

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: February 14, 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:

- General discussion meetings with senior staff
- Reviewed commission agenda packet

Spoke to, attended and/or met with:

- Water Quality Update symposium on Saturday, February 8, speaker was Dr. Julia Nesheiwat, Florida's Chief Resilience Officer.
- ECHO Ranking and Review meeting for the MacDonald House renovation and Nova tennis courts lighting. These projects were recommended for funding.
- General discussion meeting with Chamber President Debbie Cotton
- Audit review meeting with senior staff and auditors from James Moore
- Senior staff and County Council members regarding Ormond Crossings CRA renewal
- Tiger Bay meeting
- Held Walking with the Manager, guest walker Leisure Services Director Robert Carolin

**PIO – Public Information**

- Press Releases/Media
  - Interview scheduling and press invite coordination
  - General media inquiries
  - Citizen inquiries
- Social Media
  - Valentine's Day #ShopLocal Reminder
  - #LivingTheOBLife
  - Tornado Watch Advisory
  - Tornado Safety Prep
- Attended
  - FFCA PIO Webinar Training
  - FPRA Luncheon
  - Engineering/Planning Meeting
- Developing
  - Stop the Bleed materials
  - Census 2020 social media launch

**Community Development**

**Planning**

- There is one application for the March 4, 2020 Board of Adjustment and Appeals meeting. The property owner of 113 Sawtooth Lane is seeking to construct a screen enclosure structure over an

existing swimming pool which would require variances to the rear (7' variance to required 10' setback) and the side yard (0.5' to the required 7.5' setback).

- Attended and presented to the Planning Board on six (6) applications.
- Attended the Volusia County's Integrating Future Storm Surge into Emergency Management Planning Workshop.
- Attended the ECHO ranking meeting for the MacDonald House exterior renovation.
- Met and discussed the Antares assisted living facility construction plan with the HOA representative of Kings Crossings.
- A pre-submittal neighborhood meeting for the property at 11 Pearl Drive is scheduled for February 24, 2020, starting at 7:00 pm at the Church of the Holy Child Fellowship Hall located at 1225 West Granada Boulevard. The property at 11 Pearl Dive has a future land use map designation of "Suburban Low Density Residential" and a zoning classification of SR (Suburban Residential).

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 3745 inspections preformed within the city (82 by private providers).
- 110 permits issued (11 garage sale permits) within the city, with a valuation of \$4,519,519.

Development Services

- There were no applicant meetings with the Site Plan Review Committee.
- The hotel conversion at 711 South Atlantic Avenue is undergoing final inspections.
- There following projects are under Site Plan Review Committee (SPRC) review:
  1. 500 Sterthaus Drive, Ormond Beach YMCA Phase III Improvements. The addition of an after school program building (3,800± square feet), a new playground, and associated site improvements.
  2. Plantation Oaks, Phase 1A. Proposed 121 lots on 100.91 acres within the Plantation Oaks subdivision.
- Construction status of projects under construction

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	80%
Breakaway Trails Ground Storage tank	90%
Coolidge Avenue Office/Warehouse	20%
Dunkin Donuts, 1190 Ocean Shore	10%
Dunkin Donuts, 1535 North US Hwy 1	2%
Extended Stay America	15%
FUGU	20%
Granada Plaza sewer improvements	95%
Home2	98%

Independence Recycling of Volusia	98%
Lynnhurst sewer improvements	30%
Modern Wash	40%
Oceanside Golf and Country Club (seating)	50%
Ormond RC, Building 1C	70%
Salty Church	35%
Security First	99%
S.R. Perrott expansion	15%
Stor-It	10%
SunTrust Bank	80%
The Pumphouse	15%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
<b>Residential</b>	
Cypress Trails subdivision	92%
Huntington Green	85%
Huntington Villas	85%
Pineland residential subdivision, Phases 2&3	92%
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
  - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.

- Staff attended the International Economic Development Council (IEDC) leadership summit in Tampa Bay, a gathering of senior-level and CECd-certified economic developers to discuss policy and best practices.
- Staff is collaborating with Chamber, FLVEC to host Startup Grind 2020. Events anticipated to start in Q2 of this year.
- 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. Six business visits have been made to companies.
  - Lucky's Market has closed its doors as of February 6. Publix has placed a bid to acquire 5 Lucky's Market stores, which includes the Ormond Beach location. Staff continues to monitor the transition Lucky's Market and Publix. Staff continues to collaborate with local and regional partners to engage resources as needed. These will be ongoing discussions in the coming weeks.

#### Airport Operation and Development

- Staff has been advised that the FAA has completed a review of a vehicle deviation that occurred at the airport in October of 2019. The vehicle in question was being operated by a County employee associated with the County's mosquito control program.
- Staff completed work to assist a prospective airport business tenant with closing on the purchase of a large hangar at the airport.
- Staff researched and provided information to the Finance Department for use in the FY 2018-19 audit.
- Staff prepared updated information requested by Support Services for the purpose of updating the airport section of the City's webpage.
- Staff worked with ARCO National Construction to coordinate the operation of a large crane needed for the ongoing expansion project at S.R. Perrott, which is located very near the approach zone for Runway 17. Staff issued a Notice to Airmen (NOTAM) to advise pilots of the location, height, and operating hours of the crane, and facilitated communication between the job site and the air traffic control tower.
- Staff prepared updated maps and illustrations of the procedures that are designed to help pilots avoid overflying the noise-sensitive areas east of the airport. Staff sent these materials to all of the local flight schools this week in an effort to encourage more traffic turning over the marsh areas versus the residential areas east of the airport.

