

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 21, 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:

- Staff meeting
- General discussion meetings with various members of senior staff
- Prep work for speaking engagement for Ormond Beach Lions Club
- Prep work for October 2 City Commission healthcare plan update workshop
- Reviewed State of the City video with staff

Spoke to, attended and/or met with:

- Agenda review meetings with Mayor Partington, and Commissioners Boehm and Littleton
- City Commission meeting

Community Development

Planning

- Planning staff attended the Ormond Beach Main Street Board of Directors meeting.
- Planning staff attended the Low Impact Development - Green Infrastructure Workshop conducted at the Lyonia Environmental Center in Deltona.
- Planning staff attended the LPGA Sub-Area Study Kickoff in Daytona Beach.

Building Inspections, Permitting & Licensing

- 11 new business tax receipts issued.
- 408 inspections performed within the City (18 by Private Provider).
- 127 permits issued within the City, with a valuation of \$1,464,122.00.

Development Services

- The Site Plan Review Committee has received two projects for outside the City utilities at 1057 Ocean Shore Boulevard (Latitude Beach Club) and 1170 Ocean Shore Boulevard (B-Tran Enterprises and Upscale Nails).
- The property at 600 South Atlantic Avenue, the former Stacey's Buffet, was issued a letter of unsafe structure from the City's Chief Building Official. The contractor for the property owner has provided Building staff a timeline to perform a partial demolition of the building and then commence with building improvements to convert the building to a retail store. The site has an approved site plan.

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.
 - 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.
 - The Doing in Business Publication is available in print and will be made available on-line at the Chamber and City's websites.
 - Continued 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. In regards to hurricane Irma, 85% of expenses have been submitted to FEMA for obligation review.
 - 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 37 Journal Entry Batches.
 - Approved 12 Purchase Requisitions totaling \$49,065.99.
 - Issued 12 Purchase Orders totaling \$49,065.99.
 - Prepared 99 Accounts Payable checks totaling \$546,782.10 and 30 Accounts Payable EFT payments totaling \$542,614.14.
 - Issued 598 past due notices on utility accounts.
 - Auto-called 317 utility customers regarding receipt of a past due notice.
 - Processed 542 payments through Interactive Voice Response System totaling \$52,668.12.
 - Grant money fiscal year-to-date total received, \$7.1 million dollars.

Grants/PIO

- Press Releases
 - Andy Romano Beachfront Park Handicap Access Ramp Open
 - Lane Closure at SR-40 at the Granada Bridge (9/20)
 - Florida Licensing on Wheels Cancellation (9/25)
 - Environmental Discovery Center Seeks Volunteer Support
- 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 weekly staff meeting.
- Attended communications meeting.
- State of the City meetings with videographer and printer.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 7
 - Hazardous: 1
 - EMS: 83
 - Motor Vehicle Accidents: 9
 - Public Assists: 44
 - TOTAL CALLS: 145
- Aid provided to other agencies: 13 Calls – Daytona Beach (5), Volusia County (8)
- 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: 66
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 288
- Training Hours
 - NFPA 1500: Safety/Equipment 7
 - EMT/Paramedic 19
 - TOTAL TRAINING HOURS: 26
- Station Activities
 - Updated 8 pre-fire plans
 - Held a badge pinning/promotion ceremony at Fire Station 92 to honor Captain Carrie Davis and Driver Engineer Dale Kelly.

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 (Wastewater Collection Reuse/Public Works) re-advertised 9-5-18 until 9-21-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Maintenance Worker I (The Casements/Leisure Services) open 9-19-18 until 10-5-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker II (Parks/Leisure Services) open 9-19-18 until 10-5-18. Advertised on City web site, governmentjobs.com, 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 9-28-18. 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 9-28-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.

