

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: September 18, 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:

- Staff meeting with senior staff
- General discussion meetings with senior staff from: Economic Development, HR, Planning and Finance.
- Biketoberfest planning meeting with NID, City Attorney, Planning and Building staff members
- Continued planning for State of the City
- Reviewed and discussed draft bike planning process (quality of life goal in the strategic plan) with Planning Director. He will begin neighborhood meetings to get residential feedback on where folks are currently biking and best location of future bike paths. He will also meet with the Save the Loop, Quality of Life Board and Leisure Services Advisory Board once he completes the residential meeting process.

Spoke to, attended and/or met with:

- Rotary meetings
- Team Volusia Executive Committee meeting
- Property discussion with pastor at Unitarian church on North Beach Street
- Daytona State College Annual Foundation Gala/Dinner
- Daytona Chamber Eggs and Issues meeting

Community Development

Planning

- The Planning Director attended the Technical Coordinating Committee of the TPO. Items of interest to Ormond Beach include:
 - The 2045 Long Range Transportation Plan was approved with SR40 widening from a 2 Lane Divided (LD) facility to a 3LD facility from Williamson to US17 was placed into the Cost Feasible portion of the plan. The project has been placed in 2030-40 year span.
 - Widening of Williamson from LPGA to Hand from a 2 Lane Undivided Facility (LUD) facility to a 2LD facility was placed in the Cost Feasible portion of the plan.
 - Widening of Tymber Creek Road from the Airport intersection to Peruvian from a 2 LUD facility to a 4LD facility was placed in the Cost Feasible portion of the plan.
 - The I95/US1 interchange was placed in the Strategic Intermodal System (SIS) with a needs list in the amount of \$28M although no description of what the improvements were or how the cost was derived was provided.
 - The 2016-20 Transportation Improvement Program (TIP) was amended to include the Ormond Beach Airport Wildlife Hazard Assessment (\$110K); Ormond Beach Taxiway G (\$2.1M); and Ormond Beach A1A Landscaping (\$550K). All three projects are in the 2015-16 TIP year.

Of particular interest was the presentation on SR417 extension project. A previous study in 2003 indicated this project was not feasible, but due to the Farnton and Restoration DRI, a sketch level study was conducted to determine the effects of these developments on the SR417 extension. The study looked at three alternatives of extending SR417 from SR417 toll road in Sanford to the area around Edgewood and New Smyrna Beach. The revenues projected from tolls and just the construction costs (no ROW or environmental impacts updated) indicated the net costs of construction exceeded tolls from \$800M to \$1B depending upon the alternative chosen. The TPO board decided rather than lose the federal money, directions to FDOT was to proceed on to study the environmental issues.

- Staff attended a meeting with the NID, Legal and City Manager regarding an enforcement strategy to ensure itinerant vending rules for events are followed by the host license holders.
- The Planning Director, Engineering and a representative of Highlander Corporation met to discuss the Phase 1 drainage project designed for the area behind New Britain between N. Beach Street and N. Ridgewood Avenue.
- The Planning Director, City Manager and City intern met to discuss the draft Bike Plan and the role the intern can play in developing the Wikimap crowd sourcing project.

Building Inspections, Permitting & Licensing

- 204 inspections performed.
- 4 business tax receipts issued.
- 89 permits issued with a valuation of \$1,253,265

NOTE: Private Provider inspection services conducted 78 inspections of the 204 inspections performed.

Development Services

- SPRC met on the following:
 - Individual placement of ATM's in parking lots along street frontages.
 - 75 N. Nova – issues with construction without calling in inspections.

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 and the Ormond Chamber Executive Director met with the President of Live Learn Educational Group, a Brazilian based student placement and internship company, to assist with introductions to local businesses and educational institutions.

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.
- Staff met with SKYO Industries to discuss their relocation schedule from New York to Ormond Beach. Manufacturing machinery is beginning to be shipped to 2 Sunshine Blvd. and operations will ramp up over the next several months.

