

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 8, 2016

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

### **City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with Fire Chief, Economic Development Director, HR Director, Planning Director and Finance Director
- Staff meeting with senior staff
- Cell tower discussion with senior staff
- Discussion with senior staff on downtown parking on Lincoln Ave.

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm and Commissioner Stowers
- Spoke with citizen regarding water usage and billing
- John Walsh, Observer, on United Way/Chamber of Commerce
- Maryam Ghyabi regarding Nova Road mid-block crossing
- Monthly meeting with Waste Pro and senior staff on service provided
- Quality of Life Board
- Held Walk with the Manager, guest walkers were the City Engineer and Landscape Architect, walked to the Environmental Discovery Center from Central Park Hammock Lane.

### **Community Development**

#### **Planning**

- Granada Pointe Investors, LLC has filed an application with the City of Ormond Beach for a Small Scale Comprehensive Plan Amendment. The request is to change the Low Density Residential (LDR) land use designation on a portion of the property containing approximately 2.60 more or less to Residential Office Retail (ROR) land use and approximately 6 acre more or less parcel from Low Density residential (LDR) land use to Open Space Conservation (OSC) land use. Staff attended a neighborhood meeting held at Tuscany Shoppes regarding the land use plan amendment for 600 West Granada Boulevard (aka Granada Pointe).
- The Planning Director presented the draft Bike Plan to the Quality of Life Board. The 10 year plan proposes about 15 new miles of multi-use path and 1 small fixed span bridge. The cost of the plan is estimated at 5.36 million. It is expect that the bulk of the money can be obtained from the River to Sea Transportation Planning Organization with the City providing the 10% match. The match can be a soft kind (design) or it can include monies collected through the Mobility Fee for non-motorized improvements.
- Staff met with property owners to discuss the potential redevelopment of 1003 US1 North.
- The Planning Director attended a meeting regarding the downtown public parking proposal which affects the Ormond Beach Union Church and Historical Society.

#### **Building Inspections, Permitting & Licensing**

- 211 inspections performed.
- 4 new business tax receipts issued.

- 62 permits issued with a valuation of \$1,615,426.00

**NOTE:** Private Provider inspection services conducted 53 inspections of the 331 inspections performed.

#### Development Services

- The SPRC had no activities scheduled for this week.

#### **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 is working with the Chamber of Commerce in the production of the Doing Business in Ormond Beach resource guide and the Chamber Membership Directory.
- Staff 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 manufacture to locate the company at the City's Airport.

#### Airport Operation and Development

- The City Commission, at their January 5<sup>th</sup> meeting, approved a contract with AVCON, Inc., to provide construction engineering services for the Taxiway Golf project, which is expected to commence with pre-construction meetings later this month. The City Commission also approved a Joint Participation Agreement with the State of Florida to fund a project to rehabilitate certain runway and taxiway markings at the airport. The rehab work will be performed by Hi-Lite Airfield Services, LLC under the Statewide Airport Runway Painting Contract.
- Staff has been advised by Hoyle, Tanner and Associates that the ongoing Airport Storm Water Master Drainage Plan is scheduled for completion by March 1, 2016. This completion date includes a 30 day review period with the St. Johns River Water Management District.
- Staff continues working to create draft designs for directory signage at the airport. The signs are expected to be similar to those recently installed in the Airport Sports Complex, and will help visitors to more easily locate fixed base operators and other businesses located at the airport.

- In response to calls from consumers regarding the operation of drones in the vicinity of the airport, staff has created a new page on the Airport section of the City's website which provides detailed information about drone operations, including links to resources for both recreational and commercial drone operators.
- Staff provided FPL with maps and information regarding existing utilities and easements in the southeast quadrant of the airport. FPL requested this information as part of their efforts to coordinate the installation of new electrical utilities for the Taxiway Golf project.
- Staff is working with AVCON, Inc. to close out the Air Traffic Control Tower Systems Upgrade Project. Record drawings and close out reports have been received from AVCON, and are presently under review.

### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Continue audit preparation.
- Completed Projects - Weekly
  - Processed 81 Journal Entry Batches (#5913 – 5917) (1658-1874).
  - Approved 19 Purchase Requisitions totaling \$63,229.22.
  - Issued 15 Purchase Orders totaling \$147,977.82.
  - Processed 4,344 cash receipts totaling \$521,914.26.
  - Prepared 78 Accounts Payable checks totaling \$79,345.69 and 44 Accounts Payable EFT payments totaling \$372,834.69.
  - Prepared 24 Payroll checks totaling \$23,240.83 and 328 Direct Deposits totaling \$438,799.46.
  - Transferred IRS 941 payment of \$170,024.84.
  - Processed 1,645 utility bill payments through ACH totaling \$138,834.16.
  - Processed and issued 9,981 utility bills with billed consumption of water of 17,162k.
  - Issued 1165 past due notices on utility accounts.
  - Auto-called 65 utility customers regarding receipt of a past due notice.

