

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 29, 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:

- Staff Meeting
- General discussion meetings with City Attorney, Economic Development Director, Public Works Director, and HR Director
- Agenda packet review
- State of the City video review with staff and videographer

Spoke to, attended and/or met with:

- United Way Board Meeting
- City Managers meeting
- Field Day with Finance/Meter Reading work orders
- General discussion meeting with the Mayor

Community Development

Planning

- The Planning Director attended the Transportation Planning Organization's Board meeting.
- Staff attended the Tomoka Estates Apartments neighborhood meeting held at the Hampton Inn.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued
- 313 inspections
- 102 permits valued at \$2,404,544.00

Development Services

- SPRC met with representatives for 620 South Atlantic Avenue.
- 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	98%	
McDonald's, 1530 North US 1	98%	Construction completed. Waiting on As-built drawings.

McDonald's, 105 Interchange Boulevard	98%	Construction completed. Waiting on As-built drawings.
Pet Street Vet, 240 South Nova Road	20%	
Specialty Surgery Center	99%	
Valiant Diners, Phase 2	40%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	60%	

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.
 - 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 is preparing 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.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff continues working with the videographer to complete this year's video for the upcoming State of the City Address scheduled for October 10.
 - 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 is working with Super Petrel at the Airport and the Chamber of Commerce is planning for an open house event scheduled for October 10 from 5:00-6:00 p.m.

Airport Operation and Development

- Staff participated in a presentation about airport management and air traffic control issues as part of a FAASTeam Safety Meeting at the Daytona Beach International Airport. FAAST is an acronym for "FAA Safety Team." The FAASTeam mission statement is to "Improve the Nation's aviation accident rate by conveying safety principles and practices through training, outreach, and education; while establishing partnerships and encouraging the continual growth of a positive safety culture within the aviation community." Ormond Beach airport staff was joined by representatives from the FAA, Volusia County, Flagler County, the cities of New Smyrna Beach and DeLand, and the Spruce Creek Fly-In community. Approximately 100 local pilots attended the meeting, which was held from 7:00 p.m. until 9:00 p.m. on Tuesday, September 26th.
- Staff has been notified by the FDOT that the City's request to extend the expiration date of the Joint Participation Agreement (JPA) providing primary funding for the Runway 8/26 Rehabilitation

and Extension Environmental Assessment has been approved. The original expiration date of October 1, 2017 has been extended until February 1, 2018.

- Staff presented a discussion item before a meeting of the Florida Airports Council Legal Committee this week. The discussion involved architectural, engineering, and planning consultant services for airport grant projects. One of the main goals of the discussion was to explore the development of guidelines for airport sponsors to follow when advertising for and selecting firms to provide such services, in a manner that complies with applicable federal and state regulations.
- Staff met with personnel from Hoyle, Tanner and Associates this week to conduct a site visit at the City's heliport facility. The purpose of the visit was to conduct studies and review progress on the project to design certain improvements for the heliport.
- Volusia County Mosquito Control conducted low altitude applications of insecticide within the city limits this week. The airport served as a refueling and reloading point for some of the aircraft involved in this operation.
- Gate 13 at the airport remains non-operational. The City's Building Maintenance staff is working with the gate vendor to replace the defective component. Hangar Way has been barricaded to prevent motorists from attempting to use the gate.

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 79 Journal Entry Batches.
 - Approved 20 Purchase Requisitions totaling \$115,679.67.
 - Issued 30 Purchase Orders totaling \$143,819.35.
 - Prepared 98 Accounts Payable checks totaling \$579,612.35 and 34 Accounts Payable EFT payments totaling \$632,801.52.
 - Prepared 13 Payroll checks totaling \$26,047.06 and 343 Direct Deposits totaling \$645,721.00.
 - Transferred IRS 941 payment of \$285,488.71.
 - Issued 367 past due notices on utility accounts.
 - Auto-called 236 utility customers regarding receipt of a past due notice.
 - Processed 390 payments through Interactive Voice Response System totaling \$36,973.08.
 - Grant money fiscal year-to-date total received, \$2.75 million dollars.

Grants/PIO

- Public Information
 - Press Releases
 - Storm Debris Updates (Daily)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - State of the City Video meetings.
 - State of the City event meeting with Chamber staff.
 - Completed weekly events calendar ad for Ormond Observer.

