

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 25, 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 meeting with IT Manager and Risk Manager
- Webinex on code enforcement process with Tyler Technologies, NID and IT staff
- Dog park discussion meeting with Assistant City Manager and City Attorney's office
- Reviewed first draft of State of the City video

Spoke to, attended and/or met with:

- Agenda review discussion with Commissioner Boehm
- Rotary Board, United Way, PACE and Chamber of Commerce Board meetings
- Service provider discussion with senior staff and Waste Pro representatives
- City/County Managers meeting
- Vinny Sagrani regarding PACE Center new member induction
- City Commission meeting
- Claims Committee meeting

Community Development

- The Department held a second ProjectDox group training session for professionally licensed engineers and architects. Individual training is available by calling Melanie Nagel, Office Manager, at 386-676-3311 for an appointment. October 1, 2015, is the beginning of electronic plan submittal only – no paper. Follow-up reminders have been sent to the engineers, architects, and builders who typically are repeat customers. VCARD and the Volusia County Building Association have also been notified again to remind members.
- The Department was notified that the property owner at 682 S. Yonge is applying for an electronic sign with Volusia County. Such signs are permitted in unincorporated Volusia County. US1 is not a greenbelt corridor so there is no City regulatory authority over unincorporated lands. The property is located across from 685 S. Yonge which is in the city.
- Services with Universal Engineering, the third-party inspection service, will be terminated at the end of September. The Building Division is interviewing for its last inspection services vacancy.
- Engineering and Planning will be attending the A1A Pedestrian Safety Project Stakeholder meeting on September 28th at the Volusia County lifeguard headquarters at 515 S. Atlantic Avenue, Daytona Beach.
- Planning is working with Cardno to strengthen its Brownfield grant re-submittal to EPA. Letters of support have been received from a number of agencies to include the US1 Ad Hoc Committee.

Building Inspections, Permitting & Licensing

- 319 inspections performed.
- 7 business tax receipts issued.
- 128 permits issued with a valuation of \$1,048,788

NOTE: Private Provider inspection services conducted 101 inspections of the 319 inspections performed.

Development Services

- No SPRC activities to report 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, provide their comments, and the applicant is preparing plan revisions. A closing on the property is expected in October.

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 October.
- Staff has been working on the State of the City Address video presentation that includes the annual accomplishments of the economic development program.

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. The company is negotiating a purchase offer for one of the Business Park properties.
- 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 Florida Department of Transportation's 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 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 39 Journal Entry Batches (#5360 – 5473).
 - Approved 13 Purchase Requisitions totaling \$72,830.73.
 - Issued 31 Purchase Orders totaling \$118,061.19.
 - Processed 3,601 cash receipts totaling \$520,638.07.
 - Prepared 133 Accounts Payable checks totaling \$317,198.12 and 35 Accounts Payable EFT payments totaling \$437,884.90.
 - Processed and issued 6,467 utility bills with billed consumption of water of 48,493K.
 - Processed 1,137 utility bill payments through ACH totaling \$107,308.33.
 - Issued 601 past due notices on utility accounts.
 - Auto-called 128 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Boys Youth Basketball Registration
 - Movies on the Halifax (10/2 Maleficent)
 - 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 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: 3
- Fire Alarms: 1
- Hazardous: 1
- EMS: 67
- Motor Vehicle Accidents: 9
- Public Assists: 45
- TOTAL CALLS: 126

- Aid provided to other agencies: 16 Calls: Daytona Beach (4), Holly Hill (3), Volusia County (9)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 27
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3

- Total EMS patients treated: 52

Training Hours

- NFPA 1001: Firefighting 2
 - NFPA 1002: Driving 4
 - NFPA 1021: Officer 15
 - NFPA 1500: Safety/Equipment 70
 - NFPA 1620: 37
 - EMT/Paramedic 10
- TOTAL TRAINING HOURS: 138

Station Activities

- Updated 43 pre-fire plans
- Conducted 18 fire hydrant inspections
- Participated in Night of Heroes event at Chick-fil-A.
- Spoke to residents of The Falls subdivision on fire safety.

