

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 16, 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:

- General discussion meeting with IT Manager
- Quarterly staff meeting with directors and managers
- Meeting with staff and Brown & Brown to prepare for Commission Workshop – Health Insurance Update
- Agenda review
- Review status update for State of the City with staff
- Insurance Committee Meeting to review RFPs for General Liability Coverage

Spoke to, attended and/or met with:

- City Attorney and Outside Counsel Noah McKinnon – Dog Park options
- Reel in the Fun fishing tournament
- Rotary meeting
- Intro meeting with new Channel 9 reporter Mike Springer
- Roland Via, softball league play program
- Suzanne Heddy, Historical Society, various topics

Community Development

Planning

- R2CTPO Sea Level Rise Vulnerability Assessment: A Sea Rise Assessment was commissioned by the TPO to provide a preliminary examination of potential sea level rise, erosion, and coastal flooding impacts on Flagler and Volusia County. The study was built upon modeling and parameters established by previous sea level rise vulnerability assessments conducted by the East Central Florida Regional Planning Council and reviewed by the working group established for this assessment. The working group consisted of Flagler and Volusia County representatives from emergency management, traffic engineering, transit, planning and development, geographic information system, and environmental management. The rate curve projections were based upon a low/intermediate/high scenario for the years 2040, 2070 and 2100. The study should be considered when rehabbing existing or planning and locating new public facilities where inundation is projected.

Building Inspections, Permitting & Licensing

- 223 inspections performed
- 3 new business tax receipts issued.
- 60 permits issued with a valuation of \$1,824,357.

Development Services

- The SPRC considered the following at its weekly meeting:
 1. 105 Interchange Boulevard (McDonald's) pre-construction meeting
 2. 9 West Tower (Valiant Diners) 20,000 sf expansion

- Approved projects under construction (percentage completed):

Project	% Complete
30 Lincoln Avenue	95%
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/buyers of the master planned project. Staff and Tomoka Holdings are discussing the costs of extending the utilities along north US 1 to the project. Conceptual plans are underway for a prospective office development project. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- A prospective manufacturer is interested in the purchase of 11 Aviator Way in the Airport Business Park, which was vacated by Germ Free Labs upon the relocation of their headquarters to 4 Sunshine Blvd.

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

- Staff participated in the Business Retention and Expansion Workshop for Volusia County economic development professionals. It was well attended and offered best practices in programs to better serve the local businesses.
- 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."

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm, Prime Global, 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 requested Prime Global to prepare a modification to the QTI Application and extend the first year job creation period so it encompasses all of 2017, which was completed and agreed to by staff.
- Staff conducted the Strategic Economic Development workshop on Saturday, August 27. A follow up work session will be conducted on September 21 with Main Street to discuss the downtown development strategies. The SEDP will 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 completed installation of the main power lines to the new electrical vault and updates to other portions of the airport electrical grid on Sunday, September 11th. Demolition of the old Precision Approach Path Indicator (PAPI) light assemblies for Runway 8/26 has also been completed.
- Staff reviewed and updated the City's continuing contract for engineering/architectural services for airport facilities. This contract is under review as part of the City's recent advertisement of a Request for Qualifications (RFQ) from firms interested in providing such services.
- Staff worked with AVCON, Inc. to compile and submit to the FAA and FDOT the required monthly construction status report on the Taxiway Golf project.
- Staff responded to several noise inquiries related to helicopter activity southeast of the airport. Helicopter activity in this area increased due to the temporary closure of Runway 8/26 and the need to maintain the safe separation of helicopter and airplane traffic that must as a result use the same runway. The air traffic control tower is coordinating with the helicopter pilots to minimize helicopter traffic over residential areas as much as possible.
- Staff responded to a request for information from the Florida Airports Council (FAC) about the practical application of the FAA's Airport Field Condition Assessments and Winter Operations Safety guidelines. General aviation and smaller commercial airports are being required to report a damp or wet condition whenever they are attended, and the requirement applies to all federally obligated airports. The FAC has taken the position that the amount of time necessary to monitor and keep up with changing wetness conditions in Florida is expected to be significant and the added safety benefit seems difficult to quantify.
- Staff continues to work with Nextower, 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 38 Journal Entry Batches (#6026 – 6139).
 - Approved 27 Purchase Requisitions totaling \$1,051,793.88.
 - Issued 22 Purchase Orders totaling \$274,553.64.
 - Processed 4,391 cash receipts totaling \$595,173.77.
 - Prepared 117 Accounts Payable checks totaling \$383,830.96 and 32 Accounts Payable EFT payments totaling \$304,102.17.
 - Prepared 19 Payroll checks totaling \$18,238.11 and 328 Direct Deposits totaling \$394,645.80.
 - Processed 2,200 utility bill payments through ACH totaling \$198,735.33.
 - Processed and issued 4,361 utility bills with billed consumption of water of 23,847K.
 - Issued 1,088 past due notices on utility accounts.
 - Auto-called 112 utility customers regarding receipt of a past due notice.
 - Processed 284 payments through Interactive Voice Response System totaling \$24,959.39.

