

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 27, 2018

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

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with various members of senior staff
- Staff meeting
- Agenda packet review

Spoke to, attended and/or met with:

- Completed individual CIP an Operating Budget review meetings with commission members
- United Way Board meeting
- The OB Life meeting – Transportation and Livable Communities
- City Managers meeting
- Claims Committee meeting
- VLOC dinner in DeLand

**Community Development**

**Planning**

- Planning staff attended a meeting with Ormond MainStreet Design Committee to review the Special Exception at 100 West Granada Boulevard. The Design Committee discussed the form based code, the small non-conforming site, and the site design. The Design Committee voted unanimously to support the Special Exception.
- Attended The OB Life civic engagement meeting.
- Attended a sound test for the Ormond Brewery Special Exception for live outdoor music at 301 Division Avenue, unit#15.
- Planning staff completed and sent out the August 1, 2018 Board of Adjustment and Appeals agenda and packet that includes four variance cases. The packet is located at: <https://www.ormondbeach.org/Archive.aspx?AMID=45>. The cases are as follows: (1) 776 Riverside Drive, dock variance, (2) 66 Central Avenue, porch addition-front yard variance, (3) 67 Nicholas Court, garage addition – front yard variance, and 1190 North U.S. Highway 1, loading dock addition – side corner setback.
- Planning staff completed the advertisements for the Planning Board which includes the following applications:
  1. Special Exception at 344 South Yonge Street, Woodstock South, to allow outdoor display of merchandise and outdoor music under certain conditions.
  2. Special Exception at 301 Division Avenue, Unit #15, Ormond Brewery, to allow outdoor music under certain conditions.
  3. Land Development Code amendment to Chapter 2, District and General Regulations, Article IV, Conditional and Special Exception Regulations, Section 2-57, Criteria for review of specific conditional and special exception, subsection(43), Malted beverage producer, to allow mobile food dispensing vehicles under certain conditions as part of the conditional criteria for the malted beverage producer use.

4. Special Exception at 100 West Granada Boulevard, a former gas station to demolish the existing structure and construct a 1,684± square foot restaurant.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 318 inspections performed within the City (20 by private provider).
- 143 permits issued within the City, with a valuation of \$1,489,976.00.

Development Services

- There has been a site plan application at 1345 North U.S. Highway 1 for Total Comfort. The project seeks to allow a two story, 25,841 square foot building and associated site improvements. The project is at the northeast corner of Southland Road and North U.S. Highway 1 and is zoned I-1. The project is located within the Interlocal Service Boundary Agreement area and has submitted an annexation application.
- The Site Plan Review Committee conducted a pre-construction meeting for the Shoppes on Granada, Phase 2. Site construction is expected to start in early August and will be phased to allow the Salzburg veterinary office to remain open while a new office is created as part of the site development. The project proposes five buildings as follows: (1) retail/bank – 5,000± square feet, (2) Aldi food market – 21,230± square feet, (3) Salzburg veterinary office – 3,000± square feet, (4) office/retail – 4,500± square feet, and (5) undetermined.
- The Site Plan Review Committee met with representatives of Granada Point for a project update. The project will submit for a utilities revision to provide individual sewer stub-outs for unit 2. The site wall along Tomoka Avenue is scheduled for construction in late August. Right-of-way work within West Granada Boulevard is anticipated to commence within the 10-14 days.
- The Site Plan Review Committee conducted a pre-construction meeting for the Pineland subdivision, phases 1 through 3 (114 lots). The project is expected to start construction in early August.
- The Site Plan Review Committee met with a civil engineer and contractor who discussed the property at 264 South Atlantic Avenue, Florida Hospital Oceanside. The civil engineer and contractor inquired the steps of building demolition and did not indicate any future building plans.
- The construction projects at the YMCA, parking expansion and dogpark, and the Pet Street Veterinary Care center are coming to a conclusion and final inspections should occur in the next 7-10 days.

Project	% Complete
589 South Yonge Street	65%
783 North U.S. Highway 1	35%
902 South Atlantic Ave., Bank of America	10%
Cardinal Drive beach parking	0%
Edgewell site work	95%
For Our Parents ALF	65%
Granada Pointe	30%
Hamlin	90%
Lot 2, Airport Business Park	35%
Maxton Group loading dock	80%
Oasis Church, water line extension	0%

Pet Street Veterinary Care center	95%
Prince of Peace, Like New addition	45%
Prince of Peace, office addition	40%
Security First	35%
Thomas & Betts parking improvements (phase 1)	70%
YMCA Dog Park	98%
YMCA Parking Expansion	98%
Zaxby's	20%
Plantation Oaks, utility connection	88%
Cypress Trails subdivision	10%

**Economic Development**

- Ormond Crossings
  - Security First Managers continues the construction of their office building.
  - Installation of off-site utility work along Broadway Ave. continues.
  - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
  - Staff has also requested its transportation consultant investigate state funding opportunities for the traffic light.
  
