

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 17, 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:

- General discussion meetings with various members of senior staff
- Staff meeting
- Agenda packet review

Spoke to, attended and/or met with:

- Mrs. Trescott at her residence on Saturday, August 11, regarding drainage concerns
- Rotary meeting
- PACE Board meeting

Community Development

Planning

- Marshside Village subdivision neighborhood meeting: Kimberly A. Buck, P.E., President of Alann Engineering Group, Inc. shall conduct a neighborhood meeting regarding the proposed development of the Marshside Village subdivision. The Marshside Village subdivision includes approximately 85 acres of land at the northwest corner of Airport Road and Tymber Creek Road and proposes to develop approximately 144 single-family lots and associated subdivision improvements. The neighborhood meeting is a requirement of the Ormond Beach Land Development Code and shall be held at the **Ormond Beach Public Library, Meeting Room 4, located at 30 South Beach Street, from 5:00 pm to 6:00 pm on Wednesday, August 22, 2018.** The purpose of the meeting is to detail the proposed subdivision development and answer any questions regarding the project.
- Halifax 100 PRD Amendment neighborhood meeting: Ed Schwarz, Developer, Halifax 100, LLC, shall conduct a neighborhood meeting regarding a proposed amendment to the Halifax 100 Planned Residential Development. The proposed Planned Residential Development amendment seeks an architectural design change to the 12 unit residential development. The amendment does not propose any changes to the approved site improvements. The neighborhood meeting is a requirement of the Ormond Beach Land Development Code and shall be held at the **Oceanside Country Club at 75 North Halifax Drive, starting at 6:00 pm on Wednesday, August 29, 2018.** The purpose of the meeting is to detail the proposed architectural design change to the 12 unit residential development and answer any questions regarding the project.
- Variance applications to be heard by the Board of Adjustment and Appeals on September 5, 2018:
 - 1190 N US HWY 1, side corner yard setback. Requested 15' side corner yard variance to construct a loading dock building addition with two loading docks on the east side of the property abutting the Wall Avenue right-of-way. The required setback is 15' and if approved, the resulting side corner yard setback for the building addition of 0'.
 - 32 Foxfield Look, side yard setback. Requested 3.12' variance to allow a hard roof screen enclosure. The required setback is 7.5' and if approved, the resulting setback would be 4.38'.

- 19 Pine Hollow Way, rear yard setback. Requested 9.06' variance to allow the construction of a room addition. The required setback is 20' and if approved, the resulting setback would be 10.94'.
- 27 River Ridge Trail, driveway setback. Requested 3' variance for a driveway. The required setback is 3' and if approved, the resulting setback would be 0'.
- Planning staff attended the Ormond Beach MainStreet Design Committee regarding an application for a Building Improvement Grant at 125 East Granada Boulevard, the proposed Starbucks project. The Design Committee did recommend support of the grant application and the full Ormond MainStreet Board will review the application on Monday, August 20, 2018.

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued.
- 395 inspections performed within the City (15 by private provider).
- 111 permits issued within the City, with a valuation of \$8,615,980

Development Services

- New site plan submittal: 1 South Beach Street, Cassen Park Improvements. Construction of new handicapped accessible restroom facility with site improvements including paved parking, sidewalks, and a utility extension.
- Site plan re-submittal: 1520 West Granada Boulevard, Chase Bank. Demolition of existing gas station and canopy and construction of a new 3,470+SF Chase bank with associated site improvements.
- The Pineland subdivision has started the site work for Phases 1 through 3 of the Pineland subdivision.
- Below is the percentage complete of projects under construction:

Project	% Complete
589 South Yonge Street	65%
783 North U.S. Highway 1	35%
902 South Atlantic Ave., Bank of America	90%
Cardinal Drive Beach parking	0%
Davita Dialysis	10%
Edgewell site work	95%
For Our Parents ALF	75%
Granada Pointe	40%
Lot 2, Airport Business Park	45%
Maxton Group loading dock	95%
Oasis Church, water line extension	30%
Ormond RC, Fitness Center & Building 1C	0%
Pineland	0%
Prince of Peace, Like New addition	60%
Prince of Peace, office addition	60%

Security First	40%
Shoppes on Granada, Phase 2	0%
Thomas & Betts parking improvements (phase 1)	70%
Zaxby's	45%
Independence Recycling of Volusia	0%
Plantation Oaks, utility connection	88%
Cypress Trails subdivision	35%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
 - Staff has also requested its transportation consultant investigate state funding opportunities for the traffic light.

