

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 1, 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:

- Agenda packet review
- General discussion meetings with Public Works Director and HR Director
- General discussion on Ormond Crossings with senior staff

Spoke to, attended and/or met with:

- General discussion meeting with Mayor Partington
- General discussion meeting with Jim Cameron of Daytona Chamber and Michelle Barth of Senator Nelson's office
- Senior staff and FDOT staff regarding Nova Road midblock crossing
- Ormond Beach Chamber Board meeting
- General discussion meeting with Councilmember Post
- Claims Committee meeting
- VLOC dinner hosted by Daytona Beach
- Walk with the Manager

Community Development

Planning

- The Technical Coordinating Committee of the TPO voted to recommend to the TPO Board that the match remain at 10% across all categories as opposed to the 25% match discussed by the TPO Board in October.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued
- 310 Inspections (7 by private provider)
- 46 permits valued at \$1,861,043.00

Development Services

- SPRC held no meetings with applicants this reporting period.
- 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	80%	
Ormond Renaissance Club House	99%	
Thomas & Betts Parking imp.	25%	
YMCA Dog Park	15%	
YMCA Parking Expansion	15%	
Zaxby's	0%	
5500 Ocean Shore Utility connection	93%	
2450 Ocean Shore Utility connection	35%	
Plantation Oaks Phase 1 Utilities	70%	
Cypress Trails subdivision	0%	
Launch FCU	20%	
McDonalds @ 100 S. Nova	80%	
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 submitted to the SPRC for review. Land clearing to begin in December 2017 with construction to start in March of 2018.

- 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 2 meeting.
 - State of Florida Department of Economic Opportunity has reviewed the job creation performance for SKYO Industries and has approved funding for 24 new jobs created by the Company since relocating to the Ormond Beach Business Park from New York.
 - 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 met with Ormond Chamber staff to discuss economic development initiatives including revision of the joint City/Chamber "Doing Business in Ormond Beach" resource guide.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- Staff is working with ATS Land Surveying, Inc. to revise the draft 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.
- Staff completed work to compile and submit information requested by the FDOT Aviation and Spaceports Office (ASO). The ASO will use the information to update the Florida Statewide Economic Impact Study. This update is intended to quantify the economic contributions to our state by the aviation industry and summarize the benefits that airports provide throughout Florida.
- Hoyle, Tanner and Associates, Inc. (HTA) has completed the Environmental Assessment Report for the projects to extend Runway 8 and Taxiway Alpha. The final report has been submitted to the FAA for review and evaluation. Upon completion of the 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.
- Staff prepared and submitted for approval a Joint Participation Agreement with the FDOT to provide state funding for the design phase of the project to rehabilitate Runway 8/26. This agreement will be presented to the City Commission for approval at their December 5 meeting.
- Staff reviewed the 90% design documents for the Heliport Improvements Project. Staff's comments will be used to finalize the design documents in preparation for the bidding phase of this project.
- Staff composed the final scope of services for the planned Obstruction Mitigation Project at the airport. The FDOT has reviewed and approved the scope, which will become part of a Joint Participation Agreement between FDOT and the City to provide state funding for the project.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City has been obligated by FEMA for two of the City project worksheets, due to City are \$5.8 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 86 Journal Entry Batches.
 - Approved 9 Purchase Requisitions totaling \$125,491.19.
 - Issued 24 Purchase Orders totaling \$2,836,758.39.
 - Prepared 80 Accounts Payable checks totaling \$71,681.92 and 21 Accounts Payable EFT payments totaling \$156,314.55
 - Issued 598 past due notices on utility accounts.
 - Auto-called 410 utility customers regarding receipt of a past due notice.
 - Processed 483 payments through Interactive Voice Response System totaling \$46,675.62.
 - Grant money fiscal year-to-date total received, \$172,500.00 dollars.