- Airport Business Park
  - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
  - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
  - Staff met with a company that is expanding their operations internally and seeking connections for workforce and training opportunities. Staff will work to connect them with the right resources and ensure they have what they need.
  
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the “Doing Business in Ormond Beach” resource guide.
  - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
  - Staff is working an incentive package for a tenant (code name Project Simba) at 101 East Granada Blvd. An agenda item will be prepared for a City Commission meeting upon receipt of the applicant’s submittal information.

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

### **Finance**

- On-going Projects
  - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for Hurricane Matthew. To-date the City has received \$6.2 million dollars for Hurricane Matthew reimbursement.
  - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
  - Preparations for the Munis Phase 3, Utility Billing system are underway.
  - Training for ESS is on-going. Payroll ESS Training has been completed Wastewater Reuse and Water Distribution.
  
- Completed Projects - Weekly
  - Completed Proposed Operating Budget for FY 2018-19
  - Processed 72 Journal Entry Batches.
  - Issued 24 Purchase Orders totaling \$601,507.
  - Prepared 141 Accounts Payable checks totaling \$483,757 and 42 Accounts Payable EFT payments totaling \$542,350.
  - Grant money fiscal year-to-date total received, \$7.0 million dollars.

### **Grants/PIO**

- Press Releases
  - The OB Life Second Meeting to Highlight Transportation & Livable Communities
  - Richard Sievers Appointed Fire Chief
  - Ormond Beach Receives GFOA's Distinguished Budget Presentation Award
  - Open Gym (August 3, 17, and 24)
  - Florida Licensing on Wheels Updated Time (7/31 Noon-4PM)
  
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly events calendar ad for Ormond Observer.
  - Requested quotes for State of City brochure printing and video/photo assistance.
  - Attended staff meeting.
  - Attended State of the City planning meeting.
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 5
  - Hazardous: 4
  - EMS: 91
  - Motor Vehicle Accidents: 5
  - Public Assists: 56
  - TOTAL CALLS: 163
  
- Aid provided to other agencies: 8 Calls – Daytona Beach (3), Volusia County (5)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 39

- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 76
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 16
  
- Training Hours
  - NFPA 1001: Firefighting 6
  - NFPA 1500: Safety/Equipment 9
  - NFPA 1620: Preplanning 10
  - EMT/Paramedic 12
  - TOTAL TRAINING HOURS: 37
  
- Station Activities
  - Updated 21 pre-fire plans
  - Conducted 5 fire inspections
  - Instructed CPR to the Ormond Beach Police Department

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.
  
  - Applications Under Review
    - Civil Engineer (Engineering)
    - Neighborhood Improvement Officer (Police)
    - Part Time Events Leader (Events/Leisure Services)
    - Tradesworker (Buildings/Leisure Services)
    - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
  
  - Interviews Scheduled
    - Police Captain (Police)
    - Seasonal Part Time Maintenance Worker II (Parks/Leisure Services)
  
  - Background/Reference Checks/Job Offers
    - Police Officer (Police)
    - Fire Chief (Fire)
    - Part Time Treatment Plant Operator C, B, or A (Water Plant/Public Works)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Wastewater Collection & Reuse/Public Works)
    - Utility Locate/Mapping Technician (Water Distribution/Public Works)
    - Maintenance Worker III (Streets/Public Works)
  
  - Separations
    - Part Time Therapeutic Aide (Nova/Leisure Services)
  
  - Employee Events
    - Attend claims committee meeting
    - Finalize Hurricane Irma insurance claim
    - Research ADA question
    - Finalize property and casualty insurance renewal applications
    - Editing of Safety Manual
  
  - Risk Management Projects
    - Attended claims committee meeting
    - Finalized Hurricane Irma insurance claim

- Researched ADA question
- Finalized property and casualty insurance renewal applications
- Editing of Safety Manual

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 2 - Human Resources / Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
    - IT Strategic Plan – Draft documentation review.
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 15
    - Completed: 61
    - In progress: 35
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 37,832
    - Inbound E-Mails Blocked: 14,527
    - Delivered Inbound E-Mails: 23,305
    - Quarantined Messages: 572
    - Percentage Good Email: 61.6%
    - Virus E-Mails Blocked: 2
  - Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 11
    - Changes: 1
    - Corrections: 1
  - Map/Information Requests: 23
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 2,062
  - Meters GPS Located this week: 0 : Total in system = 23,674; 22,891 potable, 772 irrigation, 11 effluent
  - Notable Events: Updated Fire and Street Atlases, due to declination change with USNG

### **Leisure Services**

#### **Administration**

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

- Meeting/tour with City Commission candidate
- OB Life meeting
- Soccer meeting
- Basketball meeting
- Summer Sounds Concert

#### Contract Manager – Grounds and Athletic Maintenance

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

#### Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- The Community Gardens group held a business meeting on Fleming Avenue on Saturday from 8:30 am to 9:30 am.
- EDC summer hours continued 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.
- Joan Tague led a Summer Nature Stroll on Wednesday from 8 am to 10 am. Participants met at Fleming Avenue Central Park and took a guided walk along the trails.

