

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 8, 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
- Discussion with senior staff on Stratford Place drainage
- Discussion of emergency response data and information with Fire Chief and Acting Assistant City Manager

Spoke to, attended and/or met with:

- Agenda review meetings with Mayor Partington, Commissioner Boehm, and Commissioner Littleton
- City Commission Sign Code Amendment Workshop and City Commission Meeting
- Rotary meeting
- United Way Executive Committee meeting
- Team Volusia Executive Committee meeting
- UCF School of Public Administration Committee conference call
- Florida League of Cities Legislative Conference

Community Development

Planning

- The Board of Adjustment conducted public hearings for 20 B & C Oriole Circle (rear yard setback variance) and 746 Riverside Drive (calculated average waterfront rear yard setback). All were approved.

Building Inspections, Permitting & Licensing

- 10 business tax receipts issued
- 403 Inspections (37 by private provider)
- 92 permits valued at \$,1,744,464.00

Development Services

- SPRC met with representatives for 600 South Atlantic.
- Projects receiving Building Permits and percent completed are provided in the following table:

Project	% Complete	Comments
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	35%	
589 South Yonge Street	60%	

Antares of Ormond Beach	0%	
Bear Creek Bridge	98%	
For Our Parents ALF	10%	
Granada Oaks	75%	
Pet Street Vet, 240 South Nova Road	40%	
Hull's Seafood expansion	5%	
Valiant Diners, Phase 2	85%	
Thomas & Betts Parking imp.	30%	
YMCA Dog Park	5%	
YMCA Parking Expansion	5%	
Zaxby's	0%	
5500 Ocean Shore Utility connection	93%	
2450 Ocean Shore Utility connection	60%	
Plantation Oaks Phase 1 Utilities	82%	
Cypress Trails subdivision	0%	
Launch FCU	15%	
McDonalds @ 100 S. Nova	90%	
Lot 2, Airport Business Park	0%	

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. This week the plat was reviewed by the SPRC. Comments are due in mid-December. The final comments regarding the site plan were resolved and the site plan is being approved, which will allow land clearing to begin in mid-December.
 - Staff met with Tomoka Holdings to evaluate the current overall conceptual land plan for the Ormond Crossings development to determine whether the 2010 approved plan is in need of revisions.

- Airport Business Park
 - Staff has prepared a new Growth Assistance Program application for Concentrated Aloe as the company was delayed in the construction of their manufacturing plant on Lot 2 in the Business Park and has requested staff to process its formerly approved Property Tax Reimbursement application. The GAP Agreement is scheduled for review by the Commission at the January 16 meeting.
 - State of Florida Department of Economic Opportunity has reviewed the job creation performance for SKYO Industries and approved funding for 24 new jobs created by the Company from 2015-2016 since relocating to the Ormond Beach Business Park from New York. The City has a local match and is making contribution to DEO and SKYO. Additional jobs were created by SKYO in 2017, which will be reviewed for funding in 2018.
 - Staff is preparing 2 applications to the Florida Department of Economic Opportunity's Florida Job Growth Grant Fund. One will be for the construction of Business Park Way, which will connect the northerly section of the Airport Business Park to Pineland Trail. This grant application also covers construction cost for proposed roadways within the Southwest Quad at the Airport. A second grant application is being prepared for the water line extensions for

the north US1 area of the City, which will benefit Ormond Crossings and other development projects in the US1 corridor.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff has updated the City's Economic Development Marketing Packet. Copies will be distributed to the Mayor and Commissioners.
 - Staff has updated the Economic Development and Airport web pages on the City's website.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff arranged a meeting with local banking officials and Super Petrel to discuss aircraft financing options.

Airport Operation and Development

- Staff has been notified that the FAA has completed their initial review of the completed Environmental Assessment (EA) Report for the projects to extend Runway 8 and Taxiway Alpha. The City's airport engineering consultant for the EA will revise the report based upon the FAA's review comments and submit the revised draft to the FAA for final review. Upon completion of the final FAA review and the required National Environmental Policy Act (NEPA) process, the FAA will issue a Finding of No Significant Impact (FONSI). Issuance of the FONSI is needed before the design phase for the runway and taxiway extension projects may commence.
- A Joint Participation Agreement (JPA) with the FDOT to provide state funding for the design phase of the project to rehabilitate Runway 8/26 was approved by the City Commission at their meeting on December 5, 2017. The JPA will next be forwarded to FDOT for execution.
- The FDOT has provided the City with a Joint Participation Agreement (JPA) to provide state funding for the planned Obstruction Mitigation Project at the airport. This JPA will be presented to the City Commission for approval at their meeting on January 2, 2018.
- Staff has requested additional proposals from area firms to provide the surveys and legal descriptions needed for the design phase of the project to construct new airport access roads in the southwest quadrant of the airport.
- A representative of the FDOT visited the airport this week as part of the process to update the Statewide Aviation Economic Impact Survey. The representative first met with staff and then toured the airport in an effort to meet with airport tenants and users.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City has been obligated by FEMA for four of the City project worksheets; due to City is \$6.1 million. Project assessment and reimbursement submission will continue.
 - FEMA assessment and project planning for Hurricane Irma is in progress.
 - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
- Completed Projects - Weekly
 - Processed 263 Journal Entry Batches.
 - Approved 29 Purchase Requisitions totaling \$207,280.34.
 - Issued 28 Purchase Orders totaling \$2,292,237.20.
 - Prepared 151 Accounts Payable checks totaling \$619,735.65 and 37 Accounts Payable EFT payments totaling \$454,583.49
 - Prepared 15 Payroll checks totaling \$11,337.53 and 337 Direct Deposits totaling \$477,611.83
 - Transferred IRS 941 payment of \$182,047.29.
 - Issued 106 past due notices on utility accounts.
 - Auto-called 704 utility customers regarding receipt of a past due notice.
 - Processed 675 payments through Interactive Voice Response System totaling \$62,139.15.
 - Grant money fiscal year-to-date total received, \$209,867 dollars.

