

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 15, 2017

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with PW Director, Risk Manager, HR Director, Economic Development Director and IT Manager.
- Discussion with senior staff on Tymber Creek utilities

Spoke to, attended and/or met with:

- Rotary meeting
- United Way board meeting
- General discussion meeting with Mayor Partington
- Crime View meeting
- DARE graduation
- PAL Christmas party
- PACE board meeting
- Leisure Services Director and Florida Elite Soccer Academy representatives regarding soccer recreational programs
- Holidays at The Casements

**Community Development**

**Planning**

- The Planning Board conducted public hearings on 550 North Nova Road (Special Exception for Volusia Memorial Park Cemetery mausoleum addition); a Land Development Code amendment filed by the property owner to remove 33 Dix Avenue from the Landmark Designation list; and the annual amendment to the Capital Improvements Element of the Comprehensive Plan for consistency with the City's 2018-23 CIP. All were approved without public comment.

**Building Inspections, Permitting & Licensing**

- 8 new business tax receipts issued
- 370 inspections (7 by private provider)
- 110 permits issued with a valuation of \$4,458,357.00

**Development Services**

- The SPRC met with Bill Bay concerning development of 1049 US1 North.
- The following projects and percent of completion is provided as follows:

	Project	% Complete
1.	146 North Orchard Street	95%
2.	783 North US 1	35%

3.	589 South Yonge Street	60%
4.	Antares of Ormond Beach	0%
5.	Bear Creek Bridge Work	98%
6.	For Our Parents ALF	10%
7.	Granada Oaks	75%
8.	Hull's Seafood expansion	5%
9.	Launch FCU	15%
10.	Lot 2, Airport Business Park	0%
11.	McDonald's (100 S. Nova Road)	90%
12.	Pet Street Veterinary Care center	40%
13.	Thomas & Betts parking improvements (phase 1)	30%
14.	Valiant Diner Expansion	85%
15.	YMCA Dog Park	5%
16.	YMCA Parking Expansion	5%
17.	Zaxby's	0%
18.	5500 Ocean Shore, utility connection	93%
19.	Plantation Oaks, utility connection	82%
20.	2450 Ocean Shore, utility connection	60%
21.	Cypress Trails subdivision	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. SFM's objective is to begin construction in November of 2017. This week the plat is under review by the SPRC. Final comments regarding the site plan were resolved, which will allow the site plan to be approved and land clearing to begin in mid-December. A conference call with FDOT was conducted to discuss proposed roadway improvements to US1.
- 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.
  - 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.
  - Staff attended the Team Volusia Economic Development/Volusia County Advisory Board meeting real estate properties in Volusia County.
- 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 preparing to advertise the completed Environmental Assessment (EA) Report for the projects to extend Runway 8 and Taxiway Alpha. Upon completion of the 30 day advertisement period, 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.
- The FDOT has acknowledged receipt of a Joint Participation Agreement (JPA) between the City and FDOT to provide state funding for the design phase of the project to rehabilitate Runway 8/26. The JPA was approved by the City Commission at their meeting on December 5, 2017.
- Staff prepared a work authorization for the design phase of the project to rehabilitate Runway 8/26. The work authorization will be presented to the City Commission for approval in January of 2018.
- Staff participated in an effort by an Embry-Riddle Aeronautical University research team to determine perceived effectiveness and adoption potential of UAS (Unmanned Aerial Systems) stakeholder communication and engagement tools. This research project is being conducted in support of the Transportation Research Board (TRB) Airport Cooperative Research Program (ACRP), 03-42 Airports and UAS, Task B: Engaging Stakeholders in UAS.

