

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 15, 2016

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- General discussion meetings with Utilities Manager, HR Director, Risk Manager, Police Chief, and IT Manager

Spoke to, attended and/or met with:

- Rotary meeting
- Assistant City Manager, Leisure Services Director and Greg McNair regarding beach access
- Reviewed agenda packet

Community Development

Planning

- **Bike Plan**: The Planning Director presented the draft Bike Plan at two neighborhood meetings. The meetings were held at the Senior Center. Attendance was dismal but a number of residents emailed and phoned in their request for the handouts and to express their support and/or concerns regarding a bike path in Tomoka State Park from Inglesa to Sanchez Park. Most of the residents supported the plan and the bike path but wanted to know more about the exact alignment of the path behind their backyards. Interestingly, a number of homes fronting the State Park lands have encroached into the park boundary with their backyards.
- **Eplan**: The implementation of ProjectDox on October 1, 2015, and the acceptance by the overwhelming majority of engineers, architects, surveyors and general contractors has exceeded the Department's initial expectations. So much so that the Department is conducting ProjectDox open forums to encourage more of the "small job" contractors to submit electronically. One open forum was held on January 14, another one is scheduled for **January 21 at 3:00 p.m. in the City Commission Chambers**. A notice was sent to the smaller contractors whose plans do not require digital signatures or wet seals. These smaller contractors include roofing, window, heating/cooling and other trades.

Issues that the Department has found with current ProjectDox users are:

- 1) Drawings must be in correct "readable" orientation.
 - 2) Naming versions with the exact same file names as original drawings
 - 3) When saving drawings as PDF, paying close attention to scaling
- **Planning Board**: The Planning Board conducted a public hearing on the small scale land use plan amendment for 600 West Granada Boulevard (aka Granada Pointe).
 - **US1 North BTR's**: The Department is getting ready to send out notices to about 38 businesses located on US1 North that are in the Interlocal Service Boundary Agreement area that do not have City Business Tax Receipts (BTR). Several have confused the County BTR with the City BTR.

- **Permitting:** In September 2014 the Department discontinued the “Happy Hour” permitting which occurred over the counter. While the happy hour was popular it involved paper applications submitted in person at the counter. In transitioning to ProjectDox, the Department is working on an approach to provide equal customer satisfaction while also moving toward departmental goals of going paperless.

The over-the-counter “Happy Hour” permitting was done by a designated inspector-of-the-day who would get in early from his inspections and stay at the counter from 2:30 p.m. until 3:30 p.m. During that hour the inspector would process residential permits for reroofs, a/c change-outs, window, door, and water heater replacements. Projects that required a Planning Dept. review, such as sheds and screen rooms, were not included. “Happy Hour” was discontinued because the inspection numbers had risen to a point where the inspectors could not finish their daily inspections in time to be at the counter. To increase the amount of time for inspectors to conduct inspections in the field, the Department will phase in the policy that all inspections will need to be scheduled online. Currently, inspections are called in and the inspector takes them off the line manually and enters them into the permitting system.

Consequently, the minor permits are part of our next phase of transition to ProjectDox. It is the Department’s goal that for those who require a review, the review will be done the same day if a fully executed application is submitted by noon. If the submittal is code compliant it will also be approved the same day.

The Department has already eliminated plan review for residential a/c and water heater replacements. The permits are already being issued upon receipt of the application and all work is checked for code compliance at the inspection. The Department wants to extend this to include reroof permits obtained by roofing contractors. Plan review is not required for these types of minor permits per the Florida Building Code. There is a need for the Building Division to review applications for homeowners reroofing their own house.

The Department’s customers should see these changes favorably since it eliminates the need for them to drive here and wait in line for their permit.

Building Inspections, Permitting & Licensing

- 311 inspections performed.
- 5 new business tax receipts issued.
- 68 permits issued with a valuation of \$5,493,585.00

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

Development Services

- The SPRC conducted the following activities this week:
 1. CVS pre-construction meeting.
 2. Review of SPRC review comments on 600 West Granada with the developer.
 3. Huntington Villas – utilities only
 4. Huntington Green – utilities only
 5. 1368 Ocean Shore Boulevard – utility connection only