Grants/PIO

- Public Information
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended quarterly staff meeting.
 - Attended quarterly Local Mitigation Strategy meeting.
 - Completed summaries for before and after City Commission meeting.
 - Worked with videographer and printer on State of the City materials.

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

Fire Department

Weekly Statistics

- Fires: 2
 - Fire Alarms: 3
 - Hazardous: 4
 - EMS: 94
 - Motor Vehicle Accidents: 10
 - Public Assists: 39
 - TOTAL CALLS: 152
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- Aid provided to other agencies: 17 Calls: Daytona Beach (11), Volusia County (6)
 - Total staff hours provided to other agencies: 16
 - # of overlapping calls: 45
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 84
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 343

Training Hours

- NFPA 1001: Firefighting 3
- NFPA 1002: Driver 8
- NFPA 1021: Officer 25
- NFPA 1500: Safety/Equipment 12
- EMT/Paramedic 21
- TOTAL TRAINING HOURS: 69

Station Activities

- Updated 13 pre-fire plans
- Conducted 4 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 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 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.
- Part Time Community Events Leader (Leisure Services) was re-advertised 9-14-16 on the City web site and will remain open until 10-14-16.

Applications Under Review

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

Interviews Scheduled

- Purchasing Coordinator (Finance)

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

- Police Officer (Police)
- SCADA/Instrumentation Technician (Public Works)
- Construction Engineer (Engineering)
- Maintenance Worker II (Streets/Public Works)
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)
- Part Time Maintenance Worker II - Parks (Leisure Services)

Positions Filled Internally

- Lead Plant Operator (Wastewater Treatment)

Separations

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

Employee Events

- Our ICMA representative will be here to meet with employees on September 15

Risk Management Projects

- Attend Insurance Program Committee meeting.
- Update City Manager on claims and reports.

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 6.
 - Clerk's Office – Email Archive system replacement – Operational testing completed successfully. Old system deactivated, but still available for reference if necessary.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 10 New work - 30 completed - 45 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	34,086	Inbound E-Mails Blocked	19,249
Delivered Inbound E-Mails	14,411	Quarantined Messages	246
Percentage Good Email	42.3%	Virus E-Mails Blocked	171

• Notable Events:

- None.

• Geographical Information Systems (GIS)

- Addressing Additions: 5 Changes: 1 Corrections: 0
- Map/Information Requests: 12
- Information Requests from External Organizations: 3
- 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
 - Reel in the Fun Fishing Tournament
 - Halifax Heritage Byway Meeting
 - Softball League Play Meeting
 - West Ormond Feasibility Study Meeting
- **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 1:00 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 10:00 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 6:00 pm.
 - Ormond Beach Golden Spikes continued practices this week on Nova Fields 2-5 and at the Sports Complex on the Kiwanis Field at 6:00 pm.
 - City Flag Football continued practices this week at the Sports Complex on Quad 3, Softball Field 7 and the Kiwanis Field at 5:45 and 7:00 pm Monday through Friday nights.
 - Seabreeze High School Baseball Team continued its fall season with practices on Monday and Thursday at 3:30 pm at the Sports Complex on Wendelstedt Field 3.
 - Pride Football hosted their second home games of the season on Saturday at Championship Field 7.
 - Florida Travel Ball hosted their first tournament of the fall season on the weekend at the Nova Fields as well as Wendelstedt Fields and Kiwanis Field. 35 teams participated.
- **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, 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
- 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 Pride football games
- Added clay to Nova infields
- Removed batting cage nets, carpets, screens and storage boxes at Wendelstedt fields for new concrete.
- Senior Center
 - Grand Squares International Dance rental Friday from 5:00pm to 10:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Grand Squares International Dance rental Saturday 6:00pm to 10:00pm
 - King Jesus Ministries was held on Sunday from 9:00am to 1:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
- Performing Arts Center
 - CMT held regular classes Monday through Friday.
 - Kopy Kats held regular classes on Thursday.
 - Follies held regular classes on Wednesday.
 - Staff continued performing summer maintenance in preparation of the fall season
 - The Performing Arts Center is preparing to host the following events:
 - Singer Bobby Meeks, Sunday 2:00 pm to 4:00 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
 - Pavilion rentals Saturday and Sunday
 - YMCA fall soccer was held Monday, Wednesday and Friday from 5:45-7:45 pm
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Preparing for upcoming scheduled events through the end of the year
 - Ongoing - organizing, cleaning, and repair of equipment and supply areas
 - Attended Senior Games meeting and assisting with tasks
 - Tasks and assignments for the VLOC Dinner
 - Tasks and assignments for the State of the City Luncheon
 - Set up, work and breakdown of Reel in the Fun fishing tournament
- Gymnastics
 - Classes are going well and growing
 - September session in progress
 - Trial classes are being offered to attract potential students
 - Working with area high schools to attract potential students
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.

