

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 23, 2015

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 meeting with Police Chief
- Preparation of speaking engagement for Tomoka Oaks community
- Viewed State Senate Committee meeting on Government Oversight and Accountability – SB172 Pension issues
- GFOA project - reviewed Leawood, Kansas budget

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Stowers
- PACE Board Orientation meeting
- PACE Center conference call follow up discussion on PACE's December conference
- Held Walk with the Manager, 10 citizens attended

Community Development

Planning

- The Planning Director attended the Technical Coordinating Committee meeting of the Transportation Planning Organization. During FDOT's 5 Year Work Program presentation, Durrance Lane (Flagler portion) was mentioned. Apparently, Flagler County Board of County Commissioners ranked this unpaved road as one of the top priorities for the county. FDOT will be constructing the road from the City's boundary line west to the end of Durrance Lane. This includes paving and drainage. The road is being done as part of a Rural Initiatives Program. This money is not available to that portion of Durrance Lane in Ormond Beach since it is within an urbanized area. The estimated cost was \$400,000 and the projected date is 2020.
- Interviews for the vacated Permit Technician position were completed and the Department has recommended to Human Resources that Ms. Vaudeen Cagnina be hired. She has 23 years of local government experience ranging from Code Enforcement Officer to Public Safety Dispatcher.
- The zoning amendments related to the Interlocal Service Boundary Agreement are completed. The staff report has been drafted and notices will go out to property owners next week for the February Planning Board meeting.
- The Department received written notice from Vivien Monaco, attorney for 815, 855, 915, and 935 Ocean Shore Boulevard, withdrawing the land use plan and zoning amendments.

Building Inspections, Permitting & Licensing

- 216 inspections performed.
- 7 business tax receipts issued.
- 77 permits issued with a valuation of \$1,960,498.00

Development Services

- The SPRC activities for this week included:
 1. Ormond Crossings, Phase B
 2. Kingston Shore water connection
 3. Valiant Diner amendment

Economic Development/Airport

Economic Development

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 in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff met with Tomoka Holdings, prepared conceptual site plans for a 10 acre parcel in the Commerce Park that will be used in marketing for recruitment of an industrial development project.
- Staff met with Tomoka Holdings to discuss the extension of the Community Redevelopment Area agreement for the funding of Crossings Boulevard which will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. The Tomoka Holdings representative will contact the County officials regarding the support for the extension.

Airport Business Park

- Staff is working with a local business on the expansion of their business and building a new facility on Lot 2 in the Airport Business Park. A meeting to discuss financing options was held on December 17 and the prospective business will be pursuing these options.
- Staff is preparing an analysis for the reuse of the former City Nursery property adjacent to the Airport Business Park. A preliminary survey is underway of the undeveloped land that has a large percentage of wetland/floodplain restrictions. Staff presented an update to the Aviation Advisory Board (AAB) and provided a written summary to the City Commission. Staff will continue the analysis of the potential uses of the property and present the findings and recommendations to the AAB and Commission.

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

- Staff met with Chamber Tourism Committee to discuss the pending 2 week Athletx baseball tournament at the Sports Complex and Nova Fields in July.
- Staff met with the Main Street Economic Restructuring Committee to discuss demographic and retail data to determine future business recruitment strategies. The City's GIS staff is preparing the forms for the Main Street volunteers to undertake an update land use inventory of properties and uses, which will be conducted in the next several weeks.

Prospective Business Attraction/Retention/Expansion

- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers. The City Commission has approved the growth assistance agreement for SKYO Industries and the State of Florida is in the process of preparing a QTI contract for SKYO. The resolution consenting to the sale of 2 Sunshine Boulevard, approved by the City Commission, will result in the closing on the property planned for January 28.

Airport Operation and Development

- Allen's Tree Service continued work this week to mitigate obstructions near the airport's runways, and establish line-of-sight visibility of the runways and taxiways for the air traffic control tower staff. Night instrument approach procedures will soon be restored for Runways 8, 17, and 35. It is anticipated

that night instrument approach procedures for Runway 26 will be restored following completion of the required mitigation.

- Staff participated in a webinar this week regarding the State of Florida's Aviation Program Update, including a review of the Joint Automated Capital Improvement Program (JACIP). The 2014 Florida Legislature approved a record aviation budget for FY2015, and the department has proposed similar investments in Florida aviation and spaceport infrastructure for the following fiscal year. The webinar provided a brief overview of the proposed FY2016 aviation program. The webinar was conducted by Aaron N. Smith, State Aviation Manager, Florida Department of Transportation; and Becky Mainardi, Program Manager, Panther International, LLC.
- The City Commission approved an item at their meeting on January 20th regarding staff's intent to advertise for bids to provide construction services for the Taxiway "G" Construction and Airfield Electrical Improvements Project. The bid will be advertised on January 25th.
- Staff has completed work with AVCON, Inc. to prepare a recommendation to award item for the Air Traffic Control Tower Systems Upgrade project. It is anticipated that this item will be scheduled for the City Commission agenda on February 17, 2015.
- Staff continues to work with AVCON, Inc. to investigate options to repair or replace the backup power generator at the air traffic control tower, which is currently out of service.
- The airport page of the City's website has been updated to include traffic statistics for the past year. The airport served 110,905 operations in 2014, which represents a 12.26% reduction in traffic since 2013.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of annual audit reports.
- Completed Projects - Weekly
 - Processed 30 Journal Entry Batches (#1376-1462).
 - Approved 9 Purchase Requisitions totaling \$95,595.98.
 - Issued 23 Purchase Orders totaling \$114,078.32.
 - Processed 3,129 cash receipts totaling \$462,868.25.
 - Prepared 158 Accounts Payable checks totaling \$618,695.73 and 48 Accounts Payable EFT payments totaling \$744,373.22.
 - Prepared 24 Payroll checks totaling \$21,943.65 and 330 Direct Deposits totaling \$394,381.60.
 - Transferred IRS 941 payment of \$149,175.84.
 - Processed 1,110 utility bill payments through ACH totaling \$109,230.75.
 - Processed and issued 5,033 utility bills with billed consumption of water of 45,561k.
 - Issued 807 past due notices on utility accounts.
 - Auto-called 133 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Walking with the Manager (1/23)
 - Household Hazardous Waste Collection Event (2/27)
 - Assisted Living, The Musical (1/30)
 - Arbor Day Foundation Names Ormond Beach Tree City USA
 - 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 ads for Ormond Observer.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
 - Fire Alarms: 10
 - Hazardous: 4
 - EMS: 80
 - Motor Vehicle Accidents: 5
 - Public Assists: 49
- TOTAL CALLS: 150

- Aid provided to other agencies: 26 Calls – Daytona Beach (8), Holly Hill (3), Volusia County (15)
- Total staff hours provided to other agencies: 29
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 67

Training Hours

- NFPA 1001: Firefighting 37
- NFPA 1021: Officer 4
- NFPA 1500: Safety/Equipment 20
- NFPA 1620: Preplanning 29
- EMT/Paramedic 89
- TOTAL TRAINING HOURS: 179

Station Activities

- Updated 30 pre-fire plans
- Conducted 11 fire inspections
- Provided fire extinguisher training to 40 employees of Bridgeview Nursing Center.