### **Grants/PIO**

- Public Information
  - Press Releases
    - Florida Licensing on Wheels (1/12)
    - Late Nite Catechism (1/31)
    - Tribute to the Greatest American Voices (1/22)
    - Starry, Starry Night (1/8)
    - Walking with the Manager (1/8)
    - Open Gym (January 8, 15 and 22)
    - Florida Cadets Victorious at National Competition (Civil Air Patrol)
    - EDC Seeks Volunteers
  - 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 City Commission meeting.
    - Attended BJAPMT webinar for new Justice Assistance Grants reporting requirements.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

## **Fire Department**

### **Weekly Statistics**

- Fires: 2
  - Fire Alarms: 3
  - Hazardous: 2
  - EMS: 109
  - Motor Vehicle Accidents: 7
  - Public Assists: 46
  - TOTAL CALLS: 169
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- Aid provided to other agencies: 13 Calls: Daytona Beach (4), Holly Hill (1), Volusia County (8)
  - Total staff hours provided to other agencies: 8
  - # of overlapping calls: 51
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
  - Total EMS patients treated: 81

### **Training Hours**

- NFPA 472: Hazardous Materials 6
- NFPA 1001: Firefighting 11
- NFPA 1500: Safety/Equipment 15
- NFPA 1620: Preplanning 12
- EMT/Paramedic 10
- TOTAL TRAINING HOURS: 54

### **Station Activities**

- Updated 21 pre-fire plans
- Conducted 3 fire inspections

### **Significant Incidents**

- 1/2/16, 4:04 AM: 45 Laurel Ridge Break – Structure Fire – Upon arrival found single-story residential home 50% involved with fire through the roof – all occupants were able to escape structure without injury – residents awoke to smoke coming out of ceiling register – fire was called out at 5:30 AM – crews cleared scene at 11:45 AM – under investigation by State Fire Marshal.

## **Human Resources**

### **Staffing Update**

#### **Requisitions**

- Part Time Maintenance Worker II – Athletic Fields (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.
- Victim Advocate Coordinator (Police) was advertised 12-8-15 on the City web site and internally and will remain open until filled.
- Firefighter/EMT (Fire) was advertised on 12-16-15 on the City web site, internally, and on nationaltestingnetwork.com and will remain open until 1-16-16.
- 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.
- Part Time Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader – South Ormond Neighborhood Center (Leisure Services) was advertised 11-4-15 on the City web site and will remain open until filled.
- Part Time Custodian at The Casements (Leisure Services) was advertised 12-14-15 on the City web site and will remain open until filled.
- Part Time Assistant Gymnastics Instructor (Leisure Services) was advertised 1-4-16 internally and will remain open until 1-8-15.

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

- Treatment Plant Operator C, B, or A (Wastewater/Public Works)
- Permit Technician (Engineering)
- Records Clerk (Police)
- Part Time Community Events Technician (Leisure Services)
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)

Terminations

- Part Time Maintenance Worker II - Athletic Fields (Leisure Services) effective 1-5-15

#### Risk Management Projects

- Final Planning for Mayor's Health & Fitness Challenge

#### Information Technology (IT)

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
    - Finance – Interactive Voice Response System – Contract approved by City Commission.
    - 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: - Performed YE updates on all windows servers.
    - Networking System: - None.
    - Work Orders: - 7 New work - 35 completed - 22 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,462	Inbound E-Mails Blocked	10,403
Delivered Inbound E-Mails	9,898	Quarantined Messages	161
Percentage Good Email	48.4%	Virus E-Mails Blocked	337

- Notable Events:
  - All Duty cell phones have been upgraded to current models to take advantage of the upgraded ATT service.
- Geographical Information Systems (GIS)
  - Geographical Information Systems (GIS)
  - Addressing Additions: 2 Changes: 0 Corrections: 71
  - Map/Information Requests: 14
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0: Total in system = 294
  - Meters GPS Located this week: 1: Total in system = 23,073; 22,407 potable, 655 Irrigation, 11 Effluent
  - Notable Events: Updated GeoTax Information for DOR

### **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
  - City Commission Meeting
  - Environmental Discovery Center Meeting
  - Starry, Starry Night
- 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 began this week at the Sports Complex on the Wendelstedt and Kiwanis Baseball Fields. 100+ participants are expected. This runs for five weeks.
  - RBA Soccer had their final game of the season on Tuesday at 4pm on Soccer Field #4 at the Sports Complex.
  - SHS Girls' and Boys' teams played four home games this week, Tuesday through Friday at 5 and 7pm on Championship Field #7 at the Sports Complex.
  - The OBYBA Basketball Program started back this week from the holiday break at both Nova Gym and the SONC Gym. Games are held this week Monday through Friday nights at 6, 7 and 8pm.
- 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
  - Moved goals onto Soccer #4 for RBA soccer game
  - Moved all toters and benches back onto Championship Field #7
  - Added clay and turface to Nova fields as needed
  - Painted Soccer Fields #4 & #7 for high school games
  - Prepped Wendelstedt Fields daily for Umpire School