- Open play took place at various times during the week for basketball, pickleball, ping pong, in the game room and the exercise room.
- Adult Jazzercise continues to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued throughout the week.
- Challenger Soccer met on Tuesday from 5:00-6:00 pm and played inside because of rain.
- Coed Volleyball continues on Monday and Wednesday from 6:00 pm-8:00 pm.

- The Casements
 - A wedding ceremony and reception were held on the north lawn and in The Casements on Saturday from 3:00 p.m. to 11:00 p.m.
 - Community Events held the Reel in the Fun fishing tournament on Saturday at 8:00 a.m. Bailey Riverbridge.
 - A birthday party was held at Bailey Riverbridge on Saturday from 7:00 p.m. to 9:00 p.m.
 - Guild tours were given on the hour Monday 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 Monday through Friday at The Casements.
 - On Monday morning The Casements Guild held an Executive Board meeting and an Administrative Board meeting in the Preservation Room.
 - Yoga class met on Tuesday morning at The Casements.
 - 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 was held at Ormond Memorial Gardens on Thursday from 4:00 p.m. to 5:00 p.m.

- Parks Maintenance
 - Citywide inspection of parks
 - Post reservation at pavilions
 - Inspections of pavilions for posted reservations
 - Removed trash from the lake at Central Park IV
 - Cleaned runoff from waterfall areas at Ormond Memorial Gardens
 - Installed booth placement indicator numbers in the City Hall parking lot for the Granada Grand Festival of the Arts with the assistance of two staff members from the Streets Division
 - Cleaned shoreline, trimmed bushes, and detailed Bailey Riverbridge area for fishing tournament

- 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
 - Performed cleaning, preventative maintenance and repair of various ice machines
 - Finalized repairs on A/C unit at ARBFP
 - Repaired air vac 911 exhaust system at Fire Station 94
 - Installed key board and bulletin board at Environmental Discovery Center
 - Built and installed new key rack at Fleet Operations
 - Repaired door lock on room 205 at The Casements
 - Various repair and maintenance tasks at Police Department
 - Repaired men's room urinal at Fire Station 94
 - Repaired faucet in the equipment maintenance building at the WTP
 - Repaired decorative light at 254 S Ridgewood Ave.
 - Repaired wind sock lights for the heli-pad at the airport
 - Repaired admin desk drawer at Public Works
 - Contacted/met contractors for various jobs

- Repaired door locks at Ames
- Finished the platform for the influent sampler at WWTP
- Cleaned vandalized restrooms at Central Park I

Police Department

Administrative Services

- Held the weekly Staff Meeting.
- Held a meeting with 100 Series employees regarding new union information.
- Attended Coffee with a Cop at Peach Valley Café West.
- Conducted a recruiting meeting with all department recruit officers to discuss upcoming events.
- Conducted a recruiting session at DSC with the new recruits of the Law Enforcement Academy.
- Attended the City Staff Meeting with Department Directors and Managers.
- Hosted a community meeting with Ormond Lakes Home Owners Association.