Grants/PIO

- Public Information
 - 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.
 - Working with Tomoka Elementary School for a City Hall Field Trip.
 - All Countywide Food Drive Collections delivered/mailed to Volusia County.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Met with Volusia County Community Assistance staff for annual CDBG grant monitoring visit.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 4
 - Hazardous: 1
 - EMS: 78
 - Motor Vehicle Accidents: 8
 - Public Assists: 47
 - TOTAL CALLS: 139

 - Aid provided to other agencies: 10 Calls – Daytona Beach (3), Volusia County (7)
 - Total staff hours provided to other agencies: 8
 - # of overlapping calls: 27
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 70
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 185
-
- Training Hours
 - NFPA 1001: Firefighting 6
 - NFPA 1002: Driver 27
 - NFPA 1500: Safety/Equipment 7
 - NFPA 1021: Officer 4
 - EMT/Paramedic 4
 - TOTAL TRAINING HOURS: 48

 - Station Activities
 - Updated 14 pre-fire plans
 - Inspected 86 fire hydrants

 - Significant Incidents
 - 11/30/17, 4:05 PM: 950 N. US Hwy 1 – Motor Vehicle Accident – Dispatched to a two vehicle accident with rollover and entrapment – one vehicle found lying upside down – two patients transported – a firefighter paramedic assisted EVAC during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, and internally.

- Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works) open 12-5-17 until 12-22-17. Advertised on City web site, governmentjobs.com, and internally.
- Utilities Engineer (Water Production/Public Works) open 12-5-17 until 1-5-18. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Events Technician (Leisure Services) re-advertised 9-18-17 until 12-22-17. Advertised on City web site, governmentjobs.com, and internally.

- Applications Under Review
 - Office Manager (Leisure Services)
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)

- Interviews Scheduled
 - Firefighter/EMT (Fire)
 - Planning Director (Planning)
 - Maintenance Worker IV (Streets/Public Works)
 - Police Officer (Police)

- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Office Assistant II (Records/Police)
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Maintenance Worker II (Parks/ Leisure Services)
 - Recreation Center Coordinator - Environmental Discovery Center (Leisure Services)

- Separations
 - Planning Director (Planning)

- Employee Events
 - Skin cancer screening for HSA contributions continues until December 31
 - Conducted final employee benefit open enrollment meeting

- Risk Management Projects
 - Claims management
 - Safety program research
 - Mayor's Health and Fitness Challenge event planning
 - American Cancer Society/Relay For Life event planning
 - Hurricane loss claim work

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources/Payroll. Staff working on configuration parameters.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.
 - TeleStaff Upgrade – Fire Department staff scheduling system upgrade. Project Complete.
 - Click2Gov Web Server migration – Went live Monday November 20. Project complete.

- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None

- Work Orders
 - New: 15

- Completed: 40
- In progress: 48

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 35,971
 - Inbound E-Mails Blocked: 13,671
 - Delivered Inbound E-Mails: 22,300
 - Quarantined Messages: 291
 - Percentage Good Email: 62.0%
 - Virus E-Mails Blocked: 0

- Notable Events: None

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 7
 - Changes: 2
 - Corrections: 0
 - Map/Information Requests: 4
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,456
 - Meters GPS Located this week: 10: Total in system = 23,592; 22,809 potable, 772 irrigation, 11 effluent
 - Notable Events: None

Leisure Services

Administration

- Public Works meeting
- City Manager's meeting
- Janitorial Services meeting
- Met with Landscape Contractor for weekly updates
- Park visits
- Building Maintenance meeting
- 37th Annual Christmas Gala
- City Commission meeting
- Building Maintenance meeting

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

Environmental Discovery Center

- Social media updates
- City website updates
- City calendar updates
- Prepare items for new EDC Coordinator
- Prepare for Saturday Eco Craft Program
- Update flyers for upcoming programs

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- The Lady Renegades are practicing on Tuesday, Wednesday and Thursday nights at 6 pm on the Quad at the Sports Complex.
- SHS girls' soccer team continued practices Monday, Wednesday and Friday on Soccer Field 5 at the Sports Complex. No home games were this week. The boys used Championship Field 7 for games Tuesday, Wednesday and Thursday at 5:30 pm and 7 pm.

