

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 28, 2019

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 meeting with various members of senior staff
- Staff meeting

Spoke to, attended and/or met with:

- Attended Civil Discourse public meeting hosted by CANDO2 Monday evening at the library, topic was water use and conservation
- Claims Committee meeting
- Fire Department retirement and promotional ceremony
- Senior staff and Flagler County senior staff regarding water and sewer on US1
- United Way Board development conference call
- Oriented College Intern Samantha Jacobs. She is a rising junior at FSU and is studying public policy. She will be will us for just three short weeks for a total of about 80 hours.

PIO – Public Information

- Press Releases/Media
 - Hurricane Prep
 - Reclaimed Water Usage on the Rise
 - Media contact responses
- Social Media
 - Hurricane Prep Campaign #OBprepares
 - Summer Drive Smart Campaign #OBDrivesSmart
 - Fireworks Laws to educate for 4th of July
 - Working on water conservation/septic to sewer/reuse education campaign
 - NextDoor platform launched for geo-targeted alerts and notices
 - RING platform launched with OBPD
- Attended
 - Reuse water discussion
 - Weekly City Manager staff meeting
 - Meeting with Ormond Beach Chamber President/CEO
 - Leisure Services social media and web needs discussion
 - Coffee With A Cop
 - OBPD awards nominations discussion
 - Press Conference with State Attorney R.J. Larizza (Calib Scott case)
 - Fire Department Retirement & Promotions/Badging Ceremony
 - Volusia/Flagler Public Information Network Meeting

- Training
 - FEMA training
 - NextDoor training
 - FinalCut pro webinar
 - RING training with OBPD

Community Development

Planning

- The July 11, 2019 Planning Board meeting has the following items on the agenda:
 1. An application submitted by Joe Hopkins, P.E., of The Performance Group (applicant), on behalf of the property owner of 88 S. Atlantic Avenue, LLC, for a rezoning from B-4 (Central Business) to Planned Business Development (PBD) and issuance of a development order. The Ocean Club Ormond Beach Planned Business Development rezoning seeks to demolish the existing structure and re-construct a retail building of approximately 8,596 square feet with associated site improvements. The applicant seeks to (1) allow a rear yard wall waiver, (2) reduce the rear yard landscape buffer from 30' to 15', and (3) allow outdoor product display under certain conditions. The subject property is located at 88 South Atlantic Avenue.
 2. An application submitted by James A. Stowers, Esquire, on behalf of CST Holdings, LLC, for the properties at (1) 135 North Yonge Street, (2) 145 North Yonge Street, (3) 195 Highland Avenue, and, (4) 205 Highland Avenue for a Small-Scale Comprehensive Plan Land Use Map amendment. The properties are a total of approximately 6 acres with 2.52± acres designated with the land use of "Low Density Residential" and 3.48± acres designated with the land use of "Commercial". The Small-Scale Comprehensive Plan Land Use Map amendment seeks to: (1) amend the designation of the 2.52± acres from "Low Density Residential" to "Medium Density Residential," increasing the residential density from 4.3 units per acre to 12 units per acre, (2) limit the allowed Floor Area Ratio (FAR) to 0.20 for the 2.52± acres proposed to be designated "Medium Density Residential," and (3) reduce the residential density within the 3.48± acres currently designated "Commercial" from the existing 32 units per acre to 22 units per acre.
- The Downtown Steering Committee concluded their review and recommendations for the Downtown master plan update. The draft master plan update is scheduled to be presented to the City Commission on August 7, 2019 at a City Commission workshop.
- 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 the lot which is 50' in width. The application shall be heard on July 3, 2019 by the Board of Adjustment and appeals.
- Staff attended a neighborhood meeting regarding a Comprehensive Plan land use map application for the land at 135 and 145 North Yonge Street and 195 and 205 Highland Avenue. The neighborhood meeting had approximately 25 individuals in attendance. Primary concerns included existing high speed traffic on Dix and Highland Avenues, the access management of US 1 that allows left hand turns into Highland Avenue, commercial and multifamily traffic, land use density, site development (building appearance, setbacks, drainage, price of units), decrease of property value, overbuilding the property. The land use application establishes the maximum/theoretical density and intensity of the property and does not contain construction plans. The site plans are developed after the land use amendment and would require additional public hearings. City staff are working to review the concerns presented at the neighborhood meeting and intend to hold a meeting with property owners along Dix and Highland Avenues regarding the existing traffic concerns.
- Planning staff has received a Land Development Code amendment to remove 71 Orchard Lane, a locally designated historic landmark from the City's adopted Historic Landmarks List. The structure at 71 Orchard Lane is also a nationally designated landmark with the National Register of Historic Places. The structure has been certified as an unsafe structure and has been ordered to be demolished or repaired in accordance with the City's unsafe building abatement ordinance. The

property owner has indicated that they will seek demolition. The Land Development Code amendment shall be reviewed by the Historic Landmark Preservation Board on July 15, 2019.

