

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 10, 2018

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

City Manager

Reviewed and prepared with staff as follows:

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

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioners Boehm and Littleton
- National Night Out
- City Commission meeting

Community Development

Planning

- Attended the Planning Board meeting where the following applications were reviewed:
 - (1) 100 West Granada Boulevard, Special Exception request to demolish a former gas station and construct a 1,684+ square foot restaurant.
 - (2) 344 South Yonge Street, Special Exception request to allow permanent outdoor storage, display and sales of merchandise and outside live entertainment under certain conditions.
 - (3) 301 Division Avenue, Unit #15, Special Exception request to allow outside live music under certain conditions.
 - (4) Land Development Code amendment, to allow mobile food dispensing vehicles (MFDV) under certain conditions as part of the conditional criteria for the malted beverage producer use.
- Marshside Village subdivision neighborhood meeting. Staff has been advised that Kimberly A. Buck, P.E., President of Alann Engineering Group, Inc. shall conduct a neighborhood meeting regarding the proposed development of the Marshside Village subdivision. The Marshside Village subdivision includes approximately 85 acres of land at the northwest corner of Airport Road and Tymber Creek Road and proposes to develop approximately 144 single-family lots and associated subdivision improvements. The neighborhood meeting is a requirement of the Ormond Beach Land Development Code and shall be held at the Ormond Beach Public Library, Meeting Room 4, located at **30 South Beach Street, from 5:00 p.m. to 6:00 p.m. on Wednesday, August 22, 2018**. The purpose of the meeting is to detail the proposed subdivision development and answer any questions regarding the project.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 352 inspections performed within the City (10 by private provider).
- 133 permits issued within the City with a valuation of \$3,501,663.

Development Services

- The Site Plan Review Committee met with representatives of the Ormond Renaissance Condominium project for a pre-construction meeting. The project proposes to construction the project's fitness center and the first multi-family building.

- The Site Plan Review Committee met with the project engineer for the Minto Beach Club at 1057 Ocean Shore Boulevard. The project is in unincorporated Volusia County and would connect to City of Ormond Beach utilities.
- Status of projects under construction:

Project	% Complete
589 South Yonge Street	65%
783 North U.S. Highway 1	35%
902 South Atlantic Ave., Bank of America	80%
Cardinal Drive beach parking	0%
Davita Dialysis	0%
Edgewell site work	95%
For Our Parents ALF	70%
Granada Pointe	35%
Hamlin Site Improvements	100%
Lot 2, Airport Business Park	40%
Maxton Group loading dock	80%
Oasis Church, water line extension	10%
Pet Street Veterinary Care center	98%
Prince of Peace, Like New addition	45%
Prince of Peace, office addition	40%
Security First	35%
Thomas & Betts parking improvements (phase 1)	70%
Zaxby's	35%
Independence Recycling of Volusia	0%
Plantation Oaks, utility connection	88%
Cypress Trails subdivision	35%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a

- traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
- Staff has also requested its transportation consultant investigate state funding opportunities for the traffic light.
 - Airport Business Park
 - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.
 - Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the "Doing Business in Ormond Beach" resource guide.
 - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff anticipates attendance at the International Council of Shopping Centers (ISCS) Deal Makers Conference in Orlando, Florida to promote development opportunities in the City.
 - Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working two Requests for Information from Team Volusia Economic Development – companies seeking to locate manufacturing facilities in Volusia County.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for Hurricane Matthew. To-date the City has received \$6.2 million dollars for Hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Training for ESS has taken place at each division by Payroll. Payroll will continue to work with divisions that request additional assistance.
- Completed Projects - Weekly
 - Processed 64 Journal Entry Batches.
 - Approved 15 Purchase Requisitions totaling \$33,106.50.
 - Issued 13 Purchase Orders totaling \$66,438.09.
 - Prepared 165 Accounts Payable checks totaling \$141,586.53 and 32 Accounts Payable EFT payments totaling \$192,253.94.
 - Issued 557 past due notices on utility accounts.
 - Auto-called 81 utility customers regarding receipt of a past due notice.
 - Processed 440 payments through Interactive Voice Response System totaling \$44,715.05.
 - Grant money fiscal year-to-date total received, \$7.0 million dollars.