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play was at 1 pm daily weather permitting.
- City Youth Volleyball Program continued this week with practices on Tuesday and Thursday night from 6 pm-7:45 pm. The program runs through August 2.
- Pride Football started their preseason practices at the Sports Complex on Multipurpose Fields 11 and 12. Practices are Monday through Thursday at 5:30.

#### Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged Osceola and South Ormond fields
- Prepared fields for Pride preseason practices during the week.

#### Senior Center

- Granada Squares was held on Tuesday from 6:30pm to 9:00pm.

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - CMT held regular summer camp Monday through Friday
  - Ormond Church held services Sunday

- The Performing Arts Center hosted the following events:
  - CMT Musical Theatre Summer Camp presents Chitty, Chitty, Bang, Bang, Jr., Thursday, 7 pm to 9 pm
- The Performing Arts Center is preparing to host the following events:
  - NGA Central Florida Classic Bodybuilding Competition, Saturday, 10 am to 6 pm

#### South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Pavilion rental Saturday
- Summer Camp Monday-Friday
- Volusia County Summer Food Program Monday-Friday

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisting with Senior Games tasks
- Assisted with OB Life community meeting
- Begin planning for REEL in the FUN fishing tournament scheduled for Saturday, September 8<sup>th</sup>
- Third Summer Sounds Concert, Friday evening, July 27, 6-8 pm

#### Gymnastics

- Registration is open for August session
- July session in progress
- Open Gym, Friday, July 27

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at various times throughout the week.
- This was the last week of Camp T-Rec. They met Monday through Friday from 8:30 am-2:00 pm.
- This was the last week of Summer Basketball League, which was for players aged 12-18 years old. Each day two teams in the same age group will be given the time to play each other.
- Free breakfast and lunch continued to be offered through the County Summer Food Program.
- Coed Youth Volleyball League continued, they met Tuesday and Thursday.

#### The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 1 pm and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- Herb Society held a meeting on Saturday at Bailey Riverbridge from 9 am-12:30 pm.
- A wedding and reception was held on The Casements North Lawn on Saturday from 2 pm-6 pm.
- Enviro Camp Week Seven: "Bird is the Word" took place Monday-Friday 9 am-3 pm at the Environmental Discovery Center.
- The Casements Camera Club met in the Gallery on Thursday from 7 pm-9 pm.
- The final Summer Sounds Concert will take place this evening from 6 pm-8 pm.
- Pilates took place from Monday, Wednesday, and Friday morning.
- Yoga took place from 10 am-11:30 am on Tuesday and Thursday.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Riviera Park: Installed engraved park bench slats
- Ames Park: Repaired step down – removed railroad timbers; reset barbeque grill



- Sanchez Park: Replace broken parking curb

#### Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Replaced broken lane cable in the shooting range at the Police Department
- Repaired the backstage thermostat at the PAC
- Replaced the monument photocell at Ormond Art Museum
- Unclogged men's room toilet east side at SONC
- Checked/repared A/C in various City facilities
- Repaired office door in maintenance at WTP
- Replaced showerhead at the splash pad at SONC
- Repaired the second floor men's urinal at City Hall
- Replaced the state flag at SONC
- Replaced the DOT pole on Granada Avenue
- Repaired the parking lot lights out at the Police Department
- Installed the new elevator certificate at City Hall
- Repaired the door lock in the Admin Building at WPT
- Repaired the Sally Port door at the Police Department
- Repaired the front door lock on the double door at the Ormond Art Museum
- Repaired the ramp handrail at Rockefeller Gardens

#### Police Department

##### Administrative Services

- Staff participated in the Officer Friendly Book Club.
- Staff hosted a swearing in ceremony for new officer.
- Staff hosted weekly staff meeting
- Staff attended OB Life Engagement

##### Community Outreach

- Nine members of the YDC participated 2018 State of Florida Association of Police Athletic Leagues Annual Youth Directors Program Conference July 19-22 at Disney's' Coronado Springs Resort.
- OBPAL Basketball practice continues with 22 members participating last week.
- The OBPAL summer partnership with Department of Leisure Services during the Summer Connections Program continues. A daily average of 50 students participated.

