

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 22, 2016

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- General discussion meetings with Economic Development Director, HR Director, Finance Director
- Prep work for Tomoka Oaks speaking engagement and QLB advisory board meeting

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm and Commissioner Stowers
- City Commission meeting
- Capt. Godfrey and Ms. Reigner regarding neighborhood issues
- United Way meetings
- Chief Mandarino, HR Director Whitley and fire union representatives regarding health insurance
- VLOC ethics training
- OB Chamber annual banquet

Community Development

Planning

- **Bike Plan:** The Planning Director presented the draft Bike Plan at the final neighborhood meeting targeted at the Oak Forest, Northbrook, Northbrook Village, Woodmere South, Sherris, and Greenwood neighborhoods. The meetings were held at the Senior Center. Attendance was small but the Department continues to receive a number of residents who have emailed and phoned in their request for the handouts and to express their support and/or concerns regarding a bike path in Tomoka State Park from Inglesa to Sanchez Park. Most of the residents continue to support the plan and the bike path but want to know more about the exact alignment of the path.
- **VC Draft Wetland Rules:** An analysis of the wetland rules drafted by Volusia County was conducted.
- **TCC/TPO Meeting:** The Planning Director attended the TCC meeting of the TPO.
- **NID Meeting:** The Planning Director met with NID and Assistant City Attorney regarding the Code Enforcement Board case on 71 Fairview Avenue involving an illegal conversion of a single family house to a duplex.
- The Planning Director attended the Ormond Chamber of Commerce Annual Installation Banquet.

Building Inspections, Permitting & Licensing

- 302 inspections performed.
- 2 new business tax receipts issued.
- 82 permits issued with a valuation of \$751,411.00

NOTE: Private Provider inspection services conducted 0 inspections of the 311 inspections performed.

Development Services

- The SPRC conducted the following activities this week:
 1. Huntington Green, utilities
 2. 1368 Ocean Shore Boulevard, utilities
 3. 1545 Hand Avenue Specialty Surgery Center of Florida
 4. Campana site plan, 783 North US1
 5. John Anderson/Orchard Lane lot split.

Economic Development/Airport

Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Site Plan Review Committee made its recommendations and Tomoka Holdings is in the process of responding to the comments.
- Staff met with Tomoka Holdings to discuss strategies to reduce infrastructure costs in the development of the Commerce Park. An additional planning session was conducted on December 17. Additional meetings are expected in January 2016.

Airport Business Park

- Ameritech is completing the construction of an 18,000 square foot manufacturing facility at 1 East Tower Circle and staff will be working with the company on a ribbon cutting event in early 2016. The amendment to the approved GAP Agreement has been approved by the Commission at the January 5 meeting and will be executed by Ameritech.

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

- Staff met this week with the Chamber of Commerce on the revision of the Doing Business in Ormond Beach resource guide, which should be completed and produced in February.
- Staff is working with Main Street staff in the final phase of editing the "Artist Next Door" video that presents the artist community and benefits to the prosperity of the City.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm that has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program. A conceptual site plan was presented to City staff and it appears to comply with the City's Land Development Code. Staff discussed the various state and city economic development incentive application with the business prospect.
- Staff is working with a light sport aircraft manufacturer to locate the company to the City's airport.
- The construction of the new CVS building at the corner of Nova Road and Granada Blvd. will be underway following the demolition of the Burger King and Texaco station, which began this week.

Airport Operation and Development

- Staff received the FAA's initial review comments on the recently completed Airport Master Plan Update and Airport Layout Plan. Staff is working with Hoyle, Tanner and Associates to review and respond to the FAA's comments. Staff has also been advised that the FDOT will shortly provide similar review comments.
- Staff has been advised by the FAA that they have received and reviewed the recently submitted pre-application for federal funding of an environmental assessment and a wildlife hazard assessment for the airport.
- Staff recently requested quotes from qualified vendors to perform required, periodic inspections and maintenance services for the airport's Automated Weather Observing System (AWOS), and the communications and weather systems at the air traffic control tower. Ketrings Power Technologies

has provided the most competitive quote for these services. Ketring currently provides similar services for the Defuniak Springs, Perry-Foley, Lake City, Flagler, Lakeland, Inverness, Crystal River, Blountstown, and Sebring airports.

- Staff worked with control tower personnel from the Ormond Beach and Daytona Beach airports to respond to two reports of low flying aircraft. The first report came from a resident of Ormond-by-the-Sea, and was determined to be law enforcement activity. The second report came from a resident of LPGA International, and remains undetermined at this time.
- Staff has updated the airport page of the City's website to include a link to a new web page from the FDOT that provides information and links to resources about unmanned aircraft systems (drones).

