

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 18, 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:

- Volusia County Elected Officials meeting
- Individual agenda review meetings with commission members
- City Commission Shade meeting
- City Commission meeting
- CFOB annual dinner
- WaWa grand opening
- Osceola Elementary School fourth grade visit to City Hall

PIO – Public Information

- Press Releases/Media
 - Veterans Day Celebration
 - General media contacts and interview coordination
 - Boil Water Notice for Sun Trail
- Social Media
 - Wawa Grand Opening
 - Look Twice Save A Life
 - Halloween Safety Tips Series
 - One Less Educational Campaign Update
 - We reached 4,500 followers on Facebook with a total social media audience of 9,500
- Attended
 - Wawa Grand Opening
 - City Manager Staff Meeting
 - City Commission Meeting
- Developing
 - Mondays with the Mayor series launch
 - 5-0 Club Package for OBPD

Community Development

Planning

- There are two application for the November 6, 2019 Board of Adjustment and Appeals:

1. 926 South Beach Street: The property owner seeks to allow a paver driveway in the exact location as the existing driveway with a 0' setback requiring a variance of 3' to the required 3' driveway setback standard.
2. 807 Cordova Avenue: The property owner seeks to allow construction of a hard roof structure over an existing paver patio and a screen enclosure over an existing swimming pool requiring two variances to the side yard setbacks.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 354 inspections performed within the city (51 by private providers).
- 83 permits issued within the city, with a valuation of \$3,488,409.

Development Services

- Site Plan Review Committee (SPRC) activities:
 1. Conducted a final inspection at the WaWa site at 600 West Granada Boulevard and a Certificate of Occupancy has been issued.
 2. SPRC and Building Division staff continue to inspect the Security First project at 1001 Broadway Avenue working towards a stocking permit and a Certificate of Occupancy.
 3. Conducted a pre-application meeting for a retail use at 1211 West Granada Boulevard.
 4. Approved the Stor-It project at 99 Portland Street.
- Projects under SPRC review include:
 1. 1345 North U.S. Highway 1, Total Comfort. 1st revision to the approved site plan. Revision of west building, relocation of lift station, and two gas tanks and driveways.
 2. 99 Portland Street, Stor-It Boat & RV Center, Phase 2. 4th review. Site plan to expand existing boat and RV storage facility with 106 parking spaces, associated site improvements, and stormwater outfall swale.
 3. 201&205 Sandoval Drive, Pineland Subdivision model home. 1st review. Create parking area for proposed model home within the Pineland subdivision.

Project	% Complete
101 Town & Country Lane	5%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	80%
Broadwater Bridge	75%
Coolidge Avenue Office/Warehouse	15%
Dunkin Donuts, 1190 Ocean Shore	pending
Extended Stay America	2%
Granada Plaza sewer improvements	60%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Lynnhurst sewer improvements	0%

Modern Wash	pending
Oceanside Golf and Country Club (seating)	50%
Ormond Beach Surf Style	80%
Ormond RC, Building 1C	65%
Pineland Trail re-alignment	60%
Salty Church	2%
Security First	90%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	5%
WaWa	
Residential	
Cypress Trails subdivision	80%
Huntington Green	50%
Huntington Villas	50%
Pineland residential subdivision	75%
Deerfield Trace	40%

Economic Development

- Ormond Crossings
 - Security First Managers is nearing completion of the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
 - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is completing the move 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.

- Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
- Staff attended the Chamber's Economic Prosperity Hour and presented an update on economic development activity.
- Staff gave a presentation to the Citizens for Ormond Beach Annual Banquet on Wednesday, October 16.
- Staff participates in the VMA Education Committee and attended the bi-monthly meeting.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 38 companies have been visited.

Finance/Budget/Utility Billing Services/Grants/Risk Management

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.
 - To date the City has been reimbursed for sixteen (17) Project Worksheets totaling \$373,981.97.
 - 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 136 Journal Entry Batches.
 - Approved 42 Purchase Requisitions totaling \$2,612,493.99.
 - Issued 38 Purchase Orders totaling \$281,611.48.
 - Prepared 68 Accounts Payable checks totaling \$572,149.42 and 37 Accounts Payable EFT payments totaling \$655,087.36.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 593 payments through Interactive Voice Response System totaling \$50,989.89.
 - Grant money 2019-20 fiscal year-to-date total received, \$10,000.00.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Continued working on closeout documents for various FDOT airport grants.
 - Continued working with staff and the Ormond Beach Historical Society on an ECHO grant request for restoration of the MacDonald House. Approval of submittal is planned for the November 5 City Commission meeting.
 - Working on a potential ECHO grant request for funding to install LED lighting at the Nova Community Park tennis courts 1-6.
 - Grant reimbursement requests for FY 18-19: \$4.1 million
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.