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 is working with Main Street staff in the final phase of editing the "Artist Next Door" video that presents the artist community and benefits to the prosperity of the city.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm that has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program. A conceptual site plan was presented to City staff and it appears to comply with the City's Land Development Code. Staff discussed the various state and city economic development incentive applications 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 Joint Participation Agreement with the State of Florida to fund a project to rehabilitate certain runway and taxiway markings is pending execution by FDOT.
- FAA has completed their initial review of the Airport Master Plan Update and Airport Layout Plan. Staff is working with Hoyle, Tanner and Associates (HTA) to review and respond to the FAA's comments.
- Staff responded to a request from SJRWMD for submittal of an as-built certification for the Taxiway Alpha Relocation and General Airfield Improvements project.
- Staff worked with HTA to submit a pre-application for federal funding of an environmental assessment and a wildlife hazard assessment for the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Continue audit preparation.
- Completed Projects - Weekly
 - Processed 42 Journal Entry Batches (#1880-2007).
 - Approved 30 Purchase Requisitions totaling \$310,211.59.
 - Issued 17 Purchase Orders totaling \$4,019,330.47.
 - Processed 4436 cash receipts totaling \$763,301.33.
 - Prepared 125 Accounts Payable checks totaling \$294,459.03 and 39 Accounts Payable EFT payments totaling \$281,173.58.
 - Processed 585 utility bill payments through ACH totaling \$38,660.77.
 - Processed and issued 5,865 utility bills with billed consumption of water of 38,087k.
 - Issued 1207 past due notices on utility accounts.
 - Auto-called 184 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Arbor Day (1/15)
 - Youth Volleyball League (Registration)
 - Florida Licensing on Wheels (1/26)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to/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 the CFAB meeting for the review and ranking of applications for Summer Camp Provider sites.
 - Completed NIAB packet for January 21st meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Assistance to Firefighter Grant (AFG) for \$324,218 in funding assistance for communications equipment and monitors/defibrillators.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 5
- Hazardous: 5
- EMS: 89
- Motor Vehicle Accidents: 10
- Public Assists: 49
- TOTAL CALLS: 159

- Aid provided to other agencies: 9 Calls: Daytona Beach (5), Volusia County (4)
- Total staff hours provided to other agencies: 17
- # of overlapping calls: 44
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 71

Training Hours

- NFPA 1001: Firefighting 37
- NFPA 1500: Safety/Equipment 25
- NFPA 1620: Preplanning 4
- EMT/Paramedic 14
- TOTAL TRAINING HOURS: 80

Station Activities

- Updated 20 pre-fire plans
- Conducted 4 fire inspections
- Provided quarterly CPR and AED training class to 18 Ormond Beach residents.

Significant Incidents

- 1/10/16, 8:43 AM: Wedgewood Cir. – Motor Vehicle Accident – Vehicle on Ocean Shore Blvd. hit three fences, a small block wall and rear of a residence – vehicle came to rest on the residence pool deck partially hanging over pool – vehicle was stabilized and door removed for driver to exit – accident possibly caused by a seizure – wrecker was able to remove car without it falling into pool – residence had minor damage to rear bedroom wall.

Human Resources

Staffing Update

Requisitions

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

Approved/Active Recruitment

- Police Chief (Police) was advertised 1-6-16 on the City web site, internally, and via Florida Police Chiefs STARS program on multiple web sites, and will remain open until 1-30-16.
- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- Neighborhood Improvement Officer (Police) was advertised 11-13-15 on the City web site, Craigslist, internally, and will remain open until filled.
- 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.

Interviews Scheduled

- Victim Advocate Coordinator (Police)
- Part Time Recreation Leader – SONC (Leisure Services)
- Police Officer (Police)

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

- Part Time Community Events Technician (Leisure Services)
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)

City/Employee Events

- Our ICMA Deferred Compensation representative will be available to meet with employees on 1-14-16 from 10:00 AM – 2:00 PM
- Our Nationwide Deferred Compensation representative will be available to meet with employees on 1-21-16 from 10:00 AM – 2:00 PM

Risk Management Projects

- Launched Mayor's Health & Fitness Challenge!
- Attended Workers' Compensation mediation.
- Attended Leadership planning meeting with Chamber of Commerce.
- Leadership planning session with Police Department and Utilities Division.

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 – Project Kick-off meeting with vendor scheduled.
 - Community Development – Electronic Plan Review – Working with the vendor to resolve remaining minor operational issues with the Naviline and GIS interfaces.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 14 New work - 43 completed - 27 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	26,708	Inbound E-Mails Blocked	11,674
Delivered Inbound E-Mails	14,777	Quarantined Messages	257
Percentage Good Email	55.3%	Virus E-Mails Blocked	735

- Notable Events:
 - Upgraded the Network Storage (SAN) firmware on both units to patch for potential security flaws and product enhancements.