Grants/PIO

- Press Releases
 - Legal Workshop (9/6)
 - The Casements Closure (August 8 & 9)

- Youth Volleyball League
- Youth Flag Football League

- 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 staff meeting.
 - Attended communications meeting.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted CDBG request for the use of excess funds for the Ames Park Parking Improvements approved by the City Commission at its July 31 meeting.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 9
 - Hazardous: 2
 - EMS: 93
 - Motor Vehicle Accidents: 8
 - Public Assists: 49
 - TOTAL CALLS: 162

- Aid provided to other agencies: 21 Calls – Daytona Beach (8), Holly Hill (1), Volusia County (12)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 82
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 97

- Training Hours
 - NFPA 1001: Firefighting 12
 - NFPA 1002: Driver 4
 - NFPA 1500: Safety/Equipment 5
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 31

- Station Activities
 - Updated 16 pre-fire plans
 - Conducted 5 fire inspections
 - Participated in the annual National Night Out event
 - Instructed CPR training to the Ormond Beach Police Department

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Assistant City Clerk (Support Services) advertised 7-31-18 until 8-31-18. Advertised on City web site, governmentjobs.com, FL Association of City Clerks, FL League of Cities, FL City & County Management Association, Indeed, and internally.

- Civil Engineer (Engineering) re-advertised 8-1-18 until 9-30-18. Advertised on City web site, governmentjobs.com, FL Engineering Society, Engineerjobs.com, FL League of Cities, FL City & County Management Association, Indeed, and internally.
- Part Time Maintenance Worker II (Buildings/Leisure Services) open 7-26-18 until 8-10-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
- Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
- Treatment Plant Operator C, B, A, or Trainee (Water Production/Public Works) open 8-1-18 until 8-17-18. Advertised on City web site, governmentjobs.com, Florida Rural Water Association, Florida League of Cities, Indeed, and internally.
- Utilities Manager (Utilities/Public Works) open 8-1-18 until 8-31-18. Advertised on City web site, governmentjobs.com, American Public Works Association, American Water Works Association, Florida Rural Water Association, Water and WasteWater Jobs, Florida League of Cities; Florida City & County Management Association, Indeed, and internally.
- Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works) open 8-2-18 until 8-17-18. Advertised on City web site, governmentjobs.com, Florida Rural Water Association, Florida League of Cities, Indeed, and internally.
- Applications Under Review
 - Neighborhood Improvement Officer (Police)
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
- Interviews Scheduled
 - Police Captain (Police)
 - Seasonal Part Time Maintenance Worker II (Parks/Leisure Services)
- Background/Reference Checks/Job Offers
 - Fire Chief (Fire)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Treatment Plant Operator C, B, or A (Water Plant/Public Works)
 - Police Officer (Police)
 - Tradesworker (Buildings/Leisure Services)
- Separations
 - Police Captain (Police)
- Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
 - Munis Employee Self Services (ESS) time being introduced to various departments
 - Blood Drive at City Hall 9-24-18
- Risk Management Projects
 - Attend hearing for Worker's Compensation case.
 - Attend Tyler training.
 - Continue editing safety manual.

Information Technology (IT)

- Information Systems (IS)
- Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.

- Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
- IT Strategic Plan – Draft documentation review.
- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
- Work Orders
 - New: 16
 - Completed: 55
 - In progress: 35
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 35,230
 - Inbound E-Mails Blocked: 12,905
 - Delivered Inbound E-Mails: 22,325
 - Quarantined Messages: 312
 - Percentage Good Email: 63.4%
 - Virus E-Mails Blocked: 0

Notable Events: IT Manager, Ned Huhta, attended the Florida Local Government Information Systems Association (FLGISA) annual conference last week and received an award in recognition of his Dedicated Years of Service on the FLGISA Board of Directors from 2010-2018. Completing his 6 year term as Vice-President, President, and Past-President, following an earlier 2 year term as Treasurer, and previous service as the Central East District Director.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 3
 - Corrections: 0
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 51 : Total in system = 2,190
 - Meters GPS Located this week: 0 : Total in system = 23,674; 22,891 potable, 772 irrigation, 11 effluent
 - Notable Events: None