- Applications Under Review
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)

- Interviews Scheduled
 - Assistant City Clerk (Support Services)
 - Maintenance Worker II (Athletic Fields/Leisure Services)
 - Meter Reader (Finance)
 - Neighborhood Improvement Officer (Police)
 - Recreation Leader (Police Athletic League/Police)

- Background/Reference Checks/Job Offers
 - Police Officer (Police)

- Separations
 - Firefighter/EMT (Fire)
 - Maintenance Worker I (Casements/Leisure Services)
 - Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Recreation Leader (PAL/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
 - Employee Appreciation Day scheduled for 10-24-18

- Risk Management Projects
 - Processed subrogation and restitution demands/recoveries

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: 21
 - Completed: 48
 - In progress: 46

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 43,515
 - Inbound E-Mails Blocked: 24,986
 - Delivered Inbound E-Mails: 18,529
 - Quarantined Messages: 151
 - Percentage Good Email: 42.6%
 - Virus E-Mails Blocked: 11

- Notable Events: None.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 8
 - Changes: 5
 - Corrections: 0
 - Map/Information Requests: 21
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : 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: Steve attended Central Florida GIS Workshop 2018

Leisure Services

Administration

- Supervisory staff meeting
- Public Works meeting
- Communication Planning meeting
- City Manager's meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- City Commission meeting
- Building Maintenance 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.
- A Plant ID and Pollinators field trip was held for children from Great Kids Learning Center on Saturday from 10 am to 12:30 pm. EDC staff and EDC volunteers ran the program.

- A Community Gardens Volunteer board meeting was held on Wednesday from 3pm to 4:30pm.
- 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 continue 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 continues 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 continues this week on Tuesday evening from 6:15 pm-8:15 pm at the Nova Gym. Currently there are 15 players signed up.
- Halifax Academy hosted another football game on Friday night at 7 pm on Championship Field 7 at the Sports Complex.
- Staff prepared for Opening Day of Ormond Beach Soccer Club's recreational program games on Saturday.

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
- 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 Halifax and Pride football games
- Continued painting flag football fields for start of the practice season
- Painted soccer fields for Opening Day game season for OBSC rec program
- Cleaned up Wendelstedt Fields after USSSA Baseball Tourney this weekend
- Fixed mounds at Wendelstedt Fields

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 on stage rehearsal 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
- Attend Memorial Day Committee meeting
- 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
- Open Gym, Friday, September 21, 6-8 pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for 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 continued on Monday and Wednesday.
- Adult Volleyball continued 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 Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 1 pm and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- A birthday party rental took place at The Casements on Saturday from 4 pm-10 pm.
- Missing Peace met at Bailey Riverbridge on Sunday from 10:30 am-12 pm and on Tuesday from 5 pm to 6 pm.
- Staff reset the first floor after weekend events on Monday from 8 am-12 pm.
- Greek cooking class took place on Tuesday from 4 pm-9 pm.
- A Memorial Day board meeting took place on Wednesday from 11 am-1 pm.
- Greek cooking class took place on Thursday from 4 pm-9 pm.
- Staff set the first floor for a rental on Friday from 8 am-12 pm.
- 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
- The Casements: Added fascia trim to gazebo
- Cassen Park: Installed "park hours" sign at gazebo
- Central Park I: Replaced missing boards on/near docks

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
- Installed new toilet at Bait Shop
- Repaired outside ladies toilet at SONC
- Repaired the light in the second floor breakroom at City Hall
- Replaced the light in the mailroom at City Hall
- Repaired the A/C in the day room at Fire Station 93, on the third floor at The Casements and in the City Clerk's office
- Checked gates citywide

Police Department

Administrative Services

- Staff hosted the weekly staff meeting
- Staff attended an F.B.I.N.A.A luncheon
- Staff hosted an awards committee meeting
- Staff attended a 9/11 Remembrance at Ocean Art Gallery

Community Outreach

- OBPAL Basketball
 - Twenty-three (23) 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 are scheduled and will be provided 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: 55
- Animal Reports: 8
- Trap Neuter Release: 3
- Animal Bites: 2
- Animals to Halifax: 7
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 12
- Inactive: 12

