

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 12, 2018

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 City Attorney, Economic Development Director, IT Manager, Risk Manager, HR Director,
- Interviewed Planning Director candidates
- Agenda packet review
- Prep work for speaking engagement at Tomoka Oaks HOA meeting

Spoke to, attended and/or met with:

- Elected Officials Roundtable meeting
- General discussion with Mayor Partington
- Team Volusia Annual meeting
- Conference call with Oracle representatives regarding citizen engagement

Community Development

Planning

- Received a variance application at 154 Fairway Drive to replace a hard roofed screen room that was damaged during Hurricane Irma.

Building Inspections, Permitting & Licensing

- 11 new business tax receipts issued.
- 231 inspections performed within the City (15 by private provider)
- 62 permits issued within the City, with a valuation of \$697,840.00

Development Services

- The Site Plan Review Committee (SPRC) review conducted a pre-construction meeting for a parcel on Hull Road (parcel 4238-10-03-0010) that is seeking a 4,000 square foot business warehouse building. Concepts discussed were the potential right-of-way vacation for an unopened right-of-way abutting the property and the extension of a 4" sewer line for approximately 1,000 linear feet.
- The SPRC conducted a final inspection at 15 West Tower Circle, the second phase of Valiant Diner site.

Project	% Complete
146 North Orchard Street	98%
589 South Yonge Street	60%
783 North U.S. Highway 1	35%

Antares of Ormond Beach	0%
Edgewell site work	10%
For Our Parents ALF	20%
Granada Oaks	80%
Hull's Seafood Expansion	65%
Launch FCU	25%
Lot 2, Airport Business Park	0%
McDonald's (100 S. Nova Road)	95%
Ormond Beach Medical Office Building	37%
Pet Street Veterinary Care center	45%
Thomas & Betts parking improvements (phase 1)	30%
Security First	0%
Valiant Diner Expansion	98%
YMCA Dog Park	10%
YMCA Parking expansion	10%
Zaxby's	0%
Plantation Oaks, utility connection	82%
2450 Ocean Shore, utility connection	60%
Cypress Trail 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. The site plan was approved by the SPRC and land clearing has begun. This week the plat has been resubmitted to the Planning Board for approval on January 11 and will be scheduled for a hearing with the City Commission for approval. The traffic study was submitted to FDOT and staff awaits comments to determine US1 traffic mitigation measures.

- 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 a February meeting.
 - Staff prepared 2 applications to the Florida Department of Economic Opportunity's Florida Job Growth Grant Fund. One is 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 was prepared for the water and sewer line extensions for the north US 1 area of the City, which will benefit Ormond Crossings and other development projects in the US 1 corridor. Staff and the City's legislative lobbyist will be monitoring the status of the grant applications.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff has updated the City's Economic Development Marketing Packet. Copies were distributed to the Mayor and Commissioners.
 - Staff attended the annual Team Volusia dinner.
 - Staff attended the monthly Main Street Economic Restructuring Committee meeting.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is in discussions with a firm that is seeking land for a distribution facility.

Airport Operation and Development

- The first quarterly meeting of the Aviation Advisory Board for 2018 was held on Monday, January 8th.
- Repairs continued this week on the large hangar near Gate 9. The hangar suffered significant damage from hurricanes Matthew and Irma, and repairs were delayed due to the limited availability of materials and qualified contractors in the aftermath of these storms.
- McMillen Surveying, Inc. began surveying Runway 8/26 as part of the design phase of the runway rehabilitation project.
- Staff was advised of apparent visibility issues with some of the Precision Approach Path Indicator (PAPI) lights on Runway 8 and Runway 35. Staff determined that some of the halogen lamps in the PAPI units required replacement, which has been accomplished. All of the airport's PAPI units are fully functional.
- Staff participated in the first quarterly meeting of the Florida Airports Council Legal Committee for 2018 this week. Topics on the agenda that pertain to the airport include the current legal status of recreational UAS (drone) use, noise abatement issues, and certain provisions of the Florida tax code.
- Staff conducted a presentation on airport issues to the Bear Creek Homeowner's Association this week.
- Work began this week to replace certain light poles in the Airport Sports Complex. Staff is coordinating with the FAA and the air traffic control tower to ensure that airport users are aware of this work, which involves use of a crane located approximately ½ mile northwest of the approach area for Runway 17.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City has been obligated by FEMA for four of the City project worksheets, due to City is \$6.1 million. Project assessment and reimbursement submission will continue.
 - FEMA assessment and project planning for Hurricane Irma is in progress.
 - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
- Completed Projects - Weekly
 - Processed 83 Journal Entry Batches.
 - Approved 36 Purchase Requisitions totaling \$648,574.06.
 - Issued 38 Purchase Orders totaling \$701,663.78.
 - Prepared 120 Accounts Payable checks totaling \$55,302.84 and 24 Accounts Payable EFT payments totaling \$72,920.73.
 - Issued 1706 past due notices on utility accounts.

