

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 23, 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

Spoke to, attended and/or met with:

- Unity in the Community event hosted by PD
- Rotary
- Individual agenda review meetings with Mayor Partington and Commissioners
- City Commission workshop
- City Commission meeting
- PACE Summit
- Conference call with senior staff on citizen engagement
- Beachside Redevelopment Committee meeting
- United Way conference call

Community Development

Planning

- Interviews continued for the engineering site inspector and the senior planner positions.
- Planning staff attended the New Smyrna Beach Coastal Community Resiliency Growth and Development meeting.
- Planning staff has been contacted by representatives from DR Horton looking to complete the preliminary plat for phases 2-5 of the Pineland subdivision. The preliminary plat is required to be reviewed by the Planning Board and acted upon by the City Commission. Staff has been informed that the desire is to permit and construct all phases of the subdivision improvement. Only Phase 1 is currently fully permitted.
- Representatives of the Marshside subdivision indicated that they will submit a Planned Residential Development amendment for the property at the northwest corner of Airport Road and Tymber Creek Road. The Planned Residential Development amendment would require a neighborhood meeting, review by the Planning Board and action by the City Commission.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 361 inspections performed within the City (16 by private provider)
- 137 permits issued within the City, with a valuation of \$1,702,502

Development Services

- The Site Plan Review Committee (SPRC) has approved a lot split for the property at 311 John Anderson Drive. The property contains lands west and east of John Anderson Drive.
- SPRC staff is reviewing a minor modification of the clubhouse at Ormond Renaissance condos, 875 Sterthaus Dr., to provide a separate gym building from the clubhouse building.

- SPRC has received a re-submittal for the redevelopment project at 142 East Granada Boulevard. The project proposes to demolish the existing on-site buildings and construct a 5-story mixed use building with ground floor retail (5,924 SF) and 22 residential units. A neighborhood meeting is required.
- There has been a building permit submittal for the Wal-Mart 5,002 SF liquor box addition at the northeast corner of the existing building.
- Representatives from the Antares development at 720 West Granada Boulevard have indicated that they are ready to move towards construction. The project is a 123 unit Assisted Living Facility and associated site improvements. The previously submitted building permit has expired and the project shall be required to submit new building plans.

| Project | % Complete |
|---|------------|
| 589 South Yonge Street | 60% |
| 783 North U.S. Highway 1 | 35% |
| Antares of Ormond Beach | 0% |
| Edgewell Site Work | 25% |
| For Our Parents ALF | 20% |
| Granada Oaks | 95% |
| Granada Pointe | 10% |
| Hull's Seafood expansion | 70% |
| Launch FCU | 50% |
| Lot 2, Airport Business Park | 0% |
| Ormond Beach Medical Office Building | 60% |
| Pet Street Veterinary Care center | 50% |
| Thomas & Betts parking improvements (phase 1) | 40% |
| Security First | 10% |
| YMCA Dog Park | 25% |
| YMCA Parking Expansion | 15% |
| Zaxby's | 0% |
| Plantation Oaks, utility connection | 85% |
| Cypress Trails subdivision | 5% |

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. The site plan was approved by the SPRC and land clearing and storm water retention areas are underway.

- FDOT has provided their comments on the Security First Managers traffic study. Staff met with representatives of Tomoka Holdings and Security First Managers to discuss appropriate responses to FDOT's US1 traffic mitigation measures.
- Staff has prepared an agreement for the process to construct the extension of utilities that will serve the project. The Agreement was approved by the Commission on March 20.
- Staff is working with the County and adjacent property owners to fund a traffic signal at Broadway Ave. and US1.
- **Airport Business Park**
 - Staff has prepared a new Growth Assistance Program application for Concentrated Aloe as the company was delayed in the construction of their manufacturing plant on Lot 2 in the Business Park and has requested staff to process its formerly approved Property Tax Reimbursement application. The GAP Agreement is scheduled for review by the Commission in April 17 meeting.
 - Staff is preparing a revision to the Prime Global Group, Inc. GAP that will be presented to the Commission on April 17.
- **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.
 - Staff met to formulate the 2018 State of the City Address. A number of themes have been developed and will be presented to the Mayor.
- **Prospective Business Attraction/Retention/Expansion**
 - Flapjack Johnny's Restaurant has opened after months of renovating the former Greg's Restaurant on North US1. This is family owned business with locations in Port Orange and other locations in central Florida. A grand opening is being planned for April.
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- Staff met with Hoyle, Tanner, and Associates (HTA) to review the 60% design plans for the Runway 8/26 Rehabilitation project. Staff anticipates receipt of the 90% design plans by early next month.
- Staff completed work in response to a request from the FDOT Aviation and Spaceports Office (ASO) for information about the airport. Staff compiled and provided copies of the current airport master plan, the airport layout plan, and the current airport property map to the ASO.
- Advertisement of RFQ 2018-23 for the design phase of the projects to extend Runway 8 and Taxiway Alpha was approved by the City Commission at their meeting on March 20. The RFQ will be advertised on March 25 for a period of 30 days.
- Staff has been advised by HTA that the agency review and commentary period for the environmental assessment for the projects to extend Runway 8 and Taxiway Alpha has been completed. The final draft of the environmental assessment report has been provided to the FAA. Staff anticipates that the FAA will issue a Finding of No Significant Impact (FONSI) based upon the information in the report, which will allow the City to proceed with the design and construction phases of these projects.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- **On-going Projects**
 - The City has been obligated by FEMA for four (4) of the City project worksheets, due to City is \$6.1 million. The state has obligated the City for two (2) project worksheets totaling \$5.8 million. Project assessment and reimbursement submission will continue.
 - FEMA assessment and project planning for Hurricane Irma is in progress.
 - Preparations for Phase 3, Utility Billing are underway.