- Staff attended the Technical Coordinating Committee for Public School Facility Planning.
- The Antares Assisted Living Facility project is moving forward to construction. The project shall construct an Assisted Living Facility of 124 units with 37 units designed specifically for memory care. The building is a three-story building along the Granada Boulevard frontage that transitions to a one-story structure abutting the residential subdivision of Kings Crossings. The total building size is 122,095 square feet. The project has obtained an engineering permit for site work and has been approved for a building permit. Staff has been in contact with an abutting property owner and a member of the Kings Crossings Homeowners Association. The project is currently establishing tree protection and silt fencing. It is expected that construction would start in the next two to three weeks.
- City staff have been provided a proposed Comprehensive Plan amendment from the City of Daytona Beach that is approximately 990.05 acres and located west of the land approved as Minto, Parcel A. The project is located in the City of Daytona Beach and Ormond Beach is the water and sewer provider only for the property. The application seeks 2,400 residential units and 399,500 square feet of commercial use. City staff are reviewing the Comprehensive Plan amendment information submitted.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 425 inspections performed within the City (23 by Private Provider).
- 129 permits issued within the City, with a valuation of \$2,957,622.

Development Services

- The Site Plan Review Committee met with:
 1. Saboungi Construction, 290 Kenilworth Avenue. Saboungi Construction is experiencing issues with construction materials and desires to construct a warehouse. The site is zoned a B-8 (Commercial) and the warehouse use is not a permitted use in the zoning district. SPRC staff met with the applicant and detailed options, including the application of the PBD rezoning to allow warehouse use. Saboungi Construction indicated a strong desire to remain at this location and SPRC staff stated that the warehouse to the construction office could be processed through the rezoning.
 2. 100 West Granada Boulevard, The Pumphouse and 26 North Beach Street, FUGU. City staff, the project engineer, project owner representative, and contractor met to discuss remaining outstanding SPRC comments. The project owner representative indicated that a Building Improvement Grant would be sought for the structure at 100 West Granada Boulevard (old gas station).
- The SPRC conducted a final inspection at 125 East Granada Boulevard, Starbucks. The project has been issued a Certificate of Occupancy.
- Projects under SPRC review include:
 1. Partial ROW Vacation (Stor-It site plan) for Gower Street, Magnolia Street, and Flagler Road. 2nd review. Partial right-of-way vacations associated with the Stor-It project. It is anticipated that the notice of intent to vacate would be on the July 30, 2019, City Commission agenda.
 2. 680 Riverside Drive, easement release. 1st review. Release of a drainage and utility easement along the side of the property.

3. 99 Portland Street, Stor-It Boat & RV Center, Phase 2. 2nd review. Expansion of Stor-It RV and Boat to include Phase II consisting of construction of 106 Boat and RV storage parking spaces.

- 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 | 1% |
| Breakaway Trails Ground Storage tank | 5% |
| Broadwater Bridge | 0% |
| Cardinal Drive Beach parking | 88% |
| Chase Bank | 55% |
| Coolidge Avenue Office/Warehouse | 15% |
| Granada Plaza sewer improvements | 5% |
| Granada Pointe | 98% |
| Independence Recycling of Volusia | 95% |
| Love's Travel Store | 15% |
| Lucky's Market | 99% |
| Oceanside Golf and Country Club (seating) | 15% |
| Ormond Beach Surf Style | 35% |
| Ormond RC, Building 1C | 55% |
| Pineland Trail re-alignment | 10% |
| Security First | 88% |
| Shoppes on Granada, Phase 2 | 88% |
| Starbucks @ Granada Plaza | 90% |
| Thomas & Betts parking improvements (Phase 1) | 92% |
| Volusia Memorial Mausoleum | 85% |
| WaWa | 35% |
| Residential | |
| Cypress Trails subdivision | 72% |

| | |
|----------------------------------|-----|
| Huntington Green | 20% |
| Huntington Villas | 40% |
| Pineland residential subdivision | 70% |
| Deerfield Trace | 0% |

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. 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.
 - The City was provided a State Appropriation of approximately \$472,000 for Phase 1 of the airport extension roads.

