

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 21, 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 Police Chief, HR Director, and Fire Chief
- Staff meeting with senior staff

Spoke to, attended and/or met with:

- As requested, agenda review meeting with Commissioner Boehm
- Countywide meeting with FEMA
- City Commission Telecommunications Workshop and City Commission Meeting
- Meet and greet with new Chamber of Commerce Executive Director Debbie Cotton
- Employee Appreciation Day
- Teresa Rand, YMCA, discussed the dog park
- ICMA webinar on Survival Skills for Managers
- Health care clinic meeting with senior staff and Jessica Scott, Brown and Brown
- Senior Games kickoff luncheon

Community Development

Planning

- A variance application at 1 Tomoka View Drive has been received to reconstruct a dock and add a boathouse at a 13' setback, requiring a variance of 12' to the required setback of 25' to the riparian property line. The Board of Adjustment and Appeals meeting date is November 2, 2016.
- An annexation application has been submitted for the property at 1268 West Granada Boulevard for approximately 1.75 acres, just east of the Shoppes of Granada Boulevard located at 1298 West Granada Boulevard. The annexation is anticipated to be completed in January of 2017. The applicant has indicated a desire to redevelop the site into a commercial development.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued
- 223 inspections performed within the City
- 214 permits issued within the City, with a valuation of \$561,600.00 (this included 10 event host permits, 111 event vendor permits, and 34 hurricane-related damage permits).

Development Services

- Sent a Request for Additional Information (RAI) for the Valiant Diner, Phase 2 project at 15 West Tower Circle that proposes to construct a new 20,000 Square foot building.
- Received a site plan resubmittal for the Kingston Shores Condominium water connection at 5500 Ocean Shore Boulevard.
- Conducted a final inspection at the Dollar General project at 1545 North US Highway 1.
- Construction has started at the Realty Pros project located at 900 West Granada Boulevard.
- Approved project construction status (percentage completed):

146 North Orchard Street	92%
783 North US 1	5%
Children's Workshop Expansion	98%
Dollar General	95%
McDonald's at 1520 N US Highway 1	13%
McNamara warehouse	15%
Realty Pros	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	75%
Chelsea Place, Phase 3	85%
Ormond Renaissance Condo	9%

Economic Development/Airport

Ormond Crossings

- Staff and Tomoka Holdings and others met to discuss the costs of extending the utilities along north US 1 to the project. Conceptual plans are underway for two prospective office development projects. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- Staff met with the prospective manufacturer 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. The Company is preparing a Growth Assistance Program funding application for the projected job creation and capital investment.
- Staff met with an Ormond Beach firm that is considering locations in communities in Central Florida to expand their headquarters. One of the primary properties under consideration is 1 Sunshine Blvd. In the Airport Business Park.

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

- Staff participated in the Business Retention and Expansion (BRE) 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.

Prospective Business Attraction/Retention/Expansion

- Staff is in discussions with an out of state manufacturer to relocate an east coast manufacturing facility in the Ormond Beach area. A Growth Assistance Program application is being prepared by the Company as part of the site selection process.
- Staff conducted the Strategic Economic Development workshop on Saturday, August 27. A follow-up work session was conducted with the Main Street Economic Restructuring Committee to discuss the downtown development strategies. The SEDP will be presented to the City Commission on November 1.
- Staff is working with two existing Ormond Beach businesses to facilitate their retention and expansion needs. These companies have outgrown 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. Striping and marking of the new taxiway surface is scheduled to commence on October 24 and will be completed on October 27. Flight testing of the new Precision Approach Path Indicator lights is scheduled for November 2.