Finance/Budget/Utility Billing Services

- On-going Projects
 - Continue audit preparation.
- Completed Projects - Weekly
 - Processed 27 Journal Entry Batches (#2022-2104).
 - Approved 22 Purchase Requisitions totaling \$93,845.74.
 - Issued 16 Purchase Orders totaling \$230,677.88.
 - Processed 3409 cash receipts totaling \$601,536.74.
 - Prepared 21 Payroll checks totaling \$21,856.51 and 327 Direct Deposits totaling \$416,190.86.
 - Transferred IRS 941 payment of \$162,569.34.
 - Prepared 133 Accounts Payable checks totaling \$166,947.47 and 53 Accounts Payable EFT payments totaling \$1,165,381.16.
 - Processed 1048 utility bill payments through ACH totaling \$71,368.33.
 - Processed and issued 4,505 utility bills with billed consumption of water of 46,968k.
 - Issued 731 past due notices on utility accounts.
 - Auto-called 171 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Motown Tour and Dolly Parton Salute Scheduled for January 30th has been Cancelled
 - Harry Wendelstedt's Umpire Clinic FREE (Saturday, January 23 & 30)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended VOCA eGrants training.
 - Attended 2016 PIO Symposium.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 7
- Hazardous: 5

- EMS: 79
- Motor Vehicle Accidents: 2
- Public Assists: 42
- TOTAL CALLS: 136

- Aid provided to other agencies: 15 Calls: Daytona Beach (8), Holly Hill (3), Volusia County (4)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 61

Training Hours

- NFPA 472: Hazardous Materials 5
- NFPA 1002: Driver 9
- NFPA 1410: Hose Drill 102
- NFPA 1500: Safety/Equipment 17
- EMT/Paramedic 10
- TOTAL TRAINING HOURS: 143

Station Activities

- Updated 18 pre-fire plans
- Conducted 3 fire inspections
- Provided fire extinguisher training and a fire safety talk to Ormond Memorial Art Museum staff

Human Resources

Staffing Update

Requisitions

- (2) Part Time Maintenance Worker II – (1) Athletic Fields, (1) Parks (both in Leisure Services)
- Part Time Recreation Leader – Gymnastics (Leisure Services)

Approved/Active Recruitment

- Police Chief (Police) was advertised 1-6-16 on the City web site, internally, and via Florida Police Chiefs STARS program on multiple web sites, and will remain open until 1-30-16.
- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- Neighborhood Improvement Officer (Police) was advertised 11-13-15 on the City web site, Craigslist, internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal and will remain open until filled.
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works) was re-advertised 9-24-15 on the City web site, Florida Rural Water Association, Florida Water & Pollution Control Operators Association, Craigslist, and internally, and will remain open until filled.
- Tradesworker (Building Maintenance/Leisure Services) was advertised on 12-17-15 on the City web site and internally and will remain open until filled.
- Part Time Maintenance Worker II – Building Maintenance (Leisure Services) was re-advertised 11-19-15 on the City web site and will remain open until filled.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 11-19-15 on the City web site and will remain open until filled.
- PT Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.

Interviews Scheduled

- Victim Advocate Coordinator (Police)
- Police Officer (Police)
- Firefighter/EMT (Fire)

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

- Part Time Community Events Technician (Leisure Services)
- PT Recreation Leader – SONC (Leisure Services)

Risk Management Projects

- Continued work on Mayor's Health & Fitness Challenge
- Researched and initiated subrogation demands

Information Technology (IT)

• **Information Systems (IS)**

- Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working thru the contract review process.
 - Finance – Interactive Voice Response System – Project Kick-off meeting with vendor scheduled.
 - Community Development – Electronic Plan Review – Working with the Vendor to resolve remaining minor operational issues with the Naviline and GIS interfaces.

• iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 14 New work - 53 completed - 30 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	32,430	Inbound E-Mails Blocked	17,125
Delivered Inbound E-Mails	14,961	Quarantined Messages	344
Percentage Good Email	46.1%	Virus E-Mails Blocked	99

• Notable Events:

- Patched the 3 virtual machine hosts to current level, a complex process as staff could not interrupt ongoing production operations while doing so. Upgraded and patched 34 virtual servers to current patch levels to protect from potential security flaws.

