

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 9, 2016

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
- General discussion meetings with Economic Development Director, HR Director, Finance Director, Police Chief
- City Commission meeting
- Continued work on pay and classification meeting with senior staff
- Pay and classification project update meeting with directors and manager

Spoke to, attended and/or met with:

- Senior staff and Dr. Kaufman regarding property easement
- PACE Board meeting
- Held Walking with the Manager, guest walker Stefan Sibley, Assistant Leisure Services Director

Community Development

Planning

- Planning Board: The Planning Board conducted public hearings on the Mobile Sign height Special Exception for 5 US1 South; the draft 2016-26 Bike Plan, and the LDC amendment for compensatory storage.

Building Inspections, Permitting & Licensing

- 214 inspections performed
- 5 new business tax receipts issued.
- 88 permits issued with a valuation of \$1,369,310.

Development Services

- The SPRC considered the following at its weekly meeting:
 1. Georgian Inn seeking to develop a parking lot at 759 S. Atlantic
 2. 100 North Halifax – 10 multifamily units.
 3. Partial vacation of a platted unimproved cul-de-sac at 12 Oaks Trail
- Approved projects under construction (percentage completed):

Project	% Complete
30 Lincoln Avenue	5%
146 North Orchard Street	92%
783 North US 1	5%

Children's Workshop Expansion	95%
Dollar General	30%
McDonald's at 1520 N US Highway 1	0%
McNamara warehouse	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	45%
Chelsea Place, Phase 3	65%
Ormond Renaissance Condo	2%

Economic Development/Airport

Ormond Crossings

- Tomoka Holdings continues discussions with potential developers of the master planned project. Staff and Tomoka Holdings are discussing the costs of extending the utilities along north US 1 to the project. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- Concentrated Aloe is preparing a site plan for the construction of their 40,000 square foot headquarters and manufacturing facility at parcel 2 along West Tower Circle in the Airport Business Park.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff completed the details of the September 16 Business Retention and Expansion Workshop for Volusia County economic development professionals.
- Staff continues working closely with the videographer of the 2016 State of the City annual luncheon to complete the video with the theme "An Investment of a Lifetime."
- Staff presented the economic development update at the bi-monthly Chamber of Commerce Economic Prosperity breakfast meeting.

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company is planning to relocate to 3 Aviator Way and is expected to expand the building. The City Commission approved the Growth Assistance Program economic development incentive and the resolution was transmitted to the Florida Department of Economic Opportunity in preparation of a formal state incentive agreement. As the calendar year end is approaching, DEO is requesting the extension of the first year job creation be adjusted so it encompasses all of 2017, which will be completed by staff.
- Staff conducted the Strategic Economic Development workshop on Saturday, August 27 from 8:00 a.m. to 1:00 p.m. at the Performing Arts in the second floor studio. There were approximately 35 residents and business representatives who participated in the economic development workshop. The planning process is expected to be completed in the next several weeks and the final draft plan will then be presented to the City Commission.
- Staff is working with 2 existing Ormond Beach businesses to facilitate their retention and expansion needs. These companies have out grown their current space and may need to build new structures to accommodate growth. Conceptual plans are underway.

Airport Operation and Development

- Work continues on the construction phase of the Taxiway Golf project. Installation of new electrical conduits, storm water drainage systems and site preparation for paving of the main taxiway surface remains underway. FPL crews are scheduled to install the main power lines to the new electrical

vault and updates to other portions of the airport electrical grid on Sunday, September 11th in order to minimize service interruption impacts to airport businesses.

- The City Commission approved for execution a grant offer from the FAA to provide primary federal funding for the Airport Wildlife Hazard Assessment and Runway 8 Environmental Assessment projects.
- The Civil Air Patrol (CAP) established a mission base at the airport last weekend in support of response efforts for Hurricane Hermine victims. CAP aircrews were staged at the airport to be launched on airborne photography missions for the State Emergency Operations Center.
- Staff participated in a conference call of the Florida Airports Council General Aviation Committee. Topics included the proposed federal grant application schedule, state aviation fuel tax policy, state airport zoning law changes, and privatization of the national air traffic control system.
- Staff diagnosed and repaired a fault that caused the airport's wind cone lighting system to be inoperative.
- According to a report provided by the American Association of Airport Executives, the number of aircraft operations managed by the Ormond Beach Air Traffic Control Tower ranks in the top 25% of the 516 control towers studied nationwide.
- Staff continues to work with Nexttower, LLC to participate in the necessary site plan review and permitting process for a wireless communications tower facility at the airport.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 32 Journal Entry Batches (#5925 – 6009).
 - Approved 15 Purchase Requisitions totaling \$82,430.75.
 - Issued 17 Purchase Orders totaling \$112,666.68.
 - Processed 4419 cash receipts totaling \$654,388.58.
 - Prepared 99 Accounts Payable checks totaling \$366,836.41 and 33 Accounts Payable EFT payments totaling \$303,418.40.
 - Processed 1,447 utility bill payments through ACH totaling \$83,805.82.
 - Processed and issued 3,835 utility bills with billed consumption of water of 14,178K.
 - Issued 396 past due notices on utility accounts.
 - Auto-called 54 utility customers regarding receipt of a past due notice.
 - Processed 221 payments through Interactive Voice Response System totaling \$20,046.15.