Human Resources

Staffing Update

Requisitions

- Police Officer (Police)
- Plant Operator C, B, or A (Wastewater)
- Part Time Treatment Plant Operator (Wastewater)
- Information Systems Specialist (IT)
- PT Maintenance Worker II (Leisure Services)

Approved/Active Recruitment

- 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.
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works) was re-advertised 9-24-15 on the City web site and internally and will remain open until filled.

Interviews Scheduled

- Building Inspector (Planning)
- Maintenance Worker II – Wastewater (Public Works)

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)

Terminations/Resignations/Retirements

- Police Officer (Police) – effective 9-18-15
- 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

- Attend Wellness Council Executive Board meeting.
- Attend Claims Committee meeting.
- Continue 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 thru 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: - 7 New work - 46 completed - 22 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 34,998 | Inbound E-Mails Blocked | 20,939 |
| Delivered Inbound E-Mails | 13760 | Quarantined Messages | 299 |
| Percentage Good Email | 39.3% | Virus E-Mails Blocked | 329 |

- Notable Events:
 - Facilitated an interactive demo of the Tyler Energov system code enforcement module capabilities for the Neighborhood Improvement Manager and the City Manager to gain a better understanding of what process and operational improvements will be possible with the new system.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 0 Corrections: 0
 - Map/Information Requests: 34
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS located this week: 6: Total in system 23,071; 22,405 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
- Softball 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 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 Thursday nights at 6:20pm at the Sports Complex on Field 7.
 - Pride Football practices continued this week Monday through Thursday at the Sports Complex on Multi-Purpose Fields 11 and 12.
 - 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 games were held last Saturday and Sunday with practices continuing this week and games this Saturday.
 - Lady Renegades are currently practicing on the Softball Quad at the Sports Complex Monday through Thursday at 6pm. They have six teams.
 - The City's Flag Football Program continued practices this week Monday through Thursday evening at Softball Quad 3 and the Kiwanis Field starting at 5:30pm. Jamboree games were held on Friday night.
 - Pride Football held their second home games of the season on Saturday at the Sports Complex on Championship Field 7.
 - 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.
- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned Skateboard Park
 - Cleaned handball, tennis and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Swept out Maintenance Building
 - Blew out dugouts and common areas
 - Painted all soccer fields at Sports Complex for Opening Day soccer games
 - 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 Field 9 for parking lot
 - Prepped for weekend tournaments and events on fields at the Sports Complex and Nova (USSSA Baseball, Regional Soccer, OBSC Soccer, Daytona Jaguars and Pride Football)
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Casements Camera Club Master Class was held Saturday from 10:20am to 3:30pm
 - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats held regular classes.
 - Tuesday: Kopy Kats and CMT held regular classes.
 - Wednesday: CMT held regular classes.
 - Thursday: Kopy Kats held regular classes. CMT held regular classes.
 - Friday: CMT held regular classes.

- The Performing Arts Center hosted the following events:
 - Country singer Bobby Meeks concert Saturday 2:00 pm to 3:30 pm
 - WyoTech Graduation Ceremony Wednesday 11:00 am to 12:30 pm
- 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 Monday, Wednesday and Friday 5:30-7:30pm
 - Tennis court closed this week for resurfacing
- Community Events
 - Administrative tasks, office work, meetings, and activities and follow up of tasks for upcoming scheduled events
 - Continued working on State of the City event
 - Began planning and schedule of Veterans' Day dinner
 - Assisting with Peace in the Park event scheduled for October 24th
 - Assisted in the planning of 2015 Senior Games tasks and attended committee meeting
 - Began mail out of Save-the-Date card and flyer for 2015 Home for the Holidays Parade
- Gymnastics
 - September session in progress
 - Registration is open for the October/November session
 - 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 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 with various classes throughout the week.
 - Challenger Soccer met on Tuesday from 5:00-6:00pm at the Sports Complex on Hull Road.
 - Coed Volleyball continues its fall season and will meet at various days throughout the season.
 - The Activity Room was closed for maintenance.
- The Casements
 - A wedding ceremony and reception were held at Rockefeller Gardens and The Casements on Saturday from 8:00 a.m. to 11:00 p.m.
 - The Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
 - The Casements Guild gave a special tour to a Boy Scout Troop on Saturday at 10:00 a.m.
 - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00 a.m. to noon.
 - A wedding was held at Ormond Memorial Gardens on Sunday from 2:30 p.m. to 4:30 p.m.
 - 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 Monday through Friday. Saturday tours were held from 10:00 a.m. to noon.
 - The Casements Guild had a general meeting Wednesday from 9:30 a.m. to noon.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - My Big Fat Greek Cooking Class was held at The Casements on Thursday from 4:00 p.m. to 8:00 p.m. The class learned how to cook Greek vegetarian dishes.

