

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 4, 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, Fire Chief, Police Chief and Finance Director
 - Staff meeting with senior staff

- Spoke to, attended and/or met with:
 - Rotary board and membership meetings
 - Quality of Life board meeting

Community Development

Planning

- The Department prepared a 2nd Work Authorization and budget amendment to add \$30,000 to the Universal continuing contract to provide inspection services. All positions but one Building Inspector has been filled with the Chief Building Inspector beginning after Labor Day. It is expected that September will be the last month the Department will need assistance from Universal Engineering.
- The Department received an LDC amendment and Destination Daytona Phase 2 Planned Business development amendment to permit the following:
 - Expanded list of permitted uses consistent with B7 zoning (PBD amendment);
 - Electronic Message Signs (LDC and PBD amendments)
 - Wall signage (PBD amendment)

The amendments will be heard at the September Planning Board meeting.

- Staff met with NID and the Assistant City Attorney regarding the Itinerant Host License permits and Business Tax Receipts (BTR) for unincorporated county businesses. Notices will be sent out reminding everyone that BTR's are required and in order for host license to be issued for recognized special events a BTR is required. NID is going to make a physical visit to each of the Itinerant Host License property owners to remind them that they must have their license October 1, 2015. Destination Daytona and Boot Hill are the only applicants to date.

Building Inspections, Permitting & Licensing

- 264 inspections performed.
- 1 business tax receipts issued.
- 120 permits issued with a valuation of \$1,601,104.00

NOTE: Private provider inspection services conducted 114 inspections of the 264 inspections performed. Private provider inspections are roughly 40% to 65% each week since only one City inspector position is filled.

Development Services

- The following SPRC activities occurred this week:
 - Approved a Development Order for Huntington Village Utilities.
 - Approved a Development Order for CVS Drugstore at SR40/Nova.
 - Huntington Green Utilities
 - Children's Workshop drainage

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 received the final site plan for the construction of the building and will provide their comments next week.

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 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

- AVCON, Inc. completed the final inspection of the Air Traffic Control Tower Systems Upgrade project this week. All of the new systems and equipment have been installed and are now online and fully functional. The only remaining project element is a new backup power generator, which is expected to be installed within the next 30 to 45 days.
- Staff completed work to compile and summarize all of the verbal and written commentary received from the second Airport Master Plan Update public meeting, which was held on August 24th. This information will be provided to the project consultant – Hoyle, Tanner and Associates – for inclusion in the next draft of the master plan report.
- Staff worked with AVCON, Inc. to review and refine the details of the airport electrical vault upgrade which is part of the upcoming Taxiway "G" construction project.
- Staff met with representatives of the FAA Orlando Airports District Office on federal funding guidelines and procedures for future airport capital improvement projects.
- Staff worked with Hoyle, Tanner and Associates to check for possible deficiencies in the airport's pilot controlled lighting (PCL) system.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Finalization of the operating budget for fiscal year 2015/16.
- Completed Projects - Weekly
 - Processed 42 Journal Entry Batches (#5024 - 5126).
 - Approved 26 Purchase Requisitions totaling \$154,986.60.
 - Issued 21 Purchase Orders totaling \$1,019,635.75.
 - Processed 4,402 cash receipts totaling \$760,742.26.
 - Prepared 155 Accounts Payable checks totaling \$528,755.75 and 42 Accounts Payable EFT payments totaling \$393,431.93.
 - Prepared 23 Payroll checks totaling \$20,832.00 and 323 Direct Deposits totaling \$417,438.41.
 - Transferred IRS 941 payment of \$163,581.39.
 - Processed and issued 3,052 utility bills with billed consumption of water of 10,403k.
 - Processed 1,572 utility bill payments through ACH totaling \$105,527.36.
 - Issued 556 past due notices on utility accounts.
 - Auto-called 89 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Open Gym (9/4)
 - Florida Licensing on Wheels (9/8)
 - Still I Weep (9/12 and 9/13)
 - 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.
 - CodeRED notifications for South Peninsula Watermain Improvements.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Completed revisions to the VOCA FY 15-16 Grant as requested.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 4
- Hazardous: 7
- EMS: 84
- Motor Vehicle Accidents: 14
- Public Assists: 48
- TOTAL CALLS: 159

