

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 5, 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:

- General discussion meetings with City Attorney, Fire Chief, Economic Development Director and HR Director
- Staff meeting with senior staff
- Preparation of letters to County regarding dock permitting on waterways and Bike Week traffic control

Spoke to, attended and/or met with:

- As requested, agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- Attended FCCMA Winter Institute

Community Development

Planning

- **Board of Adjustment:** The Planning Director attended the Board of Adjustment meeting in case representatives from Volusia County came to object about the City's jurisdictional status over the Halifax River as it relates to docks. The City received a letter from Volusia County objecting to City's jurisdictional authority over the Halifax River even though the City annexed the river area in 2000 without objection by the County. Since 2000, 62 dock permits have been issued, 3 variances approved and various correspondence from VC officials acknowledging the City's authority have been issued. The City Manager has responded to Volusia County indicating that the City believes annexation Ordinance 2000-25 to be presumptively valid unless judicially determined otherwise and will continue to require permitting by the City of Ormond Beach.
- **TPO Call to Projects:** The Planning Director met with Engineering to discuss potential projects to be submitted as part of the River to Sea TPO's Annual Call for Projects.
- **Huntington Villas:** The City Attorney, Utilities, Planning, and Engineering staff met to discuss Huntington Villas Retail Utility Service Agreement.
- **State Bill Requiring Electronic Plan Submittal:** In reviewing bills that are proceeding through the State Legislature, CS/HB 605 passed out of House Business and Professions Subcommittee and is now before the House Local Government Affairs Subcommittee. The Bill requires all cities and counties to have building permits submitted electronically. There is no companion bill in the Senate at this time. This bill signifies that in the next few years electronic submittal will be required statewide due to the cost advantages to both the public and local government.

Building Inspections, Permitting & Licensing

- 280 inspections performed.
- 4 new business tax receipts issued.
- 78 permits issued with a valuation of \$2,318,871.00

Development Services

- The following activities occurred at the SPRC this reporting period:

1. Ormond Grande – Multifamily Development
2. Plantation Oaks – Single Family manufactured home community

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 February 2016.

Airport Business Park

- SKYO Industries is has begun manufacturing operation of their hand tools at the new headquarters at 2 Sunshine Blvd. in the Business Park. The company has hired 18 employees for the first phase of the transition from New York. The entire operation is expected to be moved to Ormond Beach by June of 2016.

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

- Staff met this week with the Chamber of Commerce on the revision of the Doing Business in Ormond Beach resource guide, which should be completed and produced in February.
- Staff completed the final edits of the “Artist Next Door” video that presents the artist community and benefits to the prosperity of the City. A copy of the video will be provided to the City Commissioners as well as uploaded to the City website in February.

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. A closing on the property is scheduled for mid-February.
- Staff is working with a light sport aircraft manufacturer to locate the company at the City's Airport. The Company has agreed to terms for the lease of a hangar at the Airport.

Airport Operation and Development

- Staff has been notified that the Joint Participation Agreement (JPA) between the City and FDOT to fund the airfield striping project has been executed by FDOT. It is anticipated that a pre-construction meeting for this project will be scheduled within the next two weeks.
- Staff provided the Finance Department with information about airport operations as part of the annual financial data collection process.
- Staff compiled all airport traffic data for 2015, a summary of which has been posted on the airport page of the City's website.
- Staff worked with Hoyle, Tanner and Associates to respond to comments and questions from the FAA and FDOT about the airport master plan update.
- Staff is exploring adding the National Airspace Data Interchange Network (NADIN) capability to the airport's Automated Weather Observing Station (AWOS). The addition of NADIN will allow pilots to access current weather information from AWOS more efficiently and at any time of the day or night.
- Airport lighting for Runway 17/35 was briefly out of service this week and was quickly restored.
- Staff is working to repair Gate 13, which is partially functional following a control board failure.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Continue audit preparation.
- Completed Projects - Weekly
 - Processed 29 Journal Entry Batches (#2238-2311).
 - Approved 32 Purchase Requisitions totaling \$1,173,425.78.
 - Issued 12 Purchase Orders totaling \$80,796.56.
 - Processed 4665 cash receipts totaling \$1,106,578.10.
 - Prepared 127 Accounts Payable checks totaling \$719,516.25 and 45 Accounts Payable EFT payments totaling \$359,170.79.
 - Prepared 20 Payroll checks totaling \$19,302.61 and 331 Direct Deposits totaling \$397,607.15.
 - Transferred IRS 941 payment of \$ 147,756.58.
 - Processed 1337 utility bill payments through ACH totaling \$105,196.90.
 - Processed and issued 3,839 utility bills with billed consumption of water of 4,532k.
 - Issued 556 past due notices on utility accounts.
 - Auto-called 218 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (2/9)
 - Ormond Beach Vietnam Veterans to be Honored (2nd PR)
 - Free Bankruptcy Workshop (3/3)
 - Walking with the Manager (2/12)
 - 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.
 - Scheduled ads for the March CLSMF Free Workshop.
 - Attended weekly staff meeting.
 - Attended City Commission meeting.
 - Scheduled/attended CodeRED training for Public Works employees.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 3
- Hazardous: 0
- EMS: 88
- Motor Vehicle Accidents: 12
- Public Assists: 42
- TOTAL CALLS: 148

