

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 14, 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

While on vacation this week I have been in touch with my office, and checked my emails and responded as appropriate.

Community Development

Planning

- Staff attended a seminar sponsored by Florida Stormwater Association in Lake Buena Vista on Low Impact Development (LID). The seminar discusses how various municipalities offer LID opportunities. Several municipalities like Ormond Beach offer LID as an alternative design. There are some that require some LID design criteria, and some that offer incentives for using LID. The speakers provided insight into: (1) permitting time frame, (2) major difficulties with LID which is mainly operation and maintenance of the systems, (3) cost of maintaining LID, and (4) benefits vs cost of construction and maintenance.
- Staff attended the Planning Board meeting.

Building Inspections, Permitting & Licensing

- 11 new business tax receipts issued.
- 240 inspections performed in the City (10 by private provider).
- 112 permits issued within the City, with a valuation of \$1,673,895.00.

Development Services

- There were no applications or request to meet with the Site Plan Review Committee.
- Below is the status of projects under construction:

Project	% Complete
589 South Yonge Street	75%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	90%
Cardinal Drive Beach parking	10%
Davita Dialysis	20%
Edgewell site work	95%
For Our Parents ALF	75%
Granada Pointe	40%

Lot 2, Airport Business Park	45%
Maxton Group loading dock	95%
Oasis Church, water line extension	50%
Ormond RC, Fitness Center & Building 1C	0%
Pineland	5%
Prince of Peace, Like New addition	60%
Prince of Peace, office addition	60%
Security First	40%
Shoppes on Granada, Phase 2	5%
Thomas & Betts parking improvements (phase 1)	75%
Zaxby's	45%
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.
 - Staff coordinated with Public Works to send in a contractor to drain/clean the Airport Business Park canals.

- 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.
- Met with Economic Development Practitioners in neighboring cities to discuss opportunities to promote US Highway 1.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 15 companies have been visited.
 - Lucky's Market has initiated the permit review process and is mobilizing their team to initiate the rehabilitation and improvements to 101 E. Granada.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for hurricane Matthew. To-date the City has received \$6.2 million dollars for hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Preparations are underway for the fiscal year 2017-18 audit.
- Completed Projects - Weekly
 - Processed 68 Journal Entry Batches.
 - Approved 13 Purchase Requisitions totaling \$55,692.21.
 - Issued 8 Purchase Orders totaling \$24,037.21.
 - Prepared 128 Accounts Payable checks totaling \$364,692.61 and 36 Accounts Payable EFT payments totaling \$435,910.48.
 - Issued 1,015 past due notices on utility accounts.
 - Auto-called 177 utility customers regarding receipt of a past due notice.
 - Processed 562 payments through Interactive Voice Response System totaling \$52,678.30.
 - Grant money fiscal year-to-date total received, \$7.1 million dollars.
 - Prepared 375 Direct Deposits totaling \$464,130.64.
 - Transferred IRS 941 payment of \$154,209.92.

Grants/PIO

- Press Releases
 - OB Life Citizen Engagement Meeting (9/25)
- 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 quarterly Local Mitigation Strategy meeting.
 - Attended mandatory Community Development Block Grant training.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 2
 - Hazardous: 3
 - EMS: 85
 - Motor Vehicle Accidents: 6
 - Public Assists: 45
 - TOTAL CALLS: 143

