

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 11, 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 Planning Director, and Utilities Manager
- Staff meeting with Department Directors and Division Managers

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm
- Florida Local Government Coalition meeting
- City Commission meeting
- PACE Center board meeting
- Discussion with Maryam Ghyabi on north US1 corridor
- United Way meeting

Community Development

Planning

The Planning Director attended the Florida Local Government Coalition meeting with the City Manager, ED Director and Landscape Architect. The subjects discussed included: how cities collaborate; staying true to the vision over time; the 21st Century City: What's Working and Not; Bicycle paths spurring Economic Development; and Key Take-Aways and lessons learned.

The Planning Board conducted public hearings on a Land Development Code amendment to permit electronic message signs with criteria limiting the usage of such signs to Destination Daytona; and amendments to the Planned Business Development zoning to permit an electronic sign, different wall sign than permitted by LDC, and additional permitted uses.

Building Inspections, Permitting & Licensing

- 224 inspections performed.
- 9 business tax receipts issued.
- 101 permits issued with a valuation of \$1,231,172

NOTE: Private Provider inspection services conducted 116 inspections of the 224 inspections performed.

Development Services

- No SPRC activities occurred this week.

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 was approved 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.
 - Staff attended the bi-monthly Economic Development Prosperity Committee meeting to present an update of City economic development initiatives and projects.
 - Staff attended a meeting of the Local Government Coalition in Winter Garden that featured speakers and a discussion of Main Street revitalization strategies.
 - 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 several available properties in Ormond Beach and possible economic development incentives associated with the relocation of the manufacturing operation to the City.
 - Airport Operation and Development
 - Staff worked with Hoyle, Tanner and Associates (HTA) to analyze wetland and retention pond issues as part of the ongoing storm water master drainage plan for the airport. HTA has recommended that the City consider additional delineation of the existing wetland areas, particularly in the northwest and southwest quadrants of the airport.
 - Staff has been asked to be part of the Technical Advisory Committee (TAC) for the FDOT Airport Sustainability Planning Guidebook project. The guidebook will serve as a Florida-specific resource to help airports develop their own sustainability programs, implement sustainability initiatives, and track sustainability performance. The guidebook will take into account FAA guidance, FDOT and other Florida agency resources, and local initiatives and efforts. The guidebook will also look at sustainability from multiple angles: cost savings, environmental stewardship, public relations and community affairs, and efficiency.
 - Staff prepared and submitted the current draft of the airport master plan update report to the FDOT for review and comment. Comments received from FDOT and the public will be used to further refine the draft in preparation for the City Commission workshop on October 6th.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Finalization of the operating budget for fiscal year 2015/16.
- Completed Projects - Weekly
 - Processed 44 Journal Entry Batches (#5139 - 5238).
 - Approved 12 Purchase Requisitions totaling \$80,300.91.
 - Issued 18 Purchase Orders totaling \$111,707.58.
 - Processed 4,026 cash receipts totaling \$563,898.45.
 - Prepared 119 Accounts Payable checks totaling \$90,028.65 and 38 Accounts Payable EFT payments totaling \$425,605.66.
 - Processed and issued 6,156 utility bills with billed consumption of water of 30,102k.

- Issued 514 past due notices on utility accounts.
- Auto-called 48 utility customers regarding receipt of a past due notice.

- Public Information
 - Press Releases
 - Open Gym (9/11)
 - Florida Licensing on Wheels (9/15)
 - Magic Forest Closure (9/14-9/18)

 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended quarterly staff meeting.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

Fires: 1

Fire Alarms: 7

Hazardous: 4

EMS: 80

Motor Vehicle Accidents: 7

Public Assists: 53

TOTAL CALLS: 152

Aid provided to other agencies: 19 Calls: Daytona Beach (8), Holly Hill (2), Volusia County (9)

Total staff hours provided to other agencies: 21

of overlapping calls: 31

of personnel sent with EVAC to assist with patient care during hospital transport: 4

Total EMS patients treated: 71

Training Hours

- NFPA 1001: Firefighting 30
- NFPA 1002: Driving 15
- NFPA 1021: Officer 6
- NFPA 1500: Safety/Equipment 32
- EMT/Paramedic 8

TOTAL TRAINING HOURS: 91

Significant Incidents

8/31/15, 7:44 PM: Seville St. / S. Yonge St. – Motor Vehicle Accident – Provided assistance to Volusia County – responded to a two vehicle head-on collision – Engine 93 crew extricated entrapped driver – an Ormond Beach firefighter paramedic assisted EVAC during transport of one trauma alert patient.