Significant Incidents

- 1/16/15, 4:09 AM: State Road 11/DeLeon Springs – Structure Fire – Tanker 94 responded and provided a water supply shuttle – crew cleared scene at 7:18 AM.
- 1/16/15, 7:42 AM: S. I-95/Mile Marker 267 – Motor Vehicle Accident – Provided aid to Volusia County – single vehicle lost control hitting four vehicles and guardrail – one person ejected – trauma alert called – Ormond Beach Firefighter EMT assisted EVAC during transport to hospital – cleared scene at 8:50 AM.

Human Resources

Staffing Update

Staffing Requisitions

- Part Time Recreation Leader at the Performing Arts Center (Leisure Services).

Approved/Active Recruitment

- Part Time Recreation Leader at The Casements (Leisure Services) was advertised 1-14-15 on the City web site and will remain open until 1-30-15.
- Fleet Operations Manager (Public Works/Fleet) was advertised on 4-21-14 on the City web site: in-house; on the web sites for Government Fleet's Job Finder and Natl. Association of Fleet

Administrators; emailed to all members of the Florida Association of Governmental Fleet Administrators; and will remain open until filled.

Applications Under Review

- Office Assistant III (Leisure Services). Sixty-two applications were received.

Interviews Scheduled

- Contract Manager for Buildings and Facilities Maintenance (Leisure Services). Interviews were held 1-9-15 and 1-16-15.
- Human Resources Director (Human Resources). Interviews scheduled for 1-30-15.

Background/Reference Checks/Job Offers

- Maintenance Worker II (Public Works/Streets). A candidate was selected and began pre-employment processing.
- Permit Technician (Building/Planning). A candidate was selected and began pre-employment processing.
- Part Time Custodian at The Casements (Leisure Services). A candidate was selected and began pre-employment processing.
- Contract Manager for Turf Management, Landscape, Parks and Grounds Maintenance Services (Leisure Services). An internal candidate was selected.
- Utility Electrician (Public Works/Water Production). A candidate was selected and began pre-employment processing.
- Police Officer (Police Department). Three candidates were selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Police Department – Police Sergeant – effective 1-30-15
- Public Works Department – Sludge Hauling Technician – effective 01-30-15

City Events/Employee Relations Update

- ICMA representative will be here to meet with employees on 1-26-15.
- Nationwide Deferred Compensation, Ruth Marquez, will provide a retirement presentation for those employees retiring within 5 years. Anticipated date of event 1-29-15.

Risk Management Projects

- Attended Risk Advisory Board meeting.
- Completed subrogation requests for damage to City property.
- Provided drug free workplace information to Police Department Sergeants.
- Mayor's Health & Fitness Challenge: activity planning meetings and activities.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Selection Committee meeting scheduled.
 - Community Development – Electronic Plan Review – New large monitors being tested.
 - WindowsXP to Windows7 implementation – Continue upgrading the remaining systems at Public Works, and Leisure Services.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 16 New work - 41 completed - 46 in progress

- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,298	Inbound E-Mails Blocked	8,284
Delivered Inbound E-Mails	12,762	Quarantined Messages	252
Percentage Good Email	59.9%	Virus E-Mails Blocked	185

- Notable Events:
 - Worked over the weekend to install the new Firewall. The new firewall is much more sophisticated and capable than the 8+ year old units that were being replaced.
 - Worked with Building Maintenance to resolve Airport runway lighting control issue. Problem traced to a defective fiber optic converter used to connect the control tower to the vault where the lighting controls are located. The fiber optic converter was replaced with a spare from the IT Department.
 - IT Manager – held FLGISA Board meeting teleconference. The FLGISA winter conference is next week in Altamonte Springs. Over 160 participants are currently registered, a new record for attendance.
- Geographical Information Systems (GIS)
 - Addressing Additions: 7 Changes: 6 Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 21,564 (95.8%) potable 20,972, Irrigation 583, Effluent 9
 - Notable Events: Completed Quarterly Parcel Fabric Update

Leisure Services

- Administration
 - City Manager's Meeting
 - Public Works Meeting
 - Assistant City Manager's Meeting
 - City Commission Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - MLK Prayer Breakfast
 - VCRDA Meeting
 - Community Garden 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.
 - OBYBA Basketball continued games this week, various times on Tuesday through Saturday at Nova Gym. Games were also played at South Ormond Neighborhood Center on Wednesday and Friday evenings.
 - SHS Boys' team played their district games on Monday and Wednesday night at the Sports Complex on Championship Field #7 at 7pm.
 - Lady Renegades Softball of the OBYBSA started their spring practices this week Monday through Friday at 6pm at the Sports Complex on the Softball Quad.
 - Wendelstedt Umpire School continued this week Monday through Saturday at the Sports Complex from 9 to 5pm. They also hosted the "local" clinic on Saturday.
- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond

- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Nova Park - mowed infields and outfields
- Cleaned Skateboard Park
- Cleaned handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Picked-up and dropped off equipment to Fleet on daily basis
- Made fuel runs for equipment
- Cleaned restroom, offices and lunch area of Maintenance Building
- Continue mowing of baseball fields, three times a week
- Continue mowing of the soccer fields, two times a week
- Continue mowing of the softball fields, two times a week
- Continue mowing, edging and trimming the T-Ball fields
- Replacing sprinklers as necessary
- Mowing SONC softball field weekly
- Mowed fields at Ormond Beach Middle School weekly
- Daily clean up of Limitless Playground by the softball Quad
- Cleaned all sports parks of debris/trash from the events during the week
- Move portable bleachers to Oceanside Country Club for annual golf tournament.
- Opened all five softball fields for softball tryouts.
- Finished all 19 soccer fields with lines, flags, goals, sand bags, player benches and trash cans. Removed all temporary fences and field closed signs.
- Cleaned around the maintenance building.
- Field 4 is still closed due to wetness in the outfield because of our rain levels.
- Hosted SHS district games on 1/14/15 and 1/16/15.
- All foul poles at the Nova Sports Complex are down and being replaced. Field 5 and South Ormond field foul poles are being repaired.
- Field edging of all fields is being finished up.
- Pressure washed both dugouts on the Kiwanis field.
- Moved 60 chairs to the South Ormond facility.
- Prepared all four baseball fields for Wendelstedt Umpire School on a daily basis.