 - Aid provided to other agencies: 11 Calls – Daytona Beach (1), Holly Hill (1), Volusia County (9)
 - Total staff hours provided to other agencies: 8
 - # of overlapping calls: 30
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 61
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 177
-
- Training Hours
 - NFPA 1001: Firefighting 44
 - NFPA 1500: Safety/Equipment 11
 - EMT/Paramedic 34
 - TOTAL TRAINING HOURS: 89
-
- Station Activities
 - Updated 8 pre-fire plans
 - Conducted 3 fire inspections
-
- Significant Incidents
 - 9/10/18, 9:23 AM: Nova Rd. / Division Ave. – Motor Vehicle Accident – Responded to a one vehicle rollover – one patient extricated and transported as a trauma alert – a firefighter paramedic assisted EVAC during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Civil Engineer (Engineering) re-advertised 8-1-18 until 9-30-18. Advertised on City web site, governmentjobs.com, FL Engineering Society, Engineerjobs.com, FL League of Cities, FL City & County Management Association, Indeed, and internally.
 - Firefighter/EMT/Paramedic (Fire) advertised 8-30-18 until 9-23-18. Advertised on National Testing Network, City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.
 - Maintenance Worker II (Athletic Fields/Leisure Services) advertised 9-11-18 until 9-19-18. Advertised internally.
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works) re-advertised 9-5-18 until 9-21-18. 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 (Wastewater Plant) open 9-5-18 until 9-21-18. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.
 - Utilities Manager (Utilities/Public Works) open 8-1-18 until 9-30-18. Advertised on City web site, governmentjobs.com, 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) re-opened 8-30-18 until 9-21-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
- Applications Under Review
 - Meter Reader (Finance)
 - Recreation Leader (Police Athletic League/Police)
- Interviews Scheduled
 - Neighborhood Improvement Officer (Police)
 - Assistant City Clerk (Support Services)
- Background/Reference Checks/Job Offers
 - Part Time Maintenance Worker II (Buildings/Leisure Services)
 - Police Officer (Police)
- Separations
 - Firefighter/EMT
 - Maintenance Worker II (Athletic Fields/Leisure Services)
 - Police Officer (Police)
 - Recreation Leader (Police Athletic League/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
 - Blood Drive at City Hall 9-24-18
 - ICMA representative here for employee meetings 9-25-18 and 9-26-18
- Risk Management Projects
 - Finalize training for public safety employees
 - Manage subrogation files
 - Continue editing the 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: 15
 - Completed: 43
 - In progress: 37
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 34,357
 - Inbound E-Mails Blocked: 18,476

- Delivered Inbound E-Mails: 15,881
- Quarantined Messages: 302
- Percentage Good Email: 46.2%
- Virus E-Mails Blocked: 2

- Notable Events: None.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 20
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 3 : Total in system = 2,228
 - Meters GPS Located this week: 0 : Total in system = 23,674; 22,891 potable, 772 Irrigation, 11 Effluent
 - Notable Events: Received latest version of VCSB Bus Stops shapefile, it has been projected into NAD 83 and can be seen in Vantage Points

Leisure Services

Administration

- Reel in the Fun Fishing Tournament
- Supervisory staff meeting
- Public Works meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Meeting with Kompan Equipment
- Baseball/Softball lease agreement review
- Meeting to view Stanley Steamer
- LSAB 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.
- Local author Amanda Kinzey gave an elementary-aged children's program about her book *Youth Service Heroes* on Saturday from 10 am to 11 am.
- EDC Coordinator and two EDC volunteers set up a table at the Museum of Arts and Sciences 13th annual Natural History Festival on Saturday from 9 am to 3 pm.
- EDC volunteers met for a children's programs meeting on Wednesday from 10 am to 12 pm.
- The EDC volunteers' monthly meeting and fall social was held on Thursday from 4 pm to 6 pm.

- Throughout the week, EDC staff and volunteers prepared for a field trip 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 pm.
- OBSC recreational and competitive practices continue Monday-Thursday evenings at 6 pm on Fields 1-6 and 8-10 at the Sports Complex.
- OBGS Baseball competitive practices continue Monday-Thursday evenings at 6 pm on Nova Fields 2-5 and Kiwanis.
- Lady Renegades and recreational softball teams continue practices Monday-Thursday evenings at 6 pm on Quads 1 and 2 at the Sports Complex.
- City Flag Football Program started their preseason practices Monday-Friday night at the Sports Complex on Quad 3, Kiwanis Fields, Coed Field 7 and Wendelstedt Field 3.
- City Youth Volleyball Program started this week on Monday and Wednesday evening from 6 pm - 7:45 pm at the Nova Gym. Currently, there are 49 participants signed up.
- City Adult Volleyball Program started this week on Tuesday evening from 6:15 pm-8:15 pm at the Nova Gym. Currently there are 15 players signed up.
- Staff prepared for Pride Football games which will take place on Saturday beginning at 9 am on Championship Field 7 at the Sports Complex.
- Staff prepared for the USSSA Baseball tournament which will take place Saturday and Sunday at the Sports Complex beginning at 9 am daily on the Wendelstedt Fields.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Dragged South Ormond and Osceola fields
- Painted Multipurpose Fields 11 and 12 for Pride football practices
- Painted Kiwanis Field and Quad 3 for flag football practices
- Painted Championship Field 7 for Pride Football games
- Continued painting Flag Football fields for start of the practice season
- Continued painting soccer fields for start of the practice season
- Cleaned up after LR Softball Tournament this weekend
- Prepped Wendelstedt Fields for USSSA Baseball Tourney this weekend
- Prepped Soccer for Competitive games this weekend

Senior Center

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

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
 - CMT held regular classes Monday-Friday
 - Kopy Kats held regular classes Monday-Thursday

