

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 28, 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 IT Manager, HR Director, Finance Director
- Agenda packet review

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board meeting
- MainStreet Celebration
- State of the City event
- Team Volusia Board meeting
- City Managers meeting
- Statewide conference call with FEMA representatives on hurricane recovery efforts
- FDOT Public Input Meeting Nova Road Assessment, between Grananda Blvd/SR40 and Willmette – pedestrian and vehicle conflicts and potential options.

Community Development

Planning

- Thompson Creek Trail Feasibility Study: Staff met with Kimley-Horn, consultants hired by TPO to prepare the feasibility study on the Thompson Creek Trail. Three alternative routes were reviewed and discussed. It is expected a draft of the study will be completed in the next 60 days.
- FDOT Public Informational Meeting: Staff attended FDOT's Roadway Assessment Public Information Meeting at the Trails Community Center.
- VC School District Interlocal Agreement: Staff attended the annual meeting of all local governments and the School District staff. This meeting is held each year to discuss each local government's growth projections and the School's Levels of Service for elementary, middle, and high schools.
- Airport Zoning: Staff is researching a requirement by the State that Ormond Beach adopt airport zoning regulations no later than July 1, 2017 (FS Chapter 333, Airport Zoning).
- McDonald House Historic Structure Report: Work begins in November by the consultant. The Department has indicated that the report must be done prior to May 1, 2017, in order to have it included in the CIP. Due to this date certain constraint and because of the holidays which negatively affect attendance at public meetings around Thanksgiving and Christmas, activities will be compressed into January-March 2017. An updated timeline will be provided.
- Brownfield Conference: Staff attended the SE Region IV conference. One day was devoted to all new grantees regarding project activities and reporting requirements. Ormond Beach was one of only four jurisdictions receiving a grant in Florida.

While the City still has not received its grantee agreement for execution, marketing of the program's services has begun with flyers to the Commercial Investment Division of the Daytona Beach Realtors Association. Staff has received several inquiries from commercial brokers selling

properties on US1 North. Site access agreements have been sent to them which must be executed before the City's consultant can proceed with investigation and site assessment.

Building Inspections, Permitting & Licensing

- 322 inspections performed (11 by private provider)
- 8 new business tax receipts issued.
- 109 permits issued with a valuation of \$4,132,240.00

Development Services

- The SPRC met this week to discuss the YMCA/City dog park with Zev Cohen and renovations at the Granada Oaks. Final inspection was issued to Dollar General on 1545 N US1; the utility connection to 5500 Ocean Shore Boulevard was approved; and a pre-application meeting was held with Ferber (developers of the Shoppes of Granada Boulevard) for Phase 2 which includes 1268 W. Granada Boulevard.
- Approved projects under construction (percentage completed):

Project	% Complete
146 North Orchard Street	92%
783 North US 1	5%
Children's Workshop Expansion	98%
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%

Economic Development/Airport

Ormond Crossings

- Staff is working with Tomoka Holdings to provide options for costs of providing infrastructure to the Phase A portion of the Ormond Crossing Commerce Park as part of the feasibility analysis of conceptual plans 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 owner of Maxton Group, a Port Orange manufacturer, who purchased 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 the property for occupancy in November or December of 2016. A Growth Assistance Program funding application for capital investment is under review.
- 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. A GAP application is being reviewed for the construction of an additional facility on an adjacent parcel that will be purchased with the existing building.