- 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 attended 1Million Cups Daytona.
 - Staff attended the Team Volusia Board of Directors Meeting.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 30 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 worksheet 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, 100% 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 31 Journal Entry Batches.
 - Approved 17 Purchase Requisitions totaling \$100,070.28.
 - Issued 18 Purchase Orders totaling \$72,572.15.
 - Prepared 127 Accounts Payable checks totaling \$565,214.39 and 51 Accounts Payable EFT payments totaling \$618,836.88.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 170 utility customers regarding receipt of a past due notice.
 - Processed 350 payments through Interactive Voice Response System totaling \$41,863.54.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.73 million dollars.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Grant reimbursement requests to date for FY 18-19: \$2.4 million.

Risk Management Projects

- Attended Claims Committee meeting.
- Prepared applications for property, casualty & liability insurance coverage.
- Processed subrogation demands.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 7
 - Hazardous: 2
 - EMS: 70
 - Motor Vehicle Accidents: 4
 - Public Assists: 47
 - TOTAL CALLS: 132
- Aid provided to other agencies: 13 Calls – Daytona Beach (4), Holly Hill (3), Volusia County (6)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 60
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 98
- Training Hours
 - NFPA 1001: Firefighting 65
 - NFPA 1002: Driver 80
 - NFPA 1021: Officer 57
 - NFPA 1500: Safety/Equipment 49
 - NFPA 1620: Preplanning 15
 - EMT/Paramedic 55
 - TOTAL TRAINING HOURS: 321

- Station Activities
 - Updated 8 pre-fire plans.
 - Conducted 4 fire inspections.
 - Participated in the Hurricane Expo at Destination Daytona.
- Significant Incidents
 - 6/24/19, 11:48 AM: Wilmette Ave. / N. US-1 – Motor Vehicle Accident – Responded to a two vehicle T-bone collision with rollover – heavy damage to both vehicles – all occupants were transported to the hospital.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Accreditation Specialist (Police)
 - Deputy City Engineer (Engineering/Public Works)
 - Part Time Maintenance Worker I (The Casements/Leisure Services)
 - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Permit Technician (Planning)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Tradesworker (Building Maintenance/Leisure Services)
 - Interviews Scheduled
 - Office Assistant IV (Support Services)
 - Treatment Plant Operator C, B, A, or Trainee (Wastewater Treatment Plant/Public Works)
 - Background/Reference Checks/Job Offers
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection & Reuse/Public Works)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Police Officer (Police)
 - Separations
 - Part Time Maintenance Worker I (The Casements/Leisure Services)
 - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2019:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings
 - Wellness Action Team activities

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: 15
 - Completed: 50
 - In progress: 40
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 42,631
 - Inbound E-Mails Blocked: 25,500
 - Delivered Inbound E-Mails: 17,131
 - Quarantined Messages: 1,593
 - Percentage Good Email: 40.2%
 - Virus E-Mails Blocked: 2
- Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 8
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,644
 - Meters GPS Located this week: 0 : Total in system = 23,737; 22,926 potable, 800 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Public Works meeting.
- Park visits.
- Janitorial Services 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
- EDC summer hours continued 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
- EDC staff & EDC Volunteers held a Puppet Show program on Wednesday from 3 pm to 4 pm

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
- 12U Golden Spikes continue practicing this week on Tuesday through Thursday nights at 6 pm at the Nova Fields
- LR Softball practiced on Tuesday and Thursday at 6 pm at the Sports Complex
- SHS Baseball practiced on Monday and Thursday at 6 pm at the Sports Complex

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Dragged Osceola Elementary & South Ormond (2) Softball Field
- Sprayed weeds at Osceola Elementary
- Edged 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:
 - CMT held Summer Camp Monday through Friday.

South Ormond Neighborhood Center

- Splash pad open until November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Youth basketball practice, Wednesday, 6 pm to 7:15 pm; Saturday, 11 am to 12:30 pm
- Summer Camp Connection, Monday through Friday, 7:30 am until 5:30 pm
- Summer Food Program, Monday through Friday, breakfast at 9 am and lunch at 12 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisting Senior Games Committee with planning tasks
- Planning of 2019 events:
 - Independence Day Celebration – July 4
 - Summer Sounds Concert Series – July 12, 19, 26
 - Hometown Heroes Banner Ceremony, November 9