Leisure Services

Administration

- Supervisory staff meeting
- Public Works meeting
- City Manager's meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- National Night Out
- City Commission 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.
- Normal operating hours resumed this week with the facility open Tuesday to Saturday from 10 am – 4 pm.
- Joan Tague led a Summer Nature Stroll on Wednesday from 8 am to 10 am. Participants met at Fleming Avenue Central Park and took a guided walk along the trails.
- The EDC Volunteer meeting was held in the EDC Classroom on Thursday from 4 pm to 5:30 pm.
- During operating hours on Friday, the EDC Classroom was decorated for a birthday party that will be held on Saturday.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex.
- Pride Football continued their preseason practices at the Sports Complex on Multipurpose Fields 11 and 12. Practices are Monday through Thursday starting at 5:30.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Drug, edged and weeded out infield at Osceola Elementary
- Assisted contractor in Building Maintenance regarding pulling out/replacing insulation
- Painted soccer fields at South Ormond for YMCA program
- Extended all baselines at Nova to 6 ½' with sod cutter
- Put goals out for OBSC soccer program on Fields 2 and 4 for competitive teams

Senior Center

- Granada Squares was held on Tuesday from 6:30pm to 9:00pm.

Performing Arts Center

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

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym

- Cleanup and organization from summer camp

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Attended Senior Games Board meeting
- Assisted with Senior Games tasks
- Assisted with setup and breakdown of National Night Out
- Cleanup and organization of supplies and equipment (ongoing)
- Planning of Reel in the Fun Fishing Tournament scheduled for Saturday, September 8
- Preliminary planning tasks and assignments for the State of the City Luncheon

Gymnastics

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

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at various times throughout the week.
- National Night Out took place on Tuesday from 5 pm to 8 pm.

The Casements

- Guild tours were given on the hour Monday, Tuesday and Friday with the first tour at 1 pm and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- A memorial service was held at The Casements on Sunday from 11 am to 6 pm.
- Providence Church meeting took place at Bailey Riverbridge on Monday and Tuesday from 9 am to 4 pm.
- Staff finished cleanup from Enviro Camp at the Environmental Discovery Center on Monday.
- Providence Church Meeting took place at Bailey Riverbridge on Tuesday from 9:00 am-4:00 pm.
- A Guild member induction took place on Tuesday at The Casements at 12:00 pm.
- The Casements was closed to the public due to a police assessment which took place on Wednesday and Thursday from 7:00 am-5:00 pm.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am - 9:30 am.
- Yoga took place on Tuesday from 10:00 am-11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Central Park I: Repaired wooden guardrail; replace barbeque grill; picked up soil for the community garden; built and installed outside shelves
- Ames Park: Repaired cap on wall; repaired fence
- Riviera Park: Installed new engraved bench
- Corner of Granada and Orchard: Removed two park benches (per P.D. request)

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly inspection of DOT and facility lighting at various City locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Painted the Kiwanis press box at Sports Complex
- Repaired running toilet south side ladies room at SONC
- Installed new toilet fill valve at Fire Station 93

- Repaired north door in the art room at the Senior Center
- Replaced the deadbolt and lock set in the summer cottage at Ames
- Repaired the ballroom thermostat at the Senior Center
- Repaired the outside ladies room door handle at SONC
- Check electric gates citywide
- Repaired the fault light for exhaust fan at WTP
- Repaired the freezer at the PAC
- Reset the front gate at the Sports Complex
- Cleaned the AWOS lenses at the Airport
- Replaced the bay pre-filters at Fire Station 94

Police Department

Administrative Services

- Renewed contract for Volusia/Flagler Officer Friendly Reading program.
- Staff attending Regional Safety Summit on Wednesday, August 8 at UCF
- National Night Out attended by staff

Community Outreach

- Members of the YDC assisted hosted a State of Florida Association of PAL tag drive in partnership with the New Smyrna Beach YDC program during National Night Out.
- Twenty (20) members of the basketball program participated in practice last week.
- The final field trip for the summer program partnership with Leisure Services was Friday, August 3 to Sea World. One-hundred participants enjoyed a fun filled day at the park.
- Reading with a Cop for the summer has concluded.

Community Services & Animal Control

- Animal Calls responded to: 34
- Animal Reports: 3
- Trap Neuter Release: 2
- Animal Bites: 0
- Animals to Halifax Humane: 1

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 1
- Inactive: 4
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 5
- Larceny Car break: 11
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 0

Records

- Walk - Ins / Window 85

- Phone Calls 104
- Arrest / NTA'S 28
- Reports Generated 132
- Reports Entered 90
- Citations Issued 79
- Citations Entered 66
- Warnings Entered 73
- Trespass Warnings 16
- CORF Entered 155
- Mail / Faxes / Request 23