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm.
 - Chinmaya Church was 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: Show Club, CMT and Kopy Kats held regular classes.
 - 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:
 - South Beach Dance Competition, 1/25 2:00pm \$10

- South Ormond Neighborhood Center
 - Splash Pad closed for the season through March 14
 - Open park and playground sunrise to 11pm daily
 - Fitness room open Center hours
 - Open gym Center hours
 - Youth basketball games Wednesday and Friday
 - Activity room rental Sunday

- MLK Prayer Breakfast Monday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended weekly staff meeting
 - Attended event meeting
 - Clean up of Arbor Day Celebration supplies
 - Attended Memorial Day meeting
 - Attended registration meeting for Kids' Fishing tournament
 - Attended Contractor's meeting
 - Attended Chamber's Tourism meeting
 - Organizational projects
 - Presented Parade Winner presentation at City Commission meeting on 1/20
 - Walk with the Manager 1/23
 - Various/ongoing inspections of landscape work sites
- Gymnastics
 - January Gymnastics classes are in session. Registration opens next week for the February session.
 - Promoting "Bring a Friend to the Gym" day scheduled for Friday, January 23.
 - Bringing back Adult Beginner Gymnastics starting in February as part of the Mayor's Fitness Challenge.
 - "Open Gym Night" was held on Friday, January 23 from 6-8pm.
 - The first AAU team girls' competition was held in Tallahassee this weekend. The team represented the gym extremely well and is continuing to work hard towards their next competition in February to be held in Gainesville.
- 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 continues 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.
 - Boys' Basketball League continued their games this week. 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 9am to 5pm.
- The Casements
 - Classes met this week including Pilates and Yoga Tuesday, Wednesday, and Friday.
 - Tours were given this week from Tuesday through Saturday.
 - The Casements was closed on Monday for Martin Luther King Day.
 - The Karlene McConnell art exhibit continues in The Gallery.
 - A watercolor workshop was held in Room 203 from Tuesday to Friday.
 - The Mayor's Health and Fitness Challenge was held on Saturday morning.
 - Two weddings were held in Ormond Memorial Gardens on Saturday afternoon.
 - The Herb Society met in Bailey Riverbridge on Saturday morning.
 - A Boy Scout troop toured The Casements on Saturday morning.
 - A Memorial Day meeting was held in The Preservation Room on Wednesday morning.
 - The Guild Crafters met in The Preservation Room on Thursday afternoon.
 - The Casements Camera Club met in Bailey Riverbridge on Thursday evening.
 - Shelving was moved and repositioned in the Carriage House on Friday.

- Guild docent training was held in The Preservation Room on Friday afternoon.
- Parks Maintenance
 - Removed airplane at the Boundless Playground for repairs
 - Reset bench at Lions Park and secured it
 - Repaired broken deck board at the Birthplace of Speed Park
 - Repaired broken floor drain at Sanchez Park
 - Repaired loose hand rail at Fortunato Park
 - Replaced missing pickets at Joyce Ebbets Pier
 - Replaced rotted rope between poles at Fortunato Park
 - Replaced damaged hang bars at the Boundless Playground
 - Cleaned up fallen tree at Central Park Phase I
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = 0
- Building Maintenance
 - Weekly inspection of airfield runway, taxiways and directional signage
 - 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
 - Replaced weather stripping on door at SONC
 - Bleachers have gap between them, safety hazard at SONC
 - Picked up HEPA filters from vendor at Building Maintenance
 - Adjusted temperatures in areas 03 and 24 for warmth at Police Station
 - Picked up and install P-TAC unit in Stormwater office at Public Works
 - Assisted contractor with repair of bay door at Fire Station 93
 - Installed new sink faucet in Waste Water break room at Public Works
 - Inspected towers for repairs at Rockefeller Gardens
 - Repaired lighting in reception area at City Hall
 - Installed new lamps on stairway lighting at City Hall
 - Installed new batteries in the U.P.S at the Police Department
 - Repaired wooden walkway on Beach Street
 - Rescued mounting bracket for toilet dividers at PAC
 - Met with roofing contractor for repairs at PAC
 - Cleaned fountain and installed new pump at Fortunato Park
 - Assembled new recreation tables at Nova Rec
 - Installed new bay lamps at Public Works
 - Called contractor on roof leak at The Casements
 - Repaired urinal in Atrium men's room at City Hall
 - Repaired bollards at Rockefeller Gardens
 - Repaired lights in the carriage house at The Casements
 - Repaired water cooler at Sanchez Park
 - Adjusted timer for parking lot lights at Nova Gym
 - Checked flagpole light at Fortunato Park
 - Attended RFP meeting at PAC
 - Checked exhaust fan in Maintenance Building at Nova
 - Called contractor for perimeter fence repair at Nova Rec

Police Department

Administrative Services

- Staff conducted quarterly meeting with supervisors.
- Staff member attended MLK Breakfast Celebration at the South Ormond Community Center.

Community Outreach

- All PAL educational programs will resume in early February. The spring programs are Tutors R US, R.E.A.D (Reading, Exploration, Adventure and Discovery) and basketball.
- Schedules were completed and application packets delivered to Ormond Beach Elementary School for the R.E.A.D. program. The program begins in February. There are six students registered for second grade and six for third grade. Enrollment numbers are not in yet for fourth and fifth grades.
- Basketball practice was held on Tuesday and Thursday for the OBPAL basketball teams. Tournaments are being reviewed and a schedule of tournaments is being completed.
- Members of the Youth Directors Council and the OBPAL Basketball team assisted with the Martin Luther King Celebration Breakfast on Monday January 19th.
- Assisted with in-service intermediate weapons (Expandable baton, OC Spray etc.) qualifications.
- Organizing a Police Appreciation lunch with Riverbend Church.