- Aid provided to other agencies: 18 Calls: Daytona Beach (7), Holly Hill (1), Volusia County (10)
- Total staff hours provided to other agencies: 21
- # of overlapping calls: 37
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1

- Total EMS patients treated: 69

Training Hours

- NFPA 1001: Firefighting 6
- NFPA 1002: Driving 8
- NFPA 1021: Officer 30
- NFPA 1500: Safety/Equipment 31
- NFPA 1620: Preplanning 8
- EMT/Paramedic 9
- TOTAL TRAINING HOURS: 92

Station Activities

- Updated 20 pre-fire plans
- Conducted 5 fire inspections
- Performed annual safety walk-through at Osceola Elementary

Human Resources

Staffing Update

- Requisitions
 - Police Officer (Police)
- 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 – 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)
- Interviews Scheduled
 - System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works). Interviews held 8-19-15.
 - Police Officer (Police Department). Interviews will be held 9-10-15.
- Background/Reference Checks/Job Offers
 - Candidates for the positions below were selected and began pre-employment processing
 - Office Manager (Police Department)
 - Recreation Program Specialist (Leisure Services)
 - Chief Building Inspector (Planning & Building)
 - Permit Technician (Planning)
 - Employee Relations Assistant (Human Resources)
 - Firefighter/EMT (Fire Department)
 - Part Time Account Clerk II (Finance)
 - Maintenance Worker II – Streets (Public Works)
 - PT Special Events Technician at Casements (Leisure Services)
- Terminations/Resignations/Retirements
 - Maintenance Worker II (Athletic Fields) – effective 9-30-15

- Office Manager (Police) – effective 9-30-15

City Events/Employee Relations Update

- Open Enrollment meetings 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

- Assist with employee benefits open enrollment.
- Organize Fun Coast Worksite Wellness Council Wellness Expo.

Information Technology (IT)

Information Systems (IS)

- Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through 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: - 10 New work - 34 completed - 24 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	33,265	Inbound E-Mails Blocked	19,097
Delivered Inbound E-Mails	13,822	Quarantined Messages	346
Percentage Good Email	41.6%	Virus E-Mails Blocked	176

- Notable Events:
 - Setup EOC technology at PD in preparation for Hurricane Erika.
- Geographical Information Systems (GIS)
 - Addressing Additions: 5 Changes: 2 Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS Located this week: 17: Total in system = 23,062; 22,396 potable, 655 Irrigation, 11 Effluent
 - Notable Events: None.

Leisure Services

Administration

- FRPA Conference
- Movies on the Halifax

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 continued 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. They played their first home game last 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. Recreational soccer had their skills assessments on Saturday.
- Lady Renegades are currently practicing at the Softball Quad Monday through Thursday at 6pm. They have six teams. They also will be hosting a tournament this weekend at the Sports Complex Softball Quad, as well as Nova Fields 2 and 3.
- The City's Flag Football Program had its makeup Skill Assessment Day on Monday evening at Softball Quad 3 starting at 6pm.
- The Seabreeze High School JV Football game was played on Championship Field 7 on Thursday night at 6pm. This is the first of three home games.

- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned skateboard park, handball, tennis and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Dragged infield clay daily for practices
 - Painted Soccer Fields 1 and 4 for this weekend's competitive games
 - Blew out dugouts and common areas
 - Laid out additional soccer fields for painting next week
 - Painted soccer fields at South Ormond for YMCA
 - Replaced windscreen at OBMS at north side of tennis courts
 - Put out remaining soccer goals for recreational practices
 - Painted Championship Field 7 for Halifax Academy and Pop Warner Football
 - Painted overflow parking area by Soccer Field 9 for parking lot

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm

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

- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Coaches meeting Monday
 - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm
 - Tile renovation project began Monday – two classrooms and media room

- Community Events
 - Follow up of tasks for all September scheduled events
 - Weekly administrative tasks, office work, meetings, and activities
 - Coordinator attending FRPA conference in Orlando
 - Assisted in the planning of 2015 Senior Games tasks