Grants/PIO

- Public Information
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
 - Fire Alarms: 10
 - Hazardous: 4
 - EMS: 93
 - Motor Vehicle Accidents: 7
 - Public Assists: 36
 - TOTAL CALLS: 152
-
- Aid provided to other agencies: 9 Calls: Daytona Beach (7), Volusia County (2)

- Total staff hours provided to other agencies: 9
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 80
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 262

Training Hours

- NFPA 1001: Firefighting 15
- NFPA 1002: Driver 5
- NFPA 1500: Safety/Equipment 18
- NFPA 1620 Preplanning 8
- EMT/Paramedic 12
- TOTAL TRAINING HOURS: 58

Station Activities

- Updated 14 pre-fire plans
- Conducted 5 fire inspections

Human Resources

Staffing Update

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- Neighborhood Improvement Officer (Police) was re-advertised 8-29-16 on the City web site, FACE, and AACE, and will remain open until 9-30-16.
- Firefighter/EMT (Fire) was advertised 8-30-16 on the City web site, internally, and on nationaltestingnetwork.com and will remain open until 9-16-16.
- Maintenance Worker III – Water Distribution (Public Works) was advertised 8-31-16 internally and will remain open until 9-16-16.
- Utility Sludge Hauling Technician (Public Works) was advertised 8-31-16 internally and will remain open until 9-23-16.

Applications Under Review

- Construction Engineer (Engineering)
- Seasonal Part Time Maintenance Worker II – Andy Romano Beachfront Park (Leisure Services)
- Part Time Community Events Technician (Leisure Services)

Interviews Scheduled

- Purchasing Coordinator (Finance)
- Lead Operator Wastewater Treatment Plant (Public Works)

Background/Reference Checks/Job Offers – Candidates were selected and began pre-employment processing

- Police Officer (Police)
- SCADA/Instrumentation Technician (Public Works)
- Maintenance Worker II (Streets/Public Works)
- Part Time Community Events Leader (Leisure Services)
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)
- Part Time Maintenance Worker II - Parks (Leisure Services)

Separations

- Firefighter/EMT (Fire) effective 9-30-16
- Part Time Therapeutic Aide (Leisure Services) effective 9-9-16

Risk Management Projects

- Fun Coast Worksite Wellness Council panel discussion

Information Technology (IT)

• Information Systems (IS)

• Work Plan Projects

- Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations.
- Finance – Interactive Voice Response System – System went live Wednesday evening of 8/3/2016 and has been successful. No major issues week 5.
- Clerk's Office – Email Archive system replacement – Operational testing continues with no major issues. Rollout of the workstation clients continues system wide.

• iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 16 New work - 53 completed - 37 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	35,532	Inbound E-Mails Blocked	18,533
Delivered Inbound E-Mails	16,742	Quarantined Messages	257
Percentage Good Email	47.1%	Virus E-Mails Blocked	131

• Notable Events:

- Over the Labor Day weekend the IT team utilized the holiday opportunity to perform the update of the bios and firmware on the physical servers. This process takes several hours per server. It is an important component in keeping the servers secure and operating efficiently.

• Geographical Information Systems (GIS)

- Addressing Additions: 2 Changes: 0 Corrections: 0
- Map/Information Requests: 9
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0: Total in system = 822
- Meters GPS Located this week: 0: Total in system = 23,262; 22,560 potable, 691 Irrigation, 11 Effluent
- Notable Events: Updated all Future Land Use and Zoning base maps

Leisure Services

• Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager's Staff Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- HR Meeting with Directors and Supervisors
- Skatepark Bid Opening

• Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager

- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
 - OB Pride Football continues practicing Monday through Thursday nights at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
 - Adult Soccer League continued this Sunday at 10 am.
 - OBSC Competitive Program continued practicing this week with games on the weekend.
 - Lady Renegades continued practicing this week at the Sports Complex on the Softball Quad Monday through Thursday at 6 pm. They also hosted their first fall tournament this past weekend with over 45 teams.
 - Ormond Beach Golden Spikes continued workouts/tryouts/practices this week on Nova Fields 2-5 and at the Sports Complex on the Kiwanis Field at 6 pm.
 - City Flag Football started practices this week at the Sports Complex on Quad 3, Softball Field 7 and the Kiwanis Field at 5:45 and 7 pm Tuesday through Thursday nights.
 - SHS JV Football hosted another "home" football game at the Sports Complex on Championship Field 7 at 6 pm on Thursday evening.
 - The Seabreeze High School baseball team started its fall season with practices on Tuesday and Thursday, 4 pm at the Sports Complex on Wendelstedt Field 3.
 - Pop Warner Football hosted their third home series of games of the season on Saturday at Championship Field #7.