- 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: 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 and CMT held regular classes.
    - Friday: CMT held regular classes.
  - The Performing Arts Center is preparing to host the following events:
    - Neil Diamond Tribute, Saturday, 7:00pm to 9:00pm
  
- South Ormond Neighborhood Center
  - Open park and playground sunrise to 11pm daily
  - Fitness room Center hours
  - Open gym Center hours
  - Jazzercise Monday evening
  - Basketball games resumed 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
    - EDC Grand Opening, April
    - Art in the Park, April/May
  - Clean up and organizing of all equipment and supplies from December holiday events.
  - Employee evaluation to be completed
  - Attend EDC Grand Opening meeting, Wednesday, January 6<sup>th</sup>
  - Walk with the Manager, Friday, January 8<sup>th</sup>
  
- Gymnastics
  - Classes are going well and growing
  - January session registration open and in progress
  - Trial classes are being offered to attract potential students
  - Open Gym this evening, 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 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 games this week.
  - The Mayor's Fitness Challenge Kickoff took place on Saturday from 7:30am-11:30am.
  
- The Casements
  - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00 a.m. to noon.
  - Guild tours were given at The Casements from 10:00 a.m. to 4:00 p.m. on the hour Monday through Friday.

- Pilates classes met Wednesday through Friday at The Casements.
- Yoga met on Tuesday morning at The Casements.
- Zumba met on Tuesday afternoon at The Casements.
- A wedding was held at Ormond Memorial Gardens on Monday from 1:30 p.m. to 2:30 p.m.
- Artist Carolyn Land hung her paintings in The Casements' gallery on Tuesday afternoon for the Starry, Starry Night event on Friday. Her collection works will be displayed at The Casements from January 8<sup>th</sup> to January 29<sup>th</sup>.
- Ormond Beach Garden Club held their monthly meeting in The Casements' gallery from 9:00 a.m. to noon on Wednesday.
- Throughout the week The Casements staff prepared for this evening's Starry, Starry Night event.
- This evening, The Casements will collaborate with Ormond Memorial Art Museum and Gardens, Ormond Beach Historical Society and Ormond Beach Arts District to present the 27<sup>th</sup> annual Starry, Starry Night event. From 5:00 p.m. to 8:00 p.m. The Casements will be open to the public for a free gallery exhibit showing Carolyn Land's "The Land Beneath the Stars" collection. Guests enjoyed live music, free refreshments and free appetizers inside The Casements building. Outside on the North Lawn, Ormond Beach Arts District will host an artists' night market with art vendors.
- Parks Maintenance
  - Citywide inspection of parks
  - Post reservation at pavilions
  - Inspections of pavilions for posted reservations
  - Removed old barbeque grill at Riviera Park and install a new one
  - Installed padlock on post at Sports Complex for Umpire School
  - Took down Christmas tree in City Hall atrium
  - Removed graffiti from bench at Fortunato Park
  - Repairs at Magic Forest
  - Picked up trash at parks
  - Repair swings at Nova
- 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
  - Installed low voltage wire for the Planning Dept
  - Replaced back door lock at City Hall
  - Replace ladies room soap dispensers at Nova
  - Repaired men's room toilet at Cassen Park
  - Replaced the back stop at the Softball Quad
  - Repaired A/C #1 at Fire Station 91
  - Installed new door knob at Wastewater at Breakaway
  - Installed new water cooler for baseball at Sports Complex

### **Police Department**

#### **Administrative Services**

- Staff held quarterly Sergeants meeting.
- Staff held swearing in ceremony for two (2) new police officers.
- Staff held crime view meeting.



Community Outreach

- Youth Directors Council (YDC): The YDC met Monday December 21<sup>st</sup> to review the calendar for winter community service projects. The next meeting is January 11<sup>th</sup>.
- OBPAL Afterschool Educational Programs: Science on Patrol at Ormond Beach Middle School continued with 23 youths enrolled in the program. Students in grades 6, 7, and 8 were invited to participate in the program. The 10 week program is offered on Tuesdays and Thursdays from 3:45 pm to 5:30 pm. The last classes for this semester are January 5 and 7, 2016.
- Taught DARE at St. Brendan's, Calvary Christian and Temple Beth-El.