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.
- Staff 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 a workshop with the City Commission 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 46 Journal Entry Batches (#5239 - 5332).
 - Approved 26 Purchase Requisitions totaling \$71,166.83.
 - Issued 20 Purchase Orders totaling \$118,360.17.
 - Processed 4,771 cash receipts totaling \$876,666.60.
 - Prepared 123 Accounts Payable checks totaling \$303,232.89 and 35 Accounts Payable EFT payments totaling \$231,426.89.
 - Processed and issued 6,058 utility bills with billed consumption of water of 21,371K.
 - Prepared 25 Payroll checks totaling \$22,797.64 and 325 Direct Deposits totaling \$403,137.61.
 - Transferred IRS 941 payment of \$159,450.51.
 - Processed 1,876 utility bill payments through ACH totaling \$141,317.09.
 - Issued 514 past due notices on utility accounts.
 - Auto-called 66 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Open Gym (9/25)
 - Florida Licensing on Wheels (9/29)
 - 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.
 - Attended meetings and continued project work for State of the City event.

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

Fire Department

Weekly Statistics

- Fires: 2
 - Fire Alarms: 2
 - Hazardous: 2
 - EMS: 82
 - Motor Vehicle Accidents: 7
 - Public Assists: 43
 - TOTAL CALLS: 138
-
- Aid provided to other agencies: 15 Calls: Daytona Beach (5), Holly Hill (1), Volusia County (9)
 - Total staff hours provided to other agencies: 16
 - # of overlapping calls: 31
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 57

Training Hours

- NFPA 1001: Firefighting 17
- NFPA 1002: Driving 6
- NFPA 1021: Officer 14
- NFPA 1500: Safety/Equipment 48
- NFPA 1620: 16
- EMT/Paramedic 11
- TOTAL TRAINING HOURS: 112

Station Activities

- Updated 47 pre-fire plans
- Conducted 53 fire hydrant inspections

Significant Incidents

- 9/11/15, 1:53 PM: E. Tower Cir. – Structure Fire – Prior to arrival a large black column of smoke was visible from beachside Fire Station 91 – heavy fire reported outside and inside a 160,000 sq. ft. manufacturing facility – a second alarm was called – all Ormond Beach Fire Stations responded along with assistance from Daytona, Volusia County and Holly Hill – fire was reported under control approximately 1.5 hours later – crews cleared scene at 9:42 PM – cause of fire under investigation by State Fire Marshall.

Human Resources

Staffing Update

Requisitions

- Police Officer (Police)
- Police Sergeant (Police)
- Plant Operator C, B, or A (Wastewater)
- Part Time Treatment Plant Operator (Wastewater)

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.

Interviews Scheduled

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

Background/Reference Checks/Job Offers

- Candidates were selected and began pre-employment processing
 - Firefighter/EMT (Fire Department).
 - Police Officer (Police Department).
 - Maintenance Worker II – Streets (Public Works).
 - Maintenance Worker II – Building Maintenance (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

- 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

- 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.
 - Finance – Interactive Voice Response System – Contract approved by City Commission.
 - Community Development – Electronic Plan Review – Training classes held by vendor.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 24 New work - 43 completed - 37 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service
- | | | | |
|---------------------------|------|-------------------------|---|
| Total Inbound E-Mails | 0 | Inbound E-Mails Blocked | 0 |
| Delivered Inbound E-Mails | 0 | Quarantined Messages | 0 |
| Percentage Good Email | 0.0% | Virus E-Mails Blocked | 0 |
- Notable Events:
 - Resolved a significant issue with the internet connection. Brighthouse was quick to identify the issue and sent a fiber engineer from Orlando on Saturday morning. The engineer quickly resolved the issue. Brighthouse made several follow up phone calls to verify the problem was resolved and we were operating as normal.

- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 97 Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS Located this week: 0: Total in system = 23,065; 22,399 potable, 655 irrigation, 11 effluent
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - City Manager's Meeting
 - Janitorial Services Meeting
 - Supervisory Staff Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Director at NRPA Conference this week
 - Skate Park Meeting
 - Fishing Tournament Saturday
 - State of the City Update Meeting
 - VCRDA Meeting
 - Community Garden 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 this week on Monday through Thursday night at 6pm at the Sports Complex on the Wendelstedt Fields.
 - Coed softball games continued this week Monday through Wednesday nights 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 their second home game of the season on Saturday at the Sports Complex on Championship Field 7.
 - OBSC's competitive soccer continued their fall training this week Monday through Friday on Fields 1, 4, 9, and 10 at the Sports Complex. Recreational soccer practices also continued this week with Opening Day on Saturday.
 - Lady Renegades are currently practicing on the Softball Quad at the Sports Complex Monday through Thursday at 6pm. They have six teams. They hosted a tournament last weekend at the Sports Complex on the Softball Quad as well as Nova Fields 2 and 3. Thirty five teams participated.
 - The City's Flag Football Program continued practices this week Monday through Friday evening at Softball Quad 3 and the Kiwanis Field starting at 5:30pm. Games start September 28th.
 - OBYBSA Baseball and Softball continued their practices this week for their fall season at both the Sports Complex as well as the Nova Community Park fields. Games will start next week.
 - USSSA Baseball is back for the fall, hosting their first of three this season at the Sports Complex and Nova Community Park.
 - Seabreeze High School JV Football played their second of three home games on Thursday night at 6pm at the Sports Complex on Championship Field #7.
- 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, all courts, Magic Forest and common areas
 - 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 and installed carpets for Pride football games
- Repainted overflow parking area by Soccer #9 for parking lot
- Moved all soccer goals to fields for practices and games.
- Prepped Quad, Softball Field 7 and Nova 2 and 3 for Lady Renegades Tournament

- 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:
 - "Solid Gold Country Classics" featuring Bobby Meeks, Saturday, 9/19 at 2pm \$5 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
 - Pavilion Rentals Saturday and Sunday
 - Activity Room Rental Sunday
 - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm
 - Tile renovation project completed this week

- Community Events
 - Weekly administrative tasks, office work, meetings, and activities and follow up of tasks for upcoming scheduled events
 - Assisting with State of the City and attended meeting at Oceanside Country Club
 - Began planning and schedule of Veteran's Day Dinner
 - Assisting with Peace in the Park event scheduled for October 24th
 - Assisted in the planning of 2015 Senior Games tasks
 - Attended Home for the Holidays Parade committee meeting
 - Attended weekly staff and one on one meetings
 - Worked at fishing tournament

- Gymnastics
 - Classes are going well and growing
 - September session in progress
 - Trial classes are being offered to attract potential students

- 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 continued throughout the week.
- Challenger Soccer met on Tuesday from 5:00-6:00pm.
- Coed Volleyball continues its fall season and meets Monday and Wednesday from 6:00pm-8:00pm.

- The Casements
 - Community Events held a fishing tournament at Bailey Riverbridge on Saturday from 8:30 a.m. to 2:30 p.m.
 - A wedding ceremony was held at Ormond Memorial Gardens on Sunday from 3:00 p.m. to 5:00 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 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 Tuesday through Friday. Saturday tours were held from 10:00 a.m. to noon.
 - The Casements' Guild had a board meeting Monday morning from 10:00 a.m. to noon.
 - Staff and volunteers met Wednesday from 6 p.m. to 7 p.m. to prepare for Rockefeller Revisited at The Casements on October 24th.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - Staff set up The Casements' third floor after being painted the previous week, and anticipates the third floor to be reopened by the weekend.

- Parks Maintenance
 - Poured concrete around outside of pavilion at Central Park I
 - Reset two barbeque grills at Central Park I
 - Repaired fence hit by car at Bailey Riverbridge
 - 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
 - Installed trim to the wall extension at Gymnastics
 - Repaired toilet at Nova Gym and Cassen Park
 - Installed new toilet handle at the Skate Park
 - Removed old scoreboard at Nova and replaced with new one
 - Install new trim around the water cooler at Central Park II
 - Repaired west gate at the Police Department
 - Checked bathroom locks at Andy Romano
 - Checked cupola after tenting at Fortunato Park
 - Checked phone lines at the Police Department
 - Adjusted light timer at the Skate Park
 - Checked the cupola A/C at Fortunato
 - Repaired men's urinal at River Bend Park
 - Checked broken water line at Waste Water

Police Department

Administrative Services

- Attended pre-Biketoberfest planning meeting with Code Enforcement and City staff.
- Conducted interviews with seven applicants for Police Officer position.
- Attended the "Blue Mass" at Our Lady of Lourdes.
- Held Crime View Meeting.
- Staff attended Coffee With A Cop at Panera Bread in the Trails Shopping Center.
- Staff participated in the first class of the Citizen Police Academy.