#### 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 the 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 74 Journal Entry Batches.
  - Approved 26 Purchase Requisitions totaling \$280,025.01.
  - Issued 21 Purchase Orders totaling \$90,667.82.
  - Prepared 108 Accounts Payable checks totaling \$609,326.08 and 31 Accounts Payable EFT payments totaling \$596,537.02
  - Issued 905 past due notices on utility accounts.
  - Auto-called 129 utility customers regarding receipt of a past due notice.
  - Processed 702 payments through Interactive Voice Response System totaling \$63,176.33.
  - Grant money fiscal year-to-date total received, \$209,867 dollars.

### Grants/PIO

- Public Information
  - Press Releases
  
  - 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.
    - Finalized Tomoka Elementary School Field Trip to City Hall.
    - Attended weekly staff meeting.
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended quarterly Local Mitigation Strategy (LMS) meeting. This meeting began the discussion of upcoming Hazard Mitigation Grant Program (HMGP) funding related to Hurricane Irma.
  - Submitted the final ECHO application for field lighting at the Sports Complex after receiving and reviewing technical review comments.
  - Submitted the Daytona Beach Racing and Recreational Facilities District for a preliminary review prior to final submittal.

### Fire Department

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 12
  - Hazardous: 4
  - EMS: 89
  - Motor Vehicle Accidents: 11
  - Public Assists: 53
  - TOTAL CALLS: 170
  
- Aid provided to other agencies:
  - Total staff hours provided to other agencies: 5 Calls – Daytona Beach (1), Holly Hill (1), Volusia County (3)
  - Total staff hours provided to other agencies: 8
  - # of overlapping calls: 43
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
  - Total EMS patients treated: 68
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 158
  
- Training Hours
  - NFPA 1001: Firefighting 13
  - NFPA 1002: Driver 2
  - NFPA 1021: Officer 7
  - NFPA 1500: Safety/Equipment 12
  - NFPA 1620: Preplanning 8
  - EMT/Paramedic: 9
  - TOTAL TRAINING HOURS: 51
  
- Station Activities
  - Updated 9 pre-fire plans
  - Inspected 122 fire hydrants
  - Provided a tour of Fire Station 92 to Tiger Cub Scouts Pack 74

- Participated in the Home for the Holidays Parade
- Significant Incidents
  - 12/5/17, 1:24 PM: 400 N. US-1 – Motor Vehicle Accident – Motor vehicle crash heard from Fire Station 93 – single vehicle vs tree at Wilmette Ave. and US1 – two patients, one heavily entrapped and one ejected from vehicle – roof of vehicle was cut off to remove patient – a firefighter assisted EVAC during transport.
  - 12/9/17, 4:20 PM: S. Atlantic Ave./Vining Ct. – Motor Vehicle Accident – Responded to a motorcycle and truck collision – one patient found lying in roadway – a firefighter assisted EVAC during transport.
  - 1/30/17, 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
    - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
  - Interviews Scheduled
    - Planning Director (Planning)
    - Office Manager (Leisure Services)
  - Background/Reference Checks/Job Offers
    - Police Officer (Police)
    - Office Assistant II (Records/Police)
    - Part Time Maintenance Worker II (Parks/ Leisure Services)
    - Recreation Center Coordinator - Environmental Discovery Center (Leisure Services)
    - Firefighter/EMT (Fire)
  - Separations
    - Planning Director (Planning)
  - Employee Events
    - Skin cancer screening for HSA contributions continues until December 31
    - Hosted Volusia County HR meeting
  - HR Projects
    - Hosted and attended Volusia County HR professionals quarterly meeting
    - Final week of employee benefit open enrollment period
  - Risk Management Projects
    - Claims review with City Manager
    - Attended mediation for liability claim
    - American Cancer Society/Relay For Life event planning

### **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
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline):
    - Windows Servers:
    - Networking System:
  - Work Orders
    - New: 6
    - Completed: 49
    - In progress: 47
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 36,553
    - Inbound E-Mails Blocked: 21,396
    - Delivered Inbound E-Mails: 15,157
    - Quarantined Messages: 275
    - Percentage Good Email: 58.5%
    - Virus E-Mails Blocked: 9
  - Notable Events: None
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 7
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 8
  - Information Requests from External Organizations: 3
  - 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: 3: Total in system = 23,595; 22,812 potable, 772 Irrigation, 11 Effluent
  - Notable Events: None