Patrol

- Total Calls 1,235
- Total Traffic Stops 194

Operations

Crime Opportunity Report Forms 133

- 8/1/2018
 - Stolen Vehicle, 1570 North United States Highway 1 (Waffle House). The victim parked a tractor trailer in the rear parking lot for a week. When the victim returned, the vehicle was gone.
 - Burglary Residence, 15 River Ridge Trail. A window was smashed to gain entry to the house during the day time. A video game console was stolen.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was stopped by loss prevention for concealing items.
 - Narcotics Arrest, 300 Block South Ridgewood Avenue. Subject that was contacted during a traffic stop was found in possession of narcotics.
 - Trespass Arrest, 250 East Granada Boulevard (Walgreens). Subject was placed under arrest for returning to the business after receiving a trespass warning.
 - Battery/Domestic Violence, 2245 Lipizzan Trail. Two family members became physical with each other. The suspect left the scene prior to law enforcement arrival
 - Battery, 1546 West Granada Boulevard (Sunoco Gas). A known subject to the victim punched the victim in the face. Victim declined to press charges
 - Warrant Arrest, 600 Block South Nova Road. Subject with a warrant was contacted during a traffic stop.
- 8/2/2018
 - Battery Domestic Violence Arrest, 487 Bryant Street. Subjects contacted during an investigation regarding a verbal dispute. The victim advised that her husband bit both of her hands between the thumb and forefinger.
 - Burglary Residence, 1552 Poplar Drive. While officers were checking the area for a suspicious person, an officer noticed forced entry to the rear of this residence via the back storm door. Officers checked the residence, but did not locate a suspect. The son of the elderly resident was contacted and advised that his mother was out of town. At this time, it is unknown if anything was taken.
 - Theft, 570 Sterthaus Drive #105 (Madison Glen Apartments.) A walker was taken while the victim was in the hospital.
 - Narcotics Arrest, 1600 Block North Beach Street. Female who was called in as a suspicious person was stopped and found in possession of narcotics.
 - Burglary Residence, 23 Tomoka Meadows Boulevard. Suspect forced entry into the home of his ex-girlfriend and struck her with a pan.
 - Narcotics arrest, Clyde Morris Boulevard and Hand Avenue. Two subjects found in possession of narcotics during stop.