- Airport Business Park
 - Staff notified businesses in the Park about the upcoming closure of Airport Road at the FEC railroad crossing for work being completed.
 - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff attended the August Economic Prosperity meeting and provided an update on economic development activity. The report is available on the Chamber website.
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the "Doing Business in Ormond Beach" resource guide.
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff will attend the International Council of Shopping Centers (ISCS) Deal Makers Conference in Orlando, Florida to promote development opportunities in the City.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 12 companies have been visited.
 - Lucky's Market has initiated the permit review process and is mobilizing their team to initiate the rehabilitation and improvements to 101 E. Granada

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for Hurricane Matthew. To-date the City has received \$6.2 million dollars for Hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Training for ESS has taken place at each division by Payroll. Payroll will continue to work with divisions that request additional assistance.

- Completed Projects - Weekly
 - Processed 66 Journal Entry Batches.
 - Approved 18 Purchase Requisitions totaling \$96,837.58.
 - Issued 23 Purchase Orders totaling \$118,856.50.
 - Prepared 119 Accounts Payable checks totaling \$587,838.81 and 36 Accounts Payable EFT payments totaling \$267,686.90.
 - Issued 858 past due notices on utility accounts.
 - Auto-called 231 utility customers regarding receipt of a past due notice.
 - Processed 478 payments through Interactive Voice Response System totaling \$40,853.37.
 - Grant money fiscal year-to-date total received, \$7.1 million dollars.
 - Prepared 375 Direct Deposits totaling \$474,871.51
 - Transferred IRS 941 payment of \$154,462.07.

Grants/PIO

- Press Releases
 - Florida Licensing on Wheels (8/28)
 - FEC Railroad Crossings Closures

- 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.
 - Submitted updated employee contact listing to OnSolve for emergency communications.
 - Attended staff meeting.
 - Attended communications meeting.
 - Submitted Budget Executive Summary to the News-Journal for printing and publication in the September 2 edition.

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

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 13
 - Hazardous: 6
 - EMS: 68
 - Motor Vehicle Accidents: 14
 - Public Assists: 46
 - TOTAL CALLS: 148

- Aid provided to other agencies: 18 Calls – Daytona Beach (5), Holly Hill (1), Volusia County (12)
- Total staff hours provided to other agencies: 18
- # of overlapping calls: 42
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 57
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 19

- Training Hours
 - NFPA 1001: Firefighting 17
 - NFPA 1500: Safety/Equipment 15
 - EMT/Paramedic 4
 - TOTAL TRAINING HOURS: 36

- Station Activities
 - Updated 10 pre-fire plans
 - Provided a tour of Station 91 to a group of pre-school children

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Assistant City Clerk (Support Services) advertised 7-31-18 until 8-31-18. Advertised on City web site, governmentjobs.com, FL Association of City Clerks, FL League of Cities, FL City & County Management Association, Indeed, and internally.
 - Civil Engineer (Engineering) re-advertised 8-1-18 until 9-30-18. Advertised on City web site, governmentjobs.com, FL Engineering Society, Engineerjobs.com, FL League of Cities, FL City & County Management Association, Indeed, and internally.
 - Part Time Recreation Leader (The Casements/Leisure Services) open 8-8-18 until 8-24-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
 - Treatment Plant Operator C, B, A, or Trainee (Water Production/Public Works) open 8-1-18 until 8-17-18. Advertised on City web site, governmentjobs.com, Florida Rural Water Association, Florida League of Cities, Indeed, and internally.
 - Utilities Manager (Utilities/Public Works) open 8-1-18 until 8-31-18. Advertised on City web site, governmentjobs.com, American Public Works Association, American Water Works Association, Florida Rural Water Association, Water and WasteWater Jobs, Florida League of Cities; Florida City & County Management Association, Indeed, and internally.
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works) open 8-2-18 until 8-17-18. Advertised on City web site, governmentjobs.com, Florida Rural Water Association, Florida League of Cities, Indeed, and internally.

 - Applications Under Review
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Neighborhood Improvement Officer (Police)
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)

 - Interviews Scheduled
 - Part Time Maintenance Worker II (Buildings/Leisure Services)
 - Police Captain (Police)

 - Background/Reference Checks/Job Offers
 - Part Time Recreation Leader (Nova/Leisure Services)
 - Part Time Treatment Plant Operator C, B, or A (Water Plant/Public Works)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Parks/Leisure Services)

- Tradesworker (Buildings/Leisure Services)
- Separations
 - Police Captain (Police)
- Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
 - Munis Employee Self Services (ESS) time being introduced to various departments
 - Blood Drive at City Hall 9-24-18
- Risk Management Projects
 - Reviewed adjuster report for Hurricane Irma claim
 - Supported Public Works during road damage/repair event
 - Reviewed property schedule with department directors
 - Submitted and received payment for subrogation claims

