

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 6, 2017

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
- General discussion meetings with Police Chief, Fire Chief, HR Director, Planning Director, Economic Development Director
- City Commission meeting

Spoke to, attended and/or met with:

- Individual agenda review meetings with Mayor and Commissioners Boehm, Selby and Littleton.
- Held Walk with the Manager
- Police Officers swearing in ceremony

Community Development

- Vacant Positions: Two of the three vacant positions within the department were filled. A Permit Technician and a Building Inspector were hired. A Building Inspector position remains vacant.
- MacDonald House: The consultant has been working on both the Existing Conditions Drawings and the Probable Historic Drawings. They are finished with the Existing Conditions Drawings, and approximately 70% finished with the Historic Drawings for the building. The consultant is preparing for the January 23, 2017 public workshop and intends to have workshop materials to staff by January 12, 2017. Public Workshop materials are tentatively scheduled to go out on January 13, 2017.

Building Inspections, Permitting & Licensing

- 407 inspections performed (248 by Private Provider)
- 119 permits issued with a valuation of \$1,158,109.00
- 3 new Business Tax Receipts were issued for this reporting period.

Development Services

- The SPRC did not meeting this week.
- Approved projects under construction with percentage completed are as follows:

Project	% Complete
146 North Orchard Street	95%
783 North US 1	10%
McDonald's at 1520 N US Highway 1	85%
McDonald's at 105 Interchange Blvd	85%

McNamara warehouse	10%
Realty Pros	25%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	98%
Chelsea Place, Phase 3	95%
Ormond Renaissance Condo	15%

Economic Development/Airport

Ormond Crossings

- Staff is working with the OCLS, LLC to complete the Phase A Plat on the easterly side of I-95. Staff is also evaluating options for extension of utilities to Tract 18, which is within Phase A Plat, to accommodate a potential development project. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- An Ormond Beach firm, which was considering locations in communities in Central Florida to expand their headquarters, purchased 1 Sunshine Blvd. in the Airport Business Park. The firm is United Water Restoration and currently employs 32 people and is expected to increase employment by 10 over the next 3 years.
- Staff is processing SKYO Industries capital investment material as part of their Growth Assistance Agreement with the City.
- Staff has submitted a request to the City Commission to amend the Ameritech Die and Mold Property Tax Reimbursement incentive to adjust for a delay in Ameritech's construction of their new manufacturing facility in the Airport Business Park.

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

- Staff is working with Volusia County on a Qualified Target Industry application for a potential development project in the City.
- Staff is compiling development material for the Volusia County's next Quarterly meeting.

Prospective Business Attraction/Retention/Expansion

- Staff continues to work with representatives of an existing Ormond Beach business that is seeking to construct a larger facility. The company has outgrown their current space and needs to build a new structure to accommodate growth.
- Staff provided a property search for an out of state firm considering relocation of their operation to Ormond Beach.

Airport Operation and Development

- Work on the construction phase of the Taxiway Golf project is complete. Initial flight testing of the new Precision Approach Path Indicator (PAPI) lights was accomplished on December 12th. The need for minor adjustments to some of the lights was identified during the test, and those adjustments have been completed. The new PAPIs are designed to be visible from a wider point of view than the old PAPIs, which will require minor obstacle mitigation to maintain line of sight for pilots on final approach to land. Staff is working with the contractor to perform this mitigation, after which the PAPI lights will be flight tested again.
- The City Commission approved a Joint Participation Agreement (JPA) with the Florida Department of Transportation (FDOT) that will provide primary state funding for an environmental assessment (EA) at the airport. The EA is the first phase of a comprehensive obstruction mitigation project designed to protect the airport's runway approach zones and provide better airfield visibility for air traffic control personnel.

