

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 23, 2019

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Agenda review meetings with commission members
- City Commission meeting
- Senior staff on Ormond Green intersection modification
- Senior staff and Commissioner Selby regarding homeless issues
- Team Volusia Board meeting

PIO – Public Information

- Press Releases/Media
 - Calendar Alerts for Fall events Hometown News In Season
 - General media contacts and inquiries
 - General citizen questions and answers
- Social Media
 - Shoshana Ravede Day #OBproud
 - Distinguished Budget Award
 - Code Red Registration #OBprepares
- Attended
 - Weekly CM staff meeting
 - City Commission meeting
 - National Preparedness Code Red Webinar
 - Power of the Purse Luncheon
 - Septic to Sewer brainstorm
- Developing
 - NextDoor Communications Plan
 - Crisis Communications Plan
 - Community Networking

Community Development

Planning

- A neighborhood meeting has been scheduled for the Climate Controlled Self-Storage project located at 263 South Nova Road. The project proposes to rezone the property at 263 South Nova Road from B-8 (Commercial) to PBD (Planned Business Development). The project proposes to construct a climate controlled storage facility of approximately 90,000 square feet and associated

site improvements. The applicant has scheduled a neighborhood meeting on **Tuesday, August 27, 2019**, at 30 South Beach Street (Ormond Beach Regional Library) beginning at 6:00 p.m. The project has submitted a concept plan to the Site Plan Review Committee and an additional neighborhood meeting would be required with a complete site plan submittal. The goal of the meeting is to get input from surrounding property owners early in site plan process. As submitted, the project would require a rezoning to Planned Business Development with a neighborhood meeting (in addition to the meeting on August 27), Planning Board review and City Commission action.

- A neighborhood meeting has been scheduled for the proposed GoJuice project that proposes to construct a 160 square foot building with associated site improvements to be located at 762 South Atlantic Avenue. GoJuice has an existing location in New Smyrna Beach and offers juices, smoothies, acai bowls and coffee. The applicant has scheduled a neighborhood meeting on **Thursday, September 5, 2019**, at 30 South Beach Street (Ormond Beach Regional Library) beginning at 5:30 p.m.
- The September 4, 2019 Board of Adjustment and Appeals has one case for their agenda. The property owner at 185B Cardinal Drive is requesting a side yard setback of 8.3' for a hard roof screened room, requiring a side yard variance of 11.7' from the required 20' setback to the side property line.
- The September 4, 2019 City Commission has the following Planning related items:
 1. Plantation Oaks Annexation.
 2. 99 Portland Street, Stor-It Phase 2 rezoning and development order.
 3. Partial right-of-way vacations of Magnolia Street, Gower Street, Flagler Road (2nd reading).
 4. Courtyards, small scale land use amendment (2nd reading).
 5. 88 South Atlantic Avenue, Ocean Club rezoning and development order (2nd reading).
- The September 12, 2019 Planning Board has the following items (the final agenda shall be set on August 29, 2019):
 1. Reflections Village: Special Exception amendment has been submitted by the Reflections Village Homeowners Association (HOA) to amend Resolution 1995-43 to remove a condition that the security gates shall remain open between 6:00 a.m. and 7:00 p.m.
 2. 600 West Granada Boulevard, WaWa: A Special Exception application has been submitted seeking to allow an electronic changeable copy sign for the display for gasoline prices at 600 West Granada Boulevard, the WaWa site under construction.
 3. 712 South Atlantic Avenue, Ocean Club Sportswear: A Special Exception application for the Ocean Club Sportswear store at 712 South Atlantic Avenue to allow outdoor activities (display of retail merchandise) in front of the store in two areas that are each 32 square feet under certain conditions.
 4. Municode Land Development Code update: This is an update and recodification of the Land Development Code performed by Municode Code Corporation. The update includes an analysis of potential conflicts with state law, case law, and constitutional principles. The amendment does not make any policy related Land Development Code amendments.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 375 inspections performed within the City (21 by Private Provider).
- 93 permits issued within the City, with a valuation of \$4,249,039.00.

Development Services

- There were no meetings with the Site Plan Review Committee this week.