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 continued on the construction phase of the Taxiway Golf project. Striping and marking of the new taxiway surface is underway and will be completed this week. Flight testing of the new Precision Approach Path Indicator (PAPI) lights is scheduled to occur on November 2nd.
- Staff has received Joint Participation Agreements (JPAs) from the FDOT to provide state funding for the Runway 8 Environmental Assessment project and the Airport Wildlife Hazard Assessment project. Both JPAs have been submitted for approval by the City Commission at their first meeting in December.
- Staff attended a meeting organized by the Volusia Bar Association at the Daytona Beach International Airport. The purpose of the meeting was to conduct a presentation on Unmanned Aerial Vehicles (UAVs, aka drones) and national security.
- Staff, as a voting member of the East Central Florida Metropolitan Area Continuing Florida Aviation Systems Planning Process Steering Committee, is working to review a feasibility study regarding the City of Tavares' request to have the Tavares Seaplane Base included in the Florida Aviation System Plan (FASP). Following a review of the feasibility study, voting members of the Steering Committee will vote as to whether or not the Tavares Seaplane Base should be included in the FASP.
- Staff worked with AVCON to submit a request to the FAA to update the official Airport Diagram to include Taxiway Golf in the next cycle of FAA publications. The request was submitted to the FAA's Aeronautical Charting Services department in Washington, D.C.
- The bi-annual application of herbicide used to curtail grass and weed growth on the airport's taxiways and runways was applied this week.
- 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 40 Journal Entry Batches (6604 – 6611) (206-290).
 - Approved 80 Purchase Requisitions totaling \$3,553,404.86.
 - Issued 56 Purchase Orders totaling \$1,276,220.91.
 - Processed 3,781 cash receipts totaling \$459,449.11.
 - Prepared 108 Accounts Payable checks totaling \$855,028.30 and 45 Accounts Payable EFT payments totaling \$732,729.09.
 - Prepared 20 Payroll checks totaling \$26,308.67 and 330 Direct Deposits totaling \$475,677.35.
 - Transferred IRS 941 payment of \$189,109.00.
 - Processed and issued 7,343 utility bills with billed consumption of water of 23,044K.
 - Processed 1162 utility bill payments through ACH totaling \$117,521.00.
 - Issued 349 past due notices on utility accounts.
 - Auto-called 212 utility customers regarding receipt of a past due notice.
 - Processed 277 payments through Interactive Voice Response System totaling \$26,217.22.

Grants/PIO

- Public Information
 - Press Releases
 - Storm Debris Updates (daily)
 - Construction Debris Removal
 - Volusia/Flagler County Area Disaster Recovery Workshop (10/26 Congressman DeSantis)
 - Walking with the Manager (11/4)
 - Rockefeller Revisited (10/29)
 - 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 Mandatory CDBG Training.
 - Attended State of the City.
 - Attended Congressman DeSantis' Disaster Recovery Workshop and provided information to citizens as needed.
 - Completed Radio Show Before and After Commission Meeting Summaries.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 3
- Hazardous: 10
- EMS: 74
- Motor Vehicle Accidents: 12
- Public Assists: 45
- TOTAL CALLS: 145

- Aid provided to other agencies: 14 Calls: Daytona Beach (3), Holly Hill (1), Volusia County (10)
- Total staff hours provided to other agencies: 23
- # of overlapping calls: 39
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 67
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 170

Training Hours

- NFPA 472: Hazardous Materials 10
- NFPA 1001: Firefighting 6
- NFPA 1002: Driver 41
- NFPA 1500: Safety/Equipment 14
- NFPA 1620: Preplanning 5
- EMT/Paramedic 5
- TOTAL TRAINING HOURS: 81

Station Activities

- Updated 9 pre-fire plans
- Provided fire extinguisher training to 12 employees of the Cat Care Clinic

- Visited 130 children at Temple Bethel School
- Visited 50 children at St. Brendan's Catholic School
- Participated in the Annual Tomoka State Park Fall Festival
- Participated in the Fall Food Festival at Holy Cross Orthodox Church
- Attended the Breast Cancer Awareness Event at SR Perrott

Human Resources

Staffing Update

Requisitions

- Building Inspector (Planning)

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.
- Police Lieutenant (Police) open 10-26-15 until 11-9-16. Advertised internally.
- Landscape Architect (Engineering) open 10-17-16 through 11-18-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Evidence/Crime Scene Custodian (Police) open 10-25-16 through 12-2-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Therapeutic Aide (Leisure Services) open 9-21-16 through 11-4-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Community Events Technician (Leisure Services) re-opened 10-26-16 through 12-31-16.

