

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 31, 2018

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

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with various members of senior staff
- Staff meeting
- Final prep for The OB Life workshop
- Reviewed agenda packet

Spoke to, attended and/or met with:

- Rotary meeting
- ICMA task force conference call
- United Way Executive Committee and Board Development meetings
- Kelly White, Daytona Beach City Commissioner, and Mr. and Mrs. Hyatt Brown, regarding a potential project in Daytona and discussed Ormond Beach's standards in maintaining its City parks.
- Ormond Beach Chamber Board meeting
- Team Volusia Finance and Audit Budget Workshop
- The OB Life workshop
- Individual phone calls to Mr. Frage and Mr. Barron regarding various concerns
- Retirement gathering for Captain Rosenthal
- Senior staff and Mr. and Mrs. Rand of Billy's Tap Room, regarding easement issues with owner of neighboring property.

**Community Development**

**Planning**

- **September 13, 2018 Planning Board item:** 100 North Halifax Drive, Halifax 100, Planned Residential Development amendment. This is a request submitted by Ed Schwarz, Halifax 100, LLC the property owner, for a Planned Residential Development amendment. The Planned Residential Development amendment seeks an architectural design change to the proposed buildings for the 12 unit residential development. The amendment does not propose any changes to the approved site improvements. The subject property is zoned as Planned Residential Development and is located at 100 North Halifax Drive.
- **September 13, 2018 Planning Board item:** Marshside Village subdivision, Planned Residential Development amendment. This is a request submitted by Edward Speno, President of Edward James Corporation with the authorization of the property owners Enclave of Timber Creek LLC and Tymber Sky LLC, for a Planned Residential Development (PRD) amendment for the Marshside Village subdivision. The Planned Residential Development amendment seeks to allow 144 single-family lots on 84.14+ acres and associated subdivision improvements. The subject property is currently zoned as Planned Residential Development. The Marshside Village subdivision is located at the northwest intersection of Tymber Creek Road and Airport Road.

- **September 19, 2018 City Commission item:** 100 West Granada Boulevard, The Pumphouse Special Exception. This is a request submitted by Dorian Burt, authorized agent on behalf of the Highlander Corporation, property owner, for a Special Exception to demolish a former gas station and construct a 1,684+ square foot restaurant.
- **September 19, 2018 City Commission item:** Ormond Brewery, 301 Division Avenue, Unit #15, Special Exception for Outdoor Activity. This is a request submitted by Justin Robinson, business owner of Ormond Brewing Company, for a Special Exception to authorize an outdoor activity, live outdoor music, under certain conditions at the Ormond Brewing Company. The subject property is located at 301 Division Avenue, Unit #15 and is zoned I-1 (Light Industrial). Live outdoor music is classified as an outdoor activity use and is only permitted by the issuance of a Special Exception in the I-1 (Light Industrial) zoning district. No other construction is proposed and the request is only to allow the live outdoor music under certain conditions. The applicant seeks to allow live outside music Monday through Thursday, 4 pm to 10 pm and 10 am to 10 pm, Friday, Saturday and Sunday.
- Planning staff conducted traffic counts at the intersection of Leeway Trail and Airport Road at 7 am to 9 am, 1 pm to 3 pm, and 4 pm to 6 pm on August 28, 2018. Staff conducted the traffic counts to determine if a four-way stop is warranted at this intersection. Planning staff also met with the Pathways Elementary school principal along with members of the Police Department to discuss school drop-off and pick-up issues.
- Planning staff attended the **neighborhood meeting for the Planned Residential Development amendment at 100 North Halifax Drive**. There were 12 members of the public who listened to a presentation from the property owner and project architect. There was a question and answer period where the building architecture was discussed (the applicant verified that there were no site changes), and the project's schedule.

#### Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 379 inspections performed within the City (19 by private provider).
- 102 permits issued within the City, with a valuation of \$1,553,481

#### Development Services

- The Shoppes on Granada, Phase II has started construction. The project will focus initially on the construction of the new veterinary office to allow the relocation of the current veterinary office.
- Pineland subdivision has begun site clearing and the establishment of silt fences.
- The Site Plan Review Committee met with the project engineer of the Shoppes of Granada Boulevard regarding the unit where the PDQ restaurant was proposed at 1246 West Granada Boulevard. The project engineer presented a conceptual site plan with a 2,400 square foot Starbucks drive thru and a 1,400 square foot Sports Clips store. The project engineer indicated that the PDQ Special Exception would be withdrawn and a new Special Exception for a restaurant with a drive-thru would be submitted. The Special Exception would require Planning Board review and City Commission action.
- The Site Plan Review Committee met with project representatives of a proposed Watson Realty office at 1999 West Granada Boulevard, at the northeast corner of Tymber Creek Road and West Granada Boulevard. The conceptual site plan showed a 16,000 square foot office that is two-stories in height. The project proposes associated site improvements including site landscaping, stormwater, sidewalks and a parking area
- The Site Plan Review Committee has received a site plan submittal for a one story 9,100 square foot office/warehouse building and associated site improvements at 835 Hull Road.

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%
Independance 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
  - 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 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.
  - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  - Staff attended the International Council of Shopping Centers (ISCS) Deal Makers Conference in Orlando, Florida to promote development opportunities in the City. Staff met with developers, investors, and other stakeholders involved in development and redevelopment of mixed-use projects, commercial development, and downtown development to increase awareness of Ormond Beach opportunities.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 13 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 121 Journal Entry Batches.
  - Approved 20 Purchase Requisitions totaling \$566,574.15.
  - Issued 26 Purchase Orders totaling \$105,641.25.
  - Prepared 121 Accounts Payable checks totaling \$461,960.02 and 46 Accounts Payable EFT payments totaling \$418,372.91.
  - Issued 0 past due notices on utility accounts.
  - Auto-called 192 utility customers regarding receipt of a past due notice.
  - Processed 410 payments through Interactive Voice Response System totaling \$40,607.20.
  - Grant money fiscal year-to-date total received, \$7.1 million dollars.
  - Prepared 375 Direct Deposits totaling \$464,591.88.
  - Transferred IRS 941 payment of \$154,721.63.

##### Grants/PIO

- Press Releases
  - Florida Licensing on Wheels CANCELLATION (8/28)
  - Florida Licensing on Wheels Rescheduled to 8/28
  - REEL in the FUN (9/8)
  - Movies on the Halifax (A Wrinkle in Time, 9/7, 7:45 p.m.)

- 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.
  - Attended communications meeting.
  - Completed Employee Newsletter for September 2018.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 6
  - Hazardous: 4
  - EMS: 73
  - Motor Vehicle Accidents: 6
  - Public Assists: 42
  - TOTAL CALLS: 132
  
  - Aid provided to other agencies: 12 Calls – Daytona Beach (6), Volusia County (6)
  - Total staff hours provided to other agencies: 17
  - # of overlapping calls: 22
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
  - Total EMS patients treated: 53
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 129
- Training Hours
  - NFPA 1001: Firefighting            55
  - NFPA 1002: Driver                    3
  - NFPA 1500: Safety/Equipment    9
  - EMT/Paramedic                    18
  - TOTAL TRAINING HOURS:        85
- Station Activities
  - Updated 9 pre-fire plans
  - Conducted 2 fire inspections
  - Provided a tour of Station 91 to group of children and parents

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - 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.
    - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
    - Utilities Manager (Utilities/Public Works) open 8-1-18 until 9-30-18. 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.

- Applications Under Review
  - Assistant City Clerk (Support Services)
  - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
  - Part Time Recreation Leader (Police Athletic League/Police)
  - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
  - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
- Interviews Scheduled
  - Neighborhood Improvement Officer (Police)
  - Police Captain (Police)
- Background/Reference Checks/Job Offers
  - Part Time Maintenance Worker II (Buildings/Leisure Services)
  - Police Officer (Police)
  - Seasonal Part Time Maintenance Worker II (Parks/Leisure Services)
  - Tradesworker (Buildings/Leisure Services)
- Separations
  - Firefighter/EMT
  - Part Time Recreation Leader (Casements/Leisure Services)
  - Recreation Leader (PAL/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
- Risk Management Projects
  - Host Mayor's Health & Fitness Challenge seminar
  - Finalize agenda item for purchasing property, casualty and liability insurance
  - Manage subrogation files

### **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: 16
    - Completed: 37
    - In progress: 33
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 41,166
    - Inbound E-Mails Blocked: 21,586
    - Delivered Inbound E-Mails: 19,580

- Quarantined Messages: 580
- Percentage Good Email: 47.6%
- Virus E-Mails Blocked: 2
  
- Notable Events: None.
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 13
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 27
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: **14** : Total in system = 2,215
  - Meters GPS Located this week: **0** : Total in system = 23,674; 22,891 potable, 772 Irrigation, 11 Effluent
  - Notable Events: None

### **Leisure Services**

#### Administration

- Director and Assistant Director attended FRPA Conference in Orlando this week

#### Contract Manager – Grounds and Athletic Maintenance

- Contract Manager attended FRPA Conference in Orlando this week

#### Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- EDC volunteers met to plan for the fall social after the September meeting on Wednesday from 10:30am to 11:30am.