Community Services & Animal Control

- Animal Calls responded to: 24
- Animal Bites: 0
- Animal Reports: 2
- Animals to Halifax Humane: 8
- Injured Wildlife: 0
- Trap Neuter Release: 2

Criminal Investigations

- Cases Assigned: 56
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 5
- Inactive: 10
- Fraud: 4
- Burglary Business: 3
- Burglary Residential: 5
- Larceny Carbreak: 35
- Grand Theft: 2
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0
- Weapons Complaint: 1
- Death Undetermined: 2

Narcotics

- Task Force members served a search warrant on South Center Street. One individual was arrested for Possession of a Firearm by a convicted felon, manufacturing hashish, and possession of marijuana.

Comments

- Detectives are working a series of car burglaries that occurred over the last seven days throughout the city. These carbreaks occurred in the Trails Subdivision, Tomoka Oaks Subdivision, Tallaqua Subdivision as well as Kent Drive and Treasure Lane on the beachside. Detectives believe these crimes are related to a local criminal element that steals cars and commits car breaks in the Greater Daytona Beach Area. Detectives from multiple agencies are working together on these cases.

Records

- Walk - Ins / Window 101
- Phone Calls 98
- Arrest / NTA'S 32
- Citations Issued 107
- Citations Entered 0
- Reports Generated 155
- Reports Entered 110
- Mail / Faxes / Request 29

Patrol

- Total Calls 1,627
- Total Traffic Stops 190

Operations

Crime Opportunity Report Forms: 112

- 1/15/2015
 - Traffic Arrest, Division Avenue and Orchard Street. Suspect was stopped for speeding. Investigation showed the driver had an invalid license that had been revoked for 60 months for being a habitual offender.
 - Burglary-Residence, 83 North Arbor Drive. Metal from air conditioning systems was taken out of an open trailer that was parked in the car port.
 - Warrant Arrest, 84 Cumberland Avenue. Suspect was picked up on an active warrant for ID Theft/Fraud.
 - Carbreak, 8 Kim Court, Three suspects got out of a white four door vehicle and tried car doors. The suspects entered an unlocked pickup truck and took a Makita drill and a wallet.
 - Carbreak (2 vehicles), 4 Shelly Way. One vehicle was left unlocked and the second vehicle was locked and forced entry was made to same. Two cell phone chargers and approximately ten dollars in change were taken.
 - Carbreak, 14 Fox Hollow Drive, Victim advised he saw a suspect wearing a skull cap go into his vehicle. Paperwork was scattered throughout the car, but nothing taken.
- 1/16/2015
 - Burglary-Residence, 8 Waterfront Court. Sometime overnight the victim's open garage was entered and two vehicles parked inside of same were ransacked.
 - Burglary-Business, 330 Hand Avenue (FPL). The compound was entered and approximately \$1,200 in copper wire was stolen.
 - Stolen Vehicle, 104 Heritage Circle. Vehicle taken from the victim's driveway during the night.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was placed under arrest for retail theft.

- Armed Robbery, 1521 West Granada Boulevard (Wal-Mart). Victim reports that he came up to pan handle in the area. The victim reports that while walking through the parking lot a suspect knocked him down, pulled out a pocket knife and took fifteen dollars from him.
- Carbreaks (X10), Rio Pinar Drive, Bay Hill Drive, Janet Circle, North St. Andrews Drive, Timber Lake Lane, Talaquah Boulevard, Waterfront Court, Pine Valley Circle, Carrington Lane, and Rain Tree Lane. Sunglasses, phones, cash, tools, phone chargers, back packs, wallets and prescription pills stolen from the vehicles. All of the vehicles were unlocked except for one (window broken out).
- Stolen Vehicle Arrest, 700 block South Nova Road. Received a call from a rental car company that one of their vehicles stolen out of Putnam County was being tracked by GPS in our city. It was located, stopped and two occupants of the vehicle arrested.
- Narcotics Arrest, 200 block of North Nova Road. An Officer stopped a motorist for driving an unregistered vehicle with an unassigned tag. Further investigation revealed a small amount of cannabis in the vehicle.
- DUI Arrest, 24 Ocean Shore Boulevard (TGI Fridays). Driver caused/involved in a rear-end crash exited her vehicle and went into the restaurant attempting to hide from officers. She was located and arrested for leaving the scene of a crash and resisting arrest.
- Warrant Arrest, Hand Avenue/Andalusia Avenue. Fugitive was located during a traffic stop and arrested on an open warrant.
- Robbery, Wooded Area Transient Camp at 29 South Perrott Drive, an adult male transient waited 24 hours and called to report that he was beaten and robbed of \$23, a cell phone and his wallet by fellow transients the night before.
- Traffic Arrest, 600-Block Riverside Drive, Subject was taken into custody following a traffic stop and it was determined his license was revoked due to multiple habitual traffic offender convictions.
- 1/17/2015
 - Carbreak, 9 Tomoka View Drive. Unlocked vehicle entered and items taken from vehicle to include Maui Jim prescription sun glasses and a black blanket.
 - Carbreak, 124 River Bluff Drive. Trailer in carport entered and items taken to include an Echo straight shaft edger and a Stihl handheld blower.
 - Grand Theft, 436 Andalusia Avenue. Fishing equipment stolen from the back yard of the residence sometime over the past several days.
 - Narcotics Arrest, 5 South Yonge Street (Texaco). An officer stopped a vehicle for a routine traffic violation. A consent to search was given by the vehicle driver at which time a misdemeanor amount of cannabis was discovered in their possession.
 - DUI Arrest, 82 Dix Avenue. Driver found unconscious/slumped over steering wheel.
 - Narcotics Arrest, 1200 block Arroyo Parkway. An officer stopped a suspicious vehicle for a traffic violation. Multiple amounts of cannabis and paraphernalia possessed by the passenger provided evidence of intent to distribute.
 - Grand Theft, 49 West Granada Boulevard (The Grind Gastro Pub), a customer was eating at a table when a man tapped him on the shoulder to distract him. Once distracted, the man grabbed the victim's wallet that was laying on the table and fled the establishment.
 - Carbreak, 97 Treasure Lane, vehicle ransacked and purse stolen.
 - Carbreak, 87 Old Wiggins Lane (Ormond Lakes), homeowner observed burglary in progress but suspects fled prior to officers arrival on scene.
 - Carbreak (X2), 1 Lake Vista Way (Breakaway Trails), two vehicles in driveway broken into and ransacked.
- 1/18/2015
 - Carbreak, 29 Block House Court. Unlocked vehicle in victim's driveway was entered and ransacked.
 - Carbreak, 28 Iroquois Trail. A resident in The Trails was out for a walk and found a wallet on the side of the road on Iroquois Trail. The wallet had identification linking it to 28

Iroquois Trail. Further investigation revealed that the wallet was stolen from the vehicle at this location and one of the credit cards was used at a 7- Eleven Store.