South Ormond Neighborhood Center

- Splash pad open March 15-November 30

- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- YMCA soccer Monday/Tuesday/Friday beginning at 5:30 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisting with Senior Games tasks
- Cleanup and organization of supplies and equipment in the Community Events storage areas (ongoing)
- Preliminary planning tasks and assignments for Employee Appreciation Day Luncheon
- Preliminary planning tasks and assignments for the State of the City Luncheon

Gymnastics

- Registration is open for September session
- September 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.
- Coed Volleyball began on Monday.
- Adult Volleyball began on Tuesday.
- Challenger Indoor Soccer continued on Tuesday.
- Skills Development Class continued on Tuesday.
- Lunch Bunch continued on Wednesday.
- Explore the Arts continued on Thursday.
- The SPARC Sock Hop took place on Friday.

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 1pm and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- The Reel in the Fun Fishing Tournament took place at Bailey Riverbridge on Saturday from 8am-12 pm.
- The Casements Guild held a board meeting on Monday from 10 am-12 pm.
- Staff reset the first floor from weekend wedding and reception.
- The Casements Camera Club held a meeting on Tuesday from 10 am-12 pm.
- Missing Peace met at Bailey Riverbridge on Tuesday from 5 pm-6 pm.
- A large group tour from Indian River State College took place at The Casements on Friday from 12:00 pm-1:00 pm.
- Staff set The Casements first floor for Saturday's rental
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday and Thursday from 10:00 am-11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Ames Park: Fence repairs
- Sports Complex: Picked up and delivered sod to Sports Complex
- Sanchez Park: Repairs to fence border
- Cassen Park: Fill in with dirt, hay and sod by sidewalk leading to kayak launch

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

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended the OB LIFE meeting
- Staff held a meeting with leisure services and legal regarding homeless issues in the city
- Staff attended Crime View
- Chief attended City Commission meeting
- Staff attended the 9-11 ceremony at the Granada Plaza with Fire Chief Sievers and Lieutenant Doggett

Community Outreach

- Youth Director Council (YDC)
 - The YDC met on September 10, and reviewed upcoming community service projects. A Regional State of Florida Association of Police Athletic Leagues meeting will be held in October.
- OBPAL Basketball
 - Eighteen (18) members of the basketball program participated in practice last week. Practice for members will continue through the fall. Individual and group skills development practices will be held on Monday and Wednesday from 7:00 – 9:00 pm.
- OBPAL Fall Educational Programs
 - OBPAL educational programs will be offered with the following partner organizations: Ormond Beach Elementary School, Ormond Beach Middle School, Ormond Beach Library and The City of Ormond Beach Department of Leisure Services. Tutors R Us begins September 24, Science on Patrol at Ormond Beach Middle School begins October 9, Science on Patrol at Ormond Beach Elementary begins October 11 and Reading with a Cop begins October 24, 2018.
- Annual OBPAL Golf Tournament
 - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 3, 2018. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson. For more information of *Golfing for Youth* please call OBPAL at (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 38
- Animal Reports: 4
- Trap Neuter Release: 2
- Animal Bites: 0
- Animals to Halifax: 2
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 8
- Inactive: 19
- Fraud: 6
- Burglary Business: 2

- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 4
- Auto Theft: 2
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 3
- Aggravated Stalking: 0

Records

- Walk - Ins / Window: 111
- Phone Calls: 144
- Arrest / NTA'S: 30
- Reports Generated: 148
- Reports Entered: 118
- Citations Issued: 62
- Citations Entered: 167
- Warnings Entered: 172
- Trespass Warnings: 57
- CORF Entered: 69
- Mail / Faxes / Request: 30

Patrol

- Total Calls: 1,199
- Total Traffic Stops: 190

Operations

- Crime Opportunity Report Forms: 69

09/05/2018

- Larceny, 1428 North United States Highway 1. \$140 was stolen by a known subject who admitted to the theft. A charging affidavit was completed.
- Stolen Vehicle, 271 Oak Drive. A vehicle was stolen out of the driveway overnight.
- Carbreak Arrest, 100 Hamilton Circle (Bermuda Estates). An occupied vehicle was entered during a relationship argument and items were stolen. Subject was located later on in the shift and arrested.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject stole property then returned it for cash.
- Carbreak, 1608 North United States Highway 1 (Days Inn). \$800 was stolen from an unlocked vehicle.
- Assault/Domestic Violence Arrest, 1204 Oak Forest Drive. Victim was threatened with violence by a relative. Once the subject was arrested, marijuana was found in the subject's property.
- Robbery, 408 Oak Park Circle. Known subject pushed the victim and stole a cell phone. Affidavit completed.
- Warrant Arrest, 7 Flowertree Drive. Subject with a warrant was contacted at the residence.
- Warrant Arrest, 1520 West Granada Boulevard (Circle K). Subject with a warrant was contacted at the closed business.