- 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
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily cleanup of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Greased and cleaned equipment
 - Continued dragging infields
 - Painted football fields 11 and 12 for Pride practices
 - Painted soccer grass parking lot
 - Set up all soccer fields for recreational practices and competitive games
 - Roto-tilled and smoothed out Osceola fields
 - Set up Soccer Field 1 for Sunday Adult Soccer League
 - Painted Soccer Fields 1-10
 - Set up and painted Championship Field 7 for Seabreeze and Pop Warner games
 - Added clay to Nova infields
 - Put up pylons, etc. on Championship Field 7
 - Repaired wind screen at Nova Tennis

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
 - King Jesus Ministries was held on Sunday from 9:00 am to 1:00 pm
 - Granada Squares Dance was held on Tuesday from 6:30 pm to 9:00 pm

- Performing Arts Center
 - CMT held regular classes Tuesday, Wednesday and Friday.
 - Kopy Kats held regular classes on Thursday.
 - The Performing Arts Center staff performed summer maintenance throughout the week to prepare for the upcoming fall season
 - The Performing Arts Center is preparing to host the following events:
 - Civic Ballet of Volusia County Dance Auditions, Sunday, 1-5 pm
- South Ormond Neighborhood Center
 - Splash Pad open through Dec 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room
 - Open gym
 - Staff is working on preparations for fall programs
 - YMCA fall soccer was held Wednesday and Friday from 5:45-7:45pm
 - OBYFCA practices Thursday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Planning of 2016 events for September through December
 - Organizing, cleaning, and repair (if needed) of equipment and supply areas (ongoing)
 - Final preparations for "Reel in the Fun" fishing tournament Saturday, September 10.
 - Assisting with 2016 Senior Games tasks
 - Tasks and assignments for the VLOC Dinner
 - Tasks and assignments for the State of the City Luncheon
 - Attended Economic Prosperity Hour
- Gymnastics
 - September session in progress
 - Trial classes are being offered to attract potential students
 - Working with area high schools to attract potential students
 - Open Gym this evening, 6-8 pm
- Nova Community Center and Special Populations
 - FitGyms conducted 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 classes continue to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes began meeting this week.
 - Challenger Soccer began on Tuesday from 5:00-6:0 pm in the gym.
 - Coed Volleyball began its fall season on Wednesday.
- The Casements
 - A wedding ceremony and reception were held on the stage and in The Casements on Saturday from 12:00 p.m. to 11:00 p.m.
 - Guild tours were given on the hour Tuesday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
 - The Casements' exterior painting continued throughout the week.
 - Pilates classes met Tuesday through Friday at The Casements.
 - Yoga class met on Tuesday morning at The Casements.
 - The Casements Guild gala committee met in The Casements' Room 205 on Thursday from 10:00 a.m. to noon.
 - Zumba class met on Thursday at The Casements.

- The Casements Guild Crafters met on Thursday from 11:30 p.m. to 3:30 p.m. in Room 203.
- A wedding party began decorating inside The Casements' first floor on Friday in preparation for their wedding on Saturday.
- Greek cooking class met in The Casements' kitchen on Friday from 4:00 p.m. to 8:00 p.m.
- A wedding rehearsal was held on the North Lawn from 6:00 p.m. to 7:00 p.m.
- Parks Maintenance
 - Citywide inspection of parks
 - Post reservations at pavilions
 - Inspections of pavilions for posted reservations
 - Replaced missing boards at the Magic Forest Playground
 - Demo sink areas in restrooms and trimmed back 12' palm fronds at Sanchez Park
 - Re-bagged torn sandbags at SONC
- 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
 - Tri-weekly inspection of DOT and facility lighting at various City locations
 - Tri-weekly lighting inspection of airfield runways, taxiways and signage
 - Checked and repaired as needed A/C units various City facilities
 - Preventative maintenance and safety checks on five electronic gates at various locations
 - Contacted contractors for various upcoming jobs
 - Program keypad at Hull Road location
 - Assisted with final work on electronic gate at Hull Road
 - Assisted with toilet repair at PAC
 - Repaired outside restroom toilet at SONC
 - Repaired emergency light in Building B at the Senior Center
 - Ames Park outside restroom, repaired locks and leaking water in the women's restroom
 - Repaired movable room divider in Building A at the Senior Center
 - Repaired pump lid at Riviera Park
 - Repaired men's lobby restroom toilet at the PAC
 - Tested phone line at WTP
 - Continued fire alarm inspections for City facilities
 - Installed gate spring to splash pad gate at SONC
 - Repaired front glass pane at SONC
 - Repaired LED lights at Ormond Art Museum

Police Department

Administrative Services

- Attended Weekly Staff Meeting.
- Conducted training on Internal Affairs and Discipline for the new hires.
- Conducted the Swearing In Ceremony for Officer Fisk, Officer Peluso and Officer Pereira.
- Attended the Volusia Bureau of Investigations Board Meeting
- Held a recruitment meeting to enhance the Department's efforts.

Community Outreach

- Tutors R Us is scheduled to begin Monday, September 12.
- The OBPAL annual Golfing for Youth Tournament will be held at the Riverbend Golf Club November 5, 2016. Sponsor letters and applications for players were sent out last week.
- OBPAL Basketball teams are practicing as time permits between other sports activities. Tournament practice will begin for all teams in late December for the 2017 season.