- Work with the printing vendor for the State of the City 2017 publication.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Volusia County ECHO Grant Mandatory Training.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 8
 - Hazardous: 6
 - EMS: 103
 - Motor Vehicle Accidents: 10
 - Public Assists: 29
 - TOTAL CALLS: 159
- Aid provided to other agencies: 13 Calls – Daytona Beach (1), Holly Hill (1), Volusia County (11)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 43
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 51
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 195
- Training Hours
 - NFPA 1001: Firefighting 4
 - NFPA 1021: Officer 12
 - NFPA 1500: Safety/Equipment 12
 - EMT/Paramedic 6
 - TOTAL TRAINING HOURS: 34

Human Resources

- Staffing Update
 - Requisitions
 - Records Clerk (Police)
 - Maintenance Worker IV (Streets/Public Works)
 - Water Distribution Operator (Water Distribution/Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City website, governmentjobs.com, and internally.
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works) open 9-20-17 until 10-5-17. Advertised on City web site, governmentjobs.com, and internally.
 - Office Assistant IV (Support Services) open 9-21-17 until 10-6-17. Advertised on City website, governmentjobs.com, and internally.
 - Part Time Community Events Technician (Leisure Services) re-advertised 9-18-17 until 10-20-17. Advertised on City website, governmentjobs.com, and internally.
 - Interviews Scheduled
 - Police Officer (Police)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Neighborhood Improvement Officer (Police)

- Separations
 - Office Assistant IV (Support Services)
- 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
- Risk Management Projects
 - Toured addiction recovery centers
 - Hosted leadership meeting for American Cancer Society
 - Mayor's Health and Fitness Challenge 2018 event planning
 - Worked on subrogation claims
 - Worked on hurricane damage to city property

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. IT Security and Clerks office Staff training with remote trainer.
 - IT Strategic Plan – Draft documentation review.
 - TeleStaff Upgrade – Fire Department staff scheduling system upgrade. Staff continues to work with the vendor to with verification of the data conversion pass.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 17
 - Completed: 43
 - In progress: 41
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 38,981
 - Inbound E-Mails Blocked: 18,099
 - Delivered Inbound E-Mails: 20,882
 - Quarantined Messages: 199
 - Percentage Good Email: 53.6%
 - Virus E-Mails Blocked: 6
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 8
 - Corrections: 0
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 6
 - CIP Related Projects (pavement management, project tracking map): 0

- Reclaim Connections Located this week: 36: Total in system = 1,431
- Meters GPS Located this week: 0: Total in system = 23,460; 22,717 potable, 732 Irrigation, 11 Effluent
- Notable Events: Started IRMA Debris Clean-up Maps

Leisure Services

Administration

- Public Works Meeting
- City Manager Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- NRPA Conference

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

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 6 pm at the Sports Complex Soccer Fields.
- Seabreeze High School JV Football hosted their Hurricane makeup game on Monday from 6 pm-10 pm at the Sports Complex – Championship Field #7.
- 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 & 7 pm. These will run for 3 weeks, with games now starting Oct. 9th
- Ormond Beach PRIDE Football hosted their Hurricane makeup game on Wednesday from 6 pm-10 pm at the Sports Complex – Championship Field #7.
- Halifax Academy Football hosted their 2nd home game on Friday from 6 pm-10 pm at the Sports Complex – Championship Field #7.
- 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
- USSSA Baseball hosted a tournament at the Sports Complex & Nova Fields on Saturday & Sunday
- Pop Warner Football has Home Games at Championship Field #7 at the Sports Complex
- Lady Renegades hosted a tournament at the SC on Saturday & Sunday at the Softball Quad
- OBSC held Soccer Games on SAT & SUN at the SC on Saturday & Sunday

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
- Daily clean-up of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued cleaning up after hurricane
- Put out 34 soccer goals, 40 toters, 34 benches, 68 corner flags, and 50 sand bags for soccer
- Painted 17 soccer fields, 3 football fields, 2 flag football fields, 13 baseball & softball foul lines, soccer parking lot, and 5 soccer fields at South Ormond
- Put up windscreens at Nova Tennis, Shuffleboard, & Wendelstedt Fields 1 & 2
- Put up polycap at Wendelstedt 1 & 2
- Put up batters eye screens on Wendelstedt 1, 2, & 3
- Blew/shoveled out 36 dugouts at Sports Complex & Nova
- Put up 8 batting cages
- Put up 5 American flags
- Put out 100's of toters & deodorized them
- Repaired/added clay to mounds at Wendelstedt Fields

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 5:00pm
- Granada Square Dance was held on Tuesday from 6:30pm to 9:00pm

Performing Arts Center

- Ormond Church was held on Sunday from 8:30 am to 12:30 pm
- 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.