- Carbreak, 337 Timberline Trail. A Florida driver's license and other paperwork found behind the Trails Publix Supermarket discovered stolen from the victim's unlocked car along with several credit cards and cash.
- Carbreak, 18 Indianhead Drive. The victim reports sometime overnight someone entered two of their unlocked vehicles and stole a Coach purse, Banana Republic sunglasses, a gold heart necklace, a Goflex external hard drive and 12 Disney bands.
- Burglary-Grand Theft (Bicycle), 812 West Victoria Circle. Sometime over night an unknown person entered the victim's covered front porch and removed a bicycle.
- Traffic Arrest, 500 Block Riverside Drive. An officer attempted to stop a vehicle at which time it sped up and fled. The vehicle was located a short time later at which time the officer observed the driver switching seats with a passenger. The driver was subsequently arrested.
- Robbery, 1521 West Granada Boulevard (Wal-Mart), suspect covered their face and passed a note to cashier instructing her to hand over all the money in the cash register.
- Loitering & Prowling Arrest (X3), West Granada Boulevard/North Kings Road – Three suspects, one adult and two juveniles, were arrested for loitering and prowling and possession of marijuana under 20 grams.
- Narcotics Arrest, 700 block South Nova Road. An officer stopped a vehicle for an equipment violation. The driver had a suspended driver's license and was found to be in possession of a misdemeanor amount of cannabis.
- 1/19/2015
 - Carbreak, 111 Kent Drive. Vehicle was parked on the street in front of the house.
 - Carbreak (X2), 3 Carmel Court. Two vehicles were entered by prying the doors open. Both vehicles had the windshields smashed.
 - Carbreak, 161 Deer Lake Circle. \$900 worth of items taken from an unlocked vehicle parked in the driveway.
 - Burglary-Business Arrest, 565 Parque Drive. A garage door was pried open at the bottom to gain entry. Over one hundred thousand dollars in injection molds taken. Officers were able to identify and arrest several subjects who attempted to scrap the metal items stolen. Almost all of the stolen property was recovered and returned to the business owner.
 - Burglary-Business, 330 Hand Avenue. The fence was cut. Suspect(s) entered several trailers in the yard and some storage units.
 - Burglary-Business, 685 South Yonge Street. Items taken from the warehouse at Kitty Scott furniture. No forced entry to building.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for shoplifting and was issued a Notice to Appear and released.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect was issued a Notice to Appear and released from the scene.
 - Bicycle Theft Arrest, Tomoka Plaza. Victim's bicycle was taken from outside the Cloak and Dagger shop. The bicycle was later spotted in the possession of a juvenile in the Rockin Ranch parking lot. Bike was identified in a show up and the suspect advised "his buddy" took it and he was only riding it.
 - Carbreak, 67 Kent Drive, The victim advised her vehicle was broken into, and a car charger was taken. Vehicle doors were left unlocked.
 - Warrant Arrest, 1614 North US HWY 1 (Econo-lodge), an officer made contact with the suspect at his motel room #228 because the subject was causing a disturbance that was called in by the motel clerk.
 - Burglary- Residence, 795 Hand Avenue, the victim advised her house door was left unlocked and her television was the only item missing from the residence.
 - Carbreak, 125 Interchange Boulevard (Cracker Barrel), the victim advised while at work at the Cracker Barrel her vehicle was broken into and the rear passenger window broken

out. Purse and misc items in the purse were taken. The victim advised she had left her purse in plain view in the back seat.

- 1/20/2015
 - Battery on a Law Enforcement Officer Arrest, 1608 North US 1. Units responded to a disturbance between a mother and adult daughter at the Days Inn. The daughter was arrested on outstanding warrants, domestic violence and battery on a law enforcement officer.
 - Stolen Vehicle Arrest, 664 North Nova Road # 225. The victim reported that after picking up her ex-husband he began driving erratically and acting irrationally. He began yelling at the victim and told her and another female to get out of the car. The suspect then drove off with the vehicle without permission. A few hours later the vehicle was stopped in Daytona Beach and the suspect (victim's ex-husband) arrested.
- 1/21/2015
 - Car Break, 351 Scott Drive. The victim reports sometime overnight someone entered his unlocked vehicle and stole \$3,500 in cash and \$1,000 in quarters.
 - Burglary-Residence, 115 Ormond Shores Drive. The victim reports that someone cut the screen on his porch and removed a 32" black framed television.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect from Palm Coast was arrested for misdemeanor shoplifting.
 - Carbreak, 32 Old Canyon Lane (Ormond Lakes). Unlocked vehicle was entered and rummaged through.
 - Stolen Vehicle Recovery, 31 Wildcat Lane (Ormond Lakes), units were responding to suspicious activity involving subjects driving a white pickup truck believed to be involved in committing car breaks. Officers in an unmarked vehicle in the area came upon another vehicle that had been reported stolen out of Daytona Beach that took off high speed when officers tried to stop it. The vehicle crashed and the driver fled from the scene on foot. A loaded firearm reported stolen from a car break occurring in December was found in the driver side door pocket of the stolen vehicle.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 47
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 45
 - Number of Written Warnings Issued: 7
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 0
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - Continued follow up from Serious Bodily Injury crash 15-01-00058.
- Traffic Complaints Received:
 - 10-Block Rio Pinar Trail: Resident at 17 Rio Pinar Trail reported a speeding problem in front of her house where "speeding" vehicles have struck and killed loose dogs in the area. The Stealth Stat was deployed and a speeding survey was conducted. The results showed that the average speed was 24 miles per hour in the posted 25 mile per hour zone. Follow-up contact was made with the resident at 17 Rio Pinar Trail and she has been informed of the results of the survey.
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Public Schools in the City

- Reason for this STEP: School Zones
 - Number of times worked: 0; Total Hours Spent: 0
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: No School Zones worked this week by the Traffic Unit
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: John Anderson Drive / Royal Palm Avenue
 - Reason for this STEP: Speeding
 - Number of times worked: 1; Total Hours Spent: 0.8
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: None
 - 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 1200-Block North United States Highway 1
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 0.4
 - Citations Issued: 0; Written Warnings Issued: 1
 - Comments: None
 - 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 700-Block Fleming Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None
 - 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 900-Block John Anderson Drive
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.17
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: Got a call for a crash and had to leave
 - 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-400 Block Clyde Morris Boulevard
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: Speeds 15 miles per hour over limit
 - 7. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-Block John Anderson Drive
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 0.25
 - Citations Issued: 1; Written Warnings Issued: 1
 - Comments: None

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 2 Cases initiated
- 25 signs have either been removed or sign cases created.