Grants/PIO

- Public Information
 - Walking with the Manager (12/1)
 - Walk with the Mayor (12/9)
 - Movies on the Halifax (12/8 6PM, "Arthur Christmas")
 - Open Gym December 2017 (December 8, 15, and 22)
- Other
 - Citizen Contacts
 - Media Contacts

- Added to and updated items in News & Announcements and other pages on the City's website.
- Completed weekly events calendar ad for Ormond Observer.
- Working with Tomoka Elementary School for a City Hall Field Trip.
- Completed Employee Newsletter for December 2017
- Attended Open Enrollment Meeting
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 7
 - Hazardous: 4
 - EMS: 93
 - Motor Vehicle Accidents: 6
 - Public Assists: 60
 - TOTAL CALLS: 173
- Aid provided to other agencies: 15 Calls – Daytona Beach (5), Holly Hill (1), Volusia County (9)
- Total staff hours provided to other agencies: 20
- # of overlapping calls: 46
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 73
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 141
- Training Hours
 - NFPA 1001: Firefighting 5
 - NFPA 1002: Driver 27
 - NFPA 1500: Safety/Equipment 11
 - NFPA 1021: Officer 10
 - EMT/Paramedic 13
 - TOTAL TRAINING HOURS: 66
- Station Activities
 - Updated 8 pre-fire plans
 - Inspected 200 fire hydrants
- Significant Incidents
 - 11/25/17, 10:43 AM: Acacia Ct. – Building Fire – Upon arrival found a shed on fire within 50' of home – fire was 100% involved – fire extinguished with no injuries.
 - 11/28/17, 1:03 PM: N. Sunny Brook Cir. – Building Fire – Responded to a single story manufactured home – upon arrival found heavy smoke coming from eaves and windows – fire was located in kitchen and attic utilizing a thermal imaging camera – no occupants found at residence – State Fire Marshal investigating.

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.
 - Firefighter/EMT (Fire) open 11-4-17 until 12-3-17. Advertised on City web site, governmentjobs.com, nationaltestingnetwork.com, and internally.
 - Part Time Events Technician (Leisure Services) re-advertised 9-18-17 until 12-8-17. Advertised on City web site, governmentjobs.com, and internally.

- Maintenance Worker IV (Streets/Public Works) open 11-23-17 until 12-1-17. Advertised internally.
- Applications Under Review
 - Office Manager (Leisure Services)
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
- Interviews Scheduled
 - Planning Director (Planning)
 - Recreation Center Coordinator - Environmental Discovery Center (Leisure Services)
 - Police Officer (Police)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Office Assistant II (Records/Police)
 - Maintenance Worker II (Streets/Public Works)
- Employee Events
 - Benefits open enrollment meetings held Tuesday through Thursday
 - Skin cancer screening for HSA contributions continues until December 31
- Risk Management Projects
 - Workers' compensation claims review
 - Attend claims committee meeting
 - Safety program research meetings
 - American Cancer Society/Relay For Life meetings

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. Onsite training for Finance, HR, and IT.
 - 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: 6
 - Completed: 23
 - In progress: 46
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 48,257
 - Inbound E-Mails Blocked: 32,374
 - Delivered Inbound E-Mails: 15,883
 - Quarantined Messages: 220
 - Percentage Good Email: 32.9%

- Virus E-Mails Blocked: 0
- Notable Events: Went live with the hosted Click2Gov websites for online payments on Monday November 20. This is a different version for the online payments, no issues have been reported.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information requests: 11
 - Information requests from external organizations: 8
 - 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: 21: Total in system = 23,582; 22,799 potable, 772 irrigation, 11 effluent
 - Notable Events: None

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works meeting
- Janitorial Services meeting
- Met with Landscape Contractor for weekly updates
- Park visits
- Building Maintenance meeting
- Prepare Miscellaneous Crafts and Trades RFP
- Prepare items for future Commission agenda

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
- Conducted 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
- Second interviews for EDC fulltime position
- Nature Watercolor Program Wednesday 10am-12pm (full)
- 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.
- The Ormond Beach Golden Spikes 12's, 14's and 16's held practices this week Monday through Thursday nights at the Sports Complex, Kiwanis Field as well as Nova Field 1.
- The Lady Renegades are practicing on Tuesday and Thursday nights at 6 pm on the Quad at the Sports Complex.
- City Youth Flag Football finished playoff games this week Monday through Thursday at 5:45 pm 6:45 pm and 7:45 pm.