- In Service Training – Defensive Tactics for new hires.
- Soda Pop with a Cop at Chick-Fil-A. Approximately 150 children attended and met 10Alpha1.
- Started DARE at Tomoka Elementary and Osceola Elementary.
- Set up Coffee with a Cop – Panera Bread and Peach Valley

Community Services & Animal Control

- Animal Calls responded to: 28
- Animal Bites: 1
- Animal Reports: 3
- Animals to Halifax Humane: 1 dog
- Injured Wildlife: 1
- Trap/Neuter/Release: 1

Criminal Investigations

- Cases Assigned: 33
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 8
- Inactive: 5
- Fraud: 8
- Burglary Business: 1
- Burglary Residential: 7
- Larceny Car break: 4
- Grand Theft: 4
- Auto Theft: 3
- Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 1
- Police Information: 2
- Suspicious Incident: 2

Records

- | | |
|--------------------------|-----|
| • Walk - Ins / Window | 72 |
| • Phone Calls | 96 |
| • Arrest / NTA'S | 14 |
| • Citations Issued | 72 |
| • Citations Entered | 125 |
| • Reports Generated | 141 |
| • Reports Entered | 110 |
| • Mail / Faxes / Request | 40 |

Patrol

- | | |
|-----------------------|-------|
| • Total Calls | 1,486 |
| • Total Traffic Stops | 192 |

Operations

Crime Opportunity Report Forms: 112

- 8/31/16
 - Burglary Business, 610 South Yonge Street (Simply Self Storage Unit) Victim discovered his storage unit burglarized and the door was manipulated open even though a lock was on it. Victim reported power tools, tool box, and a generator missing.
 - Aggravated Battery, 759 South Atlantic Avenue (Georgian Inn). Victim staying at the hotel called a locksmith to assist her with unlocking her vehicle. The suspect arrived as the locksmith to assist the victim. The suspect asked the victim to fill out a form for the work and started requesting all of the victim's identifiable biographical information where the victim

became suspicious. The victim also noted that the suspect did not appear to know what he was doing in trying to unlock the car doors and confronted him on the inability to open the doors and possible fraud activity and the suspect got into his vehicle and started to leave the parking lot. The suspect's vehicle struck the victim in his attempt to leave the parking lot. No injuries to the victim.

- Solicitor Arrest, West Granada Boulevard and I95. Suspect was located soliciting traffic for money. He was arrested for the ordinance violation.
- Grand Theft, 295 South Atlantic Avenue (Quality Inn). Corporate management discovered that the suspect had been stealing hotel funds and misappropriating funds that were estimated to be over \$40,000. Corporate management was going to fire the suspect at the time of making the report.
- Solicitor Arrest, West Granada Boulevard and Interstate – 95. Suspect was observed soliciting passing traffic for money. He was arrested.
- Grand Theft, 123 North Orchard Street unit #6B (East Ormond Crossfit). Owner of the business called to report a theft of a digital timer from the business by a suspect.
- 09/01/16
 - Warrant Arrest, 284 Military Boulevard. Suspect arrested.
 - Warrant Arrest, 110 Shady Branch Trail, Suspect arrested.
 - Burglary Residence, 541 Harbour Lights Drive, Entry through unsecure garage door. Burglary to vehicle in the garage and to the residence.
 - Burglary Residence, 19 Charleston Square. Used garage door opener in unlocked vehicle in the driveway to enter the house.
 - Stolen Vehicle, 6 Brookwood Court, Silver Mitsubishi Lancer.
 - Narcotics Arrest, 735 South Nova Road (Tomoka Plaza), Traffic stop that resulted in the suspect being arrested for two misdemeanor drug charges and one misdemeanor traffic charge.
 - Carbreak, 6 Brooke Station Drive. Unlocked vehicle, garage door opener and purse stolen.
 - Carbreak, 986 John Anderson Drive. Vehicle was left unlocked and a radar detector was stolen.
- 09/02/16
 - Carbreak, 731 John Anderson Drive. Purse, jewelry and a garage door opener taken from one vehicle, nothing taken from the second vehicle. Both vehicles were left unlocked.
 - Robbery, 1521 West Granada Boulevard (Wal-Mart). A suspect asked to purchase a Play Station 4. The clerk removed it from the display case and walked to the front of the store to complete the transaction. The suspect snatched the console from the clerk's hand and fled. The clerk was injured when he chased the suspect.
 - Stolen Vehicle, 1208 Northside Drive. The victim reported that the suspect entered the home, took the car keys and the vehicle. The suspect then fled in the vehicle from Port Orange Police. The suspect was known to the victim and was identified by Port Orange Police. The suspect admitted taking the vehicle and the victim wanted to pursue charges. The vehicle was recovered in Daytona Beach.
 - Burglary Residence, 415 Cherrywood Drive. Credit Cards and cash were taken. Cards were used in Daytona.
 - Grand Theft, 506 Lincoln Avenue. An enclosed trailer was taken.
 - Narcotics Arrest. The suspect was stopped for a traffic violation and consented to a search of the vehicle where a scale with residue was located.
- 09/03/16
 - Carbreak, 7 Cambridge Trace. Credit card stolen from unlocked vehicle.
 - DUI Arrest. North Yonge at West Granada Boulevard. Minor rear-end crash resulted in an investigation for driving under the influence.
 - Aggravated Battery Arrest. 39 North Ridgewood Avenue. Victim was arguing with the suspect when the suspect grabbed the victim from behind and then choked the victim. The pair continued in a physical altercation until the victim managed to lock the suspect out of the

home. The suspect crawled through a window into the home, again attacking the victim who used a hammer in self-defense, causing a small laceration.

