

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 23, 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 meetings with City Attorney, Police Chief, Economic Development Director, Risk Manager, HR Director and Planning Director
- Staff meeting
- Reviewed State of the City video
- Website update meeting with senior staff

Spoke to, attended and/or met with:

- Rotary meeting
- City Commission Workshop on Health Care Update
- City Commission Meeting
- Met with Cub Scout troop
- Assisted Cm Partington in meeting with third grade students from Ormond Beach Elementary School
- Hosted and attended VLOC dinner
- Attended promotion ceremony at Police Department

Community Development

Planning

- Technical Coordinating Committee of R2CTPO: At the meeting of the TCC much discussion occurred around Item #IV A which was a request by Volusia County for the allocation of \$1.6 million of SU Traffic Operations/Safety and/or Bike/Pedestrian funds for the Turnbull Bay Bridge Replacement. Volusia County engineer estimated the cost of the bridge at \$5.4 million but the lowest bid came in at \$8.4 million. The delta is \$3.0 million.
 - Due to FDOT's LAP agreement process, there is about \$3.0 million programmed but unexpended. Expenditure is lagging due to the time communities need to get through the LAP agreement process.
 - Option 1: Volusia County is requesting \$1.6 million either be deducted from the Safety/Traffic Ops/Its
 - Option 2: Volusia County is requesting \$1.6 mill be deducted from all the SU funds, with the remainder split 50/50 (Option 2). There is another \$1.3 million available to Volusia County from the SR 44 & Kepler Road intersection (\$821,416) and \$500,000 from the Doyle Road Paved shoulders which would provide Volusia County the approximate \$3.0 million to address the difference between estimate and bid.
 - TCC Recommended/voted for Option 2.
 - The Planning Director voted for another option. Use the balance (\$880,000) which is the difference between what was programmable and what was available plus the \$1.3 million available from SR44/Kepler Road and Doyle. This would permit all the projects that went through the TPO priority process to be funded.

This request is item #5A on the next TPO agenda - Request by Volusia County for the allocation of 1.6 million of Su Traffic Operations/Safety set aside funding to the Turnbull Bay Bridge Replacement. The policy question is: Should a project that did not go through the TPO's priority and ranking process bump other projects which went through the priority and ranking process?

Building Inspections, Permitting & Licensing

- 329 inspections performed
- 3 new business tax receipts issued.
- 99 permits issued with a valuation of \$3,713,436.

Development Services

- The SPRC considered the following at its weekly meeting:
 1. 589 South Yonge Street (redevelopment)
 2. 33 N. Tymber Creek Road
- 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

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. Staff has provided a Growth Assistance Program funding application for the projected job creation and capital investment.

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 is working with County economic development staff to craft a BRE process between the County and City.

- 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 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 work session was conducted with the Main Street Economic Restructuring Committee 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 on November 1.
- 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. Site preparation for paving of the main taxiway surface remains underway. Paving is scheduled to occur early next week. Staff participated in training exercises on the systems and control interfaces in the new electrical vault, and the new airfield lighting control panel in the air traffic control tower. Staff worked with AVCON, Inc. and FPL to provide FPL with information pertaining to new easements established for electrical upgrades associated with the Taxiway Golf project.
- Staff worked with Harris Corporation Technical Support to rectify a minor network connectivity issue with certain Harris components at the air traffic control tower.
- Staff compiled and submitted construction valuation data about the Taxiway Golf project requested by the U.S. Census Bureau.
- 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 (#6151 – 6277).
 - Approved 11 Purchase Requisitions totaling \$51,635.78.
 - Issued 26 Purchase Orders totaling \$1,144,760.93.
 - Processed 3,921 cash receipts totaling \$507,250.01.
 - Prepared 117 Accounts Payable checks totaling \$238,405.73 and 50 Accounts Payable EFT payments totaling \$1,084,659.26.
 - Processed and issued 5,704 utility bills with billed consumption of water of 43,471K.
 - Issued 696 past due notices on utility accounts.
 - Auto-called 129 utility customers regarding receipt of a past due notice.
 - Processed 255 payments through Interactive Voice Response System totaling \$25,150.75.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (9/27)
 - Movies on the Halifax (10/7 “Goosebumps” PG)
 - Red Ribbon Week Event (10/28)
 - Other

- Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Worked with videographer and printer on State of the City materials.
 - Completed Employee Newsletter for October 2016.
 - Attended Volusia League of Cities meeting hosted by Ormond Beach.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
 - Fire Alarms: 7
 - Hazardous: 4
 - EMS: 79
 - Motor Vehicle Accidents: 10
 - Public Assists: 61
 - TOTAL CALLS: 164
-
- Aid provided to other agencies: 23 Calls: Daytona Beach (10), Volusia County (13)
 - Total staff hours provided to other agencies: 15
 - # of overlapping calls: 45
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 65
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 213

Training Hours

- NFPA 1001: Firefighting 10
- NFPA 1002: Driver 12
- NFPA 1021: Officer 53
- NFPA 1500: Safety/Equipment 18
- NFPA 1620: Preplanning 9
- EMT/Paramedic 25
- TOTAL TRAINING HOURS: 127

Station Activities

- Updated 30 pre-fire plans
- Conducted 4 fire inspections
- Provided CPR training to teachers at Ormond Beach Elementary

Human Resources

Staffing Update

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, governmentjobs.com, 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, governmentjobs.com, FACE, and AACE, and will remain open until 9-30-16.

- 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 9-21-16 on the City web site and governmentjobs.com and will remain open until 10-14-16.
- Part Time Therapeutic Aide (Leisure Services) was advertised 9-21-16 on the City web site and governmentjobs.com 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)
- Firefighter/EMT (Fire)
- Maintenance Worker III – Water Distribution (Public Works)

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

- Purchasing Coordinator (Finance)
- Police Officer (Police)
- Construction Engineer (Engineering)
- Maintenance Worker II (Streets/Public Works)
- Part Time Maintenance Worker II - Parks (Leisure Services)

Separations

- Firefighter/EMT (Fire) effective 9-30-16
- Part Time Box Office Attendant (Leisure Services) effective 9-23-16

Employee Events

- NEOGOV applicant tracking software went live September 21
- Employee Appreciation Day will be held on October 19

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 7.
 - 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: - 14 New work - 58 completed - 38 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	42,728	Inbound E-Mails Blocked	25,623
Delivered Inbound E-Mails	16,897	Quarantined Messages	208
Percentage Good Email	39.5%	Virus E-Mails Blocked	295

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 61 Changes: 0 Corrections: 0
 - Map/Information Requests: 70
 - 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 parcel layer to show Deer Creek Ph4C. Updated utility base maps which included water, sewer, reuse and storm water.

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
 - City Commission Meeting
 - Volusia League of Cities Dinner
- 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 Recreational and Competitive Program continued practicing this week with opening day games this weekend for the recreational program and regular games for the competitive program.
 - Lady Renegades continued practicing this week at the Sports Complex on the Softball Quad Monday through Thursday at 6 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 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 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. They also hosted their first home game of the season on Tuesday at 4:45 pm on Wendelstedt Field #1.
- Pride Football hosted their third home game of the season on Saturday at Championship Field 7.
- SHS JV Football hosted another home game on Thursday night at 6pm at the Sports Complex on 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, 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
 - Set up and painted Championship Field 7 for Pride Football Games
 - Maintenance work on Wendelstedt batting cages
 - Repaired Kiwanis fence that was damaged

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

- Performing Arts Center
 - CMT held regular classes Monday through Friday.
 - Follies held regular classes on Tuesday and their Annual Meeting on Wednesday.
 - Kopy Kats held regular classes on Thursday.
 - WyoTech held a graduation ceremony on Wednesday.