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.
 - 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: 26
 - Completed: 59
 - In progress: 39
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 34,473
 - Inbound E-Mails Blocked: 11,947
 - Delivered Inbound E-Mails: 22,526
 - Quarantined Messages: 454
 - Percentage Good Email: 65.3%
 - Virus E-Mails Blocked: 1
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 11 : Total in system = 2,201

- Meters GPS Located this week: 0 : Total in system = 23,674; 22,891 potable, 772 Irrigation, 11 Effluent
- Notable Events: None

Leisure Services

Administration

- Public Works meeting
- City Manager's meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Seabreeze Interlocal Agreement meeting
- Insurance meeting
- Carriage House expansion meeting
- Building Maintenance meeting

Contract Manager – Grounds and Athletic Maintenance

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

Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- Florida's Natural Element held a Nature Walk on Saturday from 8 am to 9 am.
- A birthday party was held in the EDC Classroom on Saturday from 11 am to 1 pm.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex.
- Pride Football continued their preseason practices at the Sports Complex on Multipurpose Fields 11 and 12. Practices are Monday through Thursday starting at 5:30 pm.
- OBSC competitive practices have begun and will take place Monday-Thursday evenings at 6 pm on Fields 1-4 at the Sports Complex.
- OBGS Baseball competitive practices have begun and will take place Monday-Thursday evenings at 6 pm on Nova Fields 2-4.
- Lady Renegades softball competitive practices have begun and will take place Monday-Thursday evenings at 6 pm on Quads 1 and 2 at the Sports Complex.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Dragged South Ormond fields

- Assisted contractor in maintenance and office buildings with pulling out/replacing insulation and flooring.
- Checked all T-Ball fields and Nova fields for exacts on pitchers mounds and foul lines
- Repaired/improved mounds and bullpens at Nova Fields

Senior Center

- Granada Squares was held on Tuesday from 6:30 pm to 9:00 pm.
- A rental took place Saturday evening from 12 pm to 6 pm.

Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:
 - Ormond Church held services Sunday
 - Kopy Kats held regular classes Monday-Thursday

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11 pm daily
- Open gym
- Cleanup and organization from summer camp
- YMCA soccer Monday/Tuesday/Thursday beginning at 5:30 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Attended Senior Games Board meeting
- Assisting with Senior Games tasks
- Cleanup and organization of supplies and equipment (ongoing)
- Preliminary planning of Fire Chief's Welcome Reception
- Reel in the Fun fishing tournament September 8, continued planning and distributed flyers to Ormond Beach schools

Gymnastics

- Registration is open for August session
- August session in progress
- Open Gym, this evening from 6 pm-8 pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at various times throughout the week.

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 1 pm and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- A wedding was held at Ormond Memorial Gardens on Saturday at 11:30 am.
- A bridal shower was held at Bailey Riverbridge on Saturday at 12:00 pm.
- The Casements Coordinator met with a new instructor regarding new fall classes on Monday.
- The Casements Coordinator met with Gaslight Parade and Antique Car Show organizers on Wednesday.
- A Guild meeting regarding the Carriage House expansion project took place on Wednesday at 2 pm.
- Staff set up for a piano recital for Friday.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday from 10am-11:30am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Magic Forest Playground: Repair fence pickets
- South Ormond Neighborhood Center: Repair rusty step on playground
- Nova Community Skate Park: Patch holes in wall
- Andy Romano Beachfront Park: Replace missing numbers on building
- Bailey Riverbridge: Repair screen for window
- Cassen Park: Dump dirt in front of bait shop and place sod pieces on top

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly inspection of DOT and facility lighting at various City locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Repaired the west gate at the Police Department
- Checked power outage at Fire Station 91
- Replaced the air filters at Fire Station 93
- Repaired PAPI Light #2 at the Airport
- Repaired the men's room toilet at the east field at Nova
- Replaced the gift shop light bulbs at the Ormond Art Museum
- Replace the gym light at Nova
- Repaired the pavilion electric at Nova Community Park
- Replaced the air filters at Fire Station 92
- Repaired two parking lot lights at Nova Community Center
- Repaired the Rockefeller Room west window at The Casements
- Repaired plaster and paint in the activity room at SONC

Police Department

Administrative Services

- Chief Godfrey is in training this week
- Staff is working on DARE schedule for upcoming year
- Staff is working on Evidence Policy Revisions
- Staff assisted with the 1st week of school and meet the teacher events
- Staff hosted the weekly staff meeting
- Staff attended the City Manager staff meeting
- Staff attended an Omni Com presentation at VCISO