- Staff has been advised that the FDOT has finalized the respective scopes of work for Joint Participation Agreements (JPAs) to provide state funding for the Runway 8 Environmental Assessment project and the Airport Wildlife Hazard Assessment project. Staff expects to present both JPAs for approval by the City Commission at their regular meeting in December.
- Staff compiled and submitted to the FAA the required quarterly reports for the Taxiway Golf project.
- Staff completed work to submit to the FAA the periodic Airport Improvement Program (AIP) Grant Oversight Risk Assessment Sponsor Certification Checklist. The FAA's AIP Grant Oversight Risk Model Policy requires the agency to assess and evaluate each active airport sponsor to determine the risk associated with proper grant payments. These assessments are typically updated every three years.
- Staff has been advised that The Florida Fish and Wildlife Conservation Commission has accepted the after action report associated with the FWC permit for the Taxiway Golf project.
- Staff continues to work with Nexttower, LLC to participate in the necessary site plan review and permitting process for a wireless communications tower facility at the airport.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 48 Journal Entry Batches (6549 – 6576) (108-203).
 - Approved 44 Purchase Requisitions totaling \$375,380.20.
 - Issued 27 Purchase Orders totaling \$345,282.24.
 - Processed 4,808 cash receipts totaling \$475,609.51.
 - Prepared 113 Accounts Payable checks totaling \$792,436.32 and 50 Accounts Payable EFT payments totaling \$246,004.15.
 - Processed and issued 5,000 utility bills with billed consumption of water of 41,156K.
 - Processed 1417 utility bill payments through ACH totaling \$97,471.37.
 - Issued 869 past due notices on utility accounts.
 - Auto-called 179 utility customers regarding receipt of a past due notice.
 - Processed 345 payments through Interactive Voice Response System totaling \$33,127.34.

Grants/PIO

- Public Information
 - Press Releases
 - Storm Debris (Updates)
 - Yard Waste Pickup
 - FEMA Approved Individual Assistance for Volusia County
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended City Commission meeting.
 - Attended Employee Appreciation Day.
 - Attended Leisure Services Advisory Board meeting to present the City's planned FRDAP application for upgraded tennis court lighting at the Nova Community Center.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 5
- Fire Alarms: 13

- Hazardous: 17
 - EMS: 94
 - Motor Vehicle Accidents: 11
 - Public Assists: 65
 - TOTAL CALLS: 205
-
- Aid provided to other agencies: 29 Calls: Daytona Beach (8), Holly Hill (3), Volusia County (18)
 - Total staff hours provided to other agencies: 32
 - # of overlapping calls: 67
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 0
 - Total EMS patients treated: 79
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 107

Training Hours

- NFPA 472: Hazardous Materials 8
- NFPA 1001: Firefighting 42
- NFPA 1002: Driver 10
- NFPA 1021: Officer 4
- NFPA 1500: Safety/Equipment 17
- NFPA 1620: Preplanning 11
- EMT/Paramedic 21
- TOTAL TRAINING HOURS: 113

Station Activities

- Updated 14 pre-fire plans
- Completed 4 fire inspections
- Provided fire extinguisher training to residents of Ormond Heritage
- Provided public education to the following schools for Fire Prevention Month:

	<u>Children in Attendance</u>
Tomoka Elementary	25
Salty Kids Pre-School	30
Osceola Elementary	80

Significant Incidents

- 10/12/16, 7:03 AM: North I-95, Mile Marker 269 – Vehicle Fire – Upon arrival found vehicle off to right of highway with engine compartment fully involved – fire was extinguished without surrounding brush igniting – all occupants exited vehicle safely.

Human Resources

Staffing Update

Requisitions

- Police Lieutenant (Police)
- Part Time Evidence Technician (Police)

Approved/Active Recruitment

- Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, Craigslist, and internally.
- Landscape Architect (Engineering) open 10-17-16 through 11-18-16. Advertised on City web site, governmentjobs.com, and internally.
- Treatment Plant Operator C, B, or A (Wastewater/Public Works) open 9-23-16 through 10-14-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Community Events Leader (Leisure Services) open 9-21-16 through 10-21-16. Advertised on City web site, governmentjobs.com, and internally.

- Part Time Therapeutic Aide (Leisure Services) open 9-21-16 through 10-21-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Recreation Leader (Nova/Leisure Services) open 9-22-16 through 10-21-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Maintenance Worker II – Parks (Leisure Services) open 10-2-16 through 10-21-16. Advertised on City web site, governmentjobs.com, and internally.