- Fraud: 2
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 6
- Grand Theft: 4
- Auto Theft: 0
- Missing Persons: 0
- Recovered Missing Persons: 2
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 1
- Aggravated Stalking: 0

Records

- Walk - Ins / Window: 109
- Phone Calls: 114
- Arrest / NTA'S: 18
- Reports Generated: 117
- Reports Entered: 100
- Citations Issued: 57
- Citations Entered: 126
- Warnings Entered: 206
- Trespass Warnings: 14
- CORF Entered: 83
- Mail / Faxes / Request: 21

Patrol

- Total Calls: 1352
- Total Traffic Stops: 190

Operations

- Crime Opportunity Report Forms: 83

09/12/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed old boots in a shoe box and walked out wearing new ones.
- Carbreak, 134 Deer Lake Circle. Unlocked vehicle entered overnight. A fuel card was stolen.
- Carbreak, 123 Deer Lake Circle. Unlocked vehicle entered overnight. Loose change was stolen.
- Battery/Domestic Violence Arrest, 94 Tomoka Meadows Boulevard. Two (2) people in a dating relationship were in a physical altercation. The aggressor was arrested.
- Narcotics Arrest, 100 Block West Granada Boulevard. A traffic stop yielded drug paraphernalia.

09/13/2018

- Burglary Business, 610 South Yonge Street (Simply Self Storage). Storage unit was forced open and money was stolen.
- Burglary Residence, 769 John Anderson Drive. Unlocked door was entered and a kid's size electric motorcycle was stolen.
- Larceny, 295 South Atlantic Avenue (Quality Inn). A part to a dumpster was stolen.
- Missing Person Recovery, 1521 West Granada Boulevard (Wal-Mart). A subject was found deceased in a vehicle. No foul play suspected.
- Larceny, 1521 West Granada Boulevard (Wal-Mart). The victim's purse was stolen out of a shopping cart.

- Narcotics Arrest, 690 South Nova Road (7-11). The subject left an unoccupied vehicle running in the parking lot. Consent to search was given and marijuana was found.

09/14/2018

- Carbreak Arrest, 49 West Granada Boulevard (Grind Gastropub). The victim witnessed the subject inside the vehicle and a physical altercation occurred. The victim was able to hold the subject down until police arrived.
- Warrant Arrest, 450 Tomoka Avenue #101. Subject was contacted at the residence with two (2) warrants.
- Battery, 151 Domicilio Avenue (Ormond Beach Middle School). A student battered a teacher. A charging affidavit was completed on the student.
- Carbreak, 1521 West Granada Boulevard (Wal-Mart). Entry made by breaking a window. A gym bag was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed \$72 worth of merchandise into a bag and walked out, loss prevention apprehended the subject.
- Traffic Arrest, 1530 North United States Highway 1 (McDonalds). A driver was intoxicated while in the drive-thru. The subject failed field sobriety exercises.

09/15/2018

- Carbreak, 839 South Atlantic Avenue (Andy Romano Park). Entry was made by breaking a window. A purse was stolen.
- Warrant Arrest, 1520 West Granada Boulevard (Kangaroo Gas). Subject with a warrant was located on the property.
- Battery Arrest, 290 Pine Street. Two (2) subjects were in a physical altercation. The aggressor was arrested.
- Larceny, 155 Lynwood Lane. A wheelbarrow and garbage can were stolen from the residence.
- Carbreak, 106 Fleming Avenue (Central Park). Entry was made by breaking a door lock. Nothing was stolen.
- Narcotics Arrest, 500 Block Riverside Drive. A traffic stop found marijuana.

09/16/2018

- Larceny, 63 Hernandez Avenue. A tag was stolen off a vehicle overnight.
- Burglary Business, 56 North Halifax Drive (Universalist Church). Entry was made by breaking a door. A cash box was stolen.
- Narcotics Arrest, 400 Block Division Avenue. A traffic stop found marijuana.
- Traffic Arrest, Granada Bridge. A traffic stop found that the driver has a suspended license.