- Served as City's host to Osceola Elementary 4th graders' field trip to the City Commission Chambers.
- Attended NIAB meeting as liaison and provided updates regarding CDBG activities.

Risk Management Projects

- Implementing a post-exposure protocol with PD, FD and Advent Health
- Attended a liability claim mediation
- Managing subrogation files

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 1
 - Hazardous: 4
 - EMS: 90
 - Motor Vehicle Accidents: 8
 - Public Assists: 46
 - TOTAL CALLS: 152
- Aid provided to other agencies: 13 Calls – Daytona Beach (1), Holly Hill (2), Volusia County (10)
- Total staff hours provided to other agencies: 28
- # of overlapping calls: 39
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 71
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 125
- Training Hours
 - NFPA 1001: Firefighting 50
 - NFPA 1021: Officer 16
 - NFPA 1500: Safety/Equipment 32
 - NFPA 1620: Preplanning 2
 - EMT/Paramedic 11
 - TOTAL TRAINING HOURS: 111
- Station Activities
 - Updated 6 pre-fire plans
 - Visited 60 children at Children's Academy on the Halifax
 - Visited 65 children at Kid City USA
 - Participated in the Chick-Fil-A Family Fall Event
 - Participated in the Lowe's Fire Safety Event
 - Training provided to crews to cover the operations of the City's Emergency Operations Center at Fire Station 92
- Significant Incidents
 - 10/11/19, 11:58 PM: Hand Ave. / S. Yonge St. – Motor Vehicle Accident – Upon arrival found a three vehicle accident with one vehicle rolled over – one patient was extricated and transported as a trauma alert – a firefighter EMT assisted EVAC during transport.
 - 10/12/19, 2:43 PM: 1 S. Beach St. – Medical – Responded to a possible drowning – one swimmer rescued from ocean by Volusia County Beach Patrol – a firefighter paramedic assisted EVAC during transport.
 - 10/13/19, 2:07 PM: 453 S. Beach St. – Medical – Upon arrival found two swimmers rescued from ocean by Volusia County Beach Patrol – two firefighters assisted EVAC with one unresponsive patient during transport to hospital.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Stormwater/Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Mechanic III (Fleet/Public Works)
 - Office Assistant III (Nova/Leisure Services)
 - Part Time Maintenance Worker I (Casements/Leisure Services)
 - Plant/Pump Mechanic (Utilities/Public Works)
 - Police Officer (Police)
 - SCADA/Instrumentation Tech Temporary 10/19 – 5/20 (Equipment Maintenance/Public Works)
 - Senior Planner (Planning)
 - Senior Staff Accountant (Finance)
 - Interviews Scheduled
 - Maintenance Worker II (Streets/Public Works)
 - Office Assistant II (Records/Police)
 - Recreation Center Coordinator (EDC/Leisure Services)
 - Background/Reference Checks/Job Offers
 - Maintenance Worker II (Streets)
 - Office Manager (Support Services)
 - Police Officer (Police)
 - Separations
 - Maintenance Worker II (Stormwater/Public Works)
 - Maintenance Worker III (Wastewater Collection Reuse/Public Works)
 - Recreation Program Specialist (Leisure Services)
 - Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2019:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities
 - Employee Appreciation Day will be held 10-24-19
 - Job Fair at Daytona State College 10-29-19

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project went live 9/30/2019. Working thru minor issues as they are discovered.
 - 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: 42

- In progress: 37
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,323
 - Inbound E-Mails Blocked: 21,328
 - Delivered Inbound E-Mails: 17,995
 - Quarantined Messages: 375
 - Percentage Good Email: 45.8%
 - Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 26
 - Changes: 14
 - Corrections: 1
 - Map/Information Requests: 17
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 12 : Total in system = 2,705
 - Meters GPS Located this week: 0 : Total in system = 23,737; 22,926 potable, 800 Irrigation, 11 Effluent
 - Notable Events: Updated Parcel Layer Theme

Leisure Services

Administration

- Staff meeting
- City Manager's meeting
- Assistant City Manager's meeting
- Park visits
- Janitorial Services meeting
- City Commission meeting
- VCRDA 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.
- ECHO Rangers Program, Saturday, 9:30 am to 10:30 am.
- Single Use Plastics Program, Saturday, 11 am to 12 pm.
- Beginning Nature Drawing Program, Wednesday, 10 am to 11:30 am.

