

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 13, 2017

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Utilities Manager, IT Manager, Public Works Director, Risk Manager, HR Director, Finance Director, and Economic Development Director
- Agenda packed review
- Worked with senior staff on the online utility billing software

Spoke to, attended and/or met with:

- Volusia County Elected Officials Roundtable Meeting
- State of the City of Ormond Beach
- Super Petrel ribbon cutting/open house
- CFOB annual dinner
- Senior staff, Rob Merrell and his representatives regarding Mintos development

Community Development

Planning

- The Planning Board conducted one public hearing which was for Ormond Central. The City Commission chamber was filled to capacity established by the Fire Marshall. Approximately 30 people spoke, not including the applicant. The meeting lasted 3½ hours. The Planning Board recommended approval 4-0. The convenience store/gas station was withdrawn by the applicant and in return drive-thru Type C restaurants will be recommended as a by-right use. Reflections Village, which has the potential for experiencing the most impact of the project, seemed satisfied by the deletion of the convenience store/gas station. There was a substantial minority of the crowd that did not appear satisfied with the project. Zone Four Commissioner Littleton was present.
- The Brownfield Advisory Board met to discuss the Site Rehabilitation Completion Order, which was filed with FDEP on property at 1535 US1 North. It is expected that this property will be cleared for site plan submittal by the end of December. The Board was asked to authorize the Brownfield Manager to engage CARDNO services to prepared environmental documents on property at 1175 US 1 North. It was also announced that Becky Weedo, Senior Planner, would be delegated the Brownfield duties beginning January 2018. Application was filed on March 17, 2016.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued
- 400 inspections
- 116 permits valued at \$4,350,09100

Development Services

- SPRC met with representatives for Julian's site.
- Projects receiving Building Permits and percent completed are provided in the following table:

Project	% Complete	Comments
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	30%	
589 South Yonge Street	20%	
Antares of Ormond Beach	0%	
Bear Creek Bridge	95%	
For Our Parents ALF	0%	
Granada Oaks	10%	
Pet Street Vet, 240 South Nova Road	20%	
Hull's Seafood expansion	5%	
Valiant Diners, Phase 2	40%	
Ormond Renaissance Condo	65%	
Thomas & Betts Parking imp.	0%	
YMCA Dog Park	0%	
YMCA Parking Expansion	0%	
Zaxby's	0%	
5500 Ocean Shore Utility connection	93%	
2450 Ocean Shore Utility connection	93%	
Plantation Oaks Phase 1 Utilities	60%	
Cypress Trails subdivision	0%	

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. SFM's objective is to begin construction in November of 2017. This week the water distribution serving the project was discussed and recommendations made to the consultants representing SFM.
 - Site Plan Review Committee has provided comments on the proposed site plan for the Security First Managers headquarters building submittal from Zev Cohen, consulting engineers for Security First Managers. The engineering consultant is working on revisions to the site based on the staff comments. The plat plans are expected to be submitted in the next few weeks.
- Airport Business Park
 - Staff has prepared a new Growth Assistance Program application for Concentrated Aloe. The company was delayed in the construction of their new 40,000 square foot manufacturing plant and has requested staff to process its formerly approved Property Tax Reimbursement application. The GAP Agreement is scheduled for review by the Commission at the November 21 meeting.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff has updated the City's Economic Development Marketing Packet. Copies will be distributed to the Mayor and Commissioners.

- Staff met with the Ormond Chamber staff to begin the process of revising and updating the joint City/Chamber “Doing Business in Ormond Beach” resource guide.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff attended the Open House at the Super Petrel USA facility at the airport. The event was arranged with the Chamber of Commerce and was well attended, including the business owners from Brazil.

Airport Operation and Development

- Staff worked with Hoyle, Tanner and Associates (HTA) to submit to the FAA the final draft of the Runway Protection Zone (RPZ) Alternatives Analysis Report for the planned extension of Runway 8. The RPZ Alternatives Analysis Report is an element of the broader Environmental Assessment Project for the runway extension project. The RPZ Alternatives Analysis Report must be reviewed and approved by the FAA before the Environmental Assessment may be submitted, which will then also be reviewed by the FAA as part of the approval process for the runway extension.
- Volusia County Mosquito Control conducted additional low altitude applications of insecticide within the city limits this week. Staff has received several inquiries from local residents about low flying aircraft that were subsequently identified as being part of the mosquito control operation.
- Staff worked with HTA to review the project to replace certain light poles in the Airport Sports Complex that had suffered storm damage. The project also includes the installation of new light poles to serve fields 9 and 10 in the sports complex. Staff and HTA reviewed the project in order to respond to an inquiry from the FDOT pertaining to the airspace study that was performed for this project by the FAA.
- Staff is coordinating a visit to the airport by technicians from RDM International, Inc., working on behalf of FDOT, to take core samples of the airport’s runway pavement as part of a statewide runway pavement condition study. The visit has been scheduled for Thursday, October 19th.
- Staff has requested and received a proposal from ATS Land Surveying, Inc. to conduct survey work needed to facilitate the project to design a new airport access road from Signal Avenue in the Airport Business Park.
- Staff has been advised that the project to design the Heliport improvements is nearing completion. Staff anticipates that the 90% design documents will be provided to the City for review early next week.
- Staff participated via teleconference in a meeting of the East Central Florida CFASPP Steering Committee this week. The Continuing Florida Aviation Systems Planning Process (CFASPP) was established by the FAA and FDOT in response to the need for a method to help maintain a viable statewide aviation environment. CFASPP is a method used within Florida to continually monitor the aviation environment and determine the development requirements needed to best meet projected aviation demands. This process is a component of the FAA’s Continuous Airport Systems Planning Process.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement has been submitted for Hurricane Matthew. Additional project assessment and reimbursement submission will continue.
 - FEMA assessment and project planning for Hurricane Irma is in progress.
 - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
- Completed Projects - Weekly
 - Processed 55 Journal Entry Batches.
 - Approved 80 Purchase Requisitions totaling \$1,165,467.82.
 - Issued 66 Purchase Orders totaling \$1,038,818.50.

