

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 2, 2015

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- General discussion with Fire Chief and Finance Director
- Review of State of the City video
- Reviewed agenda for commission meeting

Spoke to, attended and/or met with:

- ICMA annual conference
- Met with Dr. and Mrs. Shoemaker regarding police complaint
- Spoke with Mrs. Lawrence regarding neighbor's property maintenance issues at 735 Garden Lane

Community Development

Planning

- The Planning Director, Assistant City Manager and engineering staff attended the kick-off meeting of the stakeholder group regarding a Pedestrian/Bike Safety Study for A1A. The study is to recommend implementable pedestrian/bicycle safety improvements/countermeasures at strategic locations along A1A. Due to the length of the study area (56+ miles), focus areas will be established. Interestingly, there were four previous studies of similar goals that occurred since 2008, but these were not corridor wide. Recommendations by the consultant are to focus on five areas, of which two involve Ormond Beach. One area includes Plaza Boulevard to Rockefeller Drive and the second area is Sandcastle Drive to Holland Road. Staff recommended Amsden Drive is looked at also.
- Interviews began this week to fill the last vacancy in Inspection Services.
- The first public meeting to solicit public input regarding the draft bike plan is at Chelsea Place on October 15, 2015 at 5:30 p.m. in the Amenity Center.
- October 1st began a new era for Planning as it relates to site and building plan review. Effective on that date, all submittals must be electronically submitted. This applies to all plans prepared by design professionals. This includes all engineers, architects, builders, and surveyors. Permit process for homeowner permits and commercial permits not requiring a design professional will remain the same. The Department will scan these few documents. All final documents will be stored with the City's Questys System. Storage in file cabinets and boxes offsite is a thing of the past. The Department will continue to conduct group training for design professionals as well as individual training upon appointment.

Building Inspections, Permitting & Licensing

- 384 inspections performed.
- 3 business tax receipts issued.
- 106 permits issued with a valuation of \$1,349,508

NOTE: Private Provider inspection services conducted 127 inspections of the 384 inspections performed.

Development Services

- The following SPRC activities occurred this week:
 - Total Comfort Conceptual Plan (490 US 1 North)
 - Vystar (1301 West Granada) – Final
 - Concentrated Aloe (1 West Tower Circle) – Final
 - Fred Hudson – US 1 furniture store expansion (445 US 1 S)

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. Staff accompanied SKYO marketing VP and a SKYO parts supplier to the VMA annual Showcase at Embry Riddle University.

Airport Operation and Development

- Staff worked with Economy Electric and Austin Outdoor to repair the Precision Approach Path Indicator (PAPI) on Runway 17. The PAPI was struck and damaged by a lawn mowing tractor operating on the airport under contract to Austin Outdoor.
- Staff worked with the FDOT to provide additional information regarding a request for reimbursement for certain costs incurred under the Upgrade and Rehabilitate the Air Traffic Control Tower Safety NAVCOM equipment project. FDOT successfully processed the reimbursement following receipt of the additional information.
- Staff prepared and submitted to FDOT a Joint Participation Agreement request for State funding of the construction phase of the Taxiway "G" project. The City has already received a funding commitment from the FAA. The project consists of several project elements; the construction of

Taxiway "G," the installation of Precision Approach Path Indicator (PAPI) systems on Runways 17, 35, 8 and 26 and the installation of Runway End Identifier Lights (REILs) on Runway 17, and the installation of new lighting and signage on Taxiway "C," to include construction of a new electrical vault, including a standby generator.