Community Services & Animal Control

- Animal Calls: 30
- Dogs Reclaimed: 1
- Trap Neuter Release: 2
- Shot Clinic on 1-3-16, 22 Pets received shots

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 15
- Inactive: 16
- Fraud: 8
- Burglary Residential: 4
- Larceny Car break: 3
- Grand Theft: 4
- Auto Theft: 2
- Sex Offense/Rape: 1
- Robbery: 1
- Vandalism: 1
- Lost Property: 1

Records

- Walk - Ins / Window 102
- Phone Calls 96
- Arrest / NTA'S 28
- Citations Issued 71
- Citations Entered 162
- Reports Generated 132
- Reports Entered 101
- Mail / Faxes / Request 26

Patrol

- Total Calls 1,589
- Total Traffic Stops 196

Operations

Crime Opportunity Report Forms Issued: 127

- 12/31/15
  - Crash/Driving Under Influence Arrest, Division Avenue and South Yonge Street. Driver was involved in a crash with three vehicles. After further investigation the driver was arrested for driving under the influence.
  - Warrant/Narcotics Arrest, 500 block of South Atlantic Avenue. Officers received information that a subject staying at the Days Inn Mainsail had an open warrant. A detective spotted the suspect as he entered the passenger side of a vehicle and proceed south on South Atlantic

- Avenue. Officers stopped the vehicle and confirmed the suspect was inside. Suspect had an active federal warrant issued by the US Marshals and an active violation on probation warrant out of Volusia County. Further investigation revealed the suspect had several illegal narcotics in his possession. The narcotics task force responded to assist. The vehicle was towed so a search warrant could be executed on the vehicle. Suspect was transported to the branch jail.
- Burglary Residence, 955 South Nova Road #27. Victim reported sometime over the past week an unknown suspect entered his tool shed and stole tools.
  - Warrant Arrest, 1614 North United States Highway One. Patrol Officer located a truck belonging to a suspect with an open warrant out of Volusia County for a bond revocation. The subject was located and arrested on the open warrant and then transported to the branch jail without incident.
- 1/2/16
    - Burglary-Residence, 158 Harvard Drive, Suspect gained entry through an unsecured rear door. The victim reported items of jewelry missing.
    - DUI Arrest, 224 North Nova Road (Trails Shopping Center). Driver was arrested for DUI after she crashed into a parked car in the parking lot. She was transported to the branch jail.
    - Battery-Domestic Violence Arrest, 280 Greenwood Circle. Husband was arrested for felony battery against his pregnant wife. He held her against her will and slapped her several times during an argument.
    - DUI Arrest, 361 West Granada Boulevard (Taco Bell). Driver was found sleeping behind the wheel of his car in the drive-thru lane of Taco Bell. He was found to be intoxicated following a DUI investigation, was subsequently arrested and transported to the branch jail.
    - Robbery, 530 South Atlantic Avenue (Circle K). The clerk called in to report a shoplifting that just occurred. After investigating the call, the clerk/victim reported that the suspect threatened him with a knife and fled the scene with a small amount of store merchandise.
  - 1/3/16
    - Stolen Vehicle, 7000 St. Georges Street. Motorcycle sport bike (Ninja) was stolen from the parking lot overnight.
    - Car Break, 1643 North US HWY 1 (Houligans). Truck was entered and a purse removed containing two handguns, credit cards and cash.
    - Car Break, 666 Riverside Drive. Unsecured vehicle nothing taken.
  - 1/4/16
    - Auto Theft, 1100 Hamilton Circle (Bermuda Estates). Victim advised overnight an unknown suspect stole his 2014 grey Yamaha R1 motorcycle from the parking lot.
  - 1/5/16
    - Warrant Arrest, 600 block of Division Avenue. Driver was stopped for a speeding violation. A check of the driver's name revealed an open Lee County warrant. Warrant was confirmed and the suspect was arrested and transported to the branch jail
    - Traffic Stop/Narcotics – Arrest, 6 Brookwood Court. A mother tried to report her vehicle stolen by her daughter. During the investigation the matter regarding possession/ownership of the vehicle in question was a civil issue. During the investigation the daughter was advised that her Florida Driver License had been suspended and she was not allowed to drive. About twenty minutes later an officer observed the daughter driving on Tomoka Avenue. The officer conducted a traffic stop and the daughter was placed under arrest for Driving While License Suspended. A search subsequent to arrest yielded a single Dilaudid pill. She was also charged with the possession of Schedule II narcotic without a prescription and transported to the branch jail.
    - Traffic Stop/Narcotics – Arrest, West Granada Boulevard/North Yonge Street. An officer conducted a traffic stop for speeding. During the stop the officer could smell the odor of burnt marijuana coming from the vehicle. The officer also noticed what appeared to be marijuana pieces on the sleeve of the driver. A probable cause search of the vehicle yielded a scale with marijuana residue, a mason jar with marijuana residue, and several empty plastic baggies. While searching the driver, he admitted to hiding his drugs in his boxer shorts. The

driver retrieved a small plastic baggie of marijuana and a small “grinder” from his boxer shorts. He was arrested and released from the scene after being issued a Notice to Appear.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 27
  - Number of DUI Arrests: 1
  - Number of Uniform Traffic Citations Issued: 51
  - Number of Written Warnings Issued: 1
  
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 15
  - Number of Crashes with Injuries: 1

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 0 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 3 Cases initiated
- 7 signs have either been removed or sign cases created.
- 2 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and thirty-two (32) telephonic inquiries.