- The Publix site plan with The Trails development at 220 North Nova Road for demolition and re-construction was approved by the Site Plan Review Committee. The building plans have been submitted and are in the review process for the Publix re-construction. No start date has been identified to City staff.
- Projects under SPRC review include:
 1. Pineland Trail, partial ROW vacation. 1st review. Partial vacation of Pineland Trail where the roadway is being re-aligned as part of the Security First project.
 2. Huntington Green, force main construction (Flagler County). 1st review. This is a Flagler County project that would construct a force main to provide sewer service to a Flagler County subdivision.
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	20%
Broadwater Bridge	30%
Cardinal Drive Beach parking	98%
Chase Bank	80%
Coolidge Avenue Office/Warehouse	15%
Granada Plaza sewer improvements	25%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Love's Travel Store	40%
Lucky's Market	99%
Lynnhurst sewer improvements	0%
Oceanside Golf and Country Club (seating)	25%
Ormond Beach Surf Style	45%
Ormond RC, Building 1C	65%
Pineland Trail re-alignment	30%
Salty Church	0%
Security First	88%
Shoppes on Granada, Phase 2	90%

Thomas & Betts parking improvements (Phase 1)	95%
Total Comfort	5%
WaWa	50%
Residential	
Cypress Trails subdivision	75%
Huntington Green	30%
Huntington Villas	40%
Pineland residential subdivision	75%
Deerfield Trace	20%

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 sf 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.

- Airport Business Park
 - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is nearing complete moving into the facility.
 - 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.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
 - Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
 - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff attended the Team Volusia Board Meeting on Friday, August 23.

- Prospective Business Attraction/Retention/Expansion
 - Staff attended a workshop on Space Commerce put on by the Space Foundation. The focus of the workshop was how existing business can identify opportunity within the aerospace supply chain and resources available to help.
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 36 companies have been visited.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
 - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 100% of expenses have been submitted to FEMA for obligation review.
 - The City was obligated by FEMA for fifteen (15) hurricane Irma projects. To date the City has been reimbursed for fourteen (14) Project Worksheets totaling \$284,311.04.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Tentative millage rate and proposed 2019-20 budget were completed.

- Completed Projects - Weekly
 - Processed 64 Journal Entry Batches.
 - Approved 7 Purchase Requisitions totaling \$57,181.10.
 - Issued 19 Purchase Orders totaling \$155,870.11.
 - Prepared 134 Accounts Payable checks totaling \$405,945.11 and 36 Accounts Payable EFT payments totaling \$713,351.86.
 - Issued 707 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 301 payments through Interactive Voice Response System totaling \$31,366.73.
 - Grant money 2018-19 fiscal year-to-date total received, \$3.2 million dollars.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Received finalized Volusia County ECHO grant documents for the OBSC Softball Field 7 construction and set up grant files for the project.
 - Continue working with the Airport Manager to finalize the closeout documents for the FAA grant for the rehabilitation of Runway 8-26 (9-27) and the design of the Runway 9-27 extension and Taxiway A extension.
 - Submitted Edward Byrne Justice Assistance Grant (JAG) 2019 Local Solicitation as approved by the City Commission at the August 20 meeting. The Police Department's allocation is \$15,435 and the grant application is requesting two mobile speed radar displays.
 - Attended Volusia ECHO grant mandatory training for the FY 2019-2020 application cycle.
 - Grant reimbursement requests to date for FY 18-19: \$2.7 million

- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Attended weekly staff meeting.
 - Attended Commission meeting.

Risk Management Projects

- Attended Insurance Program Committee meeting
- Attended Claims committee meeting
- Attended WC merits hearing

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 4
 - Hazardous: 4
 - EMS: 89
 - Motor Vehicle Accidents: 5
 - Public Assists: 43
 - TOTAL CALLS: 147

 - Aid provided to other agencies: 13 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (10)
 - Total staff hours provided to other agencies: 14
 - # of overlapping calls: 32
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 69
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 101
-
- Training Hours
 - NFPA 1001: Firefighting 123
 - NFPA 1002: Driver 13
 - NFPA 1021: Officer 22
 - NFPA 1500: Safety/Equipment 55
 - NFPA 1620: Preplanning 20
 - EMT/Paramedic 31
 - TOTAL TRAINING HOURS: 264
-
- Station Activities
 - Updated 12 pre-fire plans
 - Conducted 3 fire inspections
-
- Significant Incidents
 - 8/16/19, 2:32 PM: I-95 / Mile Marker 271 – Motor Vehicle Accident – One vehicle found off southbound shoulder across water filled ditch – driver was extricated from vehicle – one patient pronounced on scene – two uninjured cats also removed from vehicle.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Streets & Roadside Maintenance/Public Works)
 - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
 - Office Manager (Support Services)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)

 - Applications Under Review
 - Recreation Center Coordinator (Environmental Discovery Center/Leisure Services)