- Training for ESS is on-going. Payroll trained a group at the Police Department and further training sessions has been scheduled.
- Completed Projects - Weekly
 - Processed 47 Journal Entry Batches.
 - Approved 17 Purchase Requisitions totaling \$85,214.42.
 - Issued 16 Purchase Orders totaling \$1,459,813.04.
 - Prepared 146 Accounts Payable checks totaling \$93,420.47 and 32 Accounts Payable EFT payments totaling \$360,596.13.
 - Issued 784 past due notices on utility accounts.
 - Auto-called 124 utility customers regarding receipt of a past due notice.
 - Processed 504 payments through Interactive Voice Response System totaling \$50,239.50.
 - Grant money fiscal year-to-date total received, \$508,879.00 dollars.

Grants/PIO

- Public Information
 - Joyce Ebbets Scholarship Opportunity for Enviro Camp
 - Airport Fire (3/16/18)
 - The Casements Closure (4/11/18)
 - Movies on the Halifax (4/6, 8PM, Coco)
 - Athletic Activities Cancellation (3/20 severe weather)
- 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.
 - Meet with staff on potential ECHO and HMGP grant submittals.
 - Attended weekly staff meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 10
 - Hazardous: 0
 - EMS: 103
 - Motor Vehicle Accidents: 14
 - Public Assists: 57
 - TOTAL CALLS: 186
- Aid provided to other agencies: 16 Calls – Daytona Beach (2), Volusia County (14)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 54
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 89
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 353
- Training Hours
 - NFPA 1001: Firefighting 8
 - NFPA 1021: Officer 2
 - NFPA 1500: Safety/Equipment 5

- EMT/Paramedic 19
- TOTAL TRAINING HOURS: 34

- Station Activities
 - Updated 6 pre-fire plans
 - Conducted 2 fire inspections

- Significant Incidents
 - 3/15/18, 7:23 PM: 1068 N. US-1 – Motor Vehicle Accident – Upon arrival found two motorcycles down on southbound side of road – two patients treated and both transported – one patient was a trauma alert.
 - 3/16/18, 2:58 PM: 770 Airport Rd. – Aircraft Fire – Dispatched for an airplane and hangar fire – plane was fully involved and a total loss – hangar sustained fire exposure damage – no injuries occurred.
 - 3/17/18, 6:40 PM: S. I-95, Mile Marker 268 – Vehicle Fire – Report of a column of black smoke from W. Granada Blvd. – upon arrival found a single SUV fully involved – fire under control with 350 gallons of water – no injuries.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Fire Chief (Fire) open 2-13-18 until 3-30-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida Fire Chiefs Association, IAFF, and internally.
 - Mechanic III (Fleet/Public Works) open 3-21-18 until 4-27-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Summer Camp Counselors (Leisure Services) open 3-1-18 until 5-18-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.

 - Applications Under Review
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Chief Treatment Plant Operator (Water Production/Public Works)

 - Interviews Scheduled
 - Economic Development Director
 - Engineering Inspector (Planning)
 - Senior Planner (Planning)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)

 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Water Distribution Operator Trainee (Water Distribution/Public Works)

 - Separations
 - Mechanic III (Fleet/Public Works)

 - Employee Events
 - Skin cancer screenings for HSA contributions runs through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions run throughout 2018
 - Munis Employee Self Services (ESS) time being introduced to various department
 - JD Williams Training for Frontline employees held 4-4-18 and 4-5-18

- Risk Management Projects
 - Mayor's Health and Fitness Challenge activities
 - Review claims committee procedures with HR Director and City Clerk

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: 20
 - Completed: 52
 - In progress: 46
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 62,556
 - Inbound E-Mails Blocked: 39,426
 - Delivered Inbound E-Mails: 23,130
 - Quarantined Messages: 387
 - Percentage Good Email: 36%
 - Virus E-Mails Blocked: 1
 - Notable Events: Hosted a Tyler Munis utility system demo for staff as we prepare to start the Utility Billing system implementation project.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 0
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 1: Total in system = 1,496
 - Meters GPS Located this week: 0: Total in system = 23,677; 22,891 potable, 775 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works meeting
- City Manager's meeting
- Assistant City Manager's meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates

- Park visits
- City Commission meeting
- Security and Joint Use 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.
- The EDC Coordinator attended the SEEA-LEEF Conference on Saturday from 8 am to 4:30 pm and on Sunday from 8 am to noon in St. Petersburg, FL.
- Joan Tague hosted a Spring Bird Walk on Wednesday from 8 am to 10 am. Participants began in the EDC parking lot and walked along G.F. Althouse Trail.
- Volusia County's Explore Volusia program used the EDC grounds & classroom on Friday from 9 am to noon.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm.
- Lady Renegades continued practices this week Tuesday and Thursday at the Sports Complex on the Softball Quad.
- SHS Softball and Baseball continued practices/games this week Monday-Friday at 3:30 pm on the Wendelstedt Baseball Fields and Softball Quads 1 and 2. Baseball played games Monday and Tuesday night and Softball Tuesday and Thursday night.
- OBYBSA/OBGS Recreational Baseball/Softball were back playing games/practicing this week at Nova Fields and also at the Sports Complex Softball Quad and T-Ball Fields.
- OBSC Soccer Program was back practicing this week Monday-Friday at the Sports Complex on Soccer Fields 1-6 and 9-10 nightly.
- City Volleyball Program was back for week 3 this week at Nova Gym.
- Staff prepared for T-ball games as well as OBSC Soccer games on Saturday morning at the Sports Complex.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park
- Cleaned handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Picked-up and dropped off equipment to Fleet on "as need" basis
- Made fuel runs to fill gas cans
- Cleaned all sports parks daily of debris/trash from the events during the week
- Swept out and organized Maintenance Building
- Greased and cleaned equipment
- Continued dragging infields (18) daily at Sports Complex and Nova Fields
- Continued edging infields (18) weekly at Sports Complex and Nova Fields
- Blow out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Painted 18 soccer fields and added corner flags to each for weekend games
- Painted six soccer fields at SONC for YMCA Program

- Painted flag football field on Championship Field 7 for SHS games
- Removed excess clay at Quad parking lot
- Removed excess leaves behind Wendelstedt Building
- Marked and painted 18 fields for weekly games
- Dragged Osceola Elementary fields
- Put in new home plate at South Ormond
- Added clay to back of infield at South Ormond

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
- Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm

Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:
 - Follies held on stage rehearsal Monday through Thursday.
 - Kopy Kats held regular classes on Monday and Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts Center is preparing to host the following events:
 - Ormond Beach Follies present, "Bars, Booze and Babes," Friday/Saturday, 7:30 pm-10 pm, Sunday, 2:30 pm-5 pm

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11 pm daily
- Open gym
- Jazzercise on Monday
- PAL basketball practice Monday/Wednesday
- PAL tutoring Monday-Thursday
- YMCA soccer practices Monday/Tuesday/ Friday
- OBYBSA Baseball Wednesday/Thursday
- Unity in the Community Event Saturday

Community Events

- Weekly administrative tasks, office work, and activities
- Assist with City Commission Workshop meal
- Attend Memorial Day Service Board meeting
- Planning of 2018 events through July:
 - Art in the Park, May 5 and 6
 - Memorial Day Remembrance Service, May 28
 - Reel in the Fun Fishing Tournament, June 16
 - Independence Day Celebration, July 4
 - Summer Sounds Concert Series, July 13, 20 & 27

Gymnastics

- Registration is open for March session
- March session in progress
- Team girls practicing for State competition in April
- Gym rental Friday evening

Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Action classes continued at various times throughout the week.

- Spring Volleyball continues Monday and Thursday.
- A new session of Lunch Bunch Club began on Wednesday.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am through 3:00 pm. Saturday tours were at 9:30 am and 10:30 am.
- The Persian Festival was held in Rockefeller Gardens on Sunday from 11:00 am-5:00 pm.
- A Guild Committee Meeting was held on Monday from 9:00 am-10:00 am.
- Pilates classes were held Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga was held on Tuesday and Thursday from 10:00 am-11:30 am.
- Greek Cooking Class was held on Tuesday and Thursday from 4:00 pm-8:00 pm.
- A Memorial Day Committee Meeting was held at the Casements on Wednesday from 11:30 am-1:00 pm
- A wedding ceremony was held on Wednesday at Ames Park from 4:30 pm-5:30 pm.
- A Guild Committee Meeting was held for the Christmas Gala on Thursday from 10:00 am-12:00 pm.
- Camera Club held a meeting on Thursday from 7:00 pm-9:00 pm.
- Tent set up for the Tomoka Marathon today from 9:30 am-12:30 pm.
- A fourth grade school tour was given on this morning from 10:00 am-11:00 am.
- A wedding ceremony scheduled at Bailey Riverbridge this afternoon from 3:00 pm.-5:00 pm.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Cassen Park: Put plywood pieces up on railing to close gap
- Andy Romano Beachfront Park: Installed door stops on office; fixed loose handrails at bottom of stairs; fixed cracks on tables
- Ormond Shores Park: Picked up vegetation debris pile
- Central Park I: Replaced broken dome trash can lid
- Ormond Memorial Gardens: Replaced four broken boards