- OBYBSA Recreational Softball finished games this week on Monday and Wednesday at the Quad at the Sports Complex.
- SHS girls' soccer team continued practices Monday, Wednesday and Friday on Soccer Field 5 at the Sports Complex. Home games were Tuesday night at 5:30 pm and 7 pm. The boys used Field 7 for games Monday, Wednesday and Thursday at 5:30 pm and 7 pm.
- Staff prepared the field for the Florida Winter Cup Soccer Tournament being held Saturday and Sunday at the Sports Complex on Soccer Fields 1-6 and 8-12 as well as the Kiwanis Field.

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
- Painted 13 soccer fields/one flag football field/two softball foul lines/soccer parking lot
- Set up for flag football games by adding benches, toters, pylons, yard markers, etc.
- Marked Quad for games
- Dragged Osceola infields for use
- Painted/prepped for SHS soccer games
- Removed bases from Nova Fields and put up "Fields Closed" signs for winter rye seeding
- Put together six new soccer goals for tournament this weekend
- Added benches, toters, sand bags, repaired nets, corner flags, etc. for soccer tournament

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

Performing Arts Center

- The Performing Arts Center hosted the following rentals throughout the week as part of its regular operations:
 - CMT held on stage rehearsal Monday through Wednesday. Thursday and Friday morning CMT presented school performances at the PAC.
 - Follies held regular classes Monday through Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts Center is preparing to host the following events:
 - CMT presents "Annie Jr." and "North Pole Musical," Friday and Saturday 7:00 pm to 10:00 pm and Sunday 1:00 pm to 4:00 pm.

South Ormond Neighborhood Center

- Splash pad will close December 1 through March 14
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Building closed Monday and Tuesday due to floor resurfacing
- Basketball practices Wednesday and Friday

Community Events

- Weekly administrative tasks, office work, and activities
- City Services meeting for Home for the Holidays Parade
- Tasks and assignments for the following upcoming events:
 - Holiday Concert
 - Santa on the Go
 - Letters to Santa
 - Home for the Holidays Parade
 - Breakfast with Santa

Gymnastics

- December session began today

- Registration is open for December session
- Trial classes are being offered to attract new 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.
- Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
- Youth Basketball League practiced this week.
- The Lunch Bunch Club and Explore the Arts met on Wednesday.

The Casements

- No Guild tours were given this week. Normal tour hours will resume on Monday, December 4.
- The Antique Car Show was held on Saturday at Fortunato Park from 10:00 a.m. to 3:00 p.m.
- The Casements was closed on Saturday through Friday as staff, Guild members, and volunteers prepared for The Casements Guild's 39th Annual Christmas Gala.
- Pilates classes met Monday, Wednesday, and Friday at Bailey Riverbridge.
- The Casements Guild is presenting the 39th annual Christmas Gala, on December 1 through December 3. This year's theme is "The Casements Country Christmas." Tickets are \$5.00 per person over age 12 and are good for all three days. The event starts this evening at 6:00 p.m. with a tree lighting of the new 36' tree, activities continue until 9:00 p.m. and include holiday entertainment and guests can enjoy holiday decorations, a tree gallery, gift shop, gourmet shop, treasure trove, and handmade gifts for sale inside the building. Various activities continue throughout the weekend such as train rides, and face painting. Ice cream sundaes will also be available for purchase. Riverside Drive will be closed for this event.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Setup Christmas tree floats in Halifax River
- Limitless Playground: Removed damaged items
- Andy Romano Beachfront Park: Two bronze plaques were refurbished
- Labyrinth at Central Park II: Installed new park bench

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly inspection of DOT and facility lighting at various City locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Reattached front window shutter at PAL House
- Repair the ladies toilet in Building B at Senior Center
- Performed safety check in the Commission Chambers at City Hall
- Assembled conference chairs in the training room at Public Works
- Continue holiday decorations setup and garland on the Granada Bridge
- Replaced the front door closer at SONC
- Replaced the men's room toilet seats at Sanchez
- Unloaded the new 36 foot Christmas Tree at Public Works
- Repaired the outside men's toilet at Osceola Elementary
- Repaired the ladies' room stall door at Central Park I
- Repaired power at the Quad at the Sports Complex
- Assembled chairs and painted Room 210 at City Hall
- Repaired Gate 13 at the Airport
- Replaced the red light at Airport Tower
- Repaired the men's door lock at Sanchez Park

Police Department

Administrative Services

- Hosted weekly staff meeting.
- Staff attended a meeting with Public Works.
- Staff attended DARE graduation ceremonies.
- Staff attended the Five-O Club at Ormond Beach Middle School.
- Staff met with Guardian Security Company.
- Staff attended the Gas Light parade.