 - Interviews Scheduled
 - Office Manager (Leisure Services)

 - Background/Reference Checks/Job Offers
 - Accreditation Specialist (Police)
 - Part Time Maintenance Worker I (The Casements/Leisure Services)

- Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
- Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
- Part Time Maintenance Worker II (Parks/Leisure Services)
- Permit Technician (Planning Department)
- Police Officer (Police)

- Separations
 - None

- Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2019:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project on schedule: working on mapping and configuring the new system conversion.
 - 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: 24
 - Completed: 34
 - In progress: 41

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 0
 - Inbound E-Mails Blocked: 0
 - Delivered Inbound E-Mails: 0
 - Quarantined Messages: 0
 - Percentage Good Email: 0%
 - Virus E-Mails Blocked: 0

Notable Events: IT Manager attended the Florida League of Cities (FLC) conference in Orlando. At the conference, two sessions were moderated by FLGISA members; Local Government Websites and ADA Compliance, and Ransomware – Protect Your Cities with These Best Practices.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 90
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 96
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0

- Reclaim Connections Located this week: 0 : Total in system = 2,672
- Meters GPS Located this week: 0 : Total in system = 23,737; 22,926 potable, 800 Irrigation, 11 Effluent
- Notable Events: None

Leisure Services

Administration

- Staff meeting
- Park visits
- Janitorial Services meeting
- FFEA Conference and Awards
- Leisure Services Department 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.
- EDC Volunteer and UF Master Beekeeper apprentice Jack Dunlop gave a Honey Bee program in the EDC Classroom on Saturday from 10 am to 11 am.
- EDC staff and EDC volunteers held a Honey Bee Day craft program in the EDC Classroom on Saturday from 2 pm to 3 pm.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- Coed Adult Softball games started this week on Monday-Wednesday evenings at 6:20 pm and 7:30 pm on Coed Field 7 at Sports Complex. Seven teams have signed up.
- Pride Football practices were held on Tuesday and Thursday evenings at 5:30 pm at the Sports Complex on Multi-purpose Fields 11 and 12.
- OBSC competitive practices were held Monday-Thursday evenings at 6 pm at the Sports Complex on the soccer fields.
- SHS JV Football has their first home game on Thursday evening at 6 pm at the Sports Complex on Championship Field 7.
- Halifax Academy V Football hosted a home game on Friday evening at 6 pm at the Sports Complex on Championship Field 7.
- Staff prepared for the City's Flag Football Skill Assessment Day to be held on Saturday, August 24, at the Sports Complex on Softball Quad 1 from 9 am to 2 pm.

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 Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields

- Dragged Osceola Softball Fields and South Ormond Fields
- Painted corners of all soccer fields not yet painted
- Put together new soccer goals
- Fixed batting cage nets
- Fixed bullpen home plates
- Added fill to fence line at Nova Field 2
- Sprayed for wasps
- Prepared Championship Field 7 for football games
- Prepared Coed Field 7 for Coed Softball League

Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 9 pm.
- Ormond Church was held on Sunday from 8:30 am to 12:30 pm.

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday and Thursday: Kopy Kats held regular classes
 - Tuesday and Thursday: CMT held registration

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Pavilion rental Saturday
- Youth basketball practice Wednesday and Saturday
- YMCA soccer practice Monday, Tuesday, Friday
- Clean up from summer camp continued.

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Cleanup and organization of supplies and equipment in the Community Events storage areas (ongoing)
- Planning of Reel in the Fun fishing tournament scheduled on Saturday, September 7
- Preliminary planning tasks and assignments for State of the City luncheon and Employee Appreciation
- Coordinator attended FFEA Conference

Gymnastics

- August session in progress
- August registration is open
- Training of new Rec Leader
- Open Gym Friday, August 23, 6pm to 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 basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continued to meet at various times throughout the week.

The Casements

- Free tours were held at The Casements on Saturday at 9:30 am and 10:30 am and Monday through Friday on the hour at 1 pm, 2 pm and 3 pm. Self-guided tours are available during regular business hours.