Community Outreach

- Eight (8) members of the Ormond Beach YDC and (5) members of the New Smyrna Beach YDC assisted with National Night Out on August 7 at the Nova Community Center. In addition to helping with the event, the YDC members hosted a Regional YDC project and requested commitments for the State of Florida Association of Police Athletic Leagues annual Tag drive.
- Nine (9) members of the basketball program participated in practice last week. Practice will continue though the fall. Individual and group skills development practices will be held on Monday and Wednesday from 7:00 pm–9:00 pm.
- Schedules are currently being reviewed for OBPAL educational programs for the fall semester. Tutors R Us, Science on Patrol at Ormond Elementary and Science on Patrol at Ormond Middle school will begin in late September and mid-October.
- Reading with a Cop for the summer has concluded. After school sessions and school break sessions will be offered during the school year. The program is targeted to resume in October.

- The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 3, 2018. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson.

Community Services & Animal Control

- Animal Calls responded to: 32
- Animal Reports: 4
- Trap Neuter Release: 0
- Animal Bites: 0
- Animals to Halifax: 0
- Wildlife Calls: 2
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 5
- Inactive: 8
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 2
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0

Records

- Walk - Ins / Window: 89
- Phone Calls: 112
- Arrest / NTA'S: 18
- Reports Generated: 136
- Reports Entered: 95
- Citations Issued: 73
- Citations Entered: 52
- Warnings Entered: 10
- Trespass Warnings: 16
- CORF Entered: 104
- Mail / Faxes / Request: 19

Patrol

- Total Calls: 1252
- Total Traffic Stops: 167

Operations

Crime Opportunity Report Forms: 104

- 08/08/2018
 - Carbreak, 338 Ocean Shore Boulevard. Landscaping trailer was parked in the road and when the owner returned, two (2) blowers were missing.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was scanning items of lower priced items at the self-checkout. Suspect was released with a Notice to Appear.
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- 08/09/2018
 - Grand Theft, 103 Clyde Morris Boulevard (Signature Health Care). Victim has been wiring money to an unknown suspect. Approximately \$100,000 has been sent.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was only scanning half of the items in the cart at the self-checkout line. Suspect was released with a Notice to Appear.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect grabbed a backpack off the rack and placed items in it. Suspect was stopped by loss prevention and arrested. A small amount of narcotics was also found on the suspect.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was only scanning half the items in the cart at the self-checkout line. Suspect was released with a Notice to Appear.
 - Traffic Arrest, North Yonge Street at West Granada Boulevard. Suspect was arrested for a DUI crash with minor injuries to the other driver.
- 08/10/2018
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was only scanning half of the items in the cart at the self-checkout line. Suspect was released with a Notice to Appear.
 - Carbreak, 1115 Wandering Oaks Drive. Firearm was stolen from a locked vehicle in the driveway.
 - Vandalism, Ellinor Village. Thirteen (13) vehicles were damaged overnight in the area to include broken windows and body damage.
 - Stolen Vehicle, 2 River Bluff Court. Known suspect took the victim's car without permission.
 - Burglary-Residence, 528 Fred Gamble Way. Known suspect pushed their way into the house while armed with a weapon. Charging affidavit is completed.
 - Burglary-Business, 509 South Nova Road (All Aboard Storage). Tools were stolen out of a storage shed.
- 08/11/2018
 - Disorderly Intoxication Arrest, 707 South Atlantic Avenue (Makai Motel). Suspect was arrested after causing a disturbance at the motel.
 - Burglary-Residence, 9 Lake Meadow Way. Garage door was left open and a guitar is missing.
 - Carbreak, 194 Magnolia Drive. A purse was stolen out of an unlocked vehicle.
 - Burglary-Residence, 56 Cypress Grove Lane. Victim was away since April. When they returned, three (3) televisions were missing. No forced entry.
 - Shoplifting, 460 South Atlantic Avenue (Sunoco). Suspect stole a beer and fled the scene in a vehicle.
 - Shoplifting, 1458 West Granada Boulevard (Bealls). Suspect put items into a backpack and ran out of the store.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Suspect stole a pair of flip flops and was found riding a bicycle away from the store. Suspect was released with a Notice to Appear.
- 08/12/2018
 - Battery/Domestic Violence Arrest, 487 Collins Street. Suspect kicked the victim in the stomach. The suspect was released back to the victim.
 - Carbreak, 110 Pergola Place. Two (2) bicycles were stolen out of the back of a pick-up truck.
- 08/13/2018
 - Grand Theft, 19 North Yonge Street Lot 17 (Granada RV Park). A bicycle was stolen by cutting the lock off the bike.
 - Trespassing Arrest, 690 South Nova Road (7-11). Suspect was arrested for returning to the property after warning.