#### Public Works

- Engineering

##### Project Summary

##### Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - The lining company has obtained a cutout machine for sanitary sewer laterals and is scheduled to resume the remaining lining work January 11.
- Ph II 2-Inch Watermain Replacement – Mainland - New 8-inch watermain installation was completed on Warwick Avenue between McIntosh Road and North Beach Street to replace the existing 2-inch watermain. The new watermain has been pressure tested and is being chlorinated. Watermain replacement along North Beach Street from Melrose Avenue to Sanchez Avenue is being worked on. New water main has been installed from Putnam Avenue to Greenwood Avenue. Final restoration is underway on Eagle Court, Parkwood Drive, Candlewood Circle, Knollwood Circle, and Fairwood Circle.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Ocean Aire Terrace North and South has been restored and is ready for final inspection by Volusia County. Installed water mains have been pressure tested and chlorinated on Brendale Drive, Linda Street, LaPalma Street, and Nina Street; final clearance paper work will be submitted shortly. 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 – Installation of watermain on Grandview Avenue is complete, the contractor is currently drilling new watermain on Robin Road.
- Environmental Discovery Center – The Contractor is working to install the roof sheathing, insulation, framing the deck and porches, interior walls, rough plumbing, and rough electrical.
- Nova Community Park Trail – The contractor is working along the west side of the tennis courts and Skate Park, and the south side of baseball field #5.
- North US1 Landscaping (Airport Road to I95) – The contractor started directional drilling under the turn lanes at Airport Road, working North.

- Downtown Stormwater – The Consultant has reviewed the bids and recommends award to the low bidder, JD Weber Construction. Bid award is scheduled for the January 19 City Commission meeting.
- WWTP Sludge Thickener Improvements – A pre-construction meeting is scheduled for January 6<sup>th</sup>.
- Fire Station 93 Exhaust Filtration System – Electricians are installing electrical power and controls inside the garage for the three filter units.
- OBSC Pavilion – The pavilion was delivered and contractor is pouring the footers and slab.

#### Design Projects:

- City Hall Chiller Pump Replacement – The project was placed on the January 19<sup>th</sup> City Commission agenda as disposition item for approval to bid the project.
- West Ormond Community Center – Staff has issued a work authorization to Zev Cohen & Associates for the feasibility study.
- City Welcome Sign – FDOT is reviewing the final plan set to authorize the agreement. The Contract award to begin fabrication and construction is scheduled for January 19<sup>th</sup> 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 – FAA has determined that none of the proposed lights will cause an airport impact, and plans are being finalized to include all lights in the proposed plan.
- Water Treatment Plant Lime Silo Dust Arrestor – Consultant is making final modifications to the plans and specifications.
- Water Treatment Plant Controls and Pump Upgrade – Consultant has submitted 60% plans and specifications for City review.
- Cassen Park Public Dock – The final design work authorization was approved by the City Commission at the January 5<sup>th</sup> meeting. Grant applications are being prepared.
- Woodridge Stormdrain Improvements – Final drainage report has been submitted and is being reviewed by Staff. The report recommends that a new outfall be installed at the end of Woodridge. In order to do this an easement will be required from the property on Beach Street. Staff will send the property owner a letter to ascertain their willingness to provide or sell the City an easement.
- 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 - Preliminary plans are being modified to include additional locations for speed tables from the entrance of the complex from Hull Road.
- Sanitary Sewer Inflow/Infiltration - Sanitary sewer system zone maps are approximately 90% complete.
- Ph III 2-Inch Water Main Replacement - Scope of work is being prepared for engineering consultant design services.
- Effluent Outfall Replacement – The City Commission approved the work authorization for design at the January 5<sup>th</sup> meeting.
- 2016 Corrugated Metal Storm Pipe Repairs - Contract and bidding manual for project are approximately 75% complete.
- Fire Station 93 Roof – City Commission approved the construction services to install a new roof system for Fire Station 93 at the 1/5/16 meeting.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- North Beach Street Bicycle Lanes - In response to public inquiry regarding possibility of adding bicycle lanes to North Beach Street, staff is drafting a preliminary feasibility study.