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.
- OBGS Baseball practices were held Monday through Thursday at 6 pm on the Nova and Wendelstedt Fields.

- Coed Adult Softball games continued this week on Monday through Wednesday night at 6:20 pm, 7:30 pm and 8:40 pm on Coed Field 7 at Sports Complex.
- Pride football practices were held on Tuesday and Thursday night at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
- OBSC practices were held Monday through Thursday night at 6 pm at the Sports Complex on the Soccer Fields.
- OBYBSA Baseball and Softball practices held nightly Monday through Friday on both the Nova Fields and the Softball Quad. Tee Ball had games on Thursday night at the Sports Complex on the Tee Ball Fields at 5:30 pm.
- Youth Flag Football continued games this week Monday through Friday at 5:30 pm, 6:45 pm and 7:45 pm at the Sports Complex on Quad 3 and the Kiwanis Field.
- Youth Volleyball continued this week with 50 participants signed up. They practiced Monday and Wednesday from 5:30 pm to 8:30 pm.
- SHS Baseball continued its fall practices this week on Monday at 5 pm and Wednesday at 4 pm on the Wendelstedt Fields at the Sports Complex.
- Halifax Academy hosted their final home football game of the season on Thursday night at 6pm at the Sports Complex on Championship Field 7.
- Staff prepared for Pride football games on Saturday at the Sports Complex on Championship Field 7 from 9 am to 5 pm.
- Staff prepared for OBSC recreation soccer games on Saturday at the Sports Complex on Soccer Fields 1-6 and 8-10.
- Staff prepared for Pop Warner football games on Saturday on Multipurpose Field 11 at the Sports Complex on Saturday from 9 am to 5 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 Soccer Fields 1-6 and 8-10
- Prepared Championship Field 7 for football games
- Prepared Coed Field 7 for Coed Softball League
- Put up batter's eyes on baseball fields removed due to hurricane
- Painted grass parking lot by Soccer 9
- Prepared four Tee-Ball Fields for games on Thursday
- Painted Multipurpose Field 11 for football games on Saturday

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 as part of its regular operations:
 - Monday, Tuesday and Thursday: Kopy Kats held regular classes
 - Monday through Friday: CMT held regular classes
 - Thursday: Show Club Chorus held regular classes
- The Performing Arts Center hosted the following events:
 - Citizens for Ormond Beach Annual Dinner, Wednesday, 5 pm to 9 pm

South Ormond Neighborhood Center

- Splash pad open through November 30

- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- PAL tutoring Monday through Thursday
- Youth basketball practice Wednesday and Saturday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Assisted with Commission Workshop meal
- Attended Home for the Holidays Parade meeting
- Preliminary planning tasks and assignments for Employee Appreciation, Veteran's Day Luncheon, and Hometown Heroes Ceremony
- Assisting with Senior Games tasks

Gymnastics

- October session in progress
- October registration is open

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.
- Ms. Debby's Dance and Acting Classes met Monday, Tuesday, Wednesday and Friday at various times from 4:30 pm to 7:30 pm.
- Coed Volleyball met on Monday and Wednesday from 6 pm to 8 pm.
- Challenger Soccer began on Tuesday from 5 pm to 6 pm.
- Lunch Bunch met on Wednesday from 10 am to 1 pm.
- Skills Development Program continued on Wednesday from 4 pm to 5 pm.
- Explore the Arts met on Thursday from 4:30 pm to 5:30 pm.

The Casements

- Free tours were held at The Casements Monday through Friday on the hour at 1 pm, 2 pm and 3 pm. Self-guided tours are available during regular business hours.
- The Casements was closed to the public on Saturday for a wedding.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- On Monday the sound system was delivered for The Mystery of The Casements.
- The Casements Camera Club had registration from 3 pm to 5 pm in the Gallery.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.
- On Tuesday the Guild had a board meeting in the Preservation Room.
- On Tuesday a rehearsal was held for the murder mystery at The Casements from 6:30 pm to 8:30 pm.
- On Wednesday a large group tour took place with ten people from 10:30 am to 11:30 am.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash at all parks
- Installed chain at Misner's Branch trail due to vehicle access issues
- Trimmed the trail at Central Park II
- Repaired railing at Birthplace of Speed Park
- Pulled trash from Central Park II lake
- Pulled trash from Joyce Ebbets Pier
- Trimmed limb in Rockefeller Gardens