- Aid provided to other agencies: 12 Calls: Daytona Beach (5), Volusia County (7)
- Total staff hours provided to other agencies: 30
- # of overlapping calls: 39

- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 74

Training Hours

- NFPA 472: Hazardous Material 16
- NFPA 1001: Firefighting 18
- NFPA 1002: Driver 2
- NFPA 1021: Officer 4
- NFPA 1410: Hose Drill 57
- NFPA 1500: Safety/Equipment 15
- NFPA 1620: Preplanning 12
- EMT/Paramedic 16
- TOTAL TRAINING HOURS: 140

Station Activities

- Updated 37 pre-fire plans
- Conducted 3 fire inspections
- Provided a fire safety talk to 14 employees of Advanced Dermatology
- Gave a presentation on "Stop, Drop and Roll" to 70 children at Little Blessings Pre-School

Significant Incidents

- 1/28/16, 2:15 PM: I-95/Mile Marker 270 – Motor Vehicle Accident – Responded to single vehicle into woods – one occupant pronounced as a fatality on-scene – crews cleared fallen trees to make scene accessible for wrecker – also assisted medical examiner.
- 1/28/16, 11:53 PM: River Dr. – Structure Fire – Provided assistance to Volusia County – upon arrival found couch on fire and two additional small fires throughout home – one fatality due to suicide – arson probable cause of fire.
- 1/29/16, 12:34 PM: Hand Ave. – Structure Fire – Provided assistance to Volusia County for a mobile home fire – upon arrival found home 75% involved – all occupants were out of structure – crews cleared scene at 2:20 PM.

Human Resources

Staffing Update

Requisitions

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

Approved/Active Recruitment

- 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.
- Meter Reader (Finance) was advertised 1-25-16 on the City web site, internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal and will remain open until filled.
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works) was re-advertised 9-24-15 on the City web site, Florida Rural Water Association, Florida Water & Pollution Control Operators Association, Craigslist, and internally, and will remain open until filled.
- Tradesworker (Building Maintenance/Leisure Services) was advertised on 12-17-15 on the City web site and internally and will remain open until filled.
- Part Time Maintenance Worker II – Parks (Leisure Services) was advertised 1-22-15 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 Recreation Leader – Gymnastics (Leisure Services) was advertised 1-25-16 on the City web site and will remain open until filled.

Applications Under Review

- Police Chief (Police)

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

- Firefighter/EMT (Fire)
- Police Officer (Police)
- Victim Advocate Coordinator (Police)
- Part Time Maintenance Worker II – Building Maintenance/Parks (Leisure Services)

Terminations

- Records Clerk (Police) effective 1-31-16
- Victim Advocate Coordinator (Police) effective 3-1-16
- Police Chief (Police) effective 3-31-16

Risk Management Projects

- Continued day-to-day management of Mayor's Health & Fitness Challenge

Employee Events

- ICMA representative will be here to meet with employees on March 23

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: - 19 New work - 43 completed - 38 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	27,925	Inbound E-Mails Blocked	12,120
Delivered Inbound E-Mails	15,535	Quarantined Messages	270
Percentage Good Email	55.6%	Virus E-Mails Blocked	257