- Reviewed proposed dock plans and created approved Wetland Protection Permits for 316 River Bluff Drive.
- Reviewed plans and created approved Work-in-the-Right-of-Way permits for Highland and Oleander Place wood pole replacement, per FPL request.
- Researched, located and provided benchmark locations between Dormont Drive and Standish Drive, per Surveyor (Sliger) request.
- Staked out the right-of-way location at each water meter along Oak Street, per Water Division request.
- Completed property line locate and stakeout at 400 South Yonge Street, per Neighborhood Improvement Division request.
- Researched and provided maintenance responsibility documents for Destination Drive, per Public Works Division request.
- Researched the right-of-way and identified errors in the location of the vacated right-of-way for Witham Street, per Water Division request, for fire hydrant relocation.
- Completed the sketch and legal descriptions for 108 Avalon Drive, 52 Capistrano Drive, 150 Via Madrid, and 141 Sunrise Cove annexations, per Planning Division request.
- Modified Sodium Hypo Storage Tank Replacement project plan drawings, per Utilities Division comments.
- Plotted 7 sets of Sodium Hypo Storage Tank Replacement drawings, per Utilities Division request.
- Modified Lift station 8M1 Easement Exhibit drawings, per Utilities Division comments.
- Performed & recorded the bi-monthly ground water and gas monitoring for Nova Landfill as required by Florida Department of Environmental Protection (FDEP).
- Environment Management
  - Street Maintenance
    - Asphalt / Concrete
      - Cut bad sections of sidewalk for removal and repaired on Neptune Ave
      - Patched broken section of sidewalk on Main Trl
      - Grinded down gutter to have water flow on Pine Valley Cir
      - Repaired area of asphalt on 900 block of Northbrook Dr
      - Cut sidewalk for removal from Rockefeller Dr to S Halifax Dr
    - Forestry 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
      - Grinded stumps citywide
      - Trimming on 200 & 300 blocks of N Ridgewood Ave; SEC of Melrose Ave & Ridgewood Ave; NEC of Rosewood Ave & Ridgewood Ave; Mainsail Circle; 1400 & 1500 blocks of Oak Forest Dr; Putnam Ave; SR40 & Nova Rd DOT sign
      - Removed flags on SR40
      - Trimmed large low limbs on Historic Oak at 100 block of S Halifax Dr
      - Removal on 200 block of Greenwood Ave; 2 dead Oak trees on Old Tomoka Rd at Brookwood Ct
    - Maintenance Crew
      - Rotated Special Event Bridge signs
      - Debris cleanup on Granada Bridge and Memorial Gardens
      - Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
      - Picked up litter at various bus stops in the City, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
      - Weed control on Streetscape and FDOT areas
      - Cleaned benches Citywide

- DOT weed control on all State Roads
- Removed holiday banners and installed Birthplace of Speed banners at Granada Blvd, Cassen Park, and Bailey's Riverbridge
- Flagging & traffic control on S Halifax Dr

#### 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
- Replaced street names at Wilmette Ave & Andrews St
- Replaced 25mph sign at 500 block of Sandy Oaks Blvd; Stop sign and Speed Limit sign at Tomoka Ave & Ramsey Ter
- Checked front gate for installation of arrows at Public Works yard
- Fabricated new sign for Gymnastics Coordinator

#### 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
- Filled around basins with dirt on Wilmette Ave
- Basin cleaning all Zones/Citywide
- Clean canal at CP of vegetation on Hammock Ln/drainage issues on Pheasant Ln
- Flooding issues on Pineland Trl & Ormond Green Blvd
- Ditch maintenance on Division Ave & Hammock Ln

##### Mowing

- Reachout Mower – N US 1; US 1

##### Street Sweeping/Streetsweeper

- 38.8 miles of road cleaned
- 60 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

21,607

##### PM Services completed for the week:

Emergency—Vehicles and Equipment

12

Non-Emergency Vehicles and Equipment

12

##### Road Calls for the week:

0

##### Quick Fleet Facts:

- Fleet has 11,510 gallons of unleaded and 3,646 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,922 gallons of unleaded and 697 gallons of diesel.
- Fleet completed 44 work orders this week.