- Prepared 103 Accounts Payable checks totaling \$287,395.85 and 37 Accounts Payable EFT payments totaling \$348,344.47.
- Issued 974 past due notices on utility accounts.
- Auto-called 83 utility customers regarding receipt of a past due notice.
- Processed 781 payments through Interactive Voice Response System totaling \$67,156.70.
- Grant money fiscal year-to-date total received, \$2.9 million dollars.

Grants/PIO

- Public Information
 - Storm Debris Updates (Daily)
 - Disaster Recovery Center Opens (October 8-11)
 - No Tours at The Casements (October 21 due to King of the Grill)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended State of the City Luncheon.
 - Completed weekly events calendar ad for Ormond Observer.
 - Completed Neighborhood Improvement Advisory Packet for the October 19 meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended CDBG Mandatory Training.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 7
 - Hazardous: 4
 - EMS: 76
 - Motor Vehicle Accidents: 5
 - Public Assists: 50
 - TOTAL CALLS: 145
 - Aid provided to other agencies: 19 Calls – Daytona Beach (8), Holly Hill (1), Volusia County (10)
 - Total staff hours provided to other agencies: 17
 - # of overlapping calls: 25
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 6
 - Total EMS patients treated: 60
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 133
- Training Hours
 - NFPA 1001: Firefighting 19
 - NFPA 1002: Driver 5
 - NFPA 1021: Officer 13
 - NFPA 1500: Safety/Equipment 14
 - NFPA 1620: Preplanning 2
 - EMT/Paramedic 16
 - TOTAL TRAINING HOURS: 69
 - Station Activities
 - Provided public education to the following schools for Fire Prevention Month:

Children in Attendance

Riverbend Academy	25
Children's Academy on the Halifax	40
Tomoka Elementary	90

- Significant Incidents
 - 10/6/17, 11:02 AM: 278 S. Ridgewood Ave. – Structure Fire – Upon arrival found a grease fire on stove – fire was contained to the kitchen – all occupants exited home safely with no injuries – four dogs and a cat were safely removed from the home.

Human Resources

- Staffing Update
 - Requisitions
 - Utility Mapping/Locate Technician
 - Utilities Engineer
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker II (Streets/Public Works) open 10-10-17 until 10-25-17. Advertised on City web site, governmentjobs.com, and internally
 - Office Assistant II (Records/Police) open 10-3-17 until 10-18-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Community Events Technician (Leisure Services) re-advertised 9-18-17 until 10-20-17. Advertised on City web site, governmentjobs.com, and internally.
 - Applications Under Review
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Interviews Scheduled
 - Office Assistant IV (Support Services)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Neighborhood Improvement Officer (Police)
 - Employee Events
 - Skin cancer screening for HSA contributions continues until December 31
 - Employee Appreciation Day will be held on October 18
 - A blood drive will be held at City Hall on October 23
 - A Nationwide representative will be here to meet with employees on November 2
 - Risk Management Projects
 - Meetings for American Cancer Society/Relay event
 - Investigation for claims
 - Attend HR webinar

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. Staff working on configuration parameters.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.

- TeleStaff Upgrade – Fire Department staff scheduling system upgrade. Staff continues to work with the vendor to verify the data conversion pass.
- Click2Gov Web Server migration – Working with vendor to develop project plan.

- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None

- Work Orders
 - New: 18
 - Completed: 56
 - In progress: 43

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 57,833
 - Inbound E-Mails Blocked: 36,832
 - Delivered Inbound E-Mails: 21,001
 - Quarantined Messages: 235
 - Percentage Good Email: 36.3%
 - Virus E-Mails Blocked: 2

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 23
 - Information Requests from External Organizations: 7
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,456
 - Meters GPS Located this week: 0: Total in system = 23,460; 22,717 potable, 732 Irrigation, 11 Effluent

Leisure Services

Administration

- Public Works Meeting
- City Managers Meeting
- Acting Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits

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

Environmental Discovery Center

- Social media updates

- City website updates
- City Calendar updates
- Community Garden updates
- Scheduled volunteers for weekend hours
- Saturday Series – Birds of Central Park class held Saturday from 10 am-11 am

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- Lady Renegades Girls Softball practice Tuesday and Thursday from 6 pm to around 8 pm at the Sports Complex, Softball Quads.
- Ormond Beach Girls Softball 12's, 14's & 16's are holding practice Monday-Thursday from 6 pm to around 8 pm at the Sports Complex, Kiwanis Fields and Wendelstedt #2 or #3, as well as Nova #3-#5
- Ormond Beach Soccer Club Competitive practiced Monday, Tuesday, Wednesday & Thursday at 6pm at the Sports Complex Soccer Fields.
- Ormond Beach PRIDE Football practices Monday-Thursday from 6 pm to around 8 pm at the Sports Complex MP Fields #11 & #12
- City Youth Flag Football continued practices this week, M – F, 5:45 & 7pm. These will run for 3 weeks, with games now starting October 9.
- OBYBSA Recreational Baseball & Softball continued practices this week at Nova & the Quad at the Sports Complex.
- SHS Fall Season practices on Monday nights & has games on Wednesday nights at the Sports Complex, Wendelstedt Fields.
- Youth Volleyball is starting Week 3 of their Fall Program. Currently, there are 50 signed up, our most for the fall ever!
- Adult Volleyball has started on Thursday nights from 6:45 to 8:15 pm at Nova Gym. Currently, 15 – 18 players have been coming out to play.
- Seabreeze High School JV Football had a home game Wednesday from 6 pm-10 pm at Championship Field #7 at the Sports Complex.
- Ormond Beach PRIDE Football has home games Saturday from 9 am-6 pm at Championship Field #7 at the Sports Complex.
- USSSA Baseball hosted a tournament on Saturday & Sunday from 8 am-8 pm at the Sports Complex and Nova Fields.
- OBSC held Soccer Games at the Sports Complex on Saturday & Sunday from 9 am-5 pm.

Athletic Field 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
- Cleaned all sports parks daily of debris/trash from the events during the week
- Painted 17 Soccer Fields/3 football fields/2 flag football fields/13 baseball & softball foul lines/Soccer Parking Lot/5 Soccer Fields at South Ormond
- Put up batters eye screens on Wendelstedt 2 & 3
- Set up for soccer games & football games this week
- Prepared for USSSA Baseball Tournament on the weekend
- Added goals & painted soccer 1 & 8
- Painted Flag Football fields
- Set up for flag football games by adding benches, toters, pylons, yard markers, etc.
- Handled temporary fences for LR Tourney
- Marked Quad, F7, T-Ball, Wendelstedt, & Nova for games
- Hauled off remaining limbs/branches in Sports Complex

Senior Center

- Granada Square Dance was held on Tuesday from 6:30 pm to 9:00 pm

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 pm
- United Healthcare rental was held on Saturday from 9:00 am to noon
- Ivey Fashion show rental was held on Saturday from 5:00 pm to 11:00 pm

Performing Arts Center

- Granada Square Dance was held on Saturday from 6:30pm to 9:00pm
- Ormond Church was held on Sunday from 8:30am to 12:30pm
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT held regular classes. Kopy Kats held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: CMT held regular classes. Follies held regular classes.
 - Thursday: CMT held regular classes. Kopy Kats held regular classes.
 - Friday: CMT held regular classes.
- The Performing Arts Center hosted the following events:
 - Citizens for Ormond Beach awards dinner, Wednesday 5:00 pm to 8:00 pm

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Basketball practice Tuesday/Thursday

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisted in the planning of 2017 Senior Games tasks
- Attended weekly one-on-one meeting, and staff meeting
- Preliminary planning activities for the following upcoming events:
 - Senior Games Kick Off Luncheon
 - Veterans Day
 - Holiday Concert
 - Santa on the Go, Letters to Santa
 - Home for the Holidays Parade
 - Breakfast with Santa
- Tasks and assignments for the "Employee Appreciation Day" food and infrastructure
- Research and preliminary planning for a 1 day craft fair in the fall of 2018

Gymnastics

- October/November session in progress
- Registration is still open for October/November session
- Trial classes are being offered to attract new students

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continued 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.
- Coed Volleyball continues its fall season and met at various days throughout the season.
- Adult Volleyball met on Thursday.
- Open Play on Saturday from 9:00 am-9:00 pm and on Sunday from 1:00 pm-5:30 pm

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.
- The Casements Guild Executive Board met on Monday at 9:30 a.m. in the Preservation Room.
- The Casements Guild Administration Board met on Monday from 10:00 a.m. to noon in the Preservation Room.
- The Casements Guild Crafters met on Monday from 11:30 a.m. to 3:30 p.m. in Room 203.
- Yoga class met on Tuesday morning at The Casements.
- Cherry Laurel Garden Club met on Wednesday from 9:00 a.m. to 1:00 p.m. at Bailey Riverbridge.
- Lohman's Healing Path Workshop met from 2:00 p.m. to 4:30 p.m. in Room 205.
- Zumba class met on Thursday at Bailey Riverbridge.
- On Friday morning, staff set up for a wedding ceremony and reception to be held at The Casements on Sunday.