#### 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 p.m.
- 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 p.m.
- OBSC competitive practices continue Monday-Thursday evenings at 6 p.m. on Fields 1-4 at the Sports Complex.
- OBGS Baseball competitive practices continue Monday-Thursday evenings at 6pm on Nova Fields 2-4 p.m.
- Lady Renegades softball competitive practices continue Monday-Thursday evenings at 6 p.m. on Quads 1 and 2 at the Sports Complex.
- City Flag Football Program had their makeup Skill Assessment night on Monday beginning at 6 p.m. at Softball Quad 1.
- Halifax Academy football hosted their first home game of the season on Thursday night at 7 p.m. at Championship Field 7.

#### 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
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields

- Dragged South Ormond fields
- Installed all new home plates at the Wendelstedt and Kiwanis fields
- Painted Multipurpose Fields 11 and 12 for Pride football practices
- Painted Championship Field 7 for Halifax Academy and Pop Warner football games
- Added Turface to clay on new baselines on Nova Field 3
- Painted flag football fields for start of the practice season
- Started painting soccer fields for start of the practice season

#### Senior Center

- Granada Squares was held on Tuesday from 6:30 p.m. to 9 p.m.

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Ormond Church held services Sunday
  - CMT held regular classes Monday-Friday
  - 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 p.m. daily
- Fitness room
- Open gym
- Repast Saturday
- Two pavilion rentals Saturday
- YMCA soccer Monday/Tuesday/Friday beginning at 5:30 p.m.

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisting with Senior Games tasks
- Cleanup and organization of supplies and equipment (ongoing)
- Assisted with OB Life Workshop
- Planning of REEL in the FUN Fishing Tournament scheduled for Saturday, September 8
- Preliminary planning tasks and assignments for the State of the City Luncheon and Employee Appreciation Day Luncheon

#### Gymnastics

- Registration is open for September session
- August session in progress

#### 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 Coordinator attended the FRPA conference in Orlando Saturday-Thursday.

#### The Casements

- Election equipment was delivered and the Gallery was set for Election Day.
- Voting for Precinct 517 took place on Tuesday from 6:00 am-9:00 pm at The Casements.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday from 10:00 am-11:30 am.

#### Parks Maintenance

- Ormond Memorial Gardens: Removed hornet's nest



- Sanchez Park: Repaired fence damaged from auto accident; replaced parking curb
- Andy Romano Beachfront Park: Repaired wheels on gates for dumpster area
- Citywide: Checked each park for park hours sign locations
- Ames Park: Trimmed trees over sidewalk

#### 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 leaking toilet at Fire Station 91
- Repaired the lab sink drain at WWTP
- Repaired NW bay door at Fire Station 91
- Pressure washed sidewalks and awnings at Nova Gym
- Painted the wall in the Outreach Room at the Police Department
- Replaced the high bay light at Gymnastics Center
- Replaced burned out lights in the kitchen at the Ormond Art Museum
- Repaired the ballroom A/C unit at the Senior Center
- Replaced the auditorium A/C filter at the PAC

#### Police Department

##### Administrative Services

- Staff Attended Drug Court Graduation at the Salvation Army
- Staff Attended Crime View
- Staff Attended the Weekly Staff Meeting
- Staff Attended the City Manager Staff Meeting
- Staff Hosted a Promotional Ceremony
- Staff is Hosting a New Supervisory Training Course