- Seaside Herb Society met at Bailey Riverbridge on Saturday from 9 am to 12 pm.
- A large tour of 30 people from Lakeview Terrace toured The Casements on Saturday beginning at 10:30 am.
- A wedding took place in Ormond Memorial Gardens on Saturday at 4 pm.
- The Church House of Healing met at Bailey Riverbridge on Sunday from 4 pm to 6 pm.
- Pilates took place on Monday and Wednesday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.
- Staff planned for the tenth anniversary of Movies on the Halifax and the return of Once Upon a Storytime.
- Greek Cooking class took place on Thursday from 4:30 pm to 8:30 pm.
- The Casements Camera Club met on Thursday from 7 pm to 9 pm.
- A wedding rehearsal took place on Friday at Bailey Riverbridge from 6:30 pm to 7:30 pm.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Replaced deck boards at Cassen Pier
- Installed post and chain at West Ormond Wetlands Park
- Removed barrels and bench from Joyce Ebbets Pier
- Removed bollard on Hand Ave. for trailer access to Joyce Ebbets Pier
- Repaired basketball hoop at Nova Community Center
- Replaced air hoses at bike stations
- Replaced Central Park II bungee cords at kayak launch
- Replaced Limitless Playground airplane ride
- Repaired three swings at Magic Forest Playground

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
- Replaced Cassen Pier boards
- Repaired the Police Department east gate
- Replaced ceiling tiles in Performing Arts Center ladies restroom
- Repaired splash pad at South Ormond
- Replaced soap dispenser in Andy Romano Beachfront Park restroom
- Repaired Cassen Park men's restroom outside door
- Replaced deck boards at Central Park pier and overlook
- A/C repair work at various City facilities
- Added temporary panels to WTP stone wall
- Troubleshoot splash pad timers
- Repaired condensate drain at Airport Control Tower
- Prepped wall sections at the WTP for fence contractor
- Repaired leaking hydrant valve at WWT
- Repaired basketball court outside bubbler at Nova Community Center
- Installed new power box at Rockefeller Gardens
- Repaired exit loop Gate 9 Airport
- Replaced flag lights and photocell at Fire Station 92
- Repaired hand dryer in restroom at Andy Romano Beachfront Park

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended the Commission Meeting
- Staff is hosting a Crime View presentation

- Staff is hosting a supervisor meeting
- Staff is hosting a CLEAB meeting
- Staff is attending a Managing Police Records training
- Staff is working on a grant for traffic calming equipment

- Youth Leadership Council (YLC)
 - Nine (9) members of the YLC went to the movies on Friday August 16. This week members will be attending the Mainland High School football game against DeLand High School to support YLC members who are on the team. The next YLC meeting is September 1. During the meeting members will go over upcoming projects and goals for the 2019-20 year.

- OBPAL Basketball
 - There was no practice for basketball last week due to the first week of school.

- PAL Educational Programs
 - OBPAL Tutors R Us will resume the last week of September. Science on Patrol at Ormond Beach Middle School and at Ormond Beach Elementary School will resume in October.

- OBPAL Annual Golf Tournament
 - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 9, 2019. 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: 46
- Animal Reports: 4
- Trap Neuter Release: 2
- Animal Bites: 3
- Animals to Halifax Humane Society: 3
- Dogs: 2 Cats: 1

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 13
- Inactive: 5
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 6
- Auto Theft: 0
- Death Undetermined: 3
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 6
- Suspicious Incident: 1
- Baker Act: 1
- Vandalism: 1

Records

- Walk - Ins / Window: 107

- Phone Calls: 132
- Arrest / NTA'S: 20
- Reports Generated: 129
- Reports Entered: 110
- Citations Issued: 77
- Citations Entered: 69
- Warnings Entered: 130
- Trespass Warnings: 17
- CORF Entered: 27
- Mail / Faxes / Request: 56

Patrol

- Total Calls: 1,232
- Total Traffic Stops: 144

Operations

Crime Opportunity Report Forms: 27

08/14/2019

- Battery/Domestic Violence Arrest, 929 Northbrook Drive. Juvenile subject battered the victim during an argument over a cell phone.
- Trespass Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject that was issued a trespass warning returned to the property.
- Battery/Domestic Violence Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject battered the victim in the parking lot.
- Probation Arrest, Arroyo Parkway at South Yonge Street. Two (2) subjects were arrested for being out after curfew.

08/15/2019

- Larceny, 250 South Atlantic Avenue (Dunkin Donuts). Subject stole the tip jar off the counter which had about \$100 in it.
- Battery/Domestic Violence Arrest, 458 North Beach Street. Subject battered the victim during an argument.
- Probation Arrest, 867 South Atlantic Avenue (Beach Bucket). Subject was arrested for drinking alcohol while on probation.