Athletic Field 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
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Dragged Osceola infields for use
- Painted/prepped for SHS soccer games
- Hauled clay, turface, etc. for laser grading Kiwanis, Tee-Ball and Nova Fields 1 and 2
- Removed goals, benches and toters from Soccer 1-5, 9-12 for field closure to prepare for winter rye seeding

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Granada Square Dance was held on Tuesday from 6:30 pm to 9:00 pm
- HOA meeting was held on Wednesday from 6:00 pm to 8:00 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday
 - Follies held regular classes Monday through Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts Center hosted the following events:
 - Carol of the King, The Christmas Irish Dance Spectacular, Tuesday, 7:00 pm to 9:00 pm
- The Performing Arts Center is preparing to host the following events:
 - Providence Church, "A Gift of Carols," Friday, 7:00-8:00pm; Sunday, 3:00-4:00 pm

South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11pm daily
- Open gym
- Jazzercise Monday
- Basketball practices Monday, Wednesday and Friday

Community Events

- Weekly administrative tasks, office work, and activities
- Attended Home for the Holidays Parade lineup meeting
- Assisted with City Commission Workshop meal
- Preparation for Home for the Holidays Parade this Saturday
- Tasks and assignments for the following upcoming events:
 - Holiday Concert
 - Santa on the Go

- Letters to Santa
- Breakfast with Santa

Gymnastics

- December session in progress
- Registration is open for December session
- Trial classes are being offered to attract new students
- Open Gym this evening 6 pm to 8 pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Action classes continued at various times throughout the week.
- Youth Basketball League held practice this week.
- The Lunch Bunch Club and Explore the Arts met on Wednesday.
- Challenger Basketball practiced on Tuesday.
- The Elks Hoop Shoot will take place on Saturday.

The Casements

- Guild tours were given on the hour Monday 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 presented the 39th Annual Christmas Gala on Saturday from 11:00 a.m. to 4:00 p.m and Sunday from 12:00 p.m. to 4:00 p.m. with a wide variety of activities for all ages.
- Pilates classes met Monday, Wednesday, and Friday at Bailey Riverbridge.
- Yoga class met on Tuesday morning at Bailey Riverbridge.
- A holiday party was held on Tuesday at The Casements from 3:00 p.m. to 5:00 p.m.
- Ormond Beach Garden Club held their monthly meeting on Wednesday in the gallery from 9:00 a.m. to 12:00 p.m.
- Docents gave a special tour of The Casements on Wednesday from 11:00 a.m. to noon.
- All Natural Cooking Class planned to meet on Wednesday in the kitchen from 4:30 p.m. to 6:30 p.m.
- My Big Fat Greek Cooking Class met on Thursday in the kitchen from 4:00 p.m. to 7:30 p.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Assist Building Maintenance with setup of 36-foot Christmas tree in Rockefeller Gardens
- Riviera Park: Installed two new engraved park benches
- Sports Complex: Installed orange fencing around three light towers
- Sanchez Park: Repaired soap dispenser in ladies room and replace 12 broken post caps on playground fence

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
- Repaired ladies room toilet at Central Park I
- Met with alarm contractor at Ames House
- Replaced the red light at the top of the Airport tower
- Checked the defibrillator at City Hall
- Repaired outside men's and ladies' room toilet at Nova

- Repaired an office door lock at Senior Center
- Installed new 36-foot Christmas tree in Rockefeller Gardens with the assistance of Parks staff
- Installed office blinds at Fleet
- Repaired the toilet in Building B at the Senior Center
- Checked for a roof leak at WWTP
- Repaired the electric power to the Quad at Airport Sports Complex
- Repaired a decorative pole on Granada Boulevard
- Installed all holiday decorations at City Hall, Police Department and Granada Boulevard

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended the Crime View meeting held at the Police Department.
- Staff hosted a Supervisors meeting at the Police Department.
- Staff hosted training for a new program for Vehicle Crashes.
- Staff attended a City Services meeting at the Performing Arts Center.
- Staff attended the Motorcycle skills challenge held at Destination Daytona.
- Staff participated in the Shifters Ride at Ormond Beach Elementary.

Community Outreach

- Members of the Youth Director's Council met on Monday, December 4 to review upcoming community service projects. Eight (8) YDC members assisted with the State of Florida Association of PAL annual cheerleading competition on December 2, 2017 at Embry Riddle Aeronautical University. YDC members will be stuffing goody bags for the Annual Holiday Party on December 11 and hosting the meal for the attending families on December 13.
- Science on Patrol at Ormond Beach Middle School continues. Twenty-eight teens are enrolled in the program. SOP at Ormond Middle Schools is a 10 week program offered on Tuesdays and Thursday afterschool from 3:45 p.m. to 5:45 p.m.
- Preparations for the Annual OBPAL Holiday Party continue. On Wednesday, December 13 from 5:30 – 7:30 p.m. children ages 0 – 10 and their families will enjoy a light meal hosted by members of the Youth Directors Council. At 6:15 p.m. Santa will arrive to give each child a new wrapped gift.