Community Outreach

- Coffee with a COP” was conducted at Peach Valley-West on September 7.
- “Badges & Brunch” crimes against seniors presentation was conducted at United Methodist Church- OWLS group on September 8.
- Police Officer Recruitment at Daytona State College’s Basic Law Enforcement Academy on September 9.
- Met with Destination Daytona “The Venue” event coordinators for upcoming concert series for event details and permit requirements.
- DARE at Riverbend Academy and Tomoka Elementary started September 6.
- DARE at Osceola Elementary started September 8.

Community Services & Animal Control

- Animal Calls responded to: 37
- Animal Bites: 0
- Animal Reports : 7
- Animals to Halifax Humane: 0
- Injured Wildlife: 5
- Trap/Neuter/Release: 0
- Pet Shop Clinic: 19

Criminal Investigations

- Cases Assigned: 38
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 9
- Inactive: 14
- Fraud: 8
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 16
- Grand Theft: 2
- Auto Theft: 2
- Vandalism: 1
- Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 2
- Bomb Threat: 1

Records

- Walk - Ins / Window 86
- Phone Calls 102
- Arrest / NTA'S 40
- Citations Issued 81
- Citations Entered 35
- Reports Generated 152
- Reports Entered 115
- Mail / Faxes / Request 23

Patrol

- Total Calls 1462
- Total Traffic Stops 173

Operations

Crime Opportunity Report Forms: 112

- 09/07/16
 - Warrant, Arrest. 402 Fleming Avenue. The suspect was contacted at the residence in reference to an outstanding warrant.
 - Aggravated Assault Arrest. 11 Lakecliff Drive. The suspect was contacted at the residence. During a confrontation the suspect threatened the victim with a knife.
 - Fleeing Driver Arrest (X2), 100 block West Granada Boulevard. The suspect was driving a silver Jeep rental vehicle. When officers attempted to make a traffic stop for a traffic violation, the vehicle fled. The vehicle was last seen by Deputies going west on Golf Avenue. A Holly Hill Officer was able to deploy stop sticks and had a successful hit. The driver bailed out of the vehicle west of Nova Road. K-9 was able to track him hiding in a pool house on Golf Avenue. One suspect remained in the vehicle as a passenger and he was arrested for felony narcotics with intent to distribute.
 - Car break, 1466 West Granada Boulevard. This started as a road rage incident in Daytona Beach. The suspect followed the victim to her place of work at Ormond Towne Square. The suspect confronted the victim in the parking lot and at one point reached into the vehicle to grab her. The victim struggled and the suspect left.
- 09/08/16
 - Grand Theft, 1035 West Granada Boulevard. The victim left his phone case which is also his wallet at the register. He returned later and it was nowhere to be found.
 - Driving Under the Influence Arrest, East Granada Boulevard and Vining Court. Officers conducted a traffic stop on a vehicle that was unable to maintain a traffic lane. Investigation revealed that the suspect was driving under the influence.
 - Warrant Arrest, 402 Fleming Avenue. The suspect was contacted at the residence in reference to an outstanding warrant.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). The suspect was apprehended by Loss Prevention for taking \$337.59 worth of unpaid merchandise. The suspect was also arrested for violating her probation.
 - Car break, 333 West Granada Boulevard (Gold's Gym). The victim advised that her driver's side window was smashed out on this date. A tan Michael Kors bag was taken from the floorboard.
 - Solicitor Arrest, West Granada Boulevard and I-95. The suspect was arrested for soliciting.
- 09/09/16
 - Warrant Arrest, 353 West Granada Boulevard. (Winn-Dixie.) The suspect was contacted during a traffic stop and found to have an open warrant.
 - Burglary Residential, 22 Parkview Lane. Victim advised that she returned home and left her garage door open for about 20 minutes. When she went to close it, she realized items had been moved around. Small television taken, multiple prints obtained along with other physical evidence.
 - Car break, 24 Parkview Lane. Occurred during the same time frame and related to the above burglary, vehicle was found to be entered but nothing was taken. Vehicle was left unlocked.