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 9 Changes: 6 Corrections: 0
 - Map/Information Requests: 47
 - Information Requests from External Organizations: 4
 - 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 Staff Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - City Commission Meeting
 - Quality of Life Board Meeting
 - Movies on the Halifax
- **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 finished this week at the Sports Complex on the Wendelstedt and Kiwanis Baseball Fields. 120 participants.
 - The OBYBA Basketball Program continued games this week at both Nova Gym and at the SONC Gym. Games held Monday through Friday nights at 6, 7 and 8pm and Saturday morning.
 - Lady Renegades Softball continued their spring practices this week at 6pm on the Softball Quad.
 - OBSC Competitive Soccer continued their spring training this week on Soccer Fields #4 and #8 at the Sports Complex.
 - Golden Spikes continued practices this week on Nova Fields #2 - #5 as well as the Kiwanis Field at the Sports Complex.
 - Seabreeze High School Softball is practicing on the Softball Quad preparing for their upcoming game season. Practices are held weekly at 3:30pm.
 - Seabreeze High School Baseball hosted their "pre-season" Harry Wendelstedt Tournament on Wednesday and Thursday at 6pm.
 - OBYBSA recreational level baseball/softball is having their skill assessments on Saturday at 10am at the Nova Community Park Fields and the Softball Quad.
- **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
 - Prepped Wendelstedt Fields Monday and Tuesday for Umpire School
 - Prepped Quad for SHS and Lady Renegades softball practice
- **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:
 - Ambrosia in Concert, Friday, 7:30pm to 9:30pm
 - The Rat Pack, Together Again, Saturday, 7:00pm to 9:00pm
- South Ormond Neighborhood Center
 - Splash Pad closed through March 15th
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Jazzercise Monday
 - Youth basketball games this week
 - Training of new part-time Rec Leader
- 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
 - Art in the Park, April/May
 - EDC Grand Opening, May
 - Memorial Day Remembrance Service
 - Attended EDC monthly meeting
- Gymnastics
 - February session in progress
 - Trial classes are being offered to attract potential students
 - Attended AAU competition Saturday and Sunday in Tallahassee with 17 girls from the Gymnastics Center; all girls received medals and ribbons
 - Open Gym this evening, 6:00-8:00 pm
- 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 and Ms. Debby's Dance and Acting classes met at various times throughout the week.
 - Junior Jazzercise was held on Wednesday from 5:00-5:45pm.
 - The Boys Basketball Youth League continues.
 - Challenger Games of All Sorts began its winter session on Tuesday. They will meet for 6 weeks and play board games, video games and sports such as volleyball, pickleball, gym hockey.
- The Casements
 - A wedding was held at Bailey Riverbridge on Saturday from 2:00 p.m. to 4:00 p.m.
 - Guild tours were given at The Casements on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - Zumba met on Tuesday afternoon at The Casements.
 - An art workshop was held at The Casements Monday through Friday from 9:00 a.m. to 4:00 p.m.
 - The Art Group met on Wednesday afternoon to hang their artworks for an art exhibit in the gallery. The exhibit opening will be held this evening from 6:00 p.m. to 8:00 p.m.
 - Ormond Beach Garden Club met at The Casements for their monthly meeting on Wednesday from 9:00 a.m. to 12:00 p.m.
 - A healing workshop was held at The Casements on Wednesday from 2:00 p.m. to 5:00 p.m.

- Movies on the Halifax will be showing the movie "You've Got Mail" in Rockefeller Gardens this evening at 6:30 p.m.
- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted reservations at pavilions
 - Installed playground borders and formed up sidewalks to playground at Riviera Park
 - Prepared grounds for mulching at Riviera Park
 - Continued replacement of mirrors at Andy Romano Beachfront Park restrooms
 - Moved bike rack at Nova Community Park to new location
 - Moved chairs from Nova Gym to Fleet
 - Fixed glass on Info Box at Andy Romano Beachfront Park
 - Delivered supplies to Fortunato Park for bathroom remodel
 - Brought demolition materials from Fortunato Park to dump
- 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
 - Perform preventative maintenance on nine City-owned electronic gates
 - Call out (2) – Andy Romano Beachfront Park - no A/C; Public Works gate stuck open
 - Repaired sink at Fire Station 92 EMS Room
 - During rain event checked for roof leaks - police station and Bailey Riverbridge
 - Installed new threshold in the foyer at The Casements
 - Cleared leaves from the portico roof at The Casements
 - Met contractor for entrance door closer at the Police Department
 - Met landscape contractor for new hose bib at Andy Romano Beachfront Park
 - Replaced vending machine in women's restroom at City Hall
 - Replaced ceiling tiles at the PAC
 - Installed new hose collar for the wash rack at Fleet
 - Checked the power for the back office at the PAL House
 - Repaired hallway lights at Fleet
 - Repaired lights in second floor reception at City Hall
 - Removed excess water from the fountain at PAC
 - Met the roofing contractor at Fire Station 94

Police Department

Administrative Services.

- Staff attended monthly Volusia/Flagler Police Chief's Meeting
- Attended Internal Affairs Discipline training.
- Staff conducted Victim Advocate applicant interviews.
- Staff attended quarterly PAL Board meeting.

Community Outreach

- In-Service Instruction for inter-department re-qualification and simunition training.
- Taught DARE at St. Brendan, Calvary, Temple Beth and Osceola schools.
- Conducted active shooter presentation for Destination Daytona on January 27th.
- Members of the Youth Directors Council are preparing for the upcoming Regional Leadership Training in Melbourne on Saturday, Feb. 27, 2016. Twelve youths will be attending. Chaperones will be Officer Gregory Stokes and YDC Coordinator Belinda Legut.