Applications Under Review

- Accounting Technician (Finance)
- Utility Sludge Hauling Technician (Public Works)
- Maintenance Worker III – Water Distribution (Public Works)
- Part Time Community Events Technician (Leisure Services)
- Seasonal Part Time Maintenance Worker II – Andy Romano Beachfront Park (Leisure Services)

Interviews Scheduled

- Neighborhood Improvement Officer (Police)

Background/Reference Checks/Job Offers

- Police Officer (Police)
- Firefighter/EMT (Fire)

Employee Events

- Open Enrollment meetings for employee benefits will be held November 16 – 18
- Blood Drive at City Hall will be held November 21

Risk Management Projects

- Hurricane damage/claim meeting with Leisure Services department.
- Assist City Attorney's Office with liability claims reserves.
- Assist with Employee Appreciation Day.

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 since implementation.
 - Clerk's Office – Email Archive system replacement – Operational testing continues with no major issues. Rollout of the workstation clients continues system wide.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 14 New work - 49 completed - 27 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	27,879	Inbound E-Mails Blocked	11,298
Delivered Inbound E-Mails	16,268	Quarantined Messages	313
Percentage Good Email	58.4%	Virus E-Mails Blocked	94

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 0 Corrections: 0
 - Map/Information Requests: 15

- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0: Total in system = 949
- Meters GPS Located this week: 0: Total in system = 23,262; 22,560 potable, 691 Irrigation, 11 Effluent
- Notable Events: GIS established a procedure to map the debris collection points from the daily reports received from Thompson Consulting.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Hurricane Recovery Efforts
 - Hurricane Damage Assessment
 - Senior Games Kickoff Luncheon
 - Movies on the Halifax
- 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 Sports Complex is closed at this time
- Athletic Fields Maintenance
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Staff is working on hurricane recovery efforts
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - 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
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Thursday and Friday
 - Kopy Kats held regular classes on Thursday
 - The Performing Arts Center is preparing to host the following events:
 - Kopy Kats present "It's A Musical" tonight and tomorrow night, 7:30 pm to 10:00 pm; Sunday, 2:30 pm to 5:00 pm

- South Ormond Neighborhood Center
 - The South Ormond Neighborhood Center anticipates being open for evening activities
 - Staff is working on hurricane recovery efforts
 - Staff is working on indoor building maintenance projects as well
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Assisting with 2016 Senior Games tasks
 - Set up and breakdown for the Employee Appreciation day luncheon
 - Attended Home for the Holidays meeting
 - Setup and breakdown of Senior Games Kickoff Luncheon
 - 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
 - The Gymnastics Center is open
 - Coordinator is working with students and parents to keep them updated on classes as well as working on recruitment
- Nova Community Center and Special Populations
 - The Nova Community Center will be open for evening activities.
 - Staff is working on indoor building maintenance while damage is being assessed/cleaned
- The Casements
 - Guild tours were given on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 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.
 - The Casements Guild gala committee held a meeting in room 203 from 10:00 a.m. to 12:00 p.m. on Wednesday.
 - Lohman's Healing Path Workshop met in room 205 from 2:00 p.m. to 5:00 p.m. on Wednesday.
 - A scenic historical bus tour used The Casements parking lot from 9:45 a.m. to 11:45 a.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.
 - "Movies on the Halifax" feature film this evening is *Goosebumps* starting at 7:00 p.m. Because of Hurricane Matthew, movie night was rescheduled from October 7. Realty Pros Assured is sponsoring the event and will provide free popcorn, drinks, and goodies. Staff will assist from 6:00 p.m. to 10:00 p.m.
- Parks Maintenance
 - Citywide inspection of parks
 - Staff met to discuss plan and prioritize repair issues
 - Staff worked on hurricane recovery efforts throughout the week
- 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
- Staff worked on hurricane recovery efforts throughout the week
- Staff worked on necessary building maintenance repair issues throughout the week
- Staff met to discuss plan and prioritize repair issues