##### Community Services & Animal Control

- Animal Calls responded to: 33
- Animal Reports: 5
- Trap Neuter Release: 1
- Animal Bites: 2
- Animals to Halifax: 4
- Wildlife Calls: 0
- Found Property Reports: 2

##### Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 4
- Inactive: 7
- Fraud: 7

- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 5
- Grand Theft: 2
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2
- Robbery: 2
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 0

#### Records

- Walk - Ins / Window 66
- Phone Calls 109
- Arrest / NTA'S 18
- Reports Generated 115
- Reports Entered 80
- Citations Issued 85
- Citations Entered 21
- Warnings Entered 250
- Trespass Warnings 12
- CORF Entered 7
- Mail / Faxes / Request 17

#### Patrol

- Total Calls: 1,174
- Total Traffic Stops: 119

#### Operations

##### Crime Opportunity Report Forms: 11

- 07/18/2018
  - Burglary Residence, 970 John Anderson Drive. Officers responded to this location in reference to an alarm and discovered the front glass door was shattered.
  - Carbreak, 170 North Yonge Street (Ridgecrest MHP). Unlocked vehicle entered. Nothing taken.
  - Battery/Domestic Violence Arrest, 95 Rockefeller Drive #B. Male subject battered his girlfriend by pushing/striking her.
  - Narcotics Arrest, 264 South Atlantic Avenue. Male subject found in possession of cannabis.
- 07/19/2018
  - Aggravated Assault, 1478 West Granada (Publix). During a road rage incident the occupant of one of the vehicles threw a bottle at the other vehicle.
  - Shoplifting, 1340 West Granada Boulevard (Lowes). Delayed report of a theft where the suspect took a Bosch nail gun and Dewalt angle grinder.
  - Larceny, 1614 North United Stated Highway One (Econo Lodge). Victim reported that his cash and a credit card were stolen.
  - Larceny, 17 Fair Oaks Circle. Bicycle taken from the side of the home.
  - Car Break, 1521 West Granada Boulevard. Victim reported that tools and lawn equipment were stolen from his enclosed trailer.
  - Traffic Arrest, 780 West Granada Boulevard. During a traffic stop the driver of the stopped vehicle was discovered to be driving under the influence.

- Traffic Arrest, Melrose Avenue and North United States Highway 1. During a traffic stop the driver of the stopped vehicle was discovered to be driving under the influence.
- 07/20/2018
  - Loitering or Prowling Arrest, 197 Greenwood Avenue. Male subject observed by law enforcement checking mailboxes in area.
  - Narcotics Arrest, Collins St and Division Avenue. Male subject was stopped and found in possession of cannabis.
- 07/21/2018
  - Robbery, 250 E Granada Boulevard (CVS Pharmacy). Subject entered the store and took the cash drawer from the register when the register opened.
  - Burglary Arrest, 324 West Park Place. Male subject was observed by homeowner attempting to enter home. Suspect broke door during attempted entry.
  - Stolen Vehicle, 731 Fleming Avenue. Victim advised that a house guest stole his vehicle.
  - Carbreak, 1 South Beach Street (Cassen Park). Window broken and purse stolen.
  - Carbreak, 1635 North United States Highway One (Saints & Sinners). North American Arms mini revolver and shoes taken from unlocked vehicle.
  - Traffic Arrest, 300 block West Park Place. Traffic stop was performed on a suspicious vehicle. The driver was determined to be driving under the influence.
  - Narcotics Arrest, West Granada Boulevard and Riverdale Avenue. Male found in possession of narcotics.
- 07/22/2018
  - Battery Domestic Violence Arrest, 139 Fairway Drive. Male subject battered his girlfriend.
  - Battery Arrest, 890 South Atlantic Avenue (Black Sheep). Male subject was arrested after battering an employee of the business.
  - Larceny, 869 South Atlantic Avenue (Riptides). Customer walked out without paying bill.
  - Robbery, 1058 North United States Highway One. Subject entered the store and took the cash drawer from the register when the register was opened.
  - Traffic Arrest, 600 Block of Division Avenue. During a traffic stop the driver of vehicle was found to be driving under the influence.
- 07/23/2018
  - Trespassing Arrest, 555 West Granada Boulevard. Female who had previously been trespassed from the business returned to the business.
- 07/24/2018
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject failed to scan merchandise at self-checkout.
  - Larceny, 1108 West Granada Boulevard. Female advised that the driver of a transport service took her wallet and purse.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 36
  - Number of Uniform Traffic Citations Issued: 24
  - Number of Written Warnings Issued: 15
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 5
  - Number of Crashes with Injuries: 1
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 0

### Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 7 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 10 Cases initiated
- Zone 4: 3 Cases initiated
- 20 signs have either been removed or sign cases created.
- 11 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and ninety-five (95) telephonic inquiries.