Community Outreach

- Members of the Youth Director's Council met to review upcoming community service projects. The next project for the YDC is assisting with the State of Florida Association of Police Athletic League annual cheerleading competition on December 2.
- Preparations for the Annual OBPAL Holiday Party are underway. On Wednesday, December 13, from 5:30 – 7:30 p.m. children through 10 years of age 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 a gift to each child in attendance.

Community Services & Animal Control

- Animal Calls responded to: 36
- Animal Reports: 6
- Animals to Human Society: 1
- Trap Neuter Release: 2

Criminal Investigations

- Cases Assigned: 34
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 4
- Inactive: 2
- Fraud: 2
- Burglary Residential: 2
- Burglary Business: 15
- Grand Theft: 2
- Larceny Carbreak: 6
- Vandalism: 1
- Police Information: 4

Records

- Walk - Ins / Window: 50
- Phone Calls: 62
- Arrest / NTA'S: 24
- Citations Issued: 66
- Citations Entered: 0
- Reports Generated: 128
- Reports Entered: 100
- Mail / Faxes / Request: 41

Patrol

- Total Calls: 1,080
- Total Traffic Stops: 122

Operations

Crime Opportunity Report Forms: 46

- 11/22/17
 - Business Burglary Attempt, 224 North Nova Road (Trails Liquor.) Unknown suspects attempted to pry open the back door to gain entry.

- Burglary Business, 216 North Nova Road (Sunshine Cleaners.) Forced entry to the sliding door and attempted forced entry to the back door.
- Burglary Business (storage units - 9 total), 1032 North United States Highway 1. Occurred overnight.
- Burglary Business, 175 South Nova Road #4. Entry to both the front and rear doors.
- Burglary Residence, 359 Wilmette Circle. Suspect entered the garage; Dewalt tool belt filled with tools was taken.
- Burglary Residence, 228 Deer Lake Circle. Front door kicked in jewelry taken.
- Theft, 190 Williamson Boulevard (Chili's.) Purse taken from the location.
- Theft, 43 Park Place. A known guest stole money and jewelry.
- Fraud with Larceny, 30 Abacus Avenue. Someone attempted to purchase a \$591 camera with the victim's bank card.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject found stealing items in the store; drug paraphernalia was also located.
- Narcotics Arrest, 600 Block South Yonge Street. Subject contacted during a traffic stop and detained for Driving on a Suspended License and narcotics violations.
- Driving Under the Influence Arrest, North Beach Street and Highland Avenue. Vehicle was stopped for traffic violations where the driver showed indicators of impairment.
- Narcotics Arrest, 690 South Nova Road, (7-11.) Subject was contacted that was found to be in possession of heroin and drug paraphernalia.

- 11/23/17
 - Trespassing Arrest, 205 East Granada Boulevard (Walgreens). Transient entered the business while having an active trespass warning from the business.
 - Burglary Business, 1640 West Granada Boulevard. Alarm call was dispatched at approximately 2:24 a.m. Forced entry made but nothing was taken.
 - Auto Theft, 26 Aston Circle. VCSO Deputy was stopped at traffic light during routine patrol when a Silver Chevy Tahoe sped past him in a reckless manner. The vehicle crashed and was recovered, and returned to the owner.

- 11/24/17
 - Burglary Business (Attempted), 1474 West Granada Boulevard (Hershey's Ice Cream). Subject tried to pry the door in an attempt to make entry. No entry was made.
 - Larceny Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). Subject placed multiple items into a tool belt and left without paying for the items.
 - Narcotics Arrest, 394 South Atlantic Avenue. Traffic stop was conducted where narcotics were located.
 - Disorderly Conduct Arrest, 93 Ford Street. Subject was contacted who was acting disorderly.
 - Violation of Probation Arrest, 20 North Yonge Street. Juvenile was contacted who was known to be in violation.
 - Warrant Arrest, 200 Block West Granada Boulevard. Subject contacted who was found to have an open warrant.