08/16/2019

- Larceny, 170 North Old Kings Road (Avante). Unknown person stole \$20 from the victim's wallet.
- Child Neglect Arrest, 401 North Beach Street. Subject was unconscious from drinking too much alcohol and had a child who was wondering around.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items in a backpack and was stopped by loss prevention.
- Traffic Arrest, 700 Block West Granada Boulevard. Subject was involved in a crash at this location and a driver was found to be intoxicated.
- Domestic Violence Arrest, 1509 San Marco Drive. Subject battered the victim during an argument.
- Narcotics Arrest, 460 Collins Street. Narcotics were found in a vehicle during a traffic stop. Another subject at the home was arrested for a warrant.
- Traffic Arrest, 300 Block Clyde Morris Boulevard. A traffic stop found that the driver was intoxicated.

08/17/2019

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to walk out with two (2) televisions. When loss prevention tried to stop the subject, the subject ran from the scene.
- Battery/Domestic Violence Arrest, 595 Collins Street. Subject made threats to the victim with a knife.

- Narcotics Arrest, 1521 North United States Highway One (Racetrac Gas). Two (2) subjects were found sleeping in a vehicle and both had narcotics on them.

08/18/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and was stopped by loss prevention.
- Narcotics Arrest, South Nova Road at Fleming Avenue. A traffic stop found narcotics in the vehicle.

08/19/2019

- Larceny, 10 Vining Court. Checks were stolen from an office sometime over the weekend.
- Larceny, 621 South Atlantic Avenue (Casa Del Mar). A cell phone was stolen from the pool deck.
- Battery Arrest, 620 South Yonge Street. Victim was battered by the subject in the woods.
- Narcotics Arrest, 980 Old Mill Run. Subject with a warrant was contacted and a bag of Fentanyl was found in the subject's possession.

08/20/2019

- Battery, 2100 Airport Road (Pathways Elementary). A child was battered by another child at the school but was not reported until after school was out.
- Carbreak, 509 South Nova Road (All Aboard Storage). A trailer was entered overnight. Landscaping equipment was stolen.
- Warrant Arrest, 93 Melrose Avenue. Subject with a warrant was contacted at this address.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 22
 - Number of Uniform Traffic Citations Issued: 20
 - Number of Written Warnings Issued: 3
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 4
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 3 Cases initiated
- 2 signs have either been removed or sign cases created.
- 10 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and eighty-one (81) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff has been advised by the Orlando Airports District Office (ADO) of the Federal Aviation Administration (FAA) that a federal grant to provide primary funding for the construction phase of the planned Runway 9/27 and Taxiway Alpha extension project has been approved by the ADO. Staff anticipates that an official grant offer via the U.S. Department of Transportation will be presented to the City for execution by mid-September.
- Staff previously reported that five (5) runway edge lights were discovered to be not working properly. These lights were installed as part of the recently completed runway rehabilitation project and are under warranty. The installing contractor returned to the airport this week to repair or replace these lights as required.

- Staff continues to work with the Orlando ADO to finalize project closeout documents for the projects to rehabilitate Runway 9/27 and design the extensions of Runway 9 and Taxiway Alpha.
- Staff met with representatives from Gale Associates, Inc. this week to review plans to design and construct certain security upgrades for the airport. These improvements are included in the airport's five year capital improvement plan and include improved perimeter fencing and gates, lighting, and security surveillance technologies.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor has completed the liner on Harvard Drive and is preparing for the work on the Beach Street gravity sewer.
 - Water Plant Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
 - 2019 Roadway Resurfacing – The contractor has completed the concrete work. The asphalt work is anticipated the first week of September.
 - Force Main Repairs – This project is substantially complete. Staff is awaiting as-builts and close out documents.
 - Breakaway Trails Storage and Pumping Improvements – Work continues on the pump house, the contractor is completing form work on the tank dome and anticipates spraying the dome next week.
 - Cassen Park Public Dock and Breakwater – The contractor is awaiting delivery of the floating dock sections before continuing with the construction work. They remain on schedule to complete the project on time.
 - WWTP Sludge Dewatering Improvements – A Notice to Proceed was issued August 5. Material submittals are being reviewed.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – A pre-construction meeting was held on July 17. A Notice to Proceed will be issued with a start date of September 9.
 - HVAC Replacements – City Hall, SONC, The Casements – A pre-construction meeting was held on July 24. Material submittals are being reviewed.
 - Bidding
 - Granada Median Landscape Improvements (Orchard Street to I-95) – The apparent low bidder is RJ Landscape Contractors, Inc. Bid award is scheduled for the September 4 City Commission meeting.
 - Memorial Gardens Retaining Wall Improvements – Bid was awarded at the July 30 City Commission meeting, contracts are being executed.
 - Nova Community Park Underground Electric Utilities – Bids were opened on July 30, the apparent low bidder is Economy Electric. Bid award is scheduled for the September 4 City Commission meeting.
 - Landscape Renovations & Downtown Landscape Renovations – The project was advertised on August 4, bids are due on September 3.
 - WTP Sludge Residuals Facility Improvements – Bids were opened on July 10, and the apparent low bidder is SGS Contracting Services. Bid was awarded at the August 20 City Commission meeting.
 - 2019 Stormwater Rebuild – This project is on the City Commission agenda for August 20 for approval to advertise.
 - Broadway/US1 Traffic Signal – Staff has submitted Joint Participation Agreement with FDOT, the Developer's Agreement with Tomoka Holdings, Bid Documents, and an RFQ for CEI services for consideration at the September 18 City Commission meeting.
 - Design Projects:
 - North US1 Water Main and Force Main Improvements – Survey work is in process for the Force Main portion of the project. A project coordination meeting was held on July 25.

