

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 20, 2018

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with various members of senior staff
- Prep work for July 24 The OB Life workshop

Spoke to, attended and/or met with:

- Individual CIP and Operating Budget review meetings with commission members
- Budget Advisory Board meeting
- PD Swearing in ceremony
- Planning Director and representatives of Granada Pointe
- Governor Scott visit at Hull's Seafood

Community Development

Planning

- Planning staff attended and presented three cases to the Board of Adjustment and Appeals. The Board approved variances at (1) 695 North Beach Street (waterfront yard variance and pool variances); (2) 339 Ocean Shore Boulevard (pool deck variances); and, (3) 332 John Anderson Drive (waterfront yard variance and side yard variance).

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 397 inspections performed (38 by private provider).
- 117 permits issued with a valuation of \$1,400,339.

Development Services

- The Site Plan Review Committee met with the property owner of 1089 North U.S. Highway 1 who seeks to re-establish a bar at this location. Site and building improvements were discussed at the meeting.
- The Site Plan Review Committee conducted a coordination meeting with representatives of Granada Pointe project, the contractor of the traffic signal, and Volusia County staff regarding the installation of the traffic light improvements associated with the Granada Pointe project.

Project	% Complete
589 South Yonge Street	65%
783 North U.S. Highway 1	35%
902 South Atlantic Ave., Bank of America	10%
Cardinal Drive beach parking	0%

Edgewell site work	95%
For Our Parents ALF	65%
Granada Pointe	30%
Hamlin	90%
Lot 2, Airport Business Park	35%
Maxton Group loading dock	80%
Oasis Church, water line extension	0%
Pet Street Veterinary Care center	85%
Prince of Peace, Like New addition	45%
Prince of Peace, office addition	40%
Security First	35%
Thomas & Betts parking improvements (phase 1)	70%
YMCA Dog Park	90%
YMCA Parking Expansion	90%
Zaxby's	20%
Plantation Oaks, utility connection	88%
Cypress Trails subdivision	10%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant. Staff has also requested its transportation consultant investigate state funding opportunities for the traffic light.
- Airport Business Park
 - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Staff met with a company that is expanding their operations internally and seeking connections for workforce and training opportunities. Staff will work to connect them with the right resources and ensure they have what they need.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the “Doing Business in Ormond Beach” resource guide.
 - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working an incentive package for a tenant (code name Project Simba) at 101 East Granada Blvd. An agenda item will be prepared for a City Commission meeting upon receipt of the applicant’s submittal information.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for Hurricane Matthew. To-date the City has received \$6.2 million dollars for Hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Training for ESS is on-going. Payroll ESS Training has been completed Wastewater Reuse and Water Distribution.
- Completed Projects - Weekly
 - Processed 80 Journal Entry Batches.
 - Approved 43 Purchase Requisitions totaling \$558,828.91.
 - Issued 32 Purchase Orders totaling \$302,828.60.
 - Prepared 164 Accounts Payable checks totaling \$412,511.19 and 37 Accounts Payable EFT payments totaling \$479,160.59.
 - Issued 584 past due notices on utility accounts.
 - Auto-called 256 utility customers regarding receipt of a past due notice.
 - Processed 502 payments through Interactive Voice Response System totaling 50,013.74.
 - Prepared 379 Direct Deposits totaling \$530,814.45.
 - Transferred IRS 941 payment of \$181,996.30.
 - Grant money fiscal year-to-date total received, \$7.0 million dollars.

Grants/PIO

- Press Releases
 - Cambridge Impronauts CANCELLED (7/27)
 - Movies on the Halifax (8/3, 8:30 PM, Paddington 2, PG)
 - Richard Sievers Appointed Fire Chief
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City’s website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended Communications meeting.
 - Attended OpenGov webinar.
- Grants