- Staff worked with Nexttower, LLC this week to conduct a balloon test as part of the permitting process for a wireless communications tower facility at the airport. Nexttower personnel elevated a balloon to the height of the proposed tower to illustrate the potential visibility of the completed tower structure.
- Staff participated in a teleconference with personnel from the Federal Aviation Administration (FAA) and Hoyle, Tanner and Associates (HTA). The teleconference was held in order to review with the FAA the scope of services for the environmental assessment that is the first phase of the planned Runway 8/26 rehabilitation and extension project.
- Minor repairs to the weather reporting systems at the air traffic control tower were completed this week. Wind speed and direction reporting from the Automated Weather Observing System (AWOS) adjacent to Taxiway Bravo is not available due to component failure. The AWOS is scheduled to be replaced during the construction phase of the Runway 8/26 project. In the interim, staff is investigating the most cost-effective repair options for the existing AWOS facility.
- Staff met with FDOT personnel this week to assist with the Department's final inspection of the completed airfield marking project.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparing for the annual audit
- Completed Projects - Weekly
 - Processed 84 Journal Entry Batches (6769-6777) (1061-1306).
 - Approved 48 Purchase Requisitions totaling \$742,528.85.
 - Issued 42 Purchase Orders totaling \$584,481.09.
 - Processed 11,102 cash receipts totaling \$4,866,468.29.
 - Prepared 107 Accounts Payable checks totaling \$650,590.81 and 29 Accounts Payable EFT payments totaling \$266,404.26.
 - Prepared 16 Payroll checks totaling \$17,922.44 and 333 Direct Deposits totaling \$435,303.29.
 - Transferred IRS 941 payment of \$160,935.10.
 - Processed and issued 5,007 utility bills with billed consumption of water of 30,390K.
 - Processed 1,479 utility bill payments through ACH totaling \$134,815.32.
 - Issued 1,546 past due notices on utility accounts.
 - Auto-called 384 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Walking with the Manager (1/6/17)
 - Community Garden Grand Opening (2/4/17)
 - PAC 25th Anniversary Show (1/14/17)
 - Florida Licensing on Wheels (1/24/17)
 - Archaeology Works: Fishing (1/14/17)
 - Animal Tracks (1/21/17)
 - Open Gym Dates (Jan. 13, 20, and 27)
 - Movies on the Halifax (January 6, "Pan" PG rated)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed Employee Newsletter for January 2017.
 - Site visit to Bear Creek for January 11 Ormond Beach 2 Go! event.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.

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

Fire Department
Weekly Statistics

- Fires: 2
 - Fire Alarms: 2
 - Hazardous: 2
 - EMS: 86
 - Motor Vehicle Accidents: 10
 - Public Assists: 47
 - TOTAL CALLS: 149
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- Aid provided to other agencies: 13 Calls: Daytona Beach (4), Holly Hill (1), Volusia County (8)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 36
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 6
 - Total EMS patients treated: 83
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 479

Training Hours

- NFPA 1001: Firefighting 15
- NFPA 1002: Driver 5
- NFPA 1021: Officer 9
- NFPA 1500: Safety/Equipment 53
- NFPA 1620: Preplanning 2
- EMT/Paramedic 22
- TOTAL TRAINING HOURS: 106

Station Activities

- Inspected 23 fire hydrants
- Updated 8 pre-fire plans

Significant Incidents

- 1/1/17, 3:17 PM: 955 S. Nova Rd. – Structure Fire – Upon arrival found a mobile home fire involving 25% of structure – flames showing from windows – crews made entry and initiated offensive attack and search for occupants – thick black smoke knee level throughout home – fire located in bedroom – fire was declared out at 3:31 PM with all searches clear – fire damage confined to bedroom and hallway with heat and smoke damage throughout – State Fire Marshal called to investigate – sole occupant was assisted by Red Cross with temporary living arrangements.

Human Resources

Staffing Update

Approved/Active Recruitment

- Police Captain (Police) open 12-13-16 through 1-13-17. Advertised on City web site, governmentjobs.com, Florida Police Chiefs Association web site, and internally.
- Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, Craigslist, and internally.
- Police Records Clerk (Police) open 12-28-16 through 1-27-17. Advertised on City web site, governmentjobs.com, and internally.
- Firefighter/EMT (Fire) open 12-15-16 through 1-13-17. Advertised on nationaltestingnetwork.com.

- Office Manager (Leisure Services) open 1-4-17 through 1-20-17. Advertised on City web site, governmentjobs.com, and internally.
- Landscape Architect (Engineering) re-advertised 12-12-16 through 1-27-17 on City web site, governmentjobs.com, and internally.
- Maintenance Worker II (Streets/Public Works) open 12-21-16 through 1-6-17. Advertised on City web site, governmentjobs.com, and internally.
- Maintenance Worker II (Water Distribution/Public Works) open 12-21-16 through 1-13-17. Advertised on City web site, governmentjobs.com, and internally.
- Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works) open 12-21-16 through 1-13-17. Advertised on City web site, governmentjobs.com, and internally.

Applications Under Review

- Part Time Community Events Technician (Leisure Services)
- Part Time Box Office Attendant (Leisure Services)
- Building Inspector (Planning)

Interviews Scheduled

- Treatment Plant Operator C, B, or A (Wastewater/Public Works)
- Part Time Center Leader (Environmental Discovery Center/Leisure Services)
- Building Inspector (Planning)

Background/Reference Checks/Job Offers

- Police Officer (Police)
- Neighborhood Improvement Officer (Police)
- Part Time Maintenance Worker II (Parks/Leisure Services)
- Permit Technician (Planning)

Employee Events

- Blood Drive at City Hall 2-6-17

Risk Management Projects

- Attended pre-deposition conference
- Attended Pension Board meeting
- Attended Claims Committee meeting
- Assisted Executive Board of local wellness council with annual awards

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations.
 - Finance – Interactive Voice Response System – Project complete.
 - Clerk's Office – Email Archive system replacement – Project complete.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 7 New work - 53 completed - 23 in progress
 - Virus Protection: - Barracuda Email Security cloud service statistics