Applications Under Review

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

Interviews Scheduled

- Neighborhood Improvement Officer (Police)
- Part Time Community Events Leader (Leisure Services)

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
- Our ICMA representative will be here to meet with employees November 30

Risk Management Projects

- Attended Wellness Council Executive Board meeting.
- Attended Fire Department Safety Team meeting.
- Attended EOC review meeting.
- Facilitated damage assessment for City property.

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: - 11 New work - 43 completed - 29 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,590	Inbound E-Mails Blocked	10,893
Delivered Inbound E-Mails	17,382	Quarantined Messages	312
Percentage Good Email	60.8%	Virus E-Mails Blocked	102

- Notable Events:
 - IT Staff and PD Captains attended FDLE CJIS Regional Working Group Meeting (RWG) held at the Daytona Police Department facility to get updated information on the changes and stricter security standards that FDLE is implementing.

- Geographical Information Systems (GIS)

- Addressing Additions: 6 Changes: 1 Corrections: 1
- Map/Information Requests: 12
- Information Requests from External Organizations: 8
- 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 this week: Provide daily updates to debris cleanup map using latitude/longitude coordinates provided by Thompson Consulting. The latest report included 2,653 locations.

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- State of the City
- Monitoring Continued Hurricane Recovery Efforts

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 1pm daily.
- OB Pride Football continues practicing on Monday through Thursday nights at 5:30pm on Multi-Purpose Fields 11 & 12. They also have a game on Wednesday at 6pm this week at Championship Field 7.
- OBSC Recreational and Competitive Soccer continued practicing this week with games on the weekends.
- Lady Renegades continued practicing this week at the Sports Complex on the Softball Quad Monday through Thursday at 6pm.
- OB Golden Spikes continued practices this week on Nova Fields 2 - 5 and at the Sports Complex on Wendelstedt Field 2. These are held nightly at 6pm.
- City Flag Football games continued this week at the Sports Complex on Quad 3 and the Kiwanis Field at 5:45, 6:45 and 7:45pm Monday through Friday nights.
- Seabreeze High School Baseball Team continued its fall season with practices on Monday and Thursday at 3:30pm at the Sports Complex on Wendelstedt Field 3. They also play home games every Tuesday at 4:45pm on Wendelstedt Field 1.
- Halifax Academy Football hosted another home game on Friday night at 7pm at the Sports Complex on Championship Field 7.
- OBYBSA Baseball continued games this week at the Sports Complex on Quads 1 and 2 as well as at Nova.

Athletic Fields Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields
- Painted football fields 11 and 12 for PRIDE practices
- Set up soccer fields for recreational and competitive games/practices
- Painted soccer grass parking lot, soccer fields 1-10
- Set up and painted Championship Field 7 for Pride and Halifax Academy Football games
- Re-installed batting nets at Wendelstedt, post concrete installation
- Continued fixing fields at Osceola for play
- Painted/set up flag football fields at Quad 3 and Kiwanis
- Installed hitting mats at Wendelstedt batting cages
- Added sand bags to soccer goals
- Tied up windscreens at Nova Tennis
- Carpet being installed at Wendelstedt batting cages
- Getting everything back where it belongs after taking down/put away for hurricane - goals, batting cage nets, hitting mats, sand bags, benches, trash cans, etc.