9/5/15, 3:23 AM: Southbound I-95 / US-1 Overpass – Motor Vehicle Accident – Provided assistance to Volusia County for a roll-over accident – one person extricated by removing roof – patient was transported as a trauma alert with an Ormond Beach firefighter paramedic assisting EVAC during transport.

9/5/15, 9:18 AM: 89 S. The Beach – Emergency Medical Call – Responded to a patient found on beach with gunshot wound – CPR was performed – an Ormond Beach firefighter EMT assisted EVAC during transport.

Human Resources

Staffing Update

- Requisitions
 - Police Officer (Police)
 - Police Sergeant (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 were selected and began pre-employment processing:
 - Office Manager (Police Department)
 - Chief Building Inspector (Planning & Building)
 - Employee Relations Assistant (Human Resources)
 - PT Special Events Technician at The Casements (Leisure Services)
 - Firefighter/EMT (Fire Department)
 - Maintenance Worker II – Streets (Public Works)

- Terminations/Resignations/Retirements
 - Maintenance Worker II (Wastewater) – effective 9-9-15
 - Treatment Plant Operator A (Wastewater) – effective 9-16-15
 - Maintenance Worker II (Athletic Fields) – effective 9-30-15
 - Office Manager (Police) – effective 9-30-15

City Events/Employee Relations Update

- Open enrollment benefits meetings were held for employees.
- ICMA representative will be here on 9-30-15 to meet with employees.
- One Blood will host a blood drive at City Hall on 10-5-15.
- Nationwide representative will be here on 11-19-15 to meet with employees.

Risk Management Projects

- Attended Leadership planning meeting for 2016 program.
- Planning for Mayor's Health & Fitness Challenge.

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 – Working with vendor to configure VPN connection to allow sending updates to the Naviline system.

iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 6 New work - 26 completed - 23 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,384	Inbound E-Mails Blocked	10,810
Delivered Inbound E-Mails	13,282	Quarantined Messages	292
Percentage Good Email	54.5%	Virus E-Mails Blocked	159

- Notable Events:
 - None.

- **Geographical Information Systems (GIS)**

Addressing Additions: 1 Changes: 1 Corrections: 1

Map/Information Requests: 14

Information Requests from External Organizations: 0

CIP Related Projects (pavement management, project tracking map): 0

Meters GPS Located this week: 3: Total in system = 23,065; 22,399 potable, 655 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
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Movies on the Halifax
- Skate Park Meeting
- City Commission Meeting

- **Athletics**

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
- The OBGS 13's, 14's and 15's continued practice on Tuesday, Wednesday and Thursday night at 6pm at the Sports Complex on the Kiwanis Field.
- Coed softball games continued Tuesday through Thursday nights at 6:20pm at the Sports Complex on Field 7.
- Pride Football practices continued at the Sports Complex on Multi-Purpose Fields 11 and 12.
- OBSC's competitive soccer continued their fall training Tuesday through Friday on Fields 1, 4, 9, and 10 at the Sports Complex. Recreational soccer practices also started this week.

- Lady Renegades are currently practicing on the Softball Quad at the Sports Complex Tuesday through Thursday at 6pm. They have six teams. They also will be hosting a tournament this weekend at the Sports Complex on the Softball Quad as well as Nova Fields 2 and 3.
- The City's Flag Football Program started practices on Tuesday evening at Softball Quad 3 and the Kiwanis Field starting at 5:30pm.
- Pride Football had its first home games of the season on Saturday at the Sports Complex on Championship Field 7.
- OBYBSA Baseball and Softball started their practices for their fall season at both the Sports Complex as well as the Nova Community Park fields. Games will start in the next week or so.