Total Inbound E-Mails	29,605	Inbound E-Mails Blocked	11,765
Delivered Inbound E-Mails	12,874	Quarantined Messages	2,925
Percentage Good Email	43.5%	Virus E-Mails Blocked	1

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 5 Changes: 0 Corrections: 0
 - Map/Information Requests: 8
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,180
 - Meters GPS Located this week: 0: Total in system = 23,263; 22,560 potable, 692 Irrigation, 11 Effluent
 - Notable Events this week:

Leisure Services

Administration

- City Manager's Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Mayor's Health and Fitness Challenge Filming
- City Commission Meeting
- West Ormond Feasibility Study Meeting
- Meeting Regarding Hurricane Matthew Projects
- Movies on the Halifax

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

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.
- SHS boys' and girls' soccer teams continued practicing this week at the Soccer Fields at 4 and 6pm. Girls' and boys' JV and varsity teams played games Wednesday night at Championship Field #7 at 5 and 7pm. It was Senior Night for the girls' team.
- OBSC started practicing for some upcoming tournaments this week on Soccer Field #8.
- Wendelstedt Umpire School started this Tuesday and will continue for five weeks, ending February 4th.
- Lady Renegades held their spring tryouts on Saturday morning at the Sports Complex on the Softball Quads.
- Golden Spikes 13's held their spring tryouts on Sunday morning at the Sports Complex on Wendelstedt Field #2.

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 cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Swept out Maintenance Building
- Greased and cleaned equipment
- Continued dragging infields to keep grass/weeds from growing
- Painted soccer grass parking lot
- Painted Soccer Field #7 for SHS games and practices
- Moved goals back onto Soccer #8 for practices
- Prepped fields at Softball Quad for tryouts Saturday
- Prepped Wendelstedt #2 for tryouts Sunday
- Set up Championship Field #7 for SHS Soccer Games on Wednesday
- Dragged infields at Osceola Elementary and South Ormond
- Prepared Wendelstedt Fields daily for Umpire School
- Moved bleachers, picnic tables, made necessary repairs to dugouts and blew off sidewalks at Wendelstedt Fields for umpires

Senior Center

- King Jesus Ministries was held on Monday from 7:00pm to 9:00pm
- Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
- King Jesus Ministries was held on Friday from 6:30pm to 9:00pm
- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 5:00pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Tuesday through Friday.
 - Follies held regular classes Tuesday through Thursday.
- The Performing Arts Center is preparing to host the following events
 - Decades Rewind, Friday, 7pm to 9pm
 - Diamond – Tribute to Neil Diamond, Saturday, 7pm to 9pm
 - The Rat Pack – Together Again, Sunday, 2:30pm to 4pm

South Ormond Neighborhood Center

- Splash Pad closed through Dec 1 until March 15
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Youth basketball Wednesday/Friday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Began training of new Community Events Leader
- Preliminary planning of 2017 events January-May
- Cleanup and organization of all equipment and supplies from December holiday events
- Took down holiday tree from City Hall
- Walk with the Manager, Friday, January 6th

Gymnastics

- Classes are going well and growing
- Registration open for January session
- Trial classes are being offered to attract potential students
- Working with area high schools to attract potential students

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continue to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
- Youth Basketball League continued their games this week.

The Casements

- Guild tours were given on the hour Tuesday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- The Casements Guild and staff have been taking down and packing away holiday decorations.
- Pilates classes met Tuesday through Friday at The Casements.
- Yoga class met on Tuesday morning at The Casements.
- Ormond Beach Garden Club held their monthly meeting in The Casements' gallery on Wednesday from 8:00 a.m. to noon.
- Zumba class met on Thursday at The Casements.
- A wedding rehearsal was held in Rockefeller Gardens on Friday from 4:00 p.m. to 4:30 p.m.
- Local artist Joe Costanzo hosted an opening reception for his watercolor exhibit in The Casements' gallery on Friday from 6:00 p.m. to 8:00 p.m.
- Movies on the Halifax is showing *Pan* this evening in Rockefeller Gardens at 6:00 p.m. Staff will assist from 5:00 p.m. to 9:00 p.m. Schmancy's Popsicles will sell hot chocolate at the event.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted reservations at pavilions as needed
- Installed new yellow slide at Central Park II
- Installed two ADA swings at Magic Forest

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
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Weekly Commission Chamber safety and lighting check
- Repaired the flashing emergency light at Nova Gym
- Repaired the door threshold in building A at the Senior Center
- Replaced men's room flush valve at Osceola Elementary
- Repaired rock climbing wall at Nova Gym
- Replaced light bulbs in the east storeroom at SONC
- Repaired ladies room toilet paper dispenser lock at City Hall
- Repaired glass window west side of the lime softener WTP
- Replaced side door bug light at Public Works
- Replaced water heater element at Nova Gym

- Repaired NW bay door at Fleet
- Repaired sign light at The Casements
- Made target bracket for the firing range at the Police Department
- Repaired eastside north entrance receptacle at The Casements
- Repaired doors at the Skatepark at Nova
- Replaced missing soffit at the cupola at Fortunato Park
- Added brackets to the water wheel
- Removed the carpet and adjusted the tumble mats at Gymnastics
- Repaired the concession door at Nova Gym
- Repaired the toilet in Building B at the Senior Center
- Repaired splash pad gate at SONC
- Replace the broken shelf in Building A ladies room at Senior Center

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey interviewed potential police candidates.
- Chief Godfrey participated in a planning call for the upcoming Captain's Test Assessment Center.
- Hosted an After Action Meeting.
- Attended City Commission Meeting.
- Captain Rosenthal hosted an assessment prep meeting for reference to the upcoming accreditation process.