- Removed dock wood from water at Fortunato Park

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
- Troubleshoot WTP gate keypad
- Replaced ladies room faucet at Ormond Memorial Gardens
- Citywide AED inspections
- Troubleshoot Andy Romano Beachfront Park splash pad on/off switch
- Troubleshoot Ormond Memorial Gardens air handler leaking water
- Replaced bay door cable Fire Station 91
- Troubleshoot Ormond Memorial Gardens waterfall safety shut off
- Replace Police Department pistol bay #2 cable
- Continuing Christmas tree testing
- Replaced airport taxi and runway lights
- Installed new wind speed controller at Andy Romano Beachfront Park
- Repaired lights and got power to raw meter at WWTP
- Repaired lights hit by contractor at Memorial Gardens parking lot
- Repaired GFI on front of building at Cassen Bait Shop
- Repaired Fortunato walkway lights

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff conducted interviews for an Office Assistant
- Staff is attending a City Commission meeting
- Staff is attending a Crime View presentation
- Staff is attending the WaWa grand opening event
- Staff is hosting a Coffee with a Cop
- Staff is conducting quarterly audits

Community Outreach

- Youth Leadership Council (YLC)
 - Ten (10) members of the YLC went to the Prince of Peace Carnival as their fun day for the month of October. The next meeting for the YLC is Sunday, October 20 at the PAL house. Future service projects include assisting with the OBPAL Annual Golf Tournament and the State of Florida Association of Police Athletic/Activities Leagues Annual Cheerleading Competition.
- OBPAL Basketball
 - Practice was held for the boys' and girls' basketball teams. Eighteen (18) boys and four (4) girls attended practice at the South Ormond Neighborhood Center on Monday, Wednesday and Thursday evenings.
- PAL Educational Programs
 - The OBPAL *Tutors R Us* afterschool program is offered Monday through Thursday at the South Ormond Neighborhood Center. One-on-one and small group sessions are offered for children and teens in grades K through 12. Last week 21 students attended the program.
 - Science on Patrol at Ormond Beach Middle School began Monday, October 7. Currently, twenty-eight (28) students are registered for the 10 week program. Classes are offered Monday (Tuesday on Monday Holidays) and Thursday after school from 4:20 pm to 5:45 pm.

- Science on Patrol at Ormond Beach Elementary School began Thursday October 10. Eleven (11) students are registered for the 6 week program. The program is offered Thursday after school from 2:30 pm – 4:40 pm.
- 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. Daytona Auto Mall, Metra Electronics, RotoRoter/The Elkins Family, Fields BMW of Daytona and Hometown News are Platinum sponsors for the tournament. For more information on *Golfing for Youth* please call OBPAL at (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 56
- Animal Reports: 3
- Trap Neuter Release: 1
- Animal Bites: 1
- Animals to Halifax: 6
- Wildlife Calls: 0
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 25
- Inactive: 6
- Fraud: 5
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 2
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 3
- Suspicious Incident: 1
- Baker Act: 2

Records

- Walk - Ins / Window: 60
- Phone Calls: 88
- Arrest / NTA'S: 12
- Reports Generated: 105
- Reports Entered: 100
- Citations Issued: 36
- Citations Entered: 27
- Warnings Entered: 75
- Trespass Warnings: 11
- CORF Entered: 55
- Mail / Faxes / Request: 27

Patrol

- Total Calls: 1,245
- Total Traffic Stops: 129

Operations

- Crime Opportunity Report Forms: 55

10/09/2019

- Carbreak, 32 Kingsbridge Crossing Drive. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 10 Kingsgate Court. Unlocked vehicle was entered overnight. Nothing was stolen.

10/10/2019

- Burglary Residence, 101 Clyde Morris Boulevard (Ormond In The Pines). Jewelry was stolen from the victim's room.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Probation Arrest, 11 Thomas Street. Subject was arrested for violation of probation.
- Shoplifting Arrest, 250 East Granada Boulevard (CVS). Subject was shoplifting while police were inside the store. When the subject spotted the officer, a foot chase started and the officer caught the subject.

10/11/2019

- Assault Arrest, 1530 Crown Ormond Lane (The Reserve). Subject made threats with a firearm.
- Burglary Business, 460 South Atlantic Avenue (Sunoco). Subject entered the office and stole items.
- Stolen Vehicle, 1608 North United States Highway One (Days Inn). A furniture truck was stolen and located in Flagler County.
- Battery-Domestic Violence Arrest, 1614 North United States Highway One (Econo Lodge). Subject battered the victim during an argument.
- Larceny, 709 South Nova Road (Past Time Restaurant). Bicycle was stolen from this location.
- Probation Arrest, 690 South Nova Road (7-11). Subject that is on a restricted curfew was found at this location after curfew.