- Auto-called 286 utility customers regarding receipt of a past due notice.
- Processed 629 payments through Interactive Voice Response System totaling \$62,690.60.
- Grant money fiscal year-to-date total received, \$209,867 dollars.

Grants/PIO

- Public Information
 - Open Gym January 2018 (12, 19, 26)
 - Heat Safety
 - Florida Licensing on Wheels, Monday, January 8, 9 AM – 3 PM
 - Freezing Temperatures
 - Movies on the Halifax Cancelled (1/5/18)
 - Beach Access from Andy Romano Beachfront Park Closed Until Further Notice (1/8/18)
 - Youth Volleyball League (Registration begins January 29)
- 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.
 - Completed agenda packet for NIAB meeting scheduled for January 18.
 - Attended weekly staff meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted request to the Daytona Beach Racing and Recreational District for funding for the Girls Softball 7 construction at the Sports Complex.
 - Provided response to Volusia County Community Assistance CDBG monitoring letter.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 3
 - Hazardous: 10
 - EMS: 99
 - Motor Vehicle Accidents: 7
 - Public Assists: 52
 - TOTAL CALLS: 174
 - Aid provided to other agencies: 14 Calls – Daytona Beach (2), Holly Hill (2), Volusia County (10)
 - Total staff hours provided to other agencies: 14
 - # of overlapping calls: 52
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 14
 - Total EMS patients treated: 78
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 132
- Training Hours
 - NFPA 1001: Firefighting 10
 - NFPA 1002: Driver 24
 - NFPA 1021: Officer 5
 - NFPA 1500: Safety/Equipment 13
 - EMT/Paramedic 11
 - TOTAL TRAINING HOURS: 63

- Station Activities
 - Updated 10 pre-fire plans
 - Conducted 5 fire inspections
 - Provided training for 2 newly hired firefighters. Training consisted of technical rescue, ground and aerial procedures, safety and survival, water supply, attack lines, ventilation, equipment and city geography.

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.
 - Utilities Engineer (Water Production/Public Works) open 12-5-17 until 1-12-18. Advertised on City web site, governmentjobs.com, Florida Rural Water Association, FL League of Cities, Indeed, and internally.
 - Assistant City Clerk (Support Services) open 12-21-17 until 1-12-18. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker III (Streets/Public Works) open 1-4-18 until 1-11-18. Advertised internally.
 - Applications Under Review
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Part Time Events Technician (Leisure Services)
 - Maintenance Worker II (Wastewater Collection/Reuse/Public Works)
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Administrative Assistant (Neighborhood Improvement/Police)
 - Interviews Scheduled
 - Planning Director (Planning)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Office Assistant (Records/Police)
 - Separations
 - Police Officer (Police)
 - Office Assistant (Records/Police)
 - Employee Events
 - Munis software for payroll went live 1-1-18
 - JD Williams, consultant, to hold employee training on 1-24-18
 - Skin cancer screenings for HSA contribution runs 2-1-18 through 12-31-18
 - Nationwide representative to meet with employees 2-1-18
 - Personal Health Assessments 2-21-18 and 2-22-18
 - Munis Employee Self Services (ESS) timekeeping being introduced to various departments
 - Risk Management Projects
 - Final preparations for the Mayor's Health & Fitness Challenge
 - Recognition and Response employee training
 - American Cancer Society/Relay For Life kick-off