- 11/25/17
 - Stolen Boat, 234 West Granada Boulevard (Pep Boys). Victim's boat was taken after it was parked in the parking lot for them to replace the tires.
 - Larceny Shoplifting Arrest, 1458 West Granada Boulevard (Beall's). Subject contacted after stealing several hats and leaving the business.
 - Larceny Armed Car Break, 2 Timberline Trail #C (The Trails subdivision). Unlocked vehicle was entered and a handgun with a spare magazine was stolen out of a briefcase.
 - Warrant Arrest, 601 Fleming Avenue (Central Park). Subject contacted and found to have an open warrant.
 - Larceny, 599 South Center Street. Firearm taken from the residence.
 - Trespass Arrest, 220 North Nova Road. Transient contacted and found to have an active trespass warning from the business.
 - Battery Domestic Violence Arrest, 38 Putnam Avenue. Subject contacted after a disturbance at the home.

- 11/26/17
 - Stolen Vehicle, 278 North Ridgewood Avenue. Vehicle was stolen from this location and the keys may be with the vehicle.
 - Carbreak, 311 Timberline Trail (The Trails subdivision). Unlocked vehicle was entered with a Dell laptop in a pink soft zippered laptop carry case missing.
 - Carbreak, 6 Setting Sun Trail (The Trails subdivision). Unlocked vehicle was entered with a camera and lens missing.
 - Recovered Stolen Vehicle (Arrest), 100 Block East Granada Boulevard. Traffic stop was conducted on a vehicle for driving without lights and found it to be a stolen Dodge Avenger.
- 11/27/17
 - Burglary Business, 54 South Ridgewood Avenue (The Kids Company.) ex-employee entered the business without permission after hours and was caught on-scene by staff. She is suspected of removing business files and fraudulently opening a loan.
 - Burglary Residence, 56 Tomoka Meadows Boulevard. Entry made through rear kitchen window. Laptop taken.
- 11/28/17
 - Burglary Business, 298 South Nova Road (Lenny's Pizza.), No forced entry, cash register taken.
 - Burglary Residence, 23 Foxhunter Flat. Entry through side pool door, nothing missing, but damage was done to the door and another window.
 - Disturbance Arrest, 100 Block of Pinehurst Circle. Officers responded to the area in reference to a female walking back and forth in front of another person's residence yelling profanities.
 - Warrant Arrest, 106 North Old Kings Road. Subject was contacted and found to have an open writ of bodily attachment.
 - Grand Theft, 880 Airport Road #109 (Oak Pointe). A steel diamond plate motorcycle lift was stolen from the front of the business storage area.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 39
 - Number of Uniform Traffic Citations Issued: 19
 - Number of Written Warnings Issued: 21
- Traffic Crash Reports
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 0 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 0 Cases initiated
- 8 signs have either been removed or sign cases created.
- 0 tree removal permit requests.
- Administrative staff assisted with zero (0) walk-ins and thirty-eight (38) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – The South Halifax Drive/Riverside Drive loop is anticipated to be on-line for customer use by mid-December. The Contractor is focusing on making the final tie-in of this loop including the connection of the mains at Bosarvey Drive, and the final 16" connections. Staff is preparing a notice to outline the process and invite residents to connect. An additional reclaimed water service has been added at the request of Leisure Services to provide water for the clay courts at the Tennis Center.

