

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: June 7, 2019

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

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with various members of senior staff
- Staff meeting
- Started budget review meetings with various departments

Spoke to, attended and/or met with:

- Fred Costello Amphitheater Dedication
- Rick Boehm Girls' Softball Field Groundbreaking
- Individual agenda review meetings with commission members
- Senior staff and Saralee Morrissey, Volusia County Schools, discussed interlocal agreement
- City Commission CIP Workshop
- City Commission Meeting
- Senior staff and Ms. Pehr, citizen, regarding traffic concerns
- Swearing in Ceremony for Officer Adam Wolfe

**Community Development**

**Planning**

- The following items are scheduled for the June 13, 2019 Planning Board meeting:
  1. 1246 West Granada Boulevard (Shoppes on Granada, Phase 2) drive-thru restaurant. The Special Exception seeks to allow drive thru restaurant (end user has not been identified) and associated site improvements.
  2. 48 West Granada Boulevard, wall signage. The site is the Ormond Garage and is under renovations for a restaurant with a brewery. The Special Exception is needed based on the number and sizes of the existing and proposed signage.
  3. 2260 Airport Road, land use map amendment. The administrative amendment seeks a land use change from "Public/Institutional" (P/I) to "Suburban Low Density Residential" (SLDR).
  4. 220 East Granada Boulevard, outdoor activity. This is a request to allow outdoor activity, the display of two surfboards) in front of the building at 220 East Granada Boulevard.

The Planning Board packet is available at: <https://www.ormondbeach.org/Archive.aspx?AMID=50>.

- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- The next Downtown Steering Committee shall be on June 26, 2019 at 6 p.m. at the Anderson-Price building at 42 North Beach Street. The Steering Committee shall review the final components of an updated master plan.
- A variance application has been submitted for the construction of a single-family house at 53 Wilmette Avenue. The variance seeks to reduce the side yard setbacks to 10' and 5' for lot which is 50' in width. The application shall be heard on July 3, 2019.

Building Inspections, Permitting & Licensing

- 1 new business tax receipts issued.
- 313 inspections performed within the City (9 by Private Provider).
- 71 permits issued within the City, with a valuation of \$963,764.

Development Services

- The Site Plan Review Committee met with:
  1. 1081 North U.S. Highway 1, Boot Hill. Pre-application meeting regarding the concept to establish a permanent business of a bar/tavern that would allow the property to be considered a host vendor for special event activities.
- SPRC projects approved:
  1. 27 Broadriver Road, Broadwater bridge work. Bridge repair of decking for the Broadwater subdivision bridge.
- Projects under SPRC review include:
  1. 88 South Atlantic Avenue, Ocean Club Ormond Beach. 2<sup>nd</sup> review. Demolition of existing building and construction of a new retail shop and related site improvements.
  2. 100 West Granada Boulevard, The Pumphouse. 2<sup>nd</sup> review. Conversion of dry cleaners to a BBQ restaurant of 1,800 square feet, architectural upgrades, and site improvements.
  3. 18 Stratford Place, easement release. 1<sup>st</sup> review. Release of a utility easement along the platted rear of the property.
  4. 1280 North US Highway 1, S.R. Perrott Parking Expansion. 2<sup>nd</sup> review. Modification to the existing approved site plan to add 74 parking spaces, a new driveway, and associated site improvements.
  5. 26 North Beach Street, FUGU Restaurant. 2<sup>nd</sup> review. Conversion of medical office to a restaurant with outdoor seating.
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	0%
Breakaway Trails Ground Storage tank	5%
Cardinal Drive Beach parking	85%
Chase Bank	45%
Coolidge Avenue Office/Warehouse	10%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Love's Travel Store	2%
Lucky's Market	99%

Oceanside Golf and Country Club (seating)	2%
Ormond Beach Surf Style	25%
Ormond RC, Building 1C	55%
Pineland Trail re-alignment	2%
Security First	85%
Shoppes on Granada, Phase 2	80%
Starbucks @ Granada Plaza	85%
Thomas & Betts parking improvements (Phase 1)	90%
Volusia Memorial Mausoleum	80%
WaWa	20%
<b>Residential</b>	
Cypress Trails subdivision	72%
Huntington Green	15%
Huntington Villas	25%
Pineland residential subdivision	60%

**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 sf 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.
- Airport Business Park
  - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is currently moving into the facility.
  - 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, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.

- Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
- Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
- Staff continues participation in the Downtown CRA Master Plan update process.
- Staff participated in the bi-monthly Economic Development Practitioner's Council associated with Team Volusia Economic Development Corporation.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 29 companies have been visited.

