

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 17, 2020

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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:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Elected Officials Roundtable meeting
- Senior City staff and Volusia County Manager and County senior staff regarding Ormond Crossings CRA extension request
- Senior staff and Michelle McArdle regarding sustainability efforts
- VCARD annual meeting

**PIO – Public Information**

- Press Releases/Media
  - City of Ormond Beach Awarded 28<sup>th</sup> Certificate of Achievement for Excellence in Financial Reporting
  - Mondays with the Mayor: January
  - General citizen inquires and press coordination/interviews
- Social Media
  - Ormond Beach Fire Department's Extrication Day Training
  - Reel in the Fun Fishing Tournament
  - Fog Alerts: Pedestrian and Driver Safety
  - #LivingTheOBLife
- Attended
  - City Manager's Staff Meeting
  - OBFD Extrication Day Training
  - Engineering Projects Updates
  - NextDoor End-of Year Webinar
- Developing
  - Training Deck for Advanced Skills PIO Workshop: Florida Fire Chief's Association Symposium

**Community Development**

**Planning**

- Attended the Ormond Beach MainStreet Design Committee meeting.
- Attended and provided a summary of the Brownfield grant program that ended in 2019 to the Brownfield Advisory Board.

- Karin Gehris, President, Jackson Hole Saloon and Grille, d/b/a Boot Hill Saloon Outpost, shall conduct a neighborhood meeting/sound test regarding a request to allow live outdoor entertainment. The meeting shall be held at **Boot Hill, 1089 N. US Highway 1, on Thursday, January 23, 2020 at 5:00 p.m.** The Boot Hill Saloon Outpost seeks to allow live outdoor music every Saturday and Sunday afternoon from 2pm to 5 pm year around and from 2:00 p.m. to 10:00 p.m. during the recognized special event periods of Bike Week, Biketoberfest, Turkey Rod Run, Speed Weeks, July 4<sup>th</sup> and Jeep Beach celebrations. Outdoor music is defined as an outdoor activity and requires a Special Exception with review by the Planning Board and a final action by the City Commission. The neighborhood meeting/sound test is a requirement of the Ormond Beach Land Development Code. It is expected that the Planning Board meeting for this item would be February 13, 2020.
- A variance application for the property at 47 Shadowcreek Way has been received. The property owner seeks to replace the existing three (3) access points from concrete to pavers. The property owner is seeking a variance of one additional point of access to Shadowcreek Way based upon the lot frontage to maintain the existing thee (3) points of access where the Land Development Code standard only allows two (2) access points. The Board of Adjustment and Appeals hearing date is February 5, 2020.
- Planning related items scheduled for the January 21, 2020 City Commission include:
  1. 263 South Nova Road, Climate Controlled Storage, Planned Business Development rezoning and Development Order (1<sup>st</sup> reading).
  2. Presentation from East Central Florida Regional Planning Council regarding the Resiliency Action Plan and Resilience Collaborative.
  3. Comprehensive Plan amendments (2<sup>nd</sup> reading) related to the First Amended Interlocal Service Boundary Agreement area, including land use and text amendments.
  4. Comprehensive Plan amendments (1<sup>st</sup> reading) to clarify the city's annexation policies related to utility connections outside of the city's municipal boundaries and regarding city owned parcels at the intersection of Airport Road and West Granada Boulevard.
- The following applications have been submitted for the Planning Board meeting on February 13, 2020:
  1. 501 South Nova Road, All-Aboard Storage: Request for a Planned Business Development to allow RV and Boat storage at an existing storage facility.
  2. 509 South Nova Road, All-Aboard Storage: Request for a Planned Business Development to allow RV and Boat storage at an existing storage facility.
  3. 321 Hand Avenue, All-Aboard Storage: Request for a Planned Business Development to allow RV and Boat storage at an existing storage facility.
  4. Pellicer Acres: Request for a preliminary plat approval to subdivide 25 acres of vacant land into five lots each of five acres within the REA (Rural Estate & Agriculture) zoning district.
  5. 1089 North U.S. Highway 1, Boot Hill: Request to allow itinerant vending during recognized special events and to allow live outdoor music every Saturday and Sunday afternoon from 2pm to 5 pm year around and from 2pm to 10pm during the recognized special event periods of Bike Week, Biketoberfest, Turkey Rod Run, Speed Weeks, July 4<sup>th</sup> and Jeep Beach celebrations under certain conditions.
  6. 1170 North U.S. Highway 1: Request to allow itinerant vending during recognized special events during the recognized special event periods of Bike Week, Biketoberfest, Turkey Rod Run, Speed Weeks, July 4<sup>th</sup> and Jeep Beach celebrations under certain conditions.

#### Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 345 inspections preformed within the city (18 by private providers).
- 106 permits issued (4 garage sale permits) within the city, with a valuation of \$3,559,053.

Development Services

- The following meetings with the Site Plan Review Committee (SPRC) occurred:
  1. 814 Hull Road, Lynch Oil. A pre-application meeting for a parcel that is located in unincorporated Volusia County. The proposed oil distribution use is considering two options: (1) site plan approval within Volusia County with utility review by the city and annexation after construction or (2) annexation into the city and site plan development. The Land Development Code shall need to be amended to create an I-2 (Heavy Industrial) zoning district which is currently shown as reserved.
  2. 762 South Atlantic Avenue, GoJuice. A pre-construction meeting for a 100 square foot project for juice related projects.
  3. Tymber Creek Road and West Granada Boulevard, Tymber Creek Apartments. A pre-application meeting for 296 multi-family units on approximately 20.59 acres. The land area would include land that is currently located within unincorporated Volusia County. The project would require a rezoning to Planned Business Development. The front portion of the property of approximately 8.96 acres is shown as a future commercial parcel. No development plan was provided for the future commercial parcel.
  
- The following site plans are under review:
  1. 519 Leeway Trail, Durrance Acres, preliminary plat. 1<sup>st</sup> review. Subdivision of 25 acres into five lots each five acres in size.

Project	% Complete
101 Town & Country Lane	40%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Boot Hill	50%
Breakaway Trails Ground Storage tank	80%
Coolidge Avenue Office/Warehouse	20%
Dunkin Donuts, 1190 Ocean Shore	0%
Extended Stay America	10%
FUGU	10%
Granada Plaza sewer improvements	90%
Home2	45%
Independence Recycling of Volusia	95%
Lynnhurst sewer improvements	15%
Modern Wash	25%
Oceanside Golf and Country Club (seating)	50%
Ormond RC, Building 1C	65%
Salty Church	30%

Security First	99%
S.R. Perrott expansion	10%
Stor-It	5%
The Pumphouse	10%
Thomas & Betts parking improvements (Ph. 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	90%
Huntington Green	90%
Huntington Villas	75%
Pineland residential subdivision, Phases 2&3	90%
Deerfield Trace	90%

**Economic Development/Airport**

**Economic Development**

- Ormond Crossings
  - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
  - 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
  - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  - Staff attended the Volusia Manufacturing Association Education Committee to assist in regional efforts to support manufacturing in education.
- Prospective Business Attraction/Retention/Expansion
  - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach.
  - Staff continues outreach to Ormond Beach businesses in the new year. Two business visits have been made to companies.

**Airport Operation and Development**

- The first quarterly meeting of the Aviation Advisory Board has been re-scheduled to take place on Monday, January 27<sup>th</sup> at 7:00 pm.
- Staff responded to a minor systems failure at the airport's Gate No. 9. The gate controller was not responding to access codes input via the gate's keypad, but was otherwise fully functional.

- Staff assisted the project manager for the construction effort underway at S.R. Perrott, regarding the need to gain approval from the Federal Aviation Administration to erect and operate a large crane at the project site. The site is within the airport traffic area and will also require issuance of a Notice to Airmen (NOTAM) when the crane is in operation.
- Staff responded to an inquiry from the County of Volusia regarding the status of RYHH, LLC at the airport. RYHH, LLC recently submitted an application to the City to operate as a Category 2 FBO. This application was approved by the City Commission, proof of which has been provided to the County.
- Staff participated in the first quarterly meeting of the Florida Airports Council's Legal Committee this week. Topics of discussion included grant assurances and competitive procurement of landside concessions, property appraiser / ad valorem tax issues, an FAA proposed drone "remote ID" rule, emotional support animal cases, and vehicle sharing services such as "Turo" at airports.

### **Finance/Budget/Utility Billing Services/Grants/Risk Management**

#### **Finance**

- On-going Projects
  - The City continues to work with the State 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.
  - To date the City has been reimbursed for twenty-two (22) hurricane Irma Project Worksheets totaling \$1.75 million.
- Completed Projects - Weekly
  - Processed 124 Journal Entry Batches.
  - Approved 24 Purchase Requisitions totaling \$143,590.77.
  - Issued 20 Purchase Orders totaling \$14,896.09.
  - Prepared 167 Accounts Payable checks totaling \$498,008.70 and 37 Accounts Payable EFT payments totaling \$719,031.51.
  - Issued 937 past due notices on utility accounts.
  - Auto-called 1,805 utility customers regarding receipt of a past due notice.
  - Processed 422 payments through Interactive Voice Response System totaling \$45,242.79.
  - Grant money 2019-20 fiscal year-to-date total received, \$1.8 million.
  - Prepared 375 Direct Deposits totaling \$533,411.71.
  - Transferred IRS 941 payment of \$180,995.70.