##### Community Outreach

- The next meeting of the YDC will be September 10, 2018. At that time they will review upcoming community service projects. The State of Florida Association of Police Athletic Leagues included the OBPAL YDC program in their email blast for August- September 2018. In the email SFAPAL thanked Mrs. Legut, OBPAL Recreation Leaders for her dedication to SFAPAL and the YDC members for their donation for \$700 to support SFAPAL programs.
- Eleven (11) members of the basketball program participated in practice last week. Practice for members will continue through the fall. Individual and group skills development practices will be held on Monday and Wednesday from 7:00 – 9:00 PM.
- OBPAL fall educational programs will begin in late September and mid-October. Applications will be delivered the first week of September.
- *Reading with a Cop* fall programs have been scheduled with the Ormond Beach Library. Programs will be offered afterschool at 2:30 PM on for the fall on Wednesday October 24 and November 26, 2018. A winter session scheduled for the morning of Saturday December 15 from 10:30 AM to 11:30 AM.
- 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. For more information on *Golfing for Youth* please call OBPAL at (386) 676-3505.

##### Community Services & Animal Control

- Animal Calls responded to: 48

- Animal Reports: 3
- Trap Neuter Release: 0
- Animal Bites: 0
- Animals to Halifax: 4
- Wildlife Calls: 4
- Found Property Reports: 0

#### Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 6
- Inactive: 7
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 7
- Grand Theft: 3
- Auto Theft: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 4
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 2
- Aggravated Stalking: 0

#### Records

- Walk - Ins / Window: 93
- Phone Calls: 126
- Arrest / NTA'S: 20
- Reports Generated: 118
- Reports Entered: 90
- Citations Issued: 65
- Citations Entered: 97
- Warnings Entered: 16
- Trespass Warnings: 26
- CORF Entered: 246
- Mail / Faxes / Request: 20

#### Patrol

- Total Calls: 1323
- Total Traffic Stops: 181

#### Operations

- Crime Opportunity Report Forms: 246
- 08/22/2018
  - Larceny, 334 River Bluff Drive. Employee is believed to have stolen scrap windows from a job site.
  - Larceny, 757 South Nova Road (Just A Dollar Floor). A part to a fork lift was stolen from behind the business.
  - Sex Offense, 1000 St. Georges Road. A parent reported that their child indicated they experienced an inappropriate encounter with an adult two years ago.

- Trespass Arrest, 164 South Nova Road (Oakridge Cemetery). Subject was arrested for trespassing after warning.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Burglary Business, 1629 West Granada Boulevard (Sunrise Food Mart). Subjects forced entry into the business overnight. Cash, lottery tickets, computer, and cigarettes were stolen.
- Larceny, 115 Country Club Drive. Elderly resident was exploited by a known subject.
  
- 08/23/2018
  - Abduction Arrest, 100 Osceola Avenue (Osceola Elementary). A parent is court ordered to have no contact with their child. On today's date, the parent responded to the parent pick up loop and picked the child up. Other parental half called it in. The child and parent were found safe at a City park. Parent was also charged with a narcotics charge.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was stopped for placing items in a backpack and leaving the store without paying.
  
- 08/24/2018
  - Warrant Arrest, 400 Block North Nova Road. Subject was stopped for a traffic violation and had an open warrant. Subject was also charged with a narcotics charge.
  - Narcotics Arrest, 400 Block North Nova Road. In the same vehicle was above, two passengers were arrested for narcotics and paraphernalia.
  - Larceny, 170 Williamson Boulevard (Sleep Inn). Medication was stolen out of a hotel room. Cleaning staff are the suspects.
  - Carbreak, 10 Kingsgate Court. Unlocked vehicle was entered overnight. Nothing was taken.
  - Carbreak, 16 Lionshead Drive. Unlocked vehicle was entered overnight. Nothing was taken.
  - Battery/Domestic Violence Arrest, 17 Big Buck Trail. Parent versus adult child physical altercation took place.
  
- 08/25/2018
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject did not scan all the items in the self-checkout line.
  - Traffic Arrest, 1608 North United States Highway 1 (Red Roof Inn). A traffic stop yielded a driving on a suspended license arrest.
  
- 08/26/2018
  - Carbreak, 5 Lakeview Circle. Unlocked vehicle entered overnight. Nothing was taken.
  - Trespass Arrest, 100 South Nova Road (Rivergate Plaza). Subject was arrested for being on the property after warning.
  - Carbreak, 48 Laurel Oaks Circle. Unlocked vehicle entered overnight. A tablet was stolen.
  - Carbreak, 57 Laurel Oaks Circle. Unlocked vehicle entered overnight. \$10 in change was stolen.
  - Battery/Domestic Violence Arrest, 955 South Nova Road (Oasis Mobile Home Park). A couple going through a divorce were in a physical altercation.
  - Narcotics Arrest, 78 East Granada Boulevard (Memorial Garden). Two (2) subjects were contacted in the park using cocaine and marijuana.
  