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 Monday through Friday
- The Performing Arts Center is preparing to host the following events:

- National Red Ribbon Event, Friday, 5:30pm to 9pm, Free
- "Vincent," a one-man play, Saturday, 7pm to 9pm, \$25

South Ormond Neighborhood Center

- Splash Pad open through Dec 1
- Open park and playground sunrise to 11pm daily
- Fitness room open
- Open gym open

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Attend 2016 Senior Games events
- Setup, attend and breakdown of State of the City Luncheon
- Set up and breakdown for the Employee Appreciation Day 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

- Classes are going well and growing
- October session in progress
- Registration open for November session
- Trial classes are being offered to attract potential students
- Working with area high schools to attract potential students
- Open Gym will be held this evening from 6-8pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continue to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
- Challenger Basketball held its first practice on Tuesday from 5:00-6:00pm at the Nova Community Center.
- Coed Volleyball continues its fall season and will meet at various days throughout the season.
- The SPARC Halloween Party will be held this evening 6:00pm-8:00pm.
- Representative Ron DeSantis held a Volusia/Flagler County Area Disaster Recovery Workshop on Wednesday.
- Pickleball Senior Games took place Monday and Tuesday.

The Casements

- A wedding ceremony and reception were held on the North Lawn and inside The Casements on Saturday from 10:00 a.m. to 10:00 p.m.
- ECHO Rangers children's program was held at The Casements on Saturday from 11:00 a.m. to noon. The rangers took a tour of the home, did an activity, and received a Halloween treat.
- 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.
- Throughout the week staff prepared for Rockefeller Revisited scheduled for Saturday, October 29. Preparations included a dress rehearsal, setting up the North Lawn and decorating the home.
- Pilates classes met Monday through Friday at The Casements.
- Yoga class met on Tuesday morning at The Casements.

- The Casements Guild held a general body meeting and pot luck luncheon in the gallery from 10:00 a.m. to noon on Wednesday.
- Lohman's Healing Path Workshop met in room 205 and the kitchen from 2:00 p.m. to 5:00 p.m. on Wednesday.
- 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.
- Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.

Parks Maintenance

- Citywide inspection of parks
- Staff met to discuss plan and prioritize repair issues
- Staff continues to work on hurricane recovery efforts

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
- Perform preventative maintenance of 17 City A/C systems
- Replaced the U.S. flag at the Senior Center and SONC
- Repaired the door lock in Building D at the Senior Center
- Installed a store room lock on the women's room at WWTP
- Replaced ADA receiver on door jam in Planning at City Hall
- Retrieved generator and returned FPL power to the gate at Hull Road
- Ceiling tile replacement throughout PAC
- Repaired thermostat in the supervisor's office at PAC
- Repaired gate at Breakaway Trails
- Changed lock back code at Hull Road gate
- Repaired restroom lock at City Hall
- Replaced tile on west tower at The Casements
- Repaired door lock to the victim/witness lobby at the Police Department
- Repaired ladies room toilet at Softball Quad
- Cleaned out gutters north side Building A at the Senior Center
- Repaired east exit door panic bar at SONC
- Repaired light cover box in the dais at City Hall
- Replaced restroom fill valves at Osceola Elementary
- Reset time clocks at SONC
- Replaced outside restrooms AED sign at SONC
- Repaired fire alarm pull stations at Gymnastics
- Repaired electric door locks at Sanchez Park
- Repaired north entrance gate at Fleet
- Repaired electrical riser at the airport

Police Department

Administrative Services

- Weekly Staff Meeting.
- Attended Volusia County Users Group Meeting.
- Attended the Recruitment Fair at Daytona State College.
- Hosted a Supervisors Training Instructors Meeting.
- Chief attended State of the City luncheon.

- Captain Rosenthal completed the first of five sessions of the Southern Police Institute Command Officers Development Course.

Community Outreach

- YDC hosted a meeting on October 24 and reviewed upcoming community service projects. The next community project is participation in the Breast Cancer Walk in Daytona on October 29.
- OBPAL basketball tournament practice will begin for all teams in late December for the 2017 season.
- Tutors R Us resumed on October 24 at the South Ormond Neighborhood Center.
- Science on Patrol at Ormond Beach Middle School was held last Thursday. There are currently twenty-one students enrolled in the program. Science on Patrol provides an opportunity for youths in 6th, 7th and 8th 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 20 and will conclude December 1. Currently, twelve students are registered for the program.
- The OBPAL Annual Golfing for Youth Tournament will be held at the Riverbend Golf Club November 5. Tournament teams, sponsors and door prizes are still needed for the tournament.
- Outreach Officers attended the 2016 Southern States Prevention Conference.
- Taught DARE classes at Pine Trail Elementary, Tomoka Elementary, and Riverbend Academy.
- The next SLAP (Self Defense for Ladies and Assault Prevention) class will be held November 2 at 6:00 p.m. at the Police Department.