Community Outreach

- OBPAL educational programs were closed due to the Volusia County School winter break. Tutors R Us is scheduled to begin Monday January 30th and the R.E.A.D., Reading Exploration Adventure and Discovery program is scheduled to begin Tuesday February 7th.
- Practice for the OBPAL basketball program began.
- St. Brendan DARE – First class Tuesday – January 3, 2017 (Preparation)

Community Services & Animal Control

- Animal Calls responded to: 44
- Animal Reports: 6
- Animal Bites: 1
- Animals to Human Society: 3

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 16
- Inactive: 22
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Carbreak: 3
- Grand Theft: 7
- Auto Theft: 2
- Recovered Missing Persons: 1
- Robbery: 1
- Police Information: 1
- Death Undetermined: 1
- Suspicious Incident: 1

- Vandalism: 1

Records

- Walk - Ins / Window: 87
- Phone Calls: 91
- Arrest / NTA'S: 26
- Citations Issued: 71
- Citations Entered: 190
- Reports Generated: 140
- Reports Entered: 130
- Mail / Faxes / Request: 32

Patrol

- Total Calls: 1,289
- Total Traffic Stops: 172

Operations

Crime Opportunity Report Forms: 116

- 12/28/16
 - Grand Theft, 833 Riverside Drive. Victim reported that two delivered packages were stolen from the front porch.
 - Traffic Arrest, 1200 Block West Granada Boulevard. Suspect was stopped for a traffic violation. Suspect had a suspended driver's license.
 - Solicitor Arrest, West Granada Boulevard and Booth Road. Suspect was soliciting in the roadway and was being uncooperative with officers.
 - Grand Theft, 100 Kenilworth Avenue. Victim advised that items were stolen from their residence.
 - Battery Arrest, 612 Johnson Drive. Two suspects involved in a physical altercation. Suspect battered the victim.
 - Child Neglect Arrest, 596 North Nova Road. Suspect arrested after their juvenile child was found in the neighborhood.
 - Burglary Business, 385 South Yonge Street (Dollar Floor). Officers located a broken window at the business to gain entry.
- 12/29/16
 - Grand Theft, 903 Woodmere Circle. Victim reported their trailer stolen from their driveway overnight.
 - Carbreak, 170 North Yonge Street #34. Victim reported their vehicle entered and items stolen.
 - Burglary Residence, 33 Live Oak Avenue. Victim advised their garage was entered and a dirt bike was stolen.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was stopped by store's loss prevention attempting to steal items from the store.
 - Burglary Residence, 80 Knollwood Estates Drive. Victim reported items missing from inside their residence.
- 12/30/16
 - Violation of Injunction Arrest, North Nova Road and North United States Highway One. Suspect stopped for a traffic violation. Suspect was with someone that they had a protection order against.
 - Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspects were shoplifting from the store. Further investigation revealed the suspects were also trespassing and were in possession of narcotics.
 - Aggravated Assault Domestic Violence, 1 Cross Creek Way. Victim and suspect involved in a domestic disturbance. Suspect threatened victim with a weapon.