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired Gate #9 at the Airport
- Unclogged the sink drain, repaired dish washer and repaired bay door at Fire Station 92
- Repaired the A/C unit in engineering at City Hall
- Repair the A/C for living quarters at Fire Station 92
- Built a shed platform at WWTP
- Repaired the office front door at Sports Complex
- Repaired the field house main door and store room door at Sports Complex
- Rebuilt the bulletin board outside Gymnastics
- Repaired the phone line at Fire Station 94
- Installed new electric outlets in Evidence Room at the Police Department
- Installed a double head fixture at bottom of the stairs at WWTP
- Repaired the power to the east bay door at Fire Station 91
- Repaired auditorium house lights at the PAC

Police Department

Administrative Services

- Staff participated in the Unity in the Community event on March 17.
- Hosted the weekly staff meeting.

- Staff participated in a Home School Safety presentation at Saint James School.
- Staff hosted one-on-one meetings with supervisory personnel.
- Staff hosted the Crime View meeting at the Police Department.
- Staff hosted a supervisor's meeting at the Police Department.
- Staff hosted a meeting concerning Bike Week Safety concerns.
- Staff read in the Officer Friendly program at KinderCare.

Community Outreach

- Eight YDC members assisted at the Unity in the Community on Saturday March 17 at the South Ormond Neighborhood Center. The next service project is the 2018 OBPAL Donut Dash.
- Twenty-two students participated in the *Tutors R Us* (TRU) program last week. The program is offered on Monday–Thursday from 3:00–6:00 pm in partnership with the South Ormond Neighborhood Center.
- The *R.E.A.D., Reading, Exploration, Adventure and Discovery* program was not offered last week due to Spring Break.
- Practice for the OBPAL Basketball season has begun. Last week 27 youths participated in the practices. Practice and scrimmage games were held at the South Ormond Neighborhood Center on March 17 during the Unity in the Community Event. Currently, two teams are registered for the State of Florida Association of Police Athletic League's Annual Basketball tournament. The tournament is scheduled to take place in Jacksonville today through Sunday.
- The Second Annual OBPAL Donut Dash 5K will take place in the Trails Community on Saturday, May 5, 2018. Registration will begin at 7:15 am with a race start at 8:00 am. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at www.racesmith.com/races/OrmondBeachPALDonutDash5K.html. For sponsorship opportunities please call 386 676-3505.
- Staff participated in the Unity in the Community event at the South Ormond Neighborhood Center on March 17.

Community Services & Animal Control

- Animal Calls responded to: 41
- Animal Reports: 6
- Animal Bites: 1
- Property Reports: 3

Criminal Investigations

- Cases Assigned: 19
- Cases Exceptionally Cleared: 10
- Inactive: 7
- Fraud: 6
- Larceny Car break: 1
- Grand Theft: 4
- Auto Theft: 2
- Death Undetermined: 1
- Police Information: 4

Records

- Walk - Ins / Window: 121
- Phone Calls: 108
- Arrest / NTA'S: 27
- Citations Issued: 169
- Citations Entered: 68
- Reports Generated: 140
- Reports Entered: 123
- Mail/Faxes/Requests: 52

Patrol

- Total Calls:1,657
- Total Traffic Stops:442

Operations

Crime Opportunity Report Forms: 27

- 03/14/2018
 - Motor Vehicle Theft, 110 Shady Branch Trail, Subject stole her father's vehicle which was located in Holly Hill and recovered.
 - Utility Theft, 528 Fred Gamble Way, Theft of City of Ormond Beach water.
 - Theft, 1521 West Granada Boulevard (Walmart.) Wallet stolen out of cart while victim was distracted.
 - Battery Domestic Violence Arrest, 42 Chrysanthemum Drive. Two adult brothers were in a physical altercation.
 - Traffic Arrest, 600-Block South Nova Road. Subject contacted and found to be driving while license was suspended.
 - Grand Theft, 1635 North United States Highway One (Destination Daytona.) Garmin GPS taken off of a motorcycle.
 - Narcotics Arrest, 15 Bramble Wood Lane. Subject contacted and found to be in possession of narcotics.
 - Fleeing Vehicle, Loitering and Prowling Arrest, 1400 Block of North Beach Street. Officers contacted a subject loitering after witnessing a fleeing vehicle drive down a dead end street. Vehicle was located at the end of the roadway and towed from the area.
 - Violation of Injunction Arrest, South Atlantic Avenue and Florida Avenue. Subject contacted and found to be in violation of an injunction.
 - Battery Domestic Violence, Warrant Arrest, 1102 West Granada Boulevard. Subject contacted after a report of a physical altercation. Subject was also found to have an arrest warrant for violation of probation.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart.) Subject contacted after loss prevention personnel witnessed her placing items in her handbag and leaving the business.
 - Driving Under the Influence, Resisting Arrest, Seminole Avenue and South Atlantic Avenue. Subject was contacted while sleeping behind the wheel of a vehicle while in the roadway. The subject resisted officers during the arrest.
 - Narcotics Arrest, 1520 North United States Highway One. Subject contacted and found to be in possession of several different types of felony narcotics.
- 03/16/2018
 - Theft, 153 East Granada Boulevard (AT&T). Former employee took 5 iPhones from the business.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed putting property into a fishing tackle box and attempting to leave the store without paying for the merchandise.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls Department Store.) Subject was apprehended by loss prevention concealing merchandise and trying to leave the business without paying.
 - Narcotics Arrests, 301 North Yonge Street. Subjects were contacted and found to be in possession of a large amount of narcotics.
- 03/17/2018
 - Stolen Vehicle, 900 Block Airport Road. Truck and trailer stolen from side of the road at this location.
 - Battery Domestic Violence Arrest, 1035 West Granada Blvd (Christ Presbyterian Church). Subject contacted after a physical altercation with his fiancée. Subject had initially fled the area and was also charged with Fleeing and Eluding.
 - Battery Domestic Violence Arrest, 55 North Nova Road (Alliance Church). Subject contacted where officers witnessed physical assault towards the victim. Subject was also found to be in violation of probation parameters.