- Gymnastics
 - September session in progress
 - Trial classes are being offered to attract potential students
 - Open Gym Friday, September 4, 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
 - A memorial service was held at Ormond Memorial Gardens on Saturday from 9:00 a.m. to noon.
 - A wedding ceremony was held at The Casements on Saturday from 3:00 p.m. to 8:00 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 met on Tuesday morning at The Casements.
 - Guild tours were given at The Casements from 10:00 a.m. to 4:00 p.m. on the hour Monday through Friday. Saturday tours were held from 10:00 a.m. to noon.
 - The Casements Camera Club set up for their 35th Annual Color Show in The Casements' Gallery on Tuesday. The opening reception was held on Friday from 5:30 p.m. to 7:30 p.m., and the winner of the 2014 Casements Award was announced.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - Movies on the Halifax feature film *Annie* in Rockefeller Gardens this evening at 8:00 p.m.
 - The Casements' third floor was repainted throughout the week.

- Parks Maintenance:
 - Power washed and scrubbed the labyrinth
 - Reset park bench in Ormond Memorial Gardens
 - Trimmed trees at various parks
 - Installed three new barbeque grills at Andy Romano Beachfront Park
 - Completed filling low spots and installing 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 on re-keying doors at various facilities
 - Replaced tires on air compressor at Building Maintenance
 - Installed anti-skateboard brackets on the front walkway wall at City Hall
 - Replaced stained ceiling tiles at Senior Center
 - Installed new light head on a DOT light on Granada Bridge

- Installed spigot lock on the bathrooms at Cassen Park
- Replaced water cooler at Central Park II
- Repaired desk in the Streets Division
- Repaired men's room toilet at Cassen Park
- Repaired shower towers at Andy Romano
- Met State Health Department for the splash pad at Andy Romano
- Repaired A/C unit at the Police Department

Police Department

Administrative Services

- Attended PD staff meeting.

Community Outreach

- The PAL Annual Golfing for Youth tournament will be held at Riverbend Golf Course December 5, 2015. The hole in one prize is being sponsored by Daytona Harley Davidson.
- DARE scheduling at Pine Trail Elementary, Tomoka, Pathways and Temple Beth-El.
- Recruitment, planning and scheduling for Citizen Police Academy
- Scheduled with businesses for future "Coffee with a Cop" events.
- Scheduled for Hunter's Ridge Fall Fest.
- Moving from Outreach office on the beachside to OBPD station
- Planning for Outreach appearance at Chick-Fil-A for "Kids Club- Night of Heroes"
- Confirmed date for the next "Soda Pop with a Cop" event at Chick-Fil- A
- Scheduled "Soft Serve & Protect" Ice Cream event at Wal-Mart
- Planning for "Breakfast with Badges" senior social & education.
- Met with Southern Stone for a charity race event in the Fall
- SLAP (Self defense for Ladies & Assault Prevention) recruitment & advertising.

Community Services & Animal Control

- Animal Calls responded to: 32
- Animals to Halifax Humane: 1 (dog)
- Animal Reports: 1
- Wildlife to rehabbers: 4
- Trap Neuter Release: 1
- Business Alarm Warning: 1

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 10
- Inactive: 11
- Fraud: 3
- Burglary Business: 1
- Larceny Car break: 11
- Grand Theft: 4
- Auto Theft: 2
- Missing Persons: 1
- Robbery: 1
- Assaults: 1
- Death Undetermined: 1

Records

- Walk - Ins / Window 86

- Phone Calls 97
- Arrest / NTA'S 31
- Citations Issued 121
- Citations Entered 52
- Reports Generated 145
- Reports Entered 123
- Mail / Faxes / Request 26