### Public Works

#### Airport Operation and Development

- The Aviation Advisory Board will meet on July 30 at 7:00 p.m. in the Human Resources Training Room at City Hall.
- Staff completed work to finalize closeout documentation for the Taxiway "G" construction project, the Heliport Site Improvement design project, the Wildlife Hazard Assessment project, and the Rehabilitation of Runway 8/26 design project. Staff has also commenced closeout work for the Obstruction Mitigation Environmental Assessment and the Runway 8/26 Extension Environmental Assessment, pending further information from the Florida Department of Transportation.
- Staff continues to work with property owners in the Airport Business Park to proceed with land acquisitions needed to facilitate design and construction of access roads for the southwest quadrant of the airport. Staff is currently seeking quotes for an appraisal of the property to be acquired.
- Three Cadets from the Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) joined more than 200 other CAP members from across the United States to serve the aviation community by providing support for the Experimental Aircraft Association's AirVenture event in Oshkosh, Wisconsin. The event draws more than 550,000 people and over 20,000 aircraft to Wittman Field airport, making it temporarily the busiest airport in the world. The Ormond Beach Cadets are participating in National Blue Beret (NBB), a CAP National Cadet Special Activity. In order to qualify, those selected for NBB are required to complete nine rigorous courses of study, including several offered by the Federal Emergency Management Agency (FEMA).
- Staff has received and is currently reviewing the FAA's latest guidance concerning evaluating, demonstrating or otherwise deploying unmanned aircraft systems (UAS) detection and countermeasure technology at airports.
- Staff conducted a teleconference with Hoyle, Tanner and Associates to review preparations for the construction phase of the project to rehabilitate Runway 8/26, and the design phase of the projects to extend Runway 8/26 and Taxiway Alpha.

### Engineering

- Projects Summaries
  - Construction Projects:
    - South Peninsula Reclaimed Expansion – Final asphalt restoration is being completed; Consultant is reviewing the Contractor's final pay request.
    - Ph III 2-Inch Water Main Replacement – Peninsula – City is awaiting final as-builts revised per GIS comments.
    - Ph III 2-Inch Water Main Replacement – Mainland – Contractor is installing water main on Marsh Ridge Watch, Highwood Ridge Trail and Putnam Avenue. Contractor has committed to performing final tie-ins and meter switch overs on Cliffwood Circle, Alexander Court, Fir Street, Pine Street, and Arrowhead Circle as soon as Health Department clearance is received.
    - North US1 Landscaping Ph II – The work is 85% complete. The majority of Crape Myrtles and Ligustrum trees have been planted. The Reclinata palms will be planted in the next 4-5 weeks.

- Effluent Outfall Replacement – The contractor has completed the repair work and will install the warning signage to warn boaters of the pipe diffuser location as the water is only several feet deep in the area of the diffuser. They also will do the as-built survey.
- Storm and Sewer Lining – Storm drain lining operations are underway and expected to continue for the next few weeks.
- Deer Creek Reclaimed Water – Contractor was on-site and located the tie-in location and has scheduled for the wet tap connection to be performed.
- Ormond Crossings Utility Extensions – The contractor has installed the jack and bore for the utility crossings at the railroad crossing and has installed both water main and sewer lines along Broadway.
- Downtown Light Replacement – The fixture heads and light poles are scheduled to ship July 30, per the manufacturer.
- CDBG – Cassen Park Fire Hydrant – The fire hydrant assembly, service tap and pressure testing has been completed. As the contractor could not locate the 6-inch stub that was shown on old as-builts it was decided to extend the water main to the existing main line on the west side of Beach Street. We received a County Use Permit for the connection in the South Beach Street right-of-way, and the contractor is scheduling to complete this work.
- 2018 Road Rehabilitation – Microsurfacing – The contractor has sealed the cracks in the existing asphalt. They will return at the end of July to microsurface the roads. Notices were sent to residents informing them of the process.
- CDBG – Streetlight Replacement – The fixtures are scheduled to ship July 27, per the manufacturer.
- Fortunato Park Pier – Repair work is expected to begin at the end of July-early August.
- Rockefeller Gardens Stage Shade Cover – Structural drawings were submitted and are currently under review.
- Forest Hills Connector Trail – Bid was awarded at the June 26 City Commission meeting. Contracts are being sent to JD Weber for execution.
  
- Bidding
  - 2018 Road Rehabilitation-Resurfacing – Bid award has been moved and is now scheduled for Commission approval on July 31.
  - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once Finance has secured the necessary bond funding.
  