- FPL has installed a new digital power meter at the air traffic control tower. The new meter is equipped to send text and email messages to City and FPL personnel in the event of a power interruption at the tower.
- Staff responded to a request for information from the FDOT Aviation and Spaceports Office about the availability of fuel, aircraft parking, hangar space, and support services at the airport.
- The airport successfully hosted a free community event at the airport last Sunday, September 27th. Participants from the Civil Air Patrol, Embry-Riddle Aeronautical University, and the Ormond Beach Radio Controlled Aircraft Club conducted demonstrations of radio controlled aircraft and unmanned aerial vehicles (UAVs).
- Staff prepared and submitted the Airport Master Plan Update report for the October 6 City Commission Workshop. A public hearing will be held at a November Commission meeting to review the final draft of the Plan.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Begin audit preparation.
 - Finalize year-end closing processes.
- Completed Projects - Weekly
 - Processed 43 Journal Entry Batches (#5482 – 5579).
 - Approved 8 Purchase Requisitions totaling \$36,536.08.
 - Issued 16 Purchase Orders totaling \$335,959.07.
 - Processed 4,062 cash receipts totaling \$892,342.07.
 - Prepared 142 Accounts Payable checks totaling \$589,322.50 and 51 Accounts Payable EFT payments totaling \$717,449.53.
 - Prepared 24 Payroll checks totaling \$21,866.35 and 329 Direct Deposits totaling \$395,841.17.
 - Transferred IRS 941 payment of \$152,093.
 - Processed and issued 5,595 utility bills with billed consumption of water of 11,518K.
 - Issued 463 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (9/30)
 - Girls Youth Basketball League (Registration begins 10/5)
 - Sara Tomarelli Concert (11/15)
 - Casements Closure (10/10)
 - Florida Licensing on Wheels (10/13)
 - Open Gym (October dates – 2nd, 9th, and 23rd)
 - 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 meetings for State of the City event.
 - Attended FCCMA Webinar "Managing the Media"

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

Fire Department

Weekly Statistics

- Fires: 3
 - Fire Alarms: 3
 - Hazardous: 3
 - EMS: 83
 - Motor Vehicle Accidents: 3
 - Public Assists: 38
 - TOTAL CALLS: 133
-
- Aid provided to other agencies: 16 Calls: Daytona Beach (6), Volusia County (6)
 - Total staff hours provided to other agencies: 13
 - # of overlapping calls: 22
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 63

Training Hours

- | | |
|-------------------------------|-----|
| • NFPA 1001: Firefighting | 43 |
| • NFPA 1002: Driving | 8 |
| • NFPA 1021: Officer | 20 |
| • NFPA 1500: Safety/Equipment | 55 |
| • NFPA 1620: | 15 |
| • EMT/Paramedic | 7 |
| • TOTAL TRAINING HOURS: | 148 |

Station Activities

- Updated 56 pre-fire plans
- Conducted 66 fire hydrant inspections
- Participated in King of the Grill event sponsored by Ormond Beach Chamber.

Human Resources

Staffing Update

Requisitions

- Police Officer (Police)
- Treatment 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

- Police Officer (Police Department).

City Events/Employee Relations Update

- One Blood will host a blood drive at City Hall on 10-5-15.
- Employee Appreciation Day will be held on 10-21-15
- Nationwide representative will be here on 11-19-15 to meet with employees.

Risk Management Projects

- Continued planning for the 2016 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: - 15 New work - 29 completed - 28 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	30,914	Inbound E-Mails Blocked	17,637
Delivered Inbound E-Mails	12,956	Quarantined Messages	321
Percentage Good Email	41.9%	Virus E-Mails Blocked	285

- Notable Events:

- End of Fiscal Year processing and full save backup tapes done.

- Geographical Information Systems (GIS)

- Addressing Additions: 3 Changes: 2 Corrections: 0
- Map/Information Requests: 26
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 65: Total in system = 65
- Meters GPS Located this week: 0: Total in system = 23,071; 22,405 potable, 655 Irrigation, 11 Effluent
- Notable Events: None.

Leisure Services

• Administration

- Supervisory Staff Meeting
- Public Works Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits

- King of the Grill
- RC Event
- Skate Park Meeting
- Retirement Luncheon
- Canoe/Kayak RFP Bid Opening
- Movies on the Halifax
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - The OBGS 13's, 14's and 15's continued practice this week on 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 6:20 pm 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 Soccer Fields 1, 4, 9, and 10 at the Sports Complex. They got rained out of regional games last Saturday and Sunday.
 - Recreational soccer practices also continued this week, with Opening Day games on Saturday.
 - Lady Renegades are currently practicing at the Softball Quad at the Sports Complex Monday through Thursday at 6 pm. They host another home tournament this weekend.
 - City Flag Football started games this week on Monday - Thursday evening on Softball Quad #3 and Kiwanis Field starting at 5:30 pm. Jamboree games were cancelled last Friday night.
 - Pop Warner Football had their second home games of the season on Saturday at the Sports Complex on Championship Field #7.
 - OBYBSA Baseball and Softball continued their practices and started their fall games this week at both the Sports Complex, as well as the Nova Community Park fields. Games will run through the end of October/beginning of November.
 - USSSA Baseball will be hosting another tournament this weekend at both the Nova Facility and the Wendelstedt Baseball Fields. This is a rental.
 - Halifax Academy will play their second home game of the season on Friday night at 7 pm at the Sports Complex on Championship Field #7.
 - Daytona Jaguars will be hosting home games on Multi-Purpose Field #11 on Saturday at the Sports Complex. This is a rental.