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

Fire Department

- Weekly Statistics
 - Fires: 6
 - Fire Alarms: 9
 - Hazardous: 3
 - EMS: 90
 - Motor Vehicle Accidents: 8
 - Public Assists: 50
 - TOTAL CALLS: 166
 - Aid provided to other agencies: 14 Calls – Daytona Beach (1), Flagler County (1), Holly Hill (2), Volusia County (10)
 - Total staff hours provided to other agencies: 13
 - # of overlapping calls: 47
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 75
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 163
- Training Hours
 - NFPA 1001: Firefighting 10
 - NFPA 1002: Driver 2
 - NFPA 1500: Safety/Equipment 4
 - NFPA 1620: Preplanning 10
 - TOTAL TRAINING HOURS: 26
- Station Activities
 - Updated 14 pre-fire plans
 - Instructed CPR training to the Ormond Beach Police Department
 - Provided the quarterly CPR and AED course to Ormond Beach residents
- Significant Incidents
 - 7/13/18: 8:06 AM: N. I95 / Mile Marker 271 – Vehicle Fire – Assistance provided to Volusia County – upon arrival found a fully involved 38' recreational vehicle on fire – brand new vehicle was being delivered to Jacksonville – 500 gallons of water used for extinguishment – total road blockage of I-95 northbound lanes – no injuries.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Civil Engineer (Engineering) open 6-18-18 until 7-27-18. Advertised on City web site, governmentjobs.com, FL Engineering Society, American Society of Civil Engineers, Engineerjobs.com, FL League of Cities, Indeed, and internally.
 - Maintenance Worker III (Streets/Public Works) open 7-13-18 until 7-20-18. Advertised internally.
 - Neighborhood Improvement Officer (Police) open 6-8-18 until 7-27-18. Advertised on City web site, governmentjobs.com, FACE, FL League of Cities, Indeed, and internally.
 - Part Time Events Leader (Events/Leisure Services) open 7-3-18 until 7-27-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.
 - Tradesworker (Buildings/Leisure Services) open 6-26-18 until 7-27-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.

- Applications Under Review
 - Seasonal Part Time Maintenance Worker II (Parks/Leisure Services)
 - Utility Locate/Mapping Technician (Water Distribution/Public Works)
- Interviews Scheduled
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Police Captain (Police)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Fire Chief (Fire)
 - Part Time Treatment Plant Operator C, B, or A (Water Plant/Public Works)
- Separations
 - Maintenance Worker II (Streets/Public Works)
- Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
 - Munis Employee Self Services (ESS) time being introduced to various departments
 - Nationwide meetings 8-9-18
- Risk Management Projects
 - Drafted an update to the Driver License policy
 - Processed subrogation demands
 - Managed claims

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 13
 - Completed: 37
 - In progress: 37
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,281
 - Inbound E-Mails Blocked: 10,729
 - Delivered Inbound E-Mails: 22,552
 - Quarantined Messages: 284
 - Percentage Good Email: 67.8%

- Virus E-Mails Blocked: 1
- Notable Events: Preparing and deploying iPads for Employee Self Service (ESS) Time Entry in Public Works areas.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 13
 - Changes: 0
 - Corrections: 1
 - Map/Information Requests: 24
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 124 : Total in system = 2,062
 - Meters GPS Located this week: -1 : Total in system = 23,674; 22,891 potable, 772 Irrigation, 11 Effluent
 - Notable Events: None.

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Budget Review
- OB Life Presentation Review
- Building Maintenance meeting
- Communication Planning meeting
- Summer Sounds Concert

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 summer hours continued with the facility open Tuesday to Friday from 3 pm to 5 pm and Saturday 10 am to 4 pm.
- Enviro Camp was held at the EDC Monday to Friday from 9 am to 3 pm.
- The Community Gardens Volunteer Board met at the EDC on Wednesday from 3:30 pm to 5 pm.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play was at 1 pm daily weather permitting.
- City Youth Volleyball Program continued this week with practices on Tuesday and Thursday night from 6 pm-7:45 pm. The program runs through August 2.

- Pride Football started their preseason practices at the Sports Complex on Multipurpose Fields 11 and 12. Practices are Monday through Thursday at 5:30.

Athletic Field Maintenance

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

Senior Center

- Granada Squares was held on Tuesday from 6:30 pm to 9:00 pm.
- Chelsea Place HOA Meeting was held Thursday from 7 pm to 9 pm.

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular summer camp Monday through Friday
 - Ormond Church held services Sunday

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Summer Camp Monday-Friday
- Volusia County Summer Food Program Monday-Friday
- Pavilion rental Wednesday/Thursday

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisting with Senior Games tasks including: location confirmation, updating application, sponsorships and marketing.
- Begin planning for Kids' Fishing Tournament scheduled for Saturday, September 8th
- Second Summer Sounds Concert, Friday evening, July 20, 6-8pm
- Planning of 2018 events through July:
 - Summer Sounds Concert Series July 20 & 27

Gymnastics

- Registration is open for July session
- July session in progress
- Open Gym, Friday, July 20

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at various times throughout the week.
- Camp T-Rec continues. They meet Monday through Friday from 8:30 am-2:00 pm.

- Summer Basketball League, for players aged 12-18 years old, continues. Each day two teams in the same age group will be given the time to play each other during the summer.
- Free breakfast and lunch will be offered through the County Summer Food Program.
- Coed Youth Volleyball League continues, they meet Tuesday and Thursday until the beginning of August.