- Geographical Information Systems (GIS)

- Addressing Additions: 3 Changes: 1 Corrections: 1
- Map/Information Requests: 32
- 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: 0: Total in system = 23,073; 22,407 potable, 655 Irrigation, 11 Effluent
- Notable Events: None.

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
 - Meeting with Greg McNair
 - Leisure Services Advisory Board Meeting

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Wendelstedt Umpire School continues at the Sports Complex on the Wendelstedt and Kiwanis Baseball Fields. 100+ participants are expected. This runs for five weeks.
 - SHS girls' soccer team had their district playoff games Tuesday and Friday at 7pm. Also, the boys' team has their final regular season games on Thursday night at 5pm and 7pm. All games are held on Championship Field #7 at the Sports Complex.
 - The OBYBA Basketball program continued games at both Nova gym and SONC gym. Games are held this week Monday through Thursday nights at 6, 7 and 8pm.
 - Lady Renegades Softball had their "make-up" tryouts on Tuesday at 6pm at the Softball Quad.
 - OBSC Competitive Soccer started spring training on Soccer Fields #4 & #8 and at the Sports Complex.

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

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

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: 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:
 - Sonny Turner/Tommy Mara and The Crests, Friday, 7:30pm to 9:30pm

- South Ormond Neighborhood Center
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Jazzercise Monday evening
 - Preparing for MLK all week
 - Reviewing applications for part-time position, scheduling and conducting interviews
 - Basketball games this week

- Community Events
 - Weekly administrative tasks, office work, meetings, and activities.

- Preliminary planning of 2016 events in the months of January through May
 - Reel in the Fun, February
 - Skate Park Competition, February
 - EDC Grand Opening, April
 - Art in the Park, April/May
- Senior Games Committee Meeting
- Attended Economic Prosperity Hour
- Arbor Day Tree Planting Ceremony
- Assisted prepping for MLK Prayer Breakfast

- Gymnastics
 - January session registration open and in progress
 - Trial classes are being offered to attract potential students
 - Assistant Gymnastics Instructor hired; in process of hiring Recreation Leader
 - Preparing for Open Gym this evening, 6-8pm

- Nova Community Center and Special Populations
 - The Mayor's Health and Fitness Challenge took place in the gym on Saturday.
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continues to meet at various times throughout the week.
 - Junior Jazzercise began Wednesday, January 13 from 5:00pm-5:45pm.
 - Ms. Debby's Dance and Acting classes continued with various classes throughout the week.
 - Boys' Basketball League continued their games this week.
 - The Cat Fancier's Cat Show set up on Friday for their show this weekend.

- The Casements
 - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00am to noon.
 - Guild tours were given at The Casements on the hour Monday through Friday from 10:00am to 3:00pm, Saturday tours were given at 10:00am and 11:00am.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - Zumba met on Tuesday afternoon at The Casements.
 - New windows were installed on The Casements' third floor on Wednesday.
 - The Casements Coordinator and programming staff met at the Environmental Discovery Center on Wednesday to begin planning for 2016's summer Enviro Camp.
 - The Casements Coordinator met with James Boettner on Wednesday at 10:00am to begin planning for Native American Festival in March.

- Parks Maintenance
 - Citywide inspections of parks and pavilions
 - Posted reservations at pavilions
 - Finished removing and storing holiday decorations citywide
 - Playground railing repairs at Central Park I
 - Litter cleanup along shoreline at Bailey Riverbridge

- Building Maintenance
 - 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

- Removed holiday decorations citwide
- Repaired restroom #2 and #3 at Andy Romano Park
- Repaired ladies toilet at Senior Center
- Repaired conduit at Field #4 Nova
- Repaired lights at the PD

Police Department

Administrative Services.

- Attended Weekly Staff Meeting.
- Attended Coffee With A Cop at Starbuck's
- Attended the DARE Graduation at Ormond Beach Elementary.

Community Outreach

- Taught DARE at St. Brendan, Calvary and Temple Beth-El.
- DARE graduation Ceremony at Ormond Beach Elementary.
- Coffee with a Cop at Starbucks (beachside) with 60 participants.
- Youth Directors Council met on Monday to review the calendar for community service projects.