Community Services & Animal Control

- Animal Calls responded to: 37
- Animal Reports: 6
- Animals to Humane Society: 2
- Trap Neuter Release: 1

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 9
- Inactive: 13
- Fraud: 10
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Carbreak: 2
- Grand Theft: 2
- Auto Theft: 2
- Missing Person: 1
- Assaults: 1
- Suspicious Incident: 2

Records

- Walk - Ins / Window: 106
- Phone Calls: 127
- Arrest / NTA'S: 17
- Citations Issued: 77
- Citations Entered: 259
- Reports Generated: 127
- Reports Entered: 107
- Mail / Faxes / Request: 35

Patrol

- Total Calls: 1,287
- Total Traffic Stops: 152

Operations

Crime Opportunity Report Forms: 88

- 10/19/16
 - Burglary Residence, 45 Ivanhoe Drive. Suspect entered an open garage and stole tools.
 - Carbreak, 1521 West Granada Boulevard (Wal-Mart). Suspect smashed out a window to a vehicle. No items missing from inside the vehicle.
 - Warrant Arrest, 56 Tropical Falls Drive. Suspect was contacted at the residence reference to an open warrant.
 - Driving Under the Influence Arrest, 4 North Beach Street (5/3 Bank). Suspect struck a pole in the parking lot.
 - Burglary Residence/Stolen Vehicle, 2 Grey Dapple Way. Suspect entered a garage and stole a vehicle parked inside the garage. A local police agency located some of the victim's property, which was returned to the victim.
- 10/20/16
 - Carbreak, 8 Riverside Drive. Suspect entered an unlocked vehicle overnight and stole a phone charger.
 - Burglary Residence, 871 Loyola Drive. Suspect came to the residence to confront her ex that was inside the residence. Victim contacted the suspect at the front door. Suspect forced her way into the residence to contact the ex. Suspect fled the arrival prior to police arrival. Charges filed.
- 10/21/16
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect concealed stolen property and attempted to exit the store. Suspect contacted by store's loss prevention.
 - Battery Domestic Violence Arrest, 773 West Granada Boulevard #1305 (Olive Grove Apartments). Suspect and victim involved in an argument. Suspect pushed the victim down.
 - Warrant Arrest, 240 Interchange Boulevard (Brookdale Senior Assisted Living). Officer received a call reference to a suspect at the above location with an open warrant.
 - Warrant Arrest, 333 West Granada Boulevard (Golds Gym). Suspect was contacted in the parking lot of the business.
- 10/22/16
 - Trespassing Arrest, 250 East Granada Boulevard (CVS Pharmacy). Suspect was contacted in front of the business. Suspect was recently issued a trespass warning from the same business.
 - Stolen Vehicle, 875 Wilmette Avenue #803 (Willow Pond Apartments). Suspect stole the victim's vehicle from the parking lot overnight. Vehicle was later used in another crime in Daytona Beach.
 - Battery Domestic Violence Arrest, 599 South Atlantic Avenue (Ocean Front Inn). Suspect battered the victim then attempted to flee on foot when officers arrived on scene. Suspect attempted to hide from officers but was pointed out by the victim.
 - Battery Domestic Violence Arrest, 5000 Saint Georges Road (Bermuda Estates). Suspect and victim were involved in an altercation.
- 10/23/16
 - DUI Arrest, 100 block East Granada Boulevard. Suspect was stopped for swerving and failing to maintain a single lane.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by store's loss prevention opening packages and putting the items into a bag. Suspect was detained by loss prevention.
 - Warrant Arrest, 95 Wye Drive. Suspect was contacted by officers at his residence reference to an open warrant.
 - Battery Domestic Violence Arrest, 44 Lake Park Circle. Victim and suspect were involved in a physical altercation.