Police Department

Administrative Services

- Hosted Weekly Staff Meeting
- Attended Crime View Meeting
- Hosted "Coffee with a Cop" at State Farm 325 South Yonge Street.
- Attended City Commission Meeting.
- Attended Employee Appreciation Lunch.
- Chief conducted interviews with police candidates.
- Chief attended several meetings with city staff
- Captain Rosenthal is attending Southern Police Institute Command Training

Community Outreach

- YDC met on October 17 and reviewed upcoming community service projects. The next community project is participating in the Breast Cancer Walk in Daytona on October 29, 2016.
- OBPAL basketball tournament practice will begin for all teams in late December for the 2017 season.
- Tutors R Us will resume when the South Ormond Neighborhood Center reopens.
- Science on Patrol at Ormond Beach Middle School was held last Thursday. There are currently 19 students enrolled in the program. Science on Patrol provides an opportunity for youths in sixth, seventh and eighth grades to increase their skills in science and math through the resolution of crime scene scenarios.
- Science on Patrol at Ormond Beach Elementary School began on October 2. The program will conclude on December 1. Currently nine students are pre-registered for the program.
- The OBPAL annual Golfing for Youth Tournament will be held at the Riverbend Golf Club on November 5, 2016. Tournament teams, sponsors and door prizes are still needed for the tournament. The last day to register to play in the tournament is Tuesday, October 25.
- Met with staff at Embry Riddle reference to providing a SLAP (Self Defense for Ladies and Assault Prevention) class to the ROTC (Reserve Officer Training Corp).
- Taught DARE classes at Pine Trail Elementary, Tomoka Elementary, Osceola Elementary, and Riverbend Academy.
- Hosted the "Coffee with the Cop" event at 325 South Yonge Street.
- Attended the 2016 Florida Crime Prevention Conference in Orlando.

Community Services & Animal Control

- Animal Calls responded to: 29
- Animal Reports: 4
- Animals to Humane Society: 2

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 11
- Inactive: 18
- Fraud: 5
- Burglary Residential: 6
- Larceny Carbreak: 7
- Grand Theft: 2
- Auto Theft: 4
- Carjacking:
- Robbery: 1

- Animal Complaint: 1
- Well Being Check: 1
- Suspicious Incident: 2

Records

- Walk - Ins / Window: 138
- Phone Calls: 166
- Arrest / NTA'S: 23
- Citations Issued: 156
- Citations Entered: 40
- Reports Generated: 138
- Reports Entered: 103
- Mail / Faxes / Request: 22

Patrol

- Total Calls: 1,606
- Total Traffic Stops: 343

Operations

Crime Opportunity Report Forms: 105

- 10/12/16
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect passed all points of sale with miscellaneous items. Suspect detained by loss prevention. Suspect arrested for retail theft.
 - Burglary Residence Arrest, 100 Lifetime Court. Suspect was caught by the property owner sleeping inside a residence that was being remodeled. Suspect admitted to breaking a window to gain entry to the residence and crawling through the window. Suspect arrested for burglary.
 - Carjacking, 1657 North US1 (Loves Truck Stop). Suspect approached the victim in the parking lot. Suspect snatched the victim's purse and pushed the victim to the ground. Suspect implied a firearm, but none was seen. Suspect fled in the victim's vehicle. Several agencies assisted in attempting to locate the vehicle with negative results.
 - Carbreak, 236 South Ridgewood Avenue. Victim advised that tools were missing out of the bed of a pickup truck.
 - City Ordinance Violation Arrest, West Granada Boulevard and I-95. Suspect was arrested for panhandling and stepping out into traffic.
 - Burglary Residence, 875 Wilmette Avenue (Willow Pond Apartments). A bicycle was stolen out of a shed on the property.
 - Battery Dating Violence Arrest, 436 North Ridgewood Avenue. Victim and suspect were in an argument that became physical. Suspect was arrested and charged with violation on pre-trial release.
- 10/13/16
 - Stalking Domestic Violence, 215 Greenwood Avenue. Victim reported that an ex from a former relationship is following them around town. Suspect is also suspected in vandalizing the victim's vehicle. Suspect could not be located. Complaint affidavit filed for the charges.
 - City Ordinance Violation Arrest, Thompson Creek Road and Lincoln Avenue. Suspect was observed drinking in public. Suspect was arrested.
- 10/14/16
 - No Part One Crimes or Arrests.
- 10/15/16
 - Carbreak, 56 Kenilworth Avenue. Victim's vehicle was stolen yesterday. Key fob to another vehicle was also stolen. Victim heard the vehicle chirp. Victim went outside and observed a suspect fleeing on foot and getting into a vehicle.
 - Armed Robbery, 1637 North US1 (Destination Daytona). Victim left the bar and began walking back to his campsite. Victim was "jumped" by multiple suspects.
 - Traffic Arrest, 187 South Atlantic Avenue. Suspect was stopped for a traffic violation. Suspect arrested for driving on a suspended license.