10/12/2019

- Carbreak, 75 Williamson Boulevard (Wendy's). Unlocked vehicle was entered. A wallet was stolen.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects attempted to leave with a shopping cart full of items and were stopped by loss prevention.
- Battery, 600 South Nova Road (Prince of Peace). Two (2) subjects were in a fight and the aggressor left the scene. A charging affidavit was completed.
- Narcotic Arrest, 600 Block South Nova Road. A traffic stop found narcotics in the vehicle.
- Traffic Arrest, 600 Block South Nova Road. A traffic stop found the driver did not have a license.
- Trespass Arrest, 690 South Nova Road (7-11). Subject was arrested for returning to the property after warning.

10/13/2019

- Larceny, 242 North Nova Road (European Wax Center). Two (2) subjects had service completed and left without paying.
- Probation Arrest, 1 South Beach Street (Cassen Park). Subject was arrested for violation of probation.
- Prowling Arrest, 310 Destination Daytona Lane (Giant Recreation World). Subject was in the closed area of the business then tried to run from officers but a TASER deployment stopped the subject.

10/14/2019

- Stolen Vehicle, 26 Niagara Falls Circle. Two (2) vehicles were stolen from the driveway overnight.

- Larceny, 715 South Nova Road (Wash Up). Subject ran into the store and grabbed a purse off a chair then fled the scene.
- Narcotics Arrest, 3 North Yonge Street (7-11). Subject with narcotics was arrested at this location.
- Warrant Arrest, 1050 Ocean Shore Boulevard. Subject with a warrant was contacted at this location.
- Battery-Domestic Violence Arrest, 641 Calle Grande Street. Subject battered the victim during an argument.
- Battery-Domestic Violence, 3 Pine Look Pass. Subject battered the victim in the past. A charging affidavit was completed.
- Burglary Business, 151 Domicilio Avenue (Ormond Beach Middle School). A shed was entered by force.

10/15/2019

- Larceny, 1608 North United States Highway 1 (Extended Stay). Narcotics were stolen from a hotel room.
- Larceny, 28 Peruvian Lane. A medical device was stolen during an estate sale.
- Vandalism, South Nova Road. Two (2) police vehicles at different locations were found with broken windshields.
- Warrant Arrest, 30 South Beach Street. Subject with a warrant was contacted at this location.
- Larceny. 1521 West Granada Boulevard (Wal-Mart). Subject left an iPhone in the bathroom and went to retrieve it but it was gone.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 10
 - Number of Uniform Traffic Citations Issued: 6
 - Number of Written Warnings Issued: 6
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 0
 - Number of Crashes with serious bodily injuries: 1
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 4 Cases initiated
- 3 signs have either been removed or sign cases created.
- 6 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and fifty-six (56) telephonic inquiries.

Public Works

Airport Operation and Development

- Work was completed this week to replace the main air conditioning unit on the roof of the control tower. Staff was able to expedite the replacement to minimize heat exposure by tower personnel and critical equipment.
- Staff is working with the Federal Aviation Administration's Southern Region office to help formulate presentation and discussion items for the annual Southern Region Airport's Conference in Atlanta. The conference is scheduled for April 13-16, 2020.
- Staff is working to include the airport in the next round of the Florida Integrated Geodata Housing Tool (FLIGHT) project. Participating airports provide CAD files and GIS data already collected. Staff has communicated with the project team to discuss the project, providing an overview of the

airport and discussing the data types to be included in the tool, and what functionality the tool should have. Participation in the project allows airports input on the design and function of the tool, and once the tool is complete, access to the tool and the data contained therein.

- Staff is working with Jetset Engineering and Technical Services, LLC to explore establishing an avionics repair facility at the airport. Staff is assisting the company with locating a suitable facility on the field for lease or purchase.
- Staff is working to rectify an issue at the air traffic control tower concerning the automated terminal information system (ATIS).