Community Outreach

- DARE classes taught at Pine Trail, Pathways, Ormond Beach and Tomoka elementary schools.
- Held a fraud seminar for Edward Jones employees.
- Safety presentation at Noah's Ark Pre-School (80 children).
- Youth Directors Council (YDC): Nine members of the YDC met on Monday, September 14th to review upcoming community service projects and set calendars for the events. Two members of the YDC will be attending the October Youth Advisory Council training with the State for Florida Association of Police Athletic Leagues.
- OBPAL Afterschool Educational Programs: Science on Patrol will be offered at Ormond Beach Elementary and Ormond Beach Middle School. Tutors R Us will be held at the South Ormond Neighborhood Center. It is anticipated that 50 youths will be served in these educational programs.

Community Services & Animal Control

- Animal Calls responded to : 37
- Animal Reports: 2
- Animals to Halifax Humane 3
 - Dogs: 2 Cats: 1
- Injured Wildlife: 2
- Trap Neuter Release: 1

Criminal Investigations

- Cases Assigned: 43
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 9
- Inactive: 3
- Fraud: 9
- Burglary Business: 3
- Burglary Residential: 4
- Larceny Car break: 20
- Grand Theft: 6
- Missing Persons: 1

Records

- Walk - Ins / Window 81
- Phone Calls 96
- Arrest / NTA'S 21
- Citations Issued 111
- Citations Entered 387
- Reports Generated 147
- Reports Entered 130
- Mail / Faxes / Request 28

Patrol

- Total Calls 1,571
- Total Traffic Stops 211

Operations

Crime Opportunity Report Forms Issued: 110

- 9/9/15
 - Burglary Residence- 30 Arroyo Parkway. Suspect entered through the side garage door and removed two dirt bikes.
 - Shoplifting- 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by loss prevention personnel attempting to steal a felony amount (over \$300) of merchandise hidden in her purse. Suspect was detained by loss prevention personnel and arrested upon officer's arrival on scene.
 - Warrant Arrest and Narcotics Arrest, 672 Wellington Station Boulevard. Information was learned that a resident had two open warrants for his arrest. Officers responded to his residence, located him and took him into custody without incident. While searching the subject incident to arrest, he was found to be in possession of cocaine and a controlled narcotic medication (hydromorphone) without a prescription. The subject was charged with the additional drug possession offenses.
- 9/10/15
 - Carbreak- 26 Soco Trail. Occurred sometime yesterday. Forced entry to the driver side door lock. Miscellaneous items taken.
 - Traffic Stop/Narcotics (Arrest) - South Atlantic Boulevard and Riverbeach Drive. Subject was stopped for a traffic violation, they gave officers consent to search their vehicle. During the search a minimal amount of marijuana was discovered. The subject was issued a Notice to Appear for possession of marijuana under 20 grams and released from the scene.
 - Shoplifting (Arrest) - 1521 West Granada Boulevard (Wal-Mart). Subject was stopped by loss prevention personnel as he attempted to leave the store with stolen merchandise. Suspect was taken into custody upon officer's arrival on scene.
 - DUI Arrest, 732 Lucerne Circle. Subject was found unconscious sitting in the driver's seat in a stopped, running vehicle that was still in gear by OB firefighter. The firefighter put the vehicle in "park" and reported the situation to central dispatch. Officers discovered the vehicle had a mailbox post of unknown origin embedded within the undercarriage. The driver, an adult female, was arrested for DUI following an investigation.
 - Burglary – Business, 1567 North US1 rooms 202 and 203. The owner of the Motel 6 advised that when checking rooms today he discovered that the television in rooms 202 and 203 had been stolen. The rooms had been secure and there were no signs of forced entry in either room.
 - Narcotics Arrest, 1 North Beach Street. Three suspects, all under the age of twenty-one, were found to be in possession of alcohol and narcotics. Two of the subjects were issued Notice to Appear and released from the scene, the remaining subject, who did not meet the criteria to be issued a Notice to Appear, was arrested and transported to the branch jail. All three subjects were charged with possession of alcohol by a person under twenty-one and possession of marijuana under 20 grams.
 - Panhandling/Solicitation Arrest, SR 40/Williamson Boulevard. Nuisance transient was arrested for obstructing traffic while soliciting/panhandling in the designated traffic lanes.
- 9/11/15
 - Residential Burglary, 932 Parkwood Drive, Suspect entered the home possibly through a back window. Several tools were reported missing.
 - Car Break, 129 Forest Quest, sometime overnight the victim's unlocked vehicle was entered and a pair of sunglasses and some car parts taken.
 - Armed Robbery in progress/Aggravated Assault/Arrest, 1340 West Granada Boulevard (Lowe's) Loss prevention personnel called saying that a known subject pulled a knife on her and threatened her after she attempted to stop him from shoplifting. The suspect fled the store prior to officers arrival but was later located at a bus stop east of Lowe's on SR40. Several Dewalt drills stolen from Lowe's were in the suspect's possession. Suspect was arrested and charged with retail theft and aggravated assault with a weapon/knife.
 - Battery-Domestic Violence Arrest, 1508 San Marco Drive #303. Suspect and his girlfriend were involved in a physical altercation during which the victim's cell phone was taken from her by the suspect so she could not call for assistance. The suspect was arrested for dating violence and interfering with a 911 communicating against his girlfriend. He was transported to the branch jail without incident