- 10/24/16
 - Burglary Business, 361 West Granada Boulevard (Taco Bell). Incident occurred overnight. U.S. currency stolen from the inside the business.
 - Stolen Vehicle, 93 Ford Street. Suspect stole the victim's vehicle out of the driveway. Vehicle was later recovered by another agency.
 - Aggravated Battery, 170 North Old Kings Road (Avante). Suspect came to the victim's place of work to contact them. A physical altercation started and the suspect punched the victim in the face. As the suspect fled the area in their vehicle the suspect struck one of the witnesses. Suspect was gone prior to officer's arrival. Charges filed.
 - Carbreak, 258 South Beach Street. Suspect entered the victim's unlocked vehicle overnight and stole several items including cash and electronics.
- 10/25/16
 - Narcotics Arrest, 10 Fox Hollow Drive. Suspect was being investigated for a traffic crash. Suspect was found to be in possession of narcotics.
 - Alcohol Violation Arrest, 1478 West Granada Boulevard (Publix). Suspect was intoxicated and consuming an alcoholic beverage in front of the store.
 - Loitering and Prowling Arrest, 134 South Washington Street. Suspect was observed trying to open doors in the area and entering closed porches.
 - Stolen Vehicle, 141 West Granada Boulevard (Living Waters Health Food). Victim left their keys inside the vehicle while they went inside the store. When the victim returned their vehicle was stolen.
 - Shoplifting Arrest, 1058 North United States Highway One (Kangaroo Express). Suspect entered the store and concealed items in their purse. Suspect attempted to leave the store without paying for the items.
 - Narcotics Arrest, Hand Avenue and Collins Street. Suspect was stopped for a traffic violation. Narcotics were located in plain view.
 - Warrant Arrest, 601 Fleming Avenue (Central Park). Suspect was located in the park. Suspect had an open warrant. Subsequent search revealed the suspect was in possession of narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 35
 - Number of Uniform Traffic Citations Issued: 35
 - Number of Written Warnings Issued: 7
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
 - Zone 2: 1 Case initiated
 - Zone 3: 1 Case initiated
 - Zone 4: 1 Case initiated
 - 15 signs have either been removed or sign cases created.
 - 15 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and ninety-one (91) telephonic inquiries.

Public Works

- Engineering
Project Summary
Construction Projects:
 - 2-Inch Watermain Replacement Phase 2 – Mainland – All water meters installed. 3 water main ties-ins remaining.

- Downtown Stormwater – Irrigation installation is complete, the City has set a meter and backflow preventer for the park site. Installation of landscape materials began this week and 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 – Resurfacing is approximately 50% complete. Curb and gutter replacement within Forest Hills is complete. Paving operations resumed Monday, 10/24 following Hurricane Matthew. Speed tables are being installed on the perimeter loop road at the Sports Complex.
- 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 last 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 was submitted to the Building Division. Contractor waiting on delivery of control panels.

Design Projects:

- South Peninsula Reclaimed Expansion – 90% design plans were delivered on October 25. 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 is being scheduled to inform the public of the upcoming construction. Execution of the SJRWMD grant agreement is on the November 1 City Commission meeting agenda.
- 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 – Staff is looking to coordinate this project with other lighting work that is now required due to Hurricane Matthew.
- WTP Sludge Residuals Facility Improvements – Met with consultant to kick-off the design phase of the project. Design is underway.
- 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 – Project approved for bidding by the City Commission on 10/18. Project has been advertised, bid opening is November 30.
- 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 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 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.
- Laurel Creek Stream Gauges – The City is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.