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11pm 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 HOHO parade board meeting
- Attended weekly one-on-one meeting, and staff meeting
- Preliminary planning activities for the following upcoming events:

- Veterans Day
- Holiday Concert
- Santa on the Go, Letters to Santa
- Home for the Holidays Parade
- Breakfast with Santa
- Tasks and assignments for the "State of the City Luncheon"
- Tasks and assignments for the "Employee Appreciation Day" food and infrastructure
- Research and preliminary planning for a one day craft fair in the fall of 2018

Gymnastics

- September session in progress
- Registration is still open for September 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 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.
- 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

- From 8:00 a.m. to noon on Saturday, a wedding party decorated The Casements' first floor for their event on Sunday.
- A wedding rehearsal was held on the North Lawn on Saturday from 12:00 p.m. to 1:30 p.m.
- A wedding ceremony and reception were held on the North Lawn and inside The Casements on Sunday from 8:00 a.m. to 2:00 p.m.
- Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to noon.
- 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 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.
- A wedding was held at Ormond Memorial Gardens on Tuesday from 12:00 p.m. to 1:00 p.m.
- The Casements Guild held their first general body meeting of the new fiscal year in the gallery on Wednesday from 9:00 a.m. to noon.
- Lohman's Healing Path workshop met on Wednesday in Room 205 from 2:00 p.m. to 4:30 p.m.
- An All Natural Cooking Class was scheduled for Wednesday in the kitchen from 4:30 p.m. to 6:30 p.m.
- Zumba class met on Thursday at Bailey Riverbridge.
- The Casements Camera Club met in the gallery on Thursday from 7:00 p.m. to 9:00 p.m.
- From 9:00 a.m. to 1:00 p.m. on Friday, staff set up for a wedding on Sunday.
- Two wedding rehearsals were held on the North Lawn on Friday, one from 5:00 p.m. to 6:00 p.m. and the other from 6:30 p.m. to 7:30 p.m.

Parks Maintenance

- City wide inspections of parks
- Continued inspections of pavilions and all parks for hurricane damage
- Hurricane Repairs/Recovery Efforts:

- Ames Park: All sidewalks power washed
- Central Park I: Removed all workout stations that were damaged for new products
- Cassen Park: Cleaned up all wood debris, re-set picnic tables, cleaned up debris, fixed washouts, blocked off boat ramps and signs installed saying "Closed until further notice"
- Fortunato: Cleaned up dirt from sidewalks and put washed away mulch in playground area
- Magic Forest Park: Cleaned up park
- Tennis Court: Blower detailed
- Skate Park: Blower detailed
- Parks: Fortunato, Bailey Riverbridge Gardens, Ames & Riviera: Boarded up entries to pier and installed "Closed Until Further Notice" signs

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 all locations
- Worked with fire alarm company on alarm at Nova Community Center & Senior Center
- Repaired the plumbing issue at Police Department in men's restroom
- Worked with janitorial contractor to clean saturated carpets in LS Admin area from Hurricane
- Replaced batteries in fire alarm panel at PAC
- Contacted and worked with roofing contractor and painting/drywall contractor to assess damage and fix minor issues for the following facilities:
 - PAC- LS Admin entry
 - PAC- Main Lobby women's restroom
 - PAC- Director's and Office Manager office ceiling and around windows
 - PAC – Blue Room
 - Senior Center – Dining room Building D and men's rest room
 - Senior Center – Building A & B missing roof shingles
 - Senior Center – Building D in closet by entry doors and men's room
 - Police Department – above desk in CIU
 - Police Department - Office Managers office to include around window area
- Routine check of airport lights
- Hurricane Irma storm recovery citywide
- 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.
- Staff attended a meeting with Human Resources.
- Staff hosted a Supervisor's meeting that was held at the Police Department.
- Staff attended the Crime View meeting that was hosted at the Police Department.
- Staff conducted interviews for potential police candidates.

Community Outreach

- Thirteen members of the Youth Director's Council are registered to attend the State of Florida Association of Police Athletic/Activities Leagues Regional Youth Directors training on Saturday, September 30 in Cocoa Beach, Florida. Participating youths will be learning skills in the areas of team leadership and public speaking.
- *Tutors R Us* began Monday, September 18, 2017. Last week 14 youths attended the one-on-one tutoring offered Monday through Thursday after school at the South Ormond Neighborhood Center. The eight week program continues through the week of November 6, 2017.