Community Services & Animal Control

- Animal Calls responded to: 38
- Animal Reports: 3
- Animals to Human Society:3
- Trap Neuter Release: 2

Criminal Investigations

- Cases Assigned: 33
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 2
- Inactive: 17
- Fraud: 3
- Burglary Residential: 3
- Burglary Business: 2
- Grand Theft: 9
- Larceny Carbreak: 10
- Grand Theft: 9
- Auto Theft: 2
- Sex Offense / Rape:1
- Suspicious Incident: 2
- Police Information: 1

Records

- Walk - Ins / Window: 76
- Phone Calls: 98
- Arrest / NTA'S: 25
- Citations Issued: 43
- Citations Entered: 44
- Reports Generated: 150
- Reports Entered: 123
- Mail / Faxes / Request: 38

Patrol

- Total Calls: 1,093
- Total Traffic Stops: 88

Operations

Crime Opportunity Report Forms: 48

- 11/29/17
 - Battery Domestic Violence Arrest, 512 South Ridgewood Avenue. The victim got into an argument with his son who threw a blanket at his father and then proceeded to place the victim in a head lock.
 - Aggravated Assault with a Deadly Weapon, 20 Lorillard Place. Began as a road rage incident and ended with one subject making threats with a shotgun in his hand. The family declined to pursue charges and just wanted to be left alone.
 - Larceny Carbreak, 87 Tomoka Ridge Way (Break Away Trails). Victim advised that a handgun was missing. Unknown when it was taken or from where.
 - Contempt of Court Arrest, 329 Sanchez Avenue (Sanchez Park). Juvenile was contacted and found to be in Contempt of Court.
 - Larceny, 1 Parkview Lane. Subject advised that she left a bag by her car in the driveway that contained a laptop and it was taken.
- 11/30/17
 - Larceny Carbreak, 65 Carriage Creek Way (Breakaway Trails). Unlocked vehicle was entered overnight, cash was taken.
 - Battery Domestic Violence Arrest, 920 Old Mill Run (The Villages subdivision). Subject contacted after a physical altercation.
 - Larceny Carbreak, 76 Big Buck Trail (Trails North Forty). Keys and a handgun stolen from an unlocked vehicle.
 - Burglary to Business (Florida Power & Light), 330 Hand Avenue. Officers responded after security for FPL observed a person cut through the wire fence at the rear of the property.
 - Carbreak, 71 Broadmoor Circle. Vehicles in the driveway were ransacked. Nothing taken.
- 12/1/17
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Suspect stole a misdemeanor amount of merchandise and then returned the unpurchased items for refund.
 - Stolen Boat, 12 Broadriver Road. Fishing boat stolen from a dock on property.
 - Traffic Arrest, Main Trail and Rocky Creek Trail. Subject contacted and found to be Driving While License Suspended.
 - Traffic/Violation of Probation Arrest, 222 Hernandez Avenue. Subject contacted and found to be Driving While License Suspended.
 - Traffic Arrest, Fleming Avenue/Laurel Oaks Circle. Subject contacted during a traffic stop where narcotics were located.
- 12/2/17
 - Burglary Residence, 107 Knollwood Estates Drive. Forced entry to the screened patio of vacant house that is for sale.
 - Carbreak, 804 Candlewood Circle. Unlocked vehicle parked in driveway was found with doors open. Assault rifle missing from the trunk.
 - Narcotics Arrest, Breakaway Trails & Carriage Creek Way. Officers responded for a crash investigation. Juvenile found to be in possession of narcotics.