Athletic Fields 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, Magic Forest and the common area of Nova Park
- Cleaned handball, tennis and basketball courts at Nova
- Daily clean up of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Blew out dugouts and common areas
- Painted soccer fields at Sports Complex and at South Ormond
- 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 tourneys and events on fields at the Sports Complex and Nova Fields (USSSA Baseball, Regional Soccer, OBSC Soccer, Daytona Jaguars, and Pride Football)
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
 - Chinmaya Church was held on Sunday from 10:00 am to 2:00 pm

- Granada Squares Dance was held on Tuesday from 6:30 pm to 9:00 pm
- 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 and CMT held regular classes.
 - Friday: CMT held regular classes.
- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm
 - Tennis resurfacing project continued this week
 - Pavilion rental Sunday
- Community Events
 - Weekly tasks, meetings, office work, and activities
 - Assisting in the planning of 2015 Senior Games tasks
 - Tasks and assignments for the "State of the City" Luncheon
 - Preliminary planning activities for the following upcoming events:
 - Employee Appreciation Day luncheon
 - Veterans Day
 - Holiday Concert
 - Santa on the Go, Letters to Santa, Santa Calling
 - HOme for the HOLIDAYS Parade
 - Breakfast with Santa
 - Assisting with Peace in the Park event scheduled for October 24th
- Gymnastics
 - October session in progress
 - Registration is open for the October/November session
 - Trial classes are being offered to attract potential students
 - Open Gym this evening, 6-8 pm
- 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 played inside this week because of the rain.
 - Explore the Arts will start Wednesday in the Activity Room.
 - Coed Volleyball continues its fall season and will meet at various days throughout the season.
 - The Girl Scouts' Hippie, Hippie, Hooray Day took place on Saturday, September 26.
- The Casements
 - Ormond Beach Chamber of Commerce held their annual King of the Grill competition in Rockefeller Gardens on Saturday from 12 p.m. to 7 p.m. Staff assisted from 8 a.m. to 8 p.m.

- Volusia County's ECHO Rangers visited The Casements on Saturday at 11 a.m. A guild member gave the Randgers a tour of the home, and they created a picture frame craft as a memento.
- 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 Monday through Friday. Saturday tours were held from 10:00 a.m. to noon.
- The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
- My Big Fat Greek Cooking Class was held on Thursday from 4:00 p.m. to 8:00 p.m.
- Ormond Beach Art Guild hung their artworks for their annual show in The Gallery on Wednesday morning. They will host their opening reception this evening from 5:30 p.m. to 7:00 p.m. in The Casements Gallery.
- Movies on the Halifax is scheduled to show *Maleficent* in Rockefeller Gardens this evening at 7:30 p.m. Staff members will be assisting from 6:00 p.m. to 10:00 p.m.

- Parks Maintenance:
 - Replaced missing washers and nuts on walkway to beach at Andy Romano Beachfront Park
 - Cut wood for Community Garden clean project
 - Removed playground equipment at Riviera Park with the assistance of Stormwater staff
 - 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
 - Recoded all Public Works related electronic gates
 - Assisted with ice machine repair at Senior Center
 - Assembled two office chairs for admin staff at Public Works
 - Installed new truck assembly for flagpole at Shuffleboard
 - Replaced flag at Police Station
 - Assisted contractor with gate issues at Fleet and at Breakaway Trails
 - Assisted contractor with disconnect and service receptacle on Fleet Gate
 - Reset electronic gate due to power issue at Public Works
 - Installed PVC pipe inside downspout to prevent water from collecting in parking spaces at PAC
 - Repaired water heater at City Hall conference room kitchen
 - Researched replacement ice machine at Senior Center
 - Replaced ceiling fan in Room 205 at The Casements
 - Repaired pair of emergency lights at the PAC
 - Replaced soap dispenser at The Casements
 - Repaired water cooler drain at Soccer at Sports Complex
 - Replaced three blank plates in auditorium at PAC
 - Repaired splash pad button at Andy Romano Park
 - Installed remote switch at The Casements
 - Replaced ceiling tile in the stairwell and closet at PAC
 - Repaired restroom toilet at Andy Romano Park
 - Repaired the sheetrock in the lighting room at PAC
 - Repaired lobby ladies room toilet at the PAC
 - Installed new filter cartridge for the fountain at Arroyo Park