- 8/3/2018
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Suspect tried to leave the business without paying for merchandise.
 - Shoplifting Arrest (X2), 1521 West Granada Boulevard (Walmart). Two subjects at the self-checkout register failed to scan multiple items while being observed by loss prevention
 - Burglary Residence, 53 Cypress Grove Lane. Victim discovered money missing from a sock drawer in the residence.
 - Shoplifting Arrest (X2), 1521 West Granada Boulevard (Walmart). Two subjects attempted to return store property that they did not purchase.
 - Battery Arrest, 1474 Granada Boulevard (Agave). Suspect was arrested after battering one of the employees of the restaurant.
 - Traffic Arrest, Hand Avenue and Laurel Drive. During a traffic stop, driver was determined to be driving under the influence.
 - Traffic Arrest, 336 South Halifax Drive. During a traffic stop, driver was determined to be driving under the influence.
- 8/4/2018
 - Shoplifting, 1521 West Granada Boulevard (Walmart). Unknown white male suspect left the business with a flat screen TV and misc property. The suspect fled on foot.
 - Carbreak, 161 Northbrook Lane. Handgun stolen from unlocked vehicle.
 - Burglary Arrest, 75 Dix Avenue. The residents came home and found an intruder in one of the bedrooms. The subject was temporarily detained by homeowner and later located by the police.
 - Larceny, 1005 Ocean Shore Boulevard (Coral Sands Inn). Victim set their cell phone down and forgot it when they left the picnic area. Upon returning the phone was gone.
 - Carbreak Arrest (X2), 76 Wye Drive. Officers responded to a report of a 2 or 3 subjects attempting to break into cars. The subjects fled from officers and two were later apprehended.
 - Carbreak, Arrest (X2), 65 Seton Trail. Officers responded to a report of a 2 or 3 subjects attempting to break into cars. The subjects fled from officers and two were later apprehended.
 - Carbreak Arrest (X2), 55 Vining Court. Officers responded to a report of a 2 or 3 subjects attempting to break into cars. The subjects fled from officers and two were later apprehended.
 - Carbreak, Arrest (X2) 95 Wye Drive. Officers responded to a report of a 2 or 3 subjects attempting to break into cars. The subjects fled from officers and two were later apprehended.
- 8/5/18
 - Carbreak, 136 Valencia Drive. Cellular phone stolen from an unlocked car.
 - Narcotics Arrest, Arroyo Parkway and Linda Avenue. Subject found in possession of over 20 grams of cannabis.
- 8/6/2018
 - Battery Domestic Violence Arrest, 145 Hand Avenue. Adult daughter and father were in a verbal argument that turned physical.
 - Theft, 746 Riverside Drive. Aluminum scaffolding taken sometime over the weekend.
 - Bicycle Theft, 795 West Granada Boulevard (CVS.) Employee locked her bicycle on the rack on the north side of the building, it was taken while she was working.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject was contacted after attempting to leave the store with items without paying for them.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject contacted after attempting to return merchandise that he did not purchase.
 - Carbreak, 209 Arlington Way. Unlocked vehicle was entered and an iPad mini was taken.
- 8/7/2018
 - Theft, 2099 North Beach Street (Tomoka State Park.) Portable grill taken from a picnic table within the park.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 33
 - Number of Uniform Traffic Citations Issued: 47
 - Number of Written Warnings Issued: 44
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 10
 - Number of Crashes with Serious Bodily Injury: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Cases initiated
- 16 signs have either been removed or sign cases created.
- 13 tree removal permit requests
- Administrative staff assisted with four (4) walk-ins and eighty-five (85) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff is working to update a Florida Job Growth Grant Fund Public Infrastructure Grant Proposal, seeking funds to design and construct Business Park Way in the City's Airport Business Park, including connecting perimeter access roads in the southwest quadrant of the airport.
- The FAA has provided an Airport Improvement Program grant offer to the City for the full amount of federal assistance requested for the projects to rehabilitate Runway 8/26 and design extensions for Runway 8 and Taxiway Alpha. The grant amount is \$2,251,645 which represents 90% of the total project cost. A grant request is pending with FDOT for the state's 8% project share of \$200,146. The FAA grant is scheduled for approval by the City Commission at their meeting on August 21.
- Staff met with the City's aviation engineering consultants to explore the possibility of applying for grant funds to establish an emergency backup facility on the airport, which would provide critical services in the event that the control tower or other City facilities are rendered unusable due to a natural disaster.
- Staff is working to process a special landing permit to facilitate the display of a Vietnam War era helicopter at Destination Daytona on September 22, in support of a veteran's event sponsored by Rossmeyer Harley Davidson and AmVets Post No. 2.
- Repairs were made to the Precision Approach Path Indicator (PAPI) lights that serve Runway 17.
- Staff is addressing soil erosion issues near the taxi lanes and T hangars in FBO Area 2.
- Staff issued a Notice to Airmen (NOTAM), advising pilots that a 250 ton crane with an overall boom height of 180 feet will be operating north of the airport from August 8 through October 8. The crane is operating as part of the Security First construction project in the Ormond Crossings industrial park.

Engineering

- Projects Summaries
 - Construction Projects
 - South Peninsula Reclaimed Expansion – Final asphalt restoration is complete; consultant is reviewing the Contractor's final pay request.
 - Ph III 2-Inch Water Main Replacement – Peninsula – Construction is complete, awaiting final as-builts revised per GIS comments.