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 was held various times throughout the week
- Summer basketball league took place Monday through Friday 2 pm to 4 pm
- Summer Volleyball league met on Tuesday and Thursday from 6 pm to 8 pm
- Pickleball took place on Tuesday and Thursday from 10:30 am to 1:30 pm
- Camp T-Rec is held Monday through Friday from 8 am to 5 pm

The Casements

- Tours were held at The Casements on Saturday at 9:30 am and 10:30 am.
- International Day of Yoga took place in Rockefeller Gardens on Saturday from 6:30 am to 9:30 am.
- India Day took place in Rockefeller Gardens on Saturday from 6 pm to 10 pm.
- Beaux Arts "This is Why I Wake Up Every Morning!" gallery exhibit remains on display through the month of June.
- Enviro Camp Week 4 "Eco Challengers!" took place Monday through Friday from 9 am to 3 pm.
- Pat Spano's Art Explosion Summer Camp week four took place at The Casements Monday through Friday from 9 am to 12 pm.
- A birthday party rental took place on Thursday on The Casements North Lawn from 3 pm to 8 pm.
- Pilates took place on Monday and Wednesday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.

Parks Maintenance

- Performed city wide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Installed hand rail at the Birthplace of Speed Park
- Installed no swimming and no diving signs at the Cassen Pier, Riviera Park and Sanchez Park
- Replaced the end of the slide chute at Magic Forest
- Filled in the seawall holes at Riviera Park
- Filled washout by the mailbox at Nova Community
- Installed 3 "No Bike" signs at Fortunato Park
- Replaced missing board at Joyce Ebbets Pier

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
- Replaced shoreline plug (electricity for the fire truck) in middle bay of FS #93
- Replaced ARBP water fountain on the north side of the pavilion
- Repaired the water fountain push buttons at SONC
- Replaced the rules signs at the Skate Park
- Repaired a flickering light in Finance
- Repaired the concession door at ARBP
- Replaced damaged soap dispenser at ARBP
- Replaced a hall light at PAC
- Repaired leak at PAC coming from the A/C condensate system
- Repaired the front door at the Ames House
- Repaired irrigation pumps at Airport Sports
- Replaced the light pole on Nova MVA# 19-05-00032
- Repaired taxiway and runway lights at the airport
- Traced circuits at the old airport hangers for Stormwater Division
- Replaced shoreline cord cap at Fire Station #91
- Repaired lights at the Airport Sports Pop Warner area parking lot
- Replaced the timer switch for the lights at The Casements

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Four (4) new officers started this week
- Staff attended a Claims committee meeting
- Staff attended a Volusia/Flagler Police Chiefs Association meeting
- Staff attended AXON body camera training
- Staff is conducting background checks for new officer applications
- Staff attended a Police Explorer conference
- Staff is working on radar trailers
- Staff is setting up Coffee with a Cop events

Community Outreach

- Youth Leadership Council (YLC)
 - Six (6) YLC members attended a movie Tuesday, June 18, for their monthly fun night out. Eight (8) YLC members assisted as chaperones during the Jacksonville Zoo field trip on Wednesday June 19. Eight (8) members participated in practice for the Annual YLC Conference Lip Sync Battle on Friday, June 21.
- OBPAL Basketball
 - Practice was held for the boys' basketball teams on Monday and Friday last week. Twenty-four (24) boys attended practice at the South Ormond Neighborhood Center. On Wednesday, six (6) girls attended practice at the South Ormond Neighborhood Center. Fifteen (15) members of the boys' basketball team participated in a tournament at the DME June 22-23 in Daytona Beach. The 8th grade team finished first in the Bronze Division.
- PAL Summer Programs
 - Summer Reading with a Cop
 - Reading with a Cop was held at 10:30 am, on Wednesday, June 26 at the Ormond Beach Library. Ken Jones, Evidence Crime Scene Supervisor was the guest reader. The theme for this session was camping.
 - Summer Educational Programs
 - Sixty (60) campers ages 6 – 9 are participating in the OBPAL summer science, summer art, summer tutoring and summer computer lab classes Monday through Thursday at the SONC. Ninety (90) children ages 6 – 12 and thirteen (13) chaperones attended the first field trip on June 19 to the Jacksonville Zoo.