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources/Payroll, first live payroll began on the new system.
 - 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): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 47
 - Completed: 48
 - In progress: 16
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 24,932
 - Inbound E-Mails Blocked: 8,096
 - Delivered Inbound E-Mails: 16,836
 - Quarantined Messages: 197
 - Percentage Good Email: 67.5%
 - Virus E-Mails Blocked: 0
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 43
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 8
 - Information Requests from External Organizations: 2
 - 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: 0: Total in system = 23,675; 22,890 potable, 774 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works Staff meeting
- City Manager's meeting
- Assistant City Manager's meeting
- Janitorial Services meeting
- Met with Landscape Contractor for weekly updates
- Park visits
- Starry, Starry Night

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

- Daily tours were given on Saturday and Tuesday through Friday.
- Holly Esch held a Nature Watercolors program on Saturday for fourteen people
- The Community Gardens Master Gardeners met on Wednesday
- The EDC volunteers held their monthly meeting on Thursday
- South Peninsula Garden Club held a meeting on Friday

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 Monday, Wednesday and Friday on Soccer Field 5 at the Sports Complex and had home games on Thursday this week at 5:30 pm and 7 pm. The boys used Championship Field 7 for games on Tuesday and Wednesday at 5:30 pm, 7 pm. They practiced Monday and Thursday at 6:30 pm.
- Wendelstedt Umpire School started January 3 with approximately 120 students. They are at the Sports Complex Monday-Saturday from 9 am-5 pm, and the program will run through February 2.

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, South Ormond and Nova infields
- Painted/prepped for SHS soccer games
- Installed batter's eyes at Wendelstedt 2 and 3
- Sprayed weeds at shuffleboard courts
- Replaced goals, benches, totes, corner flags and portable lights from Soccer Fields 6 and 8, as well as Championship Field 7
- Prepped Wendelstedt 1-3 fields daily for Wendelstedt Umpire School
- Glued down the carpet in the Wendelstedt batting cages

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Granada Squares Dance was held on Tuesday from 6:30 pm to 9:00 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Wednesday as well as Friday.
 - Follies held regular classes Monday through Thursday.
 - Kopy Kats held regular classes on Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts is preparing to host the following events:
 - An evening with Cher, Elton, Bette Midler and Billy Joel starring celebrity impersonators the Edwards twins, Sunday at 2 pm and 7 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 and Wednesday and Friday
- Preparing for MLK Program

Community Events

- Weekly administrative tasks, office work, and activities
- Attended Senior Games meeting
- Cleaning and organizing of supplies and equipment from December holiday events (ongoing)
- Preliminary planning of 2018 events in the months of January through May:
 - Arbor Day, January 19
 - Reel in the Fun, February 17
 - Art in the Park, May 5 and 6
 - Memorial Day Remembrance Service, May 28

Gymnastics

- Registration is open for January session
- January session in progress
- Preparing for this weekend's competition in Tallahassee

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 continue games this week. The season will continue until February.
- The Lunch Bunch Club met on Wednesday.

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.
- Fred Costello's announcement to run for Congress was held in Rockefeller Gardens on Saturday from 8 am to 12 pm.
- The Casements Guild held their Executive Board Meeting on Monday in the Preservation Room at 9:30 am
- The Casements Guild held their monthly Administrative Board meeting on Monday beginning at 10 am until 12 noon.
- Yoga class met on Tuesday at The Casements.
- The Ocala Central Sands group of 32 visitors toured The Casements on Wednesday at 10 am.
- Pilates classes met Wednesday and Friday at The Casements.
- The Cherry Loral Flower Club met at Bailey Riverbridge on Wednesday morning from 9 am to 1 pm.
- The Casements Camera Club held a meeting in the Preservation Room on Thursday from 10 am to 12 noon.
- Staff prepared throughout the week for the Starry, Starry Night event this evening. Event hours are 5 pm-8 pm. Opus 5 will provide the entertainment while guests can view the artwork of Jill Beecher Matthews, "Lasting Impressions." Light refreshments will be provided.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions

- Andy Romano Beachfront Park: Block off all stairs to beach and put up sign “Steps Closed Due to Beach Erosion”
- Cassen Park: Level up trash cans and have all trash units and picnic tables power washed
- Lions Park: Filled hole at seawall
- Riviera Park: Filled hole at seawall

