

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 12, 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 meetings with senior staff

Spoke to, attended and/or met with:

- Chris Seilkop, new YMCA CEO, meet and greet
- Mayor Partington and Historical Society President Bonda Garrison, various topics discussed
- Phone interview conducted by UF student Grace Genereaux on city government for her public administration class project
- Senior staff and Team Volusia President Keith Norden and Executive Vice President Heather Shubirg, discussed Team Volusia initiatives
- Budget Advisory Board

PIO – Public Information

- Press Releases/Media
 - Ormond Beach Police Department Joins 'Neighbors' by Ring
 - OpenGov Ring FAQ created
 - July Parks & Recreation Month
 - Ormond Observer Thank You Ad (Independence Day)
 - Media contact responses
 - NextDoor (2 boil water notices)
- Social Media
 - Events: National Night Out, Fifth Annual Yard Sale for Animals, Walking with the City Manager, Summer Sounds Concert Series
 - Hometown Heroes (20 spots left)
 - Driving in the Rain (#OBDrivesSmart)
 - Hurricane Supply Restocking (#OBprepares)
 - 4th of July Thank You
 - Heat Advisory and Heat Stroke Education
 - Fireworks (laws, veterans consideration, pet safety)
 - Put It Down (texting laws, #OBDrivesSmart)
 - Fight The Bite (National Mosquito Control Awareness Week)
 - Starbucks Opening (featured in News-Journal and Ormond Observer)
- Attended
 - Meeting with Leisure Services to discuss building out their own OpenGov showcase for summer camps and sports enrollments
 - Septic to Sewer meeting to discuss educational components
 - Archive Social demo and usage guidelines
 - Slurpees with a Cop

- Ormond Beach Fire Department discussion about website and social needs
- Training
 - NextDoor for Cities webinar
 - FEMA Emergency Management training

Community Development

Planning

- The Planning Board met on July 11, 2019 and provided the following actions:
 1. Recommended approval for the project and required a masonry wall (denying the applicant's wall waiver request). This is 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 reconstruct a retail building of approximately 8,596 square feet and 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. Recommended approval. The board expressed concern regarding the traffic in the area. This is for the properties at (1) 135 North Yonge Street, (2) 145 North Yonge Street, (3) 195 Highland Avenue, (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
- 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.
- Planning staff has received an application for a Special Exception for outdoor storage at 906 North U.S. Highway 1, Window World. The project is under code enforcement action and is seeking to allow the outdoor storage through the Special Exception process.
- Municode Code Corporation has completed their review of the Land Development Code for consistency with Florida Statutes and internal consistency. The amendments do not include any policy related changes and are recommendations from the Municode Code Corporation. The Municode Code Corporation amendments shall be reviewed at the August 7, 2019, City Commission meeting.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 272 inspections performed within the City (17 by private provider).
- 85 permits issued within the city, with a valuation of \$2,037,949.

Development Services

- The Site Plan Review Committee met with:
 1. 1113 and 1117 North U.S. Highway 1. The property owner is seeking to develop the existing property in an RV and Boat Storage facility. The property is zoned as B-8 (Commercial) and would require a rezoning to Planned Business Development to allow the RV and Board Storage facility. The pre-application meeting detailed the steps and land development regulations for the proposed project.
- The SPRC approved the project at 26 North Beach Street, FUGU restaurant. The project proposes a restaurant use and building permits for the project have been submitted.
- The Modern Wash project at 520 West Granada Boulevard, within the Granada Pointe project, has submitted building plans for construction.
- 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. 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.
 3. 275 Interchange Boulevard. 1st Revision. 124 room hotel and associated site improvements.
 4. 101 Town & Country Lane (Volusia County). 2nd Review. Utility connection for existing multi-family development.
 5. Ormond Grande, Preliminary Plat. 1st review. Subdivision of 11.86 acres into 60 fee simple town home lots with common area and private road and lot 61 as a 1.40 acre industrial lot.
- 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	20%
Broadwater Bridge	15%
Cardinal Drive Beach parking	90%
Chase Bank	60%
Coolidge Avenue Office/Warehouse	15%
Granada Plaza sewer improvements	15%
Granada Pointe	98%
Independence Recycling of Volusia	98%
Love's Travel Store	25%
Lucky's Market	99%