- 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
 - Blew out dugouts and common areas
 - Laid out additional soccer fields for painting next week
 - Painted soccer fields at South Ormond for YMCA
 - Painted Championship Field #7 for Seabreeze HS JV game and Pop Warner games
 - Repainted overflow parking area by Soccer #9 for parking lot
 - Fields closures last week due to rain

- 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:
 - Tuesday: CMT held regular classes.
 - Wednesday: CMT held regular classes.
 - Thursday: Kopy Kats and CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - "Still I Weep," Saturday 9/12, 6 pm and Sunday 9/13, 2:30 pm, \$15 general admission

- 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
 - YMCA Soccer Wednesday and Friday 5:30-7:30pm
 - Tile renovation project continues - two classrooms and media room

- Community Events
 - Attended Economic Prosperity Hour at Dunn's Attic, Sept. 10th
 - Began assisting with State of the City luncheon
 - Began planning Veteran's Day Dinner
 - Assisting with Peace in the Park event scheduled for October 24th
 - Cleaning and organization of Community Events storage areas - ongoing
 - Planning of kids' "Reel in the Fun" fishing tournament scheduled on Saturday, September 12th

- 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 11, 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.
 - Ms. Debby's Dance and Acting classes began meeting this week.
 - Jr. Jazzercise began on Wednesday from 5:00-5:45pm in the activity room.
 - Coed Volleyball began its fall season on Wednesday. They will meet at various days throughout the season.
 - The Center Coordinator attended an Autism Speaks event on Saturday and promoted Leisure Services offerings to the community.
- The Casements
 - A wedding was held at Ormond Memorial Gardens on Saturday from 1:00 p.m. to 3 p.m.
 - A wedding ceremony and reception were held at The Casements on Sunday from 9:00 a.m. to 6:00 p.m.
 - Pilates classes met Tuesday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - Guild tours were given Tuesday through Saturday.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - The third floor was repainted throughout the week.
- Parks Maintenance
 - Prepared forms for 13 yards of concrete to be poured around pavilion at Central Park I
 - Installed new trash can lids on barrels at Fortunato Park
 - Removed old guard rail from behind Bailey Riverbridge building
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Posting of park reservations at pavilions
- Building Maintenance
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Weekly inspection of DOT and facility lighting at various City locations
 - Weekly lighting inspection of Airfield Runways, Taxiways and signage
 - Reset chiller at Police Station
 - Replaced broken tires/wheels of air compressor in Truck 418
 - Replaced ceiling tiles in Building D at Senior Center
 - Cleaned coils on chiller at Police Station
 - Re-keyed interior lock at Police Station
 - Re-programmed t-stat at PAC backstage
 - Reset smoke detector on west ballroom system at Senior Center
 - Programmed and installed/replaced three t-stats in Building D at Senior Center
 - Delivered and setup tables and chairs for open enrollment

- Removed observation wall at Gymnastics
- Removed 60 computers from City Hall and brought to Fleet
- Installed new showerhead in soccer at Airport Sports
- Repaired toilet seats at Sanchez Park
- Repaired toilet sensor at Andy Romano
- Installed new rules sign for Splash Pad at Andy Romano
- Repaired bathroom light in men's room at SONC
- Repaired street light on Live Oak Avenue
- Repaired light in bathroom at Fire Station 92
- Repaired football scoreboard at Airport Sports

Police Department

Administrative Services

- Attended PD staff meeting.
- Attended City Manager meeting with Directors and Managers.

Community Outreach

- OBPAL Golf Tournament: The brochure has been completed. The tournament will be held at Riverbend Golf Course on December 5th. The hole in one prize is being sponsored by Daytona Harley Davidson.
- DARE classes started at Pathways Elementary (5 Classes).
- Met with Director of Ormond in the Pines to coordinate "Breakfast with Badges."
- Started recruitment for Citizen Police Academy and "SLAP"-Woman's Self Defense Classes.

Community Services & Animal Control

- Animal Calls: 45
- Animal Bites: 1
- Animal Reports: 3
- Animals to Halifax Humane: 1 (cat)
- Shot Clinic is Sunday 5:00 p.m. to 6:00 p.m. at the Police Department.