- South Ormond Neighborhood Center
 - Splash Pad open through Dec 1
 - Open park and playground sunrise to 11 pm daily
 - Fitness room open
 - Open gym
 - YMCA fall soccer was held Monday, Wednesday and Friday from 5:45-7:45 pm

- Community Events
 - Office work and follow up of tasks for September, October, November and December events
 - Organizing, cleaning, and repair of Community Events equipment and supply areas (ongoing)
 - Assisting with 2016 Senior Games tasks
 - Assisted with City Commission Workshop
 - Attended Home for the Holidays Parade Committee meeting
 - Set up, work, and assisted with assignments for VLOC dinner
 - Tasks and assignments for the State of the City Luncheon
 - Preliminary planning for the Employee Appreciation Day Luncheon - food, and infrastructure
 - Preliminary planning for the following upcoming events:
 - Veterans Day
 - Holiday Concert

- Santa on the Go, Letters to Santa
- Home for the Holidays Parade
- Breakfast with Santa

- 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
 - Open Gym this evening, from 6-8 pm

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continues to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes continued with various classes throughout the week.
 - Challenger Soccer met on Tuesday from 5:00-6:00 pm
 - Coed Volleyball continues its fall season and will meet at various days throughout the season.
 - The Girl Scouts will host their annual celebration in the gym on Saturday from 9:00 am-3:00 pm.

- The Casements
 - A charity bike race was held at Fortunato Park on Saturday from 4:00 a.m. to 4:00 p.m.
 - Seaside Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
 - A wedding ceremony and reception were held in Rockefeller Gardens and The Casements on Sunday from 10:00 a.m. to 11:00 p.m.
 - Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 12:30 p.m.
 - A birthday party was held at Bailey Riverbridge on Sunday from 2:30 p.m. to 6:30 p.m.
 - The Casements' exterior painting continued throughout the week.
 - 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.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga class met on Tuesday morning at The Casements.
 - Docents gave a special tour to a group of 50 people on Tuesday at 2:00 p.m.
 - 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.
 - Greek Cooking Class met in The Casements' kitchen on Thursday from 4:00 p.m. to 8:00 p.m.
 - Casements Camera Club held their monthly meeting in The Casements' gallery on Thursday from 6:00 p.m. to 9:00 p.m.
 - A wedding rehearsal was held at Ames Park on Friday from 5:30 p.m. to 6:30 p.m.

- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted reservations at pavilions
 - Installed missing building signs at Andy Romano Beachfront Park
 - Repaired grill at Pavilion 2 at Andy Romano Beachfront Park
 - Fixed handrail at Fortunato Park
 - Replaced deteriorating wood at Birthplace of Speed Park

- 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
- Completed fourth quarter preventative maintenance service on Citywide A/C systems
- Replaced water filters on ice machines Citywide
- Repaired splash pad gate at SONC
- Repaired paper dispenser lock at Public Works
- Replaced baseball broken water cooler at Airport Sports
- Repaired weather door strip at Airport Tower
- Replaced first floor ladies room soap dispenser at The Casements
- Met various contractors for upcoming jobs
- Replaced the photo cell light on west side of Maintenance Shop at WTP
- Replaced the light in shop bay area at WTP
- Repaired two lights in Water Plant
- Replaced two lights in gym at Nova
- Framed opening for office at Streets Department
- Cleaned up and replaced broken toilet tank at Central Park I
- Cleaned a downspout drain at City Hall
- Replaced soap dispenser in first floor men's room at The Casements
- Weekly inspection of Andy Romano and SONC Splash Pad

Police Department

Administrative Services

- Attended Weekly Staff Meeting.
- Conducted a Support Services Meeting with individuals from each department.
- Participated in the Ormond Beach Elementary ride to school.
- Attended VLOC dinner hosted by Ormond Beach

Community Outreach

- The YDC met on Wednesday, September 21.
- Crime prevention presentation at Ormond Lakes HOA.
- DARE taught at Riverbend Academy, Tomoka Elementary, Osceola Elementary and Pine Trail Elementary.
- "Buddy Cop Safety Show" was presented at the children program for the United Methodist Church and Tomoka Methodist Church.