09/17/2018

- Burglary Residence, 31 Ormond Shores Drive. Entry was made to a screened porch and a shed.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed groceries and make up.
- Larceny, 7 Autumnwood Trail. Victim believes that the neighbor is stealing items from her home.
- Larceny, 157 Heritage Circle. License plate was stolen from a trailer.
- Larceny, 1450 Hand Avenue. Employee believes a co-worker stole an item.
- Trespass Arrest, 110 South Nova Road (Rivergate Plaza). Subject was arrested for being on the property after warning.
- Burglary Residence Arrest, 84 Ormond Shores Drive. A deputy stopped a U-Haul truck and arrested the driver for no license. When inventorying the truck, stolen items from the listed address were found. Detectives are handling the follow up.
- Larceny, 37 Wilmette Avenue. Homeowner returned from being in jail and found the house ransacked. It is believed to be roommates stole items.

09/18/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Larceny, 75 Thompson Creek #1. Decal was stolen off a license plate.
- Traffic Arrest, 100 Block South Atlantic Avenue. A traffic stop found that the driver does not have a license.
- Carbreak, 270 South Washington Street. Entry was made through an open window. Car key was stolen.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 22
 - Number of Uniform Traffic Citations Issued: 35
 - Number of Written Warnings Issued: 19
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 5
 - Number of Crashes with serious bodily injuries: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 17 Case initiated
- Zone 2: 15 Cases initiated
- Zone 3: 4 Case initiated
- Zone 4: 7 Cases initiated
- 15 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with five (5) walk-ins and ninety-four (94) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff renewed certain airport related radio telecommunications licenses with the FCC.
- The City Commission approved grant agreements with the FDOT that will provide state funding for projects to construct the rehabilitation of Runway 8/26, construct heliport improvements, and design extensions of Runway 8/26 and Taxiway Alpha.
- The City Commission approved award of a bid from Halifax Paving, Inc. to construct two projects at the airport; the rehabilitation of Runway 8/26 and improvements for the City's public use heliport. The City Commission also authorized execution of a contract between the City and Halifax Paving to facilitate construction of both projects.
- Staff participated in a teleconference with representatives from Gale Associates, Inc. regarding the FAA's Airport Improvement Program Supplemental Appropriation. Staff gained a better understanding of the appropriation and how it may be applied to fund future projects at the airport.
- Technicians from the FAA worked on the radar display and other systems at the air traffic control tower.
- Minor repairs to Gate 9 have been completed, and the gate has been returned to normal operation.

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. The final water main clearance was submitted to the Volusia County

Health Department for Putnam Avenue, upon return from the VCHD the final connections and meter switch overs will be made 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 – Contractor completed lining operations in Winding Woods and Sanchez Avenue. Sanitary sewer lining operations are scheduled for the week of September 17 and anticipated to take 2-3 weeks.
- 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 has begun installing new poles and fixture heads.
- 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 project is complete.
- 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 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
 - 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 the bid award will be on the October 16 CC meeting.
 - Coquina Court Drainage – The project was advertised on September 9, bid opening is October 10, and a pre-bid meeting was held on 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 was approved by 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 for the Dock project and design of the breakwater expansion.
- 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.
- 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 complete 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 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.
- Fleming Avenue Stormwater Pump Station – Staff has prepared an RFQ for the design of the Fleming Avenue stormwater pump station.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering permit applications through the ProjectDOX system.
 - Completed multiple sketches and legal descriptions for 3820 Islamorada Drive, 185 Sunrise Cove Drive, 173 Sunrise Cove Drive, 127 Coquina Key Drive annexations, per Planning Department request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for 4 Pearl Street, per AT&T request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for 1385 North US1, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for 324 Warwick Avenue, per FPL request.
 - Researched files for all documents related to Granada Pointe and all approved Engineering permits and provided copies, per Planning Department request.
 - Assisted homeowner at 2120 John Anderson Drive with research and information for seawall construction.
 - Modified plans for Granada Median Landscape, per project manager's request.