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 1 pm and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- Enviro Camp Week Six: "Chain Reaction" took place Monday-Friday from 9 am to 3 pm at the Environmental Discovery Center.
- A large group tour from Barefoot Beachcombers toured The Casements on Monday at 2:45 pm.
- Staff organized all storage areas in preparation of the holiday season.
- Summer Sounds Concert will take place this evening in Rockefeller Gardens from 6 pm-8 pm.
- Pilates took place from 8:30 am-9:30 am on Monday, Wednesday, and Friday.
- Yoga took place from 10 am-11:30 am on Tuesday and Thursday.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Riviera Park: Filled in hole in ADA parking area
- Sanchez Park: Cleanup after vandalism in park; replaced two trash receptacles, cleaned and power washed playground and pavilion area
- South Ormond Neighborhood Center: Repaired swing
- Andy Romano Beachfront Park: Installed new "No Parking" sign and post
- Magic Forest Playground: Made general repairs

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired A/C units in various City facilities
- Repaired leak under sink in the Breath Test Room at the Police Department
- Replaced the faucet in the classroom at EDC
- Repaired the loose bollard at Andy Romano Beachfront Park
- Replaced the shoreline cord at Fire Station 94
- Replaced the light outside the Water Plant
- Replaced the fluorescent light in second floor women's room at The Casements
- Replaced two lights on the stairway and east gate at the WP
- Replaced emergency light in the Box Office at the PAC
- Repaired the Sally Port jail door at the Police Department
- Repaired the front door lock at the Ormond Art Museum
- Repaired east side ramp handrail at The Casements
- Repaired the outside left bathroom at the EDC
- Replaced deadbolt and lock set at Ames Summer House
- Replaced batteries in the handicap buttons at City Hall

Police Department

Administrative Services

- A member of staff attended CJIS Training Conference.
- Staff attended Crime View.
- Members of staff attended Supervision and Agency Liability Training.

Community Outreach

- Six (6) members of the YDC met to review and practice the lip-sync songs for the 2018 State of Florida Association of Police Athletic Leagues Annual Conference.
- Two (2) members participated in a donation collection at Walmart over the weekend and raised approximately \$65. Funds raised by the YDC will be donated to the State of Florida Association of Police Athletic Leagues.
- Seventeen (17) members of the basketball program participated in practice last week.
- OBPAL summer partnership with Leisure Services continues. A daily average of 50 students participate in reading, math, computer lab, science and art classes.

Community Services & Animal Control

- Animal Calls responded to: 41
- Animal Reports: 4
- Trap Neuter Release: 1
- Animal Bites: 1
- Animals to Halifax: 0
- Wildlife Calls: 1
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 35
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 5
- Inactive: 4
- Fraud: 8
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 4
- Grand Theft: 10
- Auto Theft: 3
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 2
- Assaults: 2
- Police Information: 1
- Suspicious Incident: 0
- Vandalism: 1

Records

- Walk - Ins / Window: 80
- Phone Calls: 100
- Arrest / NTA'S: 26
- Citations Issued: 67
- Citations Entered: 71
- Warnings Entered: 332
- Reports Generated: 147
- Reports Entered: 100
- Mail/Faxes/Requests: 26
- Trespass Warnings: 19

Patrol

- Total Calls: 1,094
- Total Traffic Stops: 125

Operations

Crime Opportunity Report Forms 28

- 07/11/2018
 - Battery-Domestic Violence Arrest, 1223 Parkside Drive. Two brothers got into a physical altercation where one subject received minor injuries.
 - Shoplifting-Arrest, 1521 West Granada Boulevard (Walmart). A female failed to scan merchandise at self-check-out register.
 - False Imprisonment Arrest, Rockefeller Drive/South Atlantic Avenue. Male subject refused to allow his ex-girlfriend out of the vehicle while driving on South Atlantic Avenue.
 - Disorderly Intoxication Arrest, 1546 West Granada Boulevard. Male was placed under arrest for being drunk and disorderly in public. He was also found in possession of a narcotics paraphernalia.
 - Battery-Domestic Violence Arrest, 63 Circle Creek Way. Male subject struck his live-in girlfriend.
 - Larceny, 1521 West Granada Boulevard. Victim advised his license plate was stolen from his vehicle.
 - Larceny, 1521 West Granada Boulevard. Victims advised his license plate was stolen from his vehicle.
 - Larceny, 727 South Nova Road. Victim advised his Play Station 4 was stolen and later pawned by known subject.
- 07/12/2018
 - Battery, 55 North Nova Road (Alliance Church). Two subjects became involved in a physical altercation where one subject was spit on. The unknown suspect fled the area.
 - Burglary Residence, 107 Benjamin Drive. Victim reported his wallet missing from his house. Victim's roommate indicated that three unknown people were seen leaving the house at the time of the incident.
 - Grand Theft, 150 North Nova Road (Greek Town Tavern). Female went to business to pick up a donation for the FOP lodge. It was later learned that the female was not associated with the FOP.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Two females were contacted by loss prevention after being observed concealing items in their purses.
 - Carbreak Arrest, 1567 North United States Highway One (Econo Inn) Victim called and reported his lawn trailer burglarized. Multiple pieces of lawn equipment were stolen from the enclosed trailer.
 - Disorderly Intoxication Arrest, 353 West Granada Boulevard (Winn Dixie). Male subject was intoxicated and was harassing customers as they walked by.
 - Armed Robbery, 1521 North United States Highway 1. Victim advised he was robbed at gunpoint by an unknown male.
 - Carbreak, 611 South Ridgewood Avenue. Fuel tank of a vehicle was drilled into and the fuel was taken.
- 07/13/2018
 - Larceny, 1657 North United States One (Loves Truck Stop). The victim accidentally left his phone at the salsa bar. Upon his return, the phone was gone.
 - Larceny, 27 Cypress Grove Lane. A white bicycle was stolen from this location.
 - Larceny, 1050 Ocean Shore Boulevard (Seaside Manor). Staff reported that several residents had missing medications.
 - Shoplifting, 1340 West Granada Boulevard (Lowe's). Female subject stole two nail guns.
 - Shoplifting, 1340 West Granada Boulevard (Lowe's). An unknown male stole three DeWalt tool kits.