09/06/2018

- Carbreak, 1310 West Granada Boulevard (Panera Bread). Unlocked vehicle was entered during daytime hours. Jewelry was stolen.
- Carbreak, 901 South Beach Street (Riviera Park). Unlocked vehicle was entered during the daytime hours. Money, jewelry, and medication were stolen.
- Burglary Residence Arrest, 1505 West Granada Boulevard (San Marco). A fleeing shoplifter from Wal-Mart attempted to hide in an occupied apartment while fleeing from officers. The apartment owners did not know the subject.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject found a receipt outside, went in the store and picked out the items on the receipt, then returned the items.
- Traffic Arrest, 400 Block South Nova Road. A vehicle was stopped for a traffic violation and a Driving Under the Influence investigation was completed which led to an arrest.
- Warrant Arrest, 700 Block West Granada Boulevard. Subject with a warrant was contacted in the area.

09/07/2018

- Battery/Domestic Violence Arrest, 216 Arlington Way. A parent and adult child were in a physical disturbance over money.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to leave the store with unpaid items. Subject was also on felony probation.
- Larceny, 731 Fleming Avenue. A golf cart was stolen from the yard.
- Burglary Residence, 196 Cardinal Drive. A purse was stolen by a known person.

09/08/2018

- Burglary Business, 610 South Yonge Street (Simply Storage). Lock on a storage unit was destroyed. Tools were stolen from the unit.
- Carbreak, 8 Coolidge Avenue. A bimini top was stolen from inside a boat.
- Trespass Arrest, 152 South Nova Road (Rivergate Plaza). Subject was arrested for being on the property after warning.
- Trespass Arrest, 100 South Atlantic Avenue (Stonewood Grill). Subject was arrested for being on the property after warning.
- Warrant Arrest, 1614 North United States Highway One (Days Inn). Subject with a warrant at the hotel was contacted.
- Battery/Domestic Violence, 199 Warwick Avenue. Two (2) people in a relationship were in a physical altercation. The aggressor fled the scene. Affidavit was filed on the subject.
- Battery Arrest, 37 Wilmette Avenue. Two (2) people that are known to each other battered each other. The aggressor was arrested.
- Narcotics Arrest, 100 Block South Yonge Street. A traffic stop founded three (3) juveniles with marijuana. They were released with civil citations.
- Traffic Arrest, Fleming Avenue at Collins Street. A motorcycle fled from officers, crashed, then the rider fled on foot. The subject was found by a Sherriff's Deputy K-9 and bit by the K-9.
- Narcotics Arrest, 202 Riverside Drive. A traffic stop found marijuana on the driver.
- Narcotics Arrest, 300 block West Granada Boulevard. A disturbance founded methamphetamine and paraphernalia on one (1) of the people involved.

09/09/2018

- Shoplifting, 530 South Atlantic Avenue (Circle K). Subject entered the store and stole sunglasses.
- Battery/Domestic Violence Arrest, 199 Warwick Avenue. A subject that we had an affidavit on came to the police department to turn themselves in.
- Battery/Domestic Violence Arrest, 703 Montana Terrace. Two (2) subjects that were in a relationship battered each other. The aggressor was arrested.
- Battery/Domestic Violence Arrest, 195 West Granada Boulevard. Two (2) people in a relationship were in a physical disturbance. The aggressor was arrested.
- Narcotics Arrest, 6 Brooke Station Drive. Hash oil and paraphernalia were in plain view during a disturbance call.

- Narcotics Arrest, 500 Block South Nova Road. A traffic stop founded hash oil and marijuana.

09/10/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject walked around the store and hid items in a bag then tried to leave. The subject ran from loss prevention but was found on Williamson Boulevard. Subject is also on felony probation for grand theft.
- Carbreak, 65 Knollwood Estates Drive. Unlocked vehicle was entered overnight. Wallet and garage door opener was stolen.
- Traffic Arrest, 600 Block South Nova Road. Subject was arrested for driving on a suspended license.
- Larceny, 84 Cardinal Drive Unit B. Victim stated that a Rolex watch, Revo sunglasses, and a wedding ring is missing.
- Battery/Domestic Violence Arrest, 93 North Ridgewood Avenue. Spouses that are in the process of separating were in a physical disturbance. The aggressor was arrested.