- Repaired fountain chemical feeder at the PAC
- Sent fire inspection reports to Space Coast F&S for inspections and repairs
- Replaced photo sensor for breezeway lights at City Hall
- Install new wall padding in the gym at SONC

Police Department

Administrative Services

- Staff attended Volusia and Flagler Police Chiefs Association's monthly meeting.
- Staff attended Soda Pop with A Cop at Chick-fil-A.
- Staff attended bi-monthly crime view meeting.
- Department participated in the DEA's Prescription Drug Take-Back incentive. One hundred eighty pounds of old/unwanted prescription drugs were collected and turned over to the DEA for proper destruction.

Community Outreach

- Taught Class # 2 (Use of Force, Taser and OC Pepper Spray) of the Citizen Police Academy
- Conducted the second "S.L.A.P. - Self defense for Ladies & Assault Prevention class with full capacity of 30 participants.
- Taught DARE at Pine Trail Elementary, Pathways Elementary, Ormond Beach Elementary and Tomoka Elementary.
- OBPAL was awarded a grant from First book. The books will be given to youths participating OBPAL educational programs.
- Nine members of the YDC met on Monday to review upcoming community service projects. Two youths will be participating in the Youth Conference Committee meeting/training in October.

Community Services & Animal Control

- Animal Calls responded to : 40
- Animal Reports: 3
- Animal Bites: 1
- Animals to Halifax Humane: 2 Dogs
- TNR: 1
- Reclaimed/ Dogs: 2
- CSO Newman attending Animal Cruelty Training

Criminal Investigations

- Cases Assigned: 32
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 6
- Inactive: 14
- Fraud: 3
- Burglary Residential: 5
- Larceny Car break: 15
- Grand Theft: 2
- Offense Against Family/DCF Reports:
- Missing Persons:
- Recovered Missing Persons: 1
- Assaults/Battery: 2

Records

- Walk - Ins / Window 112
- Phone Calls 102
- Arrest / NTA'S 12
- Citations Issued 125

- Citations Entered 367
- Reports Generated 141
- Reports Entered 128
- Mail / Faxes / Request 28

Patrol

- Total Calls 1,726
- Total Traffic Stops 239

Operations

Crime Opportunity Report Forms Issued: 217

- 9/23/15
 - Carbreak; Kinder Care Learning Center (151 Sage Brush Trail). Forced entry and purse stolen.
 - Shoplifting Arrest; Wal-Mart (1521 West Granada Boulevard); Adult male stole grocery items and was detained by loss prevention personnel. The subject was issued a Notice to Appear for retail theft, was trespassed from Wal-Mart property and released from the scene.
 - Burglary; 65 Seton Trail #21 and #19. Prescription medications reported taken.
 - Shoplifting Arrest, 530 South Atlantic Avenue. Suspect stole a can of beer the previous evening and left the property. The same subject returned to the store this date to purchase gas. The clerk recognized him as having stolen the beer the previous day and wanted him prosecuted. Upon being interviewed by officers the subject admitted to stealing the beer. He was placed under arrest for retail theft and transported to the Volusia County Branch Jail.
- 9/24/15
 - Burglary Residence- 731 Fleming Avenue. Unknown suspect entered the front screen porch area and stole a solar generator (new in the box).
 - Burglary – Car Break, 155 Interchange Boulevard. A hotel guest reported that someone entered his vehicle at some point while it was parked in the hotel parking lot.
 - Traffic Stop / Warrant Arrest, 500 block Airport Road. An officer conducted a traffic stop at this location. During the stop the officer discovered the driver had an open warrant for their arrest. The subject was arrested on the open warrant and transported to the branch jail without incident.
- 9/25/15
 - Car break, Hunt Master Ct, Victim left his lawn maintenance trailer unattended while cutting grass and had \$100 worth of lawn equipment stolen from same.
 - Retail Theft, Wal-Mart 1521 W Granada Blvd, An adult male was seen concealing 5 bottles of cologne valued at \$179.85 dollars in his shorts. He passed all points of purchase and attempted to leave the store at which time he was detained by officers. He was arrested and transported to the branch jail. Once arriving at the jail correction officers conducted another search of the suspect and found drug paraphernalia (small pipe and pill) hidden on his person. Additional charges for smuggling contraband into detention facility, possession of Schedule 4 substances and possession of drug paraphernalia were placed on the subject.
 - Burglary-Residential, 7 Castle Manor Drive. Entry was made to the interior of the residence through a dog door. A carton of cigarettes was reported taken and the house ransacked.
 - Carbreak, 1657 North US1 (Loves Truck Stop). An unlocked semi truck was entered and a GPS taken.
- 9/26/15
 - Stolen Vehicle, 161 Deer Lake Circle, 2008 Hyundai taken from the driveway. Vehicle was stolen a couples of weeks ago and located abandoned in Daytona.
 - Carbreak 725 North Ridgewood Avenue. When the victim's daughter arrived home she observed a white male in her parent's vehicle. The male got into an SUV and fled the area southbound on South Beach Street.
 - Carbreak, 715 & 725 North Ridgewood Avenue. Unlocked vehicle, nothing taken.
- 9/27/15