### **Finance/Budget/Utility Billing Services/Grants/PIO**

#### **Finance**

- On-going Projects
  - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
  - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
  - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 98% of expenses have been submitted to FEMA for obligation review.
  - The City was obligated by FEMA for fourteen (14) hurricane Irma projects.
  - Preparations for the Munis Phase 3, Utility Billing system are underway.
  - 2019-20 budget preparations are underway.
- Completed Projects - Weekly
  - Processed 60 Journal Entry Batches.
  - Approved 14 Purchase Requisitions totaling \$46,619.18.
  - Issued 21 Purchase Orders totaling \$4,395,546.04.
  - Prepared 93 Accounts Payable checks totaling \$315,259.52 and 31 Accounts Payable EFT payments totaling \$279,951.33.
  - Issued 695 past due notices on utility accounts.
  - Auto-called 102 utility customers regarding receipt of a past due notice.
  - Processed 378 payments through Interactive Voice Response System totaling \$35,727.86.
  - Grant money 2018-19 fiscal year-to-date total received, \$2.33 million dollars.
  - Prepared 375 Direct Deposits totaling \$506,704.94.
  - Transferred IRS 941 payment of \$164,062.99.

#### **Grants/PIO**

- Press Releases
  - South Ormond Neighborhood Center Pavilion Closed for Repairs (June 3-6)
  - Florida League of Cities Florida Citizenship Award (Presentation June 4 at Commission meeting)
  - Corbin Avenue Road Closure (June 5-7)
  - Walking with the Manager (6/14, 8 AM, Riverbend Nature Park)
  - Florida Licensing on Wheels (6/19, 10 AM – 3 PM)
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in Latest News, Notices, Activities/Events, and events to the City Calendar on the City's website.

- Completed weekly events calendar ad for Ormond Observer.
- Attended CIP Workshop and City Commission meeting.
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Met with Police Department staff regarding COPS SRO grant.
  - Attended VOCA grant on-site monitoring.
  - Attended 2019 Law Enforcement-Based Direct Victim Specialist Program webinar.
  - Updated CDBG FY 19-20 applications as requested by Volusia County Community Assistance.
  - Grant reimbursement requests to date for FY 18-19: \$2.4 million

#### Risk Management Projects

- Gather PTSD-related resources for continuing education
- Update property schedule
- Update drug free workplace program

#### Fire Department

- Weekly Statistics
  - Fires: 0
  - Fire Alarms: 3
  - Hazardous: 1
  - EMS: 86
  - Motor Vehicle Accidents: 4
  - Public Assists: 39
  - TOTAL CALLS: 133
  
- Aid provided to other agencies: 6 Calls – Daytona Beach (3), Holly Hill (3)
- Total staff hours provided to other agencies: 3
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 57
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 458
  
- Training Hours
  - NFPA 1001: Firefighting 121
  - NFPA 1002: Driver 45
  - NFPA 1006: Technical Rescue 4
  - NFPA 1620: Preplanning 6
  - EMT/Paramedic 22
  - TOTAL TRAINING HOURS: 198
  
- Station Activities
  - Updated 10 pre-fire plans
  - Conducted 2 fire inspections
  - Provided fire extinguisher training to employees at Ormond Lanes Bowling
  
- Significant Incidents
  - 6/4/19, 3:13 PM: 180 N. Nova Rd. – Motor Vehicle Accident – Responded to a two vehicle collision – one vehicle found on its roof with heavy damage – one patient transported to hospital.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Accreditation Specialist (Police)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Wastewater Collection & Reuse/Public Works)
    - Office Assistant IV (Support Services)
    - Part Time Maintenance Worker I (The Casements/Leisure Services)
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
    - Police Officer (Police)
    - Treatment Plant Operator C, B, A, or Trainee (Wastewater Treatment Plant/Public Works)
  - Applications Under Review
    - Tradesworker (Building Maintenance/Leisure Services)
  - Interviews Scheduled
    - Firefighter/EMT (Fire)
  - Background/Reference Checks/Job Offers
    - Administrative Assistant (HR)
    - Police Officer (Police)
    - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
    - Summer Camp Counselors (Leisure Services)
  - Separations
    - Part Time Maintenance Worker I (The Casements/Leisure Services)
  - Employee Events
    - Wellness Plan HSA contribution opportunities:
      - Non-tobacco use affidavits accepted through 12-31-19
      - Skin cancer screenings offered through 12-31-19
      - Wellness Action Team activities offered through 12-31-19
    - Blood Drive at City Hall 6-24-19

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 3 – Utility Billing – Project on schedule: working on mapping and configuring the new system conversion.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
    - IT Strategic Plan – Draft documentation review.
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 16
    - Completed: 59
    - In progress: 19

- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 54,1000
  - Inbound E-Mails Blocked: 37,887
  - Delivered Inbound E-Mails: 16,213
  - Quarantined Messages: 1,377
  - Percentage Good Email: 30.0%
  - Virus E-Mails Blocked: 5
- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 5
    - Changes: 3
    - Corrections: 0
  - Map/Information Requests: 72
  - Information Requests from External Organizations: 3
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 2,613
  - Meters GPS Located this week: 0 : Total in system = 23,736; 22,926 potable, 799 Irrigation, 11 Effluent
  - Notable Events: Created Post Inspection Atlas for Fire Dept.