- Stolen Vehicle, 56 New Britain Avenue. Victim's scooter was taken off the front porch of the residence.
- Warrant Arrest, 1614 North US1. Suspect was contacted in the parking lot. Suspect had local warrants and was arrested.
- Warrant Arrest, 20 North Yonge Street. Suspect was stopped for a traffic violation. Suspect had an open warrant and was arrested.
- Aggravated Battery/Stabbing, 388 Destination Daytona Lane. Two subjects were involved in a physical confrontation. Both subjects obtained injuries during the altercation and one subject was stabbed with a knife.
- Carbreak, 875 Willow Run. Witness observed several suspects walking around the area. Officers located the victim's vehicle's door open and the vehicle was ransacked.
- Carbreak, 900 Old Mill Run. Victim's unlocked vehicle was ransacked with several sets of keys stolen.
- Burglary Residence, 905 Willow Run. Victim returned home to find several electronics missing from the residence.
- 10/16/16
 - Warrant Arrest, Riverside Drive and Harvard Drive. Suspect was stopped for a traffic violation. Suspect had an open warrant and was arrested.
 - Fleeing and Eluding Arrest, 800 block of South Atlantic Avenue. Officers followed up on this case from the evening before. Suspect was identified and interviewed. Suspect admitted to his involvement and was arrested.
 - Stolen Vehicle, 1637 North US1. Victim's motorcycle was stolen from overnight from the above location.
- 10/17/16
 - Stalking, 215 Greenwood Avenue. Ongoing issue between victim and ex from a relationship. Suspect continuing to follow the victim around town. Additional charging affidavits completed.
 - Carbreak, 187 South Atlantic Avenue (Plantation Island). Unlocked vehicle entered in the parking lot. Miscellaneous items including U.S. currency stolen.
 - Burglary Residence, 676 Cordova Avenue. Victim reported sometime over the past week an unknown suspect entered the residence and stole medication.
 - Grand Theft, 89 South Atlantic Avenue #1701 (Oceanfront Condos). Victim reported while contractors were in the residence working jewelry came up missing from the residence.
 - Warrant Arrest, 940 Margarita Circle. Suspect contacted in their residence. Suspect originally refused to come out but eventually came outside and was taken into custody.
 - Carbreak, 136 North Orchard Street (Blue Moon Yoga). Two vehicles entered by smashing out the windows. Purses stolen from inside the vehicles.
 - Warrant Arrest, 700 block West Granada Boulevard. Multiple subjects stopped for riding their bicycles with no lights. One of the suspects had an open warrant and was arrested.
 - Narcotics Arrest, 839 South Atlantic Avenue (Andy Romano Park). Suspect was contacted in their vehicle in the park after hours. Narcotics K-9 alerted on the suspect's vehicle. A small amount of narcotics was located and the suspect was arrested.
- 10/18/16
 - Grand Theft, 686 Cordova Avenue. Victim paid a subject to do some work around the house. Suspect had not returned to finish the work.
 - Stalking, 215 Greenwood Avenue. Suspect continues to stalk the victim. After multiple charges being sent to the State Attorney's Office a warrant was obtained.
 - Burglary Residence Arrest, 2 Laurel Ridge Break. Citizens called to report a suspicious person hiding in the bushes with duffel bags. Upon officers arrival the suspect was gone but the bags were still on scene. Bags contained stolen items from a recent burglary. Suspect was located nearby and arrested.
 - Traffic Arrest, 300 block of North US1. Suspect was pulled over for a traffic violation. Suspect was driving without a license and was arrested.
 - City Ordinance Violation Arrest, 100 block of Thompson Creek Road. Suspect was observed with an open container of alcohol in public. Suspect was arrested.
 - Aggravated Battery, 1105 North US1 (Beaver Bar). Victim was battered during a fight in the bar. Victim was transported to the hospital by a friend. Very little details on the incident report at this time.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 155
 - Number of Uniform Traffic Citations Issued: 136
 - Number of Written Warnings Issued: 17
- Traffic Crash Reports
 - Number of Crashes without Injuries: 17
 - Number of Crashes with Injuries: 6