#### **Grants**

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Requested CDBG agreement technical correction to update project dates for the plans of actions for FY 19-20 activities.
  - Transmitted the fully executed agreement with HUM for FY 19-20 activities at Hope Place as approved by the City Commission on January 7, 2020.
  - Grant reimbursement requests to date FY 19-20: \$772,860.96
- Other
  - Citizen Contacts
  - Completed weekly events calendar ad for Ormond Observer.
  - Updated/added website items as needed.
  - Scheduled ads in the News-Journal and Observer for the March FREE legal workshop.

- Attended weekly staff meeting.
- Attended and served as liaison at the organizational meeting of the Neighborhood Improvement Advisory Board.

#### Risk Management Projects

- Workers' Compensation training for new Firefighters
- Managed subrogation claims
- Updated drug free work place program

#### Fire Department

- Weekly Statistics
    - Fires: 1
    - Fire Alarms: 8
    - Hazardous: 1
    - EMS: 81
    - Motor Vehicle Accidents: 6
    - Public Assists: 55
    - TOTAL CALLS: 152
  
  - Aid provided to other agencies: 9 Calls – Daytona Beach (2), Volusia County (7)
  - Total staff hours provided to other agencies: 7
  - # of overlapping calls: 37
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
  - Total EMS patients treated: 53
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 150
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- Training Hours
    - NFPA 472: 3
    - NFPA 1001: Firefighting 139
    - NFPA 1002: Driver 15
    - NFPA 1021: Officer 6
    - NFPA 1500: Safety/Equipment 44
    - NFPA 1620: Preplanning 12
    - EMT/Paramedic 14
    - TOTAL TRAINING HOURS: 233
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- Station Activities
    - Updated 8 pre-fire plans
    - Conducted 3 fire inspections
    - Instructed the quarterly CPR and AED training class to Ormond Beach residents
    - Crews trained on orientation vehicle extrication at the Holly Hill Salvage Yard

#### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Evidence/Crime Scene Supervisor (Police)
    - Part Time Events Leader (Events/Leisure Services)
    - Part Time Recreation Leader (S. Ormond Neighborhood Center/Leisure Services)
    - Police Officer (Police)
    - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
    - Senior Staff Accountant (Finance)
    - Treatment Plant Operator C, B, or A (Water Plant/Public Works)
    - Part Time Recreation Leader (Environmental Discovery Center/Leisure Services)

- Applications Under Review
  - Civil Engineer (Engineering)
  - Office Assistant III (Leisure Services)
- Interviews Scheduled
  - Account Clerk II (Finance)
  - Permit Tech (Planning)
- Background/Reference Checks/Job Offers
  - Maintenance Worker II (Streets/Public Works)
  - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
  - Police Officer (Police)
  - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
  - Part Time Recreation Leader (EDC/Leisure Services)
- Separations
  - Evidence/Crime Scene Supervisor (Police)
  - Maintenance Worker II (Streets/Public Works)
  - Part Time Maintenance Worker I (PAC/Leisure Services)
  - Police Sergeant (Police)
- Employee Events
  - Beginning Wellness HSA funding opportunities

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start early 2020.
    - 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 (CentralSquare Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 21
    - Completed: 71
    - In progress: 47
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 40,064
    - Inbound E-Mails Blocked: 21,092
    - Delivered Inbound E-Mails: 18,972
    - Quarantined Messages: 814
    - Percentage Good Email: 47.4%
    - ATP/Virus E-Mails Blocked: 3
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 4
    - Changes: 0

- Corrections: 0
- Map/Information Requests: 24
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0 : Total in system = 2,741
- Meters GPS Located this week: 0 : Total in system = 23,738; 22,927 potable, 800 Irrigation, 11 Effluent
- Notable Events: Updated Parcel Layer Theme

## **Leisure Services**

### Administration

- Staff meeting
- City Manager's meeting
- Assistant City Manager's meeting
- Park visits
- Janitorial Services meeting
- VCRDA meeting
- Leisure Services social media meeting
- Arbor Day Ceremony

### 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.
- Florida Black Bears Program with Janelle Musser, FWC Bear Biologist, Saturday, 10 am – 11 am
- Arbor Day Event at Ormond Beach Elementary, Friday, 10 am – 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.
- SHS Boys' and Girls' Soccer continue practices this week at the Sports Complex on Fields 1 and 4 at 5 pm and 6:30 pm. Games were held on Friday evening at 5 pm and 7 pm.
- Wendelstedt Umpire School continued Monday through Saturday from 9 am to 5 pm. They use the three Wendelstedt Fields, Kiwanis Field and the Greg Smith Field House daily. The school runs through February 2.
- OBYBSA Gold Spikes held tryouts Monday through Thursday evening on Nova Fields 1-5 at 6 pm.

### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- 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 Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged South and Osceola (2) softball fields



- Painted Soccer Fields 2 and 8-10
- Prepared/painted Championship Field 7 for SHS soccer games
- Painted corners on Soccer Fields 5 and 6
- Painted corners on soccer parking lot and Flag Football Fields
- Prepare Wendelstedt and Kiwanis Fields for Wendelstedt Umpire School daily, Monday through Saturday

#### Senior Center

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

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Monday through Friday: CMT held regular classes
  - Monday through Thursday: Follies held regular classes
  - Thursday: Kopy Kats held regular classes
- The Performing Arts Center is preparing to host the following:
  - Hits of the Brits, Friday, 7:30 pm to 9:30 pm
  - The Fabulous Hubcaps, Sunday 2:30 pm to 4:30 pm

#### South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- Youth basketball practices Saturday, Tuesday and Wednesday
- Youth basketball games Monday, Wednesday and Friday

#### Community Events

- Weekly administrative tasks, office work, meetings and activities
- Ongoing follow up for the 2020 Mayor's Health & Fitness Challenge with partners and participants
- Attend Senior Games meeting
- Two interviews for part-time Community Events Leader
- Attend Memorial Day Service Committee meeting
- Setup, work, and breakdown for Arbor Day Tree Planting at Ormond Elementary
- Preliminary planning of 2020 events January through May:
  - Groundbreaking for Downtown Fit Loop in Fortunato Park
  - REEL in the FUN Fishing Tournament
  - VLOC Dinner
  - Art in the Park
  - Memorial Day Remembrance Service

#### Gymnastics

- January session in progress
- January registration is open
- Team girls are preparing for their 1<sup>st</sup> AAU competition of the season in Ponte Vedra January 18 and 19.

#### 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 and Ms. Debby's Dance and Acting classes continued to meet at various times throughout the week.

- The Boys' Basketball Youth League continues with their games. They met Monday through Thursday this week. The season will continue until the end of February.
- Explore the Stage began on Tuesday.
- The Lunch Bunch Club met on Wednesday.
- 5K Wanderers began on Wednesday.
- The Nova Gym will be closed on Friday to begin setting up for the Cat Fancier's Cat Show which will take place Saturday and Sunday from 9 am to 4 pm.

#### The Casements

- Free tours were held at The Casements on Saturday at 9:30 am and 10:30 am and on Monday through Friday on the hour at 1 pm, 2 pm and 3 pm. Self-guided tours are available during regular business hours.
- Great Dawg Rescue met at The Casements on Saturday from 9 am to 10:30 am as part of the Mayor's Health and Fitness Challenge.
- On Saturday a wedding was held at The Casements from 2 pm to 10 pm.
- House of Healing had a meeting at Bailey Riverbridge on Sunday from 4 pm to 6 pm.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am at The Casements.
- The Casements Guild met on Monday for a general board meeting in The Preservation Room from 9:30 am to 12 pm.
- On Monday a memorial service was held at Bailey Riverbridge from 1 pm to 3 pm.
- Once Upon a Storytime was held on the North Lawn from 10 am to 11 am on Tuesday.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am at The Casements.
- The Memorial Day Committee met on Wednesday in The Casements Preservation Room from 11:30 am to 12:30 pm.
- Thursday a large group tour took place at 10 am.
- Janet Rodgers held an art workshop on Thursday and Friday at The Casements in the art room from 8 am to 5 pm.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Checked all parks for trash
- Dropped off millings at Riverbend Nature Park for trail maintenance
- Completed removal and cleanup of Christmas decorations at a number of citywide locations
- Cleaned graffiti at Andy Romano Beachfront Park
- Replaced missing wood at Magic Forest

#### Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired non-working Public Works gate
- Unclogged outside restrooms at Nova
- Completed removal of all Christmas decorations
- Repaired Rockefeller pavilion outlet
- Replaced toilet seat men's room at Public Works
- Unclogged men's and ladies' restroom at Central Park I
- Repaired A/C in gear room not working at Fire Station 93
- Repaired NE bay door that continues to run at Fire Station 91
- Install refrigeration electric at Fire Station 92
- Replaced hand sanitizers at the Police Department
- Replaced light fixture and replaced lamps at City Hall north stairway