Department Activities

Administration/Meetings/Customer Service/Other:

- Continued scanning the Engineering as-built drawing files to be archived electronically.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for work along Ormond Shores Drive, per Brighthouse Networks request.
 - Continued adding proposed sidewalk and elevation contour data to the Forest Hills Sidewalk construction plan set.
 - Researched dune restoration specifications per homeowner request at 225 Oceanshore Blvd.
 - Met with Ormond Lakes Property Manager to tour subdivision and assist in determining responsibility of multiple downed trees in the right-of-way.
 - Continued additional topographic survey in the Scottsdale Drive right-of-way for proposed Misners Sidewalk Connection project plan set.
 - Completed topographic survey of the Cassen Park restroom and vicinity for proposed renovation project.
 - Researched old documents and created sketch and legal description for 1268 West Granada Blvd. annexation, per Planning Department request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Filled hole in roadway on Fairview at US1
 - Repaired damaged sidewalk at 100 block of Live Oak Ave
 - Fuel generator on Cardinal Dr at A1A
 - Concrete work on Highwood Ridge Trl for Utilities

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
- Removed hanging/broken limbs at Nova Community Center, S Ormond Neighborhood Center
- Cleaned up debris citywide
- Storm clean up at PAL House; Rocky Bluff Dr
- Checked on trees in road citywide
- Removed limb in tree at The Casements

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
- Installed street signage N of SR40, beachside, north and south of SR40
- Repaired street posts & signs – mainland south of SR40

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
- Replacing and straighten stop, speed limit, street names signs & posts 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
- Ditch maintenance at Thompson Creek Rd, Northbrook, Division Ave/Cherrywood Dr, Hand Ave
- Locates citywide
- Pump & gates inspected citywide
- Sinkhole investigation citywide

Mowing

- Ditch mowing – US1

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

23,698

PM Services completed for the week:

Emergency—Vehicles and Equipment

4

Non-Emergency Vehicles and Equipment

15

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 10,923 gallons of unleaded and 4,806 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,503 gallons of unleaded and 558 gallons of diesel.

- Fleet completed 55 work orders this week.
- Utilities
Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Reviewing plans.
 - FDOT ITS Event Managing – Reviewing plans to install messaging signs.
 - Fire Hydrant Replacement Program – Reviewing FDOT permit application.
 - 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. Project disclosure notice and exhibits provided to attorney representing prospective home buyer.
 - 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. The Trails common areas in the project vicinity appear to be dedicated with blanket easements for utilities. Pump information for upstream Lift Station 9M reviewed for Lift Station 10M design considerations.
 - PEP Systems – A draft request for proposals (RFP) for pump system was prepared for review.
 - Rima Wells Auxiliary Power Generator – Accessibility to drain oil from the generator is limited. A pump is being added to assist with oil changes. The pump to be added is under review.
 - Sanitary Sewer Inflow Infiltration Project – A bid disposition memo was accepted by the City Commission. The project is advertised for bids with a bid date of November 30, 2016.
 - Shadow Crossings Force Main Improvements – Reviewed shop drawings for the pipe, fittings and services. A preconstruction video is being recorded.
 - 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 – Logo information updated for further consideration and estimated cost. Water tank plans were reviewed.
 - 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 established for 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 is 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 – Permit clearance received from FDEP.
 - Utilities SCADA Upgrades – A meeting was held on 10/25/16 to discuss radio path survey recommendations and preparation of the request for proposals (RFP) for SCADA software selection and procurement.
 - 2016 2-inch Water Main Replacement Phase 3 Mainland – Received 60% plans for review.
 - 881 N Beach St. – Application for Use Permit prepared. Revised drawings were received.
 - SPRC Projects: Deer Trace – A revised lift station design was submitted for review. Dollar General – Lift station start-up was performed and the report was received and FDEP Clearance issued. As Built drawings for the force main were received. Huntington Villas Phase 1A – Plat and utility dedications are being prepared. Kingston Shores – Reviewed final plans. Utility Div had no further comments. Plantation Oaks – Received revised plans for review. RaceTrac – 1521 US 1 – Design engineer is preparing a response to the comments. Realty Pros 900 W Granada – FDEP determined that no wastewater collection system permit was required for the site. Thomas and Betts – Received preliminary plans for a manhole replacement. Valiant Diner – Reviewed plans and added comments. 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 – No water or sewer was requested.