- Battery/Domestic Violence Arrest, 4 Hudson Falls Drive. Suspect slapped the victim who is a family member.
- Narcotics Arrest, 200 Block East Granada Boulevard. Suspect was stopped for a traffic stop and marijuana was found in the vehicle.
- Warrant Arrest, 233 Arlington Way. Suspect with a Brevard County warrant was contacted at the residence.
- Warrant Arrest, 200 Block East Granada Boulevard. Suspect was contacted in the 200 Block East Granada Boulevard with a Volusia County warrant.
- 08/14/2018
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect attempted to take several electronics without paying and was stopped by loss prevention.
 - Warrant Arrest, 1000 Block Ocean Shore Boulevard. Suspect was seen as a suspicious person in the area and ran from a Deputy. Once caught, it was found that the suspect has an open warrant and was in possession of a handgun by a convicted felon.
 - Battery/Domestic Violence Arrest, 42 Benjamin Drive. Suspect was arrested for battering a family member.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 11
 - Number of Uniform Traffic Citations Issued: 43
 - Number of Written Warnings Issued: 18
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 17
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 12 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 2 Cases initiated
- 63 signs have either been removed or sign cases created.
- 15 tree removal permit requests
- Administrative staff assisted with two (2) walk-ins and ninety-nine (99) telephonic inquiries.

Public Works

Airport Operation and Development

- The FDOT has provided the City with Public Transportation Grant Agreements (PTGAs) that will provide the State's 8% project share of \$200,146 for the projects to rehabilitate Runway 8/26 and design extensions for Runway 8 and Taxiway Alpha. The FAA has already provided a grant offer to the City for these projects in the amount of \$2,251,645 which represents 90% of the total project cost. The FAA grant is scheduled for approval by the City Commission at their meeting on August 21. The FDOT grants are expected to be presented for approval at the September 18 meeting of the City Commission.
- Staff completed work to update the airport's Joint Automated Capital Improvement Program (JACIP) database this week. The JACIP system is maintained by FDOT and acts as a repository of important information about airport capital improvement programs for which state and federal funding assistance may be requested.
- Staff completed minor service work for the main access gate for the air traffic control tower.

- Staff compiled and submitted the monthly Active Aviation Grants Status Report to the FDOT.
- Staff has issued a Notice to Airmen (NOTAM), advising pilots that a 250 ton crane with an overall boom height of 180 feet will be operating north of the airport from August 8 through October 8. The crane is operating as part of the Security First construction project in the Ormond Crossings industrial park.

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – Construction is complete.
 - Ph III 2-Inch Water Main Replacement – Mainland – Final connections have been made on Cliffwood Circle and Alexander Court, Arrowhead Circle, Pine Street and Fir Street. Final pressure and bacteriological testing is underway on Highwood Ridge Trail and Putnam Avenue.
 - North US1 Landscaping Ph II – The work is 85% complete. The Reclinata palms and Coontie will be planted over the next 4-5 weeks.
 - Effluent Outfall Replacement – The contractor has completed the work in accordance with the contract. Final as-builts are being reviewed.
 - Storm and Sewer Lining – Sanitary sewer cleaning and inspection are complete on Granada Blvd., lining operations are expected to resume at the end of August.
 - Deer Creek Reclaimed Water – Contractor is directional drilling under Airport Road and tapping the connection to the existing main this week.
 - Ormond Crossings Utility Extensions – All off-site utilities have been installed and pressure tested. Contractor working on on-site utility work.
 - Downtown Light Replacement – Shipment of the fixture heads and light poles has been delayed, per the manufacturer. Shipment is expected next week.
 - CDBG – Cassen Park Fire Hydrant – Construction is complete.
 - 2018 Road Rehabilitation – Microsurfacing – The microsurfacing will start with Hidden Hills next week.
 - CDBG – Streetlight Replacement – Shipment of the fixtures has been delayed, per the manufacturer.
 - Fortunato Park Pier – Repair is complete.
 - Rockefeller Gardens Stage Shade Cover – Structural drawings were reviewed, and comments are being addressed.
 - Forest Hills Connector Trail – Contracts are being executed. Contract for Construction Engineering and Inspection (CEI) services is submitted for approval at the September 5 City Commission meeting.
 - 2018 Road Rehabilitation-Resurfacing – Bid was awarded on July 31. Contracts are being executed.
 - Bidding
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once Finance has secured the necessary bond funding.
 - Fishing Pier Repair – Project is being advertised for bids. A pre-bid meeting is scheduled for August 22 and bid opening is September 11.
 - Design Projects:
 - North US1 Water Main Improvements – The loop through Ormond Crossings south from Security First is being advertised for bids. The consultant for the redundant 12-inch water main from Hull Road to Destination Daytona is preparing the final plans following the 60% review meeting.
 - Cassen Park Public Dock and Breakwater Extension – Consultant is working with FDEP on the required submerged land lease that is required for the dock project and design of the breakwater expansion.