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 1 Case initiated
- 10 signs have either been removed or sign cases created.
- 24 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and one hundred seventeen (117) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland – Placed meters on Grove and Willow. Limited work due to shut down for weather. Received and approved pay application #11.
- Downtown Stormwater – Installation of irrigation is ongoing, the Contractor and the City are coordinating installation of the water and irrigation meters. Landscape installation is anticipated to be completed by the end of the month.
- WWTP Sludge Thickener Improvements – The project is substantially complete. Final contract closeout is in process.
- 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Milled and paved Capen Street. Limited work due to shut down for weather.
- Lincoln Avenue Parking Lot – The project is complete except for the lighting - fixtures are scheduled for delivery this month.
- Water Treatment Plant Lime Silo Dust Arrestor – A pre-construction meeting was held on October 12; the contractor was issued a Notice to Proceed dated October 12 with a substantial completion date set at March 11, 2017.
- Water Treatment Plant Controls and Pump Upgrade – The Contractor has submitted a RFI/request for information for additional information regarding connection to the main electric panel to the sludge pump controls. Work began this week.
- 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 – Delivery of 90% design plans are anticipated by early next week. Meetings are being scheduled with large end-users (Gardens of New Britain, Ocean Village Villas, County parking lot at Cardinal Drive) to discuss connection of these master irrigation systems to reclaimed water. A community meeting will be scheduled.
- 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.

- WTP Sludge Residuals Facility Improvements – Met with consultant to kick-off the design phase of the project.
- Cassen Park Public Dock – Staff was notified by FIND that the City has made the cut for award of the Grant for the Phase 1 funding. The grant amount approved was for \$53,299. 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 – Completed bid documents for project and uploaded to MinuteTraq for disposition prior to bid advertisement.
- 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 continuing design of this project, additional survey work is being scheduled to complete the design.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – The Purchase Authorization was approved by City Commission and launches are on order. Staff is soliciting installation quotes.
- Ph III 2-Inch Water Main Replacement – Mainland – Revised 60% plans have been received from the Consultant; City staff is reviewing.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Delivery of 90% design plans are anticipated by early next week. A community meeting will be scheduled for late October.
- Downtown Stormwater Phase 2 – Staff is currently in the process of reaching out to property owners along New Britain Avenue to discuss the project and their Right-of-Way needs.
- Fleming Ave Stormdrain Improvements - A kick-off meeting was held and various solution alternatives were discussed. Consultant will proceed with modeling the alternative solutions to determine the best solution.
- Wilmette Avenue Pumping – Met with Engineer to review 90% plans. Engineer will proceed with finalizing the design. Staff will investigate applying for a FEMA HMGP grant for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew.
- Coquina Court Drainage – Staff received notice of drainage/flooding that occurs on a regular basis in this area. Staff is evaluating the drainage system to determine if any improvements need to be made.
- Main Trail Bridge – Received bridge inspection report with repair recommendations. Staff has contacted its construction management contractor to provide a cost for the required bridge repairs.