- Repaired/replaced EM lights at Senior Center and Performing Arts Center
- Troubleshoot lights out at Nova racquetball

### **Police Department**

#### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended a meeting regarding 45 Kenilworth
- Staff attended a function at the Ormond Beach Rotary Club
- Staff visited Daytona State College recruiting class
- Staff welcomed a new officer to begin training
- Staff attended a Budget Meeting
- Staff hosted an "Ice Cream with a Cop" event

#### Community Outreach

- Youth Leadership Council (YLC)  
Six members of the YLC attended the Mainland High School basketball game on Friday, January 10 to support YLC members on the team.
- OBPAL Basketball  
Practice was not held last week due to the Department of Leisure Services Recreation League practice schedules. A new schedule for OBPAL basketball practice will begin once schedules are coordinated. Try outs for the OBPAL travel league are tentatively scheduled for this month.
- PAL Educational Programs  
The R.E.A.D. program at Ormond Beach Elementary is scheduled to begin the first week in February. Tutors R Us program at the South Ormond Neighborhood Center is scheduled to begin the first week in February.

#### Community Services & Animal Control

- Animal Calls responded to: 44
- Animal Reports: 3
- Trap Neuter Release: 1
- Animal Bites: 2
- Animals to Halifax: 0
- Wildlife Calls: 0
- Pets Vaccination Clinic: 102

#### Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 7
- Inactive: 12
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 7
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 5

- Baker Act: 4

#### Records

- Walk - Ins / Window: 59
- Phone Calls: 104
- Arrest / NTA'S: 15
- Reports Generated: 116
- Reports Entered: 90
- Citations Issued: 76
- Citations Entered: 0
- Warnings Entered: 152
- Trespass Warnings: 21
- CORF Entered:37
- Mail / Faxes / Request:25

#### Patrol

- Total Calls: 1440
- Total Traffic Stops:164

#### Operations

- Crime Opportunity Report Forms: 81

1/8/20

- Domestic Violence-Kidnapping Arrest, 1521 West Granada Boulevard (Wal-Mart.) A disturbance was reported where a male was striking a female and had forced himself into a vehicle when she attempted to flee. The female was forced out of the vehicle when witnesses approached, the suspect was located.
- Battery Domestic Violence Arrest, 1501 San Marco Drive #304. The victim reported a disturbance where the suspect displayed a knife under a door and eventually forced his way inside using a screwdriver. Victim was struck with a lamp shade during the incident.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) A female was observed obtaining merchandise worth under \$100 and passed all points of sale without paying for the items.
- Traffic DUI Arrest, 78 Lincoln Avenue. A traffic stop was conducted where the driver was found intoxicated. The driver refused to do Field Sobriety Exercises and also refused a breath test.

1/9/20

- Burglary Residence, 1 Overbrook Court. The victim reported that his residence was entered by an unknown person and items were stolen. The home is under construction and personal as well as contractor items were taken.
- Carbreak, 2099 North Beach Street. The victim reported that her vehicle was entered and credit cards were taken. Cards were later used at area stores.
- Traffic Arrest, West Granada Boulevard/North Ridgewood Avenue. A subject was pulled over for a traffic violation where it was discovered that he did not have a license.

1/10/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was caught stealing a large amount of merchandise from the business.
- Carbreak, 300 West Granada Boulevard (Golds Gym). An unknown suspect stole the victim's wallet from his unsecured vehicle.
- Strong Arm Robbery/Occupied Burglary/Resisting without Violence Arrest, 3 North Yonge Street (7-11). Subject attempted to steal from the business and pushed the employee who attempted to stop him. He then fled through several parking lots and partially entered a vehicle before being stopped by officers where he refused to follow lawful orders.

1/11/20

- Carbreak, 411 Main Trail. Unknown suspect(s) entered the victim's unlocked vehicle. A bathrobe and pack of gum was taken. The incident was captured on surveillance video.
- Carbreak, 2 Rocky Creek Trail. Unknown suspect(s) entered the victim's unlocked vehicle. Loose change was taken. Two latent prints were recovered.
- Carbreak, 225 Pine Cone Trail. Unknown suspect(s) entered the victim's unlocked vehicle. A pair of Beats headphones and \$5.00 in cash was taken. One latent print card and miscellaneous papers were collected for evidence.
- Carbreak, 411 Main Trail. Unknown suspect(s) entered the victim's unlocked vehicle. One latent print card and miscellaneous papers were collected for evidence.