• **Geographical Information Systems (GIS)**

- Addressing Additions: 5 Changes: 0 Corrections: 2
- Map/Information Requests: 19
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0: Total in system = 294
- Meters GPS Located this week: 0: Total in system = 23,073; 22,407 potable, 655 Irrigation, 11 Effluent
- Notable Events: Finished and Delivered TV Sub-System Sewer Maps (61 Maps Total)

Leisure Services

• **Administration**

- Public Works Meeting
- City Manager's Staff Meeting

- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- MLK Prayer Breakfast
- VCRDA Meeting
- City Commission Meeting
- OB West Community Center Meeting

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Wendelstedt Umpire School continues this week at the Sports Complex on the Wendelstedt and Kiwanis Baseball Fields. 100+ participants are expected. This runs for five weeks.
 - The SHS Boys' Soccer Team had their district playoff games this week on Tuesday, Wednesday and Friday at 7pm. Also, the girls' team had their regional games this week. Practices were also held on non-game nights.
 - The OBYBA Basketball Program continued games this week at both Nova Gym and at the SONC Gym. Games are held this week Tuesday through Thursday nights at 6, 7 and 8pm.
 - Lady Renegades Softball began their spring practices this week at 6pm at the Softball Quad.
 - OBSC Competitive Soccer continued their spring training this week on Soccer Fields #4 and #8 at the Sports Complex.
 - Golden Spikes held their spring tryouts on Saturday at 10am at Nova Fields #2 - #5, as well as the Kiwanis Field at the Sports Complex.

- Athletic Fields Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned Skateboard Park, handball, tennis and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Dragged T-Ball, Quad and Wendelstedt Fields
 - Prepared and painted Championship Field #7 for SHS District Games
 - Prepped Wendelstedt Fields daily for Umpire School
 - Prepped Quad for Lady Renegades training

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 10:00am to 2:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Closed for the holiday.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club, CMT and Kopy Kats held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Tribute to the Greatest American Voices, Friday, 7:00pm to 9:00pm
 - South Beach Dance Competition Team, Sunday, 2:00pm to 4:00pm

- South Ormond Neighborhood Center
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - MLK Prayer Breakfast Monday
 - Cleanup and breakdown of MLK event
 - Basketball games this week

- Community Events
 - Weekly administrative tasks, office work, meetings, and activities.
 - Preliminary planning of 2016 events in the months of January through May
 - Reel in the Fun, February
 - Skate Park Competition, February or March
 - Art in the Park, April/May
 - EDC Grand Opening, May
 - Attend Memorial Day Committee Meeting

- Gymnastics
 - January session in progress
 - Trial classes are being offered to attract potential students
 - Prepped for Open Gym this evening from 6-8pm

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes continued to meet at various times throughout the week.
 - The Boys' Basketball Youth League continued with their games. They met Tuesday through Thursday this week. The season will continue until February.
 - The Cat Fancier's Cat Show took place on Saturday and Sunday from 9:00am-5:00pm.

- The Casements
 - Herb Society held their monthly meeting at Bailey Riverbridge on Saturday at 10:30 a.m.
 - A wedding was held at Ormond Memorial Gardens on Saturday at 3:00 p.m.
 - Wall Ministries met at Bailey Riverbridge on Sunday at 11:00 a.m.
 - Guild tours were given at The Casements on the hour Tuesday through Friday starting at 10:00 a.m., the last tour was at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - Zumba met on Tuesday afternoon at The Casements.
 - The Guild held a board meeting on Tuesday in the Preservation Room at 10:00 a.m.
 - The Memorial Day Board met on Wednesday in the Preservation Room at 11:30 a.m.
 - A wedding was held at Ormond Memorial Gardens on Thursday at 3:00 p.m.
 - My Big Fat Greek Cooking Class met in The Casements' kitchen on Thursday at 4:00 p.m.
 - A wedding was held at Ormond Memorial Gardens on Friday at 1:00 p.m.
 - New windows were installed on The Casements' third floor throughout the week.

- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted reservations at pavilions
 - Removed restroom exhaust vent covers; cleaned and replaced rusted screws at Andy Romano Beachfront Park

- Replaced worn out toy pieces on playground equipment and touched up paint on rock climbing brackets at Andy Romano Beachfront Park
- Fixed loose sidewalk railing on Hand Avenue
- Picked up partitions at Nova
- Cleaned picnic table slab at Central Park II
- Building Maintenance
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Weekly inspection of DOT and facility lighting at various City locations
 - Weekly lighting inspection of Airfield Runways, Taxiways and signage
 - Repaired two lights (4 lamps) at CID Office in police station
 - Got estimate for cedar shake replacement at The Casements
 - Checked climate control at PAC and Public Works Admin office
 - Repaired locked thermostat on A/C at Andy Romano Beachfront Park
 - Escorted fire sprinkler technician throughout police station
 - Repaired handrail on the catwalk at WWTP
 - Installed new exhaust fan in football restroom at Sports Complex
 - Repaired two fixtures in the ladies room at Sports Complex
 - Miscellaneous repairs and maintenance at SONC
 - Repaired light sensor in #6 restroom at Andy Romano Beachfront Park

Police Department

Administrative Services

- Attended Weekly Staff Meeting.
- Interviewed Candidates for the Victim Advocate position.
- Attended City Commission meeting.
- Attended Dr. Martin Luther King Jr. prayer breakfast.
- Assisted Outreach with presentation at Destination Daytona regarding active shooter preparedness.