Oceanside Golf and Country Club (seating)	15%
Ormond Beach Surf Style	50%
Ormond RC, Building 1C	60%
Pineland Trail re-alignment	10%
Security First	88%
Shoppes on Granada, Phase 2	90%
Starbucks @ Granada Plaza	100%
Thomas & Betts parking improvements (Phase 1)	92%
Volusia Memorial Mausoleum	95%
WaWa	40%
Residential	
Cypress Trails subdivision	72%
Huntington Green	25%
Huntington Villas	45%
Pineland residential subdivision	72%
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 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 nearing complete 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.
- 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.
- Continue 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.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 33 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, 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 11 Journal Entry Batches.
 - Approved 10 Purchase Requisitions totaling \$60,024.43.
 - Issued 27 Purchase Orders totaling \$496,906.27.
 - Prepared 110 Accounts Payable checks totaling \$418,651.80 and 31 Accounts Payable EFT payments totaling \$750,990.11.
 - Issued 630 past due notices on utility accounts.
 - Auto-called 142 utility customers regarding receipt of a past due notice.
 - Processed 513 payments through Interactive Voice Response System totaling \$46,016.80.
 - Grant money 2018-19 fiscal year-to-date total received, \$2.75 million dollars.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - COPS 2016 grant – Requested and received approval of an extension to January 22, 2020, in order to complete the required 36 months of grant funded activity. Completed Bureau of Justice Assistance quarterly performance report; completed quarterly Federal Financial Status Report; requested and received quarterly reimbursement.
 - JAG 2018 grant – Completed semi-annual progress report; quarterly Federal Financial Status Report and quarterly Bureau of Justice Assistance Performance Measurement report. This grant will assist in purchasing tactical vests for the Special Response Team. The vests have been ordered, but not yet received.
 - Provided additional backup materials as requested related to the VOCA FY 18-19 on-site monitoring which took place in June.
 - Provided updates and revisions to the VOCA application for FY 19-20 as requested in the technical review comments.
 - Received approval of the legal description to be included with the recorded Restrictive Covenants for the ECHO grant for the championship softball field at the Sports Complex and provided to City Clerk for recording.

- Completed NIAB packet for July 18 meeting.
- Community Development Block Grant (CDBG) on site monitoring was held on July 10 by Volusia County Community Assistance.
- Grant reimbursement requests to date for FY 18-19: \$2.6 million
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.

Risk Management Projects

- Coordinated new subrogation claims
- Updated property schedule for insurance coverage

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 3
 - Hazardous: 3
 - EMS: 74
 - Motor Vehicle Accidents: 4
 - Public Assists: 40
 - TOTAL CALLS: 126
- Aid provided to other agencies: 7 Calls – Daytona Beach (3), Volusia County (4)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 60
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 22
- Training Hours
 - NFPA 1001: Firefighting 77
 - NFPA 1002: Drive 22
 - NFPA 1021: Officer 18
 - NFPA 1500: Safety/Equipment 41
 - EMT/Paramedic 21
 - TOTAL TRAINING HOURS: 179
- Station Activities
 - Updated 6 pre-fire plans
 - Conducted 5 fire inspections
- Significant Incidents
 - 7/7/19, 11:27 PM: 391 Airport Rd. – Structure Fire – Upon arrival found a fully involved fire in a pole barn – 3 boats, 1 recreational vehicle, 1 pick-up truck and 1 all-terrain vehicle were on fire – Volusia County Engine 13 provided assistance – fire's origin appears to be accidental – crews cleared scene at 2:24 AM.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Maintenance Worker I (The Casements/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)