- Ph III 2-Inch Water Main Replacement – Mainland – Final connections have been made on Cliffwood Circle and Alexander Court, and are underway on Pine Street and Arrowhead Circle.
- North US1 Landscaping Ph II – The work is 85% complete. The Reclinata palms and Coontie will be planted in the next 4-5 weeks.
- Effluent Outfall Replacement – The contractor has completed the work in accordance with the contract. Final as-builts are being reviewed.
- Storm and Sewer Lining – Sanitary sewer cleaning and inspection are underway on Granada Blvd., lining operations are expected to resume in approximately 2 weeks.
- Deer Creek Reclaimed Water – Contract was on-site and located the tie-in location and has scheduled for 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 – Shipment of the fixture heads and light poles has been delayed per the manufacturer.
- CDBG – Cassen Park Fire Hydrant – The fire hydrant assembly, service tap and pressure testing has been completed. Contractor extended the water main to the existing main line on the west side of Beach Street. Pavement restoration will occur next week.
- 2018 Road Rehabilitation – Microsurfacing – The contractor has sealed the cracks in the existing asphalt, and is finalizing their schedule to complete the microsurfacing. Notices were sent to residents informing them of the process.
- CDBG – Streetlight Replacement – Shipment of the fixtures has been delayed per the manufacturer.
- Fortunato Park Pier – Repair work is underway.
- Rockefeller Gardens Stage Shade Cover – Structural drawings were reviewed, and comments are being addressed.
- Forest Hills Connector Trail – Contracts are being executed. Contract for Construction Engineering and Inspection (CEI) services is submitted for approval at the September 5 City Commission meeting.
- 2018 Road Rehabilitation-Resurfacing – Bid was awarded on July 31. Contracts are being prepared for execution.
- Bidding
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once Finance has secured the necessary bond funding.
 - Fishing Pier Repair – Project to repair the fishing pier damaged during Hurricane Irma is scheduled for disposition approval to bid at the August 8 CC meeting.
- Design Projects
 - North US1 Water Main Improvements – The loop through Ormond Crossings south from Security First is scheduled for CC approval to bid on August 8. The redundant main from Hull Road to Destination Daytona has a 60% plan review this week.
 - Cassen Park Public Dock and Breakwater Extension – Consultant is working with FDEP on the Required Submerged Land Lease that is required for the Dock project and design of the Breakwater Expansion.
 - WWTP Sludge Dewatering Improvements – Consultant submitted final plans. A review meeting was held and the Consultant will finalize plans for bidding.
 - Fleming Ave Stormdrain Improvements – The City Commission approved the design work authorization, consultant has the survey work underway.
 - Wilmette Avenue Pumping – The FEMA HMGP Phase I engineering/design grant is fully executed; Consultant is preparing a scope of services to compete the bid documents.
 - Laurel Creek Stream Gauges – A purchase order is in place for the hardware and software, and staff is reviewing the installation procedures for in-house installation of the additional lake level monitoring devices.

- Cassen Park Improvements (Paving and Restroom Replacement) – The consultant will have 90% design drawings for staff review in August.
- 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. Construction Manager is preparing an opinion of cost for Phase 1 which includes everything except the concession building.
- Secondary Raw Water Main – Staff is reviewing 60% design plans.
- MacDonald House – Construction Manager is finalizing first phase scope of services for MacDonald House repairs.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Staff is finalizing the planting plan.
- A1A Force Main Repair – 60% comments have been returned to the engineer. 90% plans are expected shortly.
- Coquina Court Drainage – Staff has provided review comments to consultant on both plans and specifications.
- Main Trail Bridge Repair – Staff has received a proposal from our continuing contract construction manager to repair the bridge. A work authorization is being prepared for Commission approval at the September 5 meeting.
- Water Plant Upgrades – Chlorine conversion is under design.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Staff is working to negotiate the cost for Consultant design services based on project requirements and scope.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily engineering permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 495 Sterthaus Drive, per TECO Gas request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Main Trail and Timberline Trail pole replacements, per FPL request.
 - On-site visit to 713 Garden Lane to discuss SWMP options with contractor and neighboring property owner.
 - Located sewer and water as-builts along North US1.
 - Prepared and sent a detour notice for a Florida East Coast Railway project on Hull Road.
 - Modified design plans for Granada Median Landscape project.
 - Completed topographic survey, and created a plan set for proposed sidewalk improvements and crosswalk construction at Pathways Elementary school.
 - Completed Tree-in-the-Right-of-Way locate at 200 Hidden Hills Drive, per Streets Division request.
 - Completed Tree-in-the-Right-of-Way locate at 56 Woodland Blvd. per Neighborhood Improvement Division request.
 - Researched and provided PDF copies of 1984 Water Plant Expansion drawing, per Utilities Division request.
 - Completed Right-of-Way/easement stakeout along fence line for stormwater pond at Mainsail Circle, per Neighborhood Improvement Division request
 - Researched old as-builts and provided PDF as-built copies of watermain depths along North US1 for proposed NW US1 Water Main Extension project, per Consultants request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Prepped for and did concrete pour on Airport Rd.
- Asphalt work on Wilmette

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
- Trimmed over ROW on Twelve Oaks Trl; Hand W/O Center; over road and sidewalk in Canterbury Woods
- Picked up rootball on Sanchez & N Beach St
- Removed Deadwood on Putnam

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
- Hauled scrap metal at Public Works
- Filled in ruts in median on Sunshine Blvd

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
- Checked areas of interest
- Reinstalled Stop sign, post & anchor at Walnut & Rosewood
- Fabricated Police Dept Trailer/Parking sign