1/12/20

- Carbreak, 113 Shady Branch Trail. Occurred between 1/10 and 1/12. Unknown suspect(s) entered the victim's unlocked vehicle. Nothing was taken.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was apprehended after stealing several grocery items from the business.

1/13/20

- Battery Arrest, West Granada Boulevard/North Orchard Street. An intoxicated subject got into a fight, punching the victim in the face. Subject was also charged for an open container violation.
- Battery Arrest, 5 Lake Trail. Pepper spray was used in the presence of Ormond Beach Police Officers while investigating on-going civil issues. Subject was placed under arrest and transported to the Volusia County Branch Jail.
- Battery, 32 Old Macon Drive. Cross complaints were filed for two neighbors with a history of not getting along. One subject's canine went into the other's driveway which was taken as threat. The two were involved in a physical altercation and wished to pursue charges against one another.

1/14/20

- Narcotics Arrest, 1688 West Granada Boulevard. Officers made contact with a male subject in his vehicle. Officers observed syringes and white powder residue on the dashboard of the car.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 48
  - Number of Citations issued: 47
  - Number of Written Warnings Issued: 19
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 9
  - Number of Crashes with Injuries: 5
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
  - Zone 2: 5 Cases initiated
  - Zone 3: 3 Cases initiated
  - Zone 4: 10 Cases initiated
  - 17 signs have either been removed or sign cases created.
  - 8 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and fifty-one (51) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining – Phase 2 – The contractor is nearly complete with the sewer lining operations on North Beach Street. The remaining storm pipe lining will resume late January.
    - Water Plant Upgrades – Shop drawing submittals are under review.
    - Breakaway Trails Storage and Pumping Improvements – The contractor continues to work on the yard piping and the pump building.
    - Cassen Park Public Dock and Breakwater –The dredging is in process and the floating docks have been installed. The contractor is beginning installation of the breakwater.
    - WWTP Sludge Dewatering Improvements – The centrifuge has been delivered and is now on-site.
    - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Construction is 100% complete for the entire project. Will be sending final documents to CDBG.
    - HVAC Replacements – City Hall, SONC, The Casements – Work at City Hall is scheduled for substantial completion January 28. HVAC system at SONC scheduled for startup on January 16. The Casements construction to begin on February 10 so as not to disrupt scheduled events.
    - Granada Median Landscape Improvements (Orchard Street to I-95) – Tree removals will start this month. Contractor is checking irrigation system throughout, making modifications as required to ensure proper coverage.
    - Granada Blvd Medians – Irrigation Reuse Connection – Construction will begin mid-January.
    - WTP Sludge Residuals Facility Improvements – Shop drawings are being reviewed. Construction is expected to begin in March due to the long lead time (24 weeks) for the centrifuge.
    - OBSC Improvements – Championship Field 7 – A pre-construction meeting was held on January 15.
    - Nova Community Park Underground Electric Utilities – Underground conduit is being installed. Work is ongoing.
    - WTP Chemical Feed System Upgrades – Static mixer is scheduled for delivery to the WTP on January 21.
    - Memorial Gardens Lighting – The light fixtures have an estimated ship date in February.
    - Landscape Renovations & Downtown Landscape Renovations – Contracts are executed. Work scheduled to start early spring.
    - Broadway/US1 Traffic Signal – Staff is awaiting approval from FDOT for the CEI services.
    - 2019 Stormwater Rebuild – A pre-construction meeting was held on December 19, and work is anticipated to begin by the end of January.
  - Bidding
    - The Casements North Side Improvements and Carriage House – Bid awarded to DSR Construction Inc. at the January 7 City Commission meeting, contracts will be prepared for execution.
    - Fiber Optic Connectivity – Three proposals were received on January 8. Evaluation committee meeting was held on January 15.
    - Gazebo Replacements CP II – Bids were opened on January 16 and are under review.
    - CDBG Riviera Park Parking Improvements – Bid approved at the January 7 City Commission meeting, project was advertised on January 12, bids are due on February 11.
  - Design Projects:
    - North US1 Water Main and Force Main Improvements – The 90% review meeting was held, the consultant is revising plans accordingly.