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired various lights at the WWTP
- Repaired parking lot light near NID at the Police Department
- Hung ten “restricted area” signs in the Police Department
- Repaired three DOT lights on Nova Road
- Reset the outside timer for the basketball courts at SONC
- Repaired the registration handrail at the PAC
- Repaired a soffit light at the Police Department
- Remove the existing cork boards in the training room at Public Works
- Repaired the ladies room toilet in Building A at the Senior Center
- Pressure washed the sidewalks and awnings at Nova Gym
- Repaired a cabinet latch in evidence at the PD
- Repaired the ladies room toilet in Bldg. B at the Senior Center
- Installed a wall bin in records at the PD
- Repaired a wooden storage box at Wendelstedt at Airport Sports

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended the Crime View Meeting held at the Police Department.
- Staff held a supervisor’s meeting at the Police Department.
- Staff attended a meeting with the Department’s Traffic Homicide Investigators.
- Staff attended the Eagle Scout Ceremony at the First United Methodist Church.
- Staff reviewed the Field Training Officer Program.
- Staff hosted a meeting regarding an upgrade to radio systems for the Department.

Community Outreach

- YDC met on Monday January 8 to review upcoming service projects. The next project is the annual blanket/coat drive. The drive begins January 16 and continues through February 2. Donated items will be delivered to the homeless shelter in Daytona Beach.
- All OBPAL educational programs were not in session last week due to the Volusia County School winter break. The *Tutors R Us* winter/spring session is tentatively scheduled to begin Monday, January 29. The *R.E.A.D., Reading, Exploration, Adventure and Discovery* program for third, fourth and fifth grades is tentatively scheduled to begin February 6. The *Second Grade R.E.A.D* program will begin February 14.
- Reading with a Cop was held on Wednesday, January 10 at 3:30 pm at the Ormond Library. Sgt. Willis was the guest reader.
- Informal practice for the OBPAL basketball season has begun. Formal practice and team selection will be completed in January. The OBPAL basketball program continues with participation in tournaments through July. It is anticipated that 50 youths will participate.

Community Services & Animal Control

- Animal Calls responded to:45

- Animal Reports: 9
- Trap Neuter Release:3
- Animal Bites: 1

Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 14
- Inactive: 11
- Fraud: 2
- Burglary Residential: 2
- Larceny Car break: 5
- Grand Theft: 4
- Missing Persons: 1
- Police Information: 1

Records

- Walk - Ins / Window: 85
- Phone Calls: 102
- Arrest / NTA'S: 18
- Citations Issued: 54
- Citations Entered: 90
- Reports Generated: 150
- Reports Entered: 131
- Mail/Faxes/Requests: 32

Patrol

- Total Calls: 1,244
- Total Traffic Stops: 93

Operations

Crime Opportunity Report Forms: 39

- 01/03/18
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject contacted after taking items from the store.
 - Shoplifting and Violation of Probation Arrest, 1458 West Granada Boulevard (Bealls.) Subject contacted after taking items from the store.
 - Burglary Residence, 170 North Yonge Street #25 (Ridgecrest Mobile Home Park). Tools and fishing poles missing from front porch of the residence.
- 01/04/18
 - Narcotics Arrest, 100 Block South Yonge Street. Contact was made with a driver and a misdemeanor amount of marijuana located inside the vehicle.
 - Driving under the Influence/Fleeing and Eluding Arrest, West Granada Boulevard and United States Highway 1. Driver was contacted after fleeing from officers.
- 01/05/18
 - Larceny Shoplifting, 1340 West Granada Boulevard (Lowe's). A review of video surveillance footage showed a subject taking a chain saw from this location.
 - Burglary, 12 Parkview Lane. Unknown persons entered the home through an unlocked door and stole approximately \$5,000 in clothing.
 - Theft, 1521 West Granada Boulevard (Walmart). Wallet left in the bathroom and was gone through, U.S. currency was missing.
 - Traffic Arrest, South Nova Road & Hand Avenue. Subject was contacted on a traffic stop and found to have a suspended driver's license with prior convictions.