## **Leisure Services**

### **Administration**

- Staff meeting
- Public Works meeting
- City Manager meeting
- Park visits
- Janitorial Services meeting
- Met with landscape contractor for weekly updates
- Interlocal Agreement presentation meeting
- School Board prep meeting
- City Commission meeting

### **Contract Manager – Grounds and Athletic Maintenance**

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

### **Environmental Discovery Center**

- Tours were given as needed on Saturday, and Tuesday through Friday
- Dr. Don Spence held an Ecosystems of Volusia County program on Saturday from 10 am to 11 am
- EDC summer hours began this week with the facility open Tuesday to Friday from 3 pm to 5 pm and Saturday 10 am to 4 pm
- Enviro Camp was held at the EDC Monday to Friday from 9 am to 3 pm
- Girl Scout Troop 1251 worked on weeding the EDC's Butterfly Garden on Friday from 10:30 am to 11:30 am

#### 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 daily
- Golden Spikes and Lady Renegades continued practicing this week Tuesday through Thursday at 6 pm on the Nova Fields and the Softball Quad at the Sports Complex
- Adult Coed Softball Playoff Games are this week at the Sports Complex on Monday, Tuesday and Wednesday at 6:20 pm and 7:30 pm
- NSA Softball Tournament at Sports Complex on Saturday and Sunday, 8:30 am to 7 pm

#### 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 Park
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Continue to remove Soccer Goals, Toters, Nets, Goals, Corner Flags, etc.
- Dragged Osceola Elementary & South Ormond Softball Field

#### Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 9 pm
- Ormond Church was held on Sunday from 8:30 am to 12:30 pm

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Monday: Kopy Kats held regular classes. CMT held on stage rehearsal and regular classes.
  - Tuesday: CMT held on stage rehearsal and regular classes
  - Wednesday: Kopy Kats held regular classes. CMT held on stage rehearsal and regular classes
  - Thursday: Kopy Kats held regular classes. CMT held on stage rehearsal and regular classes
  - Friday: CMT held in-school performances, on stage rehearsal and regular classes
- The Performing Arts Center hosted the following events:
  - Dance and Act with Ms. Debby presents "The Night Circus", 1:30 pm (200)
- The Performing Arts Center is preparing to host the following event:
  - Annual Spring Dance Showcase, Saturday, 7pm (200)

#### South Ormond Neighborhood Center

- Splash pad open until November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise on Monday evening from 5:30 pm to 6:30 pm
- Youth basketball practice, Wednesday and Friday, 6 pm to 8 pm; Saturday, 11 am to 12:30 pm

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Clean up and organization of equipment and supplies from:
  - Memorial Day Remembrance Service
  - Cassen Pier Ribbon Cutting & Dedication
  - Fred Costello Amphitheater Dedication
  - Rick Boehm Girls Softball Field Groundbreaking
- Assisted with City Commission workshop meal
- Assisting Senior Games Committee with planning tasks
- Preliminary planning of Riverbend Trail Volunteer Appreciation Dinner – June 20<sup>th</sup>



- Planning of 2019 events through July:
  - Reel in the Fun Fishing Tournament – June 15
  - Independence Day Celebration Independence Day Celebration – July 4
  - Summer Sounds Concert Series – July 12, 19, 26

#### Gymnastics

- June session in progress
- July registration open

#### Nova Community Center and Special Populations

- FitGyms conducted their personal 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 Monday through Friday from 9 am to 10 am; Wednesday and Thursday from 5:45 pm to 6:45 pm; Saturday from 9 am to 10 am
- Embry Riddle Basketball Camp will take place Monday through Thursday from 9:00 am to 12:00 pm

#### The Casements

- Tours were held at The Casements on Saturday at 9:30 am and 10:30 am
- Staff and Enviro Camp Counselors attended CPR training on Saturday from 9:00 am - 12:00 pm
- A wedding ceremony was held in Ormond Memorial Gardens on Saturday from 1:00 pm - 3:00 pm
- Enviro Camp Week One: "Creature Feature" took place at the Environmental Discovery Center from 9:00 am - 3:00 pm, Monday through Friday.
- Art Explosions Summer Camp took place at The Casements from 9:00 am - 12:00 pm, Monday through Friday.
- The Beaux Arts Gallery of Central Florida Instillation took place on Tuesday in The Casements Gallery from 9:00 am - 2:00 pm
- Missing Peace met at Bailey Riverbridge on Tuesday from 4:00 pm - 5:00 pm
- Italian Cooking Class took place at The Casements on Tuesday from 4:30 pm - 9:00 pm
- Beaux Art of Central Florida held their opening reception on Friday night from 5:00 pm - 8:00 pm
- Movies on the Halifax: "Ralph Breaks the Internet" will take place this evening in Rockefeller Gardens at 8:30 pm
- Pilates took place on Monday and Wednesday from 8:30 pm - 9:30 pm
- Yoga took place on Tuesday and Thursday from 10:00 am - 11:30 am