### **Leisure Services**

#### **Administration**

- Supervisory Staff meeting
- Janitorial Services meeting
- Met with Landscape Contractor for weekly updates
- Park visits
- Home for the Holidays Parade
- Interviews for Leisure Services Office Manager position
- Elite Soccer meeting
- Building Maintenance meeting
- Holidays at The Casements

#### **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
- Update flyers for upcoming programs
- Prepare items for new EDC Coordinator
- Holiday Eco Craft Program Saturday 12/9
- Walk with the Mayor Saturday 12/9
- Prepare for Birds of Prey Program 12/16

#### 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.
- SHS girls' soccer team continued practices Wednesday and Friday on Soccer Field 5 at the Sports Complex and had a home game on Friday this week. The boys used Championship Field 7 for games on Monday and Tuesday at 5:30 pm and 7 pm. They practiced Wednesday and Thursday at 6:30 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
- Dragged Osceola infields for use
- Painted/prepped for SHS soccer games
- Removed bases from Softball Quad and Field 7, locked up, and put up "Fields Closed" signs for winter rye seeding
- Hauled clay, turface, etc. for laser grading South Ormond and Nova Fields 1 and 2

#### 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/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 is preparing to host the following events:
  - South Beach Holiday Showcase, Saturday, 7:00 pm to 9:00 pm

#### South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11 pm daily

- Open gym
- Jazzercise Monday
- Basketball games Monday, Wednesday and Friday
- PAL holiday party Wednesday evening

#### Community Events

- Weekly administrative tasks, office work, and activities
- Worked HOme for the HOlidays Parade
- Assisted with HR breakfast at City Hall
- Transported Mr. and Mrs. Claus to various locations throughout the City for Santa on the Go
- Setup, work and strike for Holidays at The Casements event
- Setup and purchasing of supplies for Santa's Breakfast

#### Gymnastics

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

#### Nova Community Center and Special Populations

- FitGyms conducted their person 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 will begin games this week.
- The Lunch Bunch Club and Explore the Arts met on Wednesday.
- Challenger Basketball practiced on Tuesday.
- Calvary Christian basketball teams rented the gym to practice for their games.

#### 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.
- Staff assisted Leisure Services during the HOme for the HOlidays Parade on Saturday from 4:00 p.m. to 10:00 p.m.
- Missing Peace Church group met on Sunday at Bailey Riverbridge from 10:30 a.m. to 12:30 p.m.
- Creative Happiness Institute and Ormond MainStreet hosted Chriskwanzukkah and BAMFest on Sunday at The Casements from 1:00 p.m. to 4:00 p.m.
- Pilates classes met Monday, Wednesday, and Friday at The Casements.
- The Casements Guild Executive Board met on Monday in the Preservation Room from 9:30 a.m. to 10:00 a.m.
- The Casements Guild Administrative Board met on Monday in the Preservation Room from 10:00 a.m. to noon.
- Yoga class met on Tuesday morning at The Casements.
- The Casements staff prepared for Holidays at The Casements on Wednesday morning.
- Casements Camera Club held their holiday party on Wednesday at The Casements from 5:30 p.m. to 7:30 p.m.
- Kings Cross Home Owners Association met on Wednesday at Bailey Riverbridge from 6:00 p.m. to 8:00 p.m.
- The Department of Leisure Services hosted the 12<sup>th</sup> Annual Holidays at The Casements on Thursday from 6:00 p.m. to 8:00 p.m. The free public event featured live music outside at 7:00 p.m., free desserts, and free hot chocolate on the North Lawn. Inside the building guests were welcome to shop, admire the decorations, and enjoy free sparkling cider.