Community Outreach

- On 1/13/16, and 1/14/16 taught Self-defense for Ladies & Assault Prevention (SLAP) classes, both were at full capacity.
- Taught DARE at St. Brendan's, Calvary and Temple Bethel
- Active shooter presentation for Destination Daytona.
- Youth Directors Council (YDC), five youths assisted with the MLK prayer breakfast.

Community Services & Animal Control

- Animal Calls: 32
- Animal Bites: 2
- Animal Reports: 2
- Animals to Halifax Humane: 1 Dog
- Reclaim: 1
- Injured Wildlife: 3
- Trap Neuter Release: 1

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 6

- Cases Exceptionally Cleared: 6
- Inactive: 7
- Fraud: 6
- Larceny Carbreak: 5
- Grand Theft: 2
- Auto Theft: 2
- Sex Offense/Rape: 1
- Police Information: 1
- Vandalism: 1

Records

- Walk - Ins / Window 98
- Phone Calls 114
- Arrest / NTA'S 28
- Citations Issued 116
- Citations Entered 66
- Reports Generated 120
- Reports Entered 105
- Mail / Faxes / Request 26

Patrol

- Total Calls 1,630
- Total Traffic Stops 220

Operations

Crime Opportunity Report Forms: 194

- 1/13/16
 - Stolen Vehicle, 4 Fernwood Trail. Victim called today to make a stolen vehicle report on his 1979 Jeep even though it has already been recovered. Victim stated that on 1-10-16 he received a call from Florida Highway Patrol locating the vehicle abandoned. Victim made arrangements to have vehicle towed home due to being intoxicated. Victim now wishes to report the vehicle stolen and recovered and also reported items missing from the vehicle.
 - Carbreak, 717 Flamingo Drive #C. Victim reported a carbreak. Nothing reported taken from vehicle.
 - Domestic Violence-Arrest, 10 Byron Ellinor Drive #B. Disturbance call at residence. Suspect was arrested for battery of her live in girlfriend.
 - Battery-Arrest, 338 Ocean Shore Boulevard (Grace Lutheran Church). Suspect started hitting the victim after an AA meeting at the church. There were several witnesses to the incident. The two parties involved have had similar issues in the past. Suspect arrested and transported to the county jail.
 - Shoplifter-Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspects were seen by loss prevention officers stealing meat valued at \$106. Upon officers searching the female suspect, she had in her possession 8 pills identified as schedule 3 and schedule 4 narcotics. She could not provide a prescription. Both suspects were arrested and taken to the county jail.
 - Warrant – Arrest, 798 Flamingo Drive #A. Officers responded to this residence and made contact with a fugitive who had a warrant for violation of probation. She was arrested and transported to the county jail.
- 1/14/16
 - Shoplifting, 1458 West Granada Boulevard (Bealls). Defendant was arrested after stealing some clothes. Defendant transported to the county jail.
 - Warrant – Arrest. Rivergate Shopping Center. An officer stopped a vehicle for erratic driving. The driver was discovered to have an open warrant for Violation of Probation reference Armed Burglary and Grand theft charges.