- Utilities  
Projects Summary
  - Breakaway Utilities Yard Electrical and Pump Upgrades – A proposal was prepared by the consulting engineer for review. Engineer visited the site for design clarification.
  - Division Avenue Well Field Raw Water Piping – Punch list items are being addressed. Reviewed preliminary as-built drawings. Project is substantially completed and placed into operation.
  - Fire Hydrant Replacement Program – Hydrant replacement activities continue on the north peninsula.
  - Hunters Ridge Low Pressure FM Upgrade – Reviewing revised plans. A permit determination was received from FDEP that a permit is required for construction. A permit fee check was ordered.
  - Laurel Creek Pump Station Improvements – Reviewed plans for instrumentation and control and SCADA components.
  - Lift Station Rehabilitation – A design proposal was requested from McKim & Creed for rehabilitation of Lift Stations 10M and 12M.
  - Lift Station 8M1 – An addendum was prepared to postpone the bid date until 1/14/16 to resolve easement discrepancies. Legal Department is performing research is to determine if a prescriptive easement applies. A sketch was prepared of the site to determine easement impacts.
  - Oak Drive Water Main Replacement – Pipe installation is complete and service transitions are being scheduled.
  - 29 Surfside Drive Water Service Replacement – completed.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #2 was removed for impeller replacement and the base was repaired. Awaiting receipt of modified Pump #2 for re-installation.
  - Rima Wells Auxiliary Power Generator – Revised plans were reviewed by the contractor. Contractor indicated that the bid price for construction would not change. A City Commission memo, recommending award to Sawcross, Inc. is scheduled on the January 19, 2016 City Commission meeting. A proposal was received from the design engineer to perform construction administration services.
  - Saddler's Run Lift Station Rehabilitation – Facility is completed and start up of the equipment was successful. As-built drawings are being prepared.
  - Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) has re-mobilized to perform remaining lining activities.
  - Sodium Hypochlorite Storage Tank Replacement – An award memo is on the January 19, 2016 City Commission agenda. Bid Plans were converted to construction drawings.
  - Storage Tank Repairs and Maintenance – A written proposal was received the OM Engineering for engineering services to refurbish the elevated tank at the Water Plant. A work authorization was prepared and City Commission memo for approval of the work authorization was prepared for the January 19, 2016 City Commission agenda.
  - Wastewater Sludge Thickener Upgrades (CIP) – A preconstruction meeting was held with the engineer and Contractor this week.
  - Water Plant Aerator Housing Rehabilitation (CIP) – Inspection and repair of the wet well underneath the aerators was deleted from the project scope.
  - Water Plant Lime Silo Dust Arrestor Project – Consultant finalizing plans.
  - Utilities SCADA Upgrades – A revised proposal for design services was received from the consultant for review.
  - SPRC: Hull's Seafood – Reviewed plans. Huntington Villas – Water main submitted for clearance. Met with developer to discuss irrigation. 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. Tomoka Ave Partial ROW Vacation – Reviewed plans. Window World – Site plan was approved under Development Order 2015-092. 600 W Granada – Reviewed plans. 680/686 John Anderson – Owner wants to split two lots into three lots. Utilities requirements concerning the lot split were provided.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
  - Delivered to the City 37.63 million gallons for the week ending January 1, 2016 (5.37 MGD)
  - Backwashed 9 filters for a total of 407,000 gallons backwash water.
  - Produced and hauled 108 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 27.88 Million Gallons.
  - Produced 20.66 Million Gallons of Reuse.
  - Produced 7.22 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.98 MGD, plant designed for 8 MGD.
  - Hauled 97.85 tons of dewatered residual solids (14%-18% Solids).
  
- Water Distribution
  - Responded to or repaired 21 water service leaks.
  - Replaced 7 residential water meters.
  - Replaced or repaired 10 water meter boxes.
  - Installed 6 new water service connections and water meters.
  - Repaired 2" watermain leaks on Silk Oaks Dr, c/o Grandview Ave and Rockefeller Dr and Druid Cir
  - Repaired a broken 2" blow off assembly on Pergola Lane.
  - Replaced 4 water services due to aged piping.
  - Responded to 25 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Pressure tested 3 city owned backflow prevention devices serving city owned facilities. Located city owned irrigation meters needing backflow prevention. Continued installation of freeze protection on all city owned backflow preventers.
  - Performed scheduled water main outages for fire hydrant replacements at 3569, 799, 699, 609 and 501 John Anderson Dr associated with the Contractor's scheduled activities for the 2015 FH replacement project.
  - Maintenance was completed on 13 fire hydrants in Brookwood & Sawtooth subdivisions. Inspected a fire hydrant due to a motor vehicle accident at Broadway St and N. US1 Hwy.
  - Continued valve maintenance activities in the Water Base Map page C-1 and during multiple water outages. 16 valves were located, exercised and marked on roadway.
  - Replaced an inoperable main line 6" gate valve at John Anderson Dr & Jill Alison Cir. Removed abandoned 2" water main connection at Jill Alison Cr.
  - Performed flushing activities in Pine Trails & Creekside subdivisions. Performed flushing in multiple distribution areas including all areas affected by scheduled water main shut downs.
  - A new 2" water main and water service casings was installed on Oak Dr. Water Distribution personnel have pressure tested, chlorinated and flushed the new water main. Bacteriological samples have been sent for analysis.
  - Replaced landscaping in multiple locations where Water Distribution Crews performed excavation activities.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 73 regular utility locates for the previous week.
  
