant Arrest/Missing Person Recovery, 300 block West Granada Boulevard. An officer observed the suspect riding his skateboard on the sidewalk. The officer knew the suspect had open warrants for his arrest and had been reported as being a missing person. The suspect was taken into custody without incident based on the open warrants and removed from the teletype information system as being a missing person.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect was contacted by loss prevention officers inside of the business for concealing clothing merchandise valued at \$106.00 and then passing all points of sale without attempting to pay for same. The suspect was taken into custody and transported to the branch jail without incident
 - Hit and Run Crash with Injuries/Driving Under the Influence Arrest, Pine Tree Drive and Old Dixie Highway. Victim was riding his bicycle south on Old Dixie Highway when he was struck by the suspect, who was driving a silver Honda Civic. The suspect continued driving, never stopping to check on the victim. A side view mirror from the suspect's car was located by the victim. The suspect and her vehicle were located approximately one half mile south of the crash scene. The suspect was still in the driver's seat in actual physical control. An eyewitness observed the suspect driving the vehicle as well. Fresh damage was found on the vehicle matching the damage to the victim's bicycle. An officer conducted a Driving Under the Influence investigation and placed the suspect under arrest. The victim was transported to the hospital with non-life threatening injuries.
 - Narcotics Arrest, Hand Avenue and South Nova Road. An officer conducted a traffic stop on a silver Nissan. During the traffic stop, the officer deployed his K9 partner for a drug sniff. The K9 alerted on the car and the officer conducted a search of the vehicle. 9 grams of cannabis and a grinder were located. The driver was placed under arrest and released from the scene after being issued a Notice to Appear.
- 8/23/15
 - Stolen Vehicle, 37 Spring Meadows Drive. Victim reported her 2014 Toyota RAV4 had been stolen from her driveway. Victim stated that the vehicle was locked and that she was in possession of all keys to same.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect loaded a shopping cart with several television wall mounts and passed all points of sale without attempting to pay for them. Total value of the items was \$370.00 dollars. The suspect was taken into custody and transported to the branch jail without incident
 - Failure to Pay – Petty Theft Arrest, 80 Grove Street. The suspect took a cab from Mason Avenue in Daytona Beach to the above location and then fled the cab without paying. The suspect was contacted a short distance away and positively identified by the cab driver, taken into custody and transported to the branch Jail
 - Battery – Domestic Violence/Narcotics Arrest, 404 Flormond Avenue. The victim reported that her boyfriend grabbed her by the shoulders and threw her down during an argument. The suspect was taken into custody and a search of his person revealed two small narcotics pipes in his front pocket. The suspect was transported to the branch Jail.
 - 8/24/15
 - Stolen Vehicle, 177 Ocean Terrace. The victim left a beach bag on her front porch that contained her vehicle keys. The victim found both the bag and vehicle missing the following morning. The vehicle was entered into NCIC/FCIC as stolen.

- Car Break, 695 Alden Drive. A backpack with a GPS, computer and other electronics was found on Morning Dew Trail. Further investigation revealed that the GPS and computer were stolen from a vehicle at 695 Alden Trail (unreported).
- Battery-Domestic Violence Arrest, 85 Ford Street. Victim ran to a neighbor's house after her live in boyfriend hit her in the head with a broom stick. Upon arrival he admitted to hitting her and was arrested for domestic violence battery without incident.
- 8/25/15
 - Car Break, 110 Ray Mar Drive. Suspect(s) entered the victim's unlocked vehicle and took a Genie garage door opener.
 - Battery-Domestic Violence Arrest, 218 Carib Drive. Suspect was arrested for hitting his wife during an argument. He was arrested for domestic violence battery and transported to the branch jail.
 - Warrant Arrest. 170 West Granada Boulevard (Police Station). Suspect came to the police station to turn himself in on a violation of probation warrant. He was arrested on the open warrant and transported to the branch jail.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 31
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 46
 - Number of Written Warnings Issued: 3
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Case initiated
- Zone 2: 13 Cases initiated
- Zone 3: 3 Case initiated
- Zone 4: 8 Cases initiated
- 13 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and eighty-four (84) 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.
- South Peninsula Reclaimed Water Extension – Final as-builts as well as final pay request have been received. Utilities are finalizing flushing the line to make reuse available by the end of the month.
- 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 – Sidewalk construction was completed for the new sidewalk between the restroom facility and the parking lot. The culvert crossing from the facility to the ball field was constructed. The electrical transformer pad was installed.
- 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 - Inspections are being performed of the stormdrain lining installations.
- 2015 Roadway Resurfacing - Paving has begun on Pineland Trail. All other streets in the project have been completed.
- Bermuda Estates Sidewalk - Detectable mats were placed on the handicap ramps of the new sidewalk.
- Ph II 2-Inch Water Main Replacement - Mainland - Watermain installation was completed along Magnolia Avenue and is being pressure tested and prepared for clearance. The driveway asphalt was repaved for the new watermain crossing along 1200 Granada Blvd. Approximately 300 feet of watermain was installed along Oak Avenue and a new fire hydrant has been installed.
- 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. Fire hydrants have been installed on Ocean Aire Terrace North and South.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The contractor has completed watermain installation on Jill Allison Circle and has moved to Ocean Terrace and Druid Circle for work this week.