- Car break, 26 Parkview Lane. Occurred during the same time frame and related to the above burglary, vehicle was found to be entered but nothing was taken. Vehicle was left unlocked.
- Stolen Vehicle, 50 Wimbledon Court. 2015 White Honda Pilot SUV was stolen overnight from residence. Doors possibly left unlocked and a spare key inside of vehicle.
- Burglary Business, 105 Clyde Morris Boulevard (The Falls). Storage shed burglarized and power tools taken.
- Stolen Vehicle, 11 Tara Place. Victim had his work vehicle (Gray 2015 Chrysler 200) stolen from his driveway. Victim still has possession of both key fobs and stated vehicle was locked.
- DUI Arrest, 200 block North Nova Road. Officers were dispatched to a call of an impaired and reckless driver. The vehicle was located in the parking lot of the Trails Shopping Center.
- Trespassing Arrest, 220 North Nova Road (Trails Shopping Center). The suspect was contacted at the shopping center and was found to be impaired. He had been issued a previous warning for trespassing at the business.
- Traffic Arrest, 800 block South Atlantic Avenue. The suspect was stopped for a traffic violation. Suspect was found to have a suspended license with multiple prior convictions.
- 09/10/16
 - Warrant Arrest, 156 Northshore Drive. Suspect was found to have an open warrant for narcotics distribution.
 - Narcotics Arrest, 700 block of South Atlantic Avenue. A traffic stop was initiated due to the driver not wearing a seatbelt. Investigation during the stop determined the driver was in possession of a small amount of marijuana, paraphernalia and a suspended driver's license.
 - Grand Theft, 867 South Atlantic Avenue. Two subjects were recorded on video in a white truck taking deck chairs and signage for the businesses.
 - Domestic Violence Arrest. 198 Summerhaze Court. Suspect threatened his ex-wife both physically and by electronic communication.
- 09/11/16
 - Domestic Violence Arrest, 1531 San Marco Drive #307 (San Marco Apartments). Officers responded to a report of a domestic disturbance at the apartment complex. Officers located the victim's property discarded on the front of the apartment and along the outside stairwell. Victim advised that he confronted the suspect on a text message and an altercation followed to include the suspect pulling some of the victims hair out, scratching his face and lip area, and striking him in the elbow with a kitchen knife causing a laceration to the victims left elbow.
 - Burglary Residence, 92 River Beach Drive. During the night time hours, unknown suspect entered the carport and deflated three of the four tires to the victim's vehicle.
 - Fleeing Vehicle Arrest, 1290 West Granada Boulevard (Chipotle Restaurant). An officer recognized a vehicle passing through the intersection as a suspect vehicle in several recent thefts and frauds with a stolen tag on it. Responding officers located the vehicle in the parking lot of Lowe's. Officers parked at the various exits of the store. The suspects exited the business and entered the vehicle. As a VCSO Deputy and an officer attempted to stop the vehicle, the vehicle fled towards one the exits of the business and then began to flee around the business noticing other officers at multiple exits. The vehicle struck several curbs in its efforts to flee from officers. The vehicle drove in front of Chipotle, struck a curb and a small tree trying to do a U-Turn and blew out the front tire and came to a stop.
- 09/12/16
 - Traffic Arrest, 22 South Beach Street. Officers responded to a report of a reckless driver. The suspect was arrested for operating a motor vehicle with a suspended driver's license.
 - Car break, 21 Pergola Place. Victim advised that her car was entered through an unlocked door. Sunglasses taken.
 - Car break, 89 Levee Lane. Victim advised that her car was entered through an unlocked door. Several items taken.
 - Car break, 109 Briargate Look. Two vehicles were entered through unlocked doors. A backpack was taken.
 - Car break, 22 Ormond Green Boulevard. Unlocked vehicle. Nothing taken.
 - Domestic Violence Arrest, 136 Valencia Drive. The suspect battered the victim with a closet pole following an argument between them.