- Driving Under the Influence Arrest, 440 North Nova Road. Traffic stop was conducted where the driver was found to be impaired.
- Narcotics Arrest, South Center/Fleming Avenue. Subject contacted and found to be in possession of narcotics.
- 03/18/2018
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was contacted after concealing items and attempting to leave the business without paying for them.
 - Stolen Vehicle, 1030 North Tymber Creek Road. Trailer with a stump grinder was taken from the property.
 - Narcotics Arrest, West Granada Boulevard and North Old Kings Road. Officers responded to a disturbance within a vehicle where narcotics were located.
 - Narcotics Arrest, West Granada Boulevard and North Old Kings Road. Subject contacted and found to be in possession of narcotics.
- 03/19/2018
 - Stolen Vehicle, 115 Country Club Drive. Caregiver of an elderly person allowed another to borrow the elderly person's vehicle and it was not returned. Other items belonging to the caregiver were also taken.
 - Aggravated Battery Arrest, 570 Collins Street. Subject contacted after an altercation in the home.
 - Theft, 1521 West Granada Boulevard (Wal-Mart.) Purse was stolen with fraudulent activity on the bank cards.
 - Theft, 58 Timucuan Drive. Subject contacted after they were scammed out of money.
 - Warrant Arrest, 350 South Ridgewood Avenue (Bridgeview Center.) Subject contacted and found to have an open warrant.
 - Battery Domestic Violence Arrest, 100 New Britain Avenue Unit D. Subject was contacted after a physical altercation.
 - Violation of Probation Arrest, 867 South Atlantic Avenue. Subject contacted after refusing to leave the bar when he could no longer be served. He was found to be in violation of probation parameters.
 - Narcotics, Warrant Arrest, Tomoka Avenue at Grove Avenue. Subject contacted and found to be in possession of narcotics and have an open warrant.
- 03/20/2018
 - Theft, 252 Military Boulevard. Victim stated that \$200 was stolen out of her purse while it was in her home.
 - Warrant Arrest, 54 Tomoka Meadows Boulevard. Subject contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 242
 - Number of Uniform Traffic Citations Issued: 140
 - Number of Written Warnings Issued: 233
 - Number of Parking Tickets Issued: 1
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 5

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 3 Cases initiated
- 9 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and ninety-one (91) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion –The contractor is working on connections and restoration work including installation of sod this week.
 - Ph III 2-Inch Water Main Replacement – Peninsula – The contractor has completed all water main installation and continues with switching properties over to the new mains. Restoration work is ongoing.
 - Ph III 2-Inch Water Main Replacement – Mainland – The contractor continues installing pipe on Fir Street. A progress meeting is scheduled for Thursday March 22.
 - Ormond Sports Complex Field 4-10 Lighting – The contractor is working to complete the installation on fields 7. The lighting is complete and operational on fields 4, 5, 8, 9 & 10.
 - CDBG (canoe kayak launches) – Cassen Park installation has begun and Central Park is scheduled to begin next week.
 - Ormond Elementary Parking Lot Lighting Upgrade – The LED lighting was installed during the school's Spring Break as to not interrupt school operations.
 - Memorial Gardens Parking Lot Improvements – Contractor began work this week.
 - North US1 Landscaping Ph II – Contractor is installing irrigation mainline and conduit between median openings.
 - Effluent Outfall Replacement – The contractor has ordered materials which are expected to be delivered in April and has thus requested the start of construction be set for mid-April.
 - Storm and Sewer Lining – A preconstruction meeting was rescheduled and held on March 21.
 - Deer Creek Reclaimed Water – Contracts were received back from the Contractor. A pre-construction is scheduled for March 22.
 - Ormond Crossings Utility Extensions – The City Commission approved the Utility Extension Fee Reimbursement Agreement with Security First. The Contractor is preparing to start work.
 - Bidding
 - Downtown Light Replacement – The bid award was approved at the March 6 City Commission meeting, contracts are being executed.
 - CDBG – Streetlight Replacement – Bid opening was on March 15.
 - CDBG – Cassen Park Fire Hydrant – Staff is finalizing the quote package to solicit written proposals.
 - City Hall/SONC HVAC Repairs – City Commission approved the project for bidding at the January 16 CC meeting and the project was advertised. A pre-bid meeting was held on February 1, bids were received on February 21 and are under review.
 - 2018 Road Rehabilitation-Resurfacing – This project will be presented to the City Commission concurrently with the below Microsurfacing project for approval to advertise for bids.
 - 2018 Road Rehabilitation – Microsurfacing – Staff is working with Purchasing to utilize a competitively bid contract from Largo for this work.
 - Forest Hills Connector Trail – Project was advertised March 18; a pre-bid meeting is scheduled for April 4 with bids scheduled to be open April 19.
 - Water Plant Upgrades – Staff anticipates receiving the 90% bid documents soon.
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once financing has secured the necessary bond funding.
 - Design Projects:
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends along north US1 to the City Limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossings which will provide a redundant loop for US1