09/11/2018

- Assault Arrest, 1657 North United States Highway 1 (Loves Truck Stop). A road rage incident occurred where a subject pointed a fire arm at the victim. The subject was found leaving the scene and arrested.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Carbreak, 133 Deer Lake Circle. Unlocked vehicle entered overnight. Nothing was stolen. Possible suspect was arrested for another carbreak.
- Carbreak Arrest, 120 Deer Lake Circle. A Deputy stopped a stolen vehicle and inside the vehicle was stolen property from this address. A carbreak was then reported by the victim.
- Narcotics Arrest, 1000 Block South Nova Road. A traffic stop founded marijuana and paraphernalia.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 22
 - Number of Uniform Traffic Citations Issued: 38
 - Number of Written Warnings Issued: 10
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 15
 - Number of Crashes with Injuries: 5
 - Number of Crashes with serious bodily injuries: 1
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Case initiated
- Zone 2: 7 Cases initiated
- Zone 3: 5 Case initiated
- Zone 4: 7 Cases initiated
- 12 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with two (2) walk-ins and seventy-six (76) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff updated the Florida Department of Transportation's online aviation database with current disaster preparedness information about the airport.

- Staff participated in a quarterly teleconference of the Florida Airport Council's Legal Committee this week. Topics of discussion included non-aeronautical uses of airport property, negotiated contracts for airports, ride and vehicle sharing services at airports, public records request updates, and an open round table discussion of other topics not on the agenda.
- Staff is acquiring quotes to repair an apparent malfunction of the access system for Gate 9 at the airport.
- Staff consulted with an executive from NexTower Development Group, LLC about their ongoing efforts to develop a wireless communications tower facility on the airport. Nextower is considering new sites at the airport that will address wireless signal quality in the area while better integrating with existing airport communication and navigation systems.
- Staff completed work to prepare more airport-related graphics and imagery needed for the annual State of the City presentation.

Engineering

- Projects Summaries
 - Construction Projects:
 - Ph III 2-Inch Water Main Replacement – Mainland – Clean up and final restoration efforts are underway on Arrowhead Circle, Pine Street, Fir Street, Highwood Ridge Trail and Marsh Ridge Watch. Final pressure and bacteriological testing is underway on Putnam Avenue.
 - North US1 Landscaping Ph II – The work is scheduled to be completed by the end of September.
 - Effluent Outfall Replacement – The contractor has completed the work in accordance with the contract. Final as-builts are being reviewed. After the contractor completed the installation of the diffuser and repair of the 5 leaks, the outfall was reactivated. Upon reactivation two new boils were noticed. The consultant sent out divers to inspect the new leaks and the diver confirmed that two additional joints are leaking. It is thought that with the repair completed on the pipe that the pressure is now higher when the outfall is flowing and that this increased pressure could have resulted in new leaks that were not leaking previously. The contractor has submitted a cost to repair the leaks and staff will be presenting to the City Commission for the approval to add the additional work to the existing contract.
 - Storm and Sewer Lining – Storm and sewer lining work has resumed on Winding Woods, Sanchez Avenue and Granada Blvd.
 - Deer Creek Reclaimed Water – Contractor completed the directional drill and connection at the west end of project. Staff is coordinating with the HOA to test the irrigation system at Deer Creek to ensure the system functions sufficiently before the final conversion of the system to reuse occurs.
 - Ormond Crossings Utility Extensions – All off-site utilities have been installed and pressure tested. Contractor working on on-site utility work.
 - Downtown Light Replacement – The contractor is scheduled to begin installing new poles and fixture heads next week.
 - 2018 Road Rehabilitation – Microsurfacing – A final inspection was performed on September 11 with the contractor. Any identified deficiencies will be addressed to staff's satisfaction prior to release of final payment. Overall, staff felt that the new paving rehabilitation process of microsurfacing was a success and the cost savings will increase the City's ability to rehabilitate more roads in future years.
 - CDBG – Streetlight Replacement – The contractor has completed work on Washington Street, and is currently installing new fixtures on Ridgewood Avenue.
 - Rockefeller Gardens Stage Shade Cover – Structural drawings were reviewed, and comments are being addressed.
 - Forest Hills Connector Trail – A pre-construction meeting is being scheduled.
 - 2018 Road Rehabilitation-Resurfacing – A pre-construction meeting was held on September 6. The contractor anticipates starting work September 24.