- 9 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and sixty (60) telephonic inquiries.

Public Works

- **Engineering**

- Project Summary**

- Construction Projects:**

- **John Anderson Drive** – The contractor has been directed to repave a 50 foot section of John Anderson Drive just north of Standish Drive where a dip exists and also to correct a driveway transition that was too steep. Once this work is complete, contract closeout will take place.
 - **Traffic Signal Maintenance (Mast Arm Painting)** – The contractor is planning to start work in late January, a pre-construction meeting is being scheduled with the contractor.
 - **Granada Blvd. Resurfacing – Tymber Creek to Perrott** – The contractor has addressed FDOT punchlist items and is awaiting final project closeout.
 - **OBSC Wayfinding Signs** – The signs are currently being fabricated and are scheduled for installation later this month.
 - **Fiber Optic Network Expansion** – Work is substantially complete. IT is in the process of testing the installed components and bringing the new facilities on line.
 - **Nova Community Park Skate Park Expansion** – Concrete work continues on the skate park elements, the older section should be complete within the next week, the contractor is planning to pour the beginner element (south side) this week as well as street elements (west side). Sanitary sewer has been extended to the Pro Shop building, the contractor will install storm drainage this week.
 - **Nova Community Park Paving Improvements** - Staff met with contractor to coordinate a phasing plan for constructing the pavement improvements to the park. Staff is preparing temporary construction signs for the entrances to the park to inform visitors of the location of access restrictions in various areas of the park during construction. The signs will be updated as the various parking areas and road paving is complete and becomes accessible to the public. At least one entrance will remain open to the park at all times. An electronic message board will also be posted along Main Trail when that entrance is closed for resurfacing. Construction is scheduled to begin February 2, 2015. Staff will coordinate with the contractor regarding events and activities at the park to minimize inconvenience due to the construction.

- Design Projects:**

- **City Welcome Sign** – Staff is finalizing drawings and cost estimates for final approval.
 - **Nova Community Park Trail** – Staff is finalizing the drawings and preparing the bid documents.
 - **Riverside Drive Drainage Improvements** – contract award and acceptance of easements were approved on the January 20 City Commission meeting. Final easement was executed by property owners this past week.
 - **Fleming Avenue Drainage** – A survey was completed of the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming Avenue. Upon review, excessive siltation has occurred within the ditch and in several locations trees had fallen across the ditch. Temporary drainage maintenance easements have been prepared which will be sent to the property owners indicating that maintenance of the ditch will be performed by the City should they grant the City the temporary drainage easement. If not, they will be directed to clean the ditch in accordance with City Ordinance requirements. Staff has received notice from legal counsel for two of the three property owners indicating their objection to the ordinance requirements. Staff also is preparing a Work Authorization for Zev Cohen to perform a drainage study of the area to analyze the system and see if any improvements can be made to minimize flooding frequency to Fleming Avenue.
 - **Water and Wastewater Master Plan Update** – The initial draft report was presented to the Public Works Advisory Board. Staff met with the consultant in January and provided comments, a Final Draft be presented to the Public Works Advisory Board in February/March before presenting it to the City Commission at a workshop on April 7th.

- Downtown Streetscape Planting (Orchard to A1A) – Bids were opened on November 13 and are scheduled for award on January 20.
- North US1 Landscaping (Airport Road to I95) – Staff has submitted plans for FDOT review.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and requesting installation proposals for the proposed shelter.
- OBSC ADA Parking and Sidewalks (CDBG) – The bid was advertised on January 11th.
- Downtown Stormwater – The Consultant has submitted final plans for City review. Construction permit application has been prepared for SJRWMD. Easement legal sketch and descriptions have been completed for all drainage easements.
- Ph II 2-Inch Watermain Replacement - Mainland – Construction plans have been finalized, and project manual is being finalized. Project scheduled to bid February, 2015.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Bid documents were approved for bidding at the January 20 City Commission meeting, The design consultant has submitted permit applications to the Volusia County Health Department, applications are submitted for signature for Volusia County Use Permitting.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Bid documents were approved for bidding at the January 20 City Commission meeting. Permits have been issued by DEP/HRS.
- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted for FAA compliance review.
- South Peninsula Reclaimed Water Extension – Bids award was approved at the January 20 City Commission meeting. Prepared application for SJRWMD Cost Share Grant, Consultant is preparing corresponding graphics.
- Environmental Learning Center – The City website has a link for the public to view the presentation from the November 12th public meeting, and complete a questionnaire, which can be submitted with recommendations for activities and programs to be incorporated into the operation of the center. Geotechnical borings have been done and design is underway. A public meeting was held to invite potential volunteers to come and discuss opportunities to volunteer and assist in the operation of the ELC programs.
- Laurel Oaks Stormdrain Extension - Bids were opened January 7, and low bidder qualifications are being evaluated. The project includes extension of a stormdrain outfall to a pond in order to eliminate an eroding drainage ditch between two residential properties.
- Sports Complex Restrooms - The watermain extension has been designed and permitted and construction services have been retained to install the new main. Construction is anticipated to begin late February.
- FPL North Substation Drainage Culvert Replacement - Prepared a proposed culvert replacement design for the Laurel Creek crossing on FPL's property, which is currently under sized. The proposed design will replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL for their review. FPL is seeking funding for the culvert replacement.
- Deer Creek Reclaimed Water Service - Staff discussed with design consultant the feasibility of serving the development with the current reclaimed main along Airport Road. It was determined, based on the utility master plan update, that a second phase of upsizing the reclaimed main would be required, which currently is only a converted 10-inch main in front of the development and additional storage tank capacity will also be necessary.
- Bermuda Estates Sidewalk - Design plans are being completed for installing a sidewalk from SR40/Granada Blvd. to Bermuda Estates Drive. This project is intended to be included as a supplemental project to the next roadway resurfacing project later this fiscal year. FDOT's contractor is currently making modifications to the connection point at Granada to accommodate the proposed sidewalk.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation- Plans and specifications have been prepared and the project is scheduled to be released for bidding in February, 2015.