- Disturbance, 17 Marvin Road. Officers responded to multiple calls in reference to a very large party involving loud music, parking violations and the odor of marijuana. There were approximately 200 vehicles parked along Marvin Rd., Peninsula Dr., Kent Dr. and Riverside Dr., as well as in the empty lot on Riverside Dr./Marvin Rd. The party was disbursed at our request after the number of vehicles parking in the area made the roadways impassable for emergency vehicles to safely navigate.
- Warrant Arrest, 171 N. Old Kings Road. Subject contacted and found to have an open warrant.
- 12/3/17
 - Aggravated Battery, 599 South Center Street. Victim was hit over the head with a concrete block and choked.
 - Battery Domestic Violence/Narcotics Arrest, 365 West Granada Boulevard (Winn Dixie). Officers contacted a subject after a physical altercation with his girlfriend.
 - Battery- Domestic Violence Arrest, 33 Oak Brook Drive. Officers contacted a subject after a physical altercation with his girlfriend.
 - Stolen Vehicle, 1657 North United States Highway One (Love's Truck Stop). 2012 Peterbuilt Tractor truck with no trailer was taken from Love's Truck Stop while the company employee went home for a couple of days.
 - Carbreak, 700 Hull Road (Ormond Beach Sports Complex). Smashed front passenger side window. Purse with contents taken.
 - Grand Theft, 12 Shawnee Trail. Elderly victim reported his wallet with approximately \$300 cash inside, \$600 check, driver's license and credit card missing.
 - Carbreak, 5 Sundrop Watch. Resident called into 911 advising they saw two suspicious males walking the area on Laurel Ridge Break checking door handles on vehicles. Multiple officers responded to the area and searched with negative results for the suspicious persons. Officers checked the area and located several vehicles that were burglarized.
 - Carbreak, 21 Laurel Ridge Break. Resident called into 911 advising they saw two suspicious males walking the area on Laurel Ridge Break checking door handles on vehicles. Multiple officers responded to the area and searched with negative results for the suspicious persons. Officers checked the area and located several vehicles that were burglarized.
 - Carbreak, 15 Highwood Ridge Trail. Resident called into 911 advising they saw two suspicious males walking the area on Laurel Ridge Break checking door handles on vehicles. Multiple officers responded to the area and searched with negative results for the suspicious persons. Officers checked the area and located several vehicles that were burglarized.
- 12/4/17
 - Burglary Attempt, 35 Breakaway Trail (Ormond Beach water treatment facility). Unknown suspect(s) made entry into the complex and attempted to pry open both rolling garage doors to a building on the premise.
 - Theft of Utilities, 465 Bryant Street. Unknown suspect(s) removed a water meter from 1050 Southern Parkway and relocated it to this location.
 - Larceny, 1102 West Granada Boulevard (Speedway Gas Station). Two employees are suspected of stealing up to \$17,000 in lottery tickets. Up to \$2,000 of theft was captured on video. Florida Lottery Police were contacted and a voicemail was left for an agent.
 - Battery Domestic Violence Arrest, 246 Ponce De Leon Drive. Subject contacted after a physical altercation.
 - Battery Arrest, 487 Bryant Street. Subject contacted after a physical altercation.
 - Felony Battery Domestic Violence, 524 South Yonge Street. Subject struck his wife, knocking out a tooth.
 - Battery Domestic Violence, 487 Bryant Street. Subject contacted after slapping another during an argument.
 - Larceny, 149 Lincoln Avenue. Sometime between 1530 on 11/19/2017 and 1811 hrs on 12/04/2017, someone stole the standing outside air conditioner by cutting the wires and cables.
 - Sexual Assault, 1634 North United States Highway One (Super 8 Motel). Juvenile female reported that she had been sexually assaulted.

- 12/5/17
 - Larceny, 1622 N Us Hwy 1 (Burger King). Money missing from the cash register on multiple occasions over the last couple of nights.
 - Larceny Carbreak, 5 Hunt Master Court (Hunters Ridge Subdivision). Unlocked vehicle was entered with a back pack containing an iPad missing from the trunk.
 - Criminal Trespass, 35 Breakaway Trail. Two juvenile males were located on the property by city employees returning to the building. Evidence gathered showed that they had attempted entry into the building.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 48
 - Number of Uniform Traffic Citations Issued: 30
 - Number of Written Warnings Issued: 22
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 4

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 12 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with one walk-in and 49 telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects
 - South Peninsula Reclaimed Expansion – The Contractor has scheduled a final inspection for the Phase 1 improvements for December 14; work is progressing into Phase 2 with installation of water mains in these areas.
 - CDBG 2017 Trail & Sidewalk – The project is 85% complete, contractor pouring new concrete and restoring the project sites.
 - Ph III 2-Inch Water Main Replacement – Peninsula – The contractor has finished pressure testing, disinfecting, and sampling the water mains on the initial streets north of Granada Blvd.; work continues through the South Peninsula.
 - Ph III 2-Inch Water Main Replacement – Mainland – Work is nearly complete on East River Oak Drive, and Wildwood Trail. Work continues on Fir and Pine Street.
 - CDBG - Huguenot Park – The Contractor completed pouring the concrete portion of the project and is working on the irrigation installation.
 - Sandpiper Lane Drainage Improvements – Project clearing and well pointing has begun. Construction activities are anticipated to begin next week.
 - Ormond Sports Complex Field 4-10 Lighting – The Contractor ordered all project materials and is working on-site to install required electrical system.
 - CDBG (canoe kayak launches) – Both installations are scheduled to begin in January 2018.
 - ARBFP Ramp Repair – The Hurricane IRMA work is 90% complete.
 - Traffic Signal Maintenance – The work is complete painting Nova Road/Hand Avenue and Nova Road/Fleming Avenue traffic signals.
 - Bailey Riverbridge Fishing Pier & Cassen Park Finger Piers – Staff is processing a Purchase Order and the Contractor is scheduled to begin work on both projects in January.