- Attempted Larceny, 15 Marjorie Trail. An unknown suspect(s) attempted to steal an exterior a/c unit.
- Burglary, 7 Lakewood Park. Victim's home had a re-enactment German uniform, two replica firearms (blank only capable) and a bb gun taken.
- Shoplifting, 795 West Granada Boulevard (CVS). A customer left the store with a four pack of beer.
- Resisting an officer without violence arrest, 400 block Riverside Drive. During a traffic stop, the driver exited the vehicle and began to run around the car resisting the officer's actions.

- 07/14/2018
 - Stolen Vehicle, 702 Alcazar Avenue. Motorcycle was taken from the residence.
 - Theft, 839 South Atlantic Avenue (Andy Romano Park.) Cell phone was left in a bathroom at the park and was missing when the reporting person went back for it.
 - Narcotics Arrest, 1545 North United States Highway One (Dollar General.) During a stolen vehicle investigation a male was found to be in possession of narcotics.
 - Shoplifting Arrest, 220 North Nova Road (Publix). Male took merchandise from store and shoved an employee who tried to detain him.
 - Resisting an Officer without Violence Arrest, North Beach Street & Kenilworth Avenue. A subject fled a traffic stop on foot.

- 07/15/2018
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject contacted after taking merchandise from the business.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject contacted after taking merchandise from the business.
 - Narcotics Arrest, West Granada/Water Oak Lane. Subject contacted and found to be in possession of narcotics and narcotic paraphernalia.
 - Robbery by Sudden Snatching, 460 South Atlantic Avenue. Male subject removed the cash register's cash drawer during a transaction and fled the area on foot with drawer and money.
 - Resisting Officer without Violence Arrest, 192 South Beach Street. Officer encountered a male who fled on foot upon being contacted.

- 07/16/2018
 - Battery, 97 Live Oak Avenue #A. Victim was battered by an unknown friend of their roommate.
 - Battery, 231 Hernandez Avenue (Care Bear Cottage). Florida Department of Children and Families investigator reported a battery at the facility.
 - Stolen Vehicle, 1608 North United States Highway One (Red Roof Inn) Victim reported their vehicle stolen from the motel parking lot.
 - Shoplifting, 1521 West Granada Boulevard (Walmart). Unknown suspect fled the store with stolen merchandise after being confronted by loss prevention.
 - Carbreak, 22 South Beach Street (Ormond Beach City Hall). Gasoline stolen from vehicle's gas tank.
 - Stolen Vehicle Arrest, 605 South Center Street. Male subject was located in a stolen vehicle.
 - Burglary Residence, 201 Windward Circle. Victim advised he came home and found a window broken and items taken.
 - Narcotics Arrest, 790 West Granada Boulevard. During a traffic stop, a male subject was found in possession of narcotics.

- 07/17/2018
 - Stolen Vehicle, Mile Marker 270 Southbound I-95. Utility trailer belonging to a construction company that was stolen from area where equipment is staged.
 - Burglary Residence, 47 Cardinal Drive #A. Rear glass window broken from a home being renovated.
 - Carbreak, 921 Buena Vista Avenue. Property taken from vehicle. Vehicle was unlocked at time of crime.