- Car Break, 562 North Ridgewood Avenue, Toyota Highlander was left unlocked, cell phone taken.
- Car Break, 547, North Ridgewood Avenue, 2016 Nissan. Vehicle was left unlocked and nothing was taken.
- Car Break, 672 North Beach Street, 2011 Hyundai. Vehicle was left unlocked, \$40, several pair of reading glasses/sun glasses and a Leatherman's tool were taken.
- Burglary to Business, All Aboard Storage, 321 Hand Avenue unit 4121. Victim advises someone has been entering her two storage units and removing property. Assorted tools and furniture are missing valued at \$24,000. Victim suspects family member(s) are responsible for the thefts.
- Domestic Violence Arrest, 122 Amsden Road. An adult male punched his live-in girlfriend in the face. The girlfriend sustained minor injuries to her lip as a direct result. The subject was arrested for domestic violence battery without incident and transported to the branch jail.
- Drunk Driver, Timberline Trail/Main Trail. A City employee (firefighter) was out for a morning run and observed a vehicle stopped at the stop sign at the above intersection. The driver was passed out and unresponsive in the driver's seat with the engine running. Fire Rescue responded and requested police assistance. An investigation revealed the driver was impaired and he was subsequently arrested for DUI.

- 9/28/15
 - Shoplifting (Arrest) - 1521 West Granada Boulevard (Wal-Mart). Suspect was caught by loss prevention attempting to steal items. Suspect was arrested for retail theft and transported to branch jail.
 - Warrant (Arrest) – 37 Standish Drive. Received an anonymous tip (via Tip Soft) reference to a wanted subject at the above location. Contact was made with suspect at this location and a wanted check revealed he had an open active warrant out of Duval County. The warrant status was confirmed and suspect was arrested and transported to the branch jail.
 - Shoplifting- 1521 West Granada Boulevard (Wal-Mart). Suspect was caught by loss prevention attempting to steal items. Suspect was issued a Notice to Appear for retail theft, trespassed from Wal-Mart property and released from the scene.
- 9/29/15
 - Felony Battery/Domestic Violence (Arrest) - 753 Garden Lane. Officers responded to this location the previous evening in reference to a domestic violence issue. The suspect allegedly pulled a knife on his girlfriend and attempted to strangle her during an argument. The suspect fled the area prior to officer's arrival and a complaint affidavit was completed. The suspect returned to the residence this date and was arrested on the pending affidavit and was transported to the branch jail.
 - Narcotics Arrest, North Halifax Drive/Ray Mar Drive. A suspect was contacted after an anonymous person reported he had threatened to "get her" when she walked by him. The suspect was found to have an open container of alcohol and was in possession of eight Clonazepam pills (Schedule 4 narcotic). The subject was arrested and transported to the branch jail without incident.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 77
 - Number of Uniform Traffic Citations Issued: 97
 - Number of Written Warnings Issued: 7

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 14
 - Number of Crashes with Injuries: 4
 - Crash Investigation General Information:

- 15-09-00596 Crash with injuries, Williamson Boulevard/Ormond Towne Square Shopping Center. Vehicle turned left in front of northbound vehicle causing an angled crash. Two lanes closed approximately 45 minutes. Minor injuries.
- 15-09-00624 Crash with injuries, Division Ave/South Yonge Street; Rear end crash also involving a bicyclist. Minor injuries.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 6 Cases initiated
- 15 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and seventy-five (75) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Downtown Streetscape Planting (Orchard to A1A) – The project is complete.
- Sports Complex Restroom Facility Construction – Project is approximately 90% complete.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Reviewed pipe lining inspection.
- 2015 Roadway Resurfacing - Finalizing project cleanup and punch list items.
- Bermuda Estates Sidewalk - Striping for cross walks was completed.
- Ph II 2-Inch Watermain Replacement Phase 2 - Mainland - Staff met contractor to discuss flushing and chlorinating the new main and previously existing dry line along Granada Blvd from 1200 Granada Blvd to Mirror Lake Drive, which will be done prior to putting the line into use. Work continues on Eagle Court, Horseshoe Terrace, Creek Bend Way, Parkwood Drive, and Candlewood Circle. Sampling for clearance was taken on Oak Avenue and Magnolia Avenue.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor has completed disinfection of the new line on Ocean Aire Terrace, and is continuing work on Alamanda, Hibiscus, and Anchor Drive.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The contractor has chlorinated the line on Jill Alison Drive and is currently pressure testing Ocean Terrace Circle. Work is continuing on Druid Circle.
- 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 the FDOT. A Community Aesthetic Feature (CAF) Agreement is scheduled for Commission approval at the October 20th meeting. The submittal package to FDOT will include 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 – 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 – Final Bid Specifications have been submitted for City Commission Dispensation.
- 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 – Bids were received and are being reviewed. A recommendation to award is expected to go before the City Commission on November 2nd.
- 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 – Staff is working through FDOT coordination in order to initialize design of the project.
- FDOT Modifications to SR40 – I-95 Southbound On-Ramp – Staff has received preliminary plans from FDOT and provided initial comments specifically regarding utilities. FDOT has scheduled the Verification of Vertical and Horizontal (Vvh) utility locations for the upcoming week. A meeting to discuss the utility and coordination of utility modifications is scheduled for October 14 at City Hall.

Department Activities

Administration/Meetings/Customer Service/Other:

- Staff attended FEMA Volusia County Flood Risk Meeting to review working coastal flood maps.
 - Fire Station 93 Exhaust Venting - Request for minor modification of grant is being made for compensation of installing an exhaust venting system for the fire truck garage bays.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for 170 & 180 John Anderson Drive utility pole replacement, and also for 1309 Northside Drive directional bore, all per FPL request.
 - On-site visit with homeowners of 2 Lone Tree Look to discuss grade and fill options to eliminate standing water on their lot.
 - Completed additional topographic survey of the underground utility locates along the Foxhunter Flat and Hunters Ridge right-of-way for the proposed Hunters Ridge forcemain upgrade project, per Utilities Division request.
 - Completed the sketch and legal description for 1368 North Oceanshore Blvd. annexation, per Planning Department request.
 - Researched and provided copies of the old Airport Road forcemain as-builts, per Utilities Division request.
 - Began creating as-built drawings for the Downtown Streetscape Landscaping project.
 - Continued to update the Hunters Ridge Forcemain Upgrade project construction plan set to reflect the location of underground utilities.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Patched around valve box on Jefferson St at US1
 - Built up backside of asphalt storm basin on Timberlake Ln

- Checked on depression at Harvard Dr & Marvin Rd
- Replaced patch for Stormwater on 200 block of Oleeta St; Utility patch on Brookside Cir
- Asphalt around meter boxes on 300 block of S Yonge St
- Cut out trip hazard in sidewalk, and poured to level on 1000 block of Vanderbilt Dr
- Poured concrete gutter and driveway on 500 block of Sandy Oaks Blvd
- Asphalt around basin on Royal Palm Ave & John Anderson Dr

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Removed 2 dead hollies at CP II, diseased maple on Brookwood Dr, and leaning palm on Division Ave west of Center St
- Trimmed on Warwick Ave
- Removed leaning tree on Tomoka Meadows Blvd, and 3 oak trees on Iroquois Trl
- Attended forklift training class held in PW training room, and loader training at Sports Complex

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
- Trimmed ROW in Midway Ave, State roads, sycamore tree on Grandview Ave & River Beach Dr
- Trimmed on Fleming Ave at CP I, S Old Kings Rd, SR40 West of Winding Woods

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 2 new Stop signs at S Ridgewood Ave & Fleming Ave; Central Ave & N Ridgewood Ave
- Replaced Stop sign post on Seton Trl & E Granada Blvd
- Restored 3 delineators in middle of roadway at Fluhart Dr & Riverside Dr

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Basin hot spots -- inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Repaired pipe on Sycamore Cir, and on Crossing Trl
- Ditch maintenance – City wide

Vactor

- System cleaning – citywide, Soco Trl, The Trails

Mowing

- Reachout Mower – SR40, S Center St, Arroyo Parkway, US 1
- Bush Hog – SR40, Airport Rd

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
24,692

PM Services completed for the week:

Emergency – Vehicles and Equipment
4

Non-Emergency Vehicles and Equipment
13

Road Calls for the week:

4

Quick Fleet Facts:

- Fleet has 15,258 gallons of unleaded and 5,176 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,030 gallons of unleaded and 802 gallons of diesel.
- Fleet completed 43 work orders this week.