- Camera Club held a meeting at The Casements on Thursday from 6:00 p.m. to 8:00 p.m. Famous photographer of the White House, Larry Downing, was guest speaker and a social was held in the atrium from 6:00 to 7:00 p.m.
- Parks Maintenance
 - Added fill dirt to pavilion area at Central Park I
 - Joint work with Streets Div., formed new sidewalk and slab for new bike rack for Nova Skate Park
 - Repaired balance beam at Magic Forest
 - Removed and replace ADA logos at Andy Romano Beachfront Park
 - 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
 - Checked Fleet gate for deficiencies; ordered replacement loop detectors
 - Reprogrammed t-stat in City Hall atrium
 - Changed out air/vac filters at Fire 91
 - Reprogrammed entry codes for gates at Public Works facilities
 - Inspected electric bathroom locks at Andy Romano
 - Assist IT with weather station repair at WTP
 - Repaired lights at Airport Tower
 - Installed new wall padding at Nova
 - Repaired outside lights at the Ormond Art Museum
 - Replaced ladies room toilet handle at Central Park I
 - Repaired outside men's room sink faucet at Nova
 - Adjusted rooftop lights timer at the PAC
 - Repaired the dead bolt at PAL House
 - Checked water line damaged by contractor at WWTP
 - Repaired track lights at The Casements
 - Repaired outside bathroom light at Central Park II
 - Rebuilt a cabinet at PAL House

Police Department

Administrative Services

- Attended Police Department staff meeting.
- Staff held Crime View Meeting with Investigators.
- Attended training with the ROCIC (Regional Organized Crime Information Center).
- Held an incident debriefing regarding the barricaded person incident on Levee Lane.

Community Outreach

- The OBPAL Community Program Coordinator met with Leisure Services staff to explore possible new partnership opportunities for programs with at-risk teen youths.
- Conducted "Coffee with a Cop" event at Panera Bread (over 100 participants).
- Conducted Citizen Police Academy class
- Conducted "SLAP – Self defense for Ladies & Assault Prevention" class with full capacity of 30 participants.

Community Services & Animal Control

- Animal calls: 38
- Animal Reports: 7
- Animal Bites: 1
- Animals to Halifax Humane: 5
- Dogs: 2 Cats: 3
- Reclaimed: 2 dog
- Injured Wildlife: 1
- Notice of violation: 1

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 11
- Inactive: 9
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 20
- Grand Theft: 4
- Auto Theft: 4
- Missing Persons: 2
- Sex Offense/Rape: 3
- Police Information: 2
- Suspicious Incident:

Records

- Walk - Ins / Window 84
- Phone Calls 67
- Arrest / NTA'S 18
- Citations Issued 85
- Citations Entered 410
- Reports Generated 154
- Reports Entered 140
- Mail / Faxes / Request 21

Patrol

- Total Calls 1,546
- Total Traffic Stops 205

Operations

Crime Opportunity Report Forms Issued: 177

- 9/16/15
 - Car Break, 37 Parkview Lane, Unlocked vehicle was entered, nothing taken.
 - Car Break, 471 Jeannette Drive, Unlocked vehicle was entered, nothing taken.
 - Car Break, 2 Park Meadow Trail, Unlocked vehicle entered, a small amount of change and an owner's manual taken.
 - Car Break, 1 Park Meadow Circle, Unlocked vehicle was entered, change taken.
 - Car Break, 4 Parkview Lane, Unlocked vehicle entered, sunglasses taken.
 - Car Break, 601 Orchard Avenue, Unlocked vehicle was entered, nothing taken.
 - Stolen Vehicle, 22 Parkview Lane, A 2001 Gray Mazda Tribute, taken overnight out of the driveway. A spare ignition key was in the center console.
 - Shoplifting/Arrest, 1521 West Granada Boulevard (Wal-Mart), Suspect was apprehended by a Wal-Mart loss prevention employee as she was attempting to take items out of the store without