- The 3rd, 4th, and 5th grade READ (Reading, Exploration, Adventure and Discovery) programs will begin February 9th in partnership with Ormond Beach Elementary School. It is estimated 24 youths will participate in the program. The 2nd grade program is scheduled to begin February 17th. It is anticipated that 12 youths will participate in the program. Applications are currently being completed for all grades.
- The Tutors R Us program will begin February 9th. It is anticipated that 25 youths will participate.

Community Services & Animal Control

- Animal Calls: 45
- Animal Reports: 5
- TNR: 1
- Vaccinated 21 pets at the Shot Clinic

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 8
- Inactive: 11
- Fraud: 3
- Burglary Residential: 3
- Larceny Car break: 3
- Grand Theft: 4
- Auto Theft: 1
- Sex Offense/Rape: 1
- Robbery: 1
- Police Information: 2
- Suspicious Incident: 1

Records

- Walk - Ins / Window 101
- Phone Calls 118
- Arrest / NTA'S 20
- Citations Issued 49
- Citations Entered 50
- Reports Generated 120
- Reports Entered 104
- Mail / Faxes / Request 18

Patrol

- Total Calls 1,376
- Total Traffic Stops 206

Operations

Crime Opportunity Report Forms Issued: 257

- 1/27/16
 - Car Break, 4 North Perrott Drive (SR Perrott). Approximately \$200 of beer taken from work vehicle.
 - Carjacking, 880 South Atlantic Avenue (Olive Garden). Victim exited his 2016 Nissan to check the dumpster. He left his car running with the driver's door open. Victim observed the suspect exit the passenger door of an SUV and start walking toward his car. The suspect entered the car and the victim attempted to stop him. Victim was able to grab the suspect but as the vehicle was pulling forward it knocked the victim to the ground causing him to hit his head. Victim sustained a small cut on his head but refused medical treatment. The victim's vehicle was later recovered in Daytona Beach and two suspects arrested.

- Stolen Vehicle Recovery. A vehicle reported stolen out of Longwood was spotted in another jurisdiction and chased into Ormond Beach city limits. Multiple agencies were involved in attempting to stop this vehicle. Vehicle entered Ormond Beach traveling at a high rate of speed east bound on West Granada Boulevard. Stop sticks were deployed by Ormond Beach units (No Ormond Beach unit was involved in the pursuit) and a confirmed hit was made on the left front tire at West Granada Boulevard and Nova Road. Vehicle continued on and was found abandoned in the Texaco Express Lube (340 West Granada Boulevard). The suspect was found by Daytona PD K-9 about 100 yards from where he abandoned the stolen vehicle and was arrested without further incident.
- 1/28/16
 - Shoplifting, 1458 West Granada Boulevard (Bealls). Loss prevention stopped a suspected shoplifter leaving the business with a large amount of merchandise without paying for same.
 - Domestic Violence, Ormond Parkway and South Halifax Drive. Boyfriend and girlfriend got into a physical altercation in the drive through of Dunkin Donuts where the girlfriend suffered minor injuries. The girlfriend then drove from the business traveling west where she ran the stop sign at the intersection of Ormond Parkway and South Halifax, initiating a crash with a northbound vehicle on S. Halifax. The boyfriend was arrested for domestic violence and the girlfriend was issued a traffic citation for running the stop sign and being at fault/causing an accident.
 - Warrant. Ormond Parkway and South Halifax Drive. Subject contacted by officers was found to have an open warrant for their arrest for criminal mischief over \$1000.
- 1/29/16
 - Narcotics, 325 Clyde Morris Boulevard. Motorist was stopped for a traffic violation at the office complex at 325 Clyde Morris Boulevard and walked into the business. When contacted an odor of marijuana could be smelled coming from inside the vehicle. A search of the vehicle revealed a small amount of marijuana and drug paraphernalia. The subject was issued a Notice to Appear and released from the scene.
 - Shoplifting, 1521 West Granada Boulevard (Walmart). Two suspects stole over \$600 worth of clothing and food. Both subjects were detained by loss prevention and subsequently placed under arrest for retail theft by responding officers.
 - Burglary, 139 Standish Drive. Unknown suspect entered the open garage and stole a skateboard.
 - Assault-Domestic Violence, 6 Bear Tooth Path. An adult male made threats to his mother during an argument that he was going to kill her. He grabbed her phone when she was pretending to call police and threw it on the floor breaking it. The suspect fled the area prior to officer's arrival. A complaint affidavit for domestic violence battery was completed and filed.
 - Narcotics, 500 Block Hand Avenue. A vehicle was stopped for improper equipment at which time K-9 Kane alerted to the presence of narcotics in the vehicle. During a subsequent search officers discovered methamphetamine and marijuana. The driver was arrested for unlawful possession of narcotics and violation of probation.
- 1/30/16
 - Narcotics, Hand Avenue/South Yonge Street. A traffic stop resulted in the arrest of a suspect for possession of schedule II narcotics and paraphernalia.
 - Battery-Domestic Violence, North Nova Road/Sterthaus Drive. A citizen observed a male and female physically fighting outside of a vehicle/in the street at this intersection. Officers made contact with the female subject who stated nothing had happened. The citizen/witnesses stated that they had observed the male subject strike the female during their argument. The male was placed under arrest for domestic violence battery.
 - Burglary Residence, 9 Fernary Trail. The homeowner/victim reported that an unknown person stole a safe containing a firearm from his residence. No signs of forced entry were found.
 - Warrant, 184 Tomoka Avenue. Subject contacted by officers was found to have an open warrant for their arrest issued out of Volusia County.