Community Services & Animal Control

- Animal Calls: 47
- Animal Reports: 2
- Animal Bites: 0
- Animals to Halifax Humane: 5 (4 Cats 1 Dog)
- 2 CSO's attended a helmet fitting class

Criminal Investigations

- Cases Assigned: 32
- Cases Exceptionally Cleared: 7
- Inactive: 4
- Fraud: 5
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 10
- Grand Theft: 4
- Auto Theft: 1
- Robbery: 1
- Police Information: 3
- Suspicious Incident:
- Death Undetermined: 3

Records

- Walk - Ins / Window 118
- Phone Calls 101
- Arrest / NTA'S 29
- Citations Issued 126
- Citations Entered 32
- Reports Generated 126
- Reports Entered 115
- Mail / Faxes / Request 32

Patrol

- Total Calls 1,690

- Total Traffic Stops 263

Operations

Crime Opportunity Report Forms: 258

- 1/6/16
 - Shoplifter, 1458 West Granada Boulevard (Beall's). Suspect attempted to leave the store with three t-shirts. He ran from loss prevention but was captured by units who were responding to the scene. Suspect arrested.
 - Burglary-Residence, 1608 North US 1 #258 (Scottish Inn). A long term rental unit was entered sometime last week and a tablet was stolen.
- 1/7/16
 - Burglary-Residence, 1514 Oak Forest Drive. Victim claims suspects entered her home and stole checks.
 - Robbery-Strong arm, 440 North Nova Road (Nova Community Park). Several suspects attacked adult victim and stole his skate board.
 - Carbreak, 804 Peninsula Drive. At 10:30PM the victim left her car door open while she walked up to the front door. A white GM product vehicle drove by the vehicle very slowly then sped off. When the victim walked back to her vehicle she noticed her purse missing.
 - Trespass Arrest, 1478 West Granada Boulevard (Publix). A suspect was arrested for trespass after warning. He received the warning 2 hours prior.
 - Battery-Domestic Violence, 74 Oakmont Circle. Suspect was arrested for Felony Domestic Violence after he battered his pregnant wife.
- 1/8/16
 - Carbreak, 119 Ray Mar Drive. Unlocked vehicle, nothing taken.
 - Burglary Residence, 508 North Halifax Drive. Unlocked vehicle in an open garage, misc items.
 - Open Container Arrest, 530 South Atlantic Boulevard (Circle K). Suspect was causing a disturbance inside the store. Upon contact he was in possession of an open container of alcohol and was under the influence. Suspect was arrested and transported to the county jail.
 - Carbreak, 127 Riverside Drive. Unlocked vehicle, nothing taken.
 - Carbreak, 127 Riverside Drive. Unlocked vehicle, cash.
 - Carbreak, 111 Ellicott Drive. Unlocked vehicle, nothing taken.
 - Warrant Arrest, 145 East Granada Boulevard (Granada Plaza). Subject was contacted walking through the plaza. Further investigation revealed subject had an open warrant. Suspect was arrested and transported to the county jail.
- 1/9/16
 - Carbreak, 237 Ormwood Drive. Two day time frame. Unlocked vehicle. Misc items stolen.
 - Carbreak, 241 Ellicott Drive. Two day time frame. Unlocked vehicle. Nothing stolen.
 - Carbreak, 700 Hull Road (Hull Road Sports Complex). Three hour time frame, smashed window, items taken.
 - Carbreak, 873 Hull Road #23. Victim advised that his vehicle/trailer unit was burglarized early this morning.
- 1/10/16
 - Battery/Dating Violence-Arrest, 1508 San Marco Drive #105 (San Marco Apartments). Victim initially called to report that her boyfriend was trying to harm himself. Suspect fled when victim called 911. On scene investigation determined that dating violence occurred and that the suspect fled the scene because he knew that he also had an open warrant. Several hours later officers went back to the residence and made contact with the victim who allowed officers to check the residence. The suspect was located hiding in the bedroom closet, arrested and transported to the county jail.
 - Warrant Arrest-1508 San Marco Drive #105 (San Marco Apartments). Suspect had an open warrant for Failure to Appear Driving on Suspended License
- 1/11/16