along the length, and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. Phase 2 will extend a new 12-inch water main from Airport Road South along US1 to "Double Barrel" the existing single 12-inch Water Main. Staff is applying to the State for an Economic Development Grant that, if approved, will pay for the construction cost for the water main improvements (\$2.05 million).

- Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension –The FIND Agreement was approved at the January 2 CC meeting along with the Work Authorization for the design for the fishing pier repairs along the south side of the bridge and expanding the breakwater proposed with the public dock project. The Consultant has submitted and received a permit exemption from FDEP for the fishing pier repairs. Consultant is now going to submit to FIND for an emergency disaster repair grant for 25% of the cost of the repair of the fishing pier.
- WWTP Sludge Dewatering Improvements – Staff has received 60% plans and had a review meeting with the consultant on March 8.
- Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
- Fleming Ave Stormdrain Improvements – A FEMA HMGP Phase I design/engineering grant is fully executed. The Consultant is preparing a scope of work for the final design. This project was identified for design in FY 2018-19 in the 5 year CIP
- Wilmette Avenue Pumping – A FEMA HMGP Phase I engineering/design grant has been approved for this project and is under review by Staff.
- Laurel Creek Stream Gauges – OptiRTC has provided a proposal to the City for additional stream level monitoring. Staff is reviewing this proposal that would allow the OPTI desktop to monitor these additional level gauges alongside the level at the Bennett Lane pump station.
- Cassen Park Improvements (Paving and Restroom Replacement) – Staff has looked to apply for an HMGP grant which would pay 75% of the project total construction cost. However, after talking with Florida DEM, park projects do not meet HMGP benefit cost requirements and thus this is not an applicable project for the HMGP program. As such, staff is proceeding with the design of the approved CIP projects that include construction of a new bathroom and paving improvements to the parking.
- Rockefeller Gardens Stage Shade Cover - Structural engineering is in process to determine installation costs.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Staff received a high ranking of 93.6 from ECHO which qualifies this project for funding.
- OBSC Improvements – Championship Field 7 – The City did not receive funding from the Daytona Beach Racing and Recreational Facilities Authority for the project.
- Secondary Raw Water Main – Staff sent letters to residents along Old Tomoka Road where easements are needed to determine if they will be amenable to providing them. Responses are expected back by the end of the March.
- Tomoka Elementary Connector Sidewalk – FDOT has approved bid specifications; these will be presented to the City Commission for disposition on April 3 and advertisement on April 8.
- Williamson Blvd Pedestrian Improvements - FDOT has approved bid specifications; these will be presented to the City Commission for disposition on April 3 and advertisement on April 8.
- Police Department Roof – Working with Construction Manager to determine the final scope for proposals.
- MacDonald House – Working with Construction Manager to solicit proposals to complete Phase I repairs of the report.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Base map has been prepared and staff is finalizing conceptual planting plan for design Consultant.