- 09/04/16
 - Battery Domestic Violence Arrest, 4 Huntsman Look. The victim and the suspect got into an argument that turned physical. The investigation determined the suspect was the primary aggressor.
 - Stolen Vehicle, 1647 North US1. A green 2005 Nissan was taken from the business. While the officer was taking the report it was found that the vehicle had been recovered in another jurisdiction.
 - Warrant Arrest, 760 Santa Ana Avenue. The suspect was contacted for a failure to appear warrant.
- 09/05/16
 - Traffic Arrest, 1000 Block North US1. Suspect was arrested for felony driving on a suspended license after a traffic stop for speeding.
 - Burglary Residence, 1 Larisa Terrace. Suspect of broke into victim's house and took a TV, Xbox, and a remote.
 - Battery Domestic Violence Arrest, 170 Williamson Boulevard (Sleep Inn). Suspect was arrested after pushing the victim to the bed and grabbed the victim around the neck. Suspect was found in the parking lot of the hotel.
 - Narcotics Arrest, 839 South Atlantic Avenue (Andy Romano Park). Suspect was found sitting in the park in his car after hours with less than 20 grams of marijuana.
 - Stolen Vehicle Arrest, 800 Block South Nova Road. A reported stolen vehicle from Daytona Beach was spotted and a felony stop was initiated. The vehicle pulled over on Fleming Avenue. The suspect was found behind the wheel and arrested for Grand Theft Auto and an open felony warrant for burglary.
- 09/06/16
 - Robbery, 361 West Granada Boulevard (Taco Bell). Adult victim responded to the police department lobby to report a robbery by a known suspect that occurred Friday evening. Victim stated that while sitting in his vehicle in the drive through at Taco Bell, the suspect that the victim was giving a ride to punched and struck the victim. The suspect then stole the victim's iPhone.
 - Warrant Arrest, 800 Block South Atlantic Avenue. Suspect was stopped for a traffic violation. Suspect was discovered to have a suspended driver's license and an open warrant for arrest.
 - Grand Theft, 170 Williamson Boulevard (Sleep Inn). Victim reported several pieces of property to include video game controllers, jewelry, and gift cards stolen from the hotel room.
 - Narcotics Arrest, 400 Block South Atlantic Avenue. Suspect was pulled over for a traffic violation. Narcotics were located inside the vehicle.
 - Carbreak, 52 Bovard Avenue. Vehicle doors unlocked, purse and contents taken.
 - Grand Theft, 333 West Granada Boulevard (Golds Gym). Victim dropped her wallet and witnesses stated that a male on a bicycle picked it up and fled westbound on Granada Boulevard.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 33
 - Number of Uniform Traffic Citations Issued: 31
- Traffic Crash Reports
 - Number of Crashes without Injuries: 13
 - Number of Crashes with Injuries: 2

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 3 Cases initiated

- Zone 4: 2 Cases initiated
- 17 signs have either been removed or sign cases created.
- 25 tree removal permit requests.
- Administrative staff assisted with five (5) walk-ins and sixty-eight (68) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland – Received clearance from Volusia County Health Department to install meters and perform tie-ins on Fairview Avenue and Washington Place. Water tap on Midway completed. No meters installed. Bad weather/rain precluded any other construction work.
 - Downtown Stormwater – Exfiltration pipe installation is complete; the Contractor is progressing to site grading in preparation for hardscape elements.
 - WWTP Sludge Thickener Improvements – The one tank is now operational with the new aerator in place. The contractor has dewatered the second tank and has removed the grit and poured the concrete slab. The aerator has been installed and contractor is installing electrical controls and connections.
 - 2016 Roadway Resurfacing – New curbing was constructed on Forest Hills Blvd. and Capen Street.
 - Lincoln Avenue Parking Lot – The contractor completed paving and striping the parking lot. The remaining items to be completed are the site lighting, landscaping, and fencing.
 - Water Treatment Plant Lime Silo Dust Arrestor – The building permit has been issued. The metal building is scheduled to be delivered September 12.
 - Water Treatment Plant Controls and Pump Upgrade – The Contractor is preparing submittals for approval with a pre-construction meeting scheduled for early September.
 - Laurel Creek Stormwater Pump Station Improvements – A pre-construction conference was held August 8th. Contractor is submitting equipment shop drawings for approval.