• Utilities

Projects Summary

- Division Avenue Well Field Raw Water Piping – Obtained Certification of Construction Completion and Clearance Request forms for the raw water, potable water and force main for processing.
- FDOT SR40 and I-95 Intersection – Field verification will be performed and as-built drawings are being obtained for review prior to the FDOT meeting scheduled in early October.
- Hunters Ridge Low Pressure FM Upgrade – Utility locates were added to the plans. Received revised plans for review.
- 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 was received.
- Oak Drive Water Main Replacement – Water distribution crew is scheduling work and material needs.
- 391 Airport Road – Reviewed plans for a Volusia County Use permit application and provided comments.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pentair is scheduling a retrofit of the pump impellers. A purchase order has been authorized for trouble shooting and re-programming influent pump motors 1 & 2 variable frequency drives for assisting automatic pump operations.
- Rima Wells Auxiliary Power Generator – A meeting is scheduled on October 5, 2015, 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.
- Sodium Hypochlorite Storage Tank Replacement – A disposition memo is prepared for presentation at the October 6, 2015, City Commission meeting to obtain approval to advertise the project for bids. Plans and specs were revised to include tank installation in the base bid.
- 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) – 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: Cameo Business Park - Discussed conceptual site plan for Total Comfort on US1 north of Wilmette. Kingston Shores – The condo association is continuing discussions with the state to obtain a water main easement along the north property line. Realty Pros Office – Received conceptual site plan for office and retail center at Magnolia Avenue and West Granada Blvd. Vystar Credit Union – Reviewed revised plans. N. Peninsula (A1A) Force Main – Agenda item scheduled for City Commission consideration on October 6 regarding inter-local agreement between Volusia Co. and City for terms related to acceptance of operation and maintenance responsibility and for transfer of the project improvements nearing completion. As-built drawings were received.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 37.128 million gallons for the week ending Sep. 27, 2015 (5.304 MGD)
 - Backwashed 12 filters for a total of 626,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had four (4) Precautionary Boil Water notices this week.
 - Repaired Well 40R, new radio & CPU card on RTU.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 36.33 Million Gallons.
 - Produced 21.77 Million Gallons of Reuse.
 - Produced 14.56 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.19 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 159.37 (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 6 water service leaks.
 - Performed scheduled accuracy testing on 2 each - 3" and 2 each - 4" commercial water meters.
 - Replaced or repaired 15 water meter boxes.
 - Responded to or repaired 9 water service leaks.
 - Replaced 2 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 7 and repaired 2 City owned backflow prevention devices serving facilities.
 - Repaired water main leaks on the 2" water mains on Highwood Ridge Trail and Emerald Isle Cr.
 - Continued maintenance of fire hydrants within the city limits, 5 fire hydrants maintained in Talaquah Subdivision.
 - Continued fire hydrant replacement program by replacing 3 fire hydrants located at 17, 27 and 39 Sea Harbor Dr and 12 Sea Hawk Dr.
 - Performed valve maintenance on mainland valves in Northbrook and scheduled shutdown or water main break areas, 28 valves exercised. Assisted Wastewater Collections with sewer force main valve shutdown, 3 valves operated.
 - Assisted Tomoka Meadows Condominiums with a private water main shutdown for private water main repair.
 - Performed flushing activities on Sea Drift Ter, Deer Lake Cir, Scott DR, Parrulli Dr, Lynnwood Dr, Knollwood Estates Dr, Imperial Heights Dr, Tymber Creek Rd, Moss Point, Chelsea Place, Sage Brush Trail.
 - Rescinded all boil water notices associated with the ongoing fire hydrant replacement project.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 101 regular and 6 emergency utility locates for the previous week.
- Wastewater Collection - Reuse
 - Crews responded to seven trouble calls in low pressure sewer service area (PEP Systems) and two in town on conventional sewer system.
 - Televised 3, cleaned 2 and root controlled 1 sewer laterals.
 - Televised 8" sewer main on South Ridgewood Ave.
 - Checked all force main valves on Tymber Creek Rd.