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor 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.
 - Breakaway Trails Storage and Pumping Improvements – Pre-stressing of the tank is complete, Contractor has completed final coat on the exterior, and painting is scheduled to start this week.
 - Cassen Park Public Dock and Breakwater – The contractor is expected to begin work on the fixed pier this month.
 - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting is scheduled for October 31.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Demolition is in process.
 - HVAC Replacements – City Hall, SONC, The Casements – Preliminary work has begun at City Hall and materials have been ordered.
 - Memorial Gardens Retaining Wall Improvements – Contractor has completed 65% of the retaining wall work.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – A pre-construction meeting is scheduled for October 21.
 - Bidding
 - Nova Community Park Underground Electric Utilities – The bid was awarded to Economy Electric at the September 18 City Commission meeting, contracts are out for execution.
 - Landscape Renovations & Downtown Landscape Renovations – Bid opening was September 12, four bids were received, RJ Landscape Contractors, Inc., is the apparent low bidder. Bid award is scheduled for the October 15 City Commission meeting.
 - WTP Sludge Residuals Facility Improvements – Contracts are being executed.
 - 2019 Stormwater Rebuild – Bid award to JD Weber is on the November 5 Commission agenda.
 - Broadway/US1 Traffic Signal – A Joint Participation Agreement with FDOT has been executed, Tomoka Holdings has been sent the Developer's Agreement for final execution. Construction Bid and an RFQ for CEI services were advertised on September 22.
 - OBSC Improvements – Championship Field 7 – A Work Authorization for Construction Management Services was approved at the October 15 City Commission meeting.
 - The Casements North Side Improvements and Carriage House – The project was approved for bidding at the October 15 City Commission meeting, and will be advertised on October 20.
 - Design Projects:
 - North US1 Water Main and Force Main Improvements – Plans are approximately 60% complete.
 - Fleming Ave Stormdrain Improvements – The 90% plans have been reviewed and comments returned to the consultant.

- 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.
- Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated soon.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements - Consultant is working on 60% plans for each project.
- Stormwater Master Plan Update - 2019 – The kickoff meeting was held on September 18.
- Fleming Avenue Stormwater Pump Station – Comments were returned on the 60% plans.
- 56 North Beach Street – Comments have been provided to the consultant, and they are preparing a presentation that compares options for the site.
- Police Station/EOC Relocation Study – Consultant and staff had a site visit to Port Orange's facility on September 19.
- North Peninsula Sewer Retrofit – Staff has begun negotiating with the top selected firm.
- Oak, Magnolia, & Bonita Sewer Retrofit – A scope and fee have been negotiated and a Work Authorization for engineering services will be a future agenda item for City Commission approval.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Provided City Utility information and standard construction details to Engineering Consultant for proposed gas main at Harvard Drive beach approach.
 - Checked quantities for Riviera Park Parking Improvements project for Landscape Architect.
 - Created a County use permit plan set for 2249 John Anderson Drive and 2 Watchtower Drive water service replacements for Utilities Division.
 - Completed site visit to review grade and fill without a permit at 12 Talaquah, and 1250 Baja Trail, per Neighborhood Improvement Division request.
 - Plotted Casements Northside Improvements project plan set.
 - Researched Plats and Deeds for 110 South Yonge Street, for Planning Department.

Environment Management

Street Maintenance - Asphalt/Concrete

- Filled potholes on Sycamore Cir., Willow Run, Wilmette Ave., Ormond Shores Dr., Royal Dunes, Argon St.
- Water patch on New Britain Ave.
- Ripped out and poured new two 5x5 on Standish Ave.; ripped out and replaced on Ormond Lakes Blvd.
- Poured sidewalk on Vanderbilt Dr.; stripped forms and backfilled sidewalk
- Stripped forms on Sanchez Ave.

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; around light pole in The Trails; Airport ballfield
- Cut and sprayed weeds FDOT on SR40

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
- Removed orange fence on S Nova Rd

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

Stormwater Maintenance

- Locate & basins citywide
- Basins in Zones 2 & 3
- Ditch maintenance on Cherrywood
- Pipe repair on Pineland Trl/ - replacement
- System inspection on S Old Kings Rd/, Havenwood Trl.
- Drain repair on Ironwood Ct.

Vactor

- Vac truck on S Old Kings Rd.

Street Sweeping/Streetsweeper (sweeper down)

- 10 miles of road cleaned
- 2 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,152
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 14,686 gallons unleaded, 5,305 gallons diesel
 - Fuel used in one week: 2,256 gallons of unleaded and 430 gallons of diesel.
 - Fleet completed 37 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Pre-stressing of the tank is complete. Contractor painting an addition coat of exterior paint at the request of Engineering. Progress meeting scheduled for October 18.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Project substantially complete and in-service, punch list items being addressed by the contractor.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Ashford Lakes substantially complete and in service. Contractor working on punch-list items.
 - SCADA Integration Services – WRF VTScada integration did not meet scheduled substantial completion October 11. Training of WRF Operators scheduled October 15 & 16.