- Fleming Ave Stormdrain Improvements – The plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
- Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from Army Corps of Engineers, this confirmation has been forwarded to FEMA to complete the response to their request for additional information.
- Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated soon.
- Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – Staff met with Volusia County on December 3 to discuss the Williamson Blvd. improvements.
- Stormwater Master Plan Update - 2019 – A meeting was held with the consultant to review existing codes, master plans, and other City documents.
- Fleming Avenue Stormwater Pump Station – The consultant continues work towards 90% plans.
- 56 North Beach Street – A City Commission Workshop to discuss options was held on January 7.
- Police Station/EOC Relocation Study – Staff is scheduling a meeting with consultant to review their preliminary findings.
- Airport Road/SR40 Water Main Loop – A pre-design meeting was held on January 9. Survey work is on-going.
- Rockefeller Room Renovations – A purchase order for assistance with bid document preparation is being processed.
- Exercise Equipment Replacement at Central Park II – This project is currently under design in-house.
- OBSC Playground Surfacing – Working with construction manager for this project to replace the surface at the Boundless Playground.
- CDBG SONC Fitness Station – Preparing an RFQ for this project scheduled to be advertised in April.
- Downtown: Cassen Park Improvements – Preparing a concept plan to incorporate some of the consultant's ideas which will be presented to the Mainstreet Board for their review and input.
- Downtown: Parking ID Signage – Working out the conceptual design and details with the Volusia County School Board/Planning Department.
- Birthplace of Speed Overlook Replacement – Construction manager quote is under review.
- Granada Streetscape Pavers – Working with construction manager for this project and will be receiving a quote by the end of January.
- Update Parks & Recreational Master Plan – Preparing an RFP package for bidding.
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Stripped forms and backfilled on Hidden Hills Dr.
- 8x6 asphalt patch on N. Beach St
- Fill potholes on Rio Pinar Dr.; Wilmette Ave.
- Poured basin on Northbrook Dr.
- Assist Stormwater in road and gutter removal on Hidden Hills Dr.
- Concrete patch around meter box on Banyan Dr.
- 3x1 sidewalk patch on Ocean Grove Dr.
- Asphalt overlay on Northbrook Dr. & N. Beach St.
- Asphalt patch for Water Div. on Highland Ave; for Stormwater on Colonial Cir.

#### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming on Northbrook & Overbrook; at CP 3 by Tennis Court; Trails clubhouse; Woodmere Cir.
- Removed big limbs at Riverbend Park; broken limb over sidewalk at The Trails bridge; tree from pathway on Airport Rd.

#### 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
- Trim ROW on Nova Rd.; for visibility on Airport Rd.

#### 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
- Markup for locates
- Installed speed bumps in Ormond Green

#### Stormwater Maintenance

- Reachout on State Road 40; FDOT ponds
- TV truck on Kimberly Dr
- Gradall floats
- Gates and pumps citywide
- Road repair on Hidden Hills Dr./spillway repair
- Locates citywide

#### Vactor

- Vac truck line cleaning on N Ridgewood; Northbrook & Ridgewood

#### Street Sweeping/Streetsweeper

- 145 miles of road cleaned
- 66 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 22,514
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0



- Quick Fleet Facts:
  - Fuel on hand: 13,397 gallons unleaded, 4,858 gallons diesel
  - Fuel used in one week: 2,233 gallons of unleaded and 696 gallons of diesel.
  - Fleet completed 54 work orders this week.

#### Utilities

- Projects Summary
  - Clyde Morris Sanitary Sewer Pipe Rehabilitation – Consultant indicates Engineering Services Proposal to be submitted by week of Jan 13.
  - Airport Business Park Manhole Rehabilitation: Manhole at 21 Sunshine Boulevard experiencing settling. Staff met on-site with contractor to discuss repair options and timing.
- Design & Bidding
  - Western Service Area Master Plan – 100% Draft under QA/QC by consultant & City PM's as of Jan 10.
  - Holly Hill Reuse Interconnect – Holly Hill advertised bids. Prebid Jan 28, 2 pm. Bid opening Feb 13 at 2 pm. Ormond Beach crews to install flushing hydrant in late January.
- SPRC Projects (Utilities Review)
  - Planning & Design
    - Provided existing utility data to design Engineer for proposed Tymber Creek Apartments at Granada Boulevard (conceptual plan).
    - Florida Urology Expansion – participated in Jan 8 pre-application meeting
    - Sun Trust – participated in Jan 8 PreCon
    - Hunters Ridge Force Main – Utility Service Agreement (CILC) under review by Legal.
  - Under Construction
    - 221 Vineland, Salty Church – site meeting scheduled Jan 13 to discuss water main cost participation proposal.
    - Participated in The Trails Publix demolition kickoff.
    - Deerfield Trace Subdivision – FPL damaged City's private electrical service feeding multiple wells. Researched easement revealing City easement is subordinate to FPL's.
  - Substantially Complete
    - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Final inspection 11/12. Awaiting final acceptance before transferring ownership to City.
    - Huntington Green – Provided comments on draft as-builts for sanitary sewer. Draft water as-builts previously reviewed.
    - Granada Pointe: Following Jan 8 SPRC meeting, met on site with contractor/engineer to explore retrofit of water meter for median irrigation. Awaiting City crew to field locate water main prior to making recommendation.
  - Final Completion
    - Pineland Subdivision Phases 1, 2 & 3 – Following final Inspection on January 6, City accepted improvements.