#### Parks Maintenance

- Citywide inspection of parks



- Inspected and posted for reservations at pavilions
- Environmental Discovery Center: Fixed gate lock latch to beehive area
- Nova Community Center: Repaired drain pipe in park
- Ormond Memorial Gardens: Repaired park bench braces
- South Ormond Neighborhood Center: Repaired broken concrete piece
- Cassen Park: Installed new soap dispenser in men's restroom

#### Building Maintenance

- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repair the ladies room stall door lock at Cassen Park
- Replace ceiling tiles at Ames House
- Replace the GFI near the tennis courts at The Casements
- Replace all burned out lights in the gym at SONC
- Replace two gym lights at Nova Community Center
- Replaced the ceiling tile in Room 214 at City Hall
- Pressure washed the awning over the sidewalk at Nova Community Center
- Textured and painted the ceiling at the maintenance office at Sports Complex
- Checked the roof leak at WWTP
- Repaired the ladies restroom toilet at Cassen Park
- Repaired two door handles in the centrifuge building at WWTP
- Repaired the fountain light in the pond at Division and Old Kings
- Cleared the men's room floor drain at the PAC
- Checked the electric in room 205 at The Casements
- Replaced the fluorescent light above the sink at Building B Senior Center
- Repaired river float Christmas tree at Cassen Park
- Repaired the 3rd floor breaker for lighting ceremony at The Casements
- Rebuilt the hallway bulletin board at SONC
- Replaced ceiling tiles in a meeting room at the PAC
- Repaired the electric power to the Quad at the Sports Complex
- Repaired a decorative pole on Granada Avenue

#### Police Department

##### Administrative Services

- Hosted Weekly Staff Meeting.
- Staff conducted interviews for prospective police candidates.
- Staff attended the graduation for the law enforcement academy.
- Staff participated in a promotional exam board for Deland Police Department.
- All personnel participated in the Home for the Holidays Parade.
- Staff attended the PAL Luncheon honoring Officer Gregory Stokes.
- Staff conducted a meeting with the department's Field Training Officers.

##### Community Outreach

- Hosted the "Shop with a Cop" event at Wal-Mart.
- Conducted an Active Shooter Presentation.
- Five-O Club meeting at Ormond Beach Middle School.

##### Community Services & Animal Control

- Animal Calls responded to: 36
- Animal Reports: 1
- Animal Bite: 1
- Animals to Human Society: 2

#### Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 4
- Inactive: 15
- Fraud: 8
- Burglary Business: 1
- Larceny Carbreak: 5
- Grand Theft: 4
- Auto Theft: 2
- Missing Persons: 1
- Recovered Missing Persons: 1
- Robbery: 1
- Suspicious Incident: 1
- Police Information: 3

#### Records

- Walk - Ins / Window: 81
- Phone Calls: 103
- Arrest / NTA'S: 22
- Citations Issued: 60
- Citations Entered: 42
- Reports Generated: 150
- Reports Entered: 113
- Mail / Faxes / Request: 32

#### Patrol

- Total Calls: 1,127
- Total Traffic Stops: 99

#### Operations

##### Crime Opportunity Report Forms: 60

- 12/6/17
  - Burglary Business, 240 Williamson Boulevard. Construction site entered, 2 trailers, 1 storage unit, and 1 portable office entered. Forced entry with a laser, grinder, and radio stolen.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject contacted after attempting to steal merchandise from the business.
  - Warrant Arrest, 795 North United States Highway One. Subject contacted and found to have an open warrant.
  - Battery Domestic Violence Arrest, 487 Bryant Street. Subject battered his adult sister.
  - Grand Theft, 1478 West Granada Boulevard (Publix.) \$300 worth of shaving razors stolen.
  - Armed Robbery, 170 Williamson Boulevard (Sleep Inn.) Unknown subject displayed a firearm and demanded the nightly deposit.
- 12/7/17
  - Shoplifting, 1521 West Granada Boulevard (Walmart.) Subject stole a misdemeanor amount of merchandise.
  - Petty Theft, 1608 North United States Highway One #254. (Red Roof Inn.) TV stolen from a guest.
  - Warrant Arrest, 1608 North United States Highway One. (Red Roof Inn). Subject contacted and found to have an open warrant.
  - Driving Under the Influence Arrest, 333 West Granada Boulevard. Subject found to be impaired while driving.
  - Warrant Arrest, 711 South Atlantic Avenue (Atlantic Cove Motel.) Subject contacted and found to have an open warrant.
  - Narcotics Arrest, Ocean Shore Blvd and East Granada Boulevard. Officers stopped a vehicle for driving carelessly and narcotics were located.