Patrol

- Total Calls 1,645
- Total Traffic Stops 243

Operations

Crime Opportunity Report Forms Issued: 121

- 8/26/15
 - Domestic Violence Battery Arrest, 955 South Nova Road. Couple had an argument over child custody. The male allegedly pushed the female to the ground.
 - Domestic Violence Aggravated Assault/Armed Robbery, 252 South Washington Street. Victim came to the police station to allege that his boyfriend stole his phone two days ago. The victim also alleged that the suspect threatened him with a box cutter while doing so. A complaint affidavit was completed for theft and domestic violence battery charges.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect took misdemeanor amount of clothing. They were trespassed from the property and released from the scene after being issued a Notice to Appear.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect took misdemeanor amount of batteries and sealant. He was arrested and transported to the branch jail.
 - Panhandling Ordinance Arrest, SR 40/Williamson Boulevard. An intoxicated transient was panhandling in the median and causing a traffic hazard. He was arrested for disorderly intoxication and interfering with traffic.
 - Warrant Arrest, 280 McIntosh Road. Fugitive was located at this residence and arrested on an outstanding warrant for failing to appear on a felony battery charge.
 - Domestic Violence Attempted Murder Arrest, 320 Sanchez Avenue. Suspect as reportedly trying to kill his 71 year old mother. Neighbors observed him pinning her on the ground, choking her, and telling her that he was going to kill her. The suspect fled when neighbors intervened. The suspect was found hiding in another neighbor's yard and arrested.
- 8/27/15
 - Battery LEO Arrest, 511 Arroyo Parkway. Victim called to report that his girlfriend broke the window to the residence and entered his home. Officers found the suspect in the bathtub bleeding from the wrist (non-life threatening injury). Upon speaking with the suspect, she advised that she cut her wrist on the glass while breaking in. The suspect was removed from the residence and was advised to remain outside to avoid further confrontation with the victim. After several orders for the suspect to stay in the yard, she walked onto the front porch where the victim was seated and began arguing with him. She was ordered off the porch again at which time she pushed an officer in the chest and was placed under arrest.
 - Domestic Violence Battery, 10000 St. George's Road #301-A (Bermuda Estates). Couple who have a child in common got into an argument during which the male suspect shoved the female victim into a wall. The suspect was arrested after which it was discovered he was on probation for resisting an officer without violence. He was charged with both domestic violence battery and violation of probation.
 - Traffic Arrest, 345 Clyde Morris Boulevard. Officer made a routine traffic stop with a vehicle for speeding. During the traffic stop the driver gave a false name because she did not have a driver's license. She was charged with driving with no license and providing a false name to a law enforcement officer.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspects stole a felony amount of clothing and bathroom items. Both were arrested for retail theft.
- Carbreak, 550 Wilmette Avenue (Brookdale). Victim advised that an unknown subject broke out the passenger side front window of her car and stole her purse containing \$520.00 in cash that was on the front seat.
- DUI Arrest, North Yonge Street/New Britain Avenue. The driver was stopped for suspected DUI. The driver consented to perform field sobriety exercises which he failed and was subsequently placed under arrest for driving under the influence.
- 8/28/15
 - Stolen Vehicle, 161 Deer Lake Circle, Vehicle stolen out of driveway sometime overnight.
 - Car Break, 40 Sandpiper Lane, someone entered the victim's unlocked vehicle and took his wallet. No signs of forced entry.
 - Car Break, 690 Riverside Drive, the victim's vehicle was entered but no property was taken. No signs of forced entry.
 - Shoplifting, 1458 West Granada Boulevard (Bealls), Suspect was placed under arrest for retail theft. The suspect was trespassed from the property, issued a Notice to Appear and released from the scene.
 - Robbery, 777 South Nova Road (Tomoka Plaza). An unknown white male that appeared to be in his 50's walked up to the victim who was sitting in his vehicle in front of the video game center. When the suspect approached the victim, he pulled a gun from his waistband and pointed it at the victim demanding money. The victim gave him \$2 and the suspect walked away going eastbound on Fleming Avenue. A search of the area was negative in locating the suspect.
- 8/29/15
 - Shoplifting/Narcotics, 1521 West Granada Boulevard (Wal-Mart), Suspect was placed under arrest for felony retail theft. Search incident to arrest revealed that the suspect was also in possession of 5 Clonazepam pills without a prescription. Suspect was charged with retail theft and possession of a controlled substance without a prescription.
 - DUI Arrest, 100 Block John Anderson Drive. Driver was stopped for suspected impaired driving. He submitted to a field sobriety test which he failed. He was arrested for DUI and transported to the branch jail.
- 8/30/15
 - Car Break, 1325 Oak Forest Drive, The victim's vehicle was entered sometime overnight and a wallet taken.
 - Battery/Dating Violence Arrest, 19 Cypress Circle #B, Victim called 911 saying that her current boyfriend was stalking her and would not leave her house. After further investigation it was determined that the suspect shoved the victim on her bed and held her down. The suspect was arrested for battery/dating violence.
 - Car Break, 1417 Oak Forest Drive, The victim's vehicle was entered sometime overnight and a Coach bag taken.
 - Battery-Domestic Violence, 8 Hudson Falls Drive. The suspect was arrested for shoving her husband during an argument.
 - DUI arrest and possession of narcotics, 370 John Anderson Drive. Dispatch reported receiving numerous complaints of a vehicle driving reckless in the area of Ocean Shore Boulevard and East Granada Boulevard. A witness followed the car and observed it pull into the driveway of 370 John Anderson Drive. Officers found the driver sleeping in the driver seat with the vehicle's engine running and the transmission still in "drive" in the driveway. The subject was woken up and arrested for DUI after a field sobriety investigation. A search incident to arrest found cocaine and other contraband on the suspect and he was subsequently charged with same.
 - DUI Arrest, US1/Kenilworth Avenue. An off-duty DBPD unit observed a vehicle traveling southbound in the northbound lane of US1. The officer stopped the vehicle and reported it to central dispatch. OBPD officers arrived on scene and conducted a field sobriety investigation which the driver failed.