- Ormond Elementary Parking Lot Lighting Upgrade – A Purchase Order is being processed to replace and upgrade the existing lighting in the parking lot to LED.
- Memorial Gardens Parking Lot Improvements – Contractor is scheduled to begin work in January, 2018.
- North US1 Landscaping Ph II – Bid was awarded at the November 21 Commission meeting, staff is preparing contracts for execution.
- Design Projects:
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends north US1 to the city limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossings, this will provide a redundant loop for US1 along the length and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. The second phase will be to extend a new 12-inch water main from Airport Road south along US1 to “double barrel” the existing single 12-inch water main. Staff is also applying to the State for an economic development grant that, if approved, will pay for the construction cost for the WM improvements (\$2.05 million).
 - Ormond Crossings Utility Extensions – The engineer has submitted to staff a proposal for adding the design of the looped water main described in the North US1 Water Main Improvements above. FEC Railroad permits for extending the water main/sewer force main under the railroad on Broadway Avenue have been approved.
 - West Ormond Community Center – Staff had a meeting to review the first draft report with the consultant. A revised draft has been submitted which is being reviewed by staff.
 - WTP Sludge Residuals Facility Improvements – Received 60% plans for review.
 - Cassen Park Public Dock – Staff received notice of FIND’s grant awards for this year. The City had requested \$422,439 from FIND and was awarded \$200,000. This leaves \$644,878 of the construction cost estimate of \$844,878 needing to be funded. Staff will be placing the agreement on the January 2 CC meeting for approval.
 - WWTP Sludge Dewatering Improvements – Staff received a preliminary design report that compared centrifuge technology to screw press technology for dewatering sludge at the WWTP. Based on the report it was decided that centrifuges provided more flow and were best suited for operation at the WWTP. The consultant is proceeding with final design.
 - Effluent Outfall Replacement – The CC authorized award on October 17. A pre-construction meeting is being scheduled.
 - Forest Hills Connector Trail – FDOT is reviewing bid documents; plans and design are being finalized.
 - Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond MainStreet.
 - Fleming Ave Stormdrain Improvements – FEMA is reviewing the HMGP grant application.
 - Wilmette Avenue Pumping – Staff has submitted a FEMA HMGP grant for this project as Tier 1 funding is available following the disaster declaration for Hurricane Matthew. The Volusia County Local Mitigation Strategy has included this project on their priority list for FEMA funding.
 - Laurel Creek Stream Gauges – OptiRTC has provided a proposal to the City for additional stream level monitoring. Staff is reviewing this proposal that would allow the OPTI desktop to monitor these additional level gauges alongside the level at the Bennett Lane pump station.
 - Cassen Park Improvements (Paving and Restroom Replacement) – All site survey work has been completed. The project engineer and architect are working on preliminary designs for staff approval. It was discussed to consider constructing a new bait shop adjacent to the bathroom and raising the floor elevations to comply with the 100 year

floodplain requirements. Staff intends to apply for an HMGP grant which would pay 75% of the cost. Staff is preparing a Work Authorization to the design consultant to apply for FEMA grant assistance to construct new restrooms.

- Rockefeller Gardens Stage Shade Cover - Structural engineering is in process to determine installation costs.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Staff will submit an ECHO grant application to help offset the cost to construct the project.
- OBSC Improvements – Championship Field 7 – Staff will submit a Daytona Beach Racing and Recreational Facilities grant application to help offset the cost to construct the project.
- Downtown Light Replacement – The project was approved for bidding at the November 7 City Commission meeting, and was advertised on 11/12/17. Bids are due on December 13.
- Water Plant Upgrades – The Consultant is incorporating staff comments into final design memo/bid documents.
- Secondary Raw Water Main – Staff is working with consultant to set up meeting with residents in proposed project area.
- Wastewater Plant Influent Pump Station – Staff is moving forward with the design of the variable frequency drives for this project.
- Tomoka Elementary Connector Sidewalk – Staff continues to work with FDOT to finalize this RFP.
- Williamson Blvd Pedestrian Improvements Staff continues to work with FDOT to finalize this RFP.
- Storm and Sewer Lining – This project is out to bid. The bid opening is scheduled for January 9, 2018.
- Nova Community Park Electrical Undergrounding – FPL is preparing a proposal to underground their existing infrastructure. Staff is reviewing a proposal to underground our existing infrastructure.
- Police Department Roof – Working with Construction Manager to determine the final scope for proposals.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Base map has been prepared and staff is finalizing conceptual planting plan for design Consultant.
- CDBG – Streetlight Replacement – Staff is preparing project schedule for Volusia County approval.
- CDBG – Cassen Park Fire Hydrant – Staff is preparing project schedule for Volusia County approval.
- Nova Community Park Tennis Court Lighting – Staff will submit a FRDAP grant application to help offset the cost to construct the project.
- A1A Manhole Repair – Staff is preparing bid documents for the repair of several manholes, predominantly North of Granada Blvd.
- Police Department Access Control – 90% plans and bid documents received. Reviewing with internal staff for comments to the consultant.
- City Hall/SONC HVAC Repairs – A work authorization was issued to the City's continuing contract mechanical engineer, TLC, and 30% plans were submitted and reviewed.
- Departmental Activities
 - Reviewed weekly permits through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 175 Interchange Blvd., per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Pine Trail and Lake Park Circle wood pole replacement, per FPL request.
 - Researched old documents relating to Reflections Village subdivision located on old landfill and created PDF copies, per public information request.
 - Researched old drawing files for utility locations near 692 South Yonge Street and supplied PDF copies to Utilities Division per request.

- Created construction plan drawing set for Cassen Park boat ramp repairs.
- On-site meeting with dock contractor to discuss Cassen Park boat ramp repairs.
- Completed measurements for US1 median landscaping project.
- Located Nova Field 5 electrical as-builts and City Hall conference room plans, and provided to electrical contractor per request.
- Began creating construction plan set for A1A manhole rehab project.