- Narcotics Arrest, 250 East Granada Boulevard (CVS Pharmacy). Subject contacted, gave a false name and was found to be on probation.
- 12/8/17
  - Larceny, 20 Foxhunter Flat (Hunters Ridge subdivision). Ordered packages were delivered to the address but never received by the homeowner.
  - Larceny Carbreak, 107 Shady Branch Trail (The Trails Subdivision). Two unlocked vehicles that were in the driveway were entered overnight, \$15 cash missing.
  - Larceny, 454 South Yonge Street #E. Former employee stole a laptop and other materials from the business
  - Loitering & Prowling Arrest, 165 Ormwood Drive. Subject contacted in the area where he was banging on a door and yelling that someone owed him money.
  - Disorderly Conduct Arrest, 49 West Granada Boulevard. Subject was involved in a fight on the premises then detained for further actions.
  - Narcotics Arrest, 55 North Old Kings Road. Officers were flagged down about a suspicious vehicle where narcotics were located.
- 12/9/17
  - Warrant Arrests, 620 South Yonge Street. Subject contacted and found to have two open warrants.
  - Traffic Arrest, 284 Hand Avenue. Subject contacted during a traffic stop and found to be driving while license suspended.
  - Traffic Arrest, 955 South Nova Road. Subject contacted during a traffic stop and found to be driving while license suspended.
- 12/10/17
  - Larceny, 1634 N Us Hwy 1(Super 8 Motel). Subject rented a room and then allowed others to come in and out of the room, a television was stolen.
  - Food Tampering Arrest, 1517 San Marco Drive #107. Subject got into a verbal argument with her grandmother and put bleach in a liter bottle of Pepsi for her to consume.
  - Larceny, 1657 North United States Highway One. Four truck batteries were taken from the exterior of his semi-tractor trailer.
- 12/11/17
  - Stolen Vehicle, 16 Lakewood Park. Vehicle was left unlocked in the driveway with the keys inside.
  - Carbreak, 116 Rio Pinar Drive. Christmas presents stolen out of vehicle that had the window down.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject contacted after taking merchandise from the store.
  - Stolen Vehicle, 153 Pine Cone Trail (The Trails.) Victim reported that his vehicle taken from the driveway.
  - Resisting without violence Arrest, 600 Block South Center Street. Subject contacted during a disturbance and became uncooperative.
- 12/12/17
  - Stolen Vehicle, 86 South Yonge Street. Unlocked vehicle that had the keys inside was stolen sometime overnight.
  - Burglary Residence, 27 Wild Cat Lane. Pool equipment stolen from unlocked screened in porch.
  - Theft, 10 London Lane. Package stolen off of the front porch sometime yesterday.
  - Warrant Arrest, 555 West Granada Boulevard. Subject contacted and found to have an open warrant.
  - Narcotics Arrest, 400 Block South Nova Road. Traffic stop was conducted on a vehicle where narcotics were located.
  - Burglary Business, 203 South Nova Road (Babe's Blue Room). Front glass door smashed out, cash and register taken.
  - Burglary Business, 200 South Nova Road #A (Pure Pools). Rear door to the business pried open, cash drawer taken.
  - Burglary Business, 1614 North United States Highway One (Econo Lodge). 3 motel rooms had 32 inch TV's taken from the rooms.