- 9/1/15
 - Narcotics Arrest, 801 South Nova Road. Officers stopped a bicyclist for riding after dark with no lights. Subject was nervous and consented to a search of his bag, which revealed a large bong. He was arrested for possession of drug paraphernalia and released after being issued a Notice To Appear.
 - Shoplifting Arrest, 1058 North US Highway One (Kangaroo). Suspect was caught taking ice cream out of the freezer and placing it in her bag. Management advised that the suspect had done this in the past as well. Suspect was trespassed from the scene, issued a Notice to Appear and released from the scene.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 72
 - Number of Uniform Traffic Citations Issued: 78
 - Number of Written Warnings Issued: 11
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 17
 - Number of Crashes with Injuries: 4
 - Crash Investigation General Information:
 - Closed 15-08-00082 SBI crash. Released the Dodge Charger and it was picked up by Arrow Wrecker.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

Zone 1: 6 Cases initiated
Zone 2: 4 Cases initiated
Zone 3: 1 Case initiated
Zone 4: 3 Cases initiated

- 6 signs have either been removed or sign cases created.
- 17 tree removal permit requests.

Administrative staff assisted with eight (8) walk-ins and eighty-five (85) 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 – Reuse is available to customers, final as-builts and pay request has been received. Job is complete.
- 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 – The facility is approximately 85% complete. Sidewalk construction is complete and utility installation is complete.
- Fiber Optic Network Expansion - Phase 3 – Termination of fiber optic at the Division Avenue Wells and the Water Treatment Plant should be complete by the end of the week.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Pipe lining is being performed on the outfall pipes along Northside Drive.
- 2015 Roadway Resurfacing - Approximately 3,000 feet of paving on Pineland Trail was completed and temporary striping was installed.
- Bermuda Estates Sidewalk - Sidewalk construction completed. Final cleanup is under way.

- Ph II 2-Inch Water Main Replacement - Mainland - The watermain connection at 1200 West Granada Blvd was completed, which concludes the watermain extension work along that route, which extends west towards the Shoppes of Granada and provides an important potable water system loop for improved flow and pressure and also provides the ability for customers to now connect for water service along that route.
- 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 – Work continues on Ocean Terrace and Druid Circle. Water services are beginning this week on Jill Allison, it is anticipated that all services north of Granada Blvd. will be complete by September 10.
- Environmental Discovery Center – The contractor intends to start construction on September 8.

Design Projects:

- City Welcome Sign – Staff submitted responses to the conceptual review comments from the State and are 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 – Bid specifications are being finalized for disposition and advertisement this month.
- 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.
- Water Treatment Plant Lime Silo Dust Arrestor – 90% plans are expected to be submitted for City review by the end of the week.
- Water Treatment Plant Controls and Pump Upgrade – The consultant met with WTP Plant staff, all information should be gathered to complete electric and controls design.
- 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).
- Completed multiple property corner stakeouts along North and South Ocean Air Terrace at the newly installed fire hydrant locations, per project manager's request.
- Completed Tree-in-the-Right-of-Way locate at 143 Pine Cone Trail, per Streets Division request.
- Researched permit requirements and created proposed pile location(s) plan drawings required for the 4 holiday light platforms located in the river for submittal to FDEP.