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 project was advertised for bidding on August 23. A pre-bid meeting is scheduled for September 3, and bids are due on September 17.
- North US1 Landscaping (Airport Road to I95) – The bid award is scheduled for the September 9th 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 and presented at the August 24 meeting of the general membership the Mainstreet Board, and unanimous support was received for the prospective plans.
- 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 18th City Commission meeting. A pre-construction meeting was held, and the ground-breaking ceremony is planned for August 28th.
- 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 project is advertised for bids. Bids are due on September 23rd.
- Cassen Park Public Dock – Grant application was approved by City Commission and staff has submitted the application to the USFWS. Staff is negotiating a scope of work proposal for the final design and permitting of the project.
- 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).
- Compensating Storage for Stormwater - Performed grading plan and cost estimate for two possible locations for stormwater ponds which could provide compensating storage for future developments within the flood plane.
- Completed topographic survey of Shadow Crossing Blvd and Foxhunter Flat rights-of-way for the upcoming Forcemain Improvement Project, per Utilities Division request.
- Researched and located old documents and drawings for the water treatment plant aerator building, per Utilities Division request.
- Researched and located as-bults for the reuse main at 27 Riverchase Way, per Wastewater Division request.
- Created exhibit drawing/construction plan drawing of the proposed retention pond along Arroyo Parkway.

- Environment Management

Street Maintenance

Asphalt / Concrete

- Removed form boards and cleaned up jobs on Spring Meadows Dr, 100 block of Marvin Rd
- Replaced portion of sidewalk on SR40 at Thompson Creek
- Formed gutter sections for Stormwater pipe repair on Fiesta Dr at Cuadro Pl
- Repaired pothole on Santa Fe Ave at Calle Grande Ave
- Grind trip hazards on Trail Song Dr

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
- Grinded stumps citywide
- Removed large limb from ditch on Domicilio Ave
- Removed oak tree on Vanderbilt Dr, Bramblewood Ln
- Trimming on Mayfield Ter, Brookwood Dr, Nova Rec playground
- Cleaned up pile on Division Ave
- Removed dead pine tree at Sanchez Park
- Removed broken limbs behind Lindenwood 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
- Trimming DOT ROW on Nova Rd and A1A, Highland Ave
- Cut debris on Division Ave at the Discovery Center site
- Trimming ROW for sidewalk on Thompson Creek & 40, Santa Ana, Calle Grande, A1A between Standish and Ocean Ter, Lakebridge Dr – North of Wilmette Ave

Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Removed beach parking signs on A1A
- Washed various signs in park at Division Rec
- Checked for damage to a pedestrian sign at Hull Rd & Shuffleboard court
- Replaced post and port of Enter and Yield sign at Nova Rec
- Fabricated signs for Andy Romano Park
- Installed two new stop signs at Sports Complex

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
- Repaired and replaced pipe on Fiesta Dr
- Maintained ponds Mainsail Cir, S Division Ave
- Gates & Pumps – inspected, Citywide
- Ditch maintenance on Pineland Trl, Hand Ave

Vactor

- Ditch & pipe cleaning on Pineland Trl
- French drain cleaning

Mowing

- Reachout Mower – SR40
- Bush Hog – SR40
- Slope Mower – SR40, Airport Rd, Arroyo Pkwy, Lakebridge Dr

Street Sweeping/Streetsweeper

- 214 miles of road cleaned
- 21 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
27,366

PM Services completed for the week:

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

10

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 9,392 gallons of unleaded and 9,167 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,314 gallons of unleaded and 1,047 gallons of diesel.

- Fleet completed 42 work orders this week.
- Utilities
Projects Summary
 - Division Avenue Well Field Raw Water Piping – The deduction of \$945 for Field Order No. 2 to eliminate the inside drop assembly from the manhole. Additional Field Order No. 3 to connect well 8D to the proposed main for a proposed cost of \$2,212.88 is under evaluation.
 - Fire Hydrant Replacement Program – 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 was completed 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 teleconference to discuss the proposed settlement agreement between the contractor and the vendor to support replacement of the impellers on influent pumps 1 & 2 was held with the Legal Department. Final payment invoice for CDM construction services is being processed. Specifications for replacing the sodium hypochlorite storage tanks were revised to include installation activities. A bid number was requested.
 - 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. A meeting is scheduled next week to review 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) – An addendum is being prepared to add rag removal from the influent pump station wet well.
 - Water Plant Aerator Housing Rehabilitation (CIP) – Consultant is preparing plans and specifications
 - SPRC: Plan reviews using project DOX were initiated. Giant Recreation World – Received approved plans.. 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. Lewis Heater Property – Discussed conceptual plans for two restaurants at 750 W. Granada Blvd. North Peninsula A1A Force Main: Final walkthrough inspection is scheduled on Friday. Shoppes of Granada – Received as-built drawings. Window World – Reviewed plans.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 37.702 million gallons for the week ending Aug. 23, 2015 (5.386 MGD)
 - Backwashed 10 filters for a total of 382,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had no (0) Precautionary Boil Water notices this week.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 28.75 Million Gallons.
 - Produced 24.25 Million Gallons of Reuse.
 - Produced 4.51 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.11 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 66.62 (14%-18% Solids).