Department Activities

Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS and old engineering drawings (on-going).
 - Reviewed SWMP submittals for residential construction (on-going)
 - Electronic Plan System - Reviewed ProjectDox compilation for system integration as a follow-up to the introduction and training seminars provided by Avolve software.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for directional bores under 1301 Northside Drive and 1407 Oak Forest Drive per FPL request.
 - Reviewed plans and created approved Wetland Protection Permit for 454 South Beach Street.
 - Researched files for and created and provided PDF As-Built and master plan drawings for Hickory Village Drainage Evaluation Study per Zev Cohen request, and also provided similar files to Pegasus Engineering for the Rio Way Drainage evaluation per request.
 - Researched and provided old As-Built plans of the Nova Road Widening project to show traffic signal mast arm locations and specs at the Granada and Hand Avenue intersections per Consultant's request.
 - Researched drawing files and field-located with survey stakes the location of the eastern right-of-way line of Hidden Hills Drive per Trails North 40 HOA request.
 - Modified the proposed OBSC overflow parking drawing plans per project manager's comments.
 - Modified the North US1 Median Landscaping drawings per project manager's comments.
 - Continued updating the As-Built drawings for the West SR40 Median Landscaping project.
 - Created Volusia County permit drawing for waterline replacement at 17 Briggs Drive per Utilities Division request.
 - Updated the construction phase exhibit map for the Nova Community Park Paving project per project manager's comments.
 - Researched and provided PDF scans of the Lift Station 4M As-Built drawings per Utilities Division request.
 - Began the sketch and legal description for Destination Daytona Phase 2, also creating an exhibit sketch drawing to show location of annexation sign placements per Planning Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Pulled forms & backfilled stress cut on S. Washington St.
 - Picked up litter on the Granada Bridge
 - Installed bridge signs on the Granada Bridge
 - Performed an asphalt repair for Wastewater on Ormwood Dr.
 - Asphalted spillway for Parks Department at Central Park III
 - Asphalted a pad at the Public Works Complex
 - Pulled forms at Central Park II
 - Repaired a patch with concrete on Sea Gull 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
- Maintenance of tools at Public Works Saw Shop
- Maintenance of trucks and equipment at the Public Works Yard
- Removed trees at the Public Works Complex
- Trimmed trees on corner of Rosewood & Yonge St., on Chardon Rd., between Gallaten & Buckeye, on Northbrook Dr., and on Scottsdale Dr.
- Picked up a fallen limb on Old Kings Rd. at Division

- Checked ROW (Right-of-Way) areas on Old Kings Rd., and on Sterthaus that needed trimming

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.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed various DOT hot spot locations on A1A, on SR40, on Nova and on US1
- Put up holiday flags and then removed after event on the Granada Bridge
- Three employees conducted Maintenance Worker II interviews
- Assisted asphalt crew with spillway at Central Park III
- Assisted asphalt crew on Ormwood Dr.
- Trimmed ROW at catch basin on N. Arbor Dr.

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop, speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, and put away stock that was received
- Selden Ave., checked for church sign that needed to be removed
- Public Works Conference Room, conducted Maintenance Worker II interviews
- Fluhart & Riverside, replaced (3) delineators
- Beach St. & Dix Ave., reinstalled a park sign
- Various Locations, installed HIP (High Intensity Prismatic) street names, where needed

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Outfall repair – Ormond Pkwy

Vactor

- Interchange Blvd. – cleaned lines
- Ormond Lakes – cleaned lines
- Various citywide locations – cleaned inlets

Mowing

- Reachout Mower – on Arroyo Pkwy, and various FDOT ponds
- Brush Hog – on US1

Street Sweeping/Streetsweeper

- 121.0 miles of road cleaned (This was for 4 days)
- 12.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
23,486

PM Services completed for the week:
Emergency—Vehicles and Equipment
3

Non-Emergency Vehicles and Equipment
5

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has gallons of unleaded and 4,541 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,035 gallons of unleaded and 941 gallons of diesel.
- Fleet completed 18 work orders this week.

• Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
- Backflow Prevention Device Testing, Certification and Repair Services – A City Commission memo was prepared for the February 17 agenda recommending award to lowest most responsive bidder.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is recommended for longevity purposes. A work authorization is being prepared for Quentin L. Hampton & Associates to perform design services.
- Division Avenue Well Field Raw Water Piping – Project is advertised and pre-bid meeting held this week.
- Cross Connection Control (CCC) Program Management Services – Sent public water system device/customer information for initial input to vendor device management program.
- Dual Check Valve Assembly Installation Services – Contractor continues installation of Dual Check Valves and Repair Kits in the Breakaway Trails (BAT) and Hunter's Ridge (HR) areas.
- Dual Check Valve Assembly Procurement – Devices requisitioned for north peninsula reuse service area.
- Lift Station 8M1 – A request to approve a work authorization for design services to McKim & Creed was prepared for the February 17 City Commission agenda.
- 13 & 17 Briggs Drive – Water service replacement is being scheduled and plans are being prepared to obtain a Volusia County Use Permit.
- 2573 John Anderson Drive – Water service replacement scheduled.
- 44 Seacrest Drive – Volusia County Use Permit received from the County.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A purchase order for \$3,550.50 was prepared to perform the additional alignment work for proper installation of Pump No. 3 by TAW. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. A temporary hypochlorite storage tank is being used. Met with Polstron Process to describe the wetwell cleaning project and request a quotation.
- Pressure Main Cleaning Services – Bids were received. A City Commission memo was prepared for the February 17 agenda recommending contract award to lowest and most responsive bidder.
- Rima Wells Auxiliary Power Generator – A work authorization was prepared for requesting additional design services to add controls recommendations to reduce the probability of diesel fuel spills.
- Saddler's Run Lift Station Rehabilitation – The bid documents were presented at the January 20 City Commission Meeting and the project is advertised for receipt of bids from interested contractors.
- Sanitary Sewer Pipeline Repair – The list of sanitary sewers to be lined was incorporated into the project specifications prepared by Engineering.
- Storage Tank Repairs and Maintenance – An executed work authorization was received from the consultant. A project kick off meeting was held and a revised schedule was requested.