- Modified a County permit plan and prepared detour map and notice for North Beach Street manhole removal and pipe replacement project.
- Modified Sandpiper Lane drainage as-builts, per project manager's request.
- Created 6 exhibit maps for State of the City presentation.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete on Seabreeze Shores; Yonge St; Casements Dr.
- Finished prep & forms on Casements Dr; grinded sidewalks; pulled forms/cones, backfilled dirt
- Asphalt/concrete Seabreeze Dr; pulled forms and cones
- Ripped out & prepped/formed corner of East Victoria Cir. and Laurel 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
- Trimming at The Casements; Ivanhoe Dr; Colina & Fiesta Dr; Arroyo Pkwy West of S Beach; Putnam Ave
- Removed palm tree at City Hall; diseased magnolia tree on 700 block JAD; dead pine tree at Riviera Park

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 in various areas Citywide

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
- Straighten & replaced various signs citywide
- Removed/reinstalled warning sign (Stormwater) at 700 block of JAD

Stormwater Maintenance

- Reachout on US1; FDOT ponds; Santa Fe Ave
- Basins inspected & cleaned on beachside
- Locates & basin cleaning citywide/Zone 2
- Filled in depression on Winding Woods Blvd
- Cleaned storm drain on West St; inspect
- Mowed ditches at US1 and Sports Complex
- Cut grass in swale and DOT ponds on SR40
- Pipe repair on Golfview & Fairway
- Ditch maintenance/reshape & sod on 700 block of Santa Fe Ave; 700 block of JAD

Vactor

- Maintenance VacCon
- Golfview & Fairway
- Line cleaning on Woodland Blvd

Street Sweeping/Streetsweeper (sweeper down)

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

Fleet

- Mileage traveled by all departments for the week: 23,415

- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 6

- Road Calls for the week: 1

- Quick Fleet Facts:
 - Fuel on hand: 12,617 gallons unleaded, 10,967 gallons diesel
 - Fuel used in one week: 1,952 gallons of unleaded and 938 gallons of diesel.
 - Fleet completed 42 work orders this week.

Utilities

- Projects Summary
 - Automatic Meter Reading Installation Project – Reviewed RFPs and ranked proposals.
 - Beach Street Manhole 13391 at 387 N. Beach Street – A disposition memo was prepared to notify the City Commission of the emergency nature of the work to be performed to remove the manhole. Work will begin September 20 and be completed by September 28. Volusia County accepted the detour plan and granted permission for an overnight road closure on 9/24/18. Purchase Order 20181196 was issued for contractor to perform the work.
 - Breakaway Trails Reuse Storage and Pumping Improvements – Breakaway Trails electrical upgrades generator data, plans and specs provided to design engineer for review and inclusion in the reuse project.
 - Breakaway Trails Underground Distribution Facilities Installation Agreement with FPL – Recommendation to execute an agreement is under review by Legal Department for presentation at the October 2 City Commission meeting. FPL easement will be presented for Commission approval when recorded.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Award recommendation memo review was presented at the September 19 City Commission meeting.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Addendum 1 is being prepared to answer questions received during the pre-bid meeting and afterwards. Bids are due October 3.
 - Lift Station 10M & 12M Improvements – As-builts were received.
 - N US Highway 1 Force Main Extension – Reviewed Hydraulic Modeling Report and sent comments to engineering.
 - Water Plant Elevated Storage Tank (EST) activities – Award recommendation memo is under review by Finance Department for presentation at the October 2 City Commission meeting.
 - Water Tank Inspection and Cleaning Services – Disposition memo was presented at the September 19 City Commission meeting.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Trihedral has provided an alternate solution to protect their software license by providing USB copy-protection keys for each license.
 - WTP Membrane Replacement – Bid documents are being completed for review.