- Main Trail Bridge Repair – The work authorization to Bomar Construction was approved by City Commission on September 5 and has been executed. Materials are being ordered, and work will begin once they are delivered.
- Bidding
 - WTP Sludge Residuals Facility Improvements – Staff requested a design modification to the plans and the engineer has submitted a cost to modify the plans. This additional design effort is being presented to the City Commission for approval at the September 19 CC meeting.
 - Fishing Pier Repair – Bids for the project were received and are being reviewed.
 - Security First Off-site Water Main Improvements – Bids for the project were received and are being reviewed.
 - Coquina Court Drainage – The project was advertised on September 9, bid opening is October 10, and a pre-bid meeting is scheduled for September 19.
- Design Projects:
 - North US1 Water Main Improvements – The consultant for the redundant 12-inch water main from Hull Road to Destination Daytona is preparing the final plans following the 60% review meeting.
 - Breakaway Trails Storage and Pumping Improvements – The design services work authorization will be presented to the City Commission at the September 19 CC meeting.
 - Cassen Park Public Dock and Breakwater Extension – Consultant is working with FDEP on the Required Submerged Land Lease that is required for the dock project and design of the breakwater expansion.
 - WWTP Sludge Dewatering Improvements – Consultant submitted final plans. A review meeting was held and the consultant will finalize plans for bidding. Funding for this project is in FY 2018-19.
 - 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 – The hardware and software was delivered, staff is reviewing installation procedures for in-house installation of the additional lake level monitoring devices.
 - Cassen Park Improvements (Paving and Restroom Replacement) – Project is still under SPRC for review. SJWMD comments are being addressed.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Construction manager is preparing a written quote for the project.
 - OBSC Improvements – Championship Field 7 – Construction manager is preparing a written quote for the project.
 - Secondary Raw Water Main – Staff is reviewing 60% design plans.
 - MacDonald House – Construction manager is has prepared a proposal for Phase 1 work on MacDonald House, staff is working with Universal Engineering to coordinate a structural inspection of the facility in conjunction with that work.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Drawings were submitted to FDOT for review.
 - A1A Force Main Repair – Staff has received 90% plans for review.
 - Water Plant Upgrades – Staff met with the Volusia County Health Department for a Pre-Application meeting for the chlorine conversion portion of this project.
 - 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 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 Lakebluff Drive directional bore, per Brighthouse request.
- Continued to modify the construction plans for Granada Median Landscape project, per Project Manager's comments.
- Modified a County permit plan for North Beach Street manhole removal & pipe replacement, per Utilities Division request.
- Completed tree-in-the-right-of-way locates at 112 Cuado Place and 585 Center Street, per Streets Division request.
- Completed right-of-way stakeout at 311 Grove Street, per Neighborhood Improvement Division request.
- Began research and compiling property information for property annexations in the North Peninsula, per Planning Department request.
- Researched old documents for historical information regarding the drainage system behind 30 Soco Trail, per Stormwater Division request.
- Researched old documents to determine ownership and maintenance responsibilities for the Hidden Hills retention pond.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pulled forms and cones/clean up on Choctaw Trl.
- Asphalt on Halifax, Lincoln
- Ripped out concrete & formed on S Orchard; pulled forms and cones
- Pulled forms and cleaned up on Winding Woods
- Asphalt patch on Ocean Terrace, New Britain
- Ripped out, formed, prepped on Casements 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 dead oak on Northbrook Ln, dead oak on Cuadro PI

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
- Weed spraying on Nova & SR40

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, post & anchor on Lincoln Ave

Stormwater Maintenance

- Reach out ditch mowing on US1; maintenance
- Pond maintenance at ABC, Division Rec, Mainsail, Bennett Ln.
- Locates & basins hotspots citywide
- Gates & pumps citywide
- Ditch maintenance spraying citywide
- Remove pipe & hoses on Soco Trl
- Basin/MH repair at SR40/S Perrott
- Clean screens (intake) on Bennett Ln
- Basins inspect/clean Beachside
- Checked depression in road on Winding Woods

Vactor

- Equipment maintenance

Street Sweeping/Streetsweeper (2 days)

- 67 miles of road cleaned
- 18 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,7884
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 8
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 6,161 gallons unleaded, 4,486 gallons diesel
 - Fuel used in one week: 2,431 gallons of unleaded and 1,140 gallons of diesel.
 - Fleet completed 35 work orders this week.