Community Services & Animal Control

- Animal Calls responded to: 48
- Animal Reports: 4
- Trap Neuter Release: 4
- Animal Bites: 1
- Animals to Halifax: 2
- Wildlife Calls: 0
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 4
- Inactive: 0
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 1

- Larceny Car break: 6
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 2
- Baker Act: 5

Records

- Walk - Ins / Window: 86
- Phone Calls: 117
- Arrest / NTA'S: 25
- Reports Generated: 105
- Reports Entered: 95
- Citations Issued: 88
- Citations Entered: 72
- Warnings Entered: 178
- Trespass Warnings: 11
- CORF Entered: 48
- Mail / Faxes / Request: 29

Patrol

- Total Calls: 1,195
- Total Traffic Stops: 144

Operations

- Crime Opportunity Report Forms: 48

06/19/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Carbreak, 901 South Beach Street (Riviera Park). Parts were stolen off a motorcycle when the victim left it in the park because it had broken down.
- Carbreak, 333 West Granada Boulevard (Golds Gym). Unlocked vehicle was entered sometime last week. A gym bag was stolen.
- Carbreak, 335 Clyde Morris Boulevard. Unlocked vehicle was stolen and a purse was stolen.
- Carbreak, 350 Riverside Drive. Forced entry was made to a trailer and tools were stolen.
- Narcotics Arrest, 548 North Tymber Creek Road. A methamphetamine lab was found and the suspect was arrested.
- Warrant Arrest, 1287 West Granada Boulevard. Subject with a warrant was contacted in this location.
- Battery/Domestic Violence Arrest, 95 Jamestown Drive. Subject battered a juvenile victim during an argument.

06/20/2019

- Larceny, 806 Riverside Drive. Purses and other items were stolen during a house party.
- Carbreak, 873 Hull Road Unit 10. Entry was made by breaking a window. Tools were stolen.
- Vandalism Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was arrested for vandalizing property.

- Battery/Domestic Violence Arrest, 205 South Atlantic Avenue (Best Western). Subject battered the victim during an argument.

06/21/2019

- Burglary Residential, 450 Tomoka Avenue #114. Front door was forced open. A purse with \$2,000 cash was stolen.
- Warrant Arrest, 1604 North United States Highway One (Red Roof Inn). Subject with a warrant was contacted at this location.
- Warrant Arrest, 45 Kenilworth Avenue. Subject with a warrant was contacted at this location. The subject also had narcotics and was charged with that as well.

06/22/2019

- Battery on Law Enforcement Officer Arrest, 1310 West Granada Boulevard (Panera Bread). Subject that was contacted for a felony traffic violation punched and kicked officers while making an arrest. The subject was also able to obtain an officer's Taser but was unable to deploy it.
- Battery/Domestic Violence Arrest, 125 South Orchard Street. Subject battered the victim during an argument.
- Battery, 241 North United States Highway One (Pirana Grill). Subject poured beer into the victim's hair. Victim did not want to press charges.
- Narcotics Arrest, 1000 Block West Granada Boulevard. Subject was stopped for a traffic violation and was in possession of a crack pipe.
- Narcotics Arrest, 100 Block Clyde Morris Boulevard. Subject was stopped for a traffic violation and was in possession of marijuana.

06/23/2019

- Larceny, 8 Niagara Falls Drive. Jewelry and narcotics were stolen. Victim believes it was a contactor that was in the home doing work.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects were stopped for concealing items and attempting to leave.
- Carbreak, 10 Woodgate Court. Unlocked vehicle was entered and a firearm was stolen.
- Violation of Probation Arrest, 1102 West Granada Boulevard (Speedway Gas). A juvenile subject that was in an argument with a family member ran on foot from the police but was caught. The subject was in violation of probation for the act.
- Stolen Vehicle Arrest, 17 Byron Ellinor Drive. Subject that stole a vehicle was contacted and arrested. The vehicle is still missing since the subject loaned the vehicle out.
- Narcotics Arrest, 700 Block South Nova Road. Subject with narcotics was contacted in this area.

06/24/2019

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject stole liquor and drove away in a vehicle.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole items and was stopped by loss prevention.
- Shoplifting, 1458 West Granada Boulevard (Bealls). Subjects concealed \$1,000 in clothing then fled in a stolen vehicle.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects were stopped by loss prevention and arrested.
- Carbreak, 50 Park Place. Unlocked vehicle was entered. Nothing was stolen.
- Carbreak, 1478 West Granada Boulevard. Unlocked vehicle was entered and a shopping bag was stolen. The subjects were caught in Holly Hill and arrested.
- Battery/Domestic Violence Arrest, 485 South Atlantic Avenue (Maverick Motel). Subject battered the victim then made a threat to harm himself with a gun.

06/25/2019

- Battery/Domestic Violence, 32 Byron Ellinor Drive. Subject battered the victim during an argument over a cell phone.