Parks Maintenance

- City Wide Inspections of parks
- Inspections of pavilions for posted reservations
- Posted reservations at pavilions
- Central Park I: Picked up old work stations and storm debris
- Cassen Park: Cut up and removed dock pilings
- Nova Park Pavilion I: Completed final cleanup of debris
- Central Park II: Replaced BBQ grill
- Riverbend Park: Removed down trees to clear path
- Retrieved 2 park benches from dock that washed up on river's edge

Building Maintenance

- Daily preventative maintenance of City owned vehicles
- Weekly lighting inspection of airfield runways, taxiways and signage
- Weekly inspection of D.O.T. & facility lighting at various city locations
- Monthly PM of City owned electronic gates at various locations
- Replaced weather stripping of exterior door at Leisure Services Registration
- Replaced ceiling tiles at Performing Arts Center
- Repaired exit light at Senior Center
- Contacted and worked with various contractors on repair projects
- Checked the lighting and clock for the upcoming Commission meeting
- Secured wires to floor in front office at Public Works
- Installed door stop to entry door at Public Works
- Removed all storm debris from the roof at South Ormond Neighborhood Center
- Repaired and cleaned Bait Shop at Cassen Park
- Repaired the toilet at Ames house
- Repaired the bay door at Fire Station #93
- Repaired the exit door of the maintenance building at the Water Plant
- Routine check of airport lights
- Hurricane Irma storm recovery city wide
- Inspection of the water wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey hosted a meeting with the Florida Department of Law Enforcement.
- Staff hosted an after action review with patrol officers.
- Staff attended the Crimeview meeting held at the Police Department.
- Staff attended the Rotary Club meeting as guest speakers.

- Staff conducted a meeting regarding the upcoming golf tournament.
- Staff attended the State of the City at Oceanside Country Club.
- Staff participated in a check presentation with a citizen.
- Staff attended a meeting with Council on Aging.
- Staff attended a job fair with Saint Johns County Law Enforcement Academy.
- Staff hosted a meeting with the COBAN Company.
- Staff participated in the Reading with a Cop program.
- Staff hosted a meeting with Scott Gautaukis.
- Staff attended a meeting concerning the upcoming Gas Light parade.

Community Outreach

- Four members of the Youth Director's Council attended a meeting on Wednesday, October 4 to review items covered during the September 30 Regional Training in Cocoa, Florida. Members also discussed upcoming community service projects.
- *Tutors R Us* continues at the South Ormond Neighborhood Center. Last week, eighteen youths attended the one-on-one tutoring offered Monday through Thursday after school. The eight week program continues through the week of November 6, 2017.
- *Science on Patrol* at Ormond Beach Middle School begins October 10. The program will continue for 10 weeks on Tuesdays and Thursday afterschool from 3:45 p.m. until 5:45 p.m.
- *Science on Patrol* (SOP) at Ormond Beach Elementary School begins October 12. Currently, 15 students are registered for the program. The program will continue for 6 weeks on Thursday's afterschool from 2:05 p.m. until 4:30 p.m.
- Approximately 23 children and parents attended the second *Reading with a Cop* on Wednesday, October 4 at 3:30 p.m. Captain Roos was the guest reader. *Reading with a Cop* is a partnership program with the Ormond Beach PAL and the Ormond Beach Library. The program is offered the first Wednesday of each month afterschool during the academic year. Children of all ages are welcome to attend the reading session. The next Reading with a Cop is scheduled for Wednesday, November 1, 2017. The theme for November is thankfulness.
- *Golfing for Youth* the Annual OBPAL golf tournament fundraiser will be held November 4th at Riverbend Golf and Country Club. Participant applications and sponsorship requests are ongoing. The last date to register for participation in the tournament is Tuesday, October 27. This is the 20th year of the OBPAL Golf Tournament.

Community Services & Animal Control

- Animal Calls responded to: 34
- Animal Reports: 5
- Animals to Human Society: 7
- Animal Bites: 1

Criminal Investigations

- Cases Assigned: 30
- Cases Exceptionally Cleared: 15
- Inactive: 20
- Fraud: 6
- Burglary Residential: 1
- Burglary Business: 6
- Larceny Carbreak: 2
- Grand Theft: 7
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 1
- Assaults: 4
- Police Information: 1
- Suicidal Person: 1
- Simple Battery: 1
- Vandalism: 1

Records

- Walk - Ins / Window: 80
- Phone Calls: 92
- Arrest / NTA'S: 19
- Citations Issued: 58
- Citations Entered: 30
- Reports Generated: 121
- Reports Entered: 90
- Mail / Faxes / Request: 8