- Part Time Maintenance Worker II (Parks/Leisure Services)
- Part Time Recreation Leader (Gymnastics/Leisure Services)
- Police Officer (Police)
- Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)

- Applications Under Review
 - Deputy City Engineer (Engineering/Public Works)
 - Permit Technician (Planning)

- Interviews Scheduled
 - Accreditation Specialist (Police)
 - Part Time Maintenance Worker II (Parks/Leisure Services)

- Background/Reference Checks/Job Offers
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Streets/Public Works)
 - Office Assistant IV (Support Services)
 - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Police Officer (Police)
 - Tradesworker (Leisure Services)
 - Treatment Plant Operator C, B, A, or Trainee (Wastewater Treatment Plant/Public Works)

- Separations
 - City Engineer (Engineering)
 - Part Time Maintenance Worker I (Casements/Leisure Services)

- Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2019:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities offered
 - ICMA met with employees 7-7-19

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: 14
 - Completed: 40
 - In progress: 39

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 41,807
 - Inbound E-Mails Blocked: 26,409
 - Delivered Inbound E-Mails: 15,398
 - Quarantined Messages: 2,590
 - Percentage Good Email: 36.8%
 - Virus E-Mails Blocked: 42
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 0
 - Corrections: 1
 - Map/Information Requests: 23
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,644
 - Meters GPS Located this week: 0 : Total in system = 23,737; 22,926 potable, 800 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Staff 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 staff & volunteers held an Elementary Explorers: Aquatic Insects program for children in grades K-5 on Saturday from 2 pm to 3 pm
- EDC summer hours resumed 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 & volunteers held a Little Learners: Aquatic Insects program for children ages 3 to 5 on Friday from 10 am to 11 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
- 9U OBYBSA Babe Ruth All Star Baseball Team held practices this week Wednesday through Friday at 6 pm at the Nova Field #3
- 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
- Edged & weeded at Osceola Elementary
- Sprayed weeds at South Ormond Softball Field
- Filled up roll off dumpster
- Removed goals from Soccer #11 & #12
- Trained 2 new employees

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:
 - Children's Musical Theatre Workshop, Inc. on Tuesday and Thursday from 9 am to 12 pm

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
- Attended Senior Games Board meeting
- Attended Hometown Heroes preliminary planning meeting
- First Summer Sounds Concert
- Assisting with Senior Games tasks
- Clean up of all supplies and equipment from Independence Day Celebration

Gymnastics

- July session in progress
- August registration is 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
- Summer Basketball league takes place Monday through Friday 2 pm to 4 pm
- Summer Volleyball league met on Tuesday and Thursday from 6 pm to 8 pm

- Pickleball takes 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
- A wedding ceremony was held on Saturday from 8 am to 12 pm
- Clare Radigan's art exhibit remains on display at through the month of July
- Casements Guild Gala meeting was held on Thursday from 10 am to 11 am
- 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 citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Installed a new park bench at Riviera Park
- Replaced bench slats at Fortunato Park with engraved ones
- Installed mats at Nova Tennis Center
- Removed concrete forms and installed new bench at Sanchez Park
- Removed concrete forms at Riverbend Park for bike wash station

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
- Bring in and dismantle the two fireworks floats from the Halifax River
- Support provided for clean up after the 4th of July event
- Replaced 3 lights at Fire Station 93
- Trouble shoot the EDC outdoor bathroom door
- Installed new box office signs at the PAC
- Turned up the water pressure at Central Park (South) fountain
- Replaced the flush lever at Fortunato Park men's rooms
- Trouble shoot water heater circuit in Building Maintenance
- Turned off City Hall Atrium outlets
- Replaced City Hall sign light
- Trouble shoot circuits for the new exhaust fans at chlorinator bldg. at the WWTP
- Repaired decorative lights Rockefeller Gardens
- Repaired bathroom lights, repaired sign light, replaced photocell for flag light at Fire Station 94
- Trouble shoot splash pad at Andy Romano Beachfront Park for the lightning protection alarm