- Design Projects:
  - North US1 Water Main Improvements – The loop through Ormond Crossings south from Security First is scheduled for CC approval to bid on August 8. The redundant main from Hull Road to Destination Daytona has a 60% plan review this week.
  - Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension – The consultant has submitted and received a permit exemption from FDEP for the fishing pier repairs. This project is anticipated to advertise for bids in August. Consultant is working with FDEP on the Required Submerged Land Lease that is required for the dock project.
  - WWTP Sludge Dewatering Improvements – Consultant submitted final plans. A review meeting was held and the consultant will finalize plans for bidding. .
  - Fleming Ave Stormdrain Improvements – The City Commission approved the design work authorization, consultant has the survey work underway.
  - Wilmette Avenue Pumping – The FEMA HMGP Phase I engineering/design grant is fully executed; consultant is preparing a scope of services to compete the bid documents.
  - Laurel Creek Stream Gauges – A purchase order is in place for the hardware and software, and staff is reviewing the installation procedures for in-house installation of the additional lake level monitoring devices.
  - Cassen Park Improvements (Paving and Restroom Replacement) – The consultant will have 90% design drawings for staff review and comment the by end of July.
  - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – A work authorization is in process for the electrical design of the field lighting.

- OBSC Improvements – Championship Field 7 – This project is being broken up into 2 phases. Construction manager is preparing an opinion of cost for Phase 1 which includes everything except the concession building.
- Secondary Raw Water Main – Staff is coordinating work between the design engineer and the geotechnical contractor.
- MacDonald House – AM Weigel is putting finishing touches on a first phase scope of services to begin work on MacDonald House.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Staff is finalizing the planting plan.
- A1A Force Main Repair – 60% comments have been returned to the Engineer. 90% plans are expected shortly.
- Coquina Court Drainage – Staff has provided review comments to consultant on both plans and specifications.
- Main Trail Bridge Repair – Staff met with one of our continuing contract construction managers to discuss repair options.
- Water Plant Upgrades – Chlorine conversion is under design.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements - Staff is working to negotiate the cost for consultant design services based on project requirements and scope.
- Departmental Activities
  - Continued to prepare for storage non-digitized plans.
  - Reviewed daily engineering permit applications through the ProjectDOX system.
  - On-site visit to 713 Garden Lane to verify plans to revise SWMP and Finished Floor Elevation (FFE) adjustment, per builder's request.
  - On-site visit to 588 John Anderson Drive to discuss SWMP alteration options with builder.
  - Located and provided PDF copies of as-builts for sewer & water along North US1, per Utilities Division request.
  - Prepared & sent road closure notices for an FPL project along Riverside Drive & Flamingo Drive, and another project along Hand Avenue.
  - Prepared permit plan for 2265 John Anderson Drive water service replacement, per Utilities Division request.
  - Modified construction plans for Granada Median Landscape 2017 project, per Project Manager's comments.
  - Created map for a proposed septic to sewer project near Hidden Hills subdivision.
  - Researched and provided PDF copies for pages from the 1981 WTP Expansion project, per Utilities Division request.
  - Researched and assisted dock consultant regarding permit questions and provided PDF copies of FDEP statutes.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Pulled forms & cones/clean up on Milsap Rd
- Prepped/form on Northshore; grinded sidewalk
- Pull forms/clean up at Ames Park
- Concrete/prep, formed on Northshore and Robin Rd
- Asphalt on Pineland Trl
- Concrete on Harvard Dr;

### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide

- Removed uprooted pine tree on Greenwood Ave; two dead oak trees on Tomoka Meadows; dead palm at Riviera Park; removed large broken limb in tree on Ormond Lakes Blvd
- Trimmed low limbs over ROW at S St Andrews & St Andrews Ter
- Cleared trees from fence at Nova Rec; trimmed trees back from sidewalk

#### 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
- Debris and tree branches clean up at JAD & Ocean Ave
- Edging on SR40 from Tymber Creek to Breakaway Trails

#### 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
- Road striping inventory citywide
- Replaced various stop signs in Ormond Green

#### Stormwater Maintenance

- Reach out ditch mowing on SR40
- Road repair in Sanchez Park
- Ditch maintenance on Hand Ave, Division Ave, Hammock Ln, SR40
- Pipe repair on Ormond Green Blvd
- Basins inspected and cleaned
- FDOT pond mowing at Nova, Lakebridge & Arroyo Parkway
- Pond maintenance/ditch maintenance at the Water Plant
- Checked on depression in road on China Moon Dr
- Ditch cleaning in Hidden Hills
- Gate repair on Old Kings Rd

#### Street Sweeping/Streetsweeper (sweeper down)

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

#### Fleet

- Mileage traveled by all departments for the week: 24,322
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 13,370 gallons unleaded, 10,705 gallons diesel
  - Fuel used in one week: 1,898 gallons of unleaded and 775 gallons of diesel.
  - Fleet completed 32 work orders this week.