Patrol

- Total Calls: 1,026
- Total Traffic Stops: 108

Operations

Crime Opportunity Report Forms: 90

- 10/4/17
 - Battery Domestic Violence Arrest, 105 River Beach Drive. Subject contacted after striking her boyfriend in the arm and face.
 - Burglary Residential, 600 South Center Street. Several electronics and a generator were taken from the home.
- 10/5/17
 - Carbreak, 1202 Scottsdale Drive. An unlocked vehicle was entered and the registration was taken.
 - Theft, 1521 West Granada Boulevard (Wal-Mart.) Cell phone was taken off of the customer service counter.
 - Warrant Arrest, Lincoln Avenue/Ford Street. Subject was contacted and found to have an open writ of bodily attachment.
- 10/6/17
 - Stolen Vehicle, 419 Triton Road. Keys left inside the vehicle, victim thought the vehicle was locked.
 - Aggravated Assault Domestic Violence Arrest, 30 Chrysanthemum Drive (Southern Pines). Subject slapped the victim and tried to strike him with a pair of scissors.
 - Aggravated Assault, 274 West Granada Boulevard (Dollar Tree.) Subject displayed a pocket knife and threatened to harm another.
 - Battery, Domestic Violence, 342 North Beach Street. Subject was contacted after striking his uncle in the face.
- 10/7/17
 - Narcotics Arrests, 1546 West Granada Boulevard. Subject was contacted during a traffic stop and found to be in possession of narcotics.
 - Warrant Arrest, 460 South Atlantic Avenue. Subject was contacted and found to have an out of county warrant.
 - Disorderly Intoxication Arrest, 955 South Nova Road (Oasis Mobile Home Park.) Subject contacted on the property after threatening the property manager.
- 10/8/17
 - Driving Under the Influence Arrest, 742 North Halifax Drive. Subject contacted after being found unresponsive behind the wheel of the vehicle.
 - Burglary Business, 218 North Nova Road (Spirit of Halloween.) Back door of the business was pried open, nothing appears missing.
 - Burglary Business, 500 West Granada Boulevard #3 (Eduardo's Salon.) Back door of the business was pried open and an undetermined amount of change was taken.
 - Burglary Business, 500 West Granada Boulevard #2 (Biz Card Xpress.) Back door of the business was pried open and currency was taken.

- Disorderly Conduct Arrest, 1340 West Granada Boulevard (Lowe's.) Parties were involved in a road rage incident where one party would not calm down and obey officer commands.
- Assault Domestic Violence Arrest, 470 North Beach Street. Subject contacted after assaulting his mother and destroying items in the home.
- Loitering and Prowling Arrest, 500 West Granada Boulevard. Subject contacted while law enforcement was investigating two different business burglaries.
- 10/9/17
 - Burglary Business, 154 South Nova Road (Ira's Shoes). Back door pried open, cash register drawer was taken out and cash was taken.
 - Carbreak, 220 North Nova Road (Publix). State identification card and victim's food stamp card were taken from an unlocked vehicle at this location.
 - Carbreak, 591 South Atlantic Avenue (Tropical Sun Towers). No forced entry, laptop taken from the vehicle.
 - Aggravated Assault Arrest, 8 Waterfront Court. Subject arrested after punching and breaking the window of a vehicle.
 - Pass Counterfeit Bank Note Arrest, 218 North Nova Road. Subject used a taxi cab to get to the CVS and tried to pay the taxi cab driver with a fake one hundred dollar bill.
 - Battery Domestic Violence Arrest, 32 Byron Ellinor Drive #B. Subject slapped his pregnant girlfriend.
- 10/10/17
 - Carbreak, 875 Wilmette Avenue. Two unlocked vehicles were entered, nothing was taken.
 - Battery/Shoplifting Arrest, 690 South Nova Road. Subject contacted after taking items from the store and battering another patron.
 - Narcotics Arrest, New Britain/South Yonge Street. Subject contacted and found to be in possession of narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 31
 - Number of Uniform Traffic Citations Issued: 34
 - Number of Written Warnings Issued: 9
- 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: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 0 Cases initiated
- 10 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and seventy-seven (77) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Police Department Sally Port – The work is complete.
 - South Peninsula Reclaimed Expansion – The Contractor has completed installation of all pipes on South Halifax Drive, and is finalizing the pressure testing, and connection of these pipes. Work is continuing at the south end of the job, as the Contractor works his way north.
 - CDBG 2017 Trail & Sidewalk – The Contractor is working in Central Park grading, forming, and pouring the concrete trail. The project is 70% complete.

- Ph III 2-Inch Water Main Replacement – Peninsula – The Contractor has mobilized, installation of pipe work began at the north end of the project this week.
- Ph III 2-Inch Water Main Replacement – Mainland – Work has begun on East River Oak Drive as well as on Wildwood Trail.
- CDBG - Huguenot Park – The Contractor is working to pour the new sidewalks and ADA parking stall.
- Sandpiper Lane Drainage Improvements – A pre-construction meeting was held on October 11. The Contractor will be providing a schedule as well as requesting a Notice to Proceed date.
- Ormond Sports Complex Field 4-10 Lighting – Contractor is working up a schedule and material submittal package.
- CDBG (canoe kayak launches) – Staff conducted the CDBG mandatory pre-construction meeting with the Contractor.