#### Parks Maintenance

- Performed inspections of pavilions and posted reservations
- Performed city wide park inspections
- Put up and removed barrels and caution tape at ARBP playground for new coating
- Screwed down loose boards at the new Forest Hills Connector Trail
- Removed broken airplane riding toy at the Airport Sports playground
- Fixed rope railing at Fortunato Park
- Screwed down loose boards at Central Park I
- Installed hose bib lockout on Cassen Pier and screwed down loose boards on the north side

#### 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
- A/C maintenance and repair in various City facilities
- JLG Man Lift taken to Fleet for instillation of skyhook and training on its use
- Replaced flapper at outside ladies room at SONC
- Replaced ARBP door #4 deadbolt

- Replaced handle on the door to the Reverse Osmosis Room at Water Treatment Plant
- Removed and cleaned the Ames Park photos and historical information in gazebo
- Repaired the closet door and replaced two lights in the activity room at the Senior Center
- Cleaned and repaired the downspouts and drain at SONC

### **Police Department**

#### **Administrative Services**

- Staff hosted the Weekly Staff Meeting
- Staff attended a Police Unity Tour meeting
- Staff attended Crime View
- Staff hosted a supervisor meeting
- Staff conducted Police applicant interviews
- Staff is working on the Axon camera system
- Staff is working on DAVID audit
- Staff is working on the School Recourse Officer contract

#### **Community Outreach**

- Youth Leadership Council (YLC)  
Three members of the YLC graduated last weekend. Congratulations to D'Asia Hall, Amarri Davis and Akarri Davis. Six members of the YLC program attended graduation parties on Saturday and Sunday for our YLC graduates. Members will meet the second week of June to review requirements and goals for the YLC conference July 11 – 14, 2019.
- OBPAL Basketball  
Practice was held for the boys' basketball teams on Monday and Friday last week. Seventeen (17) boys attended practice at the South Ormond Neighborhood Center. On Wednesday, eight (8) girls attended practice at the South Ormond Neighborhood Center. Practice continues through the month of July.
- OBPAL Educational Programs  
All PAL afterschool education programs have concluded for the 2018-19 school year. Programs will resume for the 2019-20 school year in late September.
- Summer Reading with a Cop  
The summer *Reading with a Cop* will be held in at the Ormond Beach Library on Wednesdays at 10:30 AM on the following dates: June 12, June 26, July 10 and July 24, 2019.
- Summer Programs  
The OBPAL six-week summer partnership with the Department of Leisure Services Summer Connections program begins June 17. OBPAL will provide summer science, summer art, summer computer lab and summer tutoring at the South Ormond Neighborhood Center. Statistics reveal that students who participate in summer learning programs maintain academic achievement levels for the upcoming school year. OBPAL will partner to provide field trips to area attractions including, the Jacksonville Zoo, SeaWorld, Wonderworks and Daytona Lagoon.

#### **Community Services & Animal Control**

- Animal Calls responded to: 32
- Animal Reports: 4
- Trap Neuter Release: 2
- Animal Bites: 1
- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 0

### Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 10
- Cases Exceptionally Cleared: 5
- Inactive: 3
- Fraud: 2
- Burglary Business: 6
- Burglary Residential: 4
- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 3
- Robbery: 1
- Assaults: 1
- Police Information: 0
- Baker Act: 2
- Assist: 1

### Records

- Walk - Ins / Window: 62
- Phone Calls: 110
- Arrest / NTA'S: 17
- Reports Generated: 103
- Reports Entered: 90
- Citations Issued: 73
- Citations Entered: 63
- Warnings Entered: 187
- Trespass Warnings: 14
- CORF Entered: 46
- Mail / Faxes / Request: 26

### Patrol

- Total Calls: 1,178
- Total Traffic Stops: 180

### Operations

- Crime Opportunity Report Forms: 46

#### 05/29/2019

- Burglary Business, 321 Hand Avenue (Storage). Lock was cut off the door. Jewelry was stolen.
- Carbreak, 469 Chelsea Place Avenue. Unlocked vehicle was entered. Cash was stolen.
- Narcotics Arrest, 1500 West Granada Boulevard. Subject was stopped for a traffic violation. Narcotics were found in the vehicle.
- Burglary Business, 5 Brown Bear Path (Bear Creek Clubhouse). The clubhouse was entered two (2) times in the last week. Cash and food was stolen.
- Robbery, 1634 North United States One (Super 8). Victim was buying narcotics from the suspect and was battered. The suspect then stole the victim's cell phone.
- Warrant Arrest, 48 Wicksfield Court. Subject with a warrant was contacted at this address.

#### 05/30/2019

- Burglary Business, 40 North Beach Street (Veranda). Unknown subject attempted to make forced entry into a shed that is on the property.