- Carbreak, 299 North Orchard Street. Unlocked trailer was entered. Landscaping items were stolen.
- Narcotics Arrest, 7 Arbor Lake Drive. Subject with narcotics was contacted in this area.
- Stolen Vehicle Arrest, 1000 Ocean Shore Boulevard (St. Brendan's church). A stolen motorhome was located with a subject inside. Motorhome was recovered and given back to the owner at Giant Recreation World.
- Trespass Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject that was issued a trespass warning returned to the property.
- Warrant Arrest, 595 Collins Street. A subject with a warrant was contacted at this location.
- Carbreak, 294 West Granada Boulevard (KFC). Unlocked vehicle was entered. A purse was stolen.
- Carbreak, 1 South Beach Street (Cassen Park). Unlocked vehicle was entered. Wallet, cellphone, and keys were stolen.
- Burglary Business Arrest, 657 South Atlantic Avenue (Driftwood Motel). Subject made forced entry into an occupied room and was chased off but was caught breaking into another room.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 27
 - Number of Uniform Traffic Citations Issued: 38
 - Number of Written Warnings Issued: 25
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 18
 - Number of Crashes with Injuries: 2
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 18 Cases initiated
- Zone 2: 13 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 1 Case initiated
- 10 signs have either been removed or sign cases created.
- 25 tree removal permit requests
- Administrative staff assisted with five (5) walk-in's and eighty-one (81) telephonic inquiries

Public Works

Airport Operation and Development

- A site survey for a planned mission support upgrade project at the air traffic control tower was conducted this week by representatives of the FAA's Southern Region Office. The site survey took place on June 27 and included representatives from the City, FAA, LS Technologies, and AT&T.
- Staff met with representatives from the FAA and the FDOT to review the airport's capital improvement projects for the next five years, and to discuss the funding plan for those projects.
- Staff is working with FPL to determine the cause of several recent power interruptions at the air traffic control tower. FPL has installed special monitoring equipment in an effort to identify the cause of the interruption.
- The St. Johns River Water Management District has issued the required permit for the construction phase of the projects to extend Runway 9 and Taxiway Alpha.

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 – Project is complete. Fire hydrants are being flow tested.
- Storm and Sewer Lining – Phase 2 – The contractor is expected to begin cleaning the storm lines this week with lining to follow in a few weeks.
- Water Plant Upgrades – Contractor has executed construction contracts are being finally executed by the City. A pre-construction meeting is being scheduled for the week of July 8.
- 2019 Roadway Resurfacing –The contractor will begin milling and resurfacing Bovard and Coquina Court in the next week or two.
- Force Main Repairs – Contractor has completed the rebuild in the area of Spanish Waters. Work at Laurie Drive was postponed until after July 4.
- Breakaway Trails Storage and Pumping Improvements – The tank base was poured last week, the contractor is preparing to begin construction of the vertical tank walls.
- Cassen Park Public Dock and Breakwater – The contractor has mobilized a barge and crane in order to install the wooden dock from the shore to the point of where the gangway extends to the concrete dock.
- WWTP Sludge Dewatering Improvements – A pre-construction meeting was held on May 16. Material submittals are being reviewed.

- Bidding
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Bid was awarded at the May 7 CC meeting, contracts are being executed.
 - 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) – The apparent low bidder is RJ Landscape Contractors, Inc. Bid award is scheduled for the August 7 CC meeting.
 - Memorial Gardens Retaining Wall Improvements – Bids were opened on June 11 and are under review.
 - Nova Community Park Underground Electric Utilities – Bids were due on June 12, no bids were received. The project will be re-advertised.
 - Downtown Landscape Renovations – Design is complete, project will be placed as a disposition item for approval to bid at the July 30 CC meeting.
 - Landscape Renovations - Design is complete, project will be placed as a disposition item for approval to bid at the July 30 CC meeting.
 - WTP Sludge Residuals Facility Improvements – Bids were opened on June 26 and are under review.

- Design Projects:
 - North US1 Water Main and Force Main Improvements – Survey work is in process for the force main portion of the project.
 - Fleming Ave Storm Drain Improvements – The consultant has submitted 60% design plans. Additional survey work was required and is being performed. Revised plans are expected the week of July 8.
 - 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 working on submittal of 30% design plans for staff review.