- Narcotics Arrest, 900 Block North Halifax Drive. Suspect was arrested for drug paraphernalia after he was stopped for no lights on the bicycle he was riding. The suspect was issued a Notice to Appear and released from the scene.
- 9/12/15
 - Car Break, 85 Grey Dapple Way, Suspect entered an unlocked vehicle and took an Apple iPod.
 - Car Break, 71 Abacus Avenue, Suspect entered an unlocked vehicle and took a wallet.
 - Car Break, 38 Ormond Green Boulevard, Suspect entered two unlocked vehicles and took several DVD's.
 - Car Break, 24 Peruvian Lane, Suspect entered an unlocked vehicle and took a wallet and an iPad.
 - Car Break, 48 Ormond Green Boulevard, Suspect entered an unlocked vehicle and took a pair of sunglasses.
 - Car Break, 27 Abacus Circle, Suspect entered an unlocked vehicle and took \$1,200.00 cash.
 - Car Break, 31 Clydesdale Drive, Suspect entered an unlocked vehicle and took a pair of sunglasses and a small amount of change.
 - Car Break, 97 Abacus Avenue, Suspect entered two unlocked vehicles and took a small amount of change.
 - 159 Chrysanthemum Drive, Suspect entered an unlocked vehicle and took a tuba. .
 - DUI Arrest, 5 South Yonge Street (Mobile Gas). Several complaints of a reckless driver were reported by motorists in the area of Yonge St. and SR40. Responding officers located the suspect vehicle in the Mobile Gas Station parking lot. The driver was contacted and found to be impaired. He was arrested for DUI following a field sobriety investigation.
 - DUI Arrest, 1657 North US1 (Loves Truck Stop). Driver was arrested after he crashed into another vehicle in the parking lot. He was also charged with driving on a revoked driver's license. He was transported to the branch jail without incident.
- 9/13/15
 - Car Break, 14 Dormer Drive, Suspect entered an unlocked vehicle and took a handicap placard.
 - Aggravated Battery/DV/Arrest, 640 North Nova Road, Victim fled from her apartment and drove to the Fire Station located at 189 South Nova Road and banged on the door. Victim stated that her boyfriend just beat her up and that she was scared and needed help. When officers arrived on scene they noticed obvious contusions to the victim's face and scratches on her neck and shoulder. The victim was transported to Ormond Memorial Hospital due to the injuries she sustained from her boyfriend. The victim also claimed that the suspect said he was going to "take out" her father who lives in Port Orange. A well-being check was made on the victim's father by Port Orange police. He was found to be safe/unharmful. The suspect was located at the couple's residence and placed under arrest for aggravated DV battery.
 - Failure to Pay, 32 Wildwood Trail. Suspect was released by Florida Hospital Daytona Beach after treatment for injuries he sustained during a fight in Daytona Beach. The suspect called for a taxi to drive him to his residence. Upon arrival the suspect claimed to be locked out and his roommates would not answer the door and he had no money to pay the fare. The subject was subsequently arrested and transported to the branch jail.
- 9/14/15
 - Suspicious Vehicle/Narcotics (Arrest) - 901 South Beach Street (Riviera Park). Suspicious vehicle located in the park with a sole occupant sleeping inside. Inside the vehicle in plain view was presumed narcotics and paraphernalia. The subject admitted post Miranda Warning to having injected some of the pain pills found inside of his vehicle. The subject was arrested for possession of controlled substance/narcotics.
 - Carbreak- 22 Caladium Drive. Unlocked vehicle, papers gone through and approximately \$3 in change stolen.
 - Strong Arm Robbery, 1608 North US Highway One (Days Inn). Victim reported that as she arrived at the Days Inn, a person that she knows by the name of "Blue" demanded money from her. Victim advised that she owed "Blue" money. She stated that the suspect took her cell phone and a small amount of cash that was in her hand and left the scene. Victim requested to press charges. As officers were speaking with the victim, "Blue" called the victim on the room phone,