- 08/27/2018
  - Battery, 1105 North United States Highway One (Beaver Bar). Victim called from the hospital about a fight that happened three (3) days ago. The victim may lose an extremity from the injuries.
  - Carbreak, 8 Laurel Oaks Circle. Unlocked vehicle entered overnight. Nothing was taken.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subjects failed to scan all the items in the self-checkout line. Two (2) subjects were released with a Notice to Appear.
  - Battery, 265 Oleander Place. Known subject battered and then pointed a knife at the victim. Subject fled the scene on foot.

- Burglary Residence, 80 Knollwood Estates Drive. Victim reported that the residence was entered sometime during the day. A storage box was stolen.
- Warrant Arrest, Tymber Creek Road/Pervian Lane. Subject with an open warrant was contacted during a traffic stop and arrested.
- Warrant Arrest, 226 Coventry Court. Subject with an open warrant was contacted and arrested.
- 08/28/2018
  - Larceny, 1058 North United States Highway 1 (Kangaroo). A coin machine was drilled into and change was stolen.
  - Burglary Business, 420 Lakebridge Plaza Drive. Laundry room door was pried open sometime in the last two (2) months.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed a lower priced tag onto another item and paid less value for the item. Subject also had a warrant for grand theft.
  - Larceny, 37 Wilmette Avenue. Victim believed that a house sitter stole over \$1,000 in jewelry while they were on vacation.
  - Battery/Domestic Violence Arrest, 290 River Vale Lane. Subject battered a family member and was arrested.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 27
  - Number of Uniform Traffic Citations Issued: 18
  - Number of Written Warnings Issued: 10
  - Number of parking tickets issued: 0
  - Traffic Crash Reports: 10
  - Number of Crashes without Injuries: 7
  - Number of Crashes with Injuries: 3
  - 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: 9 Cases initiated
  - Zone 3: 3 Cases initiated
  - Zone 4: 3 Cases initiated
  - 0 signs have either been removed or sign cases created.
  - 10 tree removal permit requests
  - Administrative staff assisted with five (5) walk-ins and eighty-seven (87) telephonic inquiries.

#### Public Works

##### Airport Operation and Development

- Aircraft Charter & Logistics, LLC (ACL), located at 55 Hangar Way, Hangar No. 4 is applying for Fixed Base Operator (FBO) Category 2 and 4 status. Staff interviewed the applicant, Mr. Martin Bronisz, and members of his staff in order to assess the ability of ACL to meet the financial and technical ability requirements for FBO Categories 2 and 4. ACL's FBO application will be presented to the City Commission for approval at their meeting on September 5.
- Staff prepared and submitted Public Transportation Grant Agreements (PTGAs) from the FDOT for consideration and approval at the September 19 City Commission meeting. These PTGAs will pay the state's cost share for the projects to rehabilitate Runway 8/26, design extensions for Runway 8 and Taxiway Alpha, and construct heliport site improvements. A contract with Halifax Paving, Inc. to construct the heliport site improvements and the rehabilitation of Runway 8/26 will also be presented for approval at the September 19 meeting of the Commission. Construction work is expected to commence at the airport on October 15.

- Staff assisted a hangar owner with a request for county property tax exemption based upon use of the hangar for a qualified Fixed Base Operator site at the airport.
- Staff participated in a conference call with the FAA on the general topic of property taxes at airports.
- Staff has issued a Notice to Airmen (NOTAM), advising pilots that a crane with an overall boom height of 100 feet will be operating southwest of the airport from August 22 through September 21. The crane is operating as part of a project underway in the Airport Business Park. Another NOTAM is active for crane activity in the Ormond Crossings Industrial Park, north of the airport.