- Grand Theft, 1119 Parkside Drive. Victim called to report that her adult son stole a ring that was located in the pawn database.
- Carbreak, 1521 West Granada Boulevard (Walmart). No signs of forced entry. Cash, medication, flashlight, and cigarettes taken.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 22
  - Number of Uniform Traffic Citations Issued: 16
  - Number of Written Warnings Issued: 14
- Traffic Crash Reports
  - Number of Crashes without Injuries: 14
  - Number of Crashes with Injuries: 2
  - Number of Crashes with Serious Bodily Injuries: 2
  - Number of Fatal Crashes: 1

#### Neighborhood Improvement

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 2 Cases initiated
- 4 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and fifty-five (55) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - South Peninsula Reclaimed Expansion – A final walkthrough took place on the first completed zone for the properties surrounding the loop made by South Halifax Drive, Riverside Drive, Casements Drive, and Fluhart Drive. Notification is being prepared to advise residents they can connect to the system.
    - 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 submitted testing results for Sundance Trail, Luna Drive, Anchor Drive, and Ocean Drive, for clearance by the Florida Department of Environmental Protection.
    - 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 – Construction activities are expected to be completed before Christmas.
    - 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 US 1 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 has provided comments on the bid documents; design plans have been finalized for final submittal.
  - 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. A Pre-Bid meeting is scheduled for December 21, with bid opening 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 SWMP, Fence, Engineering Permits through the ProjectDOX system.
    - Staff meeting regarding drainage complaints in the Stratford Place subdivision.
    - Researched Leeway Trail ownership and maintenance responsibilities, per Streets Division request.
    - Continued updating construction plans for A1A manhole rehab project.
    - Modified Downtown Street Light Pole Replacement plans, per Project Manager's request.
    - Completed Tree-in-the-Right-of-Way locates along Hand Avenue.
    - Modified CMP Lining maps, per project manager's comments.
    - Create a use permit plan set for 2271 John Anderson Drive water service replacement.
    - Created exhibits for the proposed force main rehab project, per Utilities Division request.

- Provided survey maps to utility companies to show proposed directional drill location under US1 and FEC right-of-way for Ormond Crossing watermain.
- Continued updating the Forest Hills Multi-Use Trail construction plan set, per FDOT comments.

### Environment Management

#### Street Maintenance - Asphalt/Concrete

- Pulled forms, backfilled, stress cut on 300 block of A1A; Vining Ct & Bovard
- Replaced pavers at Vining Ct & Bovard
- Ripped out concrete, formed up on Beach St; put lime rock in
- 5x5 pour in Huntington Woods

#### 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
- Filled in ruts with dirt and smoothed out at SONC, Airport Sports Complex
- Removed and installed banners at SR40 & Washington
- Training on loader at PW yard
- Trimming in Ormond Lakes
- Removed large split oak tree in Memorial Gardens

#### 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
- Cleaned up and removed dead branches on Central Ave between S Washington and Ridgewood
- Installed missing Christmas banners on Granada Bridge
- Emptied out trucks of parade barricades at PW yard
- Repaired road with shell, low areas at Sanchez Park
- Trimming on Central 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
- Preparing and delivering signs, cones and barricades for Christmas parade
- Straighten and replace signs citywide
- Gathering barricades, signs, and cones from Christmas parade

#### Stormwater Maintenance

- Pipe repair on Central Ave
- Locates/hotspots Citywide
- Parade prep Citywide
- Pick up dirt from Weedo's
- Return light bars to Southern Equipment

- TV truck Timberline Trl
- Assist Streets Dept
- Outfall repair on 1400 block of Oak Forest Dr
- Sinkhole investigation on Magnolia Dr