- Fleming Ave Stormdrain Improvements – The 90% submittal is expected this month.
- Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from Army Corps of Engineers, this confirmation has been forwarded to FEMA to complete the response to their request for additional information.
- OBSC Improvements – Championship Field 7 – An ECHO grant application was approved by Volusia County. Grant contract documentation is in process.
- Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated by the beginning of September.
- Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – Comments were received from FDOT for the Tomoka Sidewalk plans. CPH has provided 30% plans for Williamson Blvd., these plans have been forwarded to FDOT for completeness review.
- The Casements North Side Improvements and Carriage House – Design is in process for the drainage improvements and the Carriage House expansion.
- Stormwater Master Plan Update - 2019 – Staff is scheduling the kickoff meeting for this project.
- Fleming Avenue Stormwater Pump Station – The preliminary design report and 30% plans were received on July 31 and are currently under review.
- 56 North Beach Street – Conceptual plans have been submitted for staff review.
- Police Station/EOC Relocation Study – A project update meeting was held with the consultant.
- North Peninsula Sewer Retrofit – This project has been advertised, a pre-proposal meeting is scheduled for August 27, and proposals are due on September 10.
- Oak, Magnolia, & Bonita Sewer Retrofit – Staff is negotiating a scope of work and fee with a Continuing Contract Consultant for survey and design.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 454 South Yonge Street (Hand Avenue/Andalusia Avenue) directional bore, as requested by Southern Light Communications.
 - Completed topographic survey of Vadner Park and began plan drawing of based on the collected survey data, per Leisure Services request.
 - Measured storm inlet inverts along Old Tomoka Avenue for the proposed sidewalk project, as requested by the consultant.
 - Measured traffic signal control boxes for Main Street improvement project.
 - Located irrigation drawing of Nova Community Park, per Leisure Services request.
 - Completed Tree-in-the-Right-of-Way locate at 580 South Ridgewood Avenue, per Streets Division request.
 - Researched maintenance responsibilities for the ditch/swale located behind 695 & 702 Pineland Trail, per property owner's request.
 - Researched maintenance responsibilities for the stormwater system behind 20 Crooked Tree Trail, per Stormwater Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pulled forms & cleaned up. Backfilled dirt on Peruvian Ln.
- Prepped & formed up concrete at South Ormond N
- Cut & ripped out old concrete, poured new concrete on Tomoka View Dr
- Concrete slab pour at S Halifax Dr & Valencia Dr; pulled cones & forms on S Halifax Dr
- Cut out concrete & replaced in driveway on S Saint Andrews Dr
- Poured concrete on Fred Gamble Way
- Asphalt patch at Wedgewood Cir & Alden Dr
- Poured concrete, pulled cones & forms, back fill dirt at Nova Community Center

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 in The Trails subdivision; Broadmoor Cir. & Center St.; Groover Ave.
- Remove small dead pine tree at Airport Sports Complex; dead tree on Warwick Ave

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
- Assist reach out operator, cut ROW bushes on Fred Gamble Way

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
- Replace HIP stop signs on various streets (S Washington St)

Stormwater Maintenance

- Reachout mowing on SR40, Fred Gamble Way
- Placed sod on Dix Ave & Prairieview Ln
- Picked up sod and placed on Kenilworth Ave
- Locates & basins citywide
- Gates & pumps in Zone #1
- Pipe repair on Crooked Tree Trail
- Basin/inlet repair on Sandpiper, Sandcastle