- Design Projects:
 - Ormond Crossings Utility Extensions – CC approved a request for a Work Authorization for design services associated with extending utilities to serve the first development project of Ormond Crossings. Consultant has submitted permits to FEC RR and Volusia County, and City SPRC.
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends north US1 to the City Limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossing this will provide a redundant loop for US1 along the length and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. The second Phase will be to extend a new 12-inch water main from Airport Road South along US1 to “Double Barrel” the existing single 12-inch Water Main.
 - West Ormond Community Center – Staff had a meeting to review the first draft report with the Consultant. A revised draft has been submitted which will be reviewed by staff.
 - WTP Sludge Residuals Facility Improvements – Received the pilot test report for dewatering the lime sludge through the Andritz Screw press and results were not as favorable as those of the centrifuge. As such, staff is recommending going with the same centrifuge that is going in at the WWTP.
 - Cassen Park Public Dock – Staff received notice of FIND’s grant awards for this year. The City had requested \$422,439 from FIND and was awarded \$200,000. This leaves \$644,878 of the construction cost estimate of \$844,878 needing to be funded. Finance has identified approximately \$400,000 as being available in the TIF reserves. An option may be to delete the breakwater from the project which would reduce the project cost by around \$200,000 and thus result in the project being constructed through the use of the TIF reserves. Staff will look into this and other options and make a recommendation for CC approval. Another option is to consider a redevelopment of Cassen Park due to the damage caused by Hurricane Irma and resubmit for grants based on the new design concept.
 - WWTP Sludge Dewatering Improvements – Staff received a preliminary design report that compared centrifuge technology to screw press technology for dewatering sludge at the WWTP. Based on the report it was decided that centrifuges provided more flow and were best suited for operation at the WWTP. The consultant is proceeding with final design.
 - Effluent Outfall Replacement – One bid was received for the project. Staff will be placing this on the October 17th CC agenda for award of the bid.
 - Forest Hills Connector Trail – Staff has responded to FDOT comments on plans and bid specifications.
 - Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.

- Fleming Ave Stormdrain Improvements – FEMA is reviewing the HMGP grant application.
- Wilmette Avenue Pumping – Staff has submitted a FEMA HMGP grant for this project as Tier 1 funding is available following the disaster declaration for Hurricane Matthew. The Volusia County Local Mitigation Strategy has included this project on their priority list for FEMA funding.
- Laurel Creek Stream Gauges – Staff has requested information from OptiRTC to install additional stream gauges that link to the Opti dashboard.
- Cassen Park Improvements (Paving and Restroom Replacement) – All site survey work has been completed. The project Engineer and Architect are working on preliminary designs for staff approval.
- Rockefeller Gardens Stage Shade Cover - Conceptual design is being finalized for City Commission review.
- OBSC Improvements – Field 3 Lighting – Staff is working with the Consultant on final plans for bidding, grant submission, and FAA review of pole height and location.
- OBSC Improvements – Championship Field 7 – Staff is working with the Consultant on final plans for bidding and grant submission.
- North US1 Landscaping Ph II – Staff is reviewing the bids that were opened on 9/20.
- Water Plant Upgrades – The Consultant has nearly completed the preliminary design memo recommending proposed equipment.
- Secondary Raw Water Main – The survey preparation is on-going. Staff will be meeting with Legal to discuss the right-of-way and easements.
- Wastewater Plant Influent Pump Station – Staff has requested that the Consulting Engineers coordinate with FPL on resolving the electrical issues at the WWTP.
- Tomoka Elementary Connector Sidewalk – Staff has submitted the RFQ for design to FDOT for review prior to advertising.
- Williamson Blvd Pedestrian Improvements. – Staff has submitted the RFQ for design to FDOT for review prior to advertising.
- Storm and Sewer Lining – Staff is preparing the contract documents for bidding a combined storm drain lining and gravity sewer lining project.
- Departmental Activities
 - Reviewed weekly SWMP and Fence Permits through the ProjectDOX system.
 - On-site meeting at 588 John Anderson Drive with Builder to review SWMP site grading.
 - Completed elevation shots at Sanchez Park, Putnam Avenue, and River View Drive to determine high water elevations during Hurricane Irma.
 - Continued updating the sketch and legal description for 2146 John Anderson Drive annexation per Planning Department request.
 - Updated the Forest Hills connector project construction drawing plans.
 - Created Hurricane Irma debris removal graphic exhibit drawing.
 - Modified Sodium Bisulfite Storage Tank Replacement plans per Utilities Division comments.
 - Created a new Walkway/Trail Lighting Detail to be included in the City's Standard Construction Detail set.
 - Researched and provided PDF copy of HVAC plan for SONC per request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Removed forms and cleaned up job on S US1
- Cut, removed and formed 10'x15' sidewalk section on S Ridgewood and Division Ave
- Stump grind excess roots S Ridgewood/Division; grind trip hazards citywide
- Paved sidewalk at S Ridgewood and Division Ave; and pour
- Asphalt prep for Friday at PW