Department Activities

Administration/Meetings/Customer Service/Other:

- Performed damage assessments (Saturday) throughout the City after Hurricane Matthew passed.
 - Began scanning the Engineering as-built drawing files to be archived electronically.
 - Continued adding proposed sidewalk to the Forest Hills Sidewalk construction plan set.
 - Provided Airport Business Park available utilities files to Consultant (Mckim & Creed), per request.
 - Completed additional topographic survey in the Scottsdale Drive right-of-way for proposed Misners Sidewalk Connection project plan set.
 - Completed right-of-way locate at 490 North Yonge Street, per Streets Division request.
 - Researched Engineering drawing files for water main information behind the Ormond-by-the-Sea Publix, per Utilities Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Cut and cleared trees as needed within PW compound
 - Hurricane clean up citywide

Tree Crew

- Removed tree from R/W on 1600 Old Tomoka
- Removed limb over Trails bridge
- Removed hanging limbs on Iroquois Trl
- Cleaned debris on sidewalks on Hammock Ln; Division Ave
- Removed hazardous trees at City Hall

Maintenance Crew

- Repaired signs on S Beachside; N of SR40; N Beachside; S of SR40 Beachside
- Removed debris citywide
- Cleaned walks of debris and leaves at City Hall & Library Complex

Sign Shop

- Replace and straighten up signs (Stop, Speed Limit, Street Names, etc.) citywide

Stormwater Maintenance

Maintenance Crew

- Ditch Maintenance – Citywide; Division & Hand; Arroyo Parkway
- Basins inspected & cleaned – Citywide
- Traffic control – Citywide
- Working call in complaints – Citywide
- Gates & Pumps – Citywide
- Sinkhole repair at Fairview/Marvin
- Basin inlets inspected & cleaned – S Beachside
- Flagging traffic control – Beachside South

Street Sweeping/Streetsweeper (due to Hurricane clean up)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
25,300

PM Services completed for the week:

Emergency—Vehicles and Equipment
1

Non-Emergency Vehicles and Equipment
14

Road Calls for the week:

5

Quick Fleet Facts:

- Fleet has 13,426 gallons of unleaded and 5,634 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,183 gallons of unleaded and 744 gallons of diesel.
- Fleet completed 59 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 – Submitted plans to obtain an FDOT permit.
- Lift Station 8M1 – The notice to proceed was issued 10/3/16. Request for Information (RFI) was issued to eliminate the street facing stem wall by adjusting the grading.
- 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.

- Rima Wells Auxiliary Power Generator – Punch list items are being resolved. Record drawings received for review.
- Sanitary Sewer Inflow Infiltration Project – Bid documents are completed.
- Shadow Crossings Force Main Improvements – Preconstruction meeting minutes were distributed and requested plans sent to the contractor.
- Solar Salt Procurement – Bids were opened 10/5/16. A City Commission memo was prepared recommending a contract award to the low bidder at the November 1, City Commission Meeting.
- EST Tank Repairs & Maintenance – Logos were sent to the consultant for sketches to be prepared for City Commission review. Plans and specifications were received for review.
- Water Plant Aerator Housing Rehabilitation (CIP) – Shop drawings received from contractor were reviewed and comments provided.
- Water Plant Lime Silo Dust Arrestor Project – Notice to proceed date 10/12/16.
- Water Plant Pump & Control Upgrades – Contractor requested additional information concerning the main electrical control panel to determine how to connect the sludge pump controls. Notice to proceed date 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 – Project is substantially complete.
- Utilities SCADA Upgrades – Progress meeting held on October 5 to review radio survey report results.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – Received 60% plans for review.
- 881 N Beach St. – water service replacement plans prepared/ reviewed.
- SPRC Projects: Dollar General – Lift station start up 10/19/16. Dunkin Donuts – 1190 Oceanshore Blvd. – Provided wastewater flow data for FDEP Permit application. Kingston Shores – Utility easement on state owned property was accepted by City Commission under Resolution 2016-123. Minto – A draft utility capacity letter was prepared in response to developer request for capacity within bulk wholesale service area with Daytona Beach. RaceTrac – 1521 US1 – Design engineer is preparing a response to the comments. Valiant Diner – Reviewed plans and added comments. 135 Hand Ave Lot Split – Reviewed revised plans. Previous comments were satisfactorily addressed. 680-686 John Anderson Dr. Lot Split – Contractor is preparing a response to the comments. 1368 N Ocean Shore Blvd – Awaiting completion of force main connection. 1725 N US 1 Temporary Campsite – Reviewed conceptual plans.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 41.66 million gallons for the week ending October 14, 2016 (5.95 MGD)
 - Backwashed 6 filters for a total of 455,000 gallons backwash water.
 - Produced & hauled 67.5 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 51.84 Million Gallons.
 - Produced 16.97 Million Gallons of Reuse.
 - Produced 34.87 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 7.41 MGD, plant designed for 8 MGD.
 - Hauled 46.19 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to and/or repaired 52 water service leaks.
 - Replaced 6 malfunctioning residential water meters.
 - Installed 7 new residential water services for home being constructed.
 - Replaced or repaired 18 water meter boxes.
 - Replaced 16 water services due to leaks under trees.