- Water Distribution
 - Exchanged 5 water meters per Finance Department work orders.
 - Responded to or repaired 10 water service leaks.
 - Installed 1 new residential customer water services and meters
 - Replaced or repaired 8 water meter boxes.
 - Repaired a leaking 3" commercial water meter serving 507 S. Atlantic Ave.
 - Replaced 2 water services due to aged piping.
 - Responded to 17 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Pressure tested 12 City owned backflow prevention devices serving facilities.
 - Continued maintenance of fire hydrants within the city limits, 15 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. 22 valves located and exercised.
 - Performed flushing activities on Alamanda Dr, Hibiscus Dr, Sunny Shore Ormond Lakes Subdivision (phase 1).
 - Performed water main shutdown for contractor to install new fire hydrant and valve assemblies as part of the 2" water main replacement project on Alamanda Dr and Hibiscus Dr.
 - Inspected the elevated 6" water main attached to the Breakaway Trails Bridge due to a tree falling on the water main. Also inspected the rest of the water main for leaks or degradation. No deficiencies found at this time.
 - Visually inspected the 16" and double 10" water mains crossing the Tomoka River on SR40 Bridge. Brush and tree growth will be cut back and a closer inspection will need to be performed on the water main
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 79 regular and 1 emergency utility locates for the previous week.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Airport Industrial Park – Contractor/Vendor began work on replacement of riser pipes, mounting shoes & guide rails.
 - Grit Snail, noisy operations, found damaged belt cleats - replace cleats with new inventory.
 - Influent Pump #2, blow off air in lines as needed.
 - 10M, Chelsea Place #1, Towne Square, follow up from call out, check stations, ok.
 - 4M - replace 60 amp disconnect on pump #3 due to corrosion, ok.
 - Main MCC, automatic transfer from FPL power to generator failed during a scheduled test, placed system in manual control and returned to FPL power. Schneider Electric contacted and arrived on site same day for evaluation of system, automatic transfer was re-established and fully tested, Schneider recommends replacing components that were identified as possible cause of failure, will keep updated as components are received and work can be scheduled.
 - Influent Room – deragged pumps as per direction.
 - WIN911 monitor/response: Tomoka Meadows - phase loss, power restored upon arrival, ok; Castle Gate - power failure, FPL power down, wild life damaged FPL equipment, ok; 10M, Chelsea Place #1, Towne Square, 10M - power failure, FPL main line down, power restored without incident, ok; Breakaway Trails – high level – found probe dislodged due to broken hook, repair probe hook, relocate probe to secure hook, ok; 7M1 – high level, found wet well pumped

down and no signs of recent high level, found probe making intermittent contact with guide rails at pump causing false calls, relocated probe, will monitor.

- SCADA monitor/response: 7P – high run hours, deragg both check valves, found additional blockage in volute, continuing to monitor; HOMAC –high run hours, found faulty check valve at #2, replaced with shop stock, ok; Il Villagio, 8M1, Shadow Crossings, high starts, clean probe, ok; 8M1 –no starts #2, reset motor starter, 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.
- Lift Station PM's: 5 monthly and 0 annual performed.
- Plant wide oil & grease route.
- 36 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Centrifuge Building, removed old crane from building turned into fleet salvage, assisted with housekeeping, installed replacement HMI and scroll motor VFD in preparation of Revere Controls site visit.
- Reuse high service pump 3, replaced the 2" ball valve, install rebuilt vacuum valve, ok.
- Hypochlorite pump #1, 2, replaced bladder, Schrader valve and gauge.
- Lime Slaker Building, assisted with waste lime clean up and removal, ok.
- Clari-cones, repaired water lines on sink, ok.
- Well PM's: 9.
- Weekly PM's: claricones 1, 2.
- Monthly PM's: aerator pumps; aerators; Shadow Crossings reuse building; Brine tank

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 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 that 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. The report was submitted to the SJRWMD.
- Cross Connection Control Program: Staff is reviewing the estimates of the backflow devices which require repairs in order to pass their compliance inspection. Additionally, the Utility is collaborating with the Finance Department to apply the charges to the water bill of customers in which the City's contractor performed the testing services. Staff continues to correspond with backflow testers and commercial water accounts concerning their BF device compliance.
- Water Treatment Plant Sanitary Survey Inspection Report: The Utility received the biennial Sanitary Survey Inspection report on August 24, 2015 from the Volusia County Health Department. The inspection was the compilation of visits from the Environmental Specialist beginning March 5, 2015. The report specifically stated the City's "drinking water system appears to be very well maintained and operated." The corrective action items listed are mostly cosmetic in nature, such as removing rust and painting well head surfaces.

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 24, 2015, Airport Master Plan Update Public Meeting
- Agenda packet preparation and creation for September 3, 2015, Quality of Life Advisory Board 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.