after which, the victim stated that she no longer wished to make a report. The victim refused to cooperate further with the investigation and demanded that officers leave.

- 9/15/15
 - Burglary Residence - 16 Oakbrook Drive. Victim reported an electronic tablet missing from the residence.
 - Carbreak - 79 Rogers Park Drive. Victim advised that he believed the vehicle was locked but no forced entry was found. A loaded Glock 22 handgun and a retired law enforcement badge and ID card were stolen.
 - Carbreak - 85 Rogers Park Drive. Miscellaneous change taken.

Traffic Unit

- Traffic Enforcement Stats
 - Number of Traffic Stops: 56
 - Number of Uniform Traffic Citations Issued: 79
 - Number of Written Warnings Issued: 4
 - Number of Parking Citations Issued:
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 18
 - Number of Crashes with Injuries: 1

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 2 Cases initiated
- 22 signs have either been removed or sign cases created.
- 9 tree removal permit requests.

Administrative staff assisted with two (2) walk-ins and sixty (60) telephonic inquiries.

Public Works

- Engineering

Project Summary

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 – Testing was done on the pep-tank system. Interior and exterior work continues on the building.
- Fiber Optic Network Expansion - Phase 3 – Project is complete.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation – Reviewed stormdrain lining inspection. Stormdrain lining is complete except for one pipe on Northside Drive. Contractor will return in two weeks to complete the lining of that pipe and begin the sanitary sewer lining.
- 2015 Roadway Resurfacing - The newly paved section on Pineland Trail was striped.
- Bermuda Estates Sidewalk - Thermo-plastic striping for the crosswalks was installed.
- Ph II 2-Inch Watermain Replacement Phase 2 - Mainland - Oak Avenue and Magnolia Avenue have completed watermain replacements and services, with the lines pressure tested, and driveway cuts restored. The Contractor is working on resolving a minor leak loss on the new watermain on Horseshoe Trail. The watermain replacements on Eagle Court and Creek Bend Way were installed with directional drill, and new services are being installed on the mains.

- Ph II 2-Inch Water Main Replacement – North Peninsula Work is continuing on Hibiscus and Alamanda.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The contractor has begun work on the improvements on Wye Drive.
- Environmental Discovery Center – The contractor installed the silt fence and is currently working on utility installations.

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 was held on 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 – Additional testing is being performed on the lime sludge to finalize pump design.
- WWTP Sludge Thickener Improvements – The project is advertised for bids. Bids are due on September 23rd.
- Cassen Park Public Dock – The grant application to USFWS did not receive a high enough score from FFWC to be considered for funding. Another grant program is available in February which staff intends to apply for and will also apply to FIND in April. Staff is negotiating a scope of work proposal for the final design and permitting of the project.
- Woodridge 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.
- Forest Hill Connector Trail – The property owner at 290 Military Blvd. has executed the sidewalk easement, staff is working with FDOT to begin design.

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).
- Ormond Airport Property - Reviewed proposal to delineate wetland areas within the airport property, which includes potential land development area for businesses.
- Road Resurfacing - Met with HOA representative to discuss roadway resurfacing needs and methods to provide information to help the HOA in their maintenance objectives for their privately maintained streets.
- Modified Shadow Crossing Force Main project.
- Created Permit drawing for 391 Airport Rd Water Service Installation
- Performed & recorded Gas Monitoring for Nova Landfill.
- Performed & recorded Ground Water Monitoring for Nova Landfill.
- Completed the construction plan set for the Sodium Hypochlorite Storage Tank Replacement project, per Utilities Division request.