- Battery Arrest, 136 Valencia Drive. The suspect was arrested for vandalizing, assaulting and battering the victim.
- Theft, 1951 West Granada Boulevard (Tymber Creek Utilities). The victim stated that an ex-employee possibly stole over \$18,000 in deposits over a three year period.
- Car break, 159 Pergola Place. Two males were spotted on surveillance entering the victim's unlocked vehicle. Electronics and change taken from the vehicle.
- Suspicious Incident, Warwick Avenue/Ridgewood Avenue. Reporting party said that the juvenile was on his way to school on Ridgewood Avenue near Warwick Avenue around 0730 hours when he was asked by two males in an unknown color truck to get in the vehicle. The juvenile ignored their requests.
- Car break, 266 Cardinal Drive (Pirates Cove Miniature Golf.) The passenger side front window was broken and a purse was taken from the vehicle.
- Car break, 432 Idlewood Drive. The victim thought that her son had rearranged some paperwork in the vehicle but she found items missing. Vehicle possibly left unlocked. School laptop, Prada sunglasses, binoculars and miscellaneous clothing missing.
- Car break, 333 West Granada Boulevard, (Gold's Gym.) The back passenger window was broken and a purse was taken which contained several credit cards, cash, sunglasses and jewelry.
- Car break, 333 West Granada Boulevard, (Gold's Gym.) Time lapse was between 6:25-8:25 pm, driver side window was broken and a money bag containing \$1,000, sunglasses and an iPad were taken.
- Car break, 490 North Yonge Street. No forced entry made to the vehicle where a pocket knife and monies were taken from the car.
- Driving Under the Influence Arrest, 700 block West Granada Boulevard. Suspect was stopped for failing to maintain a single traffic lane and was found to be under the influence.
- 09/13/16
 - Burglary, 707 South Atlantic Avenue (Makai Motel). The Criminal Investigations Unit found a door forced open while investigating a prior case at the hotel.
 - Car break, 8 Dover Falls Road (The Falls Subdivision). The victim stated that somebody took his trolling motor out of his boat while being stored at the storage lot in the Falls Subdivision.
 - Car break, 508 Andrews Street. There was some cash taken along with a Glock 19. Vehicle was left unlocked.
 - Car break, 124 Pergola Place. The victim's guitar was taken. The vehicle was left unlocked.
 - Domestic Violence, Arrest. 93 Ford Street. The suspect and victim were in a physical altercation over the clothes that the victim was wearing. All parties live together as a family.
 - Narcotics Arrest, Arroyo Parkway and Garden Lane. A traffic stop was conducted and the subsequent investigation revealed a felony amount of narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 39
 - Number of Uniform Traffic Citations Issued: 37
- Traffic Crash Reports
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 0 Cases initiated
- 17 signs have either been removed or sign cases created.
- 17 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and seventy-two (72) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland – Completed the tie-in for Midway Avenue. Completed the tie-in for Washington Place, installed 5 meters. Received bacteriological tests results for Grove Street, and reviewed as-built.
- Downtown Stormwater – The Contractor is completing the final grading of the site, sidewalks have been laid out for construction. A test panel of the sidewalk finish was submitted, reviewed, and approved by City staff.
- 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. A startup of the aerator for the second tank is scheduled for next week.
- 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – No milling or resurfacing for this week. Contractor focused on new curbing on Memorial Circle, and continued curb on Forest Hills Blvd.
- Lincoln Avenue Parking Lot – The project is complete except for the lighting which is scheduled for delivery of the fixtures in October.
- Water Treatment Plant Lime Silo Dust Arrestor – The metal building was delivered September 12, the Contractor is finalizing schedule and preparing for a pre-construction meeting.
- Water Treatment Plant Controls and Pump Upgrade – A pre-construction meeting is scheduled for Friday, September 16.
- Laurel Creek Stormwater Pump Station Improvements – A pre-construction conference was held August 8th. Contractor is submitting equipment shop drawings for approval. Permit application were submitted to the Building Division.

- Design Projects:

- South Peninsula Reclaimed Expansion – Consultant is finalizing 60% plans for staff review, expected to receive this week.
- 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 – Continued work on bid documents to include revised Site Work specifications. Location maps have been revised for base bid and Alternates 1 & 2.
- Effluent Outfall Replacement – Consultant is finalizing design plans. The ERP Permit has been issued. The State is reviewing the request for the submerged land easement.
- 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 – Consultant is finalizing 60% plans for staff review, expected to receive this week.
- 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. A kick-off meeting is being scheduled.
- Wilmette Avenue Pumping – City staff has provided comments on the 60% plans to the Consultant.

Department Activities

Administration/Meetings/Customer Service/Other:

- Assisted Neighborhood Improvement Division with a property line stakeout.
 - Reviewed Building Division and Engineering Division permits.
 - Continued work on adding the sidewalk to the Forest Hills Sidewalk construction plan, per Project Manager's comments.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Dug out and formed section of sidewalk on Thackery Rd
 - Mixed and poured section of sidewalk at Biltmore Dr and Chardon Rd
 - Assist Stormwater with basin maintenance - citywide
 - Filled utility patch on Ormond Parkway

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
- Trimming in The Trails subdivision; Northside; Orchard & Cherrywood; Ormond Lakes (Blockhouse Ct); Center St.
- Picked up palm fronds on sidewalk at Orchard & Division
- Removed broken tree limb broken on Ormond Lakes Blvd
- Tree removal on 100 block of Pinion Cir