- Replaced a 2" water service isolation valve at 700 W. Granada Blvd.
- Performed yearly scheduled pressure testing of 5 City owned backflow preventers. Repaired 2 backflow preventers. # BFP's will be replaced due to damage during the hurricane.
- Maintenance has been performed on 9 fire hydrants.
- Responded to 63 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Rescinded all outstanding boil water notifications.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 122 regular and 23 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Responded to multiple calls system wide as result of Hurricane Matthew.
 - Crews responded to 25 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 10 in the conventional system service area.
 - Exercising main line Sanitary Sewer Force Main Valves in Hunters Ridge to bleed off air to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 22/24 psi, Ocean Mist Hotel @ 18/18 psi, Ormond Mall @ 8/2 psi. Air release valves appear to be working well
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 27/11 psi. Foxhunters Flat (2 inch) 20/0 psi & Shadow Crossing Blvd. (4 inch) 14/9 psi.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Call out: Matt 17, LS 1M, alarm lamp blinking, inspect station, no problems found.
 - Hurricane Mathew Response as needed – citywide – activities included confirmation of operational status at all remote facilities, temporary generator and bypass pump connections as needed, electrical and mechanical repairs as needed.
 - Clarifiers – Matt 17, clean Telescopic Valves as needed - ok
 - Effluent Transfer Pump #1, Matt 17, control cabinet, fuse block and motor overloads burnt, repair as needed, ok.
 - Influent Room, oversee transfer of pump positioning status, ok
 - WIN911 monitor/response: Out of service, radio failed, procuring repair/replacement services, will keep updated.
 - SCADA monitor/response: Same as WIN 911, related components.
 - 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, Screw Pumps, #1, #2, #3.
 - Annual Plant PM's: Clarifier #2.
 - 24 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Plant, compiled Matt 17 damage list, performed storm clean up.
- Well stationary generators - checked fuel levels and documented.
- Lime Slaker 1, replaced feed belt, ok.
- Lime Slaker 2; assembled and installed new torque valve, replaced belt, remove and installed belt tensioner, incorrectly installed from previous factory visit.
- Sand filters, Rosemont valve clogged, clean and return to service.
- Hudson Wells, returned all wells to remote status.
- Sand filter 4, repaired push button control pad.
- Standish Booster Station, Primed pump, ok.
- LPRO 3, changed filters.
- Shadow Crossings Reuse, high service pump VFD's in alarm station pressure down, reset drives and replaced non-functioning relay.
- Monthly Plant PM's: all Booster Stations, all Cities interconnect; B.A.T. reuse station, Shadow Crossings reuse station.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - 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 once again set up the compositors to monitor copper levels from specific sewer segments. The data is being culled to continue narrowing down the possible contributors of the copper levels.
 - IPP Permitted Facilities – Staff is reviewing updated slug/spill discharge plans from the City's permitted facilities. The plans outline the response steps of the industries if a spill should occur.
- 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.
 - Hurricane Matthew Documentation – Staff is compiling improvements which could be made for future disasters, including awareness of indigent residents who may need bottled water if a precautionary boil water event occurs.

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 October 18, 2016, City Commission Workshop (Telecommunications) and City Commission Meeting
- Agenda preparation for November 1, 2016, City Commission Meeting

Status of Department Projects

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