- 01/06/18
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject entered business and opened and emptied a box of diapers. Two subjects filled the box with video games then left the store without paying for them and were confronted by loss prevention. Value of the property taken was over \$300.
 - Carbreak, 27 Blockhouse Court. Unlocked vehicle, nothing taken.
 - Carbreak, 112 Nature Trail. Purse removed from unlocked vehicle.
 - Violation of Probation Arrest, 1521 West Granada Boulevard (Walmart). Officers responded to a complaint of intoxicated parties in the store, driving around in the electric shopping carts and yelling obscenities. One of the subjects was found to be on probation with a condition of no alcohol.
 - Narcotics Arrest, 700 block South Nova Road. Traffic stop conducted where narcotics were located.
- 01/07/18
 - Stolen Vehicle, 997 Calle Grande. Victim reported her vehicle stolen and identified her son as the suspect.
 - Larceny Shoplifting, 1521 West Granada Boulevard. (Walmart.) Television taken from the store and recovered in the store's parking lot. Photo line-up to be presented to loss prevention.
- 01/08/18
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart), Misdemeanor Retail Theft. Subject was contacted after taking items from the store.
 - Shoplifting and Narcotics Arrest, 1521 West Granada Boulevard (Walmart). Subject was contacted after taking items from the store.
 - Grand Theft, 165 Division Avenue. Generator taken from the front of the residence overnight. Generator is valued at \$800 dollars.
 - Death Suspicious, 110 Block Bennet Lane. Body located on the side of the road. Foul play is suspected and the investigation is ongoing.
 - Traffic Stop/Narcotics Arrest, 1600 block of West Granada Boulevard. Traffic stop was conducted where over 128 grams of Marijuana along with a large sum of cash were located.
 - Loitering and Prowling Arrest, 997 Calle Grande. Subject contacted who was found to be loitering.
 - Narcotics Arrest, 39 Hernandez. Subject contacted who was found to be in possession of narcotics.
- 01/09/18
 - Burglary Business, 298 South Nova Road (Lenny's New York Pizza.) Occurred overnight, cash stolen from register.
 - Burglary Business, 876 Hull Road #8, Storage unit broken into and utility trailer full of lawn equipment stolen.
 - Burglary Residence, 752 North Beach Street. Vacant house entered and vandalized, appliances stolen.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart) Subject stole a misdemeanor amount of merchandise.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 49
 - Number of Uniform Traffic Citations Issued:18
 - Number of Written Warnings Issued:55
- Traffic Crash Reports
 - Number of Crashes without Injuries:4
 - Number of Crashes with Injuries: 6

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 3 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 5 Cases initiated
- 5 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and forty six (46) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – The Contractor is continuing work on services and connections.
 - CDBG 2017 Trail & Sidewalk – The contractor is 85% complete pouring new concrete and restoring the project sites.
 - Ph III 2-Inch Water Main Replacement – Mainland – All reclaimed water main has been installed, the Contractor is preparing to install water main on Valencia Drive. A field meeting was held this week to discuss connection of cleared water mains.
 - Ph III 2-Inch Water Main Replacement – Mainland – Contractor is pressure testing and clearing the line for service on Wildwood Trail. Work continues on East River Oak, Fir and Pine Streets.
 - CDBG - Huguenot Park – The project is 95% complete.
 - Ormond Sports Complex Field 4-10 Lighting – All underground electrical work is complete on fields 3-6 and 9 & 10. The Contractor is currently installing poles and lights on fields 9 and 10.
 - CDBG (canoe kayak launches) – Both installations are scheduled to begin by the end of January.
 - Bailey Riverbridge Fishing Pier & Cassen Park Finger Piers – The Contractor is scheduled to begin work the 3rd week of January.
 - Ormond Elementary Parking Lot Lighting Upgrade – The materials have been ordered by the Contractor.
 - Memorial Gardens Parking Lot Improvements – Contractor is scheduled to begin work by the end of January.
 - North US1 Landscaping Ph II – A preconstruction meeting will be scheduled before the end of January.
 - Design Projects:
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends along 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, which 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. Phase 2 will 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 applying to the State for an Economic Development Grant that, if approved, will pay for the construction cost for the water main improvements (\$2.05 million).
 - Ormond Crossings Utility Extensions – A Work Authorization for the design of the looped water main described in the North US1 Water Main Improvements above was approved at the January 2 City Commission meeting. 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 funding. The FIND Agreement was approved at the January 2nd CC meeting.
- 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 – A pre-construction meeting was held, notice to proceed will be issued for the first week of March.
- 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 – A FEMA HMGP Phase I design/engineering grant was executed by the City on January 2, and has been returned to the State for final execution.
- Wilmette Avenue Pumping – A FEMA HMGP Phase I engineering/design grant has been approved for this project and is under review by staff.
- 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) – Staff will apply for an HMGP grant which would pay 75% of the project total construction cost. Staff is preparing a Work Authorization to the Design Consultant 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 submitted 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 – Staff is reviewing the bids that were opened on December 13.
- Water Plant Upgrades – The Consultant is incorporating staff comments into final design memo/bid documents.
- Secondary Raw Water Main – A neighborhood meeting has been scheduled for January 29 to discuss the project with the residents in the affected area.
- Wastewater Plant Influent Pump Station – Staff is moving forward with the implementations recommended by the Engineer 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 – Bids were opened on January 9, and are under evaluation.