- 1/31/16
 - Carbreak, 149 South Atlantic Avenue (The Cove). Victim advised that he parked his rented Mercedes on the south side of the hotel. The following morning the victim discovered the passenger side window broken out and his iPhone and headphones missing from the vehicle.
- 2/1/16
 - Battery-Dating Violence, 753 Santa Fe Avenue. Female suspect was arrested after she spit, hit and poured water on her boyfriend during an argument.
 - Burglary-Residence, 276 Palm Place. The victim reported their bicycle was removed from the open carport.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 17
 - Number of Uniform Traffic Citations Issued: 18
 - Number of Written Warnings Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injuries: 1
- General Comments:
 - Worked Tomoka Elementary traffic issues

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 1 Case initiated
- Zone 4: 12 Cases initiated
- 13 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and seventy (70) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Sanitary sewer lining has been completed at the following locations: Byron Ellinor Drive, Riverwood Drive, Warwick Avenue, Windward Lane, Oak Avenue, and Reynolds Avenue.
- Ph II 2-Inch Watermain Replacement – Mainland - Clearance of the new watermain along Warwick Avenue was given by the VCHD and is now ready for replacement water meters to be installed. Installation of new service lines was completed along North Beach Street, and all of the new water main has been installed. Contractor is working on tying directional drilled runs of pipe together and connecting mains at the intersections.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The Contractor is currently working on installation of the main on Brooks Drive, and connection of new services around Brendale Drive and Longwood Drive.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The Contractor is continuing work on South Peninsula Drive. Clearance paperwork has been submitted for Wye Drive, Lucky Drive, and Ormond Parkway.
- Environmental Discovery Center – The Contractor is working to install the metal roofing, decking and wood ceilings on the porches, the sheet rock on inside walls, AC ducts, plumbing, and rough electrical.

- Nova Community Park Trail – The contractor has completed the concrete trails and sidewalks. The thermo crosswalks have been completed. The contractor has to install over 50 pallets of bahia sod and the signage to complete the project.
- North US1 Landscaping (Airport Road to I95) – The contractor started irrigation installation at Airport Road, working north.
- Downtown Stormwater – The Contract is being executed by the contractor.
- 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.
- OBSC Pavilion – The pavilion construction is 80% complete.
- Fire Station 93 Roof- Building Permit has been applied for.

Design Projects:

- City Hall Chiller Pump Replacement – The project was approved for bidding at the January 19th City Commission meeting. A Pre-bid meeting will be held next week.
- West Ormond Community Center – Staff has issued a work authorization to Zev Cohen & Associates for the feasibility study. A kick-off meeting was held and the consultant presented 2 conceptual plans for staff's review. Consultant is currently working on the due diligence task of the scope of work.
- City Welcome Sign – FDOT authorized the agreement and we can proceed with construction as soon as the NTP is issued. The Contract award was approved at the January 19th City Commission meeting.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being finalized.
- Water Treatment Plant Lime Silo Dust Arrestor – Revised plans and specifications have been resubmitted for bidding.
- Water Treatment Plant Controls and Pump Upgrade – Consultant is making final revisions to the plans and specifications.
- WTP Sludge Residuals Facility Improvements – A draft scope of work was submitted and review comments provided to the consultant.
- 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. A kickoff meeting was held to discuss access and design constraints. Staff has met with Ike, manager of the bait shop and went over the concept plan for the dock. He had no objections and will be kept informed as the project progresses.
- Woodridge Stormdrain Improvements – Investigated a potential outfall location to the Halifax River for a proposed storm drain which would reduce the flooding condition at the intersection of North Beach Street. Several concerns exist over whether the outfall can be constructed staff will discuss and see if other options exist if the outfall is not practical to construct.
- Ormond Beach Sports Complex Traffic Calming - Installation of speed tables for traffic calming on the roads of the Sports Complex has been included with the 2016 Resurfacing Project bid and has been placed for bid approval at the March 1st CC meeting.
- Sanitary Sewer Inflow/Infiltration - System maps have been completed. Technical specifications for the project are being developed.
- Ph III 2-Inch Water Main Replacement – Mainland - Consultant design services proposal work authorization has been prepared for Commission approval.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – The City has negotiated a proposal with the Consultant for design of an area on the South Peninsula between Sunny Beach Drive and Sand Dollar Drive as part of the North Peninsula Water Main Improvements. A work authorization is on the agenda for approval at the March 15 City Commission Meeting.