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 6
- Inactive: 12
- Fraud: 3
- Burglary Residential: 1
- Larceny Car break: 7
- Grand Theft: 3
- Auto Theft: 4
- Missing Persons: 2
- Recovered Missing Persons: 2
- Sex Offense/Rape: 1
- Police Information: 3
- Death Undetermined: 2

Records

- Walk - Ins / Window 91
- Phone Calls 82
- Arrest / NTA'S 30
- Citations Issued 91
- Citations Entered 310

- Reports Generated 163
- Reports Entered 142
- Mail / Faxes / Request 24

Patrol

- Total Calls 1,544
- Total Traffic Stops 196

Operations

Crime Opportunity Report Forms: 144

- 9/2/15
 - Stolen Vehicle, 123 Deer Lake Circle, Victim said that her vehicle was taken sometime overnight.
 - Shoplifting (Arrest), 1521 West Granada Boulevard (Wal-Mart), Suspect was stopped by a Wal-Mart Loss Prevention Officer attempting to leave the store with unpaid merchandise. Suspect was issued a Notice to Appear.
 - Car Break, 119 Horseshoe Trail, vehicle entered overnight.
 - Car Break, 22 Indian Drive, two vehicles entered sometime overnight. Vehicles were left unlocked with several items taken.
 - Warrant arrest, Dealing in Stolen Property, 501 North Orchard Street, CID walked a warrant through on a suspect. The suspect was transported to the county jail.
 - Shoplifting (Arrest), 1521 West Granada Boulevard (Wal-Mart), Suspect was stopped by a Wal-Mart Loss Prevention Officer attempting to leave the store with unpaid merchandise. The suspect was issued a Notice to Appear.
- 9/4/15
 - Shoplifting/Narcotics (Arrest) - 218 North Nova Road (CVS Pharmacy). Female was caught by Loss Prevention placing items in her purse. Further investigation revealed that the suspect was also in possession of a small amount of marijuana. Notice to Appear issued.
 - Battery-Domestic Violence Arrest, 248 Timberline Trail. Suspect struck his wife in the head causing her to black out. He arrived home on crystal meth and began acting irrational. After striking the victim, he fled the residence. Several hours later he was back at the residence trying to get in the house. He was located at Soco Trail and Main Trail and was placed under arrest for battery.
 - Warrant Arrest, 248 Timberline Trail. During the investigation into a battery involving the above suspect, it was discovered that he had an open warrant for Violation of Probation reference to leaving the scene and reckless driving.
 - Narcotics Arrest, 400 Harbour Lights Drive. An Officer attempted to stop a black truck for a traffic violation when it tried to evade him. He located the truck and it stopped at 400 Harbour Lights Drive. The driver was found to be in possession of 26 grams of Cannabis, Oxycodone and paraphernalia. His passenger was also arrested for possession of Oxycodone and the other passenger was arrested for an open warrant.
- 9/5/15
 - Carbreak- 730 Airport Road (Riverbend Country Club). Window was smashed, victim advised that nothing appears missing from the vehicle.
 - Traffic Stop/Arrest- 300 block South Yonge Street. Subject stopped for a traffic violation. Driver was a habitual traffic offender. Suspect was arrested.
 - Suspicious Person/Loiter and Prowler Arrest (x2) - 221 Dix Ave. Received a call about suspicious persons behind a vacant house. Upon officers arrival the subjects ran. After a short foot pursuit they were captured in the 100 block of North Yonge Street.
 - Panhandling Arrest, Williamson Boulevard/SR 40. Transient was panhandling in the median and interfering with traffic. He was arrested.
 - Carbreak, 100 Magnolia Drive. The victim reported that an unknown subject possibly entered her vehicle. Nothing was missing.
 - DUI Arrest, 700 West Granada Boulevard. Suspect crashed into another vehicle and then drove in a circle on Granada Boulevard and crashed into the fence in front of Pilgrims Rest Cemetery.