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. 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
- Tree removals on Pine Valley Cir; removed dead Pine on Shelly Way; removed Sycamore on Warwick Ave & Greenfern Cir
- Trimming in the Casements

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Blew debris off walks at City Hall Complex
- 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 and Wilmette and on the Granada Bridge
- Weed control on streetscape and FDOT areas
- Picked up tree debris at Fire Station 93 & Wilmette side
- Picked up couch and loveseat on side of road on Neptune Ave
- Installed fence for Prince of Peace Oktoberfest

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
- Ordered Sign Shop materials
- Straightened and replaced damaged signs Citywide
- Airport Hangar placed event signs for Super Petrel USA

Stormwater Maintenance

- Pond maintenance city wide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Spray weeds citywide
- Complaints citywide
- Moved debris on Laws Ln
- Gutter maintenance on N Halifax Dr
- Ditch maintenance on Northbrook Dr & Division Ave

Vactor

- Maintenance at Fleet
- Alden Dr
- Eileen Butts St

Mowing

- Reachout on Arroyo Pkwy
- Bush hog Nova ponds, FDOT
- Pond mowing – Nova Rd & Lakebridge

Street Sweeping/Streetsweeper

(sweeper down)

Fleet

- Mileage traveled by all departments for the week: 22,175
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 4
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 2
- Quick Fleet Facts:
 - Fuel on hand: 7,077 gallons unleaded 4,510 gallons diesel
 - Fuel used in one week: 1,970 gallons of unleaded and 680 gallons of diesel.
 - Fleet completed 35 work orders this week.

Utilities

- Projects Summary
 - Clyde Morris Boulevard Manhole 10999 Rehabilitation – Work is scheduled to begin this week.
 - Lift Station 10M & 12M Rehabilitation: Preconstruction meeting minutes were reviewed and distributed.
 - Pretreatment Effluent Pump (PEP) Purchase – Waiting for a third manufacturer to provide pump information for specifications.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – A review meeting was held on October 11, 2017.
 - Shadow Crossings Force Main Improvements – A site visit to discuss warranty work will be scheduled in the next couple of weeks.
 - Sodium Bisulfite Tank Replacement – Award recommendation memo is in the review process for the November 7th City Commission meeting.
 - Water Plant Aerator Housing Rehabilitation (CIP) – Completed information for the bonding company and obtained a Consent of Surety to Final Payment.
 - Utilities SCADA Upgrades – The final draft of the Request for Proposals (RFP) for software selection and purchase was prepared. Documents are scheduled for City Commission review on October 17.
 - 2627 John Anderson Drive – Submitted permit application to Volusia County for approval.
 - Coordinate preparation of information report associated with N. Peninsula Septic to Sewer subject.
 - Utilities and Engineering Divisions reviewing model results from consultant for N. US Hwy 1 water distribution system improvement project.
 - SPRC Projects (Utilities Review)
 - Celedine – Reviewed plan resubmittal, the easement description needs revisions.
 - Edgewell Fire System – Provided field located information to GIS for revising Vantage maps.
 - 100 N Halifax: Reviewed revised plans. Utility department comments were addressed.
 - Kingston Shores – Clearance for the water mains was received from Volusia County Health Department.
 - Launch FCU – 240 Williamson Boulevard: Reviewed revised plans and provided comments.
 - Prime Global Group – 3 Aviator Way: Reviewed revised plans. Utility Division comments were addressed.
 - Hull's Deck Addition – 111 W Granada: Reviewed revision to plans to install larger water services.
 - Security First – A meeting was held to discuss water pressure model results.
 - Starbucks – 125 E Granada: Received concept plans to discuss at SPRC meeting.
 - WaWa – 600 W Granada Boulevard: Reviewed revised plans. Utility Division comments were addressed.
 - 801 W Granada – Reviewed fire system plans and provided comments.

- 1003 and 1385 North US 1 Special Exception – Reviewed special exception request. Utilities are not affected.

Water Treatment

- Delivered 35.30 million gallons for the week ending October 6, 2017 (5.04 MGD).
- Backwashed 10 filters for a total of 397,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 30, 2017 @ 6.265 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 81 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 43.39 Million Gallons.
- Influent flows average for week @ 6.20 MGD, plant designed for 8 MGD.
- Produced 18.38 Million Gallons of Reuse.
- Produced 25.01 Million Gallons of Surface Water Discharge.
- Annual Average (Sept 01, 2016 – Aug 31, 2017) for Surface Water Discharge 1.10 MGD.
- Hauled 72.88 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 17 water service leaks.
- Replaced or repaired 8 water meter boxes.
- Replaced 3 water services or meter assemblies due to low flow or leaks.
- Responded to 20 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed pressure testing on 7 city owned backflow devices. 1 device needed to be repaired.
- Performed accuracy testing on a 4" commercial water meter, meter tested inaccurate and rebuilt. Schedule multiple commercial meters for testing
- Located 1 residential water services for customer/plumber use.
- Performed Maintenance activities on 5 fire hydrants in Hunters Ridge.
- Installed 25 leak detection loggers on valves in The Trails subdivision for leak detection activities.
- Performed flushing activities west of US1 in remote dead-end areas to check CL2 residual.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 132 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 2 reuse trouble call.
- 2 more broken PEP tanks have been discovered bringing the total to 19
- Further investigation of possible broken LPFM at 10 Winding Creek. Leak discovered locates called. Repair scheduled for Thursday.
- Replaced broken tank at 3 Circle Creek Way and 26 Saddlers Run.
- Repaired broken lateral causing road collapse at 1302 Oak Forest Dr.
- Prepping for Clyde Morris manhole rehabilitation.
- Rewired 4 PEP systems
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters 7/7 psi, Ocean Mist Hotel 3/2 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 18/18 psi, Westland Run 23/23 psi & Shadow Crossing Blvd. (4 inch) 10/10 psi.