- Battery-Domestic Violence Arrest, 1509 San Marco Drive #304. Male subject was arrested for battering his girlfriend.
- Narcotics Arrest, N. Nova Road/North United States Highway One. During a traffic stop the driver was found to be in possession of narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 20
 - Number of Uniform Traffic Citations Issued: 18
 - Number of Written Warnings Issued: 13
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 0
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 2 Cases initiated
- 23 signs have either been removed or sign cases created.
- 11 tree removal permit requests
- Administrative staff assisted with four (4) walk-ins and eighty-eight (88) telephonic inquiries.

Public Works

Airport Operation and Development

- The Aviation Advisory Board will meet on July 30 at 7:00 p.m. in the Human Resources Training Room at City Hall.
- Staff continues work on finalizing closeout documentation for federal and state grant agreements that provided primary funding for completed airport improvement projects.
- Staff is working with property owners in the Airport Business Park to proceed with land acquisitions needed to facilitate design and construction of access roads for the southwest quadrant of the airport.
- Staff has learned that the National Business Aviation Association's 2018 Business Aviation Convention and Exhibition (NBAA-BACE), will be held from October 16th through the 18th in Orlando, Florida. The NBAA-BACE is the third-largest trade show in the nation and is considered one of the most important events of the year by the business aviation industry. The event brings together key aviation contacts from around the world, including current and prospective business aircraft owners, manufacturers and customers.
- The Florida Airports Council's (FAC) 49th Annual Conference and Exposition was held this week in Tampa, Florida. Presentations covered topics such as the state of the aviation industry and preparing for natural disasters. Presentations also provided focus on IT business intelligence, methods to strengthen general aviation business partnerships, airport branding, smart cities and autonomous vehicles, and airport safety and security.

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – A final inspection was held; the contractor is working on final punch list items, and the project surveyor is making final revisions to the project as-builts.

- Ph III 2-Inch Water Main Replacement – Peninsula – City is awaiting final as-builts revised per GIS comments.
- Ph III 2-Inch Water Main Replacement – Mainland – Contractor is working on Marsh Ridge Watch and Highwood Ridge Trail. Contractor has committed to performing final tie-ins and meter switch overs beginning this week on Cliffwood Circle, Alexander Court, Fir Street, Pine Street, and Arrowhead Circle.
- North US1 Landscaping Ph II – The work is 85% complete. The majority of Crape Myrtles and Ligustrum trees have been planted. The Reclinata palms will be planted at the end of the month.
- Effluent Outfall Replacement – The contractor has completed the repair work and will install the warning signage to warn boaters of the pipe diffuser location as the water is only several feet deep in the area of the diffuser.
- Storm and Sewer Lining – Storm drain lining operations are underway and expected to continue for the next few weeks.
- Deer Creek Reclaimed Water – Contractor was on-site and located the tie-in location and has scheduled the wet tap connection to be performed.
- Ormond Crossings Utility Extensions – The contractor has installed the jack and bore for the utility crossings at the railroad crossing and has installed both water main and sewer lines along Broadway.
- Downtown Light Replacement – The fixture heads and light poles are scheduled to ship July 30, per the manufacturer.
- CDBG – Cassen Park Fire Hydrant – The fire hydrant assembly, service tap and pressure testing has been completed. As the contractor could not locate the 6-inch stub that was shown on old as-builts it was decided to extend the water main to the existing main line on the west side of Beach Street. As this will require a permit from the County, the work has been delayed until the permit can be obtained.
- 2018 Road Rehabilitation – Microsurfacing – The contractor has sealed the cracks in the existing asphalt. They will return at the end of July to microsurface the roads. Notices were sent to residents informing them of the process.
- CDBG – Streetlight Replacement – The fixtures are scheduled to ship July 27, per the manufacturer.
- Fortunato Park Pier – Repair work is expected to begin at the end of July-early August.
- Rockefeller Gardens Stage Shade Cover – Structural drawings were submitted and are currently under review.
- Bidding
 - 2018 Road Rehabilitation-Resurfacing – Bid award has been moved and is now scheduled for Commission approval on July 31.
 - Forest Hills Connector Trail – Bid was awarded at the June 26 City Commission meeting.
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once Finance has secured the necessary bond funding.
- Design Projects:
 - North US1 Water Main Improvements –Phase 1 will be to loop the main that feeds Security First in Ormond Crossings which will provide a redundant loop for US1 along the length, and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer is on schedule to complete the design to allow bidding to occur in August which should allow sufficient time to complete the loop before the opening of the Security First Building scheduled currently for May 2019. Phase 2 will extend a new 12-inch water main from Airport Road south along US1 to “double barrel” the existing single 12-inch water main. Staff applied to the State for an economic development grant that did not receive funding for this cycle, therefore the application is now in for the next year funding cycle, if approved, the grant will pay for the construction cost for the water main improvements (\$2.05 million).

- Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension –The consultant has submitted and received a permit exemption from FDEP for the fishing pier repairs. This project is anticipated to advertise for bids in August. Consultant is working with FDEP on the Required Submerged Land Lease that is required for the Dock project.
- WWTP Sludge Dewatering Improvements – Consultant submitted final plans. A review meeting was held and the consultant will finalize plans for bidding. .
- Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
- Fleming Ave Stormdrain Improvements – The City Commission approved the design work authorization, consultant has the survey work underway.
- Wilmette Avenue Pumping – The FEMA HMGP Phase I engineering/design grant is fully executed.
- Laurel Creek Stream Gauges – A purchase order is in place for the hardware and software, and staff is reviewing the installation procedures for in-house installation of the additional lake level monitoring devices.
- Cassen Park Improvements (Paving and Restroom Replacement) – The consultant will have 90% design drawings for staff review and comment the by end of July.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – A work authorization is in process for the electrical design of the field lighting.
- OBSC Improvements – Championship Field 7 – This project is being broken up into 2 phases. The construction manager is preparing an opinion of cost for Phase 1 which includes everything except the concession building.
- Secondary Raw Water Main – Staff is coordinating work between the design engineer and the geotechnical contractor.
- MacDonald House – City staff met with the construction manager who is preparing an updated proposal to take a limited approach to restoration with a focus on exterior aesthetics and structural repairs.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Staff is finalizing the planting plan.
- Nova Community Park Tennis Court Lighting – Staff will submit a FRDAP grant application to help offset the cost to construct the project.
- A1A Force Main Repair – 60% comments have been returned to the Engineer. 90% plans expected shortly.
- Coquina Court Drainage – Staff has provided review comments to consultant on both plans and specifications.
- Main Trail Bridge Repair – Staff met with one of our continuing contract construction managers to discuss repair options.
- Water Plant Upgrades – Chlorine conversion is under design.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Staff is working to negotiate the cost for consultant design services based on project requirements and scope.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for directional bore under Timberline Trail, per FPL request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Oak Brook directional bore, per Brighthouse request.
 - Researched and provided as-built drawing copies of utilities along North US1, per Utilities Division comments.
 - Researched old files and provided PDF copies of Fire Station 91 plans to Building Maintenance Division, per request.
 - Researched and provided PDF copies of 2006 WTP Improvements project pages to Utilities Division, per request.

- Completed sketch and legal description for 1345 North US1 Annexation, per Planning Department request.
- Created John Anderson Drive detour plan for sewer maintenance, per Wastewater Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Asphalt Harvard Dr, John Anderson Dr
- Pulled forms and cleaned up N Center St
- Concrete on Seville Rd; pulled forms and cones
- Pulled forms and cleaned up S Beach St
- Prepped for asphalt on Robin & Northshore; concrete & formed
- Grinded sidewalk on Harvard Dr

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
- Removed 3 trees for Stormwater on 600 block of N Beach St
- Picked up logs on sidewalk at Cherrywood
- Continued trimming on Iroquois Trl; picked up trim piles
- Trimmed on 800 block of Buena Vista, Twelve Oaks Trl
- Removed dead pine at Riverside Dr & Rockefeller

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
- Shell radius at Santa Ana & Arroyo

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
- Reinstalled stop sign, 2 posts & anchor on Cardinal
- Road striping inventory citywide
- Replaced "Welcome to Ormond Beach" sign on Cordova Ave

Stormwater Maintenance

- Outfall inspected and cleaned at Riverside & Fluhart
- Road grading at Sanchez Park; road repair
- Reachout ditch mowing on US1, SR40
- Locates/hot spots citywide
- Basins inspected/cleaned citywide
- Checked depression in road on Dix Ave
- FDOT ditch maint on US1

- Pond maintenance – ABC pond, S Division Rec, Mainsail, Bennett Ln
- Pipe repair on Red Bud Ln

Vactor

- Vac-con pipe cleaning in Winding Woods
- Pipe repair/Vac-con on N Beach St
- Red Bud Ln
- Woodlands
- Vac-con/pipe repair on Ormond Green Blvd

Street Sweeping/Streetsweeper (sweeper down)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 24,117
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 4
 - Non-Emergency Vehicles and Equipment: 1
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 5,249gallons unleaded, 11,480 gallons diesel
 - Fuel used in one week: 2,074 gallons of unleaded and 917 gallons of diesel.
 - Fleet completed 29 work orders this week.