### Engineering

- Projects Summaries
  - Construction Projects:
    - 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 90% complete. The Reclinata palms and Coontie will be planted over the next 3-4 weeks.
    - Effluent Outfall Replacement – The contractor has completed the work in accordance with the contract. Final as-builts are being reviewed. After the contractor completed the installation of the diffuser and repair of the 5 leaks, the outfall was reactivated. Upon reactivation two new boils were noticed. The consultant is sending out a diver to inspect the leaks and determine the extent/source of the leak. It is thought that with the repair completed on the pipe that the pressure is now higher when the outfall is flowing and that this increased pressure could have resulted in new leaks that were not leaking previously. Once the leaks are identified a price will be requested from the contractor to perform the repairs.
    - 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 completed the directional drill and connection at the west end of project and is now working on the east end connections.
    - Ormond Crossings Utility Extensions – All off-site utilities have been installed and pressure tested. Contractor working on on-site utility work.
    - Downtown Light Replacement – A partial shipment of fixture heads was delivered, the remaining heads and poles will be delivered in the coming weeks.
    - 2018 Road Rehabilitation – Microsurfacing – The microsurfacing is complete, the contractor will return to make any repairs identified in the final inspection in the coming weeks.
    - CDBG – Streetlight Replacement – The fixtures have shipped and are in transit for delivery to the contractor.
    - Rockefeller Gardens Stage Shade Cover – Structural drawings were reviewed, and comments are being addressed.
    - Forest Hills Connector Trail – Construction contracts are executed. Contract for Construction Engineering and Inspection (CEI) services is submitted for approval at the September 5 City Commission meeting.
    - 2018 Road Rehabilitation-Resurfacing – A pre-construction meeting has been scheduled for September 6.
  - 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 has been advertised for bids. A pre-bid meeting was held on August 22 and bid opening is September 11.
    - North US1 Water Main Improvements – The loop through Ormond Crossings south from Security First has been advertised for bids. A pre-bid meeting was held on August 22 and bid opening is September 11.

- Security First Off-site Water Main Improvements – Project has been advertised for bids. A pre-bid meeting was held on August 22 and bid opening is September 11.
  
- Design Projects:
  - North US1 Water Main Improvements – 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 complete the bid documents.
  - Laurel Creek Stream Gauges – The hardware and software was delivered, staff is reviewing 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 has been completed and is under review.
  - OBSC Improvements – Championship Field 7 – Working with construction manager to get the project within our Phase I budget.
  - 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 – The request for bid approval is on the commission agenda for September 5.
  - 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 Engineering Division as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permits for 7-9 Sandpoint Circle and 7-11 Cypress Park Court directional bores, per Brighthouse request.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 9-11 Arrowhead Circle directional bores, per FPL request.
  - Completed sketch and legal description for 3718 Egret Dunes Drive annexation, per Planning Department request.
  - Researched and provided PDF copies of as-builts for the Williamson Blvd/West Granada Blvd intersection area, per consultan request.
  - Researched and provided PDF copies of as-builts for The Trails Shopping Center, and manhole replacement on Williamson Blvd., per Utilities Division request.

- Continued modification of Granada Median Landscape plan set, per project manager's comments.
- Modified drawings for downtown street light banners.

### Environment Management

#### Street Maintenance - Asphalt/Concrete

- Concrete pour at Ormond Lakes
- Pulled forms & clean up/add dirt at Bosarvey & Lucky
- Asphalt on John Anderson
- Asphalt cut & repair on Riverwood
- Asphalt on Loyola
- Concrete work on Hull Rd
- Prep/form on Choctaw Trail
- Finish prep at Cassen Park

#### 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 at Nova Rec; PW Yard (& removed overgrowth)
- Removed dead pine on Fleming E/O Center; dead limbs on Sycamore; damaged trees at Ames Park; dead oak tree at Tomoka & Orchard

#### 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
- Straightened pavers in The Casements yard
- Traffic control at Tomoka Ave & S Orchard St.

#### 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
- Removed & reinstalled direction sign at Pineland Trl/Harmony Ave.
- Replaced signs/street names for Harvard Dr.
- Installed (2) new school entrance signs on Old Kings Rd

#### Stormwater Maintenance

- Reach-out on Division, Old Kings ponds
- Locates citywide
- Repaired depression on Prairieview Lane; repaired pipe, poured sidewalk
- Pipe repair on Oak Forest Dr; Ormond Green Blvd; Hernandez Ave
- System inspection on Deer Lake Cir & Soco Trl
- Ditch maintenance spraying citywide
- Sinkhole investigation citywide

- Gates & pumps citywide
- FDOT pond mowing

#### Vactor

- Prairieview Ln
- Deer Lake Cir & Soco Trl
- Hernandez

#### Street Sweeping/Streetsweeper

- 107 miles of road cleaned
- 38 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 25,128
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 9,497 gallons unleaded, 6,334 gallons diesel
  - Fuel used in one week: 2,173 gallons of unleaded and 730 gallons of diesel.
  - Fleet completed 41 work orders this week.