Wastewater Plant – Lift Stations

- Assisted Operations with set up of 4" Thompson Diesel pump for tank cleaning, ok.
- 5P, SW, SO, power supply bad, replaced with shelf inventory, ok.
- Effluent VFD #2, verified correct settings, primed pump, tested pump operation and returned to service, ok.

- Dewatering Station after hour callout – leak at check valve #1, broken plumbing at gauge, removed pump from service, repair completed and returned to service, ok.
- Spanish Waters, force main pressures
 - Static = 8psi
 - 1 pump running = 20psi
 - 2 pumps running = 28psi
- All lift stations, tested all generator connections and documented condition, repaired as needed, ok.
- Shop, Influent Odor Control, further reassembly and modification of unit using new parts.
- Effluent transfer pumps not working, found damaged wiring at float system junction box, replace damaged junction box and repaired wiring, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: none to report
- SCADA monitor/response: Ormond Mall, no starts #2, switched pump circuits to test pump, ok; 7P, no starts #2, problem at vacuum system, left in lead pump #1 position, will return when all parts are available, will update when complete; 4M, high level, found #2 VFD showing fault, switched circuits for testing, will monitor.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Lift Station PM's: 5 monthly performed and 0 annual.
- 39 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Operational inspection of booster stations, interconnects, Division wells
- Splitter box, backfilled and cleaned area where previous repairs were made.
- Reuse high service, all pumps locked out, low level signal from CROM tank 1 pressure transducer, verified water level from mechanical gauge, disconnected failed tank 1 pressure transducer from PLC, used signal generator to provide PLC with signal to allow pumps to unlock, replaced nonfunctioning pressure transducer during follow-up..
- Reuse high service, #2 pumps not cycling properly in PLC. Debugged control wave program, corrected identified problems, ok.
- Clari-cone#2, install in-line 2" ball valve at injection port.
- Lime slurry pump #2, replaced worn pump tube.
- Lime Thickener, removed storage shed damaged by Irma.
- LPRO scrubber, assisted Operations with unit change over.
- Wells 35R thru 41R assisted Operations with flow rate adjustment.
- Monthly PM's: polymer, anti-scalent, fluoride chemical feed pumps; clari-cone injection ports.
- SCADA Tech activities: received 3 new RTU's from Emerson, bench tested and installed, ok; Made new serial cable for RTU communication.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Monitoring Sewer Collection System – Staff is sampling efforts again to monitor specific sections of the collection system. Recent data as continued to reveal high levels of contaminants in the collection system. Staff is narrowing the search to specific contributors.
- FDEP Local Limits Evaluation – Staff submitted the information requested to the FDEP in the Request for Additional Information (RAI) including analytical reports from the contract laboratory and a reevaluation of the limits through the FDEP Local Limits Development System (LLIDS) software. The Local Limits are an important factor in protecting the WWTF from potentially harmful contaminants.
- Industrial Pretreatment Permit – Staff is issuing new IPP permits to existing industrial permittees who have no changes to their processes. The permits allow the Utility to monitor the sewer discharge and require the facility to monitor and report to the City. The program is a requirement of the FDEP to assist in protecting the WWTF and ultimately the environment from known contaminants.

- Special Waste Disposal Application – Staff submitted and received approval from Volusia County Solid Waste to dispose of a sewer collection waste dumpster. Staff is scheduling the delivery of the waste now.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Lead and Copper Triennial Report – Staff submitted a draft letter to the Volusia County Health Department for review. Once approved, the letter will be mailed to each of the residents who collected samples from their homes for this study informing them of their individual results. The report affirms the systems corrosion control efforts. All of the results are below the EPA action level.

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, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended the State of the City luncheon
- City Clerk attended weekly meeting with Acting Assistant City Manager
- Assistant City Clerk and City Clerk conducted phone interviews for Office Assistant VI position
- Agenda packet preparation, creation, and distribution for October 17, 2017, City Commission meeting
- Agenda packet preparation, creation, and distribution for October 17, 2017, City Commission Healthcare Update and Commission Brainstorming Workshop
- Agenda packet preparation and creation for October 19, 2017 Neighborhood Improvement Advisory Board meeting