- Wastewater Collection - Reuse
  - Crews responded to 11 trouble calls Breakaway/Hunters Ridge PEP System low pressure service area and 9 in the conventional system service area.
  - Responded to 9 Request for Utility Verifications for residential and commercial properties.
  - Located and marked the cleanout @ 44 S. St. Andrews and 305 Forest Hills Blvd.
  - Checked all known trouble spots. All good @ current time.
  - Disconnected the sanitary service @ 46 Crystal Cir.



- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 24/16psi, Ocean Mist Hotel @ 18/10 psi, Ormond Mall @ 10/6 psi.
- OSCC and TOGC bulk reuse customers doing fine at the current flow rate setting.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 17/18psi. Foxhunters Flat (2 inch) 22/16 psi & Shadow Crossing Blvd. (4 inch) 2/0 psi.
- Located, cleaned and televised sanitary service @ 924 Northbrook Drive. All clear at this time.
- Repaired leaking irrigation service @ 10 Lake Isle Way.
- Televised 32 laterals from our PM list, Found 10 that needed to be cleaned, and 22 that were clean and clear. These locations will be put on a 6 month follow up.
- Repaired a 2" sanitary sewer force main @ 700 Hull Rd. Sports Complex.
- Located, cleaned and repaired the clean out @ 186 S. Halifax.
- Replaced a broken 2" reuse valve at @ 33 Forest View Way
- Performed year end count of all remaining undeveloped lots in all phases of Hunters Ridge, total remaining at 14.
- Performed annual root control on 29 sanitary service laterals.
- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations
  - 8P, follow up from call out, panel wiring and configuration possible reason for phantom calls, replaced pump control panel with reconditioned Saddlers Run panel, test pump operation and alarms, will monitor.
  - McDonalds, 6P, weekly odor control and wet well cleaning.
  - Influent Room – deragg pumps as directed.
  - WIN911 monitor/response: 8P - high level, station fully operational, possible cause electrical, will follow up during regular hours.
  - SCADA monitor/response: 8P – high starts, high run hours, adjust and clean probe, ok; Wal-Mart – uneven starts, reset tripped motor starter, inspect station, ok; Ormond Lakes #4 – high run hours, deragg both check valves, ok; Aberdeen #1 – high run hours #2, deragg check valve, ok; 7M – high starts, clean probe, ok; Breakaway Trails – no starts #2, reboot VFD, ok; San Marco - high run hours #1, pulled pump to clear blockage at volute, ok; 12M - pump #1 stuck on, float wrapped around guide rail, adjust floats, ok; 8M3 –pump #2 stuck on, clean probe, ok; Ormond Lakes #1 –high run hours, deragg both check valves, ok; Deer Creek – high run hours, deragg both check valves, ok; 7P – uneven starts, uneven hours, pull pump #1 to clear blockage at volute, repair #1 vacuum pump motor starter, ok.
  - 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.
  - Monthly PM's: R.A.S. Pumps, #1, #2, #3, #4.
  - Annual PM's: Post Anoxic Submersible Mixer #4.
  - Lift Station PM's: 23 monthly and 1 annual performed.
  - Plant wide oil & grease route.
  - 48 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- R.O. clearwell #1 & #2, repair/ rebuild sample pumps, remove non-operational check valve, receiving sole source quote for replacement.
- Clari-cone #1, replace ball valve on injection point, replace access cover.
- Hypochlorite generator - assist operations with flushing of generator cell and cleaning.
- Shadow Crossings Reuse Storage Tank, Tank overflow, controls not operational, reboot control panel, will monitor.
- Weekly PM's: Clari-cones #1, #2.
- Monthly Well PM's: all H.S.P, all reuse pumps.

- 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 began 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. The higher values have caused the WWTP to exceed the daily allowance in discharging to the river. 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 FDEP.
  - Reuse Groundwater Monitoring Report – Staff is preparing the Reuse Groundwater Monitoring Report for the 4<sup>th</sup> Quarter of 2015 to FDEP. The report supplies the analytical report of the City's five monitoring wells located on Oceanside Country Club golf course. The data allows the Department to determine the impact of using reuse on the groundwater.
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Reuse Service Area Dual Check Valve Installation – The contractor resumed the project on December 8, 2015. They installed 27 dual check valves and 4 repair kits on existing check valves in the beachside reuse service area in the month of December 2015.
  - 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. Additionally, staff asked the City's contracted backflow device testing company to bring nearly 140 devices into compliance. The compliance testing was performed the week of December 18<sup>th</sup>.
  - St Johns River Water Management District - Staff is compiling the data for the reports due to SJRWMD for the 2015 calendar year submittals.

#### **Support Services/City Clerk**

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for January 5, 2016, City Commission Meeting
- Staff attended and provided support for January 7, 2016, Quality of Life Advisory Board
- Agenda packet preparation for January 19, 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.