- Battery, 96 South Ridgewood Avenue. Suspect got into a verbal altercation with the victim. The suspect pushed the victim causing the victim to trip on a water spigot causing injuries to her legs. Suspect arrested and taken to the county jail
- Burglary-Business, 906 N US Hwy 1 (Kick start Saloon). Forced entry through rear door.
- Habitual Traffic Offender-Arrest, 700 block South Atlantic Avenue. A traffic stop was conducted. It was revealed the driver had a suspended driver license. He initially gave a false name. He was arrested and taken to the county jail.
- Stolen Vehicle/Recovered, 500 Shadow Lakes Boulevard. The victim reported that his 2000 Dodge Durango was stolen. While officers were still on scene, the vehicle was recovered parked at Lakebridge Apartments a short distance away. A back window was broken out, the drivers lock was punched and a stereo was missing.
- Domestic Violence/Violation of Court Order Arrest. 320 Sanchez Avenue. Suspect was contacted at the victims home after officers went there for a vandalism investigation. He was arrested without incident for violating the court order.
- 1/12/16
 - Aggravated Assault Arrest, 190 South Atlantic Avenue (IHOP). Received a call of a male inside the restaurant waving a firearm at employees and customers. Several customers ran from the business as the male was holding the firearm. Two units arrived on scene and observed the male holding the firearm with his finger on the trigger. Officers were able to yell through the window for the male to drop the firearm. The male was successfully secured along with the loaded firearm.
 - Solicitor Arrest, West Granada Boulevard/ I-95 off-ramp. A transient was located panhandling in the roadway. He was placed under arrest and transported to the county jail
 - Fleeing & Eluding Arrest, South Yonge Street/Palm Place. Received a call regarding a red SUV driving recklessly westbound over the Granada Bridge. An officer spotted the vehicle and attempted to stop it at the Texaco at West Granada/South Yonge Street. The female driver stopped, looked at the officer and then fled south on South Yonge Street. The driver was stopped at South Yonge Street and Palm Place. The driver was charged with Fleeing and Eluding and Driving Under the Influence
 - Battery-Domestic Violence Arrest, 1614 North US 1 (Econo Lodge). Suspect was arrested for battering his live in girlfriend. He was charged with battery and criminal mischief for damaging a door in the hotel room.
 - DUI Arrest, 681 Wellington Station Blvd. A driver was arrested for DUI after he was found passed out in the driver seat with the vehicle running. Personal amount of narcotics (Hydrocodone) were found in the vehicle. He is also on probation and received a charge for violation of probation.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 72
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 74
 - Number of Written Warnings Issued: 11
 - Number of Parking Citations Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 13
 - Number of Crashes with Injuries: 1
- General Comments:
 - Stealth Stat deployed to Brookwood Drive on 01/07/2016 and retrieved on 01/08/2016.
 - Stealth Stat deployed to the 900-Block of Northbrook Drive on 01/11/2016.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated

- Zone 2: 1 Case initiated
- Zone 3: 3 Cases initiated
- Zone 4: 6 Cases initiated
- 50 signs have either been removed or sign cases created.
- 16 tree removal permit requests.

Administrative staff assisted with six (6) walk-ins and sixty-four (64) telephonic inquiries

Public Works

- Engineering

- Project Summary

- Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Preparation for sanitary sewer lining is underway. Notices were distributed to residents. Remaining stormdrain lining which was completed on Amsden Road is being TV'ed.
 - Ph II 2-Inch Watermain Replacement – Mainland - Watermain replacement on Warwick was pressure tested and chlorinated, clearance application package is being prepared. Watermain replacement along North Beach Street has been directional drilled from Putnam Avenue to approximately 300 feet south of 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 –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 and service chases on Robin Road is complete; the Contractor is currently drilling new watermain on South Peninsula Drive.
 - Environmental Discovery Center – The Contractor is working to install the metal roofing, decking and wood ceilings on the porches, AC ducts, plumbing, and rough electrical.
 - Nova Community Park Trail – The contractor is working along the southeast side of the park and approximately 80% of the concrete work is complete.
 - North US1 Landscaping (Airport Road to I95) – The contractor started directional drilling under the turn lanes at Airport Road, working north.
 - Downtown Stormwater – The 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 was held and the contractor will order the long lead mechanical equipment and intends to start work in March just ahead of the delivery of the equipment.
 - Fire Station 93 Exhaust Filtration System – The three filter units and control systems have been installed and are ready for final Building inspection.
 - OBSC Pavilion – The pavilion was delivered and contractor has completed 65% of the work.
 - Fire Station 93 Roof – Contractor is preparing building permit application. Work is expected to begin early February.

- Design Projects:

- City Hall Chiller Pump Replacement – The project was placed on the January 19th City Commission 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. A kick-off meeting is scheduled for next week.
 - City Welcome Sign – FDOT authorized the agreement and we can proceed with construction as soon as the NTP is issued. The Contract award to begin fabrication and construction is scheduled for January 19th City Commission meeting.
 - A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.