- Secondary Raw Water Main – Plans are approximately 75% complete. Consultant is completing the 90% submittal. Easement needs to be obtained from property owner for the south property line of parcel 412509000070.
- North US1 Water Main and Force Main Improvements – Comments returned to the consultant who is revising the plans accordingly.
- WTP Elevated Water Tank Rehabilitation – Strut replacement fabrication drawings will be submitted by the contractor this week. Strut fabrication and installation scheduled for completion by November 17.
- WTP Lime Slaker and Sodium Hypo Upgrades – Utilities staff reviewed shop drawings and returned comments to Engineering to forward to consultant & contractor. Field construction work expected to begin in November due to long lead-time of materials.
- WTP Sludge Residuals Facility Improvements – Contracts are out for execution. Preconstruction meeting scheduled for October 28.
- WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – Project substantially complete and in-service, punch list items being addressed by the contractor.
- WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting is scheduled for October 31. Coordinating temporary power feed for bypass pumps with Contractor.
- Septic to Sewer Conversion on North Peninsula – Five firms submitted professional qualification proposals. Contract with top ranked firm currently under negotiation, and will be scheduled for future commission consideration
- Holly Hill reuse interconnect – Holly Hill & Ormond Beach PWD's to discuss possible joint work by City crews to install fire hydrant to blow off main, as required before design can proceed forward. Target design completion of October 31, 2019 likely delayed until hydrant installed and line flushed.
- Western Service Area Master Plan – City staff met with consultant and returned comments on 60% draft submittal. Next revision targeted for submittal in mid-November.
- FDEP SRF Facility Plan for Septic to Sewer – Work authorization for engineering services scheduled for future commission consideration.
- SPRC Projects (Utilities Review)
 - Under Review
 - October 8 meeting of City staff discussed lift station start-up & inspection procedures. Outcome is that standard construction details need to be revised. In the interim, electrical inspection by City will be added to Precon Agenda Requirements.
 - 1211 West Granada, Tractor Supply site plan – provided basic utility information to design engineer preparing concept plan for consideration at October 16 SPRC.
 - 263 South Nova Road, Nova Road Climate Controlled Storage – Staff reviewed plans and requested revisions.
 - Hunter's Ridge Force Main –. Staff is reviewing options regarding the future installation of the force main.
 - Under Construction
 - 520 West Granada Boulevard, Modern Wash – Preconstruction meeting held October 9.
 - 1190 Ocean Shore Boulevard, Dunkin Donuts Lift Station – Staff continued to respond to queries and supply details and information to contractor regarding force main, valves, materials, etc.
 - 101 Town & Country – Under construction. Contractor attempted to use plug valves and other non-standard materials, despite numerous Utilities Engineering emails regarding allowable materials. Inspections identified deficiencies and coordinated with PU field staff before field work commenced.
 - Huntington Green – Ductile iron sewer laterals installed to 13 lots (on Fawn Haven & Dove Tail Ct). Utilities Engineer coordinating with Utilities staff, contractor, design engineer and inspections staff on solution. Recommend these laterals remain private or contractor to replace with City-standard C-900 pipe for shallow laterals (as noted on approved plans).

- Substantially Complete
 - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Vault lid for water service on back order. Other various deficiencies documented at final inspection still remain to be corrected.
 - Pineland Subdivision – Homes under construction in Phase 1 with note on plans effectively stating “No certificates of occupancy shall be issued until completion of public improvements and subsequent acceptance by City.” Submitted water as-built deficiencies in writing to Inspections staff on October 15.
 - Deerfield Trace – Water as-builts reviewed by Water Distribution and deficiencies noted in writing to Inspections staff via email October 15.
 - 600 West Granada, WaWa – Draft as-builts received for review. Final inspection held October 15. Grand Opening held on Thursday, October 17.

Water Treatment

- Delivered 41.33 million gallons for the week ending October 12, 2019 (5.90 MGD).
- Backwashed 10 filters for a total of 745,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 12, 2019 @ 6.83 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled ~49 tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Contractor hauled two tanker loads of wet sludge, ~6000 gal each. 12,000 gal total

Wastewater Treatment Facility

- Domestic and Industrial Wastewater flow was 37.03 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.29 MGD.
- Produced 28.59 Million Gallons of Reuse.
- Produced 8.44 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (October 1, 2018 – September 30-, 2019) (MGD):
 - Influent 4.61 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.60 MGD (Permit 6 MGD);
 - Reuse 4.26 MGD (Permit 10 MGD)
- Hauled 108.71 wet tons of dewatered residual solids (14% to 18% solids)
- There was 1 hit out of 5 samples for the week, 2 out of 9 for the month equaling a 78% non-detection value; 75% is the minimum allowed for the non-detection value. Sand filter #2 sand replacement complete and should be brought online this week. Once it is back online, filter #3 will be taken out of service for the same process of removing and replacing sand.