#### Vactor

- Central Ave
- Timberline Trl

#### Mowing

- Reachout on Airport Rd, Sanchez

#### Street Sweeping/Streetsweeper (streetsweeper down)

- 0 miles of road cleaned
- 0 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: 0
  - Non-Emergency Vehicles and Equipment: 13
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 14,081 gallons unleaded, 4,712 gallons diesel
  - Fuel used in one week: 2,497 gallons of unleaded and 1,135 gallons of diesel.
  - Fleet completed 28 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Yard Electrical and Pump Upgrades – Requested a proposal for engineering design services to prepare a set of plans and specifications for electrical upgrades for lift station components only to include cost estimate for revised scope of work.
  - Ground Storage Tank Repairs – Requested a proposal from CECS for tank repairs that addresses Legal Department terms and conditions and insurance concerns.
  - Lift Station Improvements 2018 – Discussed electrical improvements needed at Lift Stations 3M and Tomoka Meadows Lift Stations. A pre-design meeting is scheduled with the consultant at the end of the week.
  - Lift Station 10M & 12M Improvements – The Notice to Proceed was dated 12/11/17 and sent to the contractor. A construction progress meeting is scheduled for December 15.
  - Pretreatment Effluent Pump (PEP) Purchase – Bids are due on Thursday 12/14/2017.
  - Sodium Bisulfite Tank Replacement – A notice of award letter and contracts were sent to the vendor for executions.
  - Utility Location Services – Maps defining areas where specific utilities are present was requested from GIS for the 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. Awaiting a bid proposal for design of a monopole at the wastewater plant from Mead and Hunt.
  - Utilities SCADA Upgrades (Software Purchase RFP) – Three vendor proposals received. Selection Committee met on Wednesday 12/13/2017 to review and rank proposals received.
  - 1564 Poplar Drive – Received a request to release a utility easement for review.
  - 2271 John Anderson Drive – Permit applications are being executed. Plans are completed.
  - 220 S. Nova Road – Responded to sewer availability inquiry by FDOH.



- SPRC Projects (Utilities Review)
  - Centra Care – 1245 W Granada: Reviewed proposal for an alternate location for the force main connection. Forwarded shop drawing review comments to the Engineer.
  - Dairy Queen – 1626 N US1: The developer proposes to construct an extended stay motel at the site behind the Dairy Queen. Improvements to the McDonald's Lift Station may be needed to serve the additional flow generated from the site.
  - Kingston Shores Condo (5500 N. Ocean Shore Blvd.) Water Main Extension/Connection – Received as-built plans for review.
  - Prince of Peace Addition – 600 S Nova Rd: Reviewed revised plans. Previous comments were addressed.
  - Security First – Reviewed resubmitted plans. Utility Division comments were addressed.
  - YMCA Dog Park – SJRWMD permits were issued and a construction schedule was received. Contractor plans to start the project on the week of December 18.

#### Water Treatment

- Delivered 34.37 million gallons for the week ending December 8, 2017 (4.91 MGD).
- Backwashed 7 filters for a total of 214,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 30, 2017 @ 6.011 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 81 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 34.34 Million Gallons.
- Influent flows average for week @ 4.87 MGD, plant designed for 8 MGD.
- Produced 21.38 Million Gallons of Reuse.
- Produced 12.96 Million Gallons of Surface Water Discharge.
- Annual Average (Nov 01, 2016 – Oct 31, 2017) for Surface Water Discharge 1.35 MGD.
- Hauled 124.43 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to and/or repaired 12 water leaks.
- Installed 5 new residential water meters.
- Replaced or repaired 5 water meter boxes.
- Replaced 3 water services due to low flow or leaks.
- Repaired water main breaks: 6 inch CIP near S. Beach St. & Mound Ave.; 6 inch ACP near Shady Branch Trl. & Twelve Oaks Trl.; 2 inch GSP at 2 Highwood Ridge Trail.
- Performed pressure testing of 4, repaired 1 City-owned backflow prevention (BFP) devices. Began installation of freeze covers on City-owned BFP devices.
- Responded to 13 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Exercised 23 valves for scheduled maintenance and/or outages.
- Installed a riser kit on the fire hydrant located at 22 Foxford Trace in Hunter's Ridge.
- Performed flushing in areas affected by water outages.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 143 regular and 5 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 2 reuse trouble calls.
- Checked known trouble areas.
- Installed new PEP tank at 74 Tomoka Ridge.
- Repaired broken lateral at 132 University Cir.
- Removed decorative rocks and border from over top of broken PEP tank at 3 Tropic Lake.
- Inspected and tested PEP system at Hull Rd. soccer fields.