Street Sweeping/Streetsweeper

- 202 miles of road cleaned
- 36 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,985
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 2
- Quick Fleet Facts:
 - Fuel on hand: 10,962 gallons unleaded, 8,983 gallons diesel
 - Fuel used in one week: 2,107 gallons of unleaded and 625 gallons of diesel.
 - Fleet completed 42 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Demolition of non-tank structures is complete, the contractor continues to work on the pump house and is installing yard piping from the pump house to the connection point to the system.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Emerson RTU start-up scheduled for August 21.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Control panel and RTU delivery scheduled for August 29.
 - SCADA Integration Services – WWTP screen development submittal scheduled for September 3.
 - Shadow Crossings Reuse Pump Facility Upgrades – Design at 60%; Consultant's cost estimate is more than double the funding of \$240,000 because in addition to the Electric and I&C improvements slated in the funded scope, the pumps, piping, and valves also need to be replaced in the near future. Staff suggested that the project be phased so that funding for the additional scope can be sought during next year's CIP process. These Value Engineering (VE) comments were sent to the engineer.
 - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated in September.
 - WTP Elevated Water Tank Rehabilitation – Tank painting scheduled to be completed August 23. At the City's request, the contractor marked a vertical centerline where the logo will be painted facing directly towards the peak of the Granada Bridge.
 - WTP LPRO Membrane Replacement – Membrane replacement is complete, final test reports scheduled for August 23.
 - WTP Lime Slaker and Sodium Hypo Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
 - WTP Sludge Residuals Facility Improvements – Bids were opened on July 10 and the apparent low bidder is SGS Contracting Services. Bid award is scheduled for the August 20 City Commission meeting.
 - WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – Work to replace VFD #3 is underway.
 - WWTP Sludge Dewatering Improvements – A Notice to Proceed was issued August 5. Material submittals are being reviewed.
 - WWTP Grit Removal and Disposal Services – Contractor started grit removal on August 13 and completed work on August 22, 2019.
 - Force Main Repairs – Work at Granada Plaza is scheduled for August 21.
 - Granada Plaza 2" Galvanized WM Replacement – Surveying was completed on July 26.
 - North US1 Water Main and Force Main Improvements – Survey work is in process for the Force Main portion of the project. A project coordination meeting was held on July 25.
 - Fleming Avenue Stormwater Pump Station – The preliminary design report and 30% plans were received on July 31 and are currently under review.
 - Design for Septic to Sewer Conversion on North Peninsula – This project has been advertised, a pre-proposal meeting is scheduled for August 27 and proposals are due on September 10.
 - WWTP Chlorine Contact Basin – Mixers needed to mitigate impacts of algae and fecal "hits" in sampling of effluent. Installation of first mixer completed by City forces. 2nd mixer expected mid-September.
 - Holly Hill reuse interconnect – Kickoff meeting held August 9. Site visit with consultant and staff from both cities scheduled for August 22. Scope includes operating protocol and construction plans for metered interconnect in vicinity of Holly Hill Dog Park on Alabama Avenue, enabling Ormond Beach to receive reclaimed water from Holly Hill.
 - Western Service Area Master Plan – City staff supplied requested information to consultant (minus well and raw water transmission concerns). Consultant formally requested shape files from GIS. 1st draft submittal targeted for September 12.

- FDEP SRF Facility Plan for Septic to Sewer – “Work Authorization” for engineering services being processed for consideration at September 18 Commission meeting.

SPRC Projects (Utilities Review)

- Huntington Green Force Main (on Hunters Ridge Boulevard) – Under review.
- 220 North Nova Road, Ormond Beach Publix Remodel – Approved by Utilities.
- Granada Plaza: Attended Lift Station start-up on August 21st

Water Treatment

- Delivered 41.84 million gallons for the week ending August 17, 2019 (5.98 MGD).
- Backwashed 14 filters for a total of 738,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 17, 2019 @ 6.87 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled 97.2 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Contractor working on Elevated Water Tank.