- Ormond Sports Complex Field 9/10 Lighting – 90% Plans have been submitted for City review.
- 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.
- WTP Sludge Residuals Facility Improvements – Met with consultant to discuss scope of work and am waiting on a draft scope of work.
- Cassen Park Public Dock – The final design work authorization was approved by the City Commission at the January 5th meeting. Grant applications are being prepared.
- Woodridge Stormdrain Improvements – Reviewed final drainage report. Recommendations of the report are to construct an additional outfall. Staff is looking into suitable locations for constructing the outfall. Staff will submit this as a CIP project for CC consideration.
- FDOT Modifications to SR40 – I-95 Southbound On-Ramp – Final plans have been received by the City; a Utility Work Schedule has been approved by FDOT, which includes minimal modification of City Utility features.
- Ormond Beach Sports Complex Traffic Calming - Plans were revised to include additional locations of speed tables from the entrance of the complex from Hull Road.
- Sanitary Sewer Inflow/Infiltration - Sanitary sewer system zone maps are completed and being reviewed.
- Ph III 2-Inch Water Main Replacement – Mainland - Consultant is preparing design proposal.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Consultant has prepared a proposal for design of the portion of the project on the South Peninsula which includes replacement of the water main between Sunny Beach Drive and Sand Dollar Drive as part of the North Peninsula Water Main Improvements.
- Effluent Outfall Replacement – The City Commission approved the work authorization for design at the January 5th meeting. Consultant is coordinating survey work.
- 2016 Corrugated Metal Storm Pipe Repairs - Contract and bidding manual for project are approximately 80% complete.
- South Peninsula Reclaimed Expansion – Consultant has submitted a proposal for design of the remainder of the reclaimed distribution system on the South Peninsula.
- Communications Infrastructure – Contractor will be completing the connection of fiber optic to the Division Avenue production wells and the Environmental Discovery Center, and will also make communication upgrades to Nova Community Park.

Department Activities

Administration/Meetings/Customer Service/Other:

- North Beach Street Bicycle Lanes - Completed draft feasibility study and looking into other lower cost options.
- Lincoln Ave Parking – Consultant surveyor to prepare a boundary and topographic survey of the property. Met with property owner of lots adjacent to Yankee Lane, which is an old platted roadway that could serve as a sidewalk route from the proposed parking area to New Britain Avenue.
- Reviewed plans and created several approved Work-in-the Right-of-Way permits for Harvard Drive, Pleasant Drive, and Flamingo Drive wood pole replacement, per FPL request.
- Researched and provided PDF files of old documents regarding the North Orchard Street right-of-way widths, per FPL surveyor request.
- Completed Tree-in-the-Right-of-Way locate at 515 Hand Avenue, per Neighborhood Improvement Division request.
- Reviewed sketch and legal description for proposed parking lot at 56 North Beach Street.
- Completed on-site visit to 8 North Laurel Creek for final SWMP lot grading check.
- Updated the Cassen Park site plan drawings and forwarded to consultant (Zev Cohen) for review.
- Modified Lincoln Avenue Parking Exhibit, per Project Manager's comments.
- Created Exhibit of Lincoln Avenue Parking for Downtown Stormwater project modifications.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Continued sidewalk work on Neptune Ave
- Cut and removed hazardous sidewalk on S Halifax Ave at Rockefeller Dr
- Widened Public Works entrance with asphalt
- Asphalt patch on 100 block of Bosarvey Dr and patched asphalt on Treasure Ln at Oak Dr for Water Distribution

- Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Grinded stumps Citywide
- Removed 2 trees at Sanchez Park and 500 block of N Ridgewood Ave; 1 tree on 200 block of Melrose Ave; 2 Palms at Cassen Park; 2 Palms at Main Street Park; 2 dead trees on Old Tomoka Rd
- Trimming on Oak Forest Dr; Putnam Ave; SR40 w/o Clyde Morris Blvd; 300 block of Oak Dr

- 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
- Delivered barricades, cones, and sandbags to Andy Romano Park
- DOT trimming on SR40; A1A sidewalk, Neptune Ave to Plaza Dr
- Trimming on Sterthaus Ave & N Center St
- Assist concrete crew with pour on Neptune Ave

- 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
- Removed delineators from Public Works entrance and exit gate
- Fabricated residential 25mph Speed Limit signs; new Gymnastics Coordinator sign
- Prepared and installed arrows at Public Works entrance
- Reinstalled Public Works Do Not Enter sign
- Meet with Officer on Northbrook about 25mph Speed Limit signs
- Prepared Commissioners signs for Monday Event

- 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
- Sinkhole investigation on 800 block of Loyola Ave
- Basin inspected and cleaned at Industrial Park – Airport Rd
- Repaired pipe on Putnam Ave