- paying for them. The suspect was issued a Notice To Appear and a trespass warning and released on scene.
- Car Break, 224 North Nova Road (Trails Liquor), A window was broken out and a book bag taken.
 - Car Break, 1400 Hand Avenue (Allstate Insurance), A window was broken out two purses taken.
 - Car Break, 36 Lake Park Circle. Victim reported that both of his vehicles were entered and ransacked. Nothing missing.
 - 9/17/15
 - Car Break, 16 Pine Valley Circle, An unlocked vehicle was entered and a loaded revolver was taken along with a pair of sunglasses.
 - Stolen Motorcycle, 11000 Hamilton Circle #304 (Bermuda Estates), 2010 Yamaha custom painted blue motorcycle with white rims and metallic multicolored exhaust pipes was taken from the parking lot overnight.
 - Car Break, 10 Parkview Lane, an unlocked vehicle was entered. Nothing was taken.
 - Car Break, 550 South Atlantic Avenue (ABC Liquor), subjects driving a maroon minivan broke into a delivery truck parked at this location while the driver was inside the store.
 - 9/18/15
 - Car Break, 47 Bella Vita Way. Unlocked vehicle and approx \$20-\$30 in change stolen.
 - Car Break, 45 Bella Vita Way. Appeared that the vehicle was left unlocked. Approx \$20 in currency/change stolen.
 - Burglary Residence- 60 Vining Court #6. Entry made through an unlocked window. Several items including electronics stolen.
 - Narcotics Arrest, Calle Grande/Santa Fe Avenue. Intoxicated male was stopped as he was staggering westbound in the crosswalk. He consented to a search for a courtesy ride home. Marijuana and a small grinder were found in his pocket. He was charged with possession of marijuana under 20 grams and possession of narcotics paraphernalia.
 - 9/19/15
 - Stolen Vehicle- 13000 Caroline's Cove #203A (Bermuda Estates). Victim's 2009 Suzuki Hayabusa was stolen from the parking lot.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Suspect was observed stealing two pairs of children's shoes and was detained by store loss prevention employees. She was charged with retail theft.
 - Battery Arrest, DV, 170 West Granada Boulevard. An Officer observed a female striking a male at the bus stop in front of the Police Department. The female was arrested for dating violence. She provided a false name at the time of her arrest, while at the branch jail her true identity was learned and it was discovered that she had an open warrant out of Osceola County. The male half also provided a false name during the officer's investigation and he was arrested and charged with same.
 - 9/21/15
 - Car Break, 58 Saddlers Run. An unmarked Florida Wildlife Commission truck possibly unlocked (no forced entry). A rifle and handgun were stolen from inside.
 - Car Break, 85 Saddlers Run. Unsecured 2015 Chevy 5 door nothing taken.
 - Car Break, 86 Saddlers Run. Unsecured 2012 Mazda 4 door nothing taken
 - Retail Theft Arrest, Wal-Mart 1521 W Granada Blvd. Adult male was observed by store security stealing bicycle tubes valued at \$19.00. Subject was arrested and transported to the branch jail.
 - Car Break, 59 Sounders Trail Circle. Unsecured vehicle. Suspects removed purse, currency and credit cards.
 - Retail Theft/Obstruction by Disguised Person. Wal-Mart, 1521 W Granada Blvd. Suspects were observed by store security concealing clothing items on/about their persons and then attempt to leave the store without paying for same. One suspect gave several false names to officers during their investigation but her true identity was learned. Both suspects were issued a Notice to Appear, trespassed from the property and released from the scene.