Community Services & Animal Control

- Animal Calls responded to: 56
- Animal Bites: 1
- Animal Reports : 4
- Animals to Halifax Humane: 9
- Injured Wildlife:
- Trap/Neuter/Release: 2
- Helmets fitted for OBE: 15

Criminal Investigations

- Cases Assigned: 33
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 6
- Inactive: 8

- Fraud: 8
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Carbreak: 15
- Grand Theft: 3
- Auto Theft: 0
- Offense against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Death Undetermined: 1
- Civil Complaint: 1
- Suspicious Incident: 1

Records

- Walk - Ins / Window 103
- Phone Calls 121
- Arrest / NTA'S 20
- Citations Issued 62
- Citations Entered 169
- Reports Generated 144
- Reports Entered 125
- Mail / Faxes / Request 40

Patrol

- Total Calls 1450
- Total Traffic Stops 179

Operations

Crime Opportunity Report Forms: 126

- 09/14/16
 - 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 and the suspect was arrested.
 - Narcotics Arrest, Arroyo Parkway and Garden Lane. A traffic stop was conducted and the subsequent investigation revealed a felonious amount of narcotics.
- 09/15/16
 - Domestic Violence Arrest, 256 Melrose Avenue. The two individuals involved reside together. A verbal argument turned physical when the suspect threw a metal cup at the victim hitting her leg.
 - Carbreak, 333 West Granada Boulevard (Golds Gym). Broken window. Brief case and contents taken along with an iPad.
 - Carbreak, 333 West Granada Boulevard (Golds Gym). Broken window. Purse and contents taken along with an iPhone 6 Plus were taken.
 - Carbreak Arrest, 1417 Oak Forest Drive. The victim saw the suspect in his vehicle. The suspect fled on foot. The suspect was located on Sycamore Circle. He was positively identified by the victim.
- 09/16/16
 - Carbreak, 12 Cameo Circle. The vehicle was unlocked and loose change was taken.