- The driver appeared intoxicated and refused to perform field sobriety exercises. Suspect also refused a breath test and was placed under arrest.
- Narcotics Arrest, 174 Tomoka Avenue. An officer stopped a vehicle for a traffic violation. Upon contacting the driver, the driver and passenger seemed nervous. Officer deployed his K9 who alerted to the vehicle. A search revealed several Alprozolam pills, a scale and paraphernalia. The driver and passenger were arrested.
 - 9/6/15
 - Carbreak, 1501 Oak Forest Drive. An unlocked vehicle was entered. Victim had 40-50 keys stolen. The keys belong to various properties he manages.
 - Carbreak, 1528 Oak Forest Drive. An unlocked vehicle was entered. A Kel-Tec model P-3AT .380 caliber pistol was stolen.
 - Carbreak, 108 Shady Branch Trail. An unlocked vehicle was entered. A handicap placard, a knife with a scabbard, and a pair of sunglasses were taken.
 - Narcotics Arrest, Hand Avenue/Collins Street. The driver was stopped for a traffic violation. During the course of the stop, a strong odor of marijuana was detected. A search of the driver revealed 7.5 grams of marijuana. The driver was issued a Notice to Appear.
 - Narcotics Arrest, West Granada Boulevard/FEC. A male was located asleep at the wheel of his vehicle on West Granada Boulevard at the railroad tracks. In plain view next to the male was a small bag of marijuana. After waking the subject, he was placed under arrest for possession of cannabis under 20 grams and issued a Notice to Appear.
 - 9/7/15
 - Traffic Stop, Arrest, 100 Block South Atlantic Avenue, A vehicle was traveling at a very high rate of speed. The vehicle was pulled over and the driver immediately jumped out of the vehicle and was apprehended. Subject was found to have eight prior suspensions and was also arrested for Reckless Driving.
 - Burglary, Residence/Vehicle, 1423 North Beach Street, Suspect entered the garage and then entered an unlocked vehicle and took an iPod.
 - Shoplifting, arrest, 1521 West Granada Boulevard (Wal-Mart), Suspect was apprehended by a Wal-Mart Loss Prevention officer trying to leave the store with unpaid merchandise. The suspect was released with a Notice to Appear.
 - Stolen Vehicle, 110 South Nova Road (Einstein Bagels). The victim left her car running when she walked up to Einstein's to see if they were still open. She heard a car door slam and when she turned around she saw her car speeding southbound in the parking lot with another silver car following then travel south on Nova Road.
 - Battery-Domestic Violence, 955 South Nova Road #37. Suspect slapped his girlfriend in the face. Her 20 year old son intervened and the victim then threw a bottle at the suspect to defend her son. The suspect fled the scene on foot and could not be located. A charging affidavit was completed.
 - DUI Arrest, 60 Vining Court (Fountain Square Condo). Driver was arrested for DUI after found sleeping in the driver's seat. The car was parked but running. Driver was transported to jail without incident.
 - 9/8/15
 - Stolen Vehicle, 14 Byron Ellinor Drive # A, victim said that he left his keys in his suv that was parked in his driveway overnight. Vehicle entered as stolen.
 - Battery/DV, Wilmette Avenue/FEC, reporting party stated that the suspect forcefully pulled his girlfriend off a scooter and shoved her in his vehicle. The suspect was charged with two counts of battery.
 - Carbreak, 337 Timberline Trail, suspect entered the vehicle overnight and took two purses.
 - Carbreak, 127 Pine Cone Trail, suspect entered un-locked vehicles overnight. Wallet taken.
 - Burglary/Criminal Mischief, 100 Osceola Avenue (Osceola Elementary), sometime between last Friday and this morning someone entered the cafeteria of the school by jumping on the air conditioner and accessing the building through a door on the roof.
 - Carbreak, 155 Pine Cone Trail, unlocked vehicle entered overnight. Purse and GPS taken.
 - Carbreak, 6 Shawnee Trail, unlocked vehicle was entered overnight.

- Carbreak, 40 Timberlake Lane. Occurred on Sunday afternoon. Unlocked car was entered and a wallet was taken.
- Carbreak, 235 Pine Cone Trail. Unlocked vehicle was entered and two pairs of sunglasses taken.
- Burglary-Residence, 82 River Beach Drive. An unknown person entered the home through an unlocked sliding door and stole a television.