- 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.
- MacDonald House – Working with a Construction Manager to solicit proposals to complete Phase I repairs of the report.
- 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 the bid package for Volusia County approval.
- CDBG – Cassen Park Fire Hydrant – Staff is preparing the bid package 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 – This project is out to bid, bid opening is scheduled for February 6, 2018.
- Police Department Access Control – The consultant is addressing the 90% comments and will be resubmitting.
- City Hall/SONC HVAC Repairs – The Consultant has submitted 100% plans and specifications which are under review. Staff anticipates the bid documents will be submitted for City Commission approval at the February 6 meeting, with bid advertisement to follow.
- A1A Force Main Repair – Staff met with Consultant to discuss the scope of the project and request a proposal for design services.
- 2018 Road Rehabilitation-Resurfacing – Staff has begun preparing bid documents for the roadway resurfacing project.
- 2018 Road Rehabilitation – Pavement Preservation - Staff has begun preparing bid documents for the roadway micro-surfacing project.
- Departmental Activities
 - Reviewed daily SWMP, Fence, Engineering permits through the ProjectDOX system.
 - Reviewed plans and created multiple Work-in-the-Right-of-Way permits for 48 Sycamore Circle, 5 Walden Lane, and 4 Waterfront Court directional bores, per Brighthouse request.
 - Reviewed plans and created multiple Work-in-the-Right-of-Way permits for Sterthaus Drive, Wilmette Avenue, and Forest Hills Blvd. directional bores, per FPL request.
 - Continued updating the Forest Hills Multi Use Trail construction plan set, per FDOT comments.
 - Updated Tower Cloud construction plan set to show location of utilities in the right-of-way.
 - Researched old drawing files and provided PDF copies to ICI Homes to assist their builder in the location of sewer laterals in Chelsea Place.

Environment Management

Street Maintenance - Asphalt/Concrete

- Prepped for concrete at Seville & S Beach St.
- Poured concrete on A1A at Firehouse 91
- Pulled forms on Flamingo Dr
- Shop & vehicle maintenance

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
- Picked up debris at Nova Rec
- Removed stump grindings for sod placement on Warwick Ave
- Picked up tree debris on 400 block of Cherrywood St
- Removed 2 trees on Colina Pl
- Tree inspections citywide

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Debris pick up on Thompson Creek & various areas; N Yonge & Kenilworth; Orchard, Wilmette, and US1
- Picked up branch blocking walk at Hand Ave between Pine St & Orchard Ave; branches at Kenilworth & N Yonge

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
- Hand Ave, LED Speed Limit signs are working once again

Stormwater Maintenance

- Locates citywide
- Flooding issue on Kenilworth Ave/gates and pumps
- FDOT pond maintenance & removed debris pile on SR40
- Outfalls inspected and cleaned on N & S Beach St
- Cleaned gutters on N Halifax Dr
- Pipe repairs on Mayfield Cir
- Repaired wall at the Airport
- Picked up sweeper from Orlando

Mowing

- Reachout on Pineland Trl

Street Sweeping/Streetsweeper (0 days – sweeper down)

Fleet

- Mileage traveled by all departments for the week: 26,256
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 8
- Road Calls for the week: 3
- Quick Fleet Facts:
 - Fuel on hand: 15,161 gallons unleaded, 9,490 gallons diesel