Utilities

- Projects Summary
 - Annual Supply of Sodium Bisulfite and Hydrofluosilicic Acid – Chemicals are advertised for bid.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Four bids were received and opened on July 11, 2018. Apparent low bidder is L&S Enterprises at \$254,000.00. Consultant John Searcy & Associates preparing letter of award recommendation.
 - Engineering Services for Breakaway Trails Storage and Pumping Improvements – Five Statement of Qualifications Proposals were received and opened on July 10, 2018 which are scheduled to be evaluated on July 20, 2018.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – An engineering inspector was assigned to the project. Received bid plans and specifications.
 - Lift Station 8M1 – City Commission memos to vacate the existing easement and accept a new easement for the lift station for the 7/31/18 City Commission agenda are in the review process.
 - Lift Station 10M & 12M Improvements – A final walk through inspection is scheduled for 7/20/18.
 - US 1 NW Corridor Water Main Improvements – Reviewed 60% plans.
 - WTP LPRO Membrane Replacement – Sent as-built drawings to the consultant to assist with the design effort.
 - Utility Location Services – A meeting with the selected contractor is scheduled for 7/27/18.
 - Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) activities – An inspector was assigned to the project. A pre-bid meeting was held to discuss the project. An addendum is being prepared to respond to questions raised at the meeting.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Met with consultant July 19, 2018 to finalize integrator services RFP documents.
 - 3 Rivocean Drive – Volusia County Use Permit application is being processed by Volusia County.

- 2265 John Anderson Drive – Preparing drawings for a Volusia County Right of Way Use Permit application.
- SPRC Projects (Utilities Review)
 - Granada Pointe – A meeting was held to discuss installing a traffic signal on Granada to the entrance of this commercial development.
 - Hunter's Ridge and Little Tomoka Townhome Site – A meeting was held to discuss this potential project.
 - Myers Subdivision – Reviewed conceptual plans and met with the design engineer to discuss design requirements.
 - Oasis Fellowship Church – Utilities were located prior to performing a wet tap to the potable water main. A reverse tap is needed to cross the raw water main.
 - Pump House – Comments are being addressed.
 - Plantation Oaks – Sanitary sewer main videos were inspected. Comments were sent to the contractor and developer for resolution.
 - 1204 Oceanside Drive – 7-11: Researched sanitary sewer line easements. The pipe and easement belong to the owner.
 - 1520 W Granada Blvd.-Chase Bank: Comments are being addressed.

Water Treatment

- Delivered 46.91 million gallons for the week ending July 13, 2018 (6.70 MGD).
- Backwashed 13 filters for a total of 634,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 30, 2018 @ 5.991 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 54 tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 34.79 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.97 MGD.
- Produced 33.01 Million Gallons of Reuse.
- Produced 1.78 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (June 01, 2017 – May 31, 2018 (MGD)): Influent 4.79 MGD (Permit 8 MGD); Surface Water Discharge 2.11 MGD (Permit 6 MGD); Reuse 3.10 MGD (Permit 10 MGD)
- Hauled 150.03 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to twenty-four (24) reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired thirteen (13) water service leaks.
- Installed seven (7) new residential water services.
- Performed accuracy testing on 2" commercial water meters, all tested accurate. Scheduled 3 commercial water meters for future testing.
- Replaced two (2) faulty residential water meters per Finance Department work orders.
- Performed pressure testing on eleven (11) city owned backflow preventers.
- Replaced five (5) broken meter boxes.
- Replaced three (3) water services due to low volume concerns or broken valves.
- Reinitiated fire hydrant maintenance in Breakaway Trails subdivisions.
- Raised two (2) fire hydrants that were below height requirements.
- Performed valve maintenance on ten (10) main line valves.
- Located two (2) water meters per Finance Department work orders.
- Replaced broken/leaking 3" fire hydrant meter #2 with a new Neptune fire hydrant meter used for construction activities by contractors.
- Activated and closed the Williamson Blvd water main interconnect as requested by the City of Daytona Beach due to construction activities at their WTP.

- Disconnected an abandoned 2" water main tap from a previous 2" water main project that was leaking under Harvard Dr.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 144 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Assisted contractor with the pigging of the A1A force main. System had a large amount of solids in it. Pressures were reduced significantly after pigging operation was completed. Current pressures are AM/PM Spanish Waters 10/10 psi, Ocean Mist Hotel 5/0 psi, Ormond Mall 0/2 psi.
- Performed a visual inspection of Plantation Oaks sub-division after reviewing tapes. There are issues that the contractor needs to address.
- Rewired J box at 38 Black Creek Way and at 73 Shadow Crossing
- Replaced pump and rewired electrical connection at 23 Deep Woods Way
- Located and marked new reuse services on Mulberry Dr. & Rockefeller Dr.
- Located and marked reuse service for customer at 6 Pleasant Wood Way.
- Responded to PEP alarm at 108 Deep Woods Way. Dug up access chamber to install a 6" riser and reattached alarm float. Problem was resolved.
- Responded to PEP alarm at 7 Double Palm. New construction, power was not turned on to the pump.
- Repaired broken zone valve at 7 Lost Springs Way.
- Replaced 25' of broken 8" gravity main at 596 Robin Rd.
- Televised gravity main at 302 Military Blvd. There was a depression over the main caused by a leaking top stack. Scheduled for repairs.
- Responded to no reuse water call at 99 N. Halifax Dr. System is working fine. Problem in customer's controller.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 19 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 13 psi.