- Sex Offence, 151 Domicilio Avenue (Ormond Beach Middle School). A student filmed himself performing sexual acts and sent it to another student. The text was then spread to other students.
- Battery, 596 Robin Road Unit B. Officers responded for a disturbance and the subject battered two (2) officers and was arrested.
- Battery/Domestic Violence Arrest, 502 Collins Street. Subject battered the victim by shoving.

05/31/2019

- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject attempted to leave with shoes without paying for them.
- Larceny, 100 Block South Nova Road. A bicycle was stolen from this area.
- Traffic Arrest, 100 Block West Granada Boulevard. A hit and run crash occurred. The driver was found near Fisherman's Landing and was arrested for the driving under the influence and hit and run.
- Narcotics Arrest, 200 Block Williamson Boulevard. Subject was stopped for a traffic violation and had cocaine and drug paraphernalia.

06/01/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to leave with items without paying for them.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed items into a bag and attempted to leave the store.
- Carbreak, 726 Riverside Drive. Subject entered an unlocked vehicle. A gun was stolen but recovered during another investigation.
- Sex Offence Arrest, 300 Block West Granada Boulevard. Subject was arrested for indecent exposure.
- Burglary Residence, 6 Old Canyon Lane. Officers responded to an alarm and found a broken window. The owner is out of town, unable to confirm if anything is missing.

06/02/2019

- Burglary Residence, 2 Old Canyon Lane. A window was broken sometime overnight. The owner is out of town, unable to confirm if anything is missing.
- Battery/Domestic Violence Arrest, 178 Tomoka Avenue. Subject battered the victim by shoving.
- Burglary Residence, 37 Wilmette Avenue. A shed in the yard was entered by force. A bicycle and bag were stolen.
- Weapons Arrest, 250 East Granada Boulevard (CVS). Officers responded to a disturbance and found a subject with a stun gun. The subject is a convicted felon and was arrested for the possession of the stun gun.
- Traffic Arrest, Subject was involved in a crash and has a suspended license.
- Traffic Arrest, Subject was stopped for a traffic violation and has a suspended license.

06/03/2019

- Battery, 396 Tomoka Avenue. Victim stated that a sexual battery occurred by two (2) known subjects.
- Battery, 201 Main Trail. Victim stated that a sexual battery occurred by a co-worker.
- Miscellaneous Arrest, 1340 West Granada Boulevard (Lowes). A car break in progress call was reported. When officers arrived, two (2) subjects stayed on scene and one (1) ran on foot. All three (3) were detained and no car break was occurring. The subject that ran on foot was arrested for resisting arrest.
- Warrant Arrest, 141 South Washington Street. Subject with a warrant was contacted at this location.
- Stolen Vehicle, 758 Garden Lane. A known subject stole the victim's car overnight.

06/04/2019

- Traffic Arrest, 200 Block North Nova Road. Two (2) cars were drag racing and one (1) of the cars struck another vehicle causing it to overturn. The incident was caught on camera and the driver of the car that caused the crash was arrested. During the next shift, officers were told that the victim of the crash had passed away. Investigation is continuing.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items and attempted to leave the store.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 6
  - Number of Uniform Traffic Citations Issued: 16
  - Number of Written Warnings Issued: 2
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 12
  - 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: 26 Cases initiated
- Zone 2: 11 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 9 Cases initiated
- 16 signs have either been removed or sign cases created.
- 12 tree removal permit requests
- Administrative staff assisted with eight (8) walk-ins and seventy-one (71) telephonic inquiries.

#### Public Works

##### Airport Operation and Development

- Staff is in receipt of the independent fee assessment (IFE) needed for the construction phase of the Runway 9/27 and Taxiway Alpha Extension project. Staff requested quotes and engaged services for the IFE, which is required as part of the federal grant application process for the project.
- Staff completed work to prepare and submit to the FAA the final closeout report for the Runway 9/27 Rehabilitation project. The project was completed 29 days ahead of schedule and under budget by almost \$35,000.
- Staff has completed work with Lake Swamp, LLC to draft a reservation and sales agreement in order for the City to reserve and eventually acquire wetland mitigation credits needed for the construction phase of the Runway 9/27 and Taxiway Alpha Extension project. The acquisition of mitigation credits is contingent upon the City's receipt of grant funding for the project. Staff is now working to prepare the agreement for presentation to the City Commission.
- Staff is in receipt of the signed and sealed record drawings for the Heliport Improvements and Runway 9/27 Rehabilitation projects. Electronic and hard copies of the record drawings have been provided to the City's Engineering Division for archiving.
- The U.S. Department of Transportation's Inspector General is currently conducting an audit of the Federal Contract Tower Program. Past audits of the program have been positive and helpful with maintaining strong bi-partisan support of the program in Congress. Staff responded to a survey for the audit.