- Violation of Pre-Trial Release Arrest, 612 Johnson Drive. Suspect violated the release conditions set by the court.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). Suspect was contacted fleeing the store with merchandise. Suspect also in possession of narcotics.
- Warrant Arrest, North Tymber Creek Road and Peruvian Lane. Suspect was contacted for a bicycle violation. Suspect had a warrant for their arrest.
- 12/31/16
 - Traffic Arrest, 800 Block South Atlantic Avenue. Suspect stopped for a traffic violation. Suspect had a suspended driver's license.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect contacted by store's loss prevention attempting to leave the store with stolen merchandise.
 - Narcotics Arrest, Division Avenue and South Ridgewood Avenue. Officer witnessed the suspect using narcotics in a vehicle.
 - Warrant Arrest, 700 Block South Atlantic Avenue. Suspect stopped for a traffic violation. Suspect had an open warrant for their arrest.
 - Stolen Vehicle, 211 North Tymber Creek Road. Victim's vehicle was stolen from the residence.
 - Traffic Arrest, North Halifax Drive and East Granada Boulevard. Suspect was stopped for a traffic violation. Suspect had a suspended driver's license.
 - Child Abuse Domestic Violence Arrest, 6 Fox Run Trail. Suspect pushed the victim several times, almost pushing them down a set of stairs.
 - Narcotics Arrest, South Atlantic Avenue and Byron Ellinor Drive. Suspect was stopped for a traffic violation. Suspect was in possession of narcotics.
 - Driving Under the Influence Arrest, Fleming Avenue and South Nova Road. Suspect was found to be driving under the influence of an alcoholic beverage during a traffic stop.
 - Battery Domestic Violence Arrest, 63 Tomoka Meadows Boulevard. Victim and suspect involved in a physical altercation. Suspect battered the victim.
 - Battery Domestic Violence Arrest, 85 Ford Street. Victim and suspect involved in a physical altercation. Suspect battered the victim.
- 01/01/17
 - Trespassing Arrest, 1521 West Granada Boulevard (Wal-Mart). Two suspects contacted in regards to possible other involvements in crime in the city. Both suspects were previously trespassed from the business.
 - Carbreak, 910 South Atlantic Avenue (Planet Fitness). Victim's vehicle entered and items stolen from inside.
 - Stalking, 12 Traceway Court. Victim reported a stalking incident from a possible known suspect.
 - Warrant Arrest, 72 Hernandez Avenue. Suspect contacted at the address. Suspect had an open warrant for their arrest.
- 01/02/17
 - Grand Theft, 1657 North United States Highway One (Love's Truck Stop). Victim reported items stolen from the vehicle.
 - Narcotics Notice to Appear, 600 Block Division Avenue. Suspect stopped for a traffic violation. Suspect was in possession of narcotics.
 - Warrant Arrest, 330 South Atlantic Avenue. Suspect contacted during a disturbance. Suspect had an open warrant for their arrest.
 - Burglary Residence, 5 Emerald Circle. Victim's residence was entered and items possibly removed from inside.
- 01/03/17
 - Carbreak, 222 Hernandez Avenue. Victim reported their vehicle was entered and items were stolen.
 - Grand Theft, 362 West Granada Boulevard (Daytona Bicycle Center). Suspect shoplifted a bicycle from the business and fled the scene.

- Stolen Vehicle, 37 Pleasant Drive. Victim reported their vehicle taken from the driveway overnight.
- Warrant Arrest, 170 West Granada Boulevard (Ormond Beach Police Department). Suspect came into the police station to turn themselves in reference to an active warrant.
- Burglary Residential, 514 McIntosh Road. Victim reported their garage was entered and items were stolen.
- Narcotics Arrest, 150 North Nova Road. Suspect was stopped for a traffic violation. Suspect was in possession of narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 17
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 14
 - Number of Written Warnings Issued: 1
- Traffic Crash Reports
 - Number of Crashes without Injuries: 17
 - Number of Crashes with Injuries: 1
 - Number of Crashes with Serious Bodily Injuries: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
 - Zone 2: 2 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 1 Case initiated
 - 56 signs have either been removed or sign cases created.
 - 3 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and forty-nine (49) telephonic inquiries.

Public Works

- Engineering
 - Project Summary
 - Construction Projects:
 - 2-Inch Watermain Replacement Phase 2 – Mainland – All water main work is complete. Restoration is nearly complete with only minor sod work remaining, which is expected to be complete soon.
 - 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Fernway Drive curb replacement is approximately 75% Complete. Paving on Fernway and Biltmore to begin Mid-January.
 - Water Treatment Plant Lime Silo Dust Arrestor – Initial electric work is complete, installation of the dust arrestor and building will begin the first week of the new year.
 - Water Treatment Plant Controls and Pump Upgrade – The contractor has received all delivery items, the project will commence the week of January 9, 2017.
 - Laurel Creek Stormwater Pump Station Improvements – The control panel has been delivered and contractor has started installation and electrical work.
 - SONC Surveillance and Lighting – Staff is processing Purchase Orders for the purchase and installation of materials.
 - CDBG – Hospital Garden Landscaping – A Notice to Proceed was issued on December 12, Substantial Completion is scheduled for February 10, 2017, Final Completion March 13.
 - Fortunato Park Repairs – Repairs and restoration to the Fortunato Park Canoe Launch and sidewalk, damaged during Hurricane Matthew, are complete.