Stormwater Maintenance

- Reach out ditch mowing on SR40; Airport Rd; Pineland Trl
- Pipe repair at Sanchez/N Beach St
- Locates/gates & pumps citywide
- Road repair in Sanchez Park; hauled road base
- Checked depression in road on Oak Forest Dr
- Pump station maintenance – Mainsail & Bennett Ln

Vactor

- Vac-con pipe repair at Sanchez – N Beach St
- Maintenance in yard
- Assist Water Dept – Ridgewood Trl

Street Sweeping/Streetsweeper (1 day)

- 22 miles of road cleaned
- 12 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 24,302
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1

- Non-Emergency Vehicles and Equipment: 8
- Road Calls for the week:
- Quick Fleet Facts:
 - Fuel on hand: 9,213 gallons unleaded, 8,905 gallons diesel
 - Fuel used in one week: 2,217 gallons of unleaded and 631 gallons of diesel.
 - Fleet completed 33 work orders this week.

Utilities

- Projects Summary
 - Annual Supply of Sodium Bisulfite and Hydrofluosilicic Acid – Bids were evaluated. Award recommendation memos were uploaded to Minute Traq for presentation at the September 5 City Commission meeting.
 - Breakaway Trails Yard Electrical and Pump Upgrades – A bid award recommendation memo is scheduled for presentation at the August 21 City Commission meeting.
 - Engineering Services for Breakaway Trails Storage and Pumping Improvements – Mead and Hunt was selected as the most qualified consultant to perform design services. Engineering Division is preparing City Commission agenda item for related work authorization.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Specifications are being revised. Bid date was moved to October 2. Disposition memo prepared for City Commission acknowledgement for plans and specifications set for bid purposes scheduled for August 21 meeting.
 - Lift Station 8M1 – City Commission authorized vacation of the existing easement and acceptance of a new easement for the lift station on 8/8/18 City Commission meeting.
 - Lift Station 10M & 12M Improvements – As-built drawings are being finalized by the contractor.
 - Security First Offsite Water Main Improvements – A meeting is scheduled to review the project on August 22.
 - Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) activities – Bids for the water plant tank were received. Bids were evaluated and an award recommendation memo was prepared. Breakaway Trails tank leaks have been repaired.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Met with consultant on July 19 to finalize integrator services RFP documents. Software selection awaiting receipt of acceptance of legal clarifications from vendor. Legal to update final agreement documents for execution by vendor prior to placement of CC agenda (tentatively scheduled for September 19.)
 - WTP Membrane Replacement – Water quality data was collected and sent to the consultant for filter selection.
 - 2265 John Anderson Drive – Use Permit Application is being processed by Volusia County.
 - SPRC Projects (Utilities Review)
 - Pump House – Engineer requested information on reuse connection for irrigation.
 - Pet Street Veterinarian Clinic – Received revised as-builts for review.
 - Latitude Beach Club – Force main pressure was requested from engineer for pump station design.
 - Total Comfort-1345 N US 1: Reviewed plans and calculations and provided comments.
 - 589 S Yonge Street – Engineer wants to construct a concrete block wall instead of a precast wall – Engineer was advised not to construct the wall in such close proximity to the water line.

Water Treatment

- Delivered 40.46 million gallons for the week ending August 3, 2018 (5.78 MGD).
- Backwashed 10 filters for a total of 482,000 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 40.5 tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 34.08 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.87 MGD.
- Produced 22.70 Million Gallons of Reuse.
- Produced 11.38 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (July 01, 2017 – June 30, 2018): Influent 4.93 MGD (Permit 8 MGD); Surface Water Discharge 2.21 MGD (Permit 6 MGD); Reuse 3.10 MGD (Permit 10 MGD)
- Hauled 109 tons of dewatered residual solids (14%-18% solids).

Water Distribution

- Responded to 15 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 19 water service leaks.
- Performed accuracy testing on nine - 2" & two - 1½" commercial water meters, all tested accurate. Scheduled 6 commercial water meters for future testing.
- Performed pressure testing on 3 City owned backflow preventers. Installed a BFP on a City owned irrigation meter.
- Replaced 15 broken meter boxes.
- Replaced 7 water services due to low volume concerns or broken valves.
- Completed maintenance on 2 fire hydrants in Breakaway Trails.
- Performed valve maintenance on 15 main line valves.
- Repaired a cracked 6" CI water main at 298 S. Yonge St.
- Replaced a broken 2" valve at 14 Sunshine Blvd.
- Performed 3 residential water service disconnects due to a demolition.
- Repaired a 2" Water main leak on Evergreen Cir in Ormond-by-the-Sea.
- Performed a scheduled water main shutdown as part of the 2" WM replacement program on Pine St. & Arrowhead Cir.
- Disconnected abandon 2" water main behind 638 S. Atlantic Ave. & disconnected the 1" water service at 650 S. Atlantic Ave. due to demolition.
- Shut down and disconnected a 4" fire service for 638 S. Atlantic Ave.
- Re-sod 4 excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 144 regular and 5 emergency utility locates for the previous week.