## Engineering

- Projects Summaries
  - Construction Projects:
    - Ormond Crossings Utility Extensions – Hydrant testing was performed and all four fire hydrants along the property line exceeded the minimum fire flow demand. The water main loop project that is completing construction will further increase flows such that all fire hydrants at Security First should meet minimum flows once that construction is complete.
    - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Water main installation is complete, final clearance for water main was submitted to the Health Department this week. Contractor working on final punch-list items.
    - Storm and Sewer Lining – Phase 2 – The contractor is expected to begin cleaning the storm lines the week of June 17 with lining to follow a few weeks afterwards.
    - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting –The project is substantially complete. Contractor is working on site restoration.
    - Water Plant Upgrades – Construction contracts are being finalized for signatures by contractor.
    - 2019 Roadway Resurfacing –The contractor will begin milling and resurfacing Bovard and Coquina Court at the end of June
    - Force Main Repairs – Contractor is working in the area of Spanish Waters and A1A.
    - Breakaway Trails Storage and Pumping Improvements – The tank sub-base has been placed and compacted; yard piping work has begun, the contractor is making preparations to pour the tank base.
    - Cassen Park Public Dock and Breakwater – A preconstruction meeting was held on May 23. A notice to proceed was issued for June 3.
    - WWTP Sludge Dewatering Improvements – A preconstruction meeting was held on May 16.
  - Bidding
    - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Bid was awarded at the May 7 CC Meeting, contracts have been sent to the contractor for execution.
    - HVAC Replacements – City Hall, SONC, The Casements – The bid was awarded at the May 21 CC Meeting, contracts are being prepared for execution.
    - Granada Median Landscape Improvements (Orchard Street to I-95) – Bids were opened on May 21 and are under review.
    - Memorial Gardens Retaining Wall Improvements – The project was approved for bidding at the May 7 CC Meeting, and advertised on May 12. Bids are due on June 11.
    - Nova Community Park Underground Electric Utilities – The project was approved for bidding at the May 7 CC Meeting, and advertised on May 12. Bids are due on June 12.
    - Downtown Landscape Renovations – Design is complete, project will be placed as a disposition item for approval to bid at the July 30 City Commission meeting.
    - Landscape Renovations - Design is complete, project will be placed as a disposition item for approval to bid at the July 30 City Commission meeting.
    - WTP Sludge Residuals Facility Improvements – The project was advertised on May 26, bids are due on June 26. A pre bid meeting is scheduled for June 6.
  - Design Projects:
    - North US1 Water Main and Force Main Improvements – A Work Authorization has been approved and survey work has begun for the project. The water main project will be combined with the FM improvements project along US1 and bid together as one project.
    - Fleming Ave Stormdrain Improvements – The consultant has submitted 60% design plans. Additional survey work was required and is being performed.
    - Wilmette Avenue Pumping – Provided information to FEMA for project review RFI's. Awaiting FEMA approval and issuance of construction contract agreement.

- OBSC Improvements – Championship Field 7 – An ECHO grant application was approved by Volusia County. Grant contract documentation is in process. A groundbreaking ceremony was held on June 1.
- Secondary Raw Water Main – The consultant continues to work on the design plans.
- Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – The consultant is reviewing survey for Tomoka Avenue, and scheduling survey work for Williamson Blvd.
- The Casements North Side Improvements and Carriage House – Design is in process for the drainage improvements and the Carriage House expansion.
- Stormwater Master Plan Update - 2019 – The award for design is being placed on the July 30 commission meeting.
- 2019 Communication Infrastructure – Engineering staff has prepared 60% drawings for the extension of fiber optic facilities from Division Avenue to Fire Station 92.
- Fleming Avenue Stormwater Pump Station – Preliminary modeling, design and survey are underway.
- 56 North Beach Street – The consultant's architect and interior designer have taken measurements for the preparation of the 3D model for renovations and space planning of the existing sanctuary building.
- Police Station/EOC Relocation Study – The kickoff meeting for the study was held and the consultant is preparing the background information and investigating potential sites.
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and the Engineering Division as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits for North US1/Airport Road, Watchtower Drive, and 780 North Nova Road directional bores, per AT&T request.
  - Researched and provided PDF copies of the as-builts for the Airport Road force main project, and the North US1 Reuse Main project, per Utilities Division request.
  - Researched irrigation well connection points for Breakaway Trails, per Utilities Division request.
  - Researched documents and began the sketch and legal description to correct the Plantation Oaks Blvd. right-of-way gaps.
  - Researched right-of-way information from old drawing files to show location on the proposed Old Tomoka Avenue sidewalk project plan set.
  - Prepared Corbin Avenue road closure notices.
  - Prepared City Hall boat trailer parking plan related to the upcoming Cassen Park boat dock construction project.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Pull forms & cones/clean-up on S Beach St; stress cut
- Recycled concrete & asphalt at PW shop
- Ripped out sidewalk & basin, concrete pour on 100 block of S Halifax Dr.
- Finish prep and concrete pour on Harvard Dr

### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed 2 dead holly trees in Cassen Park, dead palm on Seville St, diseased oak at end of Parkwood Dr, dead pine on Big Buck & Deer Lake

- FDOT trimming on SR40 E/O Nova Rd
- Picked up debris pile on Parkwood Dr

#### 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
- Load scrap metal take to scrap yard at PW shop
- Delivered dirt for Parks at Nova Rec

#### 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
- Installing various signs on Wilmette Ave
- Ordered Sign Shop materials

#### Stormwater Maintenance

- Reachout mowing on SR40
- Locates citywide
- Moved millings at Airport
- Gates & pumps citywide
- Lift station repair on Bennett Ln
- Prep/replaced pipe and basin on Harvard Dr
- Removed grates/inspected at Bryant & Fleming

#### Street Sweeping/Streetsweeper

- 132 miles of road cleaned
- 36 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 22,345
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 10,500 gallons unleaded, 6,800 gallons diesel
  - Fuel used in one week: 2,161 gallons of unleaded and 593 gallons of diesel.
  - Fleet completed 42 work orders this week.

#### Utilities

##### Projects Summary

- Breakaway Trails Reuse Storage and Pumping Improvements – Site clearing and staking for 2MG new tank is completed.



- Breakaway Trails Yard Electrical and Pump Upgrades – Transformer 480 volt wiring completed. Emerson RTU is being installed.
- Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Ashford Lakes control panel delivery scheduled for mid-June.
- SCADA Integration Services – VT Scada alarm text messaging interface module is installed. Lift Station VT SCADA scheduled to go live June 1.
- Shadow Crossings Reuse Pump Facility Upgrades – VE meeting to be scheduled with staff.
- WTP Elevated Water Tank Rehabilitation – Structural repairs scheduled to be completed mid-June. Paint drawdown samples from Tnemec Paints are being reviewed by staff.
- WTP LPRO Membrane Replacement – Membrane delivery re-scheduled for June 24.
- WTP Lime Slaker and Sodium Hypo Upgrades – Construction contracts are being finalized for signatures by contractor.
- WTP Sludge Residuals Facility Improvements – Bids are due June 26.
- WWTP Influent Pumps VFD Replacement – Contractor to provide schedule for Emerson Controls PLC programming.
- WWTP Sludge Dewatering Improvements – A preconstruction meeting was held on May 16.
- WWTP Operating Permit Renewal – WWTP Operating Permit has been presented for CM signature.
- Force Main Repairs – Work has begun in the area of Spanish Waters and A1A.
- North US1 Water Main and Force Main Improvements – A Work Authorization has been approved and survey work has begun for the project. The Water Main project will be combined with the FM improvements project along US1 and is on hold until the FM project is designed and the combined bid package can be prepared.

#### SPRC Projects (Utilities Review)

- 88 South Atlantic Avenue, Ocean Club Ormond Beach – Received plans for review.
- 18 Stratford Place, easement release – Received plans for review.
- 100 West Granada Blvd, The Pumphouse – Received plans for review.
- 26 North Beach Street, FUGU Restaurant – Received plans for review.

#### Water Treatment

- Delivered 48.42 million gallons for the week ending May 31, 2019 (6.92 MGD).
- Backwashed 11 filters for a total of 621,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 30, 2019 @ 6.608 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled 64.8 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Contractor working on Plant Elevated Tank.
- Contractor completed work on filter pipe supports.

#### Wastewater Treatment

- Domestic and Industrial Wastewater flow was 30.03 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.29 MGD.
- Produced 30.03 Million Gallons of Reuse.
- Produced 0.00 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (May 01, 2018 – April 30, 2019) (MGD):
  - Influent 4.89 MGD (Permit 8 MGD);
  - Surface Water Discharge 1.31 MGD (Permit 6 MGD);
  - Reuse 3.94 MGD (Permit 10 MGD)
- Hauled 123.16 tons of dewatered residual solids (14%-18% Solids).
- Current weekly sludge hauling ending 5-31-2019
- 6 trailer loads of treated sludge were sent to contractor.