- Began the construction plan set update showing the recently acquired topographic survey data for the proposed Hunters Ridge Forcemain Upgrade project per Utilities Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Preparations for Tropical Storm Erika
 - Patched sidewalk on SR40 near Clyde Morris Blvd
 - Prepped area for asphalt patch on Fiesta Dr at Cuadro Pl
 - Removed concrete ramp at Pavilion in Central Park 1
 - Grind trip hazards on Ormond Lakes Blvd and Wilmette Ave

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
- Clean up of fallen trees or limbs on Domicilio Ave, Pebble Beach Dr, Division Ave, 400 block of Beach St and Scottsdale Ave
- Removed pine trees at Sanchez Park, SR40, Oak Ave
- Removed maple tree on Brookwood Ct
- Removed palm tree at Riviera Park
- Leveled out stump on Northbrook Dr

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 (Department of Transportation) roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches citywide
- Trimming DOT ROW on Ocean Shore Blvd – between Standish & Ocean Ter, state roads
- Trimmed stop sign at Santa Ana & Calle Grande, A1A – Standish to Ocean Ter
- Trimmed on Spring Meadows Dr
- Trimming ROW for sidewalk on state roads, Riverside Dr & Rockefeller, Old Kings Rd

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
- Fabricated pool rules signs
- Replaced stop signs at Carib & Seminole Ave and Pebble Beach Dr
- Replaced street name signs on Northbrook Dr and Parkside 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
- Performed storm preparations
- Cleaned basins due to heavy rain in trouble spots and citywide

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week
26,598

PM Services completed for the week:

Emergency—Vehicles and Equipment

5

Non-Emergency Vehicles and Equipment

10

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 7,040 gallons of unleaded and 8,241 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,352 gallons of unleaded and 926 gallons of diesel.
- Fleet completed 46 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. Field Order No. 3 to connect Well 8D to the proposed main for a proposed cost of \$2,212.88 was approved.
- Fire Hydrant Replacement Program – Shop drawings were received for review.
- 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 – Reviewed 90% plans and specifications. 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 – Final payment invoice for CDM construction services is being processed. Legal is reviewing the transmittal letter. A bid number was received for replacing the sodium hypochlorite storage tanks 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 – underground electrical work is being performed.
- 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 – A meeting was held to review the report findings. A design proposal to prepare plans and specifications for elevated tank repair and coating along with demolition alternative has been requested.
- Wastewater Sludge Thickener Upgrades (CIP) – A pre bid meeting was held to include site visit. Several contractors were in attendance.
- Water Plant Aerator Housing Rehabilitation (CIP) – Consultant requested scope clarification.

- Staff collaborating with Fire Department regarding responses to ISO Survey information request related to the water distribution and storage system capabilities.
- SPRC: 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. Huntington Green – Reviewed plans. North Peninsula A1A Force Main: Final walkthrough inspection was performed. YMCA – Prepared ROW vacation and utility review comments.

Departmental Activities

Public Works – Utilities Division

Water Treatment

- Delivered 37.316 million gallons for the week ending Aug. 30, 2015 (5.331 MGD)
- Backwashed 11 filters for a total of 507,000 gallons backwash water.
- Produced and hauled 81 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- We had two (2) Precautionary Boil Water notices this week.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 29.07 Million Gallons.
- Produced 28.65 Million Gallons of Reuse.
- Produced 0.42 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.15 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 79.35 (14%-18% Solids).

Water Distribution

- Exchanged 7 water meters per Finance Department work orders.
- Responded to or repaired 16 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 15 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Pressure tested 8, repaired 1 city owned backflow prevention devices serving facilities.
- Five fire hydrants maintained in Aberdeen area.
- Continue 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.
- Performed flushing activities on Alamanda Dr, Hibiscus Dr, Sunny Shore Ormond Lakes Subdivision (phase 1).
- Perform water main shutdowns for contractor repairs and improvement projects at Old Kings Road/ Sterthaus and Jill Allison Dr.
- Responded to and completed 129 utility locates for water/sewer/reuse facilities.