Wastewater Plant – Lift Stations

- Influent Room, oversee transfer of pump positioning status, ok.
- Clarifier #3 and Final Tanks, fueled Thompson diesel bypass pump and all containers, ok.
- Influent Pump #2, deragged pump, ok.
- Granada and Riverview Booster Stations, assisted Water Plant crew as needed.
- Reaeration Tank, deragged submersible aerator, ok.
- Grit Snail, out of service, conveyor belt is worn/damaged beyond repair, began requisition of replacement unit.
- San Marco, adjusted high level point at probe and back up float, to assist with high level conditions during force main work, will monitor.
- Peristaltic Pump #2, TFD Fault, replaced peristaltic tube, ok.
- Carrousel Blower #3, found covered in oil and oil sump very low, cleaned up, located leak and repaired, refilled sump, placed back online.
- Sand Filter #3, skimmer pump not priming in automatic, pulled pump to clear blockage at volute, ok.
- Post Anoxic Submersible Mixer #1-2, deragged, ok.
- WIN911 monitor/response: Valves manipulated on Hand Ave force main to support contractor/vendor work being performed on Granada Blvd. Coordinated with Collections Division to partially open valves temporarily to relieve wet well during and throughout vendor

- repair work while monitoring station, ok; Shadow Crossings, high level, controller has gone bad, replaced controller with duplexer, will follow up to clean up wiring as needed, ok.
- SCADA monitor/response: 1P, 5P, high starts, cleaned probe, ok; 1P, high starts, cleaned probe, will monitor; Breakaway Trails, no starts #2, found electrical problem in control cabinet and pump motor, replaced pump, motor and motor starter, started requisition for replacement of electrical components and pump repair;
 - SCADA technician activities: Potable water system pressures, monitored at WTP, pressure readings out of range at LS5M, LSHH, & State Park Booster. Replaced pressure transducer @ LS5M, ok. Removed old pressure transducer from LSHH new transducers ordered and will install. Removed and flushed State Park booster upstream transducer, calibrated and put back into service.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Monthly Plant PM's: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2.
 - Lift Station PM's: 25 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Station – Reuse System

- Well 27H, assist well contractor with repair of pump and motor, Installed VFD, configured drive to operate with flow meter, work in progress, install door vent and wire ventilation fan.
- Shadow Crossing Reuse, fill valve from B.A.T. not operational, replaced time clock for 8 inch valve, set open time for 8 am & close time 5 pm, ok.
- Well 38R, replaced analog flow meter with new digital unit, ok.
- Polymer Mix tank, replaced bad timer, ok.
- Greased and lubed route south plant, ok.
- Granada Booster Station, installed replacement pump #1 motor.
- Riverview Booster station, stage material for upcoming repairs.
- Standish booster station; checked all below ground vaults for standing water.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Staff forwarded City resolution authorizing updated Local Limits Table A to FDEP for final approval activities.
- Consumptive Use Permit (CUP) – While escorted by City staff, the City's contract environmental consultant conducted the wetlands health assessment portion of the wetlands monitoring report in the Rima Ridge wellfield. The consultant will provide the City with a report outlining the health of the ecosystem.
- Reuse Groundwater Monitoring – Staff performed the sampling of the groundwater wells located on Oceanside Country Club property as required by the City's WWTF operating permit. The data allows the FDEP to assess the impact of utilization of reuse water on the local groundwater. The results will be 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 Plant 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.
- Water Treatment Plant Sanitary Survey – Staff provided a response to the Volusia County Health Department concerning the sanitary survey/inspection of the City's potable water system. The response outlined the completed tasks and provided estimated completion dates of other action items.

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:

Honorable Mayor and City Commissioners

August 10, 2018

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- City Clerk attended weekly City Manager staff meeting
- Staff attended and provided support for August 8, 2018, City Commission meeting
- City Clerk and staff attended Tyler training
- Staff attended and provided support for August 10, 2018, Pension Board meeting