- Water Plant Aerator Housing Rehabilitation – Met with the proposed consultant to discuss the project scope. A design-build project delivery method is being considered.
- Wells 18SR – Pump and riser piping is lodged inside casing prohibiting removal for pump replacement. Options to pull the pump are being investigated and proposal forthcoming.
- Well 20SR – Concrete vault top was broken when a vehicle ran over it. A police report was filed. Research is being performed to determine if the vault can be abandoned.
- SPRC – Deer Creek – The punch list for water distribution items is being addressed. Ormond Crossings Phase B – Plans are being reviewed. River Oaks – Contractor is working to resolve punch list items. Performed pressure monitoring of the Airport Road Force Main to verify pump design characteristics. Ormond Renaissance – Received plans for review. Valiant Diner – Met with engineer to discuss proposed site plan revisions.
- Utility Master Plan – Staff reviewed and provided comments on content.

Departmental Activities

- Water Treatment
 - Delivered 34.417 million gallons for the week ending Jan. 18, 2015 (4.917 MGD)
 - Backwashed 10 filters for a total of 423,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had no Precautionary Boil Water notices this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 35.25 Million Gallons.
 - Produced 12.74 Million Gallons of Reuse.
 - Produced 22.51 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.04 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 123.58 (14%-18% Solids).
- Water Distribution
 - Exchanged 10 water meters per Finance Department work orders.
 - Responded to or repaired 18 water service leaks.
 - Assisted 15 customers with misc. concerns.
 - Replaced 8 water meter boxes.
 - Replaced 5 water services due to low pressure. Contractor installed a 2" casing for water service replacement under roadway.
 - Responded to 4 water pressure and/or water quality concerns.
 - Performed accuracy testing on 14-1½" commercial water meters.
 - Completed maintenance activities on 37 fire hydrants as part of the fire hydrant maintenance program.
 - Performed annual pressure testing on 1 city owned backflow preventers. Installed 1 new backflow device on city owned irrigation serving a median.
 - Performed scheduled maintenance on 18 Water Distribution system valves as part of the valve maintenance program.
 - Moved and replaced the water service per Finance Dept. due to the water meter being behind a fence at 257 S. Ridgewood Dr.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 92 regular and 2 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 5 trouble calls Breakaway/Hunters Ridge PEP System service area and 2 in town.
 - Televised 20, cleaned 9 and root controlled 6 sewer laterals.
 - Cleaned 950 ft. of sewer main in 3M system.
 - Leaking 1 inch reuse service under road at 591 N. Halifax Dr. scheduled for repair 1/26/15.

- Televised 269 ft - 18" storm drain pipe 347 N. Orchard St.
- Replaced broken pep tank at 180 Deep Woods Way.
- Filled in sink hole around pep tank at 70 Circle Creek.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 9 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 4 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 19/11psi. Foxhunters Flat (2 inch) 18/10 psi & Shadow Creek Blvd. (4 inch) 4/4 psi.
- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - 6M – pumps not alternating – controller in bypass mode – micro switches failed at check valves on pumps 1&2 – replaced with new stock – ok.
 - Charleston Square – uneven run times noted - deragg check valves – OK.
 - Centrifuge #2 – received refurbished primary gear box – placed into storage – GEA scheduling shipment of secondary gears and input shaft.
 - 2P, 8M3– no starts noted #1 pump – cleaned floats – OK.
 - Saddlers Run – high starts noted – cleaned probe – OK.
 - 4M – installed and programmed replacement #2 Soft Starts – OK.
 - Influent Room – deragged pumps as needed.
 - SCADA/WIN911 monitor/response: Aberdeen #4 – phase loss – not notified of scheduled power outage by FPL for transformer replacement – responded with generator to operate station during interim – OK; SCADA Server - not operational - screen locked out – performed complete power down and reboot of server – OK; 4P, 11M, 4M1, Camelot – WIN911 - power outage due to main power line down at Nova Road – check multiple stations for operation upon power restoration – power restored – ok.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Lift Station PM's: 17 monthly and 1 annual performed.
 - Plant wide oil & grease route.
 - 46 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Reuse High Service – station down – pump #1 check valve failed – isolated pump removed from service – on schedule for replacement.
- City wide – inspect all off site equipment after heavy rains.
- Sulfuric Acid container – assist operators with pump replacement – ok.
- Hypochlorite pumps #5, #6 – replaced tubes – ok.
- Lime Slurry pumps #1, #2 – replaced tubes – ok.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation: As part of the WWTP permit renewal, the Utility is required to evaluate the Local Limits. Staff is currently collecting the data necessary to compute referenced limits. Also establishing a sampling regiment to obtain background levels of analytes prescribed by the FDEP in the sewer collections system.
- Disposal of Special Waste: Staff received approval from the Volusia County Solid Waste Department of the Special Waste Profile and Disposal Application to the Tomoka Landfill for disposal of the Sewer Line Maintenance Grit/Sediment. The dumpster is being scheduled for delivery to the landfill.
- Reuse Groundwater Monitoring Program: Staff is reviewing data and preparing the quarterly report from the most recent sampling per the WWTP's permit.
- Industrial Pretreatment Program: Staff has continued working with a prospective permitted facility on their permit application process. The facility has installed a new pretreatment system to treat an additional waste stream from their process for future disposal to the City's sewer collection

system. Additionally, staff is conducting daily sampling at a permitted facility to provide constant monitoring of the discharge to ensure compliance with the City's Local Limits.

- Annual Reuse Report: Staff submitted the report for delivery to the FDEP and SJRWMD. The report will highlight the increase in reuse utilized by the City's reuse service area and the decrease in disposal of the WWTP effluent in the Halifax River.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Backflow Device Project: The contractor began installation of the backflow prevention devices in the City's Reuse Service Area on October 31. Staff continues to field calls from the residents with questions and concerns regarding this project.
 - Unregulated Contaminates Monitoring Rule (UCMR 3): Staff performed the sampling and submitted the sample for analysis to the City's contract laboratory. The UCMR 3 program is conducted by the EPA to explore contaminants of concern in the nation's potable water supply.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for January 20, 2015, City Commission Meeting
- Agenda packet preparation and creation for January 28, 2015, Budget Advisory Board Meeting
- Agenda packet preparation and creation for February 3, 2015, City Commission Meeting
- City Clerk attended meeting with Legal Department to review *Code of Ordinances*

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.