- Began the research and sketch and legal description for 1380 North Oceanshore Blvd. annexation, per Planning Department request.
 - Completed tree-in-city property locate at 64 Oak Meadows Drive, per Streets Division request.
 - Staked out the western right-of-way line of Oak Drive from Hilldale Avenue to Royal Palm Avenue for the upcoming Oak Drive watermain replacement project, per Water Division request.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Replaced section of sidewalk for Water Dept on US1 at Seville St
 - Dug out and prepped driveway and gutter on 500 block of Sandy Oaks Blvd, and at Nova Rec
 - Filled potholes on Pineland Trl
 - Poured asphalt for spill way on Timberlake Ln

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
- Installed date on banner on SR40
- Trimmed in the Ormond Green Subdivision, Fire Station 94, N Halifax Dr & Standish Dr, N Halifax Dr & University Cir
- Removed tree debris from callout on Seton Trl and Bosarvey Dr
- Trimmed low and high limbs on Lakebridge Dr
- Assisted Water Plant with plumbing project

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
- Trimmed Stop Signs at Standish Dr & John Anderson Dr, Forest Ct & Nova Rd
- Repaired bridge sign anchor on SR40, west side of bridge
- Removed holiday flags
- Assisted Parks with loader at Nova Rec
- Trimming DOT ROW on Spring Meadows Dr, John Anderson Dr & Standish Dr, Midway Ave & US1, Lakebridge 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 at entrance to Nova Rec
- Fabricated sign for Police Dept
- Relocated 2nd Do Not Enter sign post at Nova Rec
- Replaced 2 Stop Signs at Central Ave & S Washington St
- Fabricated various signs for Skateboard 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
- Maintained ponds – citywide
- Repaired spill way on Timberline Ln

Vactor

- Inspect drywells – citywide
- French Drains - citywide

Mowing

- Reachout Mower – Clyde Morris Blvd, SR40
- Slope mowing – US1
- Bush Hog – SR40

Street Sweeping/Streetsweeper

- 0 miles of road cleaned (0 days – Streetsweeper was down)
- 0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
21,981

PM Services completed for the week:

Emergency—Vehicles and Equipment
14

Non-Emergency Vehicles and Equipment
9

Road Calls for the week:
0

Quick Fleet Facts:

- Fleet has 11,356 gallons of unleaded and 6,633 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,241 gallons of unleaded and 751 gallons of diesel.
- Fleet completed 45 work orders this week.

- Utilities

Projects Summary

- Division Avenue Well Field Raw Water Piping – Construction progress meeting was held. Project is 73% complete.
- FDOT SR40 and I-95 Intersection – Marked up 60% plans.
- Fire Hydrant Replacement Program – Notices to customers prepared for distribution next week for impacted service locations due to scheduled hydrant replacement activities.
- Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review.
- Lift Station 8M1 – Bid number 2016-05 was received and a draft disposition memo was prepared for presentation of bid documents for the project. Awaiting Legal Department recommendation for resolving easement discrepancies. FDEP permit application is being reviewed by the 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 – Received executed application form.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Settlement agreement to add impellers to the two remaining influent pumps was signed by CenState and City. Plans for replacing the sodium hypochlorite storage tanks are completed and a disposition memo was prepared for the 10/6/15 City Commission agenda.
- 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 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) – FDEP permit was received.
- Water Plant Aerator Housing Rehabilitation (CIP) – Plans are being prepared by the consultant.
- 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 contacted the State to attempt to obtain an easement along the north property line. Apparently there are two midden mounds that may prevent the state from granting an easement. Huntington Villas – Reviewed shop drawings. 1368 Oceanshore Blvd. – Obtained as-built water and force main plans in the vicinity of the project.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 36.908 million gallons for the week ending Sep. 13, 2015 (5.273 MGD)
 - Backwashed 13 filters for a total of 601,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Two (2) Precautionary Boil Water notices administered this week.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 30.00 Million Gallons.
 - Produced 24.08 Million Gallons of Reuse.
 - Produced 5.92 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.29 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 65.04 (14%-18% Solids).
- Water Distribution
 - Exchanged 12 water meters per Finance Department work orders.
 - Responded to or repaired 11 water service leaks.
 - Installed 3 new residential customer water services and meters.
 - Performed scheduled water meter accuracy testing for 8" and 3" commercial water meters.
 - Replaced or repaired 10 water meter boxes.
 - Replaced 3 water services due to aged piping.
 - Responded to 13 reports of customer concerns.
 - Pressure tested 6 City owned backflow prevention devices serving facilities.
 - Repaired water main leaks 2" GSP WM at Seville St and US1
 - Continued maintenance of fire hydrants within the city limits, 6 fire hydrants maintained in The Trails subdivision.