Traffic Unit

Traffic Enforcement Stats:

- Number of Traffic Stops: 14
- Number of Uniform Traffic Citations Issued: 34

Traffic Crash Reports:

- Number of Crashes without Injuries: 11
- Number of Crashes with Injuries: 4
- Crash Investigation General Information:
 - 15-09-00050 "T" bone crash, damage to bus bench and housing, a City trash can and tree. Roadway shut down about 1 hour. Remained on scene for clean up after roadway opened.
 - 15-09-00147 Reckless Driver Arrest. Vehicle traveling 70 mph on S. Atlantic Ave in heavy traffic with several pedestrians around. Vehicle kept accelerating after passing an officer and reached a top speed of approximately 80 mph. Vehicle was stopped and driver was found to have a suspended license. Driver was arrested for Driving While License Suspended and Reckless driving.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

Zone 1: 9 Cases initiated
Zone 2: 6 Cases initiated
Zone 3: 1 Case initiated
Zone 4: 2 Cases initiated

- 5 signs have either been removed or sign cases created.
- 19 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and eighty (80) telephonic inquiries.

Public Works

• Engineering

Construction Projects:

- Downtown Streetscape Planting (Orchard to A1A) – The contractor is 99% complete with minor punch list items remaining.
- A1A North Peninsula Forcemain Extension (Volusia County project) – Assisted with condominium concern regarding site restoration due to the forcemain installation and new lift station connection.
- Sports Complex Restroom Facility Construction – The facility is approximately 90% 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 will be completed by the end of the week.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Lining of two outfall pipes along Northside Drive was completed.
- 2015 Roadway Resurfacing - Final cleanup and road striping is being performed.
- Bermuda Estates Sidewalk - Sidewalk construction completed. Final cleanup of site is under way.
- Ph II 2-Inch Water Main Replacement - Mainland - New watermain was installed along Horseshoe Trail and is being pressure tested. Driveway cuts were replaced along Magnolia Avenue and Oak Avenue for the new watermain installations. Restoration is being performed along West Granada Blvd. for the completed watermain installation along that route.

- Ph II 2-Inch Water Main Replacement – North Peninsula – the contractor is currently working on Alamanda Drive and Hibiscus Drive. Services are currently being connected on Ocean Aire Terrace North; fire hydrants have been installed on Ocean Aire Terrace North and South, Hibiscus and Alamanda.
- 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 the end of the week.
- Environmental Discovery Center – The contractor installed the silt fence and is currently working on utility installations.
- **Nova Community Park Paving Project – The final payment was made and based on final unit quantities the contract was finished \$24,632.88 under the contract amount.**

Design Projects

- City Welcome Sign – Staff submitted responses to the conceptual review comments from the State.
- 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 was approved at 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 FAA approved portion of the project.
- Water Treatment Plant Lime Silo Dust Arrestor – 90% plans have been submitted for City review.
- Water Treatment Plant Controls and Pump Upgrade – The consultant met with WTP 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:

- Sports Complex - Recent improvements to ballfield quad perimeter drainage swale proved to be effective after heavy rainfall and prevented the playground from flooding.
- 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).
- Researched and provided benchmark information for the Lindenwood Circle area, per Surveyor request.
- Met with home builder to discuss SWMP options and provided City requirements for proposed single family home on Hernandez Avenue.
- Completed additional topographic survey along the Foxhunter Flat right-of-way for the proposed Hunters Ridge Forcemain Upgrade project.
- Completed right-of-way stakeout at 316 Sandy Oaks Drive.

- Researched historical documents to determine right of way width at 705 Riverside Dr per Planning Department request
- Created construction plan set for the Sodium Hypochlorite Tanks Replacement per Utilities Div request
- Created multiple exhibit maps for the State of the City presentation.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Filled asphalt around manhole on Ginger Cir
 - Cut out form board under basin on Lakebluff Dr
 - Poured asphalt around Pavilion at Central Park 1
 - Repaired asphalt on S Nova Rd at Forest Ct, and Sanchez Ave at N Beach St

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
- Removed maple tree on Brookwood Dr
- Trimmed in the Ormond Green Subdivision
- Removed dead hollies on State Road 40

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches Citywide
- Assisted Concrete Crew at Central Park 1
- Trimming DOT ROW on State Roads, Spring Meadows Dr

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
- Installed Stop Sign Ahead sign on Center St
- Inventoried thermo plastic in various areas
- Installed No Parking sign at Andy Romano Park

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 pipe on Poplar Dr
- Assisted Building Maintenance with grading at Nova Rec
- Maintained ditches at Hand Ave and Bennett Ln, Tomoka Meadows