Utilities

- Projects Summary
 - Annual Supply of Sodium Bisulfite and Hydrofluosilicic Acid – Sodium Bisulfite contract was approved under Resolution 2018-116. Hydrofluorosilicic acid contract was approved under Resolution 2018-117.
 - Beach Street Manhole 13391 at 387 N. Beach Street – Received quotations from 3 contractors. The lowest quotation contract is acceptable. Contractor is being scheduled to perform the work. Received Use Permit from Volusia County. Prepared a detour plan for submittal to the County.
 - Breakaway Trails Underground Distribution Facilities Installation Agreement with FPL – Recommendation to execute an agreement and provide an easement to FPL is under review by Finance Department for presentation at the September 19 City Commission meeting.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Award Recommendation memos are under review by Legal Department for presentation at the September 19 City Commission meeting.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – A pre-bid meeting is scheduled on September 12. Bids are due October 3.
 - Lift Station 10M & 12M Improvements – As-builts are finalized by the contractor. Contractor will submit them next week.
 - Water Plant Elevated Storage Tank (EST) activities – Award Recommendation memo is under review by Legal Department for presentation at the October 2 City Commission meeting.
 - Water Tank Inspection and Cleaning Services – Disposition memo is under review by City Manager for presentation at the September 19 City Commission meeting.

- Utilities SCADA Upgrades (Software Purchase RFP) – Sovereign immunity is an issue with the selected vendor.
- WTP Membrane Replacement – Bid documents are being completed for review.
- WTP Sanitary Survey – Approval of a work authorization to replace the Clari-cone walkway is under review by the Finance Department for presentation at the October 2 City Commission meeting.
- WWTP Influent Pumps VFD Replacement – Pre-bid meeting scheduled for September 12. Bid are due October 2.
- WWTP Operating Permit Renewal – Received proposal from Mead and Hunt for engineering services to prepare the operating permit renewal. A work authorization was prepared.
- SPRC Projects (Utilities Review)
 - Air One – 835 Hull Road: Reviewed plans and provided comments.
 - B-Tran Enterprises and Upscale Nails – 1170 Oceanshore Blvd.: Reviewed plans and provided comments.
 - Granada Pointe – 600 W Granada: Partial clearance for the water main was received from Volusia County Health Department.
 - Plantation Oaks Unit 2B – Reviewed revised plans. Utility department comments were addressed.
 - Plantation Oaks Unit 2D - Reviewed revised plans. Utility department comments were addressed.
 - Pineland – Reviewed lift station shop drawings.

Water Treatment

- Delivered 39.47 million gallons for the week ending September 7, 2018 (5.64 MGD).
- Backwashed 9 filters for a total of 444,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 31, 2018 @ 6.137 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled 54 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Contractor painted the interior of the operations building.
- Operations staff installed baseboard and chair rail in the Operations Conference Room.
- Ongoing: Painting and restoration of plant piping.
- Contractors cleaned the exterior of the water plant ground storage tank and the clari-cones.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 29.85 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.26 MGD.
- Produced 26.60 Million Gallons of Reuse.
- Produced 3.25 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (August 01, 2017 – July 31, 2018 (MGD)): Influent 5.01 MGD (Permit 8 MGD); Surface Water Discharge 2.23 MGD (Permit 6 MGD); Reuse 3.13 MGD (Permit 10 MGD)
- Hauled 110.80 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 16 water service leaks.
- Installed 2 new residential water services.
- Performed pressure testing on 8 city owned backflow preventers, 3 of which needed repairs.
- Replaced 12 broken meter boxes.
- Replaced 7 water services due to low volume concerns or broken valves. Contractor installed 2 casing for water services under roads.
- Install 26 leak detection loggers in a section of The Trails subdivision.

- Completed maintenance on 8 fire hydrants.
- Performed valve maintenance on 15 main line valves.
- Performed a water meter accuracy test at 1 John Anderson Dr. (Ormond Heritage Condominiums). Scheduled 6 commercial facilities for testing.
- Rebuilt a broken 2" City irrigation meter located at 53 Vining Court.
- Replaced a 2" gate valve located on the corner of New Britain Ave. & N. Ridgewood Ave.
- Repaired a 2" leaking water main & replaced an inoperable 2" gate valve located on Misty Falls Dr. in The Falls subdivision.
- Assist WW Coll. with a force main leak.
- Graded and re-sod excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 116 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 0 in the conventional system service area. Responded to 3 reuse trouble calls.
- Checked all trouble spots, everything flowing well at this time.
- Follow up on blockage over weekend. TV'd lateral, found roots at bottom of C/O which were cleared. Will put address on maintenance.
- Assisted Stormwater with televising storm main at 34 Soco Trail.
- Replaced PEP tank at 32 Black Hickory Way.
- Replaced broken back lid at 163 Deep Woods Way.
- Rewired PEP tank at 79 Shadow Creek Way.
- Replaced reuse box at 195 Hamlet Trace.
- Filled in depression at 16 Black Water Way.
- Maintenance at 35 Breakaway Trails.
- Repaired leaking reuse service at 10 Old Bridge Way.
- Assisted Stormwater in removing CL2 from Tomoka Ave. outfall.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 25 psi, Ocean Mist Hotel 18 psi, Ormond Mall 10 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 13 psi, Westland Run 15 psi & Shadow Crossing Blvd. (4 inch) 10 psi.