Water Distribution

- Responded to 15 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 10 calls for water service leaks.
- Replaced 11 broken meter boxes.
- Replaced 7 water services due to leaks or low pressure concerns. One casing was installed for a water service replacement under a road.
- Performed maintenance/rebuild activities on 5 fire hydrants.
- Performed pressure testing on 6 City owned BFP devices, 2 of which needed repairs.
- Installed the 4” water meter at 1001 Broadway Dr. (Security First)
- Performed water utility inspection in Huntington Green & Pineland subdivisions.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 92 regular and 3 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 17 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
- Responded to PEP alarm at 10 Foxhunters Flat. Discovered that the PEP tank has collapsed. Customer still in service, locates called for repair.
- Responded to 31 PEP alarms due to heavy rains over 3 day period (9.2" at DAB)
- Installed new C/O at 198 Ocean Terr.
- Investigated collapsed driveway at 217 Forest Hills Blvd. Either lateral or main is broken. Locates called.
- Repaired broken C/O stack at 5 Lake Trail. Stack had been damaged by boring contractor.
- Rewired PEP pump at 20 Meadow Ridge View
- Rewired PEP pump at 15 Dartmouth Trace.
- Rewired PEP pump at 6 Stagden Look.
- Rewired PEP pump at 40 Huntmaster Ct.
- Removed 4,000 gallons of sewage from force mains in Hunters Ridge to lower pressure on system.
- Responded to broken lid call at 85 Carriage Creek Way. Unable to locate any broken lid. Customer states that they did not call.
- Completed restoration at 198 Ocean Terr. and 5 Lake Trail.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 15 psi, Ocean Mist Hotel 0 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 18 psi, Westland Run 24 psi Shadow Crossing Blvd. (4 inch) 10 psi.

Reuse Distribution System

- Responded to 3 reuse trouble calls.
- Opening and closing valves in reclaimed system per schedule.
- Turned off reclaimed at 124 Putting Green Ln at customer's request
- Located and turned off reclaimed at 31 Coquina Lake Way and at 114 Royal Dunes Blvd. at customer's request.
- Closed reclaimed valve at 33 Coquina Ridge Way. Break on customer's side.
- Located reclaimed valve at 470 N Halifax Dr.
-

Wastewater Plant – Lift Stations

- Bar Screens, system shutdown upon broken shear pin, extreme ragging at conveyor possible cause, cleared ragging and replaced shear pin, returned to service.
- Plant flow meter, out of service, troubleshoot electrical wiring, repaired shorted wires at underground J-box.
- 2M, replaced failed motor starters and pumps #1 & #2.
- Screw Pumps, continued installation of VFD's.
- Poly Blend unit #1 and #2, clean and flush both systems, possible contaminated polymer.
- 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

- Lime Thickener, requested purchase order for factory site visit to evaluate system condition and adjust torque box.
- Breakaway Reuse, 50 Hp pump failed, replacement unit is being assembled for installation, increased hands on monitoring.
- Centrifuge #2, replaced damaged breaker with knife switch.
- Hypochlorite Pump # 5, flushed and cleaned clogged discharge lines.
- 12% chlorine storage tank, leak at pipe flange, will repair when level permits.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- WWTF Permit Renewal – Staff and the City’s consultant met with FDEP to discuss the RAI issued by the Department for the City’s permit renewal application. The meeting answered many questions and will facilitate a final response.
- Cross Connection Control Program Management Services Contract – Commission approval for winning bidder is on the agenda for an upcoming meeting. Staff is working to make a smooth transition between the two management services.
- Risk and Resilience Assessment – Staff began the evaluation of the City’s water and wastewater vulnerabilities. The assessment is required by the EPA as part of the America’s Water Infrastructure Act of 2018. Self-certification of completion of the assessment is due to the EPA by December 31, 2020. Staff is involving several departments to ensure accuracy of the assessment.

Support Services/City Clerk

In addition to routine departmental activities such as overseeing the City Commission agenda packet process, including managing resolutions, ordinances, agreements, legal notices, and official documents; processing public records requests; transcribing minutes; managing elections; performing document imaging and records management; handling website administration; providing contract management; drafting proclamations; providing advisory board administration; assisting citizens and directing calls at City Hall; and providing administrative support and research services to other departments; the following occurred this week:

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for October 15, 2019, City Commission Meeting
- Staff assisted with the Osceola Elementary Commission Chambers Tour on October 17, 2019.
- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation for November 5, 2019, City Commission Meeting