Police Department

Administrative Services

- PD Operations Plan for the Independence Day Celebration was executed without incident
- Body worn camera training has been completed, and the system has been fully implemented
- Two new officers will start on July 22
- Hosted the weekly staff meeting
- Met with the City Manager, NID, and concerned citizens in reference to 45 Kenilworth Avenue
- Met with the Planning Department in reference to traffic complaints on Highland Avenue
- Staff set up interviews for the Accreditation Specialist position

Community Outreach

- Youth Leadership Council (YLC)
Eleven (11) YLC members participated in practice for the annual conference Lipsync Battle last week. Twelve (12) YLC members attended the Daytona Lagoon Field trip on July 3 to help with the trip. YLC members and chaperones, Alexis Williams, Avery Randolph and Officer Stokes will be

attending the State of Florida Association of Police Athletic Leagues Annual Youth Leadership Conference July 11 – 14 at Disney's Coronado Springs Resort.

- OBPAL Basketball
Due to the July 4th Holiday, formal practice for the basketball program was not held last week.
- PAL Summer Programs
 - Summer Reading with a Cop
Community Service Officer Justin Soard was the guest reader for the July 10th Reading with a Cop at the Ormond Beach Library.
 - Summer Educational Programs
Sixty (60) children ages 6 – 9 are participating in the OBPAL summer science, summer art, summer tutoring and summer computer lab classes. Ninety (90) children and teens participated in the field trip to Daytona Lagoon July 3.

Community Services & Animal Control

- Animal Calls responded to: 38
- Animal Reports: 0
- Trap Neuter Release: 0
- Animal Bites: 0
- Animals to Halifax: 5
- Wildlife Calls: 2
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 12
- Inactive: 4
- Fraud: 4
- Burglary Business: 4
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 0
- Baker Act/RPO Orders: 6

Records

- Walk - Ins / Window: 121
- Phone Calls: 128
- Arrest / NTA'S: 16
- Reports Generated: 129
- Reports Entered: 120
- Citations Issued: 80
- Citations Entered: 65
- Warnings Entered: 125

- Trespass Warnings: 25
- CORF Entered: 20
- Mail / Faxes / Request: 41

Patrol

- Total Calls: 1,255
- Total Traffic Stops: 133

Operations

- Crime Opportunity Report Forms: 20

07/03/2019

- Battery/Domestic Violence Arrest, 47 Caladium Drive. The victim was battered by a relative during an argument.
- Battery/Domestic Violence Arrest, 17 Honey Bear Path. The victim was battered by a relative during an argument. The subject ran but was caught by officers.
- Larceny, 170 North Nova Road (Avante). A resident reported cash missing.
- Larceny, 353 West Granada Boulevard (Winn-Dixie). A bicycle and skateboard were stolen from the front of the store.
- Carbreak, 17 Oak Avenue. A window was broken to make entry. A wallet was stolen.
- Battery/Child Abuse, 580 Morning Sun Drive #1033. Subject battered the victim and then the victim's 17 year old child. The subject left the area prior to police arrival.
- City Ordinance Arrest, 200 Block West Granada Boulevard. Subject with an open container was arrested.

07/04/2019

- Burglary Residence, 600 South Yonge Street. Subject made forced entry overnight. An air conditioner was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and left the store. Narcotics were also found on the subject.
- City Ordinance Arrest, 100 Block West Granada Boulevard. Subject with an open container was arrested.
- Burglary Business, 275 Williamson Boulevard (Love's Whole Food). Subject made entry by breaking a glass door. Nothing was stolen.
- Burglary Business, 75 North Nova Road (T-Mobile). Subject made entry by breaking a glass door. Eight (8) iPhones were stolen.
- Battery/Domestic Violence Arrest, 100 Block East Granada Boulevard. The driver of a vehicle battered the victim while driving and a crash occurred. The same subject was also arrested for driving under the influence.