- Continued prioritizing fire hydrants in need of replacement for the 2015-16 fire hydrant replacement program.
- Performed valve maintenance on mainland valves in the Northbrook area - 34 valves exercised.
- Moved the water service location for a customer on Capri Dr in Ormond-by-the-Sea due to septic tank replacement.
- Repaired excavations on Anchor Dr, Horseshoe Trl, S. Yonge St and Aaron Cir.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 117 regular and 6 emergency utility locates for the previous week.
- Wastewater Collection - Reuse
 - Crews responded to five trouble call Breakaway/Hunters Ridge PEP System service area and three in town.
 - Televised 7, Cleaned 8 and Root controlled 2 sewer laterals.
 - Rewired J-box at 7 Black Pine
 - Hunters Ridge & Breakaway Trails area rainfall 9/09 -16 was 2.50"
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 5 psi, Ocean Mist Hotel @ 5 psi, Ormond Mall @ 2 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
 - Sandy Oaks, assisted Collections during underground repairs, station back online, ok.
 - Alum Pump #1, leaking, repair plumbing as needed, ok.
 - 5P, groundskeeping, ok.
 - Recycle Room – repaired 2½ inch in-plant reuse pipe damaged by mowing crews, ok.
 - SHOP- 4P, prepped new replacement pump for installation.
 - Sports Complex, made wiring connections for new PEP tank at Soccer Field Restrooms.
 - Influent Room – deragged pumps as per direction.
 - SCADA monitor/response: Shadow Crossings, Saddlers Run – high starts, cleaned probe, ok; HOMAC – no starts #2, reset motor starter, ok; 8M1 – high run hours, deragged both check valves, ok; 8M2 – high run hours #1, deragged check valve #2, 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: Grit Snail; Poly Blend #1; Screw Pumps, #1, #2, #3.
 - Quarterly PM's: Clarifier Telescopic Valve cleaning.
 - Semiannual PM's: Bar Screens, #1, #2.
 - Annual PM's: Fermentation Submersible Mixer #5.
 - Lift Station PM's: 12 monthly and 1 annual performed.
 - 49 work orders completed and closed for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Sand filter #6, removed motor actuator, machine shop modified, began installation.
- Sand filter #5, performed wiring.
- Hypochlorite Generator vent line, temporary repair made until bucket truck can be scheduled.
- Westfalia Centrifuge, prep equipment specific tools for upcoming GEA tech arrival.
- Well 33,34H, turned reuse augmentation wells off.
- Well PM's: 12.
- Monthly PM's: LPRO pumps 1, 3; all LPRO filter trains

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 operational characteristics 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.
- Industrial Pretreatment Program – Staff met with a permitted industry to discuss the timeline of the new pretreatment system they are installing. Also discussed was the impact of the changes to their permit status.

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. The additional valves have been ordered and the contractor was given the approximate delivery date to assist them with scheduling the last phase of the project.
- Cross Connection Control Program: Staff is reviewing the estimates of the backflow devices which require repairs in order to pass their compliance inspection. Additionally, the Utility is collaborating with the Finance Department to apply the charges to the water bill of customers in which the City's contractor performed the testing services. Staff continues to correspond with backflow testers and commercial water accounts concerning their BF device compliance. Staff is also providing field support to customers which 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 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. 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

Routine departmental activities include 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, and handling phone requests/repairs. Listed below are this week's activities and updates to projects underway:

- City Clerk attended City Manager Staff Meeting
- Agenda packet preparation, creation and distribution 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.