- WTP Sanitary Survey – Approval of a work authorization to replace the Claricone walkway is under review by the Finance Department for presentation at the October 2 City Commission meeting.
- WWTP FPL Voltage Unbalance Issue – FPL substation voltage regulator repairs completed, WWTP on utility power.
- WWTP Influent Pumps VFD Replacement – Addendum being prepared for issue for September 25, 2018. Bids are due October 2.
- WWTP Operating Permit Renewal – A work authorization was prepared and sent to Mead and Hunt for execution.
- SPRC Projects (Utilities Review)
 - Air One – 835 Hull Road: Reviewed plans and provided comments.
 - Plantation Oaks – Lift station startup was performed. Punch list items need to be addressed before City accepts the lift station.
 - Wild Olive Road ROW Vacation – 835 Hull Road: Found no planned utility work in the master plan and none within the area to be vacated. Utilities Division has no objection towards the proposed vacation.
 - 7-11, 1204 Ocean Shore Blvd – As-builts and sanitary video under review.

Water Treatment

- Delivered 40.39 million gallons for the week ending September 14, 2018 (5.77 MGD).
- Backwashed 12 filters for a total of 559,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 31, 2018 @ 6.138 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 67.5 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Operations staff painted and installed baseboard in the Operations building.
- Ongoing: Painting and restoration of plant piping.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 29.63 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.23 MGD.
- Produced 23.99 Million Gallons of Reuse.
- Produced 5.64 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 61.33 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Scheduled and tested one 3" and one 4" meter.
- Rebuilt one 3" meter.
- Installed 4 meters.
- Checked 13 leaks which included replacing one of the services.
- Crews responded to 7 low pressure complaints.
- Responded to one dirty water complaint.
- Replaced 2 water services.
- Replaced 4 broken meter boxes
- Crews tested 4 backflow protection devices. All passed – no repairs needed.
- Performed standard maintenance on 5 hydrants.
- Located, exercised and marked 19 valves.
- Performed approximately 112 utility locates.

Wastewater Collection – Reuse

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area. Responded to 1 reuse trouble calls.

- Stopped leak from broken 2" air relief valve on 16" force main at 880 Airport Rd.
- Cleaned and disinfected area after repairing air relief valve.
- Rewired new PEP pump at 200 Black Hickory Way.
- Follow up check on PEP panel to verify proper function at 80 Westland Run and 67 Black Hickory Way.
- Installed well points for PEP tank replacement at 3 Clydesdale Dr.
- Repaired 2" air relief valve and installed new box at 880 Airport Rd.
- Follow up inspection from weekend stoppage at 45 Ivanhoe Dr. Line is clear on city side. Raised C/O 10".
- Replaced broken reuse lid at 96 Ocean Terr. per customer request.
- Located sewer service at 762 Hand Ave. FPL was attempting to install pole on lateral.
- Televised and dye tested depression to check for lateral break at 169 Ocean Terr. Line is good.
- Replaced broken PEP tank at 3 Clydesdale Dr.
- Exercised all line valves on force main from Ormond Mall to Dormont Dr. and John Anderson Dr. All valves open and clear.
- Follow up TV from lateral stoppage. Found roots in line, cleared line.
- Televised and repaired C/O at 10 Tanglewood Cir.
- Worked with contractor on system test of Deer Creek reuse project.
- Turned reuse back on at 163 Deep Woods Way.
- Pumped down 15 Huntmaster PEP tank twice a day, every day (including weekend). Tank scheduled for replacement.
- Reuse break at 425 S. Nova Rd. Curb stop under asphalt driveway. Shut down reuse main. Located customer pipe and installed new shutoff and box in grass. Restored pressure to main.
- Depression in street reported at 1 St. Mark Cir. Televised lateral, found leaking joint. Locates called. Scheduled for repair.
- Installed air relief valve and filter at 2 Ocean Dunes Dr.
- Located PEP tank and service for 164 Black Hickory Way for fence installation.
- Located PEP tank and service for 31 Tomoka Ridge Way for driveway bore.
- Rewired PEP system at 18 Forest View Way. Replaced panel and J-box.
- Replaced and rewired PEP pump at 2 Double Branch Way.
- Replaced broken back lid on PEP tank at 32 Black Pine Way.
- Shut off reuse and investigated standing water at 95 Black Hickory Way. Determined that water was from neighbor's French drain.
- Verified sanitary service availability for lot split at 602 Tomoka Ave.
- Assisted Stormwater with televising line at 453 West St.
- Replaced PEP tank at 15 Huntmaster Ct.
- Cleaned & televised lateral at 64 Brookwood Dr. Depression in street, lateral looks good. Will follow up with main inspection.
- Responded to back up at 323 Flormond Dr. Televised line and found roots. Cleared soft blockage and roots.
- Attempted to locate bag of diamond rings that were flushed at 63 Sounders Trail. Appears that bag is in PEP tank. Will rehab tank soon.
- Replaced PEP pump at 16 Foxcroft Run. Placed on temp power.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 24 psi, Ocean Mist Hotel 15 psi, Ormond Mall 10 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 18 psi, Westland Run 22 psi & Shadow Crossing Blvd. (4 inch) 8 psi.