- Carbreak, 13 Emerald Circle. A Sig Sauer P236 .380 caliber pistol was stolen from the unlocked vehicle.
- Carbreak, 1210 Oak Forest Drive. The vehicle was apparently unlocked and only a small amount of money was taken.
- Warrant Arrest, 103 Bonita Place. The suspect was contacted and found to have an open Volusia County Warrant.
- 09/17/16
 - Domestic Violence Arrest, 1 Aston Circle. Victim advised that she was in an argument with the suspect who resides with her. The victim advised that the suspect attempted to choke her and then fled the residence. The suspect was contacted at Tomoka Plaza.
 - Narcotics Arrest, South Oak Trail and South Center Street. Traffic stop investigation revealed that the suspect was in possession of less than 20 grams of marijuana.
 - Carbreak, 9 Parkview Lane. A carbreak was discovered in the area by an officer on a suspicious person call 32 Parkview Lane – unlocked vehicle, phone charger taken.
 - Domestic Violence Arrest, 59 New Britain Avenue. Mother and daughter were in a physical altercation. The suspect hit the victim's glasses off of her face.
- 09/18/16
 - Carbreak, 205 Oleeta Street. The vehicle was found to be unlocked. The glove box was rummaged through. Nothing was taken.
 - Warrant Arrest, 595 West Granada Boulevard. Traffic stop was conducted on a vehicle in the 500 block of West Granada Blvd. The suspect that was driving was found to have a Writ for Bodily Attachment.
 - Driving Under the Influence Arrest, 790 West Granada Boulevard (Walgreens.) Subject was contacted after leaving her infant daughter unattended in her running vehicle outside the store and then attempting to drive off.
 - Carbreak, 1 South Beach Street (Cassen Park.) A vehicle was entered while parked at this location. Driver side window smashed, two purses were taken.
 - Shooting, 50 Bramblewood Lane. Multiple reports of shots fired near this location, vehicle description of suspect vehicle was obtained. No injuries and no damages were discovered but a traffic stop was conducted on a vehicle matching the given description. Stolen firearm from a recent local carbreak was recovered as well as some misdemeanor narcotics. The suspect in the stolen firearm case was arrested.
- 09/19/16
 - Narcotics Arrest, 900 Block South Atlantic Avenue. The suspect was involved in a motor vehicle crash and he ran on foot but was caught by officers. When officers were investigating the crash, marijuana was found in plain view.
 - Warrant Arrest, 100 Block North Beach Street. The suspect was stopped for a traffic violation. He was found to have an open warrant for petit theft.
 - Battery on Law Enforcement Officer Arrest, 110 South Nova Road (McDonalds). Contact was made with the suspect and was taken into protective custody. While being searched, suspect started kicking one officer and head butted another.
- 09/20/16
 - Carbreak, 1020 West Granada Boulevard (PNC Bank). Forced entry by smashing rear driver side window. Victim walked her child into school near the bank and returned and found window smashed out. Nothing taken.
 - Grand Theft, 1530 Oak Forest Drive. Victim stated that she was at a house party at this residence, while at the party she used her iPhone to play music. Victim later discovered her phone missing.
 - Burglary Residence, 329 Grove Street. Forced entry via small living room window. Point of exit was sliding glass door in dining room. Two Large screen TV's taken, jewelry, iPad, and other items taken. Several rooms ransacked or gone through.
 - Narcotics Arrest, South Nova Road and Fleming Avenue. The suspect was stopped on a motorcycle for a traffic violation. While in contact with the suspect he started to become nervous and at the time was going to be secured in handcuffs. The suspect then fled from

officers on foot east across Nova Road towards Tomoka Plaza. Officers gave chase on foot to the rear of the plaza and then over the concrete wall and ended up in the back yard of 518 Collins Street where the suspect was taken into custody.

- Carbreak, 345 Clyde Morris Boulevard (VR Pediatrics). Vehicle left unlocked. iPad and purse with contents taken from vehicle.
- Resisting without Violence Arrest, 1058 North US1 (Kangaroo Gas). The suspect was contacted for carrying a large knife in his hands while in the parking lot. When contact was made, he put the knife away in his backpack and threatened to harm himself. He then ignored several orders from Deputies and Officers by going back to his backpack which was on the ground.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 22
 - Number of Uniform Traffic Citations Issued: 31
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 19 signs have either been removed or sign cases created.
- 19 tree removal permit requests.
- Administrative staff assisted with seven (7) walk-ins and seventy-five (75) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland – Completed the installation for remaining meters for Washington Place. Completed tie-in for South Capri Drive and installed 5 meters. Submitted clearance package for Grove Street.
- Downtown Stormwater – The contractor has completed final clearing of the buffer areas. Grading continues in anticipation of beginning concrete work within the next week. A landscape pre-construction meeting was held on September 20, and the landscape contractor has begun installation of irrigation piping.
- 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 – Continued to replace curb on Memorial Circle, approximately 50% complete. Continued to replace curb on Forest Hills Blvd., approximately 50% complete. Milling and paving complete on Hunt Master Court and Staghound Look. Preparation for installation of speed tables has begun at the Sports Complex.
- Lincoln Avenue Parking Lot – The project is complete except for the lighting - fixtures are scheduled for delivery in October.
- Water Treatment Plant Lime Silo Dust Arrestor – The metal building was delivered September 12, a pre-construction meeting has been scheduled for October 13; the vendor has updated the delivery schedule and anticipates delivery of the dust arrestor late October.