- Battery on Law Enforcement- Arrest, Rivergate Shopping Center. Defendant resisted arrest by physically pushing away from officers while attempting to take him into custody and then fleeing on foot initiating a foot pursuit south by officers. Subject continued to resist until in custody.
- Warrant Arrest, 690 Wellington Station Blvd. Fugitive had an active warrant out of Volusia County for Grand Theft with a \$5,000 bond nationwide pickup.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Shoplifters were stopped by Loss Prevention for not scanning several items in the self checkout line. Both were placed under arrest and transported to the county jail.
- Carbreak, 220 North Nova Road (Publix). Victim reported that a laptop was stolen from her vehicle and she believed that it occurred at Publix. The victim advised that the vehicle was unlocked.
- 1/16/16
 - Battery-Domestic Violence Arrest, 119 Papaya Drive (Life Village). A female was arrested for battering her boyfriend, resisting arrest without violence, and violation of probation. When officers contacted her, she retreated to a bedroom and attempted to close the door to avoid arrest. She is also on probation for battery on a law enforcement officer. She was transported to the branch jail.
 - Driving Under the Influence Arrest, Sunshine Boulevard/Signal Avenue. Employee at the Kangaroo Express on North US1 called about an intoxicated male in a white van on Airport Road. The driver was stopped while operating the white van. He was found to have a suspended driver's license and was intoxicated. He was placed under arrest for both charges.
- 1/17/16
 - Warrant Arrest, 839 South Atlantic Avenue. A fugitive was contacted and found to have an open warrant for burglary with no bond. He was placed under arrest and transported to the county jail.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Two adult females were observed stealing children's clothes and shoes. Both females ran out of the store and were apprehended by Loss Prevention.
 - Narcotics Arrest, 700 Block Fleming Avenue. A vehicle was observed speeding down Fleming Avenue. As the officer activated his emergency lights, several items suspected to be narcotics were thrown out of the passenger window onto Fleming Avenue. The vehicle was stopped at Central Park Fleming and the driver admitted to throwing approximately 5 grams of marijuana out of the window. The driver was arrested for destruction of evidence and possession of marijuana and transported to the county jail.
 - Battery-Domestic Violence Arrest, 85 Rogers Park Drive. A suspect was arrested for battering his girlfriend. He grabbed her and ripped her shirt during an argument. She ran outside and met officers.
 - DUI Arrest, 300 Block Flormond Avenue. Driver thought he was on a road when he was driving in the front yard of 377 Flormond Ave. He crashed into the outside air conditioning unit, backed over a patio set then drove across the street to a yard he thought was a parking lot. He was arrested for DUI and Hit and Run Crash.
 - Robbery, 31 Marjorie Trail. Suspect was arrested for robbery after he punched a female in the face and stole her cell phone.
 - Warrant Arrest, 100 Block South Atlantic Avenue. A fugitive was arrested on a fraud warrant that was issued out of Levy County. The warrant was found during a traffic stop.
- 1/18/16
 - Stolen Vehicle, 503 Sandy Oaks Boulevard. 2015 White Chevrolet Malibu stolen from the driveway overnight. Vehicle left unlocked and keys left in center console cup holder.
 - Carbreak, 745 Alcazar Avenue. Entry by unlocked door. Nothing taken
 - Carbreak, 739 Alcazar Avenue. Entry by unlocked door. Baby clothes taken.
 - Carbreak, 66 Riverview Drive. Unlocked doors. Sunglasses, change, and misc property taken
 - Carbreak, 7 Trail Song Drive. Unlocked vehicle. Ten dollars in change taken.
 - Criminal Mischief Arrest, 1657 North US1 (Loves Truck Stop). Adult male was arrested for vandalizing a trash can that belonged to the business valued at \$100. Subject lives in Georgia and was intoxicated.

- Warrant Arrest, 97 Live Oak Avenue. A fugitive had an open warrant for failure to appear for trespassing with a \$1,000 bond.
- DUI Arrest, 2 Breakaway Trails. A driver was arrested for DUI and almost crashed her vehicle into officer's vehicle during a traffic stop.
- 1/19/16
 - Carbreak, 902 South Beach Street. Vehicle unlocked and firearm taken.
 - Traffic Stop – Arrest. 100 Block West Granada Boulevard. A driver was arrested for multiple suspensions on his driver's license. Subject taken to the county jail.
 - DUI Arrest/Crash, West Granada Boulevard/North Yonge Street. A driver was involved in a traffic crash and was arrested for driving drunk.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 67
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 75
 - Number of Written Warnings Issued: 5
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 2
 - Crash Investigation General Information:
 - 16-01-00315 Pineland Trail shut down at No. Tymber Creek Road for about an hour.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 3 Cases initiated
- 26 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and seventy-one (71) telephonic inquiries.

Public Works

- Engineering
 - Project Summary
 - Construction Projects:
 - Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Sanitary sewer lining is being cleaned and TV-ed in various areas throughout the city in preparation for lining.
 - Ph II 2-Inch Watermain Replacement – Mainland - As-Builts are being prepared for clearance package for the Warwick Avenue watermain replacement from McIntosh Road to North Beach Street, which has been chlorinated and tested. Approximately 600 LF of directional drilled watermain was installed along North Beach Street. Approximately 75% of the new watermain pipe replacement along North Beach Street has been completed.
 - Ph II 2-Inch Water Main Replacement – North Peninsula – The Contractor is currently working on installation of the main on Brooks Drive, and connection of new services around Brendale Drive and Longwood Drive.
 - Ph II 2-Inch Water Main Replacement – South Peninsula – The Contractor is continuing work on South Peninsula Drive.
 - Environmental Discovery Center – The contractor is working to install the metal roofing, decking and wood ceilings on the porches, AC ducts, plumbing, and rough electrical.

- Nova Community Park Trail – The contractor is working along the southeast side of the park and approximately 80% of the concrete work is complete.
- North US1 Landscaping (Airport Road to I95) – The contractor started directional drilling under the turn lanes at Airport Road, working North.
- Downtown Stormwater – The contract was awarded at the January 19 City Commission meeting to the low bidder, JD Weber Construction.
- WWTP Sludge Thickener Improvements – A pre-construction meeting was held and the contractor will order the long lead mechanical equipment and intends to start work in March just ahead of the delivery of the equipment.
- Fire Station 93 Exhaust Filtration System – The three filter units and control systems have been installed and have received final building inspection and system testing.
- OBSC Pavilion – The pavilion was delivered and contractor has completed 65% of the work.
- Fire Station 93 Roof – Contractor is preparing building permit application. Work is expected to begin early February.