- Effluent Outfall Replacement – City Commission approved the work authorization for design at the 1/5/16 meeting. Consultant is coordinating survey work. A kickoff meeting is scheduled for next week.
- 2016 Corrugated Metal Storm Pipe Repairs - Final list of stormdrain pipes to be repaired is being determined.
- South Peninsula Reclaimed Expansion – The City has negotiated a Consultant design proposal for the remainder of the reclaimed distribution system on the South Peninsula. A work authorization is scheduled for approval at the March 1 City Commission meeting.
- Communications Infrastructure – Contractor has executed work orders for the current projects. Plans have been submitted, reviewed, and approved for the remainder of the work along Division Avenue to connect the production wells and future Environmental Discovery Center to the City's Fiber Optic Network. The contractor has begun work at Ames House (Lift Station 2M) and Nova Community Center.
- Lincoln Avenue Parking Lot - Boundary survey and topographic survey maps are being prepared.
- 2016 Roadway Resurfacing- Project has been scheduled for bidding disposition, for the March 1 City Commission meeting.

Department Activities

Administration/Meetings/Customer Service/Other:

- Reviewed multiple plans and created approved Work-in-the-Right-of-Way permits for Briargate, Forest Quest, and Deer Creek Subdivisions, per AT&T request.
 - Reviewed plans and created approved Wetland Protection permit for 1503 Oak Forest Drive.
 - Reviewed SWMP requirements and emailed supporting documents to the builder of a proposed residence at 881 North Beach Street.
 - Prepared City Welcome Sign package for ProjectDox.
 - Continued making concept drawings for Compensating Storage, per Project Manager's comments.
 - Assisted Planning locate As-Built drawings.
 - Modified Drawings for OBSC Traffic Calming, per Project Manager's comments.
 - Started new concept drawings for West Ormond Community Center.
 - Created exhibit maps showing the location of the proposed 2" Watermain Replacement Phase 3 - Mainland project.
 - Researched and provided As-Built drawings for the areas surrounding the South Old Kings Road/West Granada Blvd. intersection, per Utilities Division request.
 - Began the research and drawing for 1003 North US1 annexation, per Planning Division request.
 - Located and provided old proposed Cassen Park Paving plans to consultant, per request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Pulled forms at Rockefeller Drive
 - Poured concrete pad at Riviera Park playground
 - Removed and re-asphalted part of roadway on Wilmette Ave at Mallards Reach
 - Mixed and poured gutter at Autumn Wood Trl
 - Assisted Stormwater Section with concrete work

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
- Stump grinding citywide
- Picked up brush at Nova Community Center

- Trimming on Arroyo Pkwy, Nightingale Ln., Cumberland Ave., East Lindenwood Cir., S Halifax Ave., Neptune Ave., Pleasant Dr., Seville St., and Benjamin Dr.
- Trimmed for Stop Sign clearance at intersection of Hidden Hills Dr and Heritage Cir.
- Removed three trees on Meadowmist 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
- Assisted Asphalt crew on Wilmette Ave and N Center St.
- Trimmed at 700 block of N 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
- In-shop training
- Installed 9-1-1 Emergency sign in Central Park I
- Fabricated three school speed limit signs for Northbrook Dr.
- Fabricated two Stop Sign for Sports Complex
- Fabricated two No Outlet signs for Santa Fe Ave and Arroyo Pkwy area
- Fabricated five No Parking signs in-shop
- Installed Low Clearance sign at Oak Forest/Avenue La Vista

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
- Pipe replacement at McIntosh Rd.
- Basin repair at Putnam Ave.

Mowing

- Bush Hog – US1

Vac-con

- Memorial Gardens

Reach-Out

- Railroad ditches
- Arroyo Pkwy
- Santa Fe Ave

Street Sweeping/Streetsweeper

- 111.5 miles of road cleaned

- 52 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
23,393

<u>PM Services completed for the week:</u>	
<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
4	7

Road Calls for the week:
0

Quick Fleet Facts:

- Fleet has 11,712 gallons of unleaded and 8,325 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,814 gallons of unleaded and 634 gallons of diesel.
- Fleet completed 28 work orders this week.