Wastewater Plant – Lift Stations

- Screw Pump #1, anti-reverse clutch not working properly, found hold back device mounting hardware loose, repaired as needed.
- Screw pump #2, not working in auto, continuing to trouble shooting, will update.
- Ormond Lakes #4, uneven run hours at local time clocks, deragged #2 check valve, ok.
- Spanish Waters, force main pressures on 9/5/18: Static/1pump/2pump = 22/28/34.
- Ormond Mall, force main pressures on 9/5/18: Static/1pump/2pump = 10/16/22.
- Spanish Waters, force main pressures on 9/7/18: Static/1pump/2pump = 24/28/34.
- Ormond Mall, force main pressures on 9/7/18: Static/1pump/2pump = 10/16/22.
- Effluent pump#2, control voltage fuse blown and will not reset, trouble shooting is in progress, will update when complete.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: none to report. Tomoka Meadows, Cypress Place, phase loss, found power restored upon arrival, ok; Shadow Crossings, high level, controls not asking for pumps to run, cleaned transducer, watched station pump down and cycle through alternation, ok; Southern Pines, phase loss, FPL power out, lineman made repairs, station not operating, found blown phase monitor at control cabinet, replaced monitor, station now operating, watched station pump down and cycle through alternation, ok; Ormond Mall, phase loss, found power on and working upon arrival but station not operating, bad fuse at phase monitor fuse block, replaced fuse, station now operating within all parameters, ok.
- SCADA monitor/response: 7M, no starts #1, reset motor starter, ok; 12M, no starts #2, reset motor starter, ok; Breakaway Trails, no starts #2, reboot VFD, found bad isolation breaker,

replaced with new stock, ok; Saddlers Run, 12M, no starts #1, found both pumps to be operational, alternator circuit not functioning, repairs scheduled.

- Weekly Plant PM's: Reaeration Tank Submersible Aerators; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Bar Screens, #1, #2.
- Semiannual Plant PM's: Sand Filters, #1, #2, #3.
- Lift Station PM's: 11 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime slakers, adjusted tension paddle shaft v-belts as needed, ok.
- Clari-cones 1 & 2, cleaned injection ports.
- Shadow Crossings re-use, fire pump was running, reset station, pressure regulating valve not functioning, cleaned debris from control lines, returned to service.
- Plant, close inspection hatch at base of elevated water tower.
- Ice machine, replaced out of service water lines and change water filter.
- Chlorine storage tank #2, replaced leaking 2" flange gasket at base of tank.
- Riverview, Granada, Tomoka State Park, Standish booster stations, lubricated all pumps and motors, ok.
- Breakaway Trails and Shadow Crossings reuse, lubricate all pumps and motors, ok.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Sewer Collection System Inspection – Staff received notice from a resident concerning the lift station and grease trap near their business. The resident was concerned the grease trap is not being properly maintained allowing grease to discharge into the City's sewer system. Staff contacted the resident and is inspecting the site.
- Local Limits Evaluation – Staff requested a substantial permit modification from the FDEP to obtain final approval of the new Local Limits. The new Local Limits received preliminary approval by the FDEP and subsequently were accepted by the City Commission. FDEP is reviewing the entire package before providing the final steps to approval.
- Water Treatment Plant Chemical Communications – Staff spoke with multiple state and federal agencies in response to the chlorine discharge from the WTP. Samples were collected throughout the weekend to ensure mitigation steps were successful. By Monday morning, all sites were back to their normal states.
- Sanitary Sewer Overflow (SSO) Event – Staff responded to a SSO caused by a motor vehicle accident on Airport Rd. Compliance staff contacted the FDEP via the State Warning Point hotline and FDEP Public Notice of Pollution website. Once the mitigation effort was completed a full report of the event was submitted to the FDEP-Central District personnel.
- Industrial Pretreatment (IP) Program Inspection – The Utility is gathering information requested by the FDEP in order to perform an audit of the City's Industrial Pretreatment Program. FDEP staff will review the files of two of the permitted facilities monitored by the IP program. City staff is also reviewing the permit application of a permitted facility which requires renewal. Staff is investigating information received from an anonymous tip concerning illicit dumping of chemicals into a local water body.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Acting Assistant City Manager
- Agenda packet preparation, creation, and distribution for September 19, 2018, City Commission Meeting