Design Projects:

- South Peninsula Reclaimed Expansion – Engineering and Utilities staff met with the Consultant on December 1 to discuss 90% design comments; plans will be finalized for disposition at the January 17 City Commission meeting with bid advertisement to follow.
- West Ormond Community Center – The CC approved the work authorization for the feasibility study. Consultant will coordinate with school board staff to present the project to the School Board for their approval of the City to utilize the property adjacent to Pathways Elementary school.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Staff is looking to coordinate this project with other lighting work that is now required due to Hurricane Matthew. Staff spoke with a lighting supplier to discuss current LED lighting options.
- WTP Sludge Residuals Facility Improvements – Met with consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and is being reviewed.
- Cassen Park Public Dock – Staff was notified by FIND that the City has made the cut for award of the Grant for the Phase 1 funding. The grant amount approved was for \$53,299. The Army Corps of Engineers has issued the public notice for the permit and all comments are due by the end of the month. After that staff can address any comments prior to permit issuance.
- Sanitary Sewer Inflow/Infiltration – Bid opening was held on December 13. Bid award is scheduled for February 7 City Commission meeting.
- Effluent Outfall Replacement – Consultant submitted final plans. The ERP Permit has been issued. The state submerged lands lease was received and the project was approved to advertise for bids at the January 3rd CC meeting.
- Forest Hills Connector Trail – City staff is continuing to work on plans for review by FDOT, survey consultant is scheduled to do borings for groundwater elevation.
- CDBG (canoe kayak launches) – Staff is addressing FDEP comments in advance of their issuing a permit for the Kayak Launch that will be located at Cassen Park.
- Ph III 2-Inch Water Main Replacement – Mainland – Consultant is addressing comments on 60% plans, 90% plans expected soon. Tentatively scheduled for disposition to advertise for bids at the February commission meeting.
- Ph III 2-Inch Water Main Replacement – Peninsula – Design Consultant has submitted final plans and is finalizing permit applications for submittal to the Volusia County Public Health Unit. Staff is finalizing plan review and placing documents on the agenda for the February 7 City Commission Meeting.
- Downtown Stormwater Phase 2 – Staff is currently in the process of reaching out to property owners along New Britain Avenue to discuss the project and their Right-of-Way needs.
- Fleming Ave Stormdrain Improvements - Consultant has proceeded with modeling the storm water system and met with staff to review. The consultant will run proposed scenario model runs to determine the best solution alternatives for final design.
- Wilmette Avenue Pumping – Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Coquina Court Drainage – Consultant has prepared a nodal diagram and will run the model to see what improvements should be made.
- Main Trail Bridge – Staff has received and is reviewing quote from Construction Management Contractor to perform the required bridge maintenance repairs.
- Laurel Creek Stream Gauges – The City is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- 2017 Roadway Resurfacing – Project currently being advertised, bids are due on January 10, 2017.

- Cassen Park Restroom Replacement – Design is in process.
- Rockefeller Gardens Shade Screen - Design is in process.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Staff is coordinating with continuing services contractors to repair the damage following City purchasing policy for insurance reimbursement.

Department Activities

Administration/Meetings/Customer Service/Other:

- Staff is working on plans for modification of the stormwater outfall pipe at 554 Riverside Drive.
 - Reviewed multiple plans and created approved Work-in-the-Right-of-Way permits for Northside Drive, River Bluff Drive, Sage Bush Drive, Park View Lane, Wandering Oaks Circle, Oak Forest Drive, Main Trail, and Lochwind Lane, per Bright House request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Arrowhead Circle, per FPL request.
 - Continued adding proposed sidewalk elevations to the Forest Hills Connector Trail project.
 - Researched old documents and provided as-built pdf's for the old Homac Lift Station and force main along Southland Road to Consultant (PFG), per their request.
 - Provided water meter shape files along 2" watermain replacement streets to Consultant (Zev Cohen), per their request.
 - On-site meeting with homeowner at 25 Stoney Ridge Drive to discuss rear yard drainage options.
 - Completed Tree-in-the-Right-of-Way locate at 881 Lindenwood Drive, per Streets Division request.
 - Completed Right-of-Way locate at 136 West Granada Blvd, per Neighborhood Improvement Division request.
 - Researched and provided as-built pdf copies of available utilities at 1670 North US1, per Utilities Division request.
 - Researched and provided as-built copies of Briargate Look and Ashford Lake Drive waterman's to Consultant (Zev Cohen), per their request.
 - Created Cassen park Bait House location exhibit map, per Legal Department request.
 - Modified the stormwater pipe replacement plan set at 554 Riverside Drive.
 - Completed Bi-monthly water and air sampling at Nova Landfill, as required by FDEP.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Collect & clean form boards on Canterbury Trl
 - 4x3 asphalt patch on Marjorie Trl
 - Asphalt/concrete bins to PW Compound
 - Inspected sidewalk, made repairs as needed, on 500 block of S Ridgewood Ave
 - Inspected beachside sidewalks, survey for repair – beachside S Halifax
 - Continued removing damaged sidewalks, start forming on Rockefeller to Riverbeach

Forestry Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin Ave - parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Stump grinding citywide
- Cleared 2 fallen trees for Engineering at N Nova Rec landfill
- Finished removing tree on Oak Brook Dr
- Removed 2 trees on 800 block of N Lindenwood Cir
- Flags down on SR40 Granada bridge

- Checked stumps on Grey Dapple for debris
- Cut and pick up large fallen tree, fill hole – NE corner Mary St & Sandy Oaks

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 (Department of Transportation) 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
- Trimming in various areas Citywide
- Grading in Sanchez Park

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
- Straighten signs in various areas of the City

Stormwater Maintenance

Maintenance Crew

- Ditch Maintenance – Citywide; Division & Hand; Arroyo Parkway
- Basins inspected & cleaned – Citywide
- Pump & gates inspected Citywide
- Working call in complaints – Citywide
- Pipe repair on Alicen Ct
- Assist contractor on ditch at Airport Business Park
- Pipe replacement in Forest Hills

Mowing

- Reachout mowing – SR40; US1

Street Sweeping/Streetsweeper (vacation)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

18,130

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

15

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 8,265 gallons of unleaded and 4,978 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,536 gallons of unleaded and 429 gallons of diesel.