- Maintained dry wells in Zone #1

Vactor

- New system inspection at 1000 block of W Granada Blvd

Mowing

- Reachout Mower – SR40
- Pond mowing on Nova Rd and Lakebridge Dr

Street Sweeping/Streetsweeper

- 75 miles of road cleaned (2 days)
- 6 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
23,275

PM Services completed for the week:

Emergency—Vehicles and Equipment
9

Non-Emergency Vehicles and Equipment
14

Road Calls for the week: 1

Quick Fleet Facts:

- Fleet has 13,597 gallons of unleaded and 7,384 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,849 gallons of unleaded and 857 gallons of diesel.
- Fleet completed 47 work orders this week.

- Utilities

Projects Summary

- Division Avenue Well Field Raw Water Piping – Construction progress meeting scheduled next week.
- Fire Hydrant Replacement Program – Approved the shop drawing submittal.
- 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 – Submitted a Bid Request/Approval Form to obtain a bid number. 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.
- 391 Airport Road – Engineering preparing plans for a Volusia County Use permit application - submitted application form for execution.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Final payment for CDM construction services was sent to CDM. Legal reviewed the transmittal letter. Reviewed the proposed settlement agreement to add impellers to the two remaining influent pumps. Plans for replacing the sodium hypochlorite storage tanks are being reviewed.
- 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) – Project is advertised for receipt of bids.
- Water Plant Aerator Housing Rehabilitation (CIP) – Reviewed the scope requirements with the consultant.
- Staff collaborating with Fire Department regarding responses to ISO Survey information request related to the water distribution and storage system capabilities.
- SPRC: Campana – Met with engineer to discuss conceptual plans for a Kayak rental facility on US1. Children's Workshop – SJRWMD permit received; reviewed revised plans. Kingston Shores – Water line relocation is required to avoid the FPL conduit in the easement. The condo association contacted the State to attempt to obtain an easement along the north property line. Apparently there are two shell mounds that may prevent the State from granting an easement. Huntington Villas - Development Order 2015-070 issued. 1368 Oceanshore Blvd. – Reviewed plans.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 35.882 million gallons for the week ending Sept. 6, 2015 (5.126 MGD)
 - Backwashed 11 filters for a total of 479,000 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 32.35 Million Gallons.
 - Produced 18.00 Million Gallons of Reuse.
 - Produced 14.35 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.62 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 20.20 (14%-18% Solids).
 - Facility was inspected FDEP.
 - Completed cleaning of Chlorine Contact Tanks and Equalization Basins.
- Water Distribution
 - Exchanged 3 water meters per Finance Department work orders.
 - Responded to or repaired 18 water service leaks.
 - Installed 4 new residential customer water services and meters
 - Replaced or repaired 4 water meter boxes.
 - Replaced 5 water services due to aged piping.
 - Responded to 18 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Pressure tested 6 and repaired 2 city owned backflow prevention devices serving facilities.
 - Repaired water main leaks: 6" at the corner of Sanchez Ave & N. Beach St and a 2" on S. Ridgewood Ave.
 - Continued maintenance of fire hydrants within city limits, 10 fire hydrants maintained in The Trails subdivision.
 - Continued to located and record information regarding fire hydrants in need of replacement.
 - Initiated predeterminations of future shutdowns affecting customers due to fire hydrant replacements.
 - Performed valve maintenance due to water main breaks, 8 valves exercised.
 - Performed flushing activities Aberdeen Subdivision and Ormond Lakes Phase III.
 - Located the 12" water main on W. Granada Blvd for a permit application to install a new irrigation service serving the median.
 - Moved the irrigation service on W. Granada, west of Orchard St., for future road work in that area.

- Repaired excavations on N. Halifax Dr, Sanchez Ave, S. Ridgewood Ave.
- Rescinded boil water notice on Jill Allison Dr
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 95 regular and 4 emergency utility locates for the previous week.