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
- DOT weed control on all State Roads
- Trimming on N Nova Rd, SW of Tomoka Oaks/Division & Coolidge Ave; N Halifax

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
- Install 25mph Speed Limit sign and post at Valencia & Oleeta; No Trucks sign and post on Riverside Dr; Do Not Enter sign and post on Nova Rd

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected Citywide
- Inlets – inspected and cleaned Citywide
- Basin cleaning and inspection – Citywide, all zones
- Hotspots citywide
- Pond maintenance at South Division Rec & Water plant
- Add stone to drywells in the Trails

Mowing

- Pond mowing Citywide & FDOT ponds
- Ditch mowing on US1

Vac-Con

- Memorial Gardens; King Edwards Ct

Street Sweeping/Streetsweeper (down 1 day, due to rain)

- 123 miles of road cleaned
- 38 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
22,606

PM Services completed for the week:

Emergency—Vehicles and Equipment
1

Non-Emergency Vehicles and Equipment
12

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 9,694 gallons of unleaded and 9,041 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,078 gallons of unleaded and 650 gallons of diesel.
- Fleet completed 52 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – Plans were received for review.
- Chemicals for Water-Wastewater Facilities Contract Renewal – Renewal of the annual contract with various chemical suppliers were approved at the 9/6/16 City Commission meeting.
- FDOT ITS Event Managing – Received plans to install dynamic messaging signs for review.
- Fire Hydrant Replacement Program – Contractor is underway with the second annual period scope of work. First phase of project is completed. 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. Additional survey information is required to determine where the structures can be located on the property. Pump information for LS 9M was provided to determine if the replacement pumps in Lift Station 10M need larger horsepower motors.
- Lift Station 8M1 – A work authorization for construction administration services from McKim & Creed was executed 9/8/16. A pre-construction meeting is scheduled 9/19/16. 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. Met with electrician at site to discuss several punch list items. An additional work authorization may be required for changes to the generator exhaust system and the relocation of the electrical transformer to the wall.
- Sanitary Sewer Inflow Infiltration Project – Bid plans and specifications are being prepared.
- Shadow Crossings Force Main Improvements – A preconstruction meeting is scheduled on 9/21/16.
- Solar Salt Procurement – The procurement was advertised for bids on 9/11/16.
- Sodium Hypochlorite Storage Tank Replacement (WWTP) – Final records were submitted to GIS. The project is completed.
- EST Tank Repairs & Maintenance – Plans for the Breakaway Trails elevated tank were reviewed and comments sent to the consultant.
- Water Plant Aerator Housing Rehabilitation (CIP) – The notice to proceed date is September 19, 2016. Revised schedule of values received from contractor was reviewed and returned with comments.
- Water Plant Lime Silo Dust Arrestor Project – The metal building was delivered. A preconstruction meeting will be scheduled.
- Water Plant Pump & Control Upgrades – A preconstruction meeting is scheduled on 9/16/16.
- WWTP Outfall Pipe Replacement – The consultant is finalizing the design plans. The ERP permit is issued.
- WWTP Sludge Digester Aeration – The mixer was installed in tank #1 on the north side of the existing platform. The walkway and platform are to remain in place.
- Utilities SCADA Upgrades – Awaiting radio survey report.
- SPRC Projects: Chelsea Place Phase 3 – Plans depicting the location of the force main were reviewed and comments provided that needs to be addressed. Dunkin Donuts – 1190 Oceanshore Blvd. – Received revised plans for review. Kingston Shores – Reviewed revised drawings and provided comments that need to be addressed. McDonald's at Interchange Boulevard – A preconstruction meeting was held and a building permit issued. Utilities should not be impacted by this project. Minto – A draft utility capacity letter was prepared in response to developer request for lands within the bulk wholesale service agreement with Daytona Beach. RaceTrac – 1521 US1 – Reviewed plans and provided comments. Stonecreek Subdivision – Fire flow requirements were provided to the design engineer. Valiant Diner – Discussed conceptual design plans with the engineer. 680-686 John Anderson Lot Split – Reviewed as built plans and provided comments. 1368 N Ocean Shore Blvd – Force main connection work is being scheduled.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 37.37 million gallons for the week ending September 9, 2016 (5.34 MGD)
 - Backwashed 13 filters for a total of 595,000 gallons backwash water.
 - Produced & hauled 40.5 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 31.57 Million Gallons.
 - Produced 26.48 Million Gallons of Reuse.
 - Produced 5.09 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.51 MGD, plant designed for 8 MGD.
 - Hauled 68.50 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 19 water service leaks.
 - Replaced 5 malfunctioning residential water meters.
 - Installed 6 new residential water services for new home construction.
 - Replaced or repaired 11 water meter boxes.