- WWTP Sludge Dewatering Improvements – Consultant submitted final plans. A review meeting was held and the consultant will finalize plans for bidding.
- Fleming Ave Stormdrain Improvements – The City Commission approved the design work authorization, consultant has the survey work underway.
- Wilmette Avenue Pumping – The FEMA HMGP Phase I engineering/design grant is fully executed; consultant is preparing a scope of services to compete the bid documents.
- Laurel Creek Stream Gauges – A purchase order is in place for the hardware and software, and staff is reviewing the installation procedures for in-house installation of the additional lake level monitoring devices.
- Cassen Park Improvements (Paving and Restroom Replacement) – Final plans have been submitted to SPRC for review.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Electrical design is in process.
- OBSC Improvements – Championship Field 7 – This project is being broken up into 2 phases. Met with construction manager to discuss budget for Phase 1, which includes everything except the concession building.
- Secondary Raw Water Main – Staff is reviewing 60% design plans.
- MacDonald House – Construction manager is finalizing first phase scope of services for MacDonald House repairs.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Staff is finalizing the planting plan.
- A1A Force Main Repair – Staff has received 90% plans for review.
- Coquina Court Drainage – Staff has provided review comments to consultant on both plans and specifications.
- Main Trail Bridge Repair – Staff has received a proposal from our continuing contract construction manager to repair the bridge. A work authorization for Commission approval is on the September 5 CC meeting.
- Water Plant Upgrades – Chlorine conversion is under design.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Staff is working to negotiate the cost for consultant design services based on project requirements and scope.
- Departmental Activities
 - Continue to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily engineering permit applications through the ProjectDOX system.
 - On-site meeting at 697 Oceanside Drive for grading final inspection.
 - Modified plans for Granada Median Landscape project, per project manager's comments.
 - Completed tree-in-the-right-of-way locate at 240 Ellicott Drive, per Streets Division request.
 - Created drawing for downtown streetlight banners.
 - A contractor working in the right-of-way on John Anderson Drive without a permit damaged John Anderson Drive and created an unsafe situation with the road shoulder that comprised the integrity of the existing edge of pavement for motorists resulting in the City having to close a section of the road between Amsden Drive and Ocean Terrace until repairs could be made. Staff is working with a paving contractor to have the road repaired and the soft shoulders stabilized.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete pour on Airport Rd
- Asphalt Citywide – Northbrook; River Beach; Riverwood Dr; Buena Vista
- Checked Leeway Trl (& Airport Rd) concrete
- Poured concrete on S Yonge St

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
- Trimming Old Canyon Ln; Arroyo Pkwy & Santa Fe; City Hall parking lot; Wild Cat Ln; Memorial Gardens; street lights and ROW at Ormond Green
- Removed (4) dead pine trees on Tower Cir; dead palm at City Hall

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

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
- Delivered fabricated sign to PD
- Checked on road striping in various areas

Stormwater Maintenance

- Reachout on Pineland Trl; ditch mowing Arroyo Pkwy & Northbrook
- Repaired road in Sanchez Park
- Pipe repair on Prairieview Ln
- Basin inspected & cleaned in Zone 1, Zone 2, Zone 3
- Fixed fence on 500 block of Sandy Oaks Blvd
- Pond mowing FDOT ponds
- Ditch spraying Citywide
- Repaired grate on Old Kings

Vactor

- Pipe cleaning on Hand Ave

Street Sweeping/Streetsweeper (3 days)

- 103 miles of road cleaned
- 23 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 28,514
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 10
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 6,809 gallons unleaded, 7,885 gallons diesel

- Fuel used in one week: 2,397 gallons of unleaded and 1,020 gallons of diesel.
- Fleet completed 46 work orders this week.