- Car Break, 63 Sounders Trail Cir. Vehicle was left unsecured. Wallet and credit cards reported missing.
- Car Break, 15 Prairieview Lane. Unlocked vehicle entered and miscellaneous papers were taken.
- 9/22/15
 - Car Break, 1316 Overbrook Dr. An unlocked vehicle was entered. Nothing taken.
 - Retail Theft, Wal-Mart 1521 W. Granada Blvd, Suspect was observed by store loss prevention personnel stealing assorted store merchandise valued at \$30.00. The suspect was issued a Notice to Appear, trespassed from the property and released from the scene.
 - Car Break, 1501 Oak Forrest Dr. An unlocked 2012 Toyota pick-up. Nothing was taken.
 - Burglary-Residence, 5 Sycamore Circle. Victim found forced entry to a rear sliding door and the interior of the residence ransacked. A safe that was bolted down to the ground was reported missing. Numerous items of jewelry had been secured inside the safe.
 - Car Break, 196 Cumberland Avenue. Victim stated that a wristwatch was taken out of his unlocked vehicle sometime last week.
 - Battery-Domestic Violence Arrest, 10 Whippoorwill Lane. Suspect was arrested after she battered her husband during an argument.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 49
 - Number of Uniform Traffic Citations Issued: 50
 - Number of Written Warnings Issued: 4
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 13
 - Number of Crashes with Serious Bodily Injuries: 1

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 5 Cases initiated
- 18 signs have either been removed or sign cases created.
- 6 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and seventy-seven (77) 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.
 - Sports Complex Restroom Facility Construction – Met with Contractor to discuss reworking some of the hardscape around the facility.
 - Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation – Stormdrain lining is being completed on Northside Drive.
 - 2015 Roadway Resurfacing - Finalizing project cleanup and punch list items.
 - Bermuda Estates Sidewalk - Contractor will be installing new stop bars.
 - Ph II 2-Inch Watermain Replacement Phase 2 - Mainland - Work has begun on Parkwood Drive and Candlewood Circle. Work continues on Oak Avenue, Magnolia Avenue, Eagle Court, Horseshoe Trail, and Creek Bend Way.

- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor is boring on Linda Drive, LaPalma Drive and Tropical Drive, services are being installed on Anchor Drive, and are finished on Hibiscus and Alamanda.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The contractor has finished the tie in on Jill Alison Drive and is finishing flushing lines to prepare for pressure testing the line. Tie-ins on Druid Circle with pressure testing will occur later this week. It is anticipated that tie-ins and pressure testing of Tanglewood Circle will occur next week.
- Environmental Discovery Center – The contractor is currently working on utility installations and building foundations.

Design Projects:

- City Welcome Sign – Staff is preparing final construction plans for FDOT permit. The permit package includes an agreement that requires Commission approval, structural and electrical engineering plans, 5 year accident data and a design variance for the sign in the median east of Williamson Boulevard.
- Nova Community Park Trail – The contract award is scheduled for October 20th.
- North US1 Landscaping (Airport Road to I95) – The bid award was approved at the September 9th City Commission meeting and the contractor is working to secure the required project bonding.
- 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 – City review of 90% plans is complete, comments have been returned to the consultant.
- 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:

- Ormond Beach Sports Complex - Investigated drainage around ball field #5 to determine improvements.
- Modified Shadow Crossing Force Main project.
- Created permit drawing for 391 Airport Road water service installation.
- Performed & recorded gas monitoring and ground water monitoring for Nova Landfill.
- Continued updating the sketch and description for 1368 North Ocean Shore Blvd. annexation.
- Reviewed construction plans and created Work-in-the-Right-of-Way permit for 99 South Atlantic Avenue, per TECO request.

- Completed final modifications on the Sodium Hypochlorite Storage Tank replacement plan set, per Project Manager's comments.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Removed cracked sidewalk (trip hazard) on Hammock Ln
 - Prepared site and poured concrete at Nova Rec
 - Formed driveway and gutter on Sandy Oaks Blvd
 - Filled pot hole at Harvard Dr & Marvin Rd
 - Cut and removed sidewalk at Trails Clubhouse
 - Patched utility cut for Water Dept on S. US1
 - Replaced broken sidewalk on Sounders Trail Circle

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
- Assisted with flag repair at Riviera Park
- Trimmed and removed trees in Memorial Gardens, Timberlake Ln
- Picked up brush at N Beach St & Inglesa Ave
- Switched out banners on SR40 and S Washington St
- Trimmed around sign on Forest Ct
- Trimming at S Ormond Neighborhood Center, Senior Center, Greenwood Cir, Warwick St
- Removed tree on Tomoka Meadows Blvd