- Fuel used in one week: 2,144 gallons of unleaded and 978 gallons of diesel.
- Fleet completed 52 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Yard Electrical and Pump Upgrades – A meeting to discuss available funding for the amended project scope is being scheduled.
 - Ground Storage Tank Repairs – Legal Department is reviewing the revised proposal and insurance certificate. A corrected proposal was sent to the vendor for consideration. A sole source procurement request is being prepared for City Commission approval.
 - Lift Station Improvements 2018 – The design scope was finalized and a work authorization is being prepared.
 - Lift Station 10M & 12M Improvements – Responded to contractor questions pertaining to the generator receptacle location.
 - Pretreatment Effluent Pump (PEP) Purchase – Plan holders were contacted to determine why they did not bid. Specifications were revised and the project was re-advertised on January 7, for bids to be received in early February.
 - Sodium Bisulfite Tank Replacement – An executed copy of the contract was received. A preconstruction meeting is scheduled on January 12.
 - Utility Location Services – A staff report was prepared for notice of advertisement for proposed bid specifications for the February 6 City Commission meeting. A bid number for the project is being requested.
 - Water Plant Elevated Tank Demolition and Breakaway Trails Elevated Tank Recoating – Received a revised proposal from OM Engineering to prepare plans and specifications for repairing and recoating the Breakaway Trails Elevated tank.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation was rescheduled to the February 6 City Commission meeting.
 - 2271 John Anderson Drive – Permit applications were sent to Volusia County for processing.
 - SPRC Projects (Utilities Review)
 - Air One – 871 Hull Road: Met with engineer to discuss conceptual plans.
 - Kingston Shores Condo (5500 N. Ocean Shore Blvd.) Water Main Extension/ Connection – Received clearance from FDOH. Coordinating service needs with applicant.
 - Ormond Central – Existing water service line was severed per site demolition request.
 - Ormond Beach Softball Field – 46 Doug Thomas Way. Received plans for review.
 - Plantation Oaks – Received plats for Unit 1, 2B, 2C and 2D for review. Received water system clearance for Unit 2A from Volusia County Health Department.
 - Security First – 1001 Broadway Avenue: Received preliminary plat for review.
 - Upscale Nails – 170 Sunny Shore Drive: Reviewed conceptual plans. Water and wastewater utility service is available.
 - Seven Eleven – 1204 Oceanshore Blvd: Received revised plans for review.
 - Valiant Diner – Sanitary sewer as-builts were reviewed and determined to be acceptable.
 - 85 South Tymber Creek Road – Received water line extension plans for review.
 - 801 W Granada – Received revised plans for review.

Water Treatment

- Delivered 35.91 million gallons for the week ending January 5, 2018 (5.13 MGD).
- Backwashed 8 filters for a total of 352,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 31, 2017 @ 5.932 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 40.5 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 30.63 Million Gallons.
- Influent flows average for week @ 4.38 MGD, plant designed for 8 MGD.

- Produced 15.66 Million Gallons of Reuse.
- Produced 14.97 Million Gallons of Surface Water Discharge.
- Annual Average (Dec 01, 2016 – Nov 30, 2017) for Surface Water Discharge 1.47 MGD.
- Hauled 59.22 tons of dewatered residual solids (14%-18% Solids).
- Completed FDEP Annual Discharge Monitoring Reports for Effluent, Blend, and Concentrate.