- Water Treatment Plant Controls and Pump Upgrade – A pre-construction meeting was held on Friday, September 16; a Notice to Proceed will be issued for October 17.
- Laurel Creek Stormwater Pump Station Improvements – A pre-construction conference was held August 8th. Contractor has submitted equipment shop drawings for approval. Permit application were submitted to the Building Division. Contractor waiting on delivery of control panels.

Design Projects:

- South Peninsula Reclaimed Expansion – 60% plans were submitted to the City and review is in process.
- 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 and bid items 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) – The Purchase Authorization approved by City Commission at the September 6th meeting was sent to the Vendor for final execution. Staff is soliciting installation quotes.
- 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:

- Reviewed plans and created approved multiple Work-in-the-Right-of-Way permits for directional bore and conduit placement at 74 Saddlers Run, 27 Blockhouse Court, 8 Jolynn Drive, 27 Volunteer Lane, 1110 Parkside Drive, 2 Cliffview Lane, and 495 Nova Road, per Brighthouse request.
- Reviewed plans and created approved multiple Work-in-the-Right-of-Way permits for directional bore and conduit placement at 767 South Nova Road, 208 Central Avenue, and the Forest Hills/Moreland Blvd. intersection, per AT&T request.
- Reviewed plans and created approved Wetland Protection permit for 831 North Beach Street.
- Began adding proposed sidewalk to the Forest Hills Sidewalk construction plan, per Project Manager's comments.
- Researched and provided multiple drawing files for the WTP Centrifuge Building, per Consultant request.

- Completed Tree-in-the-Right-of-Way locate at the Hand Avenue/Park Place intersection, per Neighborhood Improvement Division request.
- Researched plats, as-built drawings, and various old city files to determine maintenance responsibilities of the 10' landscape buffer, and the entrance islands, for the Arbor Oaks/Lakebridge Subdivision.
- Researched multiple old drawing files of the Melrose Avenue outfall pipe to assist Utilities Division in determining construction information for the old chlorinator box located on the main.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Roadway repair work on Ormond Parkway
 - Grind down section of gutter to create flow on Volunteer Ln
 - Replaced broken concrete on top at open throat basin on S Halifax at Bosarvey
 - Add dirt and sod to removed sidewalk area on Thackery Rd at Biltmore Dr

- 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 at Firestation #94; Trails Subdivision; Ormond Lakes (Blockhouse Ct, Cliffside Dr); 400 block of Northside Dr
 - Installed banner on SR40
 - Removed dead Bay tree in Memorial Gardens

- 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
 - Cut & pick up tree on Pineland Trl
 - Trimming on N Halifax Dr by Dianne Dr
 - Assisted Tree crew with trimming at Fire Station #94
 - Assisted Asphalt crew on Ormond Parkway

- 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
 - Reinstalled "Do Not Enter" sign at Nova Rec
 - Reinstalled HIP street names on Old Tomoka Rd
 - Installed thermo-plastic stop bars in various locations
 - Removed and reinstalled sign at playground for Airport Sports Complex

- Reinstalled stop sign, post and street names at Boward Ave/Granada Blvd; and Florida Ave/S. Atlantic Ave

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
- Ran Gradall for Streets Div on Ormond Parkway

Mowing

- FDOT mowing – SR40; Bennett Ln

Vac-Con

- King Edwards Ct

Street Sweeping/Streetsweeper

- 136 miles of road cleaned
- 56 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

24,031

PM Services completed for the week:

Emergency—Vehicles and Equipment

0

Non-Emergency Vehicles and Equipment

15

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 9,694 gallons of unleaded and 8,931 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,232 gallons of unleaded and 1,420 gallons of diesel.
- Fleet completed 52 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – Plans were received for review.
- 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. FDOT permit plans are completed for the hydrants at 400 S Atlantic and 621 S. Atlantic.
- Lift Station 10M & 12M Rehabilitation – A new wetwell is proposed by team as a result of constructability and bypass considerations. Additional survey information is required to determine appropriate location. Common areas have blanket easements for utilities. Pump information for upstream LS 9M reviewed for Lift Station 10M design considerations.
- Lift Station 8M1 – A pre-construction meeting was held on 9/19/16. The notice to proceed date will be 10/3/16.
- Rima Wells Auxiliary Power Generator – The final inspection is scheduled on 9/26/16.