- CDBG 2017 Trail & Sidewalk – The contractor is 85% complete, pouring new concrete and restoring the project sites.
- Ph III 2-Inch Water Main Replacement – Peninsula – The Contractor has completed installation of all mains on the north peninsula and is beginning work south of Granada Blvd. It is anticipated that all main installation will be installed by the end of December.
- Ph III 2-Inch Water Main Replacement – Mainland – Work is nearly complete on East River Oak Drive, and Wildwood Trail. Work continues on Fir 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 – Survey layout work has begun on this project.
- 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. Due to extensive beach erosion since the storm, the beach elevation has dropped 2 feet and the existing ramp will need to be extended. A work authorization is being generated for the extension.
- Traffic Signal Maintenance – Painting of the Hand Avenue signal is complete, the Fleming signal painting is in process.
- Bailey Riverbridge Fishing Pier & Cassen Park Finger Piers – Staff is processing a Purchase Order so the Contractor can begin work in 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 watermain/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 the pilot test report for dewatering the lime sludge through the Andritz Screw press and results were not as favorable as those of the centrifuge. As such, staff is recommending going with the same centrifuge that is going in at the WWTP.
 - 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 – Revisions to plans and specifications are being finalized based on FDOT's most recent comments; the City is waiting on a determination from the FHWA regarding the selection of LED lights to illuminate the multi-use path.
- 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 loan 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 being prepared 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 met with the consultant on November 30 to discuss the project.
- 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 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.
- Departmental Activities
 - Reviewed weekly SWMP and fence permits through the ProjectDOX system.
 - Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits for Ingelsea Avenue, Hamlet Trace, Oak Forest Drive, Overbrook Drive, Mainsail Circle, Business Center Drive, Shady Branch Trail, and Southland Road, per Brighthouse request.
 - Reviewed plans and created approved Wetland Protection Permit for 2270 John Anderson Drive dock construction.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for South Forty Trail, per TECO Gas request.
 - Researched and created survey proposal request for City-owned parcel adjacent to Oak Ridge Cemetery property.
 - Created survey drawing to determine an easement location on residential lot, per Planning Department request.
 - Updated the Forest Hills Connector Construction Plan drawing set per FDOT comments.
 - Created plan for drainage modifications at the Granada beach approach.
 - Staked-out the Right-of-Way of Flormond Avenue for CDBG Sidewalk project.
 - Attended meeting with insurance adjustor regarding OBSC sports lighting repairs.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Asphalt work on pothole on 100 block of Golfview
- Asphalt work on washout at Rockefeller and Magnolia St & repair
- Asphalt patch for Stormwater at N Yonge and Warwick Ave; for Water Dept at Timberline Trl

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
- Hauled debris from Nova Rec
- Trimming in Ormond Lakes subdivision

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Blew debris off walks at City Hall Complex
- 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 Granada Bridge
- Weed control on streetscape and FDOT areas
- Picked up cones and barricades from Wilmette & Warwick Ave
- Trimming behind City Hall; at Lincoln & N Ridgewood Ave

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Ordered Sign Shop materials
- Straightened and replace damaged signs citywide

Stormwater Maintenance

- Pond maintenance citywide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Inspect sinkholes citywide

Vactor

- Assisted Water Distribution in various areas throughout the city

Mowing

- Reachout maintenance on US1

Street Sweeping/Streetsweeper (sweeper down)

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

Fleet

- Mileage traveled by all departments for the week: 16,911
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 1
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 9,954 gallons unleaded 6,474 gallons diesel
 - Fuel used in one week: 1,801 gallons of unleaded and 698 gallons of diesel.
 - Fleet completed 11 work orders this week.

Utilities

- Projects Summary
 - Lift Station 10M & 12M Improvements – Shop drawings were reviewed by the consultant.
 - Pretreatment Effluent Pump (PEP) Purchase – Responded to questions concerning comparable PEP pumping equipment referenced in basis of bid.
 - Shadow Crossings FM Improvements – Project is completed.
 - Sodium Bisulfite Tank Replacement – A contract is being prepared by the Legal Department.
 - Utility Location Services – First draft of bid specifications is being reviewed.
 - Water Plant Elevated Tank Demolition and Breakaway Trails Elevated Tank Recoating – Received a proposal from OM Engineering to prepare plans and specifications for recoating the Breakaway Trails elevated tank and demolish the Water Plant elevated tank. Providing information to Mead and Hunt to obtain a bid proposal to construct a monopole at the wastewater plant.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Three vendor proposals received. Selection Committee is reviewing.
 - SPRC Projects (Utilities Review)
 - Celedine – FDEP Wastewater collection system permit was received.
 - Centra Care – 1245 W Granada: Reviewed the proposal to relocate the proposed force main connection to an area outside of the pavement.
 - Edgewell Personal Care – A meeting to review final plans for new fire protection system and distribution system modelling was held with Engineer and Fire Protection Specialist.
 - Pineland – Airport Road force main pressures were measured. Pressures matched the design calculations. No revisions were required.