#### Water Distribution

- Responded to 23 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 16 calls for water service leaks.
- Installed 13 new residential water services.
- Replaced 12 broken meter boxes.
- Replaced 5 water services due to low pressure or leaks.
- Performed maintenance activities on 33 fire hydrants on the beachside.
- Performed pressure testing on 5 and repaired 2 City owned BFP devices.
- Performed maintenance activities on 12 main line valves.
- Replaced 2 residential water meters.
- Performed accuracy testing on 4-2" commercial water meters.
- Located 2 residential water meters for the Finance Dept.
- Repaired landscaping from excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 166 regular and 2 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 4 reuse trouble calls.
- Continued to make adjustments to reclaimed distribution system due to heavy demand.
- TV'ed gravity main in Spanish Waters at Inspector's request to make sure line was clear of debris.
- Located C/O and TV'ed main at 209 Woodland Ave. City side clear.
- Rebuilt collapsed C/O at 49 Coquina Ridge Way.
- Performed visual inspection of reclaimed distribution system looking for leaks. None found.
- Located and marked isolation valve for Mid US 1 irrigation system. US 1 & Nova Rd.
- Located and replaced reclaimed box. Turned on.
- Located, cleaned out, marked and verified that reclaimed service was on at 22 Old Bridge Way.
- Complete rewire of PEP system at 48 Canterbury Woods.
- Assisted contractor at Breakaway yard.
- Turned on reclaimed service after customer repaired leak at 96 Hilldale Ave.
- Raised reclaimed service to grade at 15 Black Pine Way.
- Installed new reclaimed box and adjusted to grade at 4 High Bluff Way.
- Rewired PEP system at 70 Tomoka Ridge Way.
- Assisted Stormwater at 53 Harvard Dr.
- Responded to back up call at 248 N. Yonge St. Plumber on scene. Customer issue.
- Follow Up TV at 60 Reynolds Ave. Heavy roots, cleaned line, reTV in 6 months.
- Located and marked Reclaimed services at 56, 138 and 154 Black Hickory Way per customers request.
- Locate, exercised and marked reclaimed distribution isolation valves outside Breakaway compound.
- ReTV'ed lateral at 48 W. Granada Blvd. Verified that line is 6" vcp.
- Locate and mark PEP system and reuse valves at 4 Fox Cliff Way
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 10 psi, Ocean Mist Hotel 0 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 10 psi, Westland Run 12 psi Shadow Crossing Blvd. (4 inch) 13 psi.

#### Wastewater Plant – Lift Stations

- Post anoxic #1-2 - Called in by operator on shift, mixer not responding to controls, main breaker won't reset, problem believed to be in field wiring. Followed up during regular hours, burnt wiring identified at terminals in junction box, corrected wiring and returned to service.

- Poly Blend Unit #1, not working, mixing chamber clogged, bad fuse for mixing motor causing chamber to load up with polymer but not mix it. Replaced fuse, mixing motor now working properly, ok.
- 4P, Pump #2 not working, begin disassembly for replacement with new inventory.
- San Marco – Called in to Public Works office – station backed up, found wet well high, no calls or texts from WIN911, no local alarms, pulled both pumps to deragg impellers & volutes, found bad relay in control cabinet causing local alarm problem, replaced relay and tested local alarm, RTU receiving information from control cabinet but not sending/receiving to SCADA, RTU repair needed, will continue to monitor.
- SCADA, assist Star Controls as needed with field testing of lift stations.
- Breakaway Trails - rental Thompson portable lift station pump, fueled, and tested float start system to confirm pump operation.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 9M, high level, found wet well pumped down, found pumps responding to controls as requested, found probe wiring damaged by wild life, replaced probe and high level back-up float with new inventory, ok.
- SCADA monitor/response: Sandy Oaks, high run hours at pump #2, pulled pump, not pumping water, amp draw nominal, impeller and volute both clear, continuing to troubleshoot station ok at this time operating on Pump #1 only. Disassembled #2 riser stack and pulled check valve to inspect for blockage, reinstalled pump and tested, station operating normally, will monitor.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Influent Bypass pump; Final Tanks Bypass pump; deragged Submersible Aerator #1 South.
- Annual Plant PM's: Fermentation Submersible Mixer #4.
- Lift Station PM's: 12 monthly performed and 1 annual.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Polymer building, Installed new breaker and wiper for backup motor.
- Clari-Cones 1 & 2, flush pH lines and injection ports.
- Old reuse pump station at WWTP, identified usable pump/motors, connected centrifugal pump #4 for backup plant use, prepared 50 HP split case pump/motor for transport and temporary install at Breakaway Trails reuse as a backup to 50 HP distribution pumps.
- R.O. Train #4, repaired leaking test ports.
- South Sludge Pit, replaced 2 – 4 inch brass gate valves on west side.
- Shadow Crossing reuse, make operational changes as instructed.
- Operational check: Shadow Crossing Reuse, Hudson Wells, Rima wells.
- Monthly PM's: Hudson wells 25, 26, 27, 28.

#### Utilities Regulatory Activities

- Consumer Confidence Report (CCR) – The CCR, as known as the Water Quality Report, is posted to the City's website for review by interested parties. The Utility will also distribute paper copies to the City's bulk customers and public locations, such as Public Works office, apartment complexes and the library, to saturate the area with its important information.
- Water Treatment Plant – On Tuesday, June 4, chlorine residual levels temporarily dropped below requirements for a period of less than four hours, however finished water remained in compliance throughout that period. The incident was reported to Volusia County Health Department as required.

#### Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.

Honorable Mayor and City Commissioners  
June 7, 2019  
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- Staff attended and provided support for June 4, 2019, City Commission Capital Improvement Program Workshop and City Commission Meeting.