Environment Management

Street Maintenance - Asphalt/Concrete

- Asphalt repair on Timberline Trl; Vining Ct. & Bovard Ave.
- Formed and poured concrete sidewalk on Vining Ct. & Bovard Ave.
- Poured sidewalk on 300 block of S Atlantic Ave.

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/transfer station
- Ground stumps citywide
- Assist Building Maintenance with putting up 36' Christmas tree at The Casements
- Prep for Christmas parade
- Marking for barrel placement – US1 S/O Hand Ave/Hand north to Division
- Picked up and placed message boards (Volusia County) citywide
- Check for trimming on parade route, Bostrom Ln
- Picked up tree debris at South Ormond Neighborhood

Maintenance

- 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 and 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
- Debris pick up and walks blown off at Old Kings Rd from Division to SR40
- Cleaned walks on Fairview between Washington & S Ridgewood
- Installed Christmas banners on streetscape SR40
- Trimming on Woodland Ave; SR40 by Main Trail

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Washed & cleaned signs in various locations
- Preparing signs and barricades for Christmas parade
- Road markings for parade

Stormwater Maintenance

- Locates citywide
- Cleaned 36" pipe to check for leaks, dye area on 100 block of Riverbluff Dr; pipe repair
- Locates on 200 block of Melrose Ave
- Picked up rip rap in S Daytona
- Ditch maintenance citywide

Mowing

- Reachout mowing on US1, Arroyo Parkway
- Maintenance on mower at PW

Vactor

- Hernandez Ave
- 100 block of Riverbluff Dr
- Beach approach Granada Blvd
- S Beach St, 100 block of Orchard Ln

Street Sweeping/Streetsweeper (1 day)

- 32 miles of road cleaned
- 18 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 27,724
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 28
 - Non-Emergency Vehicles and Equipment: 11
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 8,059 gallons unleaded, 5,847 gallons diesel
 - Fuel used in one week: 1,895 gallons of unleaded and 627 gallons of diesel.
 - Fleet completed 62 work orders this week.

Utilities

- Projects Summary
 - Lift Station 10M & 12M Improvements – Shop drawings were reviewed by the consultant and sent to the contractor. Received electronic copies of shop drawings for our files.
 - Pretreatment Effluent Pump (PEP) Purchase – Bids are due next week.
 - Sodium Bisulfite Tank Replacement – A contract was prepared by the Legal Department.
 - Utility Location Services – Revisions are needed to the first draft of bid specifications.
 - Water Plant Elevated Tank Demolition and Breakaway Trails Elevated Tank Recoating – Reviewed a proposal from OM Engineering to prepare plans and specifications for recoating the Breakaway Trails elevated tank and demolish the water plant elevated tank. Waiting for a bid proposal to construct a monopole at the wastewater plant from Mead and Hunt.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Three (3) vendor proposals received. Selection Committee is reviewing.
 - 2271 John Anderson Drive – Plans are being prepared for a Volusia County Use Permit.
 - SPRC Projects (Utilities Review)
 - Centra Care – 1245 W Granada: Received a request from the contractor to review an alternative proposal for a water main connection.
 - Dairy Queen – 1626 N US 1: Met to discuss conceptual plans for the site.
 - Edgewell Personal Care – A tap to the water distribution system was performed.
 - Fountain Square – 142 E Granada: Reviewed plans and provided comments.
 - Security First – Reviewed preliminary plat and provided comments.

Water Treatment

- Delivered 35.20 million gallons for the week ending December 1, 2017 (5.03 MGD).
- Backwashed 9 filters for a total of 382,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 31, 2017 @ 6.104 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 54 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 39.43 million gallons.
- Influent flows average for week @ 5.63 MGD, plant designed for 8 MGD.
- Produced 19.97 million gallons of reuse.
- Produced 19.46 million gallons of surface water discharge.
- Annual average (Nov 01, 2016 – Oct 31, 2017) for surface water discharge 1.35 MGD.
- Hauled 111.12 tons of dewatered residual solids (14%-18% solids).

Water Distribution

- Responded to and/or repaired 15 water service leaks.
- Installed 7 new residential water services.
- Replaced or repaired 15 water meter boxes.
- Replaced 9 water service or meter assemblies due to low flow or leaks. Contractor installed 2 casings for a water service under a road.
- Abandoned 2" GSP pipe serving multiple customers after new water services were connected to existing 8" water main on N. Yonge St and Melrose Ave.
- Responded to 12 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed pressure testing on 6 city owned backflow devices.
- Repaired a 2" GSP water main on Hollywood St, leak occurred during contractor excavation activity.
- Repaired a 24" ductile iron pigging port for raw water main at Rima Ridge that was disturbed by State Forestry Crew during mowing operations.
- Performed accuracy testing on a 1½" water meter serving a commercial property.
- Performed valve exercising on 14 valves.
- Raised, repainted after grinding old paint, and replaced with new hardware fire hydrant located at 16 Foxhunter Flat.
- Replaced the unrepairable fire hydrant including the aged isolation valve located at 395 S. Atlantic Ave.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 197 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP system service area and 1 in the conventional system service area. Responded to 2 reuse trouble calls.
- Checked known trouble areas.
- Performed preliminary walkthrough inspection of Phase 1 So. Peninsula Reuse Project. Reported a few minor items.
- Performed follow ups to 2 weekend calls in PEP system.
- Replaced broken back lid at 27 Black Pine.
- Discovered & replaced broken back lid at 38 Saddlers Run
- Rewired and replaced high level float at 6 Tomoka Cove Way
- Repaired broken discharge line at 35 Clydesdale.
- Repaired broken back lid at 67 Westland Run
- Disconnected 427 N. Beach St.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 7/7 psi, Ocean Mist Hotel 7/5 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 23/0 psi, Westland Run 23/3 psi & Shadow Crossing Blvd. (4 inch) 12/0 psi.