- Nova Community Park Tennis Court Lighting – Staff will submit a FRDAP grant application to help offset the cost to construct the project.
- Police Department Access Control – The consultant has resubmitted design drawings and contract documents for review by staff.
- A1A Force Main Repair – Work authorizations have been issued to the consultants for survey and design services.
- Coquina Ct Drainage – Staff is working with consultant on the proposal for this project.
- Main Trail Bridge Repair – Staff is working with Construction Manager to repair deficiencies identified in the bridge.
- Departmental Activities
 - Reviewed daily SWMP, Fence, and Engineering Permits through the ProjectDOX system.
 - Reviewed plans and created approved several Work-in-the-Right-of-Way permits for 48-50 Seabridge Drive directional bore, per Brighthouse request.
 - On-site meeting at 23 Foxfield Look with contractor to review final lot grading plan.
 - Completed right-of-way/easement location stakeout at 608 & 620 John Anderson Drive, per Streets Division request.
 - Continued work on FAA permit for proposed cell antenna tower at WWTP.
 - Modified Permit Set for 141 Sunrise irrigation water service installation, per Utilities Division request.
 - Researched as-built drawings for all watermain related files for North US1 between Hull Road and Destination Daytona Lane, and supplied to consultant (Mead Hunt) per request.
 - Completed right-of-way stakeout at N US1/Lowndes Avenue intersection per Neighborhood Improvement Division request.
 - Completed sketch and legal description for 3638 Ocean Shore Blvd., per Planning Department request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete pour at South Ormond Neighborhood Center
- Formed and poured concrete on S Yonge St; 700 block of US1

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
- Lightning loader training
- Trimming at Airport Sports Complex
- Removed dead palm from Ames Park
- Removed dead holly trees in median on SR40 at Main Trl
- Removed banner at SR40 & Washington

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
- Fixed walk with concrete crew at S Ormond Neighborhood Center

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
- Straightened and replaced roadway signs mainland/beachside

Stormwater Maintenance

- Replaced sod on Mayfield Cir
- Locates/gates & pumps citywide
- Outfalls inspected citywide
- Reachout/pond mowing (FDOT ponds)/Bush Hog mowing - citywide
- Basin repairs on 100 block of Horseshoe Trl; Wild Olive Ave
- Cleaned basins in Zone II, III, and IV
- Mowed ponds at Division & Old Kings
- Training on lightning loader

Street Sweeping/Streetsweeper (for 2 days)

- 64 miles of road cleaned
- 24 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,862
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 15
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 11,117 gallons unleaded, 9,615 gallons diesel
 - Fuel used in one week: 2,185 gallons of unleaded and 565 gallons of diesel.
 - Fleet completed 45 work orders this week.

Utilities

- Projects Summary
 - Ground Storage Water Tank Repairs – Repair activities completed at the Standish tank. Contractor is repairing the Jefferson Street tank.
 - Leeway Tank – awaiting 2nd draft proposal from design engineer.
 - Lift Station Improvements 2018 – Consultant Work Authorization for engineering design services was approved under Resolution No. 2018-40.
 - Lift Station 8M1 – Received easement and easement vacation documents for review.
 - Lift Station 10M & 12M Improvements – Contractor started locating pipe at Lift Station 10M.
 - Pretreatment Effluent Pump (PEP) Purchase – The bid award to Alpha General Services was approved under Resolution No. 2018-39.
 - WWTP Sodium Bisulfite Tank Replacement – Construction on-site to begin upon tank delivery scheduled in mid-April.
 - US1 Force Main Modeling – Pressure and lift station run time information is being collected for assisting model calibration for existing conditions (Bike Week flow impacts considered).
 - Security First Off-Site Water Main Improvements – Received 60% plans for review.
 - Utility Location Services – No bids were received during our recent advertisement period. Contacted plan holders on the bidder's list to determine why no bids were submitted. Most eligible bidders declined because part time locates were not economically feasible to justify the travel distance to the site.

- Water Plant, Leeway and Breakaway Trails Elevated Tank activities – Design proposals are being evaluated from various design consultants for elevated tank rehabilitation activities.
- WWTP Sludge Handling and Re-aeration Basin Improvements – The consultant is incorporating final design comments into the bid plans.
- Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation is further rescheduled to the April 17 City Commission meeting due to continued contractual concerns related to software license purchase.
- 141 Sunrise Cove Circle – Submitted Permit Application to Volusia County for processing.
- SPRC Projects (Utilities Review)
 - 142 East Granada Boulevard – Fountain Square: Received revised plans for review.
 - 1520 West Granada Boulevard – Attended a pre-application meeting to discuss utility availability to the site.
 - Oasis Fellowship Church – Water distribution system permit received from Volusia County Health Department

Water Treatment

- Delivered 39.77 million gallons for the week ending March 16, 2018 (5.68 MGD).
- Backwashed 7 filters for a total of 382,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 28, 2018 @ 5.916 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.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 28.78 Million Gallons.
- Influent flows average for week @ 4.11 MGD, plant designed for 8 MGD.
- Produced 27.63 Million Gallons of Reuse.
- Produced 1.15 Million Gallons of Surface Water Discharge.
- Annual Average (Feb 01, 2017 – Jan 31, 2018) for Surface Water Discharge 1.77 MGD.
- Hauled 156.03 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 7 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 6 water service leaks.
- Performed valve maintenance on 23 valves during scheduled outages, water main leaks and scheduled maintenance.
- Performed pressure testing on 8 city owned backflow preventers. One (1) was repaired.
- Replaced 8 broken meter boxes.
- Performed an accuracy test on three, 3" commercial water meters. All tested accurate. Scheduled 4 commercial meters for testing.
- Disconnected two (2) residential water services due to demolition.
- Replaced 8 feet of 8" water main due to a failure at 279 S. Yonge St.
- Replaced 7 water services due to low volume concerns, 5 casings were installed under paved roads.
- Repaired a 2" GSP water main leak on Imperial Heights Dr.
- Locate the water service for a customer at 228 N. Beach St.
- Assisted utility locator with larger than normal amount of locates (100) called in by contractors replacing telephone poles.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 161 regular and 6 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 1 in the conventional system service area. Responded to 3 reuse trouble calls.
- Verified water (1"), sewer (4"), and reuse (2") services at 311 John Anderson Dr.