- Replaced 7 water services due to aged piping or leaks, 2 each - 2" casings were installed for water services under roadways.
- Performed valve maintenance, locating and exercising of 15 mainline valves.
- Performed yearly scheduled pressure testing of 7 City owned backflow preventers.
- Maintenance has been performed on 8 fire hydrants.
- Responded to 19 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed a water main shut down for a contractor to connect the new water main on Capri Dr. as part of the 2" Water Main Project.
- 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 171 regular & 2 Emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
 - Responded to 6 Requests for Utility Verification for residential and commercial properties.
 - Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge to bleed off air from the Force Main to reduce line pressure.
 - Checked all known trouble spots. All good at current time.
 - Cleaned 6,534 lf of gravity main in system 6M
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters at 13/13psi, Ocean Mist Hotel at 10/5 psi, Ormond Mall at 9/9 psi. Air release valves appear to be working well
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 31/24 psi. Foxhunters Flat (2 inch) 24/15 psi & Shadow Crossing Blvd. (4 inch) 8/2 psi.
 - Televised 24 laterals from our PM list, 11 needed cleaning, and 13 were clean and clear. These locations will be put on a 6 month follow up.
 - Performed annual root control on 3 sanitary service laterals.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Pump Room, bi-weekly alternation of pumps, ok.
 - Decant Room, Sludge Thickener Tank, Reaeration Tank, repair leaks at wash down lines, ok.
 - Chlorine Roto-tube pumps, replaced hose, ok.
 - McDonalds, follow-up, relocated probe hanger, disconnect probe hi-level for testing and use float backup.
 - Riverbend Lift Station, set up generator and tested for scheduled power outage over the weekend, weekly odor control - ok.
 - Shop; perform housekeeping all areas of office.
 - WIN911 monitor/response: McDonalds, 3 separate calls for high level, no problems at station, found wet well pumped down, no signs of recent high level, possible call related to previous week, will continue troubleshooting efforts; Harley Davidson, high level, found wet well high, pump motor starters tripped, heavy food grease build up on probe causing irregular pump cycles, cleaned probe & wet well, flushed grease, station fully operational, follow up during regular working hours to locate source and clean, ok; 7P, phase loss, found FPL power down, monitor, power restored without further incident, ok.
 - SCADA monitor/response: 2M, #1 stuck on, cleaned probe, ok; 1M, uneven run hours, deragged check valve #1, ok; Harley Davidson, no starts #1, high starts #2, pull pump #1 to clear blockage at volute, clean probe, ok.
 - 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: Influent Odor Control Unit; Swing Zone Blowers, #1, #2; Screw Pumps, #1, #2, #3;
 - Quarterly Plant PM's: Influent Odor Control Unit; Decant Pump;

- Lift Station PM's: 16 monthly and 1 annual performed.
- 55 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Sludge Thickener, completed gear oil replacement, fabricated and installed new torque box and spacer plate, inspected and adjusted limit switches.
 - Westfalia Centrifuge, control cabinet A/C failed, installed temporary unit, contacted vendor to schedule repair.
 - Standish Booster Station, vender onsite for rebuild of pump #1, ordered new motor coupler.
 - Well 41R, flow- meter not transmitting data, repaired, returned to service.
 - B.A.T. Reuse, pump #2, check valve stem leaking, will replace seal when received.
 - H.S.P. #1, perform VFD programming mods to resolve intermittent fault.
 - Bird Centrifuge, received refurbished rotating assembly from vendor, installed this week, technician to arrive on 9/20 for startup.
- 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. Staff visited two restaurants in the vicinity of copious amounts of cooking oil that was observed in the sewer collection system. The source has not been determined; however, staff is continuing to monitor the area.
 - 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. Staff attended a meeting with FDEP to present the action plan for eliminating the copper exceedances.
 - 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 meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Agenda packet preparation, creation, and distribution for September 20, 2016, City Commission Workshop (Healthcare Update) and City Commission Meeting

Status of Department Projects

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