Wastewater Plant – Lift Stations

- Influent Pump Station, currently bypassed using Thompson 12" portable lift station. Deragging of Influent Pump #3 check valve scheduled for 7/19, bypass will be removed after deragging.
- Camelot Lift Station lost power when FPL pole mounted transformer failed, provided generator support until repairs were completed.
- Chlorine Dosage Meter - modified plumbing per instruction from operations.
- Peristaltic pump in the Chlorine Building had a TFD fault. The tube was replaced to correct the problem.
- Reaeration Tank, submersible aerator deragged as needed, ok.
- McDonalds, weekly odor control and wet well cleaning.
- SCADA technician activities: SCADA network architecture meeting held 7/19/2018 with consultant and City staff to finalize network architecture for integration RFP.
- Worked with consultant to review and provide comments for SCADA Integration RFP documents.
- Noted missing RTU's and incorrect names on the Water/Wastewater RTU drawings. In process of having GIS update the document.
- Continued to work on SCADA inventory spreadsheet. Inventoried all of Rima wells, Hudson wells, SR40 wells, Division wells, & WTP. Created RTU parts inventory.
- Monthly Plant PM's: Influent Odor Control.
- Quarterly Plant PM's: Grit Snail.
- Annual Plant PM's: Fermentation Submersible Mixer #8.
- Lift Station PM's: 18 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- 9D, starter tripped, replaced and reset thermals, will continue troubleshooting efforts. SCADA shows pump running when motor is tripped. Tied flow switch in series with pump status to PLC input, ok.
- 5D, Digital input card isolated ground not landed. Causing non reliable pump status to SCADA, properly landed the isolated ground to the corresponding signals, ok.
- 4D, removed check valve, pressure transducer bad, replaced with stock, ok.
- RTU checks & flash configuration profile backup for all of Division & Rima wells stored files on shared drive.
- Backed up control wave programs found at WTP servers 1 & 2. Missing the original program file for Wells 39R, 40R & 41R.
- Prepared VFD for well 27H. Waiting on check valve to be installed before installing VFD.
- B.A.T. High service pumps (both 50hp) to be controlled by the PLC based off of pressure, with lead lag functionality. Lead pump set for 40 psi, Lag pump set 35 psi, all pumps offset for 45 psi.
- Shadow Crossing high service pump station, tied in second pressure transducer to allow for lead, lag configuration and redundancy in case of pressure transducer failure. Lead pump PID to maintain 58psi, lag pump set to turn on at 50psi and maintain 55psi (when lead pump can maintain 58psi, lag pump will shut down and remain off until pressure falls below 50psi.)
- B.A.T. wells 2, 3, vegetation control
- Operational Check: Rima wells, Well 37 Bermad valve has noisy operation will explore solutions; Tomoka State Park, Granada, Riverview.
- PM's: SR18, SR19, SR21; B.A.T. wells 2, 3 and 4.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Annual Water Quality Report – Staff is preparing the Certificate of Delivery of the CCR to the VCHD.
- Cross Connection Control Program – Staff continuing to meet with individual businesses in the City's potable water system to increase compliance of the backflow prevention program.
- Consumptive Use Permit (CUP) – Staff submitted Rima Ridge monitoring well level data to the SJRWMD as required by the CUP. The water level data allows the District to evaluate the impact the City's potable water production wells are having on the wetlands.
- Reuse Groundwater Monitoring – Sampling results are being prepared by the City's contract laboratory.
- EPA Unregulated Contaminant Monitoring Rule 4 (UCMR 4) – Staff coordinated the sampling event scheduled for next month with the City's contract laboratory, Water Quality Control Technician and the Chief Water Treatment Plan Operator. The samples will be collected from four different locations. The UCMR 4 allows the EPA to evaluate contaminants of concern for impact on the environment and public health.

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:

- Agenda packet preparation, creation, and distribution for July 18, 2018, Budget Advisory Board Meeting
- Staff attended and provided support for July 18, 2018, Budget Advisory Board Meeting
- Agenda packet preparation for July 31, 2018, Operating Budget Workshop and City Commission Meeting