- *Science on Patrol* at Ormond Beach Elementary and Ormond Beach Middle schools are tentatively scheduled to resume the week of October 9, 2017.
- OBPAL is partnering with the Ormond Beach Library for *Reading with a Cop*. The program is offered the first Wednesday of each month after school during the academic year. Thirty children and parents attended the first *Reading with a Cop* on September 6. The next session is scheduled for Wednesday, October 4.
- *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 27th. This is the 20th year of the OBPAL Golf Tournament.

Community Services & Animal Control

- Animal Calls responded to: 53
- Animal Reports: 8
- Animals to Human Society: 8
- Trap Neuter Release: 3

Criminal Investigations

- Cases Assigned: 27
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 4
- Inactive: 3
- Fraud: 8
- Burglary Residential: 3
- Burglary Business: 3
- Larceny Carbreak: 4
- Grand Theft: 3
- Death Undetermined: 2
- Assaults: 1
- Police Information: 3

Records

- Walk - Ins / Window: 93
- Phone Calls: 98
- Arrest / NTA'S: 22
- Citations Issued: 123
- Citations Entered: 43
- Reports Generated: 122
- Reports Entered: 80
- Mail / Faxes / Request: 20

Patrol

- Total Calls: 1,314
- Total Traffic Stops: 163

Operations

Crime Opportunity Report Forms: 62

- 09/20/17
 - Burglary Business, 205 South Atlantic Avenue (Best Western.) A television was taken from an unlocked room.
 - Battery Arrest, 63 Tomoka Meadows Boulevard. A subject hit his girlfriend in the head.
 - Shoplifting Arrests, 1521 West Granada Boulevard. Two subjects attempted to leave the store with items without paying for them.
 - Theft, 1521 West Granada Boulevard (Wal-Mart). A subject rang up two items at a self-checkout and then did a fraudulent return, receiving \$73.26 before leaving the store.

- Trespass Arrest, 205 East Granada Boulevard (Walgreens). Subject was arrested for Trespass after Warning.
- 09/21/17
 - Carbreak, 1446 West Granada Boulevard (Store it Self Storage). Unlocked rented U-Haul truck rear door was entered and 36 antique dolls were taken.
 - Carbreak, 1050 North Beach Street. Unlocked vehicle entered, a wallet and trail mix reported as being stolen.
 - Grand Theft Arrest, 170 North Old Kings Road (Avante). Two subjects took 2 large work ladders that were on the ground next to a work truck.
 - Warrant Arrest, 435 South Yonge Street (Pennysaver). Contact was made with a subject who was found to have an open Volusia County Warrant.
 - Aggravated Battery Arrest, 26 Soco Trail. Subject battered two different family members.
 - Shoplifting Arrest, 460 South Atlantic Avenue (Sunoco). Subject picked up two 18 packs of Bud Light and fled the store.
- 09/22/17
 - Burglary Business, 1227 North United States Highway One (Pike Electric.) Unknown person entered the enclosed yard and stole copper wire.
 - Burglary Residence, 2 Old Trail. Subject entered and took a Stihl blower and weed eater from an open garage.
 - Theft, 733 Fleming Ave. Gold necklace taken by a known person.
 - City Ordinance Violation Arrest, 100-Block North Thompson Creek Road. Subject contacted and found to be in violation.
 - Burglary Residence, 61 Abacus Avenue. Forced entry made through kitchen window, cash and jewelry were taken.
 - Burglary with Battery Residence, 8 Ramsey Terrace. Officers responded to Florida Hospital Memorial to meet with the victim who was being treated for injuries resulting from a battery that occurred at his residence.
 - Driving Under the Influence Arrest, 1500 Block North Beach Street (Tomoka State Park). Officers responded to a vehicle crash in the area of the Tomoka State Park. The vehicle caught on fire and the fire spread to nearby bushes.
 - Narcotics Arrest, 700 Block West Granada Boulevard. Officers observed a suspicious vehicle and contacted the driver and narcotics were located.
- 09/23/17
 - Grand Theft Arrest, 550 South Atlantic Avenue. Subject was contacted in reference to a recent theft where she was found in possession of the stolen items.
 - Driving Under the Influence Arrest, 700 Block South Nova Road (Tomoka Plaza). Driver contacted with the vehicle on some coquina rocks after deputies heard a crash.
- 09/24/17
 - Burglary Business, 281 Hand Avenue (Tree Life.) Forced entry to the compound, items removed from the yard and from a vehicle parked inside the compound.
 - Shoplifting Arrest, 1521 West Granada Boulevard (WalMart), Subject was contacted after taking items from the store.
 - Shoplifting Arrest, 1521 West Granada Boulevard (WalMart), Subject was contacted after taking items from the store.
- 09/25/17
 - Carbreak, 75 Dix Avenue. Several credit cards were taken from the vehicle.
 - Trespassing Arrest, 205 E Granada Boulevard (Walgreens.) Subject contacted after having been trespassed from the business.
 - Narcotics Arrest, Hand Avenue/Oak Brook Drive. Subject contacted during a traffic stop where narcotics were located.
 - Curfew Check Arrest, 303 Selden Avenue.
 - Trespass Arrest, 205 East Granada Boulevard (Walgreens). Subject contacted after having been trespassed from the business.
- 09/26/17
 - Carbreak, 40 Kenilworth Avenue. Enclosed trailer entered and a leaf blower was taken.