- Repaired lateral at 162 Lucky Dr.
- Rewired PEP system at 6 Meadow Ridge View.
- Located PEP tank for pool contractor at 82 Tomoka Ridge Way.
- Rewired PEP system at 2 Saddlers Run.
- Responded to odor complaint about reuse water at 31 Tomoka Ridge Way. No odor detected. Customer not home left hanger.
- Severed sewer service at 150 County Club Dr.
- Investigated & prepped for PEP tank replacements at 16 Peruvian Ln & 28 Huntmaster Ct.
- Verifying force main valves on Tymber Creek Rd. in preparation of Granada Blvd. gravity sewer lining project.
- Televised lateral at 128 Horseshoe Trail to verify pipe condition prior to pouring driveway.
- Setting pressure recorder at various lift stations to obtain Bike Week force main pressures.
- Verified reuse connection at 496 Hollywood St.
- Adjusted cleanout and cleared grass from manhole at 202 Riverside Dr.
- Televised lateral at 907 Buena Vista at customer's request.
- Cleaned 3,000 feet of gravity sewer in LS Area 1M
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 13 psi, Ocean Mist Hotel 10 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 22 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 13 psi.

Wastewater Plant – Lift Stations

- Peristaltic Pump #1 & #2, replaced leaking pressure regulator valves with new inventory, ok.
- WIN911, tested communications at known station, ok.
- Effluent Transfer Pump #2, phase fault, replaced blown fuse, ok.
- Poly Blend Unit #1, verified correct operation with Plant Operator, ok.
- Lift station SCADA server system not responding, rebooted, increased monitoring of server.
- Shadow Crossings Lift station, pump #2 not operating, found worn contacts - replaced, repacked and sealed areas where corrosive gases are getting in control panel, ok.
- Influent room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- SCADA monitor/response: 1P, Arroyo Parkway, high starts, clean probe, ok; Chelsea Place #1, no starts #1, possible SCADA read issue, found nothing wrong at station, RTU troubleshooting scheduled, ok.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Swing Zone Blowers, #1, #2; Screw Pumps, #1, #2, #3; Sand Filters, #1, #2, #3; Carrousel Surface Aerators, #1N, #1S, #2N, #2S; Effluent Pumps, #1, #2, #3;
- Quarterly Plant PM's: Screw Pump #2; Bar Screens, #1, #2.
- Semiannual Plant PM's: Bar Screens, #1, #2.

Water Plant – Well Fields – Booster Stations – Reuse System

- High Service Pump Building, replace non-functional sump pump in north pit, ok.
- Sand Filter MOV, actuator faulted, no problems found, contacted factory technician to assist troubleshooting and repair.
- Standish Booster station, level transmitter not responding, corroded connection repaired, ok.
- High Service Pump #7, removed unused wiring and cleaned cabinet, ok.
- Fluoride equipment shed, continuing construction of new shed and electrical install.
- Operational checks: Riverview booster station; Well SR 19; Tomoka State Park booster station.
- Monthly PM's: All Hudson wells.

Water & Wastewater Treatment/ Supply/ Distribution/ Collection Systems Regulatory Activities

- Volusia County Health Department – Staff awaiting feedback from FDOH concerning semi-annual Sanitary Survey. The survey includes inspection of the raw water wells, the water treatment plant and the water distribution system.

- Industrial Pretreatment Program – Staff discussed water main extension and service availability options with local industry for private potable water well considerations.
- Earth Day Event – Staff is developing a schedule of activities for 150 elementary school children to attend the City's annual Earth Day event. The event normally consists of three educational programs to engage the students.
- Annual Water Quality Report – Staff continues to compile water quality data for the City's Annual Consumer Confidence Report as required by the FDEP and EPA. The report highlights the laboratory data from potable water samples collected throughout the 2017 calendar year. The report also recognizes the compliance rate of the utility during the year.

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 City Manager Staff Meeting
- City Clerk attended meeting with Acting Assistant City Manager
- Assistant City Clerk attended new employee orientation
- Staff attended and provided support for March 20, 2018, City Commission Workshop (Sign Code) and City Commission Meeting.
- Agenda packet preparation and creation, and distribution for March 28, 2018, Budget Advisory Board Meeting.
- Agenda packet preparation and creation, and distribution for March 29, 2018, Neighborhood Improvement Advisory Board Meeting.