- Design Projects:

- South Peninsula Reclaimed Expansion – Survey is 80% complete, design is 50% complete.
 - West Ormond Community Center – Staff is coordinating with its consultant on a scope of work for the next phase – Feasibility Study.
 - A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
 - Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being finalized. Construction funding is available in FY 16/17, therefore the project will be bid for award after October 1.
 - WTP Sludge Residuals Facility Improvements – Met with consultant to kick-off the design phase of the project.
 - Cassen Park Public Dock – Staff received a request for additional information from FDEP for the permit application that was submitted. Staff's consultant will prepare a response.
 - Sanitary Sewer Inflow/Infiltration – Revisions were made to the bidding manual to include evaluation scale for sanitary sewer pipes based on National Standards, manhole cleaning and evaluation. Staff has provided the list of sanitary sewer mains to be included in the contract document. Preliminary location maps have been prepared for contract.
 - Effluent Outfall Replacement – Consultant is finalizing design plans. The ERP Permit has been issued.
 - Forest Hills Connector Trail – Staff is working on the trail alignment and preliminary plans.
 - CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – A Purchase Authorization for the launch purchase was approved by City Commission at the September 6th meeting.
 - Ph III 2-Inch Water Main Replacement – Mainland – Preliminary comments have been provided to the consultant based on the 60% plans.

- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Survey is 80% complete, design is 50% complete.
- Downtown Stormwater Phase 2 - Consultant is developing a scope of work and proposal for the Phase 2 construction plan development.
- Fleming Ave Stormdrain Improvements - Design proposal was approved by City Commission at the September 6th meeting.
- Wilmette Avenue Pumping – The Consultant has submitted 60% plans and specifications for review by City staff.

Department Activities

Administration/Meetings/Customer Service/Other:

- Reviewed plans and created approved multiple Work-in-the-Right-of-Way permits for directional bore and conduit placement at 1107 Parkside Drive, 1405 Oak Forest, 1202-1102-1104 Northside Drive, 18 Cliffside Drive, 788 Hand Avenue, 12-14 Brookside Drive, 33 River Ridge Trail, 54-58 South Orchard Street, 72 St Andrews, 2 Waterfront Court, 88 Old Wiggins Trail, 8 Brookside, 31 Cherokee Trail, all per Brighthouse request.
 - Reviewed plans and created approved multiple Work-in-the-Right-of-Way permits for directional bore and conduit placement at 217 Kenilworth Drive, per FPL request.
 - Began adding proposed sidewalk to the Forest Hills Sidewalk construction plan, per project manager's comments.
 - Researched and created AutoCAD DXF files of utilities drawings along SR40 between Shadow Crossings and Villagio subdivisions, per Surveyor's (Andy Wilbert) request.
 - Completed property line stake out at 21 Lincoln Avenue, per Neighborhood Improvement Division request.
 - Researched various old plats and As-Built drawings of the subdivisions along North Beach Street, north of Domicilio Avenue, to determine when sidewalk along the western Right-of-Way of North Beach Street was constructed, per Legal Department request.
 - Researched files and completed multiple sketch and legal descriptions for the following North Peninsula annexations per Planning Department request: 213 Sunrise Cove, 205 Sunrise Cove, 157 Sunrise Cove, and 129 Capri Drive.
 - Began scanning and archiving the Engineering Division As-Built plan sets.
 - Prepared As-Builts for the Sodium Hypochlorite Tanks, per Utilities Division request.
 - Continued creating As-Builts for North US1 Median Landscaping project, per Project Manager's comments.
 - Identified broken monitoring wells at Nova Landfill as requested.
 - Located property corners along Fluhart Drive to determine trees in the Right-of-Way for new guardrail construction.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Haul debris to Halifax
 - Hand out sandbags
 - Cut out sunken section of asphalt, put in cold patch at PAL House
 - Patch section of driveway for Utilities on Sandcastle Dr
 - Overlay large depressions in roadway on Ormond Parkway & Seminole Ave

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin Ave - parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps Citywide

- Remove Pine tree on Sycamore Cir; 2 dead Oak trees on Hand Ave near bridge; Holly tree on 900 block of John Anderson; dead Bay tree in Memorial Gardens
- Hand out sandbags
- Trimming in Trails Subdivision; Fiesta Heights
- Storm clean up – Citywide
- Hung flags on SR40 Granada bridge; Banner up at SR40 & Washington

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT (Department of Transportation) roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches Citywide
- DOT weed control on all State Roads
- Sand bag distribution
- Clean up debris around Thompson Creek
- Trimming on N Nova SW of Tomoka Oaks

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
- Washed & cleaned signs in various locations
- Straighten signs in various areas of the City
- In-shop training
- Straighten signs in park at Bailey's Riverbridge
- Road striping inventory – Citywide

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected Citywide
- Inlets – inspected and cleaned Citywide
- Basin cleaning – Citywide, all zones
- Hotspots citywide
- Hand out sand bags
- Basin inspection/clean – Zone 1, 2, 3
- Basin repair on Northbrook Dr
- Clean underbrush and outfall on Hernandez Ave

Mowing

- Reach Out – US1 & Wilmette Ave; Arroyo Parkway, Santa Fe
- Bush hog, Slope mower – Northbrook ditch

Vac-Con

- Sycamore Cir

Street Sweeping/Streetsweeper (1 day – due to rain from hurricane and Labor Day holiday)

- 43 miles of road cleaned
- 6 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
25,432

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
5	8

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has 11,772 gallons of unleaded and 9041 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,262 gallons of unleaded and *1,525 gallons of diesel.
- Fleet completed 41 work orders this week.