07/05/2019

- Burglary Business, 500 West Granada Boulevard (EZ Foot Spa). Subject made entry by forcing open a back door. Nothing was stolen.
- Shoplifting Arrest, 353 West Granada Boulevard (Winn-Dixie). Subject stole a 24 pack of beer and fled on a motorized shopping cart but was caught by officers.
- Sexual Battery, 1608 North United States Highway One (Days Inn). A 16 year old victim stated that a sexual battery occurred at this location by a known person.
- Warrant Arrest, 284 Military Boulevard. Subject with a warrant was contacted at this address.

07/06/2019

- Burglary Business, 610 South Yonge Street (Simply Self-Storage). Known person made forced entry into a storage unit.
- Burglary Residence, 152 River Beach Drive. Subject made entry through an unlocked door. Jewelry was stolen.

- Battery/Domestic Violence Arrest, 867 South Atlantic Avenue (Ocean East Resort). Subject battered a family member over an argument.
- Loitering and Prowling Arrest, 335 South Ridgewood Avenue. A vacant home was occupied by four (4) juveniles. The juveniles fled on foot but were caught by police.

07/07/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to take a pressure washer.
- Battery/Domestic Violence Arrest, 271 South Orchard Street. Subject battered the victim during an argument.
- Warrant Arrest, 1567 North United States Highway One (Econo Inn). Subject with a warrant was contacted at this location.

07/08/2019

- Burglary Residence Arrest, 116 Neptune Avenue. Subject stole a bicycle from an open garage. The subject was caught at Granada Plaza.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted a fraudulent return.
- Fraud, 324 Putnam Avenue. Victims rented the home at this location and found that it was being rented out by an unauthorized person and not the rental agency.

07/09/2019

- Larceny, 500 Shadow Lakes Boulevard. A tag was stolen off of a motorcycle.
- Larceny, 221 South Yonge Street (Southern Paint). A cell phone and shoes were stolen from a customer.
- Battery/Domestic Violence Arrest, 2181 Durance Lane. Subject battered the victim by shoving.
- Burglary Residence, 450 Tomoka Avenue. Home was entered sometime during the day. It is believed to be a known subject that broke into the home.
- Warrant Arrest, 1657 North United States Highway One. Subject with a warrant was contacted at this location.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 29
 - Number of Uniform Traffic Citations Issued: 28
 - Number of Written Warnings Issued: 13
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - 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: 3 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 12 Cases initiated
- Zone 4: 3 Cases initiated
- 15 signs have either been removed or sign cases created.
- 5 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and sixty-two (62) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff participated in a Site Planning Review Committee meeting to discuss a proposal to construct new box hangars in the southeast quadrant of the airport.
- Staff prepared and submitted to the FDOT a request for a Public Transportation Grant Agreement to provide state funds for the project to construct the extensions of Runway 9 and Taxiway Alpha.
- Staff prepared and submitted to the County of Volusia certain documents and design materials related to the airport master plan and the project to extend Runway 9 and Taxiway Alpha, in an effort to assist the County with their obligations regarding the airport protection overlay zone established under Section 72-296 of the County Code and also under the interlocal agreement between the City and the County required under Chapter 333 of the Florida Statutes.
- Staff provided the FAA's Southern Region Office with additional information regarding pedestrian and vehicular response to an incident that occurred earlier this year, wherein an experimental aircraft experienced a landing gear failure.
- Staff prepared and submitted for City Commission approval a reservation and sales agreement to acquire wetland mitigation credits needed for the project to extend Runway 9 and Taxiway Alpha. The agreement will be presented to the Commission at their meeting on July 30, 2019.