 - Completed interviews for MW II and forwarded requests for conditional offers to HR for pre-screening activities.
 - Locate 4" sewer lateral at 335 S. Ridgewood Ave.
 - Received rehab parts from Alpha General Services, Inc.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 8 psi, Ocean Mist Hotel @ 2 psi, Ormond Mall @ 3 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 27/12 psi. . Foxhunters Flat (2 inch) 20/16 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Chlorine residual meter, drain line clogged, blow out, ok.
 - McDonald's, follow up from call out, nuisance high level calls, level probe making contact with pump guide rails during peak influent from other stations, relocate probe, ok, strong petroleum odor noted.
 - Harley Davidson, follow up from McDonald's issue, found contaminants in wet well, traced wet well back through manholes, found evidence of possible dumping event, contacted Plant Chief for guidance, following up with daily inspection and cleaning.
 - Lift Stations, 3M, 6P, 8P, WIN911, FPL Outages, check stations, ok.
 - Conductivity meter, not indicating on SCADA trouble shoot outputs, not operational, replace meter with shelf stock, ok.
 - RAS valve actuator #1, no power, transformer and control not-operational, awaiting parts.
 - Chlorine dosage meter, not operating, replace meter with stock reprogram, ok.
 - CYP LS, not transmitting, reboot and reprogram, ok.
 - BC, RTU power supply non-operational, replace with new stock, ok.
 - Influent Control Room, replaced panel indicator light bulbs as needed, ok.
 - Influent Room – deragged pumps as per direction.
 - WIN911 monitor/response: McDonald's - high level, nothing wrong at station and fully operational, possible SCADA reading problem, turned over to electrician for diagnosis during regular working hours with full crew, ok; 6P, 4M1, Plant - phase loss, power restored upon arrival, storm related, also received report of multiple machines at plant not operational, all items found to be turned off at SCADA, all items reset at SCADA with no further issues, ok; 10M - phase loss, FPL power outage, main line down, tree limb, power restored without further incident, ok.
 - SCADA monitor/response: HOMAC – no starts #2, reset motor starter, ok; 12M – no starts #1, reset motor starter, ok; Il Villagio – high starts, clean probe, Pressure Readings: static = 22 psi both pumps running = 22psi.
 - 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.
 - Semiannual PM's: Carrousel Blowers, #1, #2.
 - Annual PM's: Fermentation Submersible Mixer #7, Clarifier #2.
 - Lift Station PM's: 13 monthly and 1 annual performed.
 - Plant wide oil & grease route.
 - 51 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 30H, installed new breaker and surge protector.
 - Well 31H, not responding, reset station, ok.
 - Well 39R, not transmitting, found non functioning com ports on RTU replace card, ok.
 - Rima wells perform chemical vegetation control.
 - Aerator room, replace faulty 3-way light switches, ok.
 - Hypochlorite pump #2, replaced worn tube, ok.
 - Lime slurry pump, replaced worn tube, ok.
 - Westfalia Centrifuge, awaiting price quotes for replacement bowl motor.
 - Lime sludge thickener, disc flow pumps have restricted flow, clear and wash out lines, make return visit to inspect drive belts for slippage, repair torque piston, ok.
 - Well PM's: 30.
 - Monthly PM's: Lime sludge thickener.
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Local Limits Evaluation – Samples collected at strategic lift stations within the sewer collection system to evaluate the primary pollutants of concern. Staff evaluating results to develop a plan of study for the limits.
 - Annual Reuse Report - Staff began compiling data necessary to complete the Annual Reuse Report to be submitted to the FDEP for the 2014-15 fiscal year. The report provides the State with the operation of the City's reuse system including capacity and quantity distributed.
 - Sewer Collection System – Staff investigated a sewer lift station which appeared to have contamination contributed to it from an unknown source. Maintenance staff washed down the station and continued monitoring it for several more days to ensure normal operation and conditions.
 - 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 – Staff is assisting commercial potable water customers with their questions and concerns relating to the compliance of their private backflow prevention devices.
 - 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:

- Agenda packet preparation, creation and distribution for October 6, 2015, City Commission Workshop - Airport Master Plan Update
- Agenda packet preparation, creation and distribution for October 6, 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.