- Utilities
Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – A proposal prepared by the consulting engineer is being reviewed.
- Division Avenue Well Field Raw Water Piping – Punch list items are being addressed.
- Fire Hydrant Replacement Program – The IT department prepared a map of the fire hydrants to be replaced in this fiscal year.
- Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review. The executed FDEP permit application form was received. Bid number 2016-17 was received from the Finance Department. Specifications are being prepared
- Lift Station Rehabilitation – A design proposal was received from McKim & Creed for rehabilitation of Lift Stations 10M and 12M.
- Lift Station 8M1 – Visited site to review various design alternatives prior to meeting with the owner. A meeting was held with the resident to discuss design and easement options.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – The pump #2 base required a wear ring. Pump was returned to the shop until the wear ring is replaced. Pump installation is postponed for approximately 2 weeks.
- Rima Wells Auxiliary Power Generator – An award letter and contracts were sent to the contractor for execution. A work authorization was approved for the design engineer to perform construction administration services.
- Saddler's Run Lift Station Rehabilitation – As-built drawings are being prepared.
- Sanitary Sewer Inflow Infiltration – Received collection system maps to isolate suspected areas of high infiltration.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) is performing remaining lining activities.
- Sodium Hypochlorite Storage Tank Replacement – Contract award to responsive bidder is scheduled on the 2-16-16 City Commission agenda. Legal department provided 2nd contact to tank manufacturer to request consideration for warranty repair assistance.
- Storage Tank Repairs and Maintenance - Resolution 2016-27 was approved at the 1-19-16 City Commission meeting for OM Engineering to perform structural engineering services to refurbish the elevated tank at the Water Plant. A design kick off meeting is scheduled this week.
- Water Plant Aerator Housing Rehabilitation (CIP) –Reviewed revised plans. Specifications are being reviewed. Bid number 2016-16 was assigned for the project.
- Water Plant Lime Silo Dust Arrestor Project – Consultant finalizing plans.
- Water Plant Pump & Control Upgrades – Consultant is revising the 60% design plans.
- Utilities SCADA Upgrades – A revised proposal for design services from the consultant is under review.

- SPRC: Chelsea Place Phase III – Received plans for review. Met with design engineer to discuss project scope. CVS – Operations is determining if a reuse connection is stubbed out at the site. Water main shown as abandoned was still live. Water main was disconnected. Huntington Villas – Reviewed a draft developer's agreement from legal department for provision of utilities services for the Huntington Projects. Reviewed revised plans. A meeting is scheduled with the Legal Department to discuss the proposed revisions. John Anderson/Orchard Lane Lot Split – Met with the owner to discuss the requirement to provide utility connections to the lot that would be created from a lot split. Hulls Seafood – Met with design engineer to review comments. 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. Ormond Grande – Met with design engineer to discuss proposed apartment complex. Ormond Renaissance – Met with design engineer to discuss revisions to the site plan. Plantation Oaks – Met with design engineer to discuss utility placement and provision of irrigation. Wells are being drilled for irrigation until reclaimed water becomes available. Vystar – Project is under construction

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 36.39 million gallons for the week ending January 29, 2016 (5.20 MGD)
 - Backwashed 10 filters for a total of 447,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 31.68 Million Gallons.
 - Produced 14.79 Million Gallons of Reuse.
 - Produced 9.72 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.52 MGD, plant designed for 8 MGD.
 - Hauled 61.71 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 23 water service leaks.
 - Replaced 5 water services due to aged piping.
 - Replaced or repaired 16 water meter boxes.
 - Repaired a 2" GSP water main on Spanish Waters Dr.
 - Replaced 6 residential water meters.
 - Installed 6 new water service and meter connections.
 - Responded to 22 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Removed valve and capped 8" water main to abandon main at 795 W. Granada Blvd.
 - Brooks Dr 2" Water Main Replacement: Installed a 2" interconnect between the fire hydrant and 2" GSP main for future shutdown activities.
 - Disconnected and bypassed the 2" water mains connected to the 6" water main at a crossing for future connection to the new water main.
 - Performed maintenance activities on 10 fire hydrants.
 - Continued valve maintenance activities in the Water Base Map page C-1 and during multiple water outages, 13 valves located, exercised and marked on road.
 - Performed water meter testing on a 3" and 2" commercial and a ¾" residential water meters per Finance Department request due to billing concerns.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 141 regular and 1 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 2 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.