- Alcohol Violation Arrest, 274 West Granada Boulevard. Subject contacted and arrested for an alcohol violation.
- Aggravated Battery/Criminal Mischief Arrest, 17 Byron Ellinor Drive. Subject was involved in an altercation with the residents and hit them with a cooler.
- Stolen Vehicle Recovery/Narcotics Arrest, Calle Grande Street / Ridgewood Avenue. Subject was contacted during a traffic stop where narcotics were located.
- Driving Under the Influence, Kingsbridge Crossing Drive/North Old Kings Road. Vehicle contacted for a traffic stop where the driver was found to be impaired.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 78
 - Number of Uniform Traffic Citations Issued: 88
 - Number of Written Warnings Issued: 14
- Traffic Crash Reports
 - Number of Crashes without Injuries: 19
 - Number of Crashes with Injuries: 4

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 0 Cases 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 one (1) walk-in and seventy-three (73) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Police Department Sally Port – The work is complete except for final painting.
 - Sanitary Sewer Inspection – Work is complete, the contractor is finalizing reports over next several weeks.
 - 2017 Roadway Resurfacing – The project is complete and was \$17,125 under contract amount after adjustment of final quantities.
 - South Peninsula Reclaimed Expansion – The Contractor is working on South Halifax Drive; finalizing the installation of 16" reclaimed at the north end of the project, and installing 8"/12" south of Magnolia/Valencia. The Contractor is reviewing plan modifications to provide a quote for the replacement of watermain on Valencia Drive. In addition, due to competitive bid prices received for this project, additional grant money is available should we wish to expand the reuse system further south. Staff will be preparing a City Commission memo for award of additional work to the contract for City Commission's consideration.
 - 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 – Hurricane debris in the work areas is delaying project start. Final preparations are taking place to begin the project.
 - Ph III 2-Inch Water Main Replacement – Mainland – Hurricane debris in the work areas is delaying project start. Mobilization will begin as soon as debris is removed.
 - CDBG - Huguenot Park – The layout was approved by staff and the Contractor was given permission to begin after the hurricane.
 - Sandpiper Lane Drainage Improvements – Contracts have been sent to the Contractor for execution and bonding.