- Fleet completed 62 work orders this week.
- Utilities
Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Reviewed 90% plans. A meeting with FPL and the consultant will be scheduled.
 - Fire Hydrant Replacement Program – A list of hydrant priorities to be replaced in the final year of the contract was prepared.
 - Lift Station 8M1 – Contractor proposes to start construction 1/23/17. An on-site pre-construction site meeting is being scheduled.
 - Lift Station 10M & 12M Rehabilitation – Received 90% plans and specs for review. A work authorization for survey and additional design services is being prepared.
 - Rima Wells Auxiliary Power Generator – A block heater was installed. A sensor for the fuel tank high level alarm needs to be replaced.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Bids were received and reviewed. Engineering is preparing contract award recommendation for City Commission authorization.
 - Shadow Crossings Force Main Improvements – Directional drilling is completed. A wastewater clearance form was prepared. As-Built drawings are being prepared.
 - Sodium Bisulfite Tank Replacement – Preliminary design plans were prepared for review.
 - South Peninsula Reclaimed Expansion – Plans are being finalized for presentation to the City Commission prior to advertisement.
 - EST Tank Repairs & Maintenance – Met with the consultant to review the plans and specifications. Reviewed the revised plans and specifications and sent comments to the engineer. Additional information requested for the antenna proposed for installation was obtained. A Bid Request Approval form was prepared. Provided additional information for logos.
 - Water Plant Aerator Housing Rehabilitation (CIP) – A work schedule was obtained from the contractor. Work started this week.
 - Water Plant Lime Silo Dust Arrestor Project – Initial work by the electrician is completed.
 - Water Plant Pump & Control Upgrades – Rocha Controls modified the controls scheme for incorporation of the new pumps and controls. Awaiting receipt of pumps. Contractor is beginning installation work.
 - WWTP Outfall Pipe Replacement – The State issued the submerged land easement. Plans and specifications were presented for review at the 1/3/17 City Commission meeting.
 - Utilities SCADA Upgrades – Minutes and exhibits from November meeting are being reviewed.
 - 2016 2-inch Water Main Replacement Phase 3 Mainland – A meeting was held with the engineer to review plans on December 13. Comments were sent to the consultant and are being addressed.
 - 2016 2-inch Water Main Replacement Phase 3 Peninsula – Final plans was received and permit applications are being prepared for Volusia County Health Department.
 - 7 Tarpon Drive – Application for Use Permit was received from Volusia County.
 - SPRC Projects: Antares of Ormond Beach – Construction is scheduled to begin in January. Celedine – The engineer proposes to install an 8-inch force main on Airport Road to serve the subdivision. Deerfield Trace – A revised lift station design is being reviewed. Fiberglass for the wetwell and valve box is acceptable. Grinder pumps and a four foot diameter wet well are being evaluated. Gold Choice ALF – Met to discuss expansion of the existing ALF. Huntington Villas Phase 1A – A draft access, maintenance and utility easement is being reviewed. Huntington Villas Phase 1B – Project will start early this year. Ormond Renaissance – Reviewed plans to resolve stormwater/sanitary sewer conflict structures. Partial clearance from FDEP for this portion of the line is being requested. Plantation Oaks – Reviewed plans and provided comments. Pet Street Veterinary Care Center – Reviewed shop drawings and plans. Shop drawings were acceptable. Race Trac Modification 1670 W Granada Blvd – Reviewed plans. Utilities were not impacted by the project. Realty Pro – Meters are being installed. Valiant Diner – Reviewed revised plans and provided comments. 40 Twelve Oaks Trail – Reviewed easement vacation