Utilities

- Projects Summary
 - Annual Supply of Sodium Bisulfite and Hydrofluosilicic Acid – Award recommendation memos are being reviewed on Minute Traq for presentation at the September 5 City Commission meeting.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Award recommendation memos are being reviewed on Minute Traq for presentation at the September 5 City Commission meeting.
 - Engineering Services for Breakaway Trails Storage and Pumping Improvements – Mead and Hunt was selected as the most qualified consultant. Kick-off meeting to be scheduled by Engineering.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Specifications were revised using the new front end documents. Disposition date is 8/21/18.
 - Lift Station 8M1 – City Commission memos to vacate the existing easement and accept a new easement for the lift station were approved under Resolutions 2018-97 and 2018-98.
 - Lift Station 10M & 12M Improvements – As-builts are being finalized by the contractor.
 - Security First Offsite Water Main Improvements – A meeting is scheduled to review the project on August 22.
 - Water Plant Elevated Storage Tank (EST) activities – Bid award is posted on Minute Traq for the September 5 City Commission agenda. Reviews are pending.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Integrator services RFP documents are being finalized by McKim and Creed.
 - WTP Membrane Replacement – Water quality data was collected and sent to the consultant for filter selection.
 - WWTP Influent Pumps VFD Replacement – Bid documents are being reviewed on Minute Traq for presentation at the August 21 City Commission meeting. Advertisement for bid is scheduled for August 26. Pre-bid meeting is scheduled for September 12. Bid due date is scheduled for October 2.
 - 2265 John Anderson Drive – Use Permit Application was received from Volusia County.
 - SPRC Projects (Utilities Review)
 - Pumphouse – Information on reuse connection for irrigation was provided to the engineer.
 - Deerfield Trace subdivision – Reviewed revised plans and provided comments.
 - Huntington Green – Met with the developer and engineers to discuss pump station and force main requirements to serve an additional 102 single family units.
 - Pet Street Veterinarian Clinic – Revised as-builts were reviewed. Utilities Division has no comments.
 - Latitude Beach Club – Force main pressure was provided to the engineer for pump station design.
 - Security First – Reviewed shop drawings for lift station.

Water Treatment

- Delivered 41.40 million gallons for the week ending August 10, 2018 (5.91 MGD).
- Backwashed 12 filters for a total of 582,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 31, 2018 @ 6.137 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 40.5 tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 32.09 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.58 MGD.
- Produced 27.10 Million Gallons of Reuse.
- Produced 4.99 Million Gallons of Surface Water Discharge.

- Most recent annual period ADF Rates (July 01, 2017 – June 30, 2018 (MGD)): Influent 4.93 MGD (Permit 8 MGD); Surface Water Discharge 2.21 MGD (Permit 6 MGD); Reuse 3.10 MGD (Permit 10 MGD)
- Hauled 61.96 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 16 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 13 water service leaks.
- Installed 7 new residential water services.
- Performed accuracy testing on 3- 2" commercial water meters, all tested accurate. Scheduled 4 commercial water meters for future testing.
- Rebuilt a 2" irrigation on W. Granada Blvd. due to the meter performing inaccurately.
- Performed pressure testing on 7 city owned backflow preventers.
- Replaced 13 broken meter boxes.
- Replaced 3 water services due to low volume concerns or broken valves.
- Completed maintenance on 7 fire hydrants.
- Performed valve maintenance on 20 main line valves.
- Repaired 2-2" GSP water main leaks on Highwood Ridge Trl. & E. Victoria Cir.
- Performed a scheduled water main shutdown as part of the 2" WM replacement program on Pine St., Arrowhead Cir. & Fir St.
- Graded and re-sod excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 164 regular and 6 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Crews installed new pumps and control wire at 2 Pep Tanks in Breakaway Trails
- Responded to 3 Request for Utility Verifications for residential and commercial properties.
- Crews inspected 5 new man holes in the Plantation Oaks subdivision. Manholes passed inspection.
- Routine check of all 5 Low Pressure Sewer (LPS) systems.
- Crews cleaned 4 sanitary service laterals for Preventative Maintenance (PM).
- Locates were called in for needed repairs @ 32 Black Hickory Way.
- Crews repaired a broken sanitary service @ 211 Halifax Dr.
- Crews repaired a broken reuse service @ 570 John Anderson Dr.
- Checked force main pressure on Ocean Shore Blvd. in AM/PM, Spanish Waters, and west Ormond, all normal.
- Crews restored to original condition previous excavations with fill dirt and sod.
- Inspected reuse receiving pond levels at Oceanside Country Club and Tomoka Oaks Country Club.
- Started training two future CDL drivers, (Wastewater and Water Dist.).
- Called in locates for two new tank installs in Breakaway Trails and for 2 sanitary service lateral disconnects.