- 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 agenda
- Fleming Avenue Stormwater Pump Station – Preliminary modeling, design and survey are underway. The preliminary design report and 30% plans are expected at the end of July.
- 56 North Beach Street – Conceptual plans have been submitted for staff review.
- 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 as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 265 Kenilworth Avenue directional bore, as requested by AT&T.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Southland Avenue directional bore and 100 Business Center Drive directional bore, as requested by Brighthouse.
 - Created Fleet/Public Works base drawing for proposed landscape project, per Landscape Architect's request.
 - Created construction base drawing based on the survey of Rivera Park for proposed design Improvements.
 - Completed tree in the right-of-way-locate at 341 Parkwood Drive, per Streets Division request.
 - Created fire hydrant map for Ormond Crossings water main loop project.
 - Researched old as-built files and provided PDF copies of the 2006 WTP expansion project, per Utilities Division request.
 - Researched old as-built files and provided PDF copies of the Hunters Ridge utilities in Flagler County, per Consultant's request.
 - Researched old files and provided South Beach Street right-of-way locations to surveyor, per request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Prepped and concrete work at A1A & Valencia
- Asphalt patch on Sand Dollar Dr
- Cut out asphalt & replaced on Banyan Dr
- Prepped and concrete work on N Ridgewood Ave
- Formed up & pour concrete at Sanchez Park
- Concrete pour at Riverbend Park

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming on Moreland Blvd; Tomoka Oaks subdivision; Forest Hills; JAD & Granada; Neptune Ave.
- Ground roots for concrete slab at N. Ridgewood & Greenwood

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
- Picked up stone for yard pile

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
- Met with City Engineer at Fleming Ave for upcoming project work
- Installed thermoplastic stop bars at Fleming Ave/Laurel Oaks Cir

Stormwater Maintenance

- Training class at Public Works
- Pond maintenance at airport
- Locates & basins citywide
- System inspection in Hunters Ridge
- Pond mowing citywide
- TV storm line on Crossings Blvd; pipe repair
- Basin inspection at Winding Woods
- Outfalls inspected citywide

Street Sweeping/Streetsweeper

- 150 miles of road cleaned
- 34 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,982
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 12,031 gallons unleaded, 4,466 gallons diesel
 - Fuel used in one week: 2,488 gallons of unleaded and 730 gallons of diesel.
 - Fleet completed 38 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – The concrete tank sub-base has been poured.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Remote Terminal Unit (RTU) is onsite, contractor is making wiring connections for cut-over to 480 volt power.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Ashford Lakes pump control panel and RTU submittals have been approved by the Engineer. Control panel and RTU tentative delivery dates will be in early August.
 - SCADA Integration Services – Transfer to VTScada for reuse and lift stations scheduled for June 27. VTScada training scheduled for June 28.

- Shadow Crossings Reuse Pump Facility Upgrades – Value Engineering (VE) meeting to be scheduled with staff.
- WTP Elevated Water Tank Rehabilitation – Paint drawdown sample colors have been approved with the exception of the yellow. An alternate yellow drawdown sample is in the mail for review by staff. Welders are on-site making structural repairs.
- WTP LPRO Membrane Replacement – First membrane shipment arrived June 24. Second membrane shipment scheduled for July 1. Membrane replacement scheduled to begin July 8. Final testing scheduled for August 5.
- WTP Lime Slaker and Sodium Hypo Upgrades – Construction contracts were sent to the Contractor, Odyssey Manufacturing, for signatures.
- WTP Sludge Residuals Facility Improvements – Bids were due June 26.
- WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – Emerson Controls PLC programming for VFD #2 is scheduled for July 22.
- WWTP Sludge Dewatering Improvements – Equipment submittals are under review.
- WWTP Grit Removal and Disposal Services – Contract awarded to U.S. Submergent, work will be scheduled when PO is issued.
- WWTP Clarifier Covers – Alex Maas with Heyward (NEFCO) visited site June 12. Awaiting quote. (Previous Master Plan estimate \$325k including E&D).
- WWTP Chemical Storage Building – Needs new purlins and skin.
- WWTP Sand Filter Effluent Channel – Needs pump to mitigate impacts of algae; staff waiting on quote.
- WWTP Chlorine Contact Basin – Needs two mixers to mitigate impacts of algae; staff preparing information to support purchase requisition.
- Force Main Repairs – Work has begun in the area of Spanish Waters and A1A.
- Granada Plaza 2” Galvanized WM Replacement – Files transferred to Engineering for internal design and soliciting bids from contractors.
- Septic to Sewer Conversion – Draft business plan revised by PWD and discussed with CM on June 21. On June 27, staff drafting public information brochure. Meeting to be scheduled with Mead Hunt to discuss scope for SRF Facilities Plan proposal. Draft SOQ dated April 2019 shared with Engineering. On June 24 staff commented on SOQ PDF with suggested revisions. Goal is for Disposition item authorizing SOQ to Commission for consideration at August 7 meeting after CIP discussion and vote.
- Holly Hill reuse interconnect – Review Mead Hunt engineering services proposal to develop operating protocol which, if approved by Holly Hill Utilities, then will be used to modify the City’s permit renewal application submitted earlier this month. Sample operating protocol obtained for similar connection in nearby utilities.
- Reclaimed Valve Replacement on West Granada at 5 Oak Avenue - On June 25, staff submitted digital mark-up plans to Engineering, requesting preparation of an FDOT Use Permit for shoulder work to replace an 8” gate valve.