Wastewater Plant – Lift Stations

- Airport Road Force Main, air release valve damaged when car veered off the road and hit it, assisted Collections Crews with shutdown of lift station during repair activities.
- Main MCC, experienced unbalanced supply voltages from FPL, out of balance condition noted above 6%. Motor starter electronic overload relays are factory set at 4% for equipment protection, this condition caused equipment motors to fault and shut down, ran plant on generator power from 12:00 pm Saturday 9/15/18 until 8:30 am 9/18/18 to ensure reliability,

FPL corrected their equipment problems and plant is now operating under normal conditions, ok.

- 1M, high run hours at local time clocks, deragged both check valves, ok.
- Screw Pump #3, not working, found bad fuse in control bucket at MCC room, replaced fuse, system operational, ok;
- 7M, pump #1 not operational, pull pump and replace with new inventory, ok.
- 5M, replace "J" box #1 at wet well.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Ormond Lakes #2, phase loss, FPL crews made repairs, monitored station until power restored, ok; 1M, phase loss, FPL power down, FPL crews on site upon arrival, support with generator during outage, ok; 8M1,8M,7P, phase loss, power restored upon arrival, ok.
- SCADA monitor/response: 1P, no starts or run hours reported, RTU not functional at this time, will replace unit when SCADA tech is available, confirmed local alarms are operational; 7M, no starts #1, reset motor starter, ok; Chelsea Place #2, Towne Square, high starts, clean probe, ok.
- Weekly Plant PM's: Reaeration Tank Submersible Aerator; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Bar Screens, #1, #2.
- Lift Station PM's: 33 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Rima Wells, lubricated jack shafts on exhaust fans.
- Hudson Wells, sprayed interior walls with bleach to kill mold.
- Chlorine storage, installed temporary feed lines to mixing panel.
- Hypochlorite Pump #1, cleaned scale build up inside the pressure relief valves.
- Lime Slurry Pump 2&3, lubricated as needed.
- Lime Slurry pumps #1, replaced discharge tube.
- Lime Building, repaired water hose, ok.
- Operational Check: Rima wells; State Road wells; Standish booster station; City interconnects; B.A.T. and Shadow Crossings reuse.

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.
- Water Treatment Plant Chemical Communications – Staff provided four state and federal environmental agencies a final report on the cause, mitigation and prevention measures taken due to the chemical discharge at the WTP. Staff is developing procedures to provide guidance in the event of a similar discharge in the future.
- Industrial Pretreatment (IP) Program Inspection –The FDEP performed an audit of the City's Industrial Pretreatment Program. The audit consisted of the review of two permitted facilities monitored by the IP program. FDEP staff looked favorably on the review and the City is awaiting the final inspection report.
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

Honorable Mayor and City Commissioners
September 21, 2018
Page 20

- City Clerk attended meeting with Acting Assistant City Manager
- City Clerk and HR conducted interviews for Assistant City Clerk position
- Staff attended and provided support for September 19, 2018, City Commission Meeting