#### Water Treatment

- Delivered 38.54 million gallons for the week ending January 11, 2020 (5.51 MGD).
- Backwashed 10 filters for a total of 628,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 11, 2020 @ 6.62 MGD, SJRWMD 2019 allocation @ 7.687 MGD.
- Produced & hauled ~81 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Flushed distribution 245,000 gal

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 35.26 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.04 MGD.
- Produced 33.50 Million Gallons of Reuse.
- Produced 1.77 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2019 –December 31, 2019) (MGD):
  - Influent 4.48 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.30 MGD (Permit 6 MGD);
  - Reuse 4.59 MGD (Permit 10 MGD)
- Hauled 115.92 wet tons of dewatered residual solids (14% to 18% solids)
  - Weekly sludge hauling week ending 01-10-2019.
  - 5 trailer loads of treated sludge went to processing facility.

#### Water Distribution

- Responded to 18 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 26 calls for water service leaks.
- Replaced 6 broken meter boxes.
- Replaced 14 water service due to leaks or low pressure concerns.
- Located 4 water services for customers.
- Installed 5 new residential water services.
- Replaced 11 faulty residential water meters.
- Performed 8 scheduled pressure tests of City owned backflow prevention devices.
- Assist customer concerned about high water usage at 600 S. Atlantic Ave.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 132 regular and 3 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Responded to 2 reuse trouble calls.
- Reclaimed system is currently 100% open to avoid surface water discharge.
- Installed 8"x4" reducer at Granada Blvd. and Oak Ave. for irrigation contractor.
- Located reclaimed service for customer at 168 Oak Grove St.
- Located reclaimed valve for customer at 139 Fairway Dr.

#### Wastewater Plant – Lift Stations

- Ormond Lakes 2 – replaced motor starter contacts for pumps 1 & 2, replaced non-operational pump controller with new duplex unit.
- Town Square – Food grease buildup causing level probe to malfunction, replaced with floats and added chemical degreaser, increased visual monitoring.
- Reaeration Basin – set up temporary alum system at splitter box during tank rehab project.
- Sand Filter #3 – replace anchoring guide pulley with new inventory
- SCADA monitor/response: Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Hudson Wells – Contractor damaged underground electric cable to wells 29 through 32, assisted electrical contractor with repairs, wells returned to service.
- Shadow Crossings Reuse RTU – offline, battery backup faulted, replaced battery and returned to service, electrical conduit damaged by mowing contractor, repaired and install bollard to prevent future damage.
- Sand Filter #5 – Electric valve actuator is faulty, repair technician contacted.
- R.O. Building – replaced bad GFCI receptacle.
- Responded to equipment malfunctions at the Water Plant and offsite locations.

- Performed operational checks at various locations.

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

- 2019 Annual Reuse Report – Staff submitted the annual reuse report to FDEP. The report assists the State in tabulating the amount of reuse water utilized for irrigation throughout the state.
- Industrial Pretreatment Program – Staff is scheduling two inspections of local industries which have the potential to produce wastewater capable of exceeding the Utility's local limits. Monitoring these facilities allows the City to continue to maintain compliance with its discharge parameters.
- Cross Connection Control Program Management Services Contract – The City's new CCC data management company will present their web based system at a backflow testers meeting hosted by the City. The contractor will assist the testers in obtaining login credentials as well. Staff is contacting large backflow testing companies individually to encourage maximum attendance.
- Cross Connection Control Annual Report – Staff is compiling the information for the CCC annual report. The report will highlight the backflow prevention device testing which occurred in the 2019 calendar year. The report will be submitted to the FDEP and the Volusia County Health Department.
- Risk and Resilience Vulnerability Assessment – Staff is working in concert with Florida Rural Water Association to produce the vulnerability assessment as required by the EPA.

#### Support Services/City Clerk

In addition to routine departmental activities such as overseeing the City Commission agenda packet process, including managing resolutions, ordinances, agreements, legal notices, and official documents; processing public records requests; transcribing minutes; managing elections; performing document imaging and records management; handling website administration; providing contract management; drafting proclamations; providing advisory board administration; assisting citizens and directing calls at City Hall; and providing administrative support and research services to other departments; the following occurred this week:

- City Clerk attended City Manager staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for January 21, 2020, City Commission Meeting.