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 were flow tested this week.
 - 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 – A pre-construction meeting is scheduled for next week.
 - 2019 Roadway Resurfacing – The contractor will begin milling and resurfacing Bovard and Coquina Court in the next week or two.
 - Force Main Repairs – The work at Spanish water & A1A as well as at Laurie Drive & A1A has been completed. Work at Granada Plaza is scheduled for next week.
 - Breakaway Trails Storage and Pumping Improvements – Work has begun installing the tank walls; the contractor is completing installation of the wall membrane. A proposal was provided to demolish the remainder of the existing non-used facilities on-site.
 - Cassen Park Public Dock and Breakwater – The contractor installed the wooden dock from the shore to the point of where the gangway extends to the concrete dock. Next will be the framing for the dock portion.
 - WWTP Sludge Dewatering Improvements – A pre-construction meeting was held on May 16. Material submittals are being reviewed.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – A pre-construction meeting is scheduled for July 17, the Notice to Proceed will be issued for July 17 also.
 - Bidding:
 - HVAC Replacements – City Hall, SONC, The Casements – The bid was awarded at the May 21 Commission meeting, contracts are being executed.
 - 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 20 City Commission meeting.
 - Memorial Gardens Retaining Wall Improvements – The apparent low bidder is DSR Construction, Inc. Bid award is scheduled for the July 30 City Commission meeting.

- Nova Community Park Underground Electric Utilities – Bids were due on June 12, no bids were received. The project will be re-advertised on July 14.
- Landscape Renovations & Downtown Landscape Renovations – The project will be placed as a disposition item for approval to bid at the July 30 City Commission meeting.
- WTP Sludge Residuals Facility Improvements – Bid opening was extended to July 10.

- Design Projects:
 - North US1 Water Main and Force Main Improvements – Survey work is in process for the Force Main portion of the project. A project coordination meeting is scheduled for July 25.
 - Fleming Ave Stormdrain Improvements – The 90% submittal is expected this month.
 - Wilmette Avenue Pumping – FEMA has approved all RAI responses, the City is awaiting final decision on Army Corps of Engineers (ACOE) permitting.
 - 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 – Plans are approximately 75% complete. A 90% submittal is anticipated in August.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements - 30% design plans were submitted to FDOT for 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 – a meeting with the consultant is scheduled this week to receive an update on their work.

- 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 multiple approved Work-in-the-Right-of-Way permits for 550 South Nova Road, 1079 West Granada Blvd, 725 Seville Street, and Cordova Avenue directional bores, as requested by AT&T.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for 100 South Atlantic Avenue utility pole installation, as requested by AnSCO Engineering.
 - On-site meeting at 74 Saddlers Run with homeowners to discuss drainage options for lot.
 - Completed additional elevation survey along Tomoka Avenue for the proposed sidewalk project, per consultant (CPH) request.
 - Located Environmental Discovery Center electrical drawings, per Economy Electric request.
 - Located and plotted as-built drawings of the Central Park lakes interconnects, per City Engineer request.
 - Created an FDOT permit plan set for West Granada Blvd & Oak Avenue Reuse Valve Replacement, per Utilities Division request.
 - Updated the Tomoka Avenue sidewalk construction plan set to show the additional elevation shots and FDOT benchmark locations, per consultant (CPH) request.
 - Completed property line stakeout at 1370 North US1, per Neighborhood Improvement Division request.
 - Researched old files and provided right-of-way information for Riverside Drive, per surveyor (Sliger) request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pickup cones & barricades/ clean up, citywide
- Prep for concrete, added lime rock, & formed up – Saddlers Run
- Prepped & formed up for concrete, added lime, rock, & rebar – Saddle Creek Trl & Old Barn Trl
- Recycle concrete & Asphalt – Public Works Complex
- Concrete pour – Pine Shadow Trl
- Finish concrete prep, forming up, rebar, & lime rock – Saddle Creek Trl
- Pour basin/ gutter – Old Barn Trl
- Asphalt patch – New Britain Ave, Gallaten Rd, & Military Blvd

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
- Tree trimming, low limbs over road – Ormond Lakes Blvd & Tomoka Oaks
- Truck Maintenance – Public Works Complex

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
- Pick up barricades & cones from 4th of July. – City Hall & Cassen Park area
- Clean up debris, blew leaves off – City Hall Complex
- Trash pickup – US 1 median from Wilmette Ave to Benton Ave

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
- Took 4th of July signs down – various parks