- Ormond Sports Complex Field 9/10 Lighting – Contractor is working up a schedule and material submittal package.
- 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.
 - 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 has received the FDEP permit and has received the ACOE permit. City received notice from FIND that the City's application has made the funding list. FIND will meet on September 27 to determine funding award amounts for the various projects that submitted. The City received a ranking of 62 for the FWC FBIG grant application. Although no official notice has yet to be received, the grant guidelines state that applicants must score above 65 to be eligible for funding. In discussion with FWC personnel, day docks typically do not score high with their grant program. They prefer to fund transient docks that allow overnight docking. Staff met with Julia Trullio to discuss if Mainstreet would approve of an additional \$400,000 coming from the CRA Fund Reserves be used to support project construction. Assuming FIND funds the full amount that was requested. Julia indicated she was in favor of doing this but also was wondering if Mainstreet might be able to apply to the Racing District for a grant. She said she would look into this and get back with staff.
 - 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 and the engineer will be reviewing it to determine if a bid award recommendation will be made.
 - Forest Hills Connector Trail – FDOT has provided the City with comments to the bid documents submitted to the District. Staff is making revisions for resubmittal.
 - CDBG (canoe kayak launches) – Staff is reviewing written proposals for the installation of the stored materials.
 - 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 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.
 - 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 Consultants has nearly completed the preliminary design memo recommending proposed equipment.
- Secondary Raw Water Main – Staff met with the Consultant and Surveyor to discuss the existing right-of-way, and where easements may need to be acquired.
- Wastewater Plant Influent Pump Station – FPL has completed their power quality study and is coordinating with our Consultants on potential fixes.
- Departmental Activities
 - Reviewed weekly SWMP and Fence Permits through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 875 Sterthaus Drive directional bore, per AT&T request.
 - Completed sketch and legal description for 2802 John Anderson Drive annexation, per Planning Department request.
 - Researched old files, Engineering plans, studies, City-wide LIDAR and GIS Stormwater information for areas that flooded during Hurricane Irma, and provided copies to consultant (Mckim Creed) per request.
 - Continued work on creating a plan set for the Granada Median Landscape Improvements project.
 - Created County Use permit for 2627 John Anderson Drive water service connection.
 - Gathered GPS coordinates for Hurricane Irma Damage Assessment.
 - Gathered pipe size and material information for future 2" Water Main Replacement projects.
 - Modified Standard Construction Details for Utilities Division.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Asphalt N Yonge St/McIntosh, Pineland Trl
- 3' x 2' concrete patch on 600 block of S Atlantic Ave
- DOT sidewalk removal and repair on S US1 & N US1
- Patch depression in road on N John Anderson Dr

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
- Removed tree and hauled out debris at CP I
- Assessed Airport Sports tree problems
- Cut tree from net on field #7, cut and hauled tree in parking lot at Airport Sports Complex
- Picked up and hauled debris US1 & Wilmette, and at Fire Station #93
- Removed leaning tree on Pebble Beach Dr; and multiple trees on sidewalk at Division & Center St

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

- Cleaned sidewalks of Hurricane debris Citywide
- Assisted Tree crew at the Sport Complex
- Trimming (cut tree blocking walkway) at Coquina & Bosarvey
- Replaced missing banners on Streetscape – SR40, Cassen Park, and Bailey's Park

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
- Installing signs at airport

Stormwater Maintenance

- Pond maintenance citywide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Sprayed weeds citywide
- Fleet inventory
- Sinkhole investigation on Harvard Dr, Dianne Dr, Ormond Lakes
- Ditch maintenance on Fleming Ave

Mowing

- Reachout on US1, SR40

Street Sweeping/Streetsweeper

- 87 miles of road cleaned
- 100 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 24,922
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 2
- Quick Fleet Facts:
 - Fuel on hand: 10,922 gallons unleaded 5,936 gallons diesel
 - Fuel used in one week: 2,585 gallons of unleaded and 1,184 gallons of diesel.
 - Fleet completed 54 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Received the FPL invoice information and easement request for the 480 Volt line and transformer. A work authorization memo was approved for additional services for requested scope revisions. Bid plans and specifications are being finalized. A bid request approval form to obtain a bid number is being processed.
 - Clyde Morris Boulevard Manhole 10999 Rehabilitation – ROW Use Permit was received from Volusia County. Work is scheduled on October 12, 2017.