- Repaired a broken cleanout @ 76 Orchard Lane.
 - Responded to 5 requests for utility verifications for residential and commercial properties.
 - Called in locates @ 115 John Anderson Dr, so the sanitary service to the rear of the property could be found and adjusted if required.
 - Located and marked the Sanitary Service @ 107 Rio Pinar Dr. and 152 Dix Ave.
 - Located cleanouts for Ric-man Contractors @ 6, 7, and 14 Riverwood Dr.' 401 John Anderson Dr and 502,510,514,528 South Beach St to assist with their sewer relining project.
 - Televised 10 laterals from our PM list, Found 6 that needed to be cleaned, and 4 that were clean and clear. These locations will be put on a 6 month follow up.
 - Performed annual root control on 2 Sanitary Service Laterals.
 - Checked all known trouble spots. All good @ current time.
 - Performed follow up inspection of 15 manholes in the Deer Creek subdivision for infiltration after a heavy rain storm.
 - Performed monthly exercising of force main valves in Phase [1] of Huntersridge. Used tanker truck 354 to bleed air from the force main to reduce the main line pressure.
 - Checked force main pressure on Ocean Shore Blvd. Pressures recorded for Spanish Waters in AM/PM were 22/8psi. Pressures recorded for Ocean Mist Hotel in AM/PM were 19/8 psi. Pressures recorded for Ormond Mall in AM/PM were 12/2psi.
 - Low pressure sewer gauge readings at Westland Run (2") in AM/PM were 32/8psi. Low pressure sewer gauge readings at Foxhunters Flat (2") in AM/PM were 26/4 psi & readings at Shadow Crossing Blvd (4") in AM/PM were 0/0 psi.
 - Performed annual root control on 2 Sanitary Service Laterals.
 - Replaced a broken reuse box @ 92 Atwood Dr.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Centrifuge Conveyer Belt, repaired leaks at wash down line, fabricated and tested new belt trough washing device with Operations, turned over to Operations for continued use.
 - Centrifuge Sludge Feed Pump #1, packing leaking, tightened packing to stop the leak.
 - Centrifuge #1, flow meter not working, meter box was full of water that shorted out the flow meter. Electrician is scheduled to replace the flow meter.
 - Bar screens not functioning properly. Discovered the discharge chute was blocked. All debris and rags were cleaned from the chute and normal screen operation was restored.
 - Lift Station Generators; compiled information for Fleet GIS report.
 - Lift Station 6P (McDonalds): Performed weekly odor control and wet well cleaning.
 - Cypress Place Lift Station high level alarm was investigated during duty hours. Minimal rags were removed from the pump #1 check valve. Significant storm water intrusion from the construction site of Phase 2 flooded the collection system, causing the high level alarm. Addressed intrusion issue with the on-site construction superintendent. The wet well pumped down and pumps alternated after the intrusion was reduced.
 - Aberdeen Lift Station #1: Pump #2 would not shut off. Motor starter contacts were fused together causing a short circuit that damaged the motor. The motor starter was replaced with reconditioned inventory. The motor was replaced with new inventory.
 - Shadow Crossings Lift Station showed a high number of starts. The probe was cleaned and the frequency of starts was reduced.
 - Lift Station7M showed a high number of starts. The probe was and the frequency of starts was reduced.
 - 31 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Paste Lime Slaker #1- Replaced the feed belt, cleaned unit, placed back into service.
- Aerator Scrubbers – Installed reconditioned motor and pump for Scrubber #5, placed back into service.
- Ammonia storage tank - Ran heat trace along polymer and ammonia lines to prevent gelling in cold weather

- Well 32 Bermad valve is not functioning. Removed pilot device for repairs or replacement.
 - Well 17 not starting, reset motor saver on well 17 to get the motor to start.
 - Installed new door signs at all Hudson wells.
 - Installed new door signs and performed monthly preventative maintenance on Rima wells 35, 36, 37 and 38.
 - Performed monthly PM on S.R. wells 18, 19, 21, Hudson wells, 22 – 28, 30, 31 & BAT Wells 2 – 4.
 - Inspected city interconnects for standing water after heavy rains.
 - Performed maintenance on shop equipment.
 - Disassembled old control panels that have been replaced with new panels and inspected parts for serviceability. Good parts are shelf stocked for future use.
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Industrial Pretreatment Program – A couple of daily allowance exceedences for surface water discharge regulatory parameters have been reported during the past year. 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. The sampling is strategic and will continue until a resolution has been achieved. Additionally, staff submitted the Industrial Pretreatment Annual Report to the FDEP.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The contractor installed 8 new dual check valves and 2 rebuild kits during the week of January 25, 2016.
 - 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.
 - Staff is compiling the data for the reports due to SJRWMD for the 2015 calendar year submittals.
 - Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report).
 - Hazardous Chemical Inventory Report – Staff is receiving updated information from three departments within the City which store hazardous chemicals and fuels. The inventory will then be submitted to the State of Florida data base for first responders use.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, 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 meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for February 2, 2016, City Commission Meeting
- Staff attended and provided support for February 4, 2016, Quality of Life Advisory Board Meeting
- Agenda packet preparation and creation for February 12, 2016, Pension Boards Meeting
- Agenda packet preparation for February 16, 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.