SPRC Projects

- 100 West Granada Blvd, The Pumphouse – Met with applicant to discuss plan revisions which will be submitted through Project Dox.
- 600 South Atlantic Avenue, Ormond Beach Surf Style – Reviewed plans and provided comments.
- 1190 Ocean Shore Boulevard, Dunkin’ Donuts Utilities Renewal – Reviewed and approved plans.
- 101 Town & Country Lane (Volusia County) Sewer connection – Reviewed plans and provided comments.
- ROW Vacation (Stor-It) Partial Gower, Magnolia, and Flagler – Received plans for review.
- 99 Portland Street, Stor-It Boat & RV Center, Phase 2 – Received plans for review.
- 125 East Granada Boulevard, Starbucks site plan – Received plans for review. Final inspection was held on June 25.

Water Treatment

- Delivered 42.21 million gallons for the week ending June 22, 2019 (6.03 MGD).
- Backwashed 11 filters for a total of 757,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 24, 2019 @ 6.78 MGD; annual average is at 89% of SJRWMD 2019 allocation CUP 7.556 MGD.
- Produced & hauled 81 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.
- Operators flushed system hydrants a total of 198,000 gallons.

Wastewater Treatment

- Domestic and Industrial Wastewater flow was 34.71 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.96 MGD.
- Produced 33.54 Million Gallons of Reuse.
- Produced 1.17 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (June 1, 2018 – May 31, 2019) (MGD)):
 - Influent 4.79 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.13 MGD (Permit 6 MGD);
 - Reuse 4.07 MGD (Permit 10 MGD)
- Hauled 110.8 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 6-22-2019
 - 5 trailer loads of treated sludge went to contract hauler.

Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 7 calls for water service leaks.
- Installed 3 new residential water services.
- Replaced 5 broken meter boxes and 2 water meters.
- Performed bi-annual maintenance activities on 11 permanent flushing devices.
- Installed 25 leak loggers.
- Continued yearly fire hydrant maintenance activities and performed maintenance on 32 fire hydrants.
- Performed pressure testing on 8 and repaired 3 City-owned backflow protection (BFP) devices.
- Performed accuracy testing on 11-2" commercial water meters. Scheduled 5 commercial site for testing.
- Performed preventative maintenance (PM) flushing activities throughout the City which includes checking chlorine residual levels to ensure compliance.
- Completed a final inspection of the water distribution portion of the Broadway Ave and Security First water main extension.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 101 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded/followed up to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 5 reuse trouble calls.
- Continued to make adjustments to reclaimed distribution system due to heavy demand.
- One half of crew received MOT training. This was a 16 hour course for certification.
- Finished restoration to force main break at 1360 N. US 1.

Wastewater Plant – Lift Stations

- Troubleshooting and repairs on RTUs in WWTP and lift stations to restore communication and control. Still problems with SCADA, which is scheduled for replacement and start-up in the coming week.
- Chlorine contact tanks, began installing conduit and wire for future tank mixers.
- Responded to multiple equipment malfunctions due to unbalanced power at the WWTP.
- Conducted annual PMs for pumps, motors in lift stations.

Water Plant – Well Fields – Booster Stations – Reuse System

- Repurposed an old WWTP pump station at BAT reuse as process back-up.
- Conducted annual PMs at the WTP and wells.

Utilities Regulatory Activities

- Water Treatment Plant Sanitary Survey Update – Staff is compiling information to provide the Volusia County Health Department an update to activities related to the latest Sanitary Survey Inspection as requested by the Department. Most items are complete or substantially complete.

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 and HR conducted interviews for Office Assistant IV position
- City Clerk attended Claims Committee Meeting
- Agenda packet preparation for July 30, 2019, Operating Budget Workshop and City Commission Meeting