Design Projects:

- City Hall Chiller Pump Replacement – The project was approved for bidding at the January 19th City Commission meeting.
- West Ormond Community Center – Staff has issued a work authorization to Zev Cohen & Associates for the feasibility study. A kick-off meeting is scheduled for next week.
- City Welcome Sign – FDOT authorized the agreement and we can proceed with construction as soon as the NTP is issued. The Contract award was approved at the January 19th City Commission meeting.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being finalized.
- Water Treatment Plant Lime Silo Dust Arrestor – Consultant is making final modifications to the plans and specifications.
- Water Treatment Plant Controls and Pump Upgrade – A meeting is scheduled for this week to review City comments with the Consultant.
- WTP Sludge Residuals Facility Improvements – A draft scope of work was submitted and is being reviewed.
- Cassen Park Public Dock – The final design work authorization was approved by the City Commission at the January 5th meeting. Grant applications are being prepared.
- Woodridge Stormdrain Improvements – Staff is looking into obtaining a drainage easement for constructing an outfall pipe, which will help reduce flooding at the Woodridge Drive/North Beach Street Intersection, according to the stormwater drainage study performed for that system.
- FDOT Modifications to SR40 – I-95 Southbound On-Ramp – Final plans have been received by the City; a Utility Work Schedule has been approved by FDOT, which includes minimal modification of City Utility features.
- Ormond Beach Sports Complex Traffic Calming - Plans were revised to include additional locations of speed tables from the entrance of the complex from Hull Road.
- Sanitary Sewer Inflow/Infiltration - Sanitary sewer system zone maps are completed and being reviewed. Sanitary Sewer pipe condition rating system is being developed which will be used to prioritize repair candidates once the lines have been TV-ed and inspected.
- Ph III 2-Inch Water Main Replacement – Mainland - Consultant is preparing design proposal.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Consultant has prepared a proposal for design of the portion of the project on the South Peninsula which includes replacement of the water main between Sunny Beach Drive and Sand Dollar Drive as part of the North Peninsula Water Main Improvements.
- Effluent Outfall Replacement – Consultant is coordinating survey work.

- 2016 Corrugated Metal Storm Pipe Repairs - Final list of stormdrain pipes to be repaired is being determined.
- South Peninsula Reclaimed Expansion – Consultant has submitted a proposal for design of the remainder of the reclaimed distribution system on the South Peninsula.
- Communications Infrastructure – The contractor has been authorized to begin work to complete the connection of fiber optic to the Division Avenue production wells and the Environmental Discovery Center, as well as communication upgrades to Nova Community Park.

Department Activities

Administration/Meetings/Customer Service/Other:

- Year two report for the National Pollution Discharge Elimination System (NPDES) for the City's stormdrain system was prepared and approved by FDEP.
 - Staff reviewed the existing stormdrain system of the southeast property of South Orchard Street and Tomoka Avenue and is determining ways to reduce the runoff from the street, and what can be done on-site to reduce ponding water on the lot near the drive entrances.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Harvard Drive wood pole replacement, per FPL request.
 - Completed additional research and provided PDF files of old documents regarding the North Orchard Street and Wilmette Avenue right-of way-widths, per FPL surveyor request.
 - Created exhibit drawings of the Oceanside Country Club entrance showing proposed improvement options.
 - Researched and provided as-built copies of the Melrose Pump Station and the location of utilities crossing the Halifax River, per Utilities Division request.
 - Created sketch and legal description for 129 Sunrise Cove annexation, per Planning Dept request.
 - Created sketch and legal description for 983 John Anderson Drive water main encroachment.
 - Onsite visit to 428 Tomoka Avenue to determine cause of stormwater issues reported by the owner.
 - Modified the Shadow Crossings Forcemain drawings set, per Utilities Division comments.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Finished concrete project on Neptune Ave
 - Concrete work performed on damaged section of sidewalk at Memorial Gardens
 - Formed and installed base on sidewalk on Rockefeller Dr

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Grinded stumps Citywide
- Trimming on 1500 block of Oak Forest Dr, Cumberland Ave
- Picked up brush at Division Ave and new EDC Building, Nova Rec

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas

- Cleaned benches citywide
- DOT weed control on all state roads
- Picked up branches at Memorial Gardens, N Center St and Sterthaus Dr
- Trimmed low areas Ames Park, Cassen Park, Wilmette and Andrews St

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
- Delivered Commission signs to South Ormond Neighborhood Center
- Replaced Coordinator sign and installed gymnastics sign at Nova Community Center
- Installed rumble strip on Riverside Dr/Casements Dr
- Installed bubble mat for protection on Riverside Dr/Casements Dr
- Checked installation of handicap bubble mats in various areas