#### Utilities

- Projects Summary
  - Annual Supply of Sodium Bisulfite and Hydrofluosilicic Acid – Award Recommendation memos are scheduled for presentation at the September 5 City Commission meeting.
  - Beach Street Manhole 13391 at 365 N. Beach Street – The portion of the sanitary sewer connecting to the north side was televised. Severe leakage was present and the sanitary sewer main was broken. Removal of the manhole and replacing it with pipe was determined to be the most feasible option.
  - Breakaway Trails Yard Electrical and Pump Upgrades – Award Recommendation memos are delayed for presentation at the September 19 City Commission meeting.
  - Engineering Services for Breakaway Trails Storage and Pumping Improvements – Project is delayed due to lack of funding.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Project was advertised for bids on 8/26/18.
  - Lift Station 10M & 12M Improvements – As-builts are finalized by the contractor. Submittals in the paper and electronic format are being prepared for GIS.
  - Security First Offsite Water Main Improvements – A meeting is scheduled to review the project was held on August 22.
  - Water Plant Elevated Storage Tank (EST) activities – Award Recommendation memos were delayed until the September 19 City Commission meeting.
  - Water Tank Inspection and Cleaning Services – Bid number 2019 – 04 Project Manual uploaded to Minute Traq for disposition at the September 19 City Commission meeting for advertisement on September 23, 2018. Bid due date is October 23, 2018.
  - Utilities SCADA Upgrades (Software Purchase RFP) – City attorney is reviewing comments from VT SCADA attorney. Meeting held with Emerson Process Management to determine scope of work for tech support on existing PLC's.
  - WTP Membrane Replacement – Specification notes were forwarded to the consultant for inclusion into the bid documents.



- WTP Sanitary Survey – A work authorization is being prepared to replace the Claricone walkway.
- WWTP Influent Pumps VFD Replacement – Pre-bid meeting scheduled for September 12. Bid are due October 2.
- SPRC Projects (Utilities Review)
  - Cardinal Drive – Reviewed shop drawings.
  - Huntington Villas Phase 1B – One year warranty inspection was acceptable. Bond will be released.
  - Lucky's 100 E Granada – Reviewed plans and provided comments.
  - Marshside Subdivision – Revised plans submitted for review on Dox.
  - Modern Wash 520 W. Granada – Reviewed plans. There were no utility comments on the proposed site plan.
  - Ocean Village Townhomes – Pre-application plans under review.
  - Plantation Oaks Unit 2C – Reviewed plans. Utility Department comments were addressed.
  - Publix 220 S Nova Road – Provided design engineer with as-built drawings and utility maps of the area.
  - Watson Realty 1999 W Granada Blvd. – Reviewed concept plans for a proposed building and provided options for utility connections.

#### Water Treatment

- Delivered 40.43 million gallons for the week ending August 24, 2018 (5.78 MGD).
- Backwashed 11 filters for a total of 502,000 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 67.5 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 33.18 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.74 MGD.
- Produced 28.66 Million Gallons of Reuse.
- Produced 4.52 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (August 01, 2017 – July 31, 2018 (MGD)): Influent 5.01 MGD (Permit 8 MGD); Surface Water Discharge 2.23 MGD (Permit 6 MGD); Reuse 3.13 MGD (Permit 10 MGD)
- Hauled 111.33 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to 13 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 8 water service leaks.
- Installed 14 new residential water services.
- Performed pressure testing on 3 City owned backflow preventers.
- Replaced 7 broken meter boxes.
- Replaced 5 water services due to low volume concerns or broken valves. Contractor installed 1 casing for water service under road.
- Completed maintenance on 18 fire hydrants.
- Attempt to track a 2" water service that is unmapped and installed in the 1970's for a water service at 278 Old Kings Rd.
- Moved a water service from behind a fence per Finance Dept. work order.
- Performed valve maintenance on 21 main line valves.
- Performed 1 residential water service disconnect due to demolition.
- Located a water service meter for Finance meter readers.
- Water Dist. was given a training session for operation maintenance and repair of Kennedy fire hydrants by regional sales manager.