Wastewater Treatment Facility (WWTF) (July 28 – August 3, 2019)

- Domestic and Industrial Wastewater flow was 32.70 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.67 MGD.
- Produced 32.04 Million Gallons of Reuse.
- Produced 0.66 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (August 1, 2018 – July 31-, 2019) (MGD)):
 - Influent 4.61 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.78 MGD (Permit 6 MGD);
 - Reuse 4.24 MGD (Permit 10 MGD)
- Hauled 95.57 wet tons of dewatered residual solids (14% to 18% solids)
- Experienced 2 out of 5 fecal coliform detections bringing our monthly non-detect percentage to 83% or 2 out of 12 samples. (≥ 75% limit)

Water Distribution

- Responded to 7 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 8 calls for water service leaks.
- Installed 3 new residential water services & a residential irrigation water service.
- Replaced 12 broken meter boxes.
- Replaced 8 water services due to leaks or low pressure concerns.
- Performed accuracy testing on 10- 2” commercial water meters.
- Replaced 5 water meters due to work orders from Finance Dept.
- Continued yearly fire hydrant maintenance activities in Ormond-by-the-Sea. Performed maintenance on 27 fire hydrants.
- Repaired 3 leaking fire hydrants on the mainland.
- Performed pressure testing on 5 City owned BFP devices, 1 of which needed repair.
- Exercised 5 main line valve due to leaks or scheduled shut downs.
- Replaced the valve and solenoid for the permanent automatic flushing device located at 926 S. Beach St.
- Flushed S. Beach St. for Seville Dr., south to end of WM.
- Assisted Building Maintenance vacuum sand from the piping at the splash pad in Andy Romano Park.
- Assisted the Utility Locator with locates in heavy traffic areas.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 110 regular and 5 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. Responded to 2 reuse trouble calls.
- Investigated Reclaimed leak at 208 Royal Dunes Cir. Broken service; locates called.
- Assisted contractor with manhole coring at 223 E Granada Blvd.
- Cleaned and televised sanitary lateral and replaced C/O top at 5 Riverside Cir.
- Follow up at 103 Alanwood Dr. Tv'ed sanitary lateral. Line was root bound; cleared with Harban. Scheduled for repairs.
- Conducted interviews for MW II vacancy.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 21 psi, Ocean Mist Hotel 10 psi, Ormond Mall 9 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 18 psi, Westland Run 23 psi Shadow Crossing Blvd. (4 inch) 14 psi.

Wastewater Plant – Lift Stations

- VTSCADA, validate lift station alarms and operation, Troubleshoot and repair as needed, label and document results.
- Influent Pump VFD #2 complete integration of V FD #2 and place into service, will monitor for correct operation for 2-3 days before removing VFD #3 from service for replacement.
- SCADA monitor/response: Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- LobePro Lime sludge pump#2, remove from service for rebuild, flush
- Division Wells, VTSCADA not communicating with Fiber Optic connection, programming corrected fiber optics at Division now communicating.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform Operational Checks at various locations.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- WWTF FDEP Inspection – FDEP issued a Compliance Assistance Offer letter regarding fecal hit frequency in addition to other items noted during their July 9 inspection. Staff is preparing response due Thursday September 12, 2019.
- WWTF Permit Renewal – At FDEP's request, staff sampled one of the reuse monitoring wells to obtain pollutant concentrations for submittal with the permit renewal application. Additionally, staff is supplying the City's consultant with information requested from FDEP in their Request for Additional Information (RAI).
- Reuse Discharge Incidents – The BAT lift station experienced a power outage which caused the station to overflow approximately 50 gallons of sewage onto the immediate ground. City staff responded quickly to the reported high level alert yet not in time to prevent the spill. Staff notified the FDEP Pollution Notice website and the City's WWTF inspector at Central District.
- Discharge Monitoring Report-Quality Assurance Study Program (DMR-QA) Study 39 - Staff is finalizing the required submittal to the EPA regarding the DMR-QA for this year. The DMR-QA studies - which are mandatory for wastewater treatment facilities of the City's size - assist EPA in validating the data obtained by the City's contract laboratories.
- Cross Connection Control Program Management Services Contract – Bid 2020-03 – Agenda item approved, authorizing issuance of bid solicitation for continuing management services. If approved, schedule calls for advertisement August 25, pre-bid September 4, and bid opening September 16.
- Fats, Oils, and Grease (FOG) Program – Staff is developing a FOG program to assist with eliminating the FOG intrusion in the sewer collection system. FOG is a major contributor to most sanitary sewer overflows.

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
- Staff attended and provided support for August 20, 2019, City Commission Meeting
- New staff attended Employee Orientation on August 21, 2019
- City Clerk attended Public Records Webinar
- City Clerk attended meeting with Assistant City Manager
- City Clerk attended Claims Meeting
- Agenda packet preparation for September 4, 2019, City Commission Meeting