Mowing

- Reachout Mower – US1, Ballfields

Street Sweeping/Streetsweeper

- 83 miles of road cleaned
- 42 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
28,014

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

5

Non-Emergency Vehicles and Equipment

7

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 9,095 gallons of unleaded and 10,478 gallons of diesel fuel on hand.
- Fuel used in one week: 2,415 gallons of unleaded and 638 gallons of diesel.
- Fleet completed 25 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – A proposal was prepared by the consulting engineer for review. Visited site and took photos of areas to be impacted by the electrical modifications.
- Division Avenue Well Field Raw Water Piping – Punch list items are being addressed. Reviewed preliminary as-built drawings. Project is substantially complete and was placed into operation.
- Fire Hydrant Replacement Program – Replaced hydrants on Hotel Street, Bosarvey Dr., Pine Valley Circle, Pebble Beach Dr. and Orchard Lane.
- Hunters Ridge Low Pressure FM Upgrade – Reviewed revised plans. An FDEP permit is required for construction. A permit fee check is being processed.
- Laurel Creek Pump Station Project – Responding to bidder questions.
- Lift Station Rehabilitation – A design proposal is being prepared by McKim & Creed for rehabilitation of Lift Stations 10M and 12M.
- Lift Station 8M1 – Addendum 2 was prepared to postpone the bid date until 4/14/16 to resolve easement discrepancies. Addendum 2 also addressed questions received during bid advertisement. Legal department is performing research determine easement disposition.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A bad shaft was discovered by the manufacturer's representative on Pump #2. The shaft was ordered and will be installed in about two weeks along with other impeller retrofit activities.

- Rima Wells Auxiliary Power Generator – Award of the project to Sawcross, Inc. is scheduled on the January 19, 2016 City Commission agenda. A work authorization is being prepared for the design engineer to perform construction administration services.
- Saddler's Run Lift Station Rehabilitation – As-built drawings are being prepared.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) is performing remaining lining activities.
- Sodium Hypochlorite Storage Tank Replacement – Contract award to responsive bidder is scheduled on the 2-16-16 City Commission agenda.
- Storage Tank Repairs and Maintenance - A work authorization was prepared for OM Engineering to perform engineering services to refurbish the elevated tank at the Water Plant. Approval of the work authorization is on the 1-19-16 City Commission agenda.
- Wastewater Sludge Thickener Upgrades (CIP) – Reviewed shop drawings.
- Water Plant Aerator Housing Rehabilitation (CIP) – Engineer is revising the plans to incorporate review comments.
- Water Plant Lime Silo Dust Arrestor Project – Consultant finalizing plans.
- Water Plant Pump & Control Upgrades – Reviewed 60% plans.
- Utilities SCADA Upgrades – A revised proposal for design services from the consultant is under review.
- SPRC: Courtyards at Ormond – Water construction permit expired. CVS – A preconstruction meeting was held. Demolition of Burger King will begin next week. Huntington Villas – Water main clearance is being processed by VCHD. Met with Legal Department to discuss easements, a master plan and developer agreements. 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. 600 W Granada – Met with the developer and design engineer to review comments. 1368 N Oceanshore Blvd. – Reviewed site plan to install a lift station to connect to the force main on A-1-A. The existing septic system will be abandoned.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 36.35 million gallons for the week ending January 8, 2016 (5.19 MGD)
 - Backwashed 12 filters for a total of 597,000 gallons backwash water.
 - Produced and hauled 65 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.97 Million Gallons.
 - Produced 16.67 Million Gallons of Reuse.
 - Produced 11.30 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.00 MGD, plant designed for 8 MGD.
 - Hauled 132.38 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 20 water service leaks.
 - Replaced 6 residential water meters.
 - Replaced or repaired 6 water meter boxes.
 - Installed 8 new water service connections and water meters.
 - Replaced 4 water services due to aged piping.
 - Responded to 35 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Pressure tested 6 city owned backflow prevention devices serving city owned facilities. Completed installation of freeze protection on all city owned backflow preventers.