### Utilities

- Projects Summary
  - Annual Supply of Sodium Bisulfite and Hydrofluosilicic Acid – Vendors were contacted to determine whether they plan to submit bids for hydrofluorosilicic acid. Prepared Addendum 1 to respond to a question pertaining to sodium bisulfite.
  - Breakaway Trails Yard Electrical and Pump Upgrades – A bid disposition memo was prepared for presentation at the August 8 City Commission meeting. John Searcy & Associates prepared a letter of award recommendation.
  - Engineering Services for Breakaway Trails Storage and Pumping Improvements – Five Statement of Qualifications Proposals were evaluated on July 20, 2018. Mead and Hunt was selected as the most qualified consultant.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Prepared City Commission memo and submitted bid plans and specifications on Minute Traq for the August 21 City Commission meeting agenda. FDEP was contacted for a permit determination. No permit is required.
  - Lift Station 8M1 – City Commission memos to vacate the existing easement and accept a new easement for the lift station is scheduled for the July 31 City Commission meeting.
  - Lift Station 10M & 12M Improvements – A final walk through inspection was performed on July 20, 2018. Punch list items were corrected and a Certificate of Final Inspection was issued. FDEP clearance form was executed by the City.
  - US 1 NW Corridor Water Main Improvements – A review meeting was held with Engineering to discuss review comments.
  - WTP LPRO Membrane Replacement – Specifications for the membranes are being prepared by the consultant.
  - Utility Location Services – A meeting with the selected contractor is scheduled for July 27.
  - Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) activities – Addendum 1 is being prepared to respond to questions raised at the meeting and received by the purchasing coordinator. Filling the water plant tank prior to a hurricane was approved by Volusia County Health Department.
  - Utilities SCADA Upgrades (Software Purchase RFP) – Meeting with consultant July 19, 2018 to finalize integrator services RFP documents.
  - 2265 John Anderson Drive – Use Permit Application to Volusia County is prepared for submittal to Volusia County.
- SPRC Projects (Utilities Review)
  - Granada Pointe – WaWa construction is starting in October.
  - Pineland Trail Subdivision – A preconstruction meeting was held this week. The property along Airport Road is a prescriptive easement. Utilities can be installed in that corridor. Phases 1, 2 and 3 will be constructed. Construction is scheduled to begin in August.
  - Shoppes on Granada, Phase 2 – 1280 W Granada: A preconstruction meeting was held to discuss the project. Construction will start in August.
  - Memorial Health System – 264 South Atlantic Ave: Met to discuss demolition requirements.

### Water Treatment

- Delivered 45.76 million gallons for the week ending July 20, 2018 (6.53 MGD).
- Backwashed 14 filters for a total of 824,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 30, 2018 @ 5.991 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 54 tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 35.90 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.13 MGD.



- Produced 31.02 Million Gallons of Reuse.
- Produced 4.88 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (June 01, 2017 – May 31, 2018 (MGD)): Influent 4.79 MGD (Permit 8 MGD); Surface Water Discharge 2.11 MGD (Permit 6 MGD); Reuse 3.10 MGD (Permit 10 MGD)
- Hauled 137.35 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to nineteen (19) reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired fourteen (14) water service leaks.
- Installed six (6) new residential water services.
- Performed accuracy testing on 4 - 2" commercial water meters, all tested accurate. Scheduled 5 commercial water meters for future testing.
- Replaced five (5) faulty residential water meters per Finance Department work orders.
- Performed pressure testing on eleven (11) city owned backflow preventers. Two (2) of which were in need of repairs.
- Replaced Eighteen (18) broken meter boxes.
- Replaced seven (7) water services due to low volume concerns, broken valves, etc.
- Performing fire hydrant maintenance in Breakaway Trails area.
- Raised a fire hydrant that was below height requirements at 102 Avalon Dr. and 3001 John Anderson Dr. in Ormond-by-the-Sea.
- Performed valve maintenance on fifteen (15) main line valves.
- Located a residential water meter per Finance Department work orders.
- Repaired a 6" AC water main serving Harvard Dr.
- Repaired a 2" GSP water main serving Collins St.
- Repaired a broken 1½" residential water meter and replaced the inoperable 1½" isolation valve at 4 Broad Creek Cir in Broadwater subdivision.
- Removed a palm tree and repaired the meter leak at 235 N. US1 Hwy.
- Disconnected 2 - 2" and 2 - 6" water main taps from a previous 2" water main project that were abandoned on Rockefeller Dr.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 139 regular and 1 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 13 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area. Responded to 5 reuse trouble calls.
- Located c/o at 97 Fairway Dr. at customers request.
- Rewired pump, replaced J box and added 12" riser to PEP system at 175 Deep Woods Way.
- Located sanitary service for contractor at 22 Huntington Place.
- Responded to PEP alarm at 6 Crooked Bridge Way. Discovered bad breaker in box, repaired.
- Continued CDL training with new employees.
- Pumped out, rewired and plumbed PEP system at 20 Huntsman Look. No power to box. Will attempt to contact homeowner.
- Completed locating and marking reuse services and valves in the Deer Creek subdivision.
- Tv'ed lateral at 182 Midway Ave. discovered root ball, cleared.
- Repaired broken 3" reuse line at 596 Robin Rd.
- Filled in depression 40 Soco Trail, caused by leaking manhole. Scheduled for repair.
- TV'ed lateral at 220 John Anderson as follow up to stoppage over weekend. Found construction debris in line, cleared line.
- TV'ed lateral at 225 Standish Dr. There is an offset in the line. Will follow up.
- Repaired broken lateral at 827 Cordova Ave.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 10 psi, Ocean Mist Hotel 10 psi, Ormond Mall 0 psi.

- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 22 psi, Westland Run 25 psi & Shadow Crossing Blvd. (4 inch) 15 psi.

#### Wastewater Plant – Lift Stations

- Influent Pump Station, deragged check valve #3 with assistance from collections crew, successfully verified operation of #3 pump system and made available for use, removal of bypass scheduled for Thursday 7/26.
- Influent Room, oversaw transfer of pump positioning status, ok.
- 13M, high run hours at local time clocks, deragged both check valves, ok.
- Influent Room, general maintenance work, service sump pumps.
- Final Tanks, Clarifier #3, fuel Thompson Diesel Bypass Pump and fill all containers, ok.
- Chlorine Contact Tank, CL2 meter not reporting to SCADA after local alarm light installed, analog outputs on meter bad, replaced meter with shop stock and calibrated after install, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: nothing to report.
- SCADA monitor/response: Halifax Medical Center, no starts pump 1, replace bad lead float, pulled both pumps to clean volutes & impellers, ok.
- SCADA technician activities: Met with consulting engineer, VTSCADA representative and City Staff to finalize network architecture for integration RFP; reviewed and provided comments for SCADA integration RFP documents; continued to work on SCADA inventory.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Swing Zone Blowers, #1, #2; Sand Filters, #1, #2, #3.
- Annual Plant PM's: Fermentation Submersible Mixer #10; Fermentation Submersible Mixer #12; Carrousel Surface Aerator #2S.
- Lift Station PM's: 27 monthly performed and 0 annual.

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

- Lime Slaker #1, paddle shaft drive gear screw stripped, replaced with new, ok.
- Well 4D, installed plumbing previously removed to service flow meter, prepped and painted well piping within pump house, ok.
- Well 31H, removed well from service due to crack in pipe, repair is scheduled.
- Riverview Booster Station, received new check valve for installation at pump #1, installation scheduled.
- Claricones, assisted Operations with cleaning of hoses and injection ports at both cones, ok.
- Booster Station RTU checks, replaced batteries in Riverview, Granada, & State Park.
- Operational Check: Rima wells, Well 37 Bermad valve noisy operation, will explore solutions; Tomoka State Park, Granada, Riverview, Standish, and Nova booster stations.
- PM's: All Hudson wells; All Rima wells

#### Wastewater Collection/Treatment/Disposal Regulatory Activities

- Annual Water Quality Report – Staff is preparing the Certificate of Delivery of the CCR to the VCHD. The certificate verifies the Utility complied with the regulatory deadlines for the CCR's availability to the City's consumers.
- Cross Connection Control Program – The City's backflow device testing compliance rate is 87%. The efforts of the staff continuing to meet with individual businesses in the City's potable water system to increase compliance of the backflow prevention program is improving the compliance. Customers are cooperating with the required compliance testing.
- Consumptive Use Permit (CUP) – Staff is scheduling the Wetlands Monitoring report field work with the approved contract environmental consultant. The consultant will visit the wetland groundwater wells with City staff to assess the health of the wetlands in the City's Rima Ridge wellfield.
- Reuse Groundwater Monitoring – Staff performed the sampling of the groundwater wells located on Oceanside Country Club property as required by the City's WWTF operating permit.

The data allows the FDEP to assess the impact of utilization of reuse water on the local groundwater. The results will be prepared by the City's contract laboratory.

**Support Services/City Clerk**

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

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Acting Assistant City Manager
- City Clerk attended Claims Committee meeting
- Agenda packet preparation, creation, and distribution for July 31, 2018, Operating Budget Workshop and City Commission Meeting