- Wastewater Collection - Reuse
 - Crews responded to eight trouble calls Breakaway/Hunters Ridge PEP System service area and six in town.
 - Televised 4, cleaned 8 and root controlled 2 sewer laterals.
 - Eight inch main sewer line repair at 512 Sandy Oaks exhibiting high level of groundwater inflow repaired by Danus Utilities and city crews.
 - Main sewer line backup at 97 South Ridgewood Ave. Found sewer main break at 102 Tomoka Ave. due to apparent FPL sub contractor past installation of power pole.
 - Pulled new wire from control panel to J-Box at 18 Meadow View Ridge and 30 Old Bridge.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters, Ocean Mist Hotel and Ormond Mall @ 0 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 20/17 psi, Foxhunters Flat (2 inch) 16/10 psi & Shadow Creek Blvd. (4 inch) 0/0 psi.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Final Effluent Tanks – assisted completion of scheduled tank cleaning.
 - Sandy Oaks – follow up from call out, supplemental pump to station, ground water intrusion due to gravity main break causing flows to exceed station capacity, assisted with repairs.
 - Shadow Crossings, broken pipe in wet well, installed repair sleeve, sleeve has slowed it substantially, began steps to have contractor repair, will monitor during repair stages.
 - Dewatering Station, pump no. 1 high temperature noted, tested all 4 pumps, all 4 pumps ran fine, will monitor.
 - 16 Circle Creek Way – pulled new wire and installed new control box for PEP System tank.
 - Plant wide, trouble shoot various meters throughout plant from lighting storm.
 - ALUM & MCC #2, loss of power main breaker tripped in panel LP-2, insured all wires were free of shorts and reset breaker, ok.
 - Influent Room – deragged pumps.
 - WIN911 monitor/response: Halifax Medical Center - high level, wet well full, both motor starters tripped, reset station, pumped down wet well ok; Deer Creek, Shadow Crossings, 12M, Laurel Oaks, 8M1, 4M1, 4M, Bear Creek, Castle Gate, Cypress Place, 8P - power failures, FPL outages city wide, storm related, power restored at all stations without incident, ok;
 - SCADA monitor/response: 7P – uneven starts, high starts, station operating fine, possible SCADA reading problem, electrician will evaluate and update; 12M – high run hours, non-operational stop float, replaced with new inventory, ok; 7M1 – high starts, uneven run hours, pull pump #1 to clear blockage at volute, 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: Carrousel Surface Aerators, #1N, #1S, #2N, #2S; Digester Blowers, #1, #2, #3; Swing Zone Blowers, #1, #2; Poly Blend Unit #2, Influent Odor Control Unit.
 - Quarterly PM's: Bar Screens, #1, #2.
 - Semiannual PM's: Bar Screens, #1, #2.
 - Annual PM's: Digester Blower #3.
 - Lift Station PM's: 22 monthly and 0 annual performed.
 - Plant wide oil & grease route.
 - 73 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 40R, installed new UPS system.
- Well 39R, found generator running, this was not during scheduled weekly cycle or power outage, contacted Fleet for repairs.
- Brine tank, installed new salt feed hoses.
- Nova Road Booster station, clean pressure transducer line, reboot VFD, seal openings where insects are entering cabinet.
- Sand filter #5, made modifications to motor coupler and installed on unit, install EIM actuator.
- Shadow Crossings Reuse - install new level probe and program controller, ok.
- Well 9D - would not start in auto or manual, found faulty connections and non functioning time delay relay, made repairs, ok.
- Well PM's: 12.
- Weekly PM's: Claricones
- Monthly PM's: all High Service pumps; reuse pumping station; 4 polymer pumps; polymer mixer.

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 to be submitted to the FDEP for the 2014-15 fiscal year. The report provides the State with the operation of the City's reuse system including capacity and quantity distributed.
- PEP Tank Brochure: Staff is mailing Pretreatment Effluent Pumping (PEP) tank educational brochures to customers with the system to enhance their understanding of the procedures and responsibilities of operating the system. The brochure will allow the customer to make informed decisions on when to call the City for service and how to optimize its performance.

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 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 backflow device compliance. Staff is providing field support to customers who are having difficulty locating their backflow device.
- Water Treatment Plant Sanitary Survey Inspection Report: The Utility received the triennial Sanitary Survey Inspection report on August 24, 2015 from 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. The Utility provided the requested Cross Connection Control Data to the Department and is preparing a response to the recommendations given by FDOH.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for September 9, 2015, City Commission Meeting
- Agenda packet preparation for September 23, 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.