- Sanitary Sewer Inflow Infiltration Project – Bid plans and specifications are being prepared. Sanitary sewers in 7-P and 8-P systems are listed as additional alternates depending upon the bid results.
- Shadow Crossings Force Main Improvements – A preconstruction meeting was held on 9/21/16.
- Solar Salt Procurement – The procurement is advertised for bids.
- EST Tank Repairs & Maintenance – Logos were sent to the consultant for sketches to be prepared for City Commission review.
- Water Plant Aerator Housing Rehabilitation (CIP) – Revised schedule of values received from contractor was reviewed and comments were satisfactorily addressed.
- Water Plant Lime Silo Dust Arrestor Project – The metal building is was delivered. A preconstruction meeting will be scheduled on 10/13/16. Dust arrestor should be delivered to the site in late October.
- Water Plant Pump & Control Upgrades – A preconstruction meeting was held on 9/16/16. Shop drawings are being submitted. The Notice to Proceed date will be 10/17/16.
- WWTP Outfall Pipe Replacement – WWTP Outfall Pipe Replacement – The consultant is finalizing the design plans. A video of the outfall pipe at the wastewater plant was sent to Engineering to show additional locations of the pipe that need to be addressed.
- WWTP Sludge Digester Aeration – The aerator and mixer are installed in tank #1. Electric work is being finalized and start up is planned for next week. Removal of rags and grit from the influent pump station is scheduled on 9/27/16.
- Utilities SCADA Upgrades – Awaiting radio survey report.
- SPRC Projects: Chelsea Place Phase 3 – A letter was received from the developer that addressed staff concerns. Dunkin Donuts – 1190 Oceanshore Blvd. – Reviewed revised plans and provided comments that need to be addressed. Kingston Shores – Design engineer is preparing a response to the comments. Minto – A revised 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 – Design engineer is preparing a response to the comments. 589 N Yonge Street – Reviewed concept plan. 680-686 John Anderson Lot Split – Contractor is preparing a response to the comments. 1368 N Ocean Shore Blvd – Force main connection work is being scheduled.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 37.47 million gallons for the week ending September 16, 2016 (5.35 MGD)
 - Backwashed 11 filters for a total of 599,000 gallons backwash water.
 - Produced and hauled 27 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 34.69 Million Gallons.
 - Produced 23.60 Million Gallons of Reuse.
 - Produced 11.09 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.96 MGD, plant designed for 8 MGD.
 - Hauled 160.97 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 7 water service leaks.
 - Replaced 8 malfunctioning residential water meters.
 - Installed 12 new residential water services for home being constructed.
 - Replaced or repaired 9 water meter boxes.
 - Replaced 5 water services due to aged piping or leaks.
 - Performed valve maintenance, locating and exercising of 16 mainline valves.