- Graded and re-sod excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 102 regular and 2 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area. Responded to 1 reuse trouble call.
- Assisted contractor in locating reuse valves at Deer Creek.
- Provided traffic control for contractor to inspect manhole 13391 at 365 N. Beach St.
- Cleaned up construction debris from repair job at Water Plant. Waiting on ground to tighten up to finish back fill.
- Cleaned corrosion from contacts in control box at 10 Deep Woods Way.

#### Wastewater Plant – Lift Stations

- Screw pump #3, “not available for auto,” reset from SCADA verified alternation with operations, will monitor.
- Carrousel #2, replaced nonoperational faceplate at the 75 foot mark, ok.
- Post Anoxic Basin, spray misters not working properly, cleaned spray heads, ok.
- Reaeration Basin, replace damaged underground valve box at reuse water line system, ok.
- Deer Creek, Cypress Place, Saddlers Run, Shadow Crossings, grounds keeping work.
- Carrousel Splitter Box, continued exercise of Weir gate gear box, raised gate for repairs, greased and oiled at gear box assembly, repair purchase order requested.
- Peristaltic Pump #2, over current fault, reset control, ok, Operations states “not using this unit at this time,” will monitor.
- Garden Business Center, high water usage registered at meter, possible potable water leak, dug up underground lines, found leak to be after back flow preventer, repaired leak ok.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 1P, high level, found FPL power down upon arrival, no phase loss call from WIN911/SCADA, received high level call came from battery back-up in RTU, contacted FPL to report outage, power was restored without incident, repaired vacuum system and primed both pumps, monitored station for correct operation, will follow up with SCADA Tech to correct noted issues.
- SCADA monitor/response: San Marco, Chelsea Place #2, high starts, cleaned probe, ok; 1P, high starts, cleaned probe, ok; 2P, no starts #2, reset motor starter, ok.
- Weekly Plant PM's: Grit Snail (OSS); Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Bar Screens, #1, #2.
- Lift Station PM's: 18 monthly performed.

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

- Well 27H, well in service with VFD manually set to 54.6 Hz preset speed for 150 gpm. Flow meter will not be used to control flow.
- High Service pump building PLC, industrial PC not working; took hard drive to IT Department for testing, hard drive failed and is outdated, options for replacement are being explored, high service pumps are still controlled remotely.
- Scrubber Pump #4, bearing failure, pulled pump assembly for reconditioning and painting, installed reconditioned unit and returned to service.
- Lime Sludge Thickener, not responding to high torque value, exercised torque bar and limit switches, torque box is operational, performed a reset of thickener, after restart machine responded as needed, will monitor.
- High Service South Pit, installed new sump pump.
- Well 27H, installed ground rod for equipment grounding.
- Lime Slurry Mix tank, adjusted float valve.
- Well 19SR, recondition sump pump and associated plumbing.
- Rima Wells 39, 40, 4, weed control.
- Operational Check: B.A.T. Reuse and wells;

- PM's: Hudson Wells 22, 23, 24, 33, 34; All Rima Wells.

#### Wastewater Collection/Treatment/Disposal Regulatory Activities

- 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.
- Cross Connection Control – Staff is continuing to speak with commercial potable water customers to assist them with backflow prevention device compliance testing. The device testing compliance rate for the Utility has continued to rise and currently is 87%.
- 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.
- WWTF Bioassay Reduced Monitoring – Staff is beginning the process to submit a request to FDEP to reduce the bioassay monitoring from quarterly to annually. The WWTF successfully passed four consecutive analysis allowing the City to request the reduction.
- WWTF Operating Permit Renewal – Staff is gathering data to request a permit renewal for the WWTF from the FDEP.
- EPA Discharge Monitoring Report- Quality Assurance Study 38 – Staff submitted the required analytical results from the City's WWTF laboratory as well as contract laboratories utilized by the City. The DMRQA-38 tests the analytical data the City is receiving for both precision and accuracy.

#### 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 City Manager staff meeting
- City Clerk attended meeting with Acting Assistant City Manager
- City Clerk attended OpenGov video conference
- Agenda packet preparation, creation, and distribution for September 5, 2018, City Commission Meeting
- Agenda packet preparation, creation, and distribution for September 5, 2018, Police Officers' & Firefighters' Pension Boards Special Meeting