- Water & Wastewater Chemical Purchases – City Commission authorized bid award to most responsive bidders.
- Fire Hydrant Replacement Project – Contractor replaced two fire hydrants on N. Ridgewood Ave.
- Lift Station 8M1 – Legal Department is preparing a City Commission memo for vacating the existing easement and providing a replacement easement for the Lift Station 8M1 site.
- Lift Station 10M & 12M Rehabilitation: Preconstruction meeting was held on Sept. 26, 2017. A notice to proceed will be scheduled.
- Phase III 2-inch Water Main Replacement – Mainland & Peninsula – Mobilization is delayed due to debris from Hurricane Irma.
- Pretreatment Effluent Pump (PEP) Purchase – Preparing specifications for bid.
- Sanitary Sewer Piping Video Investigation & Engineering Report Project – Videotaping is completed. A draft report of the sewer inspection videos is being prepared. A review meeting is scheduled October 11, 2017.
- Secondary Raw Water Main – Survey for proposed piping route is being performed and easement needs are being identified.
- Shadow Crossings Force Main Improvements – The field meeting for warranty work is being re scheduled for early October due to Hurricane Irma.
- Sodium Bisulfite Tank Replacement – Information was requested from the low bidder to complete the evaluation.
- Elevated Storage Tank Repairs & Maintenance – A meeting is being scheduled with a vendor to discuss options for rehabilitating the elevated storage tank at the water plant.
- South Peninsula Reclaimed Expansion Project – A quote is requested from the contractor to replace the water main on Valencia Drive.
- Water Plant Aerator Housing Rehabilitation (CIP) – Awaiting contractor response for tank leak repairs.
- Water & Wastewater Plant Sludge Dewatering Improvements – Design is proceeding to provide centrifuges for sludge dewatering at water and wastewater plants.
- Water Plant Upgrades (Lime Slaker & Chlorine Generator) – Consultant is preparing plans and recommendations for equipment manufacturers.
- WWTP Influent Pump Station VFD Replacement – FPL is coordinating with the consultant on potential options.
- WWTP Outfall Pipe Repair – Bid is under evaluation.
- Utilities SCADA Upgrades – The RFP was prepared and receipt of proposals and meeting schedules established – awaiting review responses/final edits.
- Conducting water and waste water facilities storm repair activities.
- 2627 John Anderson Drive – Drawings are being prepared for a Volusia County Use Permit for a new water service installation.
- Coordinated preparation of information report associated with N. Peninsula Septic to Sewer subject.
- Review N. US Hwy 1 Corridor Water Model Scenarios for future project consideration.
- SPRC Projects (Utilities Review)
 - Edgewell Fire System – Met with engineer and plant manager to discuss items that need to be submitted for the fire pump upgrade project.
 - For Our Parents – 495 Sterthaus Dr., preconstruction meeting minutes were distributed.
 - Kingston Shores – Reviewed as-builts and provided comments and punch list items.
 - Specialty Surgery Center – 1545 Hand Avenue: Received backflow certification and as-built drawings.
 - YMCA Dog Park – Preconstruction meeting minutes were distributed.
 - Zaxby's – 1287 W. Granada, preconstruction meeting minutes were distributed.
 - 589 S. Yonge Street – Preconstruction meeting minutes were distributed.

Water Treatment

- Delivered 37.58 million gallons for the week ending September 22, 2017 (5.37 MGD).
- Backwashed 9 filters for a total of 390,000 gallons backwash water.

- Raw water average daily withdrawal rate from all wells through August 31, 2017 @ 6.335 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 121.5 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 43.18 Million Gallons.
- Influent flows average for week @ 7.17 MGD, plant designed for 8 MGD.
- Produced 17.80 Million Gallons of Reuse.
- Produced 25.38 Million Gallons of Surface Water Discharge.
- Annual Average (August 01, 2016 – July 31, 2017) for Surface Water Discharge 1.10 MGD.
- Hauled 122.94 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 10 water service leaks.
- Replaced or repaired 12 water meter boxes.
- Replaced 6 malfunctioning water meters.
- Replaced 4 water services or meter assemblies due to low flow or leaks.
- Responded to 16 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Installed 3 water services for new construction.
- Performed pressure testing of 5 City owned backflow preventers.
- Performed accuracy testing on a 2"-4"-6"-8" and 10" commercial water meters, all meters tested accurate.
- Located 3 residential water services for customer/plumber use.
- Scheduled 4 fire hydrant replacements at 768 & 858N. Ridgewood Ave. Fire Hydrant Replacement Project for 2016/17 has been completed.
- Repaired a fire hydrant involved in a motor vehicle accident at 179 S Halifax Dr.
- Repaired a 2" GSP WM on Surfside Dr and 2- 8" AC WM on John Anderson Dr.
- Performed valve maintenance activities on 15 valves for scheduled and unscheduled water main outage activity.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 199 regular and 9 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area. Responded to 1 reuse trouble call.
- Recovery work for Hurricane Irma
- 4 additional broken PEP tanks have been discovered bringing the total to 15
- Replaced broken tank at 5 Coquina Ridge
- Finished cleanup work associated with 2 Bent Stream Way tank replacement.
- Rewired PEP systems at 57 Carriage Creek Way, 38 Old Bridge Way & 49 Winding Creek Way
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ psi, Ocean Mist Hotel @ psi, Ormond Mall @ psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 13/4 psi, Westland Run 11/13 psi & Shadow Crossing Blvd. (4 inch) 5/0 psi.