Wastewater Plant – Lift Stations

- Grit Snail, replaced missing cleat at Conveyer Belt, ok.
- Lift Station – further rebuilding of vacuum pumps for inventory.

- Carrousel Blower #1, oil leak noted, cleaned up spill, repaired leak, ok.
- Peristaltic Pump #1, TFD fault, replaced peristaltic tube, ok.
- Sand Filters, begin removal of electric winches at Weir gate cranes and replacing with manual operated winches.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- After Hours call out, Effluent Transfer Pump #2, inoperable, reset controls, ok
- WIN911 monitor/response: None to report.
- SCADA monitor/response: Harley Davidson, Shadow Crossings, high starts, cleaned probe, ok; 4M, uneven/high starts, controller and probe faulted, replaced controller, repaired corroded wiring at probe junction box, will monitor; Ormond Mall, continuing electrical testing; 7M1, no starts #2, reboot VFD, ok; 1M, uneven run hours, pulled pump #2 cleared blockage at volute, ok; Ormond Lakes #2, no starts #2, possible bad controller, replaced with used inventory to test.
- SCADA technician activities: Installed VT-SCADA on Windows 7 PC in Reuse HS pump PLC cabinet, configured computer to view only at this time, will update as progress continues.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Swing Zone Blowers, #1, #2; Effluent Transfer Pumps, #1, #2, #3.
- Quarterly Plant PM's: Bar Screens, #1, #2; Reaeration Blowers, #1, #2.
- Annual Plant PM's: Clarifier #1.
- Lift Station PM's: 43 monthly performed and 2 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Clearwell transfer pump #2, not controlling pump correctly, PLC HMI stuck in one pump selection screen; reset HMI, ok.
- Well 39R, not reporting in SCADA, low signal strength, antenna was off angle at 51 degrees, corrected alignment, radio noted as not operational, replaced and configured with new radio, replaced antenna cable between surge protector and radio. After reconfiguration signal operational, ok.
- Well39R, updated PLC programming; PLC showed ATS failure, phase loss, and no flow, changed contacts on ATS, ran new signal wires to phase monitor and connected to PLC. Surge protector at flow meter failed, bypassed until new surge protectors are received. Ran self-test on RTU APC UPS, tested & verified remote operation of well with operators, ok.
- Well 40R, soft start not operational, replaced, converted old PLC program to new program version. Ran self-test, returned to service.
- SCADA radio cabinet, install new battery backup in cabinet at base of water tower, ok.
- Chlorine generator room, replaced failed 2" plumbing components above cylinders, ok.
- Well 9D, removed lockout tag, set rate of flow as directed return well to service.
- Williamson inter-connect, Granada Booster station, replaced failed sump pump, refurbished old pump for future use.
- Operational checks, all cities interconnect for flooded valve vaults pumped down as needed.
- PM's: Rima wells 39, 40, 41.

Water & Wastewater Treatment/ Supply/ Distribution/ Collection Systems Regulatory Activities

- Industrial Pretreatment Program (IPP) – Staff is sampling & inspecting four (4) permitted industries contributing to the City's sewer collection system. The City's sampling activity provides quality assurance of each industry's permit compliance status. The inspection also provides an avenue for communication of program updates.
- Local Limits Evaluation – The City provided additional calculations of the Local Limits evaluation as requested by the FDEP. The City is also requesting the removal of one contaminant from the Local Limits list which is no longer a concern to the WWTF. The evaluation is the final item in the City fulfilling the Consent Order issued by the Department.
- Reuse Groundwater Monitoring (GWM) – Staff is preparing the GWM report for submittal to the FDEP with the most recent analytical report. The laboratory report indicates all

- contaminants were within the permit parameters. Additionally, the City is performing the 4th quarter GWM sampling at the Oceanside Country Club.
- Annual Reuse Report – Staff is gathering the information for preparation of the annual reuse report to the FDEP for reporting reuse consumption and production for 2016-17 fiscal year.
 - Lead and Copper Sampling Plan – staff is preparing the FDOH Certification of Delivery of Lead and Copper Program sampling results sent to participating households. The results illustrate the continued effectiveness of the City's corrosion control system and program.

Support Services/City Clerk

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

- City Clerk attended LDC review meeting
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for December 5, 2017, City Commission meeting
- Staff attended and provided support for December 5, 2017, City Commission workshop (Sign Amendments after Reed Decision)