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Basin hot spots -- inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Ditch maintenance on Division Ave

Mowing

- Reachout Mower – Nova Rec, Arroyo Parkway pond, FDOT ponds, Old Kings DOT pond
- Bush Hog – FDOT ponds

Vac-con

- Assisted Water Dept

Street Sweeping/Streetsweeper

- 58 miles of road cleaned
- 20 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

21,333

PM Services completed for the week:

Emergency—Vehicles and Equipment

12

Non-Emergency Vehicles and Equipment

7

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 14,350 gallons of unleaded and 9,820 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,948 gallons of unleaded and 658 gallons of diesel.
- Fleet completed 49 work orders this week.

- Utilities

- Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – A proposal prepared by the consulting engineer is being reviewed.
- Division Avenue Well Field Raw Water Piping – Punch list items are being addressed.
- Fire Hydrant Replacement Program – Replaced hydrants on Tomoka View Drive and N. St. Andrews this week. Received list of fire hydrants to be replaced in this fiscal year.
- Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review. An FDEP permit application fee check was received.
- Lift Station Rehabilitation – A design proposal is being prepared by McKim & Creed for rehabilitation of Lift Stations 10M and 12M.
- Lift Station 8M1 – Legal Department is performing research to determine easement disposition. A meeting will be scheduled with the resident to discuss easement options.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A bad shaft is being replaced on Pump #2. Pump will be installed after repairs are completed.
- Rima Wells Auxiliary Power Generator – City Commission awarded the project to Sawcross, Inc. at the January 19 City Commission meeting. Project manuals were prepared and are being sent to the Engineering Division for processing. A work authorization is being prepared for the design engineer to perform construction administration services.
- Saddler's Run Lift Station Rehabilitation – As-built drawings are being prepared. Project has been completed and station is in operation.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) is performing remaining lining activities.
- Sodium Hypochlorite Storage Tank Replacement – Contract award to responsive bidder is scheduled on the 2-16-16 City Commission agenda. Legal Department provided second contact to Snyder tanks to determine if they will assist in warranty repairs.
- Storage Tank Repairs and Maintenance - A work authorization was approved at the 1-19-16 City Commission meeting for OM Engineering to perform structural engineering services to refurbish the elevated tank at the Water Plant.
- Water Plant Aerator Housing Rehabilitation (CIP) – A meeting is scheduled to review revised plans and specifications.
- Water Plant Lime Silo Dust Arrestor Project – Consultant finalizing plans.
- Water Plant Pump & Control Upgrades – Reviewed 60% plans.
- Utilities SCADA Upgrades – A revised proposal for design services from the consultant is under review.
- SPRC: Campana 783 N. US1 – Received plans for review. CVS –Demolition of Burger King and Texaco started this week. Huntington Villas – Partial water main clearance was received from VCHD. Met with Legal Department to discuss easements, a master plan and developer agreements. Engineering, Utilities and Planning staff met to review and modify current draft of developer's agreement for provision of utilities services for the Huntington Villas and future development projects contained within the Flagler County portion of the DRI area. John Anderson/Orchard Lane Lot Split Received plans for review. Kingston Shores –The condo association proposes to install the water main on top of the electrical conduit instead of obtaining an easement from the state to relocate the line. Plans proposing this alteration have been reviewed. Vystar – Reviewed shop drawings. 1545 Hand Avenue – Reviewed plans.

Departmental Activities

Public Works – Utilities Division

- Water Treatment

- Delivered to the City 36.89 million gallons for the week ending January 15, 2016 (5.27 MGD)
- Backwashed 13 filters for a total of 588,000 gallons backwash water.
- Produced and hauled 65 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.25 Million Gallons.
 - Produced 17.53 Million Gallons of Reuse.
 - Produced 9.72 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.89 MGD, plant designed for 8 MGD.
 - Hauled 29.82 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 14 water service leaks.
 - Replaced 6 residential water meters.
 - Replaced or repaired 5 water meter boxes.
 - Installed 3 new water service connections and water meters.
 - Replaced 5 water services due to aged piping.
 - Responded to 21 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Assisted meter reader with 2 water meter locations.
 - Pressure tested 8 city owned backflow prevention devices serving city owned facilities.
 - Performed scheduled water main outage for fire hydrant replacement at 12 Tomoka View Dr and 95 N. St. Andrews Dr as part of the 2015 FH replacement program.
 - Continued valve maintenance activities in the Water Base Map page C-1 and during multiple water outages, 20 valves located, exercised and marked on road.
 - Performed flushing activities in Ormond Green and Broadwater Subdivision.
 - 2" Water Main Project, Oak Dr: Water main connections and 7 water services were completed. Landscape restoration is scheduled for next week.
 - Installed a water service isolation valve on the water service for 144 S. Ridgewood Ave at Finance Dept. request due to customer concerns.
 - Replaced landscaping in multiple locations where Water Dist. crews performed excavation activities.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 121 regular and 5 Emergency utility locates for the previous week.
 - Utilities (water main & services) locates performed on Ocean Grove Drive in advance of recent Volusia County notice of their upcoming stormwater improvement project along the roadway.