Wastewater Plant – Lift Stations

- Irma recovery: Responded to and repaired out of service lift stations. Provided temporary generator power and performed lift station bypass pumping at out of service lift stations. Made electrical/mechanical repairs all areas as needed. Coordinated FPL service restoration to effected wastewater facilities. Weekend call outs, coordinated power restoration with FPL, disconnected generators and configured lift stations for commercial power; 1M, called by answering service, red light on at station, checked station to confirm still pumping, station fully operational but system

full, continuing to monitor; Ormond Green, phase loss, no FPL power available, no response from FPL outage line, contacted FPL account manager, repair crews took 24 hours to respond, unable to connect backup generator due to soft muddy turf, FPL connected temporary line, no spills observed.

- Irma, lift stations, retrieved portable generators and staged for future dispatch.
- Irma, 1M, 4M, follow-up to monitor level from storm flooding, ok.
- Irma, Southern Pines, minor fence repair, ok.
- Final Tanks, Post Anoxic, began installation of crane assembly for submersible aerator.
- Effluent Transfer Pump Containment Area, replaced non-operational floats at both sump pumps, ok.
- Effluent #2, wire new motor and control panel, ok.
- Transfer Station lift station, power outage, called in to FPL.
- Citywide - General Lift Stations, test edall generator connections and document condition, repaired as needed, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 1M, high level, both pumps running and station fully operational, saw notable change in wet well level from recent days, pumps beginning to catch up to flows, wet well level dropping, ok; 4M, high level, both pumps running and station fully operational, pumps catching up to increased flows from flooding, wet well beginning to pump down, will continue to monitor; 8P, phase loss, 2 power poles down, support with generator as needed, called in to FPL Account Manager;
- SCADA monitor/response: 3P, 12M, McDonalds, Bear Creek no starts #2, reset motor starter, ok; 7M, no starts #1, reset motor starter, ok, also changed out RTU batteries with new inventory, ok;
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Lift Station PM's: 20 monthly performed and 0 annual.
- 59 work orders completed and closed for this section for this week.
- Bennett Lane, Pump 2 VFDs tripped, reset, adjusted AC thermostat, corrected loose wiring at switches.

Water Plant – Well Fields – Booster Stations – Reuse System

- Shadow Crossings, installed new VFD for 25 HP pump to replace previously failed unit, ok.
- Division and Rima Wells, weed whacked and cleared vegetation.
- Lime Thickener Clear well, submersible pump not responding, trouble-shoot, replaced worn overloads, returned to service.
- Bird Centrifuge, installed replacement VFD and program, returned to service, ok.
- Monthly PM's: all Division wells, S.R. 19 & 21 wells; all R.O., cleared well pumps and motors.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Monitoring Sewer Collection System – Staff is beginning the sampling efforts again to monitor specific sections of the collection system. The locations were selected based on historic elevated levels of contaminants.
- FDEP Local Limits Evaluation – Staff is preparing a response to the FDEP in their RAI concerning the City's Local Limits evaluation submittal. The Local Limits are an important factor in protecting the WWTF from potentially harmful contaminants.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Total Coliform Sampling Plan – Staff is updating the plan at the request of the FDOH to ensure compliance with Revised Total Coliform Rule. The update will provide assurance that the current public water system sampling location list is accurate. Over 60 total coliform samples are collected monthly throughout the service area.
- Lead and Copper Triennial Report – Staff is compiling the results from the 36 samples collected from potable water residents in the City's water system. The homes selected contain plumbing

installed from 1983 -1987. The report affirms the system's corrosion control efforts. All of the results were below the EPA action level.

- Cross Connection Control – Staff is contacting commercial customers who are missing a backflow (BF) prevention device on their potable water line. The BF device prevents water from reversing flow from a customer back into the City's water supply, which is a requirement of all commercial customers per the City's ordinance.
- Staff continues to field questions from commercial property owners and backflow device testers to ensure compliance and clarify issues.

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 weekly City Manager Staff Meeting
- Agenda packet preparation, creation, and distribution for October 3, 2017, City Commission meeting
- Agenda packet preparation, creation, and distribution for October 3, 2017, Healthcare Plan Update Workshop
- Agenda packer preparation, creation, and distribution for October 5, 2017, Quality of Life Advisory Board meeting
- City Clerk and Assistant City Clerk attended Tyler (Enterprise Resource System) training on September 27, 2017