- Security First – A preconstruction meeting was held on November 21, 2017 and received preconstruction meeting minutes. Ground clearing is anticipated to start in December. Reviewed revised plans and provided comments.
- Seven Eleven – 1204 Ocean Shore Blvd.: Received Volusia County comments pertaining to the site plan. The developer decided to use the gravity sewer connection and will resubmit plans eliminating the pump station.
- Fire Protection Systems – 801 W Granada: Reviewed revised plans. The submittal did not incorporate the previous comments. A plan resubmittal was requested.
- 20 West Tower Circle – A preconstruction meeting was held to discuss the project.

- Water Treatment
 - Delivered 35.52 million gallons for the week ending November 24, 2017 (5.07 MGD).
 - Backwashed 9 filters for a total of 416,000 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 13.5 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 30.05 Million Gallons.
 - Influent flows average for week @ 4.29 MGD, plant designed for 8 MGD.
 - Produced 22.36 Million Gallons of Reuse.
 - Produced 7.69 Million Gallons of Surface Water Discharge.
 - Annual Average (Nov 01, 2016 – Oct 31, 2017) for Surface Water Discharge 1.35 MGD.
 - Hauled 134.61 tons of dewatered residual solids (14%-18% solids).

- Water Distribution
 - Responded to and/or repaired 18 water service leaks.
 - Installed 5 new residential water services.
 - Replaced or repaired 9 water meter boxes.
 - Replaced 9 water services and/or meter assemblies due to low flow or leaks. Contractor installed 1 casing for a water service under a paved road.
 - Responded to 19 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Performed pressure testing on 8 city owned backflow devices. Installed 1 BFP device on city irrigation system in The Trails.
 - Repaired 5 water main leaks: 8" main due to contractor excavation near S. Halifax Dr & Bosarvey Dr; 8" coupling leak on Byron Elinor Dr; 6" AC leak on Oak Forest Dr; 2" GSP on Bosarvey Dr; 6" leaking tapping saddle & valve at Vining Ct & Bovard Ave.
 - Performed valve exercising on 24 valves involved in shutdowns for leaks.
 - Located a water service of a customer.
 - Disconnected a water service due to demolition permit.
 - 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 7 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 30 trouble calls in the Breakaway/Hunters Ridge PEP System service area due to excessive rainfall and 9 trouble calls in the conventional sanitary sewer collection system service area. Responded to 1 reuse trouble call.
 - Checked known trouble areas.
 - Performed follow ups to 3 weekend calls in PEP system.
 - Discovered a new broken PEP tank at 7 Stallion Way
 - Replaced broken PEP System back lid at 27 Black Pine.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters 10/10 psi, Ocean Mist Hotel 10/8 psi, Ormond Mall 0/0 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 14/12 psi, Westland Run 12/11 psi & Shadow Crossing Blvd. (4 inch) 11/5 psi.