- Performed yearly scheduled pressure testing of 5 City owned backflow preventers. Repaired 2 backflow preventers due to traffic related incidents.
- Maintenance has been performed on 8 fire hydrants.
- Responded to 11 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed accuracy testing on 3-3" commercial water meters, all tested accurate. Schedule 6 commercial water meters for testing.
- Performed a water main shut down for a contractor to connect the new water main on Washington Pl. associated with 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 183 regular & 1 Emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
 - Responded to 4 Requests for Utility Verification 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.
 - Checked all known trouble spots. All good @ current time.
 - Assisted Maintenance Division at WTP with lime sludge pump replacement.
 - Cleaned 450 lf of gravity main in system 6M
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 13/13 psi, Ocean Mist Hotel @ 11/11 psi, Ormond Mall @ 10/5 psi. Air release valves appear to be working well
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 30/25 psi. Foxhunters Flat (2 inch) 24/18 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
 - Televised 27 laterals from our PM list, Found 16 that needed to be cleaned, and 11 that were clean and clear, and 4 that need to be repaired. These locations will be put on a 6 month follow up.
 - Performed annual root control on 14 Sanitary Service Laterals.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Room, bi-weekly alternation of pumps, ok.
 - Chlorine Contact Tank, repaired hose at metering pump, ok.
 - Centrifuge Conveyer Belt; oversaw contractor/vendor repairs, ok.
 - Harley Davidson Lift Station, follow up from call out, cleaned wet well, flushed grease from wet well, applied degreaser, cleaned probe, replaced contacts at both motor starters, discussed grease disposal with restaurant managers.
 - McDonalds, follow up from Harley Davidson call out, cleaned and degreased wet well, Harley Davidson pumps to this station, ok.
 - Post Anoxic Basin, met vendor to mixing zone improvements, relocated direction of Submersible Mixer #2-2 - mixing characteristics improved - additional mixing equipment installation is recommended.
 - Arroyo Parkway, Castle Gate, groundskeeping and trimming, ok.
 - Carrousel, remove sapling growing from tank seams, ok.
 - Shop; perform housekeeping all areas of office.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: Harley Davidson 9/13 & 9/14, high level, motor starters tripped, heavy grease build up on probe, cleaned probe follow up during regular working hours to clean wet well better and apply degreaser as needed, ok; Bear Creek, phase loss, power outage, power restored without further incident, ok; Towne Square, phase loss, high level, found power restored upon arrival, ok; 7M, phase loss, FPL power down, support outage with generator as needed, ok.

- SCADA monitor/response: 8P, no starts #1, reset motor starter, amp draw nominal, ok; 4M1, high starts, cleaned probe, ok; Breakaway Trails, no starts #2, found corroded wiring and faulted VFD, repaired, ok; 7M, no starts #1, reset motor starter, amp draw nominal, nuisance motor starter tripping, trouble shoot contacts, cleaned & returned to service; 7M1, high starts, cleaned probe, ok; Sandy Oaks, no starts #2, cleared blockage at volute, 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: Carrousel Surface Aerators, #1N, #2N, #1S, #2S.
- Quarterly Plant PM's: Influent Odor Control Unit; Decant Pump;
- Lift Station PM's: 9 monthly and 1 annual performed.
- 56 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, inspect and adjust limit switches.
 - South Plant MCC, Main breaker tripped, reset breaker, reset affected plant equipment, will monitor.
 - Bird Centrifuge; begin installation of Bird/Andritz rotating assembly.
 - South Sludge Pit, transfer pump not operational, windings shorted, replaced with shop stock 9/19.
 - Elevated Tower, altitude valve stuck in open position, cleaned pressure lines, tested and returned to service, ok.
 - LPRO blower #1, drive belt worn, replaced with temporary inventory, correct belts on order.
 - Tomoka Booster Station, pump #2 - bearing noise, scheduled for repair, vegetation encroaching on driveway and building, will request quotes for vegetation trimming.
 - Lime slurry pumps 1, 2, replaced hoses, ok.
 - Blended Water sample rack, replace non-operational PH meter and sample faucet, ok.
 - Maintenance office, procure desk and assemble for SCADA Tech.
 - Monthly Well PM's: all Division wells.
 - Monthly Plant PM's: LPRO degasifiers and blowers 1, 2; LPRO clear well pumps 1 thru 5; anti-corrosion pumps, polyphosphate pumps; Claricone injection ports
- 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 is 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, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, 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
- Staff attended and provided support for September 20, 2016, City Commission Workshop (Healthcare Update)
- Staff attended and provided support for September 20, 2016, City Commission Meeting
- Agenda packet preparation for October 3, 2016, City Commission Meeting

Status of Department Projects

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