Water Distribution

- Responded to and/or repaired 15 water service leaks.
- Installed 12 new residential water services.
- Replaced or repaired 10 water meter boxes.
- Replaced 5 water services or yoke assemblies due to low flow or leaks. Two HDPE casing runs were installed for water services under paved roadways.
- Responded to 23 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Repairs: 6" CIP on S. Beach St.; 2" service connection to 10" main on S. Atlantic Ave.; 1½" service on Apian Way; 8 inch PVC hydrant tee on Airport Rd – Flagler Co.
- Performed fire hydrant maintenance on 12 hydrants in Ashford Lakes subdivision.
- Performed pressure testing of 3 city owned BFP devices.
- Disconnected water meters from 1 S. Old Kings Rd for demolition.
- Assisted with utility location services.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 278 regular and 6 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area. Responded to 1 reuse trouble calls.
- Responded to leaking reuse service at 17 Black Hickory Way – leak is on customer's side.
- Cleaned & televised possible broken lateral at 78 Pergola. Line is clean with no breaks.
- Locating sanitary laterals for boring contractor on Coquina Dr.
- Install new PEP system at 14 Tomoka Ridge Way.
- Repair broken lateral at 339 Ocean Shore Blvd. Lateral broken by boring contractor.
- Repaired bad swag in lateral at 27 Fairview Ave. prior to new driveway installation.
- Relocated J-box and rewired 73 Coquina Ridge Way.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 8 psi, Ocean Mist Hotel 6 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 8/2 psi, Westland Run 13/0 psi & Shadow Crossing Blvd. (4 inch) 8/0 psi.

Wastewater Plant – Lift Stations

- Influent Pump #1, not functional, VFD faulted, reset, returned unit to service, ok.
- Poly Tote Manifold, rebuilt worn and damaged manifold, ok.
- Effluent Transfer Pump #1, not operational, found burnt fuse, replaced fuse, will monitor.
- R.A.S., Decant Room, Influent Room, Recycle Room, serviced sump pump and trough.
- 8M1, 8M1, Follow up from call out, retrieved generator, place station back on FPL power, ok.
- 6M, replaced Pump #2 with new inventory, ok.
- Influent Pump Building, Vendor installed new lifting cable and inspected overhead hoist, ok.
- LS Chel2, downloaded program from server to RTU, polled station, ok.
- LS 8M1, RTU offline - control breaker tripped -fuse blown, replaced and reset breaker, ok.
- Huntington Woods, RTU offline, control breaker tripped, reset breaker, ok.
- Influent Pump #3, remove non-operational motor, prep motor for repairs.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911/ SCADA monitor/response: Huntington Woods, 6M, 5M, 8M1, 4M, CP Foods, 10M, San Marco, 12M : FPL temporary power disruptions or pump clogs – all resolved.

- Sludge Feed Pump #1, packing leaking, adjust as needed, ok.
- Plant wide, FPL power at main MCC unbalanced, causing equipment shutdown, temporarily adjusted power monitors, contacted FPL for corrective action.
- Polly Tote Manifold - Called in by operator, manifold cracked, made temporary repairs, will rebuild manifold during regular working hours, ok.
- SCADA technician activities: Created Excel spreadsheets for all PLCs and control wave micro spare parts inventory.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Annual Plant PM's: Sand Filters, #1, #2, #3.
- Lift Station PM's: 9 monthly performed and 1 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- 12% Chlorine feed pump, leaking, disassembled, cleaned, prepped for rebuild.
- Sodium Hypochlorite tank #2, returned to service and checked for leaks, ok.
- Standish Booster station, Pump #2, reset controls and tested, ok.
- Clari-Cones inspected cat walks for repairs with welding vendor, awaiting quote.
- Well 6D, reset tripped thermal overloads, returned to service, ok.
- Operational checks, Leeway Tower; Shadow Crossing Reuse; Standish Booster station; Rima wells; Hudson wells; Breakaway Trails Reuse.
- Monthly PM's: Hudson wells 22, 23, 24, 30, 31, 32.

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

- Industrial Pretreatment Program (IPP) – Staff sampled & inspected four (4) permitted industries contributing to the City's sewer collection system. Staff is reviewing the analytical report from the sampling events for compliance with the individual permits.
- Local Limits Evaluation – The City provided additional calculations of the Local Limits evaluation as requested by FDEP. The Department has requested additional sampling for mercury to allow for better evaluation of the percent removed by the WWTF. Staff will perform the sampling utilizing the low level mercury method.
- The City received confirmation from FDEP that the Consent Order for copper exceedances was completed and closed.
- Annual Reuse Report – Staff is preparing the Annual Reuse report to the FDEP for reporting reuse consumption and production for 2016-17 fiscal year.
- 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 performed the 4th quarter GWM sampling at the Oceanside Country Club.

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 weekly City Manager Staff Meeting
- Agenda packet preparation, creation, and distribution for January 16 City Commission meeting
- Agenda packet preparation and creation for January 18 Neighborhood Improvement Advisory Board meeting