Wastewater Collection - Reuse

- Crews responded to three trouble calls Breakaway/Hunters Ridge PEP System service area and five in town.
- Televised 2, cleaned 4 and root controlled 2 sewer laterals.
- Sewer main backup at 23 Indian Trail due to grease.
- Sewer main break at 512 Sandy Oaks Blvd – groundwater inflow – contractor quotations are being solicited for specialty repair.
- Installed new pep tank at 19 Sounders Trail Circle.
- Rehab pep tank at 8 Creek View Way.

- 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) 30/23 psi, Foxhunters Flat (2 inch) 22/10 psi & Shadow Creek Blvd. (4 inch) 0/0 psi.

Utilities Equipment Maintenance

Wastewater Plant – Lift Stations

- Airport Industrial Park – replacement of riser pipes & mounting shoes & guide rails have been completed - system is back in service.
- Final Effluent Tanks – repaired damaged wash down line, assist operations with set up of Thompson 6” pump for scheduled tank cleaning.
- Hull Road ball field & Sandy Oaks lift stations, install repaired pump, ok.
- 7M1, vegetation maintenance, repair fence, build & install gate at south side of station, ok.
- Shadow Crossings – clear vegetation around generator and inside fence area.
- Plant and lift stations – STORM PREP – Erika.
- Saddlers Run - STORM PREP – Erika, set up generator test run under load and leave on site.
- 8 Creek View Way - pull new wire and rewire control box for new pep tank, ok.
- Influent Room – deragg pumps as per direction.
- WIN911 monitor/response: Halifax Medical Center – power failure, FPL outage, power restored without incident, ok;
- SCADA monitor/response: 5P – no starts pump #1, reset motor starter, ok; 7P – deragg pump #2 as needed, ok; 7M1 – high starts, found possible bad controller, replaced controller, will monitor; Arroyo Parkway – high starts, clean probe, deragg both check valves, ok; Saddlers Run – high starts, deragg #1 check valve; 8M, Halifax Hospital - not reporting at loss of power, replaced non-functioning batteries, 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: R.A.S. Pump #1; Effluent Transfer Pumps, #1, #2, #3; R.A.S. Pumps #2, #3, #4; R.A.S. #5; W.A.S. #1, #2.
- Lift Station PM's: 19 monthly and 1 annual performed.
- Plant wide oil & grease route.
- 60 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Centrifuge Building, repair of Westfalia centrifuge control panel completed by Revere Controls, GEA contacted for shipment of centrifuge rebuild parts, will update when parts and rebuild visit are scheduled.
- Wells: painting contractor preparing quotes for work as noted on recent sanitary survey for water treatment facilities.
- Slaker #2, replaced mixer paddle belts.
- Lime slurry pumps #2, replaced tubes.
- B.A.T. Reuse, repaired leaking check valve #3, repaired leaks on all valves as needed.
- All areas, Erika storm prep.
- Well PM's: 10.
- Monthly PM's: LPRO clear well transfer pumps 1, 2, 3, 4, 5, 6.

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.

- Annual Reuse Report: Staff began compiling data necessary to complete the Annual Reuse Report for submittal to FDEP for 2014-15 fiscal year. The report provides the State with the operation of the City's reuse system including capacity and quantity distributed for annual period.
- PEP Tank Brochure: Staff is compiling the addresses of the City's sewer customers who have a PEP tank system. The resulting list will be mailed the PEP tank educational brochure to enhance their understanding of the system. The brochure will allow the customer to make informed decisions on when to call the City for service.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation – The contractor has discovered more valves are needed to complete the project. Staff is procuring the additional valves partially with credit from the repair kits that were not utilized.
- Cross Connection Control Program: Staff is reviewing the estimates of the backflow devices which require repairs noted during recent compliance testing and 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. Staff is also providing field support to customers having difficulty locating their backflow device.
- 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 National Incident Management System (NIMS) Training, August 31 – September 2, 2015
 - Assistant City Clerk attended weekly City Manager Staff Meeting
 - Staff attended and provided support for September 3, 2015, Quality of Life Board Meeting
 - Agenda packet preparation, creation and distribution 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.