Stormwater Maintenance

- Reach out ditch mowing – Pineland Trl
- Picked up floats – Cassen Park
- Locates & basin inspection & clean - citywide
- Ditch spraying – State Road 40 & Sanchez Ave
- Basin inspection & cleaning – Zone 1, 2, & 3
- Pond maintenance – ABC Park, Division Rec, Mainsail Cir

Street Sweeping/Streetsweeper (4 days)

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

Fleet

- Mileage traveled by all departments for the week: 21,023
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 7,631 gallons unleaded, 11,603 gallons diesel
 - Fuel used in one week: 1,578 gallons of unleaded and 647 gallons of diesel.
 - Fleet completed 36 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – The tank walls rebar is being installed.
 - Breakaway Trails Yard Electrical and Pump Upgrades – 480 volt power wiring scheduled for activation this week.
 - 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 – WTP screens are being updated, VTScada for the WTP scheduled for live testing July 18 and 19.
 - 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. Riser pipe and collar repairs complete. Containment is being reinstalled for painting to begin the week of July 22. Sand blasting exposed excessive corrosion of horizontal support struts. These members will need to be replaced.
 - WTP LPRO Membrane Replacement – Membrane replacement started on 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 are due July 10.
 - 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 US Submergent, work scheduled to begin July 25.
 - WWTP Clarifier Covers – Alex Maas with Heyward (NEFCO) provided quote (\$240k for clarifiers plus \$64k to install). This project will be programmed into a future CIP.
 - 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; PO has been issued. Lead time 5-6 weeks.
 - 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 – SOQ for North Peninsula is being drafted. One of the City's continuing service providers has submitted a business plan (aka SRF Facility Plan) proposal. Staff also seeking to finalize a septic to sewer brochure.

- Holly Hill reuse interconnect – PW staff from both cities met with a continuing service provider and requested a proposal for needed improvements to include operating protocols and construction plans for metering the interconnect in vicinity of Holly Hill Dog Park on Alabama Avenue.
- Reclaimed Valve Replacement on West Granada at 5 Oak Avenue - FDOT utilities permit to replace an 8" gate valve has been approved. Work scheduled for the week of July 8.
- Western Service Area Master Plan – Received an engineering services proposal for updating the Utility master plan, including hydraulic modeling of water and wastewater systems to accommodate the most current loading information associated with the Daytona Beach parcels within the City of Ormond Beach utility service area.

SPRC Projects (Utilities Review)

- 600 South Atlantic Avenue, Ormond Beach Surf Style – Reviewed plans and provided comments. On July 9, coordinated with engineer & contractor on revised field location of BFP for fire line, domestic and irrigation service (under construction).
- 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.
- Vicinity of 64 Hangar Way, MAC Charter Airport Hanger Expansion – Conducted preliminary review of conceptual plan.
- 101 Town & Country Lane (Volusia County) Sewer Connection – Updated plan submittal received for review.
- 520 West Granada Boulevard, Granada Point, Unit 1, Modern Wash – Received updated plans for review.
- Ormond Grande, Preliminary Plat – Received preliminary plat for review.

Water Treatment

- Delivered 45.69 million gallons (6.53 MGD ADF) for the week ending July 6, 2019 (6.52 MGD).
- Backwashed 13 filters for a total of 853,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 6, 2019 @ 6.66 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.
- Received the second & final delivery of 17 pallets of reverse osmosis.

Wastewater Treatment (WWTF) (June 30- July 6, 2019)

- Domestic and Industrial Wastewater flow was 33.90 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.84 MGD.
- Produced 32.93 Million Gallons of Reuse.
- Produced 0.97 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (July 1, 2018 – June 30-, 2019) (MGD):
 - Influent 4.66 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.95 MGD (Permit 6 MGD);
 - Reuse 4.18 MGD (Permit 10 MGD)
- Hauled 81.70 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 7-5-2019
 - 4 trailer loads of treated sludge went to processing facility.

Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 14 calls for water service leaks.
- Installed 5 new residential water services.
- Replaced 11 broken meter boxes.

- Performed bi-annual maintenance activities on 3 permanent flushing devices. Replacing 2 timers and 1 solenoid.
- Repaired a 6" WM at 1202 Oak Forest Dr.
- Removed 25 leak loggers in The Trails subdivision located on Iroquois Trl., Rio Pinar Trl., and Main Trl. Including all side streets. Leak logger information was analyzed, no leaks were detected.
- Continued yearly fire hydrant maintenance activities in Ormond-by-the-Sea. Performed maintenance on 15 fire hydrants.
- Performed pressure testing on 3 and repaired 2 City owned BFP devices.
- Performed flushing activities in Plantation Oaks subdivision, continued monitoring CL2 levels to optimize flushing times.
- Flushed and checked chlorine residuals on S. Beach St. between Arroyo Pkwy. & Calle Grande.
- Installed a fire hydrant flushing device at 740 S. Beach St. to assist with flushing of color and to maintain CL2 residuals.
- Performed flushing activities in Tymber Run, Saddlers Run & Southern Pines subdivisions.
- Lowered a manual flushing blow-off point on Heron Wing Dr.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 135 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area. Responded to 2 reuse trouble calls
- Replaced and rewired PEP pumps at 2 residences.
- Follow up on PEP alarms from night before during heavy rain. Systems are good.
- Continued to make adjustments to reclaimed distribution system due to heavy demand.
- Televised laterals for 3 addresses in response to service requests.
- Shut down Spanish Waters lift station and isolated force main for contractor to replace A1A crossover.
- Measured and mapped sanitary subsystem on S. Orchard St. Gave information to GIS for inclusion on Vantage Point.

Wastewater Plant – Lift Stations (6-29-19 to 7-5-19)

- Work with VTSCADA Integrator to validate operation of new system. Troubleshoot and repair as needed, place lift station SCADA into service and conduct training on its use.
- 1P, increased hands-on monitoring, repaired and validated RTU/radio operation, motor repairs expected completion 7/15/19, will update when installed. Installed diesel powered backup pump.
- Chlorine Contact Tanks, continued installation of conduit and wire for future tank mixers.
- Bear Creek, station failure, replaced both motor starters and pump #1, returned to service.
- SCADA monitor/response: Responded to multiple equipment malfunctions at the Wastewater Plant and lift stations.
- Conducted plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System (6-29-19 to 7-5-19)

- Well 24H, radio not responding, trouble shoot with contractor, identified bad wiring connection and corrected.
- Make operational changes to field equipment as directed by operations.
- Shadow Crossings, installed bypass switch for pump #3.
- Worked with VTSCADA integrator to validate operation of new system.
- Perform operational checks at various locations.

Utilities Regulatory Activities

- Water Treatment Plant Sanitary Survey Update – Staff provided the Volusia County Health Department with an update to activities related to the latest sanitary survey inspection as requested by the Department. Items are complete or substantially complete.
- Staff performed an internal inspection of the raw water production wells in advance of an official inspection by the VCHD. The wells overall were in fair condition, most need general maintenance such as new paint and weed removal.
- Cross Connection Control Data Management – The CCC data management contract will expire at the end of the fiscal year and staff is proceeding with an RFP for a new contract. The contractor provides the City with reports and real time data of backflow device testing compliance of the over 2,000 devices in the City's potable water service area.
- WWTF FDEP Inspection – The FDEP performed a thorough inspection of the City's WWTF. The inspection was conducted by 3 FDEP staff including the engineer working on the permit renewal process. Staff expects a report from the Department in the 30 days.
- Wastewater Treatment Plant Permit Renewal – The FDEP Engineer reviewing the WWTF's NPDES Permit renewal application discussed a number of items for which additional information will be needed. A letter will be forthcoming from FDEP.

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 meeting with Assistant City Manager
- Agenda packet preparation for July 30, 2019, Operating Budget Workshop and City Commission Meeting