request. 680-686 John Anderson Dr. Lot Split – Contractor is preparing a response to the comments. 589 South Yonge Street – Reviewed plans and provided comments. 625 South Yonge Street Expansion A meeting to discuss the project was held. Building orientation on the site hinders expansion opportunities. 1368 N Ocean Shore Blvd – Clearance form is being processed by FDEP.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 37.60 million gallons for the week ending December 30, 2016 (5.37 MGD).
 - Backwashed 11 filters for a total of 542,000 gallons backwash water.
 - Annual average day demand raw water withdrawals from wells through November 2016 @ 6.072 MGD, SJRWMD 2016 allocation @ 7.244 MGD.
 - Produced & hauled 94.5 wet tons of dewatered sludge (65 - 70% solids).
 - Operated north & south plant generators for routine PM.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.36 Million Gallons.
 - Produced 24.45 Million Gallons of Reuse.
 - Produced 2.91 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.91 MGD, plant designed for 8 MGD.
 - Hauled 124.48 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to and/or repaired 11 water leaks.
 - Installed 8 new residential water meters.
 - Replaced 6 malfunctioning residential water meters.
 - Replaced or repaired 7 water meter boxes.
 - Replaced 4 water services due to leaks. Installed a 2" casing for the water service under roadway.
 - Performed pressure testing of 6 City owned backflow preventers. Installed freeze covers on 120 City owned backflow preventers.
 - Responded to 13 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Perform maintenance on 5 fire hydrants in Clyde Morris Blvd area.
 - Exercised 5 valves for scheduled maintenance.
 - Installed leak detection equipment in Fiesta Heights subdivision due to several low pressure calls and leaks.
 - Rescinded all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 186 regular and 1 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 18 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 13 in the conventional system service area.
 - Responded to 2 Request for Utility Verifications for residential and commercial properties.
 - Exercising forcemain valves in Phase [1] of Hunters Ridge periodically to bleed off air and reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Repaired broken sanitary main at S. Halifax & Ormond Parkway
 - Worked with County reducing FM pressures on N. Ocean Shore Blvd.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 34/34 psi, Ocean Mist Hotel @ 26/26 psi, Ormond Mall @ 10/10 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (2 inch) 18/4 psi, Westland Run (2 inch) 18/6 psi & Shadow Crossing Blvd. (4 inch) 8/2 psi.

- Televised 18 laterals from our PM list, Found 12 that needed to be cleaned, and 6 that were clean and clear, and 3 that need to be repaired.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - 3M follow up from call out, replace #2 pump with new inventory, ok.
 - Il Villagio, monthly Force Main pressure check: Static = 14psi, 1 pump running = 17psi, 2 pumps running = 19psi.
 - 8M2, 8M3, grounds keeping.
 - McDonalds, weekly odor control and wet well cleaning, ok.
 - Influent Pump Station, oversee transfer of pump positioning status, ok.
 - WIN911 monitor/response: 3M, high level, #1 pump tripped at motor starter, #2 pump running but not moving water and high amp draw, reset #1 pump, cleared blockage at volutes, amp draw now nominal, pump #2 still not moving water efficiently, returned during daylight hours to further diagnose; 11M, power failure, found power restored upon arrival, station fully operational, ok.
 - SCADA monitor/response: Breakaway Trails – no starts registered, checked station, found assorted electrical problems, turned over to electrician and assisted with repairs; 7M, 10M – Pump #1 stuck on, dirty probe, cleaned probe, ok; 12M – high run hours #1, found breaker tripped, reset breaker, amp draw nominal, pumped station down using pump #1, possible weak breaker will monitor; 3M – Pump #2 high run hours, checked floats, made adjustments; 7P – no starts Pump #2, replaced vacuum pump with inventory, repaired multiple vacuum issues, ok.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Quarterly Plant PM's: Bar Screens, #1, #2; Decant Pump.
 - Lift Station PM's: 11 monthly PM performed.
 - 42 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Cleared well pump motor #3, windings failed, rented crane and replaced motor with shop stock, returned to service, ok.
- EF1 electric actuator at sand filters, motor failed, replaced with shop stock, fault still present, contacted factory rep. for site visit, will update when corrected.
- Bird centrifuge, limit switch tripped - replaced sheer pin.
- Standish Booster Station, TAW completed Pump #1 installation and alignment, pump back in service, made temporary repairs to level transducer, will schedule to replace damaged conduit and wire.
- Polymer Building, polymer crystalized in lines, cleared lines to the day tank, large amount of crystals remain in bulk container, will work on filtering polymer for use.
- High service pumps, performed thermal imaging checks on motor bearings.
- PM's: master radio cabinet, found fault light on network switch illuminated. Contacted IT for assistance, determined normal.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment (IP) Program – Staff is investigating the cause and source of sporadic elevated levels of copper being received by the City's Waste Water Treatment Facility. IPP staff once again set up the compositors to monitor the copper levels from specific sewer segments.
 - Staff conducted both the inspection and sampling events for all four permitted industries. The inspections allow for an exchange by both the facility and the City of pertinent information regarding the IP program. The consistent conversation assists in ensuring compliance. The sampling event allows the City to obtain analytical data on the discharge being received into the City's sewer collection system from the facility. The data is compared with the categorical EPA limits, if applicable, and the City's Local Limits.

- Staff is also compiling the information for the quarterly report required by the FDEP consent order concerning the copper discharge from the WWTF.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for January 3, 2017, City Commission Meeting
- Agenda packet preparation for January 17, 2017, City Commission Meeting
- Prepared public notices for advertisement in the *News-Journal*
- Prepared letters and packets for distribution to advisory board members