- Wastewater Collection - Reuse
 - Crews responded to 3 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
 - Responded to 19 Request for Utility Verifications for residential and commercial properties.
 - Exercised main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge. Drafted several sections of the 2" force main to remove air from the line.
 - Responded to and repaired the 2" reuse leak at 1 Leisure Wood Way.
 - Checked all known trouble spots. All good at current time.
 - Replaced 1" ball valve at 28 Carriage Creek Way.
 - Looked up measurements for 795 W. Granada Blvd. Disconnect / Demo. Found the service line, televised to confirm property was tied into the City's Sanitary Sewer System. Confirmed old Texaco Station at Nova/Granada was not tied in. Disconnected, marked and stacked up old Burger King site.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 28/24psi, Ocean Mist Hotel @ 22/20 psi, Ormond Mall @ 16/10psi.
 - Repaired 3" Reuse Main break at 5 Pleasantwood Way.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 30/5psi. Foxhunters Flat (2 inch) 24/2 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
 - Televised 14 laterals from our PM list, found 6 that needed to be cleaned, and 8 that were clean and clear. These locations will be put on a 6 month follow up.
 - Performed annual root control on 12 Sanitary Service Laterals.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations

- Creek Side check forcemain pressure, Static – 8 psi, 1 Pump Running – 30 psi, 2 Pumps Running – 34 psi.
- Melrose Park, pump out valve vaults to support surveyor activity for WWTP Outfall Pipe Replacement Project.
- McDonalds, 6P, weekly odor control and wet well cleaning.
- Influent Room – install storage for valve extensions used on Plant Influent bypass.
- Influent Electrical Room, assemble storage cabinet and install for storage of spare electrical components.
- WIN911 monitor/response: nothing to report.
- SCADA monitor/response: nothing to report.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.
- Plant wide oil & grease route.
- Lift Station PM's: 3 annual performed.
- 25 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System

- Well 25H, building vandalized, Flagler County Deputies responded, Police report filed, appropriate authorities contacted, temporary repairs made by maintenance staff, Facilities Maintenance is procuring replacement door quotations and scheduling work.
- R.O. clear well #1 Scrubber, replaced sample pump supply line and check valve, ok.
- Hypochlorite storage containment area, replaced sump pump.
- Hypochlorite generator, assisted operators with maintenance activity.
- Westfalia Centrifuge, Installed replacement bowl motor, install bowl and scroll assembly.
- Well 32H, contractor installed new pump and motor, staff grouted well top plate, cleaned building, installed phase monitor, returned to operations.
- Well 12D, "A" phase tripping, trouble shoot, all readings look good - install new overloads and monitor station.
- Shop, organize and label inventory.
- Monthly PM's: all City water interconnects.

- Wastewater/ Reuse Treatment and Collection System Regulatory Activities

- Local Limits Evaluation – Samples were collected at strategic lift stations within the sewer collection system to evaluate the primary pollutants of concern. Staff is evaluating results to develop a plan of study for the limits.
- Industrial Pretreatment Program – Staff received initial results of sampling three locations in the City's sewer collection system to discover the cause of higher than normal constituents in the influent of the WWTP. A couple of daily allowance exceedances for regulatory surface water discharge parameters have been reported during the past year. The sampling is strategic and will continue until a resolution has been achieved. Additionally, staff is preparing the Industrial Pretreatment Annual Report for submission to the FDEP.

- Water Supply/ Treatment and Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation – Staff assisting customers with concerns and advising customers concerning the need for a thermal expansion tank once the valve was installed.
- Cross Connection Control Program – Staff is daily assisting commercial potable water customers with their questions and concerns relating to the compliance of their private backflow prevention devices.

- St Johns River Water Management District - Staff is compiling the data for the reports due to SJRWMD for the 2015 calendar year submittals.
- Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report).
- Hazardous Chemical Inventory Report – Staff is receiving updated information from three departments within the City which store hazardous chemicals and fuels. The inventory will then be submitted to the State of Florida data base for first responders use.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for January 19, 2016, City Commission Meeting
- Agenda packet preparation and creation for January 27, 2016, Budget Advisory Board Meeting
- Agenda packet preparation for February 2, 2016, City Commission Meeting

Status of Department Projects

- Municode republication of Code of Ordinances
 - Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal department.