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
- Set out barricades for Art Festival at City Hall
- Trimmed DOT ROW on State Roads
- Assisted concrete crew at Nova Rec
- Assisted Building Maintenance & Parks tear down playground at Riviera Park
- Trimmedg ROW in Spring Meadow subdivision, Midway Ave and US1 east side, Forest Hills Blvd. and Vanderbilt 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
- Replaced street names on Domicilio Ave & N Beach St
- Fabricated no parking signs for Wastewater Div
- Replaced stop sign at Northbrook Dr & Domicilio Ave
- Install new Skateboard Park hours sign at Nova Rec

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Maintained ponds – citywide
- Repaired basin & wash out on SR40 and Pine Trl
- Ditch maintenance – City wide

Vactor

- Inspect drywells – citywide

Mowing

- Reachout Mower – SR40
- Slope mowing – ponds
- Bush Hog – SR40, City wide

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
27,292

PM Services completed for the week:

| | |
|---|---|
| <u>Emergency—Vehicles and Equipment</u> | <u>Non-Emergency Vehicles and Equipment</u> |
| 6 | 16 |

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 8,894 gallons of unleaded and 5,978 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,462 gallons of unleaded and 655 gallons of diesel.
- Fleet completed 41 work orders this week.

- Utilities

Projects Summary

- Division Avenue Well Field Raw Water Piping – Bacteriological test samples were found acceptable for raw water main clearance purposes.
- FDOT SR40 and I-95 Intersection – Met to review and discuss roadway planned improvements potential conflicts with existing City utilities within the project corridor. Field verification will be performed and as-built drawings obtained for review prior to the FDOT meeting scheduled in early October.
- Fire Hydrant Replacement Program – Replacement of outdated hydrants has begun in the Seabridge area on the north peninsula.
- Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review. Performed field check of utility locates.
- Lift Station 8M1 – A disposition memo was prepared for presentation of bid documents at the October 6, 2015 City Commission meeting. Awaiting Legal Department recommendation for

resolving easement discrepancies. FDEP permit application is under review by the regulatory agency.

- Oak Drive Water Main Replacement – Water distribution crew is scheduling work and material needs.
- 391 Airport Road – Received plans for a Volusia County Use permit application for review.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Fairbanks Morse contacted City staff concerning their arrangement with Pentair and TAW to remove the existing influent pumps for an impeller retrofit.
- Rima Wells Auxiliary Power Generator – A meeting is scheduled with the design engineer to review bid plans.
- 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. The inspection report for the 3MG reclaimed water storage tank was sent to the report writer to include data on this tank in the report.
- Wastewater Sludge Thickener Upgrades (CIP) – Bids were received and are being evaluated.
- 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: Concentrated Aloe – Plans were reviewed. Kingston Shores –The condo association is continuing discussions with the state to obtain a water main easement along the north property line. Granada Management – FDEP Wastewater Collection System Permit issued. Huntington Villas – Reviewed shop drawings. Vystar Credit Union – Received revised plans for review. N. Peninsula (A1A) Force Main – Preparing agenda item for City Commission consideration of inter-local agreement between Volusia Co. and City for terms related to acceptance of operation and maintenance responsibility for the project improvements nearing completion.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 35.113 million gallons for the week ending Sep. 20, 2015 (5.016 MGD)
 - Backwashed 12 filters for a total of 525,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had one (1) Precautionary Boil Water notices this week.
 - Repaired Well 12D RTU, new power supply and radio.
 - Repair Liftstation BC RTU, new power supply.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 35.22 Million Gallons.
 - Produced 19.81 Million Gallons of Reuse.
 - Produced 15.41 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.03 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 107.06 (14%-18% Solids).
 - Facility was inspected by Volusia County for Small Quantity Generators of Hazardous Waste.
 - Ormond Beach Building Division performed a facility fire inspection.
 - Completed FDEP quarterly bioassay sampling.
- Water Distribution
 - Responded to or repaired 12 water service leaks.
 - Installed 3 new residential customer water services and meters.
 - Rebuilt and retested a 3" commercial water meter due to reading inaccuracies.