Wastewater Plant – Lift Stations

- Influent Room - oversaw transfer of pump positioning status.
- Clarifier #3 and Finals Tanks - Fueled diesel bypass pump and filled all fuel containers.
- Plant Wide – Power flicker from FPL, multiple items throughout plant did not restart properly, reset assorted electronics plant wide, all items started back up as needed and are now in automatic mode. Reset master breakers and restarted VFDs to restart influent pumps.
- Chlorine Contact Tank - Installed remaining safety gates at hand rail, prep for scheduled plumbing modifications.

- B.A.T. - pump #2 soft start failed, replaced with temporary magnetic starter, replacement soft start ordered.
- Lift Station 1P – High number of starts. Cleaned probe and relocated probe away from the riser pipes to stop interference.
- Lift Station 4P - changed all fittings & hardware at new spare pump to stainless steel for future service & repair. Assisted Fleet with scheduled start up of new generator.
- Lift Station 4M1 - high run hours at local time clocks, deragged both check valves to eliminate the problem.
- LS5M - Potable water pressure monitoring malfunctioned. Replaced temporary transducer with new model and installed piping to flush lines without having to remove transducer.
- Ormond Mall - checked force main pressure readings: Static/1 pump/2pumps, 10/16/20.
- Spanish Waters - checked force main pressure readings: Static/1 pump/2pumps, 18/22/28.
- SCADA monitor/response: 7M1, Arroyo Parkway, HOMAC, high starts, clean probe, ok; 3P, no starts #2, reset Motor Starter, ok.
- SCADA technician activities: reviewed & provided comments of the new SCADA network architecture drawings. Gathered and sent requested pictures to aid in the RFP; gathering quotes for MPE SC100 controllers for lift stations; gathering quotes for Emerson PLC training; added pictures of the networking panels and LPRO PLC @ WTP to shared drive.
- Weekly Plant PM's: Grit Snail; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Poly Blends, #1, #2; Effluent Transfer Pumps, #1, #2, #3;
- Semiannual Plant PM's: Swing Zone Blowers, #1, #2.
- Annual Plant PM's: Post Anoxic Submersible Mixer #1-2.
- Lift Station PM's: 13 monthly performed.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 27H - Flow meter 4-20ma sends out of range signal to VFD, repair parts are being ordered.
- Well 25H, not responding, reset to place back into service.
- PM's: all Division Wells; Wells SR 19, 21.
- Breakaway trails reuse pumps; after elevated tank repairs were complete, placed the two 50hp motors back into auto with lead/lag settings of Lead @ 45psi, lag @ 40psi and all OFF @ 52psi. After two days of monitoring, noticed that both pumps continued to run and pressure never reached the 52psi set point. Advised to change settings to all OFF @ 45psi, Lead @ 40psi and Lag @ 35psi.
- North Lime Sludge Pit - assisted Collections crews with underground repairs to leaking sewer line.
- Blended Water Rack - replaced sample valve, removed PSI gauge and added drain hose.
- Scrubber pump #6 - Repaired cooling fan.
- Lime slurry pumps, lubricated as needed.
- Operational Check: Standish Booster Station; Shadow Crossing, B.A.T. reuse; Well 39R.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Cross Connection Control Program – The City's backflow device testing compliance rate is 87%. Customers are cooperating with the required compliance testing.
- Consumptive Use Permit (CUP) – The City's contract environmental consultant has delivered the wetlands health assessment portion of the wetlands monitoring report in the Rima Ridge wellfield. Staff is currently reviewing the assessment. Once the review is complete the report will be submitted to the SJRWMD.
- Reuse Groundwater Monitoring – Staff submitted results from the sampling of the groundwater wells located on Oceanside Country Club property as required by the City's WWTF operating permit to the FDEP.
- EPA Unregulated Contaminant Monitoring Rule 4 (UCMR 4) – Staff coordinated the sampling event scheduled for next month with the City's contract laboratory, Water Quality Control Technician and the Chief Water Treatment Plant Operator. The samples will be collected from four different locations.

- Water Quality in Schools – Staff, as advised by the FDEP, contacted each of the schools in the City's potable water service area and recommended they flush their water lines. As schools remain largely vacant over the summer, water quality in the school's water lines could diminish. Flushing the lines allows fresh water to rejuvenate the school.
- Local Limits Evaluation – Staff requested a substantial permit modification from the FDEP to obtain final approval of the new Local Limits. The new Local Limits received preliminary approval by the FDEP and subsequently were accepted by the City Commission. FDEP is reviewing the entire package before providing the final steps to approval.

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
- City Clerk attended meeting with Acting Assistant City Manager
- Agenda packet preparation, creation, and distribution for August 21, 2018, City Commission Meeting