- *Increased use of diesel due to filling large generators.

- Utilities
Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – Building Division indicated that a separate room is not required for proposed electrical component improvements.
- FDOT ITS Event Managing – Received plans to install dynamic messaging signs for review.
- Fire Hydrant Replacement Program – Contractor is underway with the annual period scope of work. FDOT permit plans are completed for the hydrants at 400 S Atlantic and 621 S. Atlantic.
- Lift Station 10M & 12M Rehabilitation – A new wetwell or alternative structure(s) was discussed by team for bypass considerations.
- Lift Station 8M1 – A work authorization for construction administration services from McKim & Creed is being processed. A disclosure letter was prepared for the property owner to provide information for potential purchasers as the property is for sale.
- Rima Wells Auxiliary Power Generator – Project is nearly complete and Contractor is addressing punch list items.
- Sanitary Sewer Inflow Infiltration Project – The bidding manual is being revised to include an evaluation scale for gravity sanitary sewer piping. Maps and piping to be cleaned and televised was provided to Engineering for their use in preparing the bid documents.
- Shadow Crossings Force Main Improvements – DBE was contacted to schedule a preconstruction meeting. The date is being established.
- Solar Salt Procurement – City Commission approved at the 9/6/16 meeting to solicit bids for solar salt for upcoming fiscal year due to current vendor indicating request not to renew.
- Sodium Hypochlorite Storage Tank Replacement (WWTP) – Final records are prepared for submittal to GIS.
- EST Tank Repairs & Maintenance – Plans for the Breakaway Trails elevated tank were received for review.
- Water Plant Aerator Housing Rehabilitation (CIP) – The notice to proceed date is to be determined. Deloach Industries, fabricator, requested a deposit prior to releasing shop drawings. Revised schedule of values received from contractor currently under consideration.
- Water Plant Lime Silo Dust Arrestor Project – The metal building is scheduled for delivery 9/12/16.
- Water Plant Pump & Control Upgrades – A preconstruction meeting is being scheduled in early September.
- WWTP Outfall Pipe Replacement – Bid plans and specifications are being prepared. Plans do not appear to include the outfall pipe rehabilitation repairs at the wastewater plant.

- WWTP Sludge Digester Aeration – Requested proposals for installing new handrails. Discussed electrical modification alternatives to prevent the blowers from starting before the mixers. Alternatives are being developed for walkway considerations for Tank #1.
- Utilities SCADA Upgrades – Awaiting radio survey report.
- SPRC Projects: Children’s Workshop – 506 Lincoln Avenue – As-built drawings are pending. Dunkin Donuts – 1190 Oceanshore Blvd. – Comments are being addressed by the design engineer. Georgian Inn Beach Club – Discussed a conceptual parking plan. Effects on utilities appear to be negligible. Kingston Shores – Responded to easement questions from the design engineer. McDonald’s 100 S. Nova Road – Reviewed plans. Utilities Division has no comment. Minto – A meeting was held to discuss the utility capacity request for this proposed development in the COB-CODB Settlement Agreement area. Capacities are being investigated. Old Tomoka Road – A meeting was held on 9/1/16 to discuss the swale and its impacts on the proposed development. RaceTrac – 1521 US 1 – Reviewed plans. Realty Pros Office - 900 W Granada – Reviewed revised plans and provided comments. Stonecreek Subdivision – Met with developer’s attorney and engineer to discuss requirements for the proposed subdivision along Old Tomoka Road. Reviewed conceptual plan and provided hydrant flow information. 680-686 John Anderson Lot Split – Received as built plans for review. 1368 N Ocean Shore Blvd – Force main connection work is being scheduled.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 38.60 million gallons for the week ending September 2, 2016 (5.51 MGD)
 - Backwashed 10 filters for a total of 496,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge (65 - 70% solids).
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 28.15 Million Gallons.
 - Produced 24.49 Million Gallons of Reuse.
 - Produced 3.66 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.02 MGD, plant designed for 8 MGD.
 - Hauled 117.40 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 16 water service leaks.
 - Replaced 9 malfunctioning residential water meters.
 - Installed 8 new residential water services for home being constructed.
 - Replaced or repaired 12 water meter boxes.
 - Replaced 7 water services due to aged piping or leaks, 2 - 2” casings were installed for water services under roadways.
 - Performed meter testing on a 7-3” and 2- 4” commercial water meters, all tested accurate.
 - Performed valve maintenance, locating and exercising of 51 mainline valves.
 - Performed yearly scheduled pressure testing of 13 City owned backflow preventers.
 - Responded to 19 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Backfilled and landscaped Water Distribution excavation sites.
 - Rescinded all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 231 regular & 1 Emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 1 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
 - Responded to 5 Request for Utility Verifications for residential and commercial properties.

- Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge monthly to reduce the main line pressure.
 - Cleaned Shady Oaks Collection system
 - Checked all known trouble spots. All good @ current time.
 - Cleaned 5,663 lf of gravity main in system 6M
 - Prepped vehicles, pumps and equipment for possible tropical weather.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 14/14 psi, Ocean Mist Hotel @ 10/6 psi, Ormond Mall @ 8/8 psi. Air release valves appear to be working well
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 25/18 psi. Foxhunters Flat (2 inch) 18/7 psi & Shadow Crossing Blvd. (4 inch) 1/1 psi.
 - Performed annual root control on 3 Sanitary Service Laterals.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Room, biweekly alternation of pumps, ok.
 - Main WW Plant Generator, assisted with set up of temporary generator for use during repairs to generator radiator.
 - 8M2, replace guide rail #2
 - Screw Pump #3, locking out at SCADA, reset, ok.
 - Chlorine line, repaired leak as needed, ok.
 - Shop, cleaned impellers for delivery to machine shop for repairs as needed.
 - CL2 Pump, not working, replaced peristaltic tube, ok.
 - Shadow Lakes, mounted replacement controller in cabinet.
 - 4M, found damaged riser pipes in wet well - contacted contractor for possible warranty repairs, contractor site visit upcoming.
 - Ormond Mall, follow up from call out, replaced pump #2, ok.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: Ormond Mall, high level, station nonresponsive at controller, replaced controller and rewired cabinet for new controller, station operational, ok; McDonalds, high level, station fully operational, possible probe contact issue, relocated probe, received additional calls for same problem, problem resolved RTU programming, ok; 8M3, high level, found wet well high, pulled both pumps for repairs as needed, found #2 impeller spun off of drive shaft at pump, replaced impeller mounting collar and installed impeller, found blockage at #1 volute, cleared blockage, will follow up during regular working hours; Towne Square, high level, found wet well high, found #1 pump tripped at motor starter, reversed pump, amp draw nominal, station pumped down and cycled through alternation, ok; 9M, high level, reset motor starter, ok; 6M – Laurel Oaks – Sandy Oaks – Castle Gate – Charleston Square, phase loss, FPL power out, power lines down on South Orchard Street, contacted FPL, monitored stations throughout outage, power restored without further incident, ok.
 - SCADA monitor/response: Aberdeen #1, high run hours #2, deragged #1 check valve, ok; River Oaks – SCADA – high run hours pump #2, pulled both pumps to confirmed no blockages at volutes, both pumps clear and fully operational, problem found to be excessive force main pressure Static = 17psi, 1 Pump Running = 17psi, 2 Pumps Running = 18psi.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Monthly Plant PM's: Grit Snail.
 - Quarterly Plant PM's: Reaeration Blower #1.
 - Annual Plant PM's: Fermentation Submersible Mixer #3.
 - Lift Station PM's: 29 monthly and 2 annual performed.
 - 72 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - Sludge thickener, drained gear oil in preparation for replacement.
 - Sludge thickener feed line, installed new 6" plug valve, ok.

- Chlorine generator, assisted with maintenance and repair.
- Standish Booster Station, pump #2 refurbished, installed and returned to service.
- Aerator, trays removed and staged for cleaning.
- Reuse offsite facilities, made operational changes as requested to assure customer irrigation service and fire protection system reliability.
- Monthly Well PM's: Rima 35, 36, 37, 38, 39, 40, 41.
- Monthly PM's: Aerator pumps and motors; all LPRO clear well pumps and motors.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Fats Oils and Grease (FOG) in Sewer Collections System – Staff is developing a strategy for limiting the volume of FOG in the City's sewer collection system. FOG plays a major role in blockages within the system.
 - EPA's DMRQA-36 – The US EPA requires sewer collection systems which discharge into surface waters to perform an evaluation of their proficiency of the analyses being performed. This evaluation helps ensure the integrity of the data produced. The City's WWTF performs in house analysis and has several contaminants analyzed by contractors with different areas of specialty. Staff submitted results to the EPA which included the City's lab receiving all passing results for the analyses it performs in house.
 - Industrial Pretreatment Program – Staff hosted the FDEP for the annual IPP inspection. The inspection is to evaluate the effectiveness of the IPP program and allow the Department an opportunity to recommend changes and improvements. The Department will be sending a list of recommendations/requirements to the City for review.
 - Industrial Pretreatment Program – Staff is investigating the cause and source of sporadic elevated levels of copper being received by the City's Waste Water Treatment Facility. IPP staff has begun sampling different locations to determine the cause. A Plan of Study is also being developed to present to the FDEP to outline the steps taken to mitigate the high copper.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Backflow Device Testing Compliance – Staff is evaluating the commercial water customers who have not demonstrated their backflow prevention device has been tested and certified. The compliance rate of the devices within the City is periodically requested by the FDOH.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for September 6, 2016, City Commission Meeting
- Agenda packet preparation for September 20, 2016, City Commission Meeting

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Currently reviewing proof sent from Municode.