- Scheduled water meter accuracy testing on 5 commercial water meters.
- Replaced or repaired 10 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 12 and repaired 1 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, 4 fire hydrants maintained in The Trails subdivision.
- Initiated first week of fire hydrant replacement program by replacing fire hydrants at 10 and 26 Seabridge Dr and 5 Sea Drift Ter.
- Performed valve maintenance on mainland valves in the Northbrook Sub and scheduled shutdown areas on the north peninsula, 25 valves exercised.
- Performed shutdown for proposed 12 inch main connection on John Anderson Dr. near Jill Allison Dr. for water main replacement project.
- Repaired the flushing device at the corner of N. Beach St and Sanchez Dr.
- Performed flushing activities on Seabridge, John Anderson, Arrowhead, Bluebird, Hidden Hills, Timber Lakes, Rain Tree, Tidewater, Heritage Cir, Bramblewood, Sandpiper and Hummingbird.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 95 regular and 2 emergency utility locates for the previous week.
- Wastewater Collection - Reuse
 - Crews responded to seven trouble calls Breakaway/Hunters Ridge PEP System service area and three on in town conventional system.
 - Televised 3, cleaned 9 and root controlled 3 sewer laterals.
 - Televised 8" sewer main on Indian Trail
 - Cleaned 18" diameter sewer main on Tomoka Ave.(6M System)
 - Crews organized map room in wastewater bay.
 - Installed new pep tank at 10 Tomoka Ridge Way.
 - Replace E-One 720 Airport Rd. (Airport Park)
 - Relocated J-Box at 27 Sounders Trail Cir.
 - 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) 20/26 psi. Foxhunters Flat (2 inch) 14/18 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - 4P, installed new replacement pump, ok.
 - Alum Pump #2, replaced pressure relief valve with new inventory.
 - Influent Room – deragged pumps as per direction.
 - WIN911 monitor/response: Ormond Lakes #2 - high level due to power outage, set up generator, FPL transformers submerged in storm drainage, assisted with pumping of storm water to allow for FPL trouble shooting, power restored, ok.
 - SCADA monitor/response: Harley Davidson – high starts, clean wet well, pump down to flush out debris, clean probe, ok at this time;
 - 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: Effluent Transfer Pumps, #1, #2, #3; Sand Filters, #1, #2, #3; Decant Pump; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2
 - Quarterly PM's: Influent Odor Control.
 - Semiannual PM's: Decant Pump.
 - Lift Station PM's: 20 monthly and 1 annual performed.
 - Plant wide oil & grease route.

- 60 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Sand filter #6, completed installation turned over to operators - SISCO representative on site to witness calibration.
- Granada Booster Station, assist contractor with pump and motor removal for off-site evaluation, under warranty from previous repair.
- Westfalia Centrifuge, assist GEA staff with rebuild of unit, bowl motor found to be faulty, requesting PO for replacement, will update as information received.
- Salt brine storage tank, installed new cam locks on the 4" transfer line.
- Slakers, installed replacement alarm control boards, trouble shooting #2 unit alarms still present, replaced mixer motor on east Slaker.
- Shadow Crossing Reuse, replaced faulty 6" check valve on Pump #2, ok.
- Hypochlorite fill column, unit in deteriorated condition requesting quotes for replacement.
- Well PM's: 4.

Water Plant – Well Fields – Booster Stations – Reuse System

- Sand filter #6, removed motor actuator, delivered coupler to machine shop for modification, began installation.
- Sand filter #5, performed wiring.
- Hypochlorite generator vent line, made temporary repair until bucket truck can be scheduled.
- Westfalia centrifuge, prepped equipment specific tools for upcoming GEA technician arrival.
- 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 period. The report provides the State with the operational descriptions and quantities delivered of the City's reuse system including capacity and quantity distributed.
- PEP Tank Brochure - Staff is mailing PEP (Pretreatment Effluent Pumping) 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. The project is scheduled to resume on November 9th in conjunction with the City's meter installation project. The same contractor is performing both projects.
- Cross Connection Control Program - 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 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 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.

- SJRWMD Consumptive Use Permit (CUP) – Photographs were taken of the vegetation surrounding the Wetlands Monitoring Wells in Rima Ridge as required in CUP. The photographs are a portion of the Wetland Monitoring Report.

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 meeting with Assistant City Manager
- City Clerk attended meeting for public-private partnership project overview
- City Clerk attended weekly City Manager staff meeting
- Staff attended and provided support for September 23, 2015, City Commission meeting
- City Clerk attended Claims Committee meeting
- City Clerk met with intern to provide overview of Support Services department

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.