- Wastewater Plant – Lift Stations
 - Walmart, Collections crew assisted with valve exercising to close diversion valves. VacCon Crew assisted wet well cleaning as needed, ok.
 - Internal recycle, pumps not showing status in SCADA, I/O Ethernet/Modbus UPS tripped in MCC8, replaced batteries, ok.
 - 6P, nuisance high level calls, replaced terminal block in bottom of cabinet, replaced probe with new stock, tested high level from float and probe, ok.
 - Hardened Data Center, changed out generators, wired replacement generator to system, put removed generator back in service for lift station use, ok.
 - Effluent Transfer Pump #1, phase fault, replaced bad fuse, identified underground wiring problem - working on future repairs, ok at this time
 - Sand Filter #2, repaired wiring at moving rail car, ok.
 - 1P – follow up from call out, possible bad controller sending nuisance calls, replaced controller with duplexer, replaced transducer with new inventory, tested, station fully operational, will monitor.
 - 13M, scheduled power outage, support with generator during outage, ok.
 - 8M2, follow up from contractor underground electrical repairs, power restored to station, shut down portable lift station pump and transfer controls back to FPL power, tested station and returned to service, ok.
 - Carrousel Blower #3, unit not sitting properly on concrete mounting pad and not anchored down, adjusted and installed anchors, ok.
 - Influent Room, oversaw transfer of pump positioning status, ok.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: Halifax Medical Center, phase Loss, FPL power down, power restored without further incident, ok; 8M1, 4M, Halifax Medical Center, phase loss, power restored, ok; 4M, McDonalds, Ormond Lakes #2, Towne Square, The Crowne, Halifax Medical Center, phase loss, power restored, ok; Called in by operator, weir gate not working, lift gate using crane truck, ok; 2P high level, wet well high, no response at controls, found non-operational stop float, replaced with new inventory, ok; 8M3, 12M, phase loss, power restored upon arrival, ok.
 - SCADA monitor/response: 4P, no starts #1, SCADA read error, found #2 motor not-operational, pulled pump assembly for shipment to vendor for repairs; Il Villagio, no starts #1, reset motor starter, ok; Ormond Lakes #1, no starts #1, reset motor starter, motor trips breaker when started, replaced pump with repaired inventory, ok; Ormond Lakes #2, no starts #2, possible intermittent alternation problem at controller, will monitor, ok at this time; Camelot, no starts #2, reset motor starter, amp draw high, pull pump to clear blockage at volute, ok.
 - SCADA technician activities: Working with IT, discovered WWTP PLC_1, PLC_2, PLC_4, and Reuse PLC not configured properly, preventing the PLCs from being accessed across gateways. Must be changed before new SCADA software integration, coming up with plan to make changes with minimal downtime. Master SCADA radio cabinet lost power during holiday weekend, UPS bad, replaced with new. Restarted SCADA at WTP & WWTP, 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.
 - Monthly Plant PM's: Poly Blend, #1, #2; Carrousel Surface Aerators, #1N, #1S, #2N, #2S.
 - Quarterly Plant PM's: Screw Pump #1.
 - Semiannual Plant PM's: Carrousel Blower #1; Carrousel Blower #3; Carrousel Blower #2; Bar Screens, #1, #2.
 - Annual Plant PM's: Fermentation Submersible Mixer #1, #3 & #5;
 - Lift Station PM's: 26 monthly performed.
- Water Plant – Well Fields – Booster Stations – Reuse System – Stormwater System
 - Standish Booster Station, FPL power failure during Thanksgiving storm, coordinated repairs with FPL, worked with Operations to return to service, ok.
 - Lime Slurry Pumps 1 & 3, replaced worn tubes, ok.
 - Well 32H, loud operation noted, increased flow rate, corrected noisy operation, ok.

- Williamson finished water interconnect, pump water out of vault with a portable pump, replaced faulty GFCI receptacle, return sump pump back to service, ok.
- River View booster station. Replaced improper sample valve, remove hurricane debris, ok.
- Division wells, vegetation maintenance.
- Claricone #1, repaired ½" polymer feed tube, ok.
- Sand filters, EF-1 valve actuator, faulted, replaced motor & contacts, returned to service.
- High service pumps building, installed new pressure regulators from north 24" main feed lines to water sample rack.
- Operational checks, 39R, 41R, 24H. Shadow Crossing reuse; Standish booster station.
- PM's: Rima Wells 35, 36, 37, 38; Hudson wells 22, 23, 25, 26, 27, 28, 29, 33, 34; SR40 wells 19, 18, 21; Breakaway 2, 3, 4; high service pumps 1-8; aerator pumps 1, 2, 3; scrubbers and degasifier blowers 1-4.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program (IPP) – Staff issued a response to the FDEP to the items of concern request for additional information. The Department listed two items which needed to be addressed. The City feels both were adequately dealt with in the response.
 - Local Limits Evaluation – The FDEP asked for an additional calculation of the Local Limits evaluation which the City provided. 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 – 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.
 - Annual Reuse Report – Staff is gathering the information for the Annual Reuse report to the FDEP. The report highlights the consumption and production of reuse for the 2016-17 fiscal year.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Lead and Copper Sampling Plan – The City is revising the Lead and Copper Sampling Plan with the Volusia County Health Dept. The revision includes updating addresses utilized for the triennial sampling event performed by the City. The Lead and Copper sampling provides the City with feedback on the effectiveness of the corrosion control implemented at the WTP.

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 a public records request meeting on November 28, 2017
- City Clerk attended Claims Committee meeting on November 30, 2017
- Agenda packet preparation, creation, and distribution for December 5, 2017, City Commission workshop and meeting.