Departmental Activities

Public Works – Utilities Division

• Water Treatment

- Delivered 37.76 million gallons for the week ending October 21, 2016 (5.39 MGD)
- Backwashed 9 filters for a total of 357,000 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 41.81 Million Gallons.
- Produced 22.21 Million Gallons of Reuse.
- Produced 19.60 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 5.97 MGD, plant designed for 8 MGD.
- Hauled 92.19 tons of dewatered residual solids (14%-18% Solids).

• Wastewater Collection – Reuse

- Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Responded to 9 Request for Utility Verifications for residential and commercial properties.
- Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge monthly, and bleed off air from the Force Main as well 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 @ 28/24 psi, Ocean Mist Hotel @ 18/16 psi, Ormond Mall @ 8/4 psi. Air release valves appear to be working well
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 23/11 psi. Foxhunters Flat (2 inch) 19/4 psi & Shadow Crossing Blvd. (4 inch) 13/5 psi.
- Televised 35 laterals in Ormond Lakes. This is a preventative measure because of recent contractor boring in the area.

• Utilities Equipment Maintenance

Wastewater Plant – Lift Stations

- City Wide – Matt 17, retrieved pumps/generators and general clean up at lift stations.
- City Wide – Matt 17, checked all stationary generators for fuel level and engine fluids, report and to submit to Fleet staff as needed.
- Sand Filter #1, derailed, began inspection for cause.
- 1P, Pump #1 not priming, repaired vacuum system as needed, structural repairs at control cabinet stand and rack assembly, ok.
- Clarifier, set up 6" Thompson diesel pump to assist RAS return rate and reduce sludge blanket load for trouble shooting high torque readings.
- 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: Carrousel Surface Aerators 1S, 1N, 2S, 2N; Sand Filters, #1, #2, #3; RAS Pumps, #1, #2, #3, #4, #5; WAS Pumps #1, #2 .
- Annual Plant PM's: Fermentation Submersible Mixer #9, #11.
- 39 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 35R, removed broken key from bulk fuel storage door, replacement key being made.
- Plant, Assisted operations staff with bulk polymer transfer.
- Lime Slaker 2; made adjustments to new torque valve, performed functional tests, ok.

- High Service Pump 5, configured control wiring to operate electric control valve, repaired water leak at plug valve, ok.
- Wells 35R and 38R, inspect newly installed air release valves for proper function, ok.
- 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 the copper levels from specific sewer segments. The data is being culled to continue narrowing down the possible contributors of the copper levels. Received draft consent order this week from FDEP concerning the copper exceedances.
 - 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.
 - Special Waste Disposal – Staff requested/received authorization for disposal of sewer main cleaning grit waste at Tomoka Landfill by Volusia County Solid Waste. The City's waste contractor to transport the dumpster to the landfill.
 - Reuse Groundwater Monitoring Report – Staff is compiling the 3rd quarter groundwater monitoring report as required by the City's WWTF permit. The monitoring reports the results of the quarter's groundwater sampling efforts.
- 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.
 - Disinfection by Products (THM/HAA) Reduced Monitoring – Staff is requesting THM and HAA monitoring to be reduced from quarterly to annually based on the locational running annual average being below the threshold for approval. The reduction in monitoring shows the positive trend the water production staff as achieved in lowering the THM and HAA results.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- Agenda preparation, creation, and distribution for November 1, 2016, City Commission Meeting
- Agenda packet preparation and creation for November 3, 2016, Quality of Life Advisory Board

Status of Department Projects

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