- Installed new panel box, j-box and rewired PEP system at 4 Foxcroft Run.
- Replaced and raised broken isolation valve box at 25 Westland Run.
- Assisted Stormwater with stuck hose on Timberline.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 10/5 psi, Ocean Mist Hotel 10/5 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 21 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 15 psi.

#### Wastewater Plant – Lift Stations

- Spanish Waters, checked force main pressure, Static 1/2 pumps on @ 10 / 24 / 30psi.
- 5M – grounds keeping, ok.
- Sludge Feed Pump #2, repaired broken threads at packing gland, ok.
- Effluent transfer (reuse) pump #1, not operational, several electric components shorted out, awaiting receipt of replacement parts.
- McDonalds, weekly odor control and wet well cleaning.
- After hours call out, effluent transfer pumps won't operate in automatic, cleaned transducer to correct confirmed inaccurate readings, will monitor.
- WIN911 monitor/response: None to report. 7M, 7P, Ormond Mall, phase loss, each station powered up upon arrival, ok.
- SCADA monitor/response: Chelsea Place #2, high starts, cleaned probe, ok; Ormond Mall, no starts #2, starter tripped upon reset, continuing to troubleshoot; Aberdeen #2 – high run hours, pulled both pumps to clear blockages at volutes, ok; Arroyo Parkway, high run hours, deragged both check valves, ok; 7M1, no starts #1, problem from previous SCADA issue has followed the pump, pull pump #2 to replace with new inventory, switched circuits back to normal operations, ok; San Marco, high run hours, deragged both check valves, replaced both impellers and wear rings, 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: Grit Snail; Poly Blends, #1, #2; Screw Pumps, #1, #2, #3; Swing Zone Blowers, #1, #2.
- Quarterly Plant PM's: Influent Odor Control;
- Annual Plant PM's: Clarifier #1. Fermentation Submersible Mixer #7, #9.
- Lift Station PM's: 21 monthly performed and 4 annual.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Altitude valve, replace non-operational sump pump, assist with valve adjustment, ok.
- Well 35R, not responding to SCADA automatic start commands, found main breaker was tripped. Well is out of service, quotes for well repair services in progress. Replaced RTU battery.
- Leeway Tank, replaced leaking wash down valve, ok.
- Hypochlorite pumps #7, leak at 1" vacuum gauge flange; cleaned connections, ok.
- LPRO Clear well #2, circulation pump air locked, primed pump returned to service, ok.
- LPRO Clear well transfer pump #5, contractor removed and transported pump for repairs, awaiting repair quote, removed debris from bottom of tank, ok.
- Sodium Hypochlorite tank #2, flex coupler leaking, awaiting delivery of replacement for repair.
- Operational Checks, Breakaway Reuse, Shadow Crossing Reuse; Hudson wells; All Booster stations
- PM's: Breakaway wells 2, 3, 4; Clari-Cones 1, 2.

#### 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 4<sup>th</sup> 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.
  - Cross Connection Control (CCC) – Staff is updating the City's backflow device list in the CCC plan. The list is constantly changing as commercial properties in which the City serves potable water to change ownership. Staff providing assistance to certified backflow device testers who are having trouble locating a device.

#### **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:

- Assistant City Clerk attended and provided support for December 15, 2017, Pension Board meeting
- Agenda packet preparation for January 2, 2018, City Commission meeting