- Performed scheduled water main outage for fire hydrant replacement at 115 Orchard Ln, c/o Hotel St & Witham Ln, 161 Bosarvey Dr, c/o Bovard Ave & Vining Ct, 19 Pine Valley Cir and 31 Pebble Beach Dr as part of the 2015 FH replacement program.
- Continued valve maintenance activities in the Water Base Map page C-1 and to support scheduled water outages, 36 valves located, exercised and marked on road.
- Performed flushing activities in Ormond Green and Broadwater Subdivisions along with areas affected by scheduled main outages.
- 2" Water Main Project, Oak Dr: 2" water main passed bacteriological testing, 2" taps and main connections were completed, water services have been tapped and laid to existing meter locations. Scheduled for final connections and disconnection of old main for next week.
- Relocated the 2" water service around a gazebo being constructed at the Hull Rd Sports Complex.
- Replaced landscaping in multiple locations where Water Crews performed excavation activities.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 115 regular and 3 Emergency utility locates for the previous week.
- Wastewater Collection - Reuse
 - Crews responded to 5 trouble calls Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
 - Responded to 10 Request for Utility Verifications for both Residential and Commercial properties.
 - Cleaned the Sanitary Service Line @ 113 Tymberline Tr.
 - Checked all known trouble spots. All good @ current time.
 - Replaced a cracked rear PEP TANK lid @ 70 Saddlers Run.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 24/18psi, Ocean Mist Hotel @ 22/16 psi, Ormond Mall @ 12/10psi.
 - OSCC and TOGC both doing fine at the current flow rate setting.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 32/18psi. Foxhunters Flat (2 inch) 28/16 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
 - Called in locates for 102 Creek Forest - new house under construction. The 1/4 bend below grade is broken.
 - Performed a PEP TANK rehab @ 172 Deep Woods Way.
 - Televised 36 laterals from our PM list, Found 15 that needed to be cleaned, and 21 that were clean and clear. These locations will be put on a 6 month follow up.
 - Located Sanitary Service Line C/O @ 162 Putnam Ave.
 - Replaced broken valve box's @ 102 Pinecrest Ave and 45 Seton Trail.
 - Located and marked the irrigation shut off valve for 67 Circle Creek Way.
 - Installed a quiet ring on Manhole # 14254 near 174 Ormond Pkwy.
 - Replaced 1" Reuse valve at 113 Wildwood.
 - Performed annual root control on 9 Sanitary Service Laterals.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - 13M, follow up from power outage, replaced lag float, ok
 - McDonalds, 6P, weekly odor control and wet well cleaning.
 - Influent Room – deragged pumps as directed.
 - Influent pump VFD #2, installed replacement control unit and HMI.
 - Screw Pumps, tested controller replaced by contractor, remove old numbers from Weir Gates, clean surfaces.
 - Sludge Feed Pump #1, leaking at gland, adjusted packing, ok.
 - WIN911 monitor/response: Castle Gate, phase loss, power restored upon arrival, storm possible cause, ok; 12M, phase loss, FPL power outage, power restored without further incident, no spills or overflows to report at this time, ok; 13M – phase loss, found power outage, set up generator to run station, FPL states underground line problem - repaired – facility returned to normal power and operations.

- SCADA monitor/response: Breakaway Trails LS - no starts pump #2 - flush sand and debris from wet well.
- 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.
- Annual PM's: Post Anoxic Submersible Mixer #3.
- 25 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Reuse high service, prepped and installed air release valve on pump #3.
 - R.O. clear well #1, replaced supply pump for the sample station, ok.
 - Claricone #1, replaced ball valve on injection point, replaced access cover.
 - Replaced filters for the hypo generator brine system, assisted with maintenance activity.
 - Standish Booster, inspected tank mixer, ok.
 - Monthly Well PM's: all Hudson wells, all Rima wells.
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Local Limits Evaluation – Samples were collected at strategic lift stations within the sewer collection system to evaluate the primary pollutants of concern. Staff is evaluating results to develop a plan of study for the limits.
 - Industrial Pretreatment Program – Staff received initial results of sampling three locations in the City's sewer collection system to discover the cause of higher than normal constituents in the influent of the WWTP. A couple of daily allowance exceedances for surface water discharge regulatory parameters have been reported during the past year. The sampling is strategic and will continue until a resolution has been achieved. Additionally, staff is preparing the Industrial Pretreatment Annual Report for submission to the FDEP.
 - Reuse Groundwater Monitoring Report – Staff submitted Reuse Groundwater Monitoring Report for the 4th Quarter of 2015 to the 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
 - Cross Connection Control Program – Staff is daily assisting commercial potable water customers with their questions and concerns relating to the compliance of their private backflow prevention devices.
 - St Johns River Water Management District - Staff is compiling the data for the reports due to SJRWMD for the 2015 calendar year submittals.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Agenda packet preparation, creation and distribution for January 19, 2016, City Commission Meeting
- Agenda packet preparation and creation for January 21, 2016, Neighborhood Improvement Advisory Board

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.