#### 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 sheet 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 95 Journal Entry Batches.
  - Utility Billing Meter Readers completed 390 work orders.

- Approved 24 Purchase Requisitions totaling \$186,173.75.
- Issued 27 Purchase Orders totaling \$154,474.18.
- Prepared 120 Accounts Payable checks totaling \$222,129.98 and 36 Accounts Payable EFT payments totaling \$329,451.19.
- Issued 1,389 past due notices on utility accounts.
- Auto-called 0 utility customers regarding receipt of a past due notice.
- Processed 434 payments through Interactive Voice Response System totaling \$41,311.37.
- Grant money 2019-20 fiscal year-to-date total received, \$1.82 million.
- Prepared 375 Direct Deposits totaling \$511,948.15.
- Transferred IRS 941 payment of \$171,919.22.

#### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended ECHO Ranking and Review meeting for grant requests for the MacDonald House and Nova Tennis Court Lighting. The projects ranked 8 and 9. The ECHO Advisory Committee will now forward its recommendations to the Volusia County Council.
  - Attended bid opening for the Riviera Park Parking project being funded by CDBG. Bids received were within the established CDBG budget. Request for bid award will be on an upcoming City Commission agenda.
  - Finalized meeting dates for the NIAB for CDBG FY 20-21 funding request and arranged the required advertisement for the mandatory public hearing.
  - Submitted request for Victim Advocate funding for FY 20-21.
  - Working with staff regarding a potential AFG request.
  - Attended AFG webinar.
  - Grant reimbursement requests to date FY 19-20: \$804,765.96
- Other
  - Citizen Contacts
  - Completed weekly events calendar ad for Ormond Observer.
  - Updated/added website items as needed.
  - Prepared PowerPoint for NIAB Chairman to present CDBG information at the CFOB meeting and attended meeting.

#### Risk Management Projects

- Presentation to the Impact Team at Easter Seals
- Webinar: Societal Views impacting Liability Costs
- Attend Leadership program planning meeting
- Attend deposition of WC claim

#### Fire Department

- Weekly Statistics
  - Fires: 0
  - Fire Alarms: 7
  - Hazardous: 3
  - EMS: 68
  - Motor Vehicle Accidents: 5
  - Public Assists: 59
  - TOTAL CALLS: 142
- Aid provided to other agencies: 7 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (4)
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 50

- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 203
- Training Hours
  - NFPA 1001: Firefighting 52
  - NFPA 1002: Driver 4
  - NFPA 1021: Officer 5
  - NFPA 1500: Safety/Equipment 28
  - NFPA 1620: Preplanning 6
  - EMT/Paramedic 10
  - TOTAL TRAINING HOURS: 105
- Station Activities
  - Updated 8 pre-fire plans
  - Conducted 3 fire inspections
- Significant Incidents
  - 2/7/20, 5:24 PM: 2828 N. Atlantic Ave. – Rescue – Upon arrival found one person stuck in elevator between 4th and 5th floor – firefighters gained access to victim from 5th floor – victim was assisted out of elevator to ground floor with no injuries.

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
    - Part Time Events Leader (Events/Leisure Services)
    - Part Time Recreation Leader (Performing Arts Center/Leisure Services)
    - Police Officer (Police)
    - Summer Camp Counselors (Leisure Services)
    - Utilities Manager (Public Works)
  - Applications Under Review
    - Part Time Recreation Leader (SONC/Leisure Services)
    - Treatment Plant Operator C, B, or A (Water Plant/Public Works)
  - Interviews Scheduled
    - Evidence/Crime Scene Supervisor (Police)
    - Fire Battalion Commander (Fire)
  - Background/Reference Checks/Job Offers
    - Building Inspector (Building/Planning)
    - Maintenance Worker II (Streets/Public Works)
    - Office Assistant III (Leisure Services)
    - Permit Technician (Planning)
    - Police Officer (Police)
    - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
    - Senior Staff Accountant (Finance)
  - Employee Events
    - Wellness Plan HSA contribution opportunities through 12-31-2020:
      - Non-tobacco use affidavits accepted
      - Skin cancer screenings offered
      - Wellness Action Team activities
    - Personal Health Assessments (PHAs) February 20 – 21.

### **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 spring of 2020.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
  - Enterprise Infrastructure
    - iSeries system (CentralSquare Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 32
    - Completed: 83
    - In progress: 45
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 42,151
    - Inbound E-Mails Blocked: 21,868
    - Delivered Inbound E-Mails: 20,283
    - Quarantined Messages: 840
    - Percentage Good Email: 48.1%
    - ATP/Virus E-Mails Blocked: 14
  - Geographical Information Systems (GIS)
    - Addressing
      - Additions: 2
      - Changes: 0
      - Corrections: 0
    - Map/Information Requests: 15
    - Information Requests from External Organizations: 0
    - CIP Related Projects (pavement management, project tracking map): 0
    - Reclaim Connections Located this week: 0 : Total in system = 2,741
    - Meters GPS Located this week: 0 : Total in system = 23,787; 22,974 potable, 802 Irrigation, 11 Effluent
    - Notable Events: Updated Reuse and Sewer Basemap book

### **Leisure Services**

#### **Administration**

- Echo Grant review meeting
- Staff meeting
- Quality of Life Advisory meeting
- Walk with the Mayor
- Walk with the City Manager
- South Ormond Neighborhood Gym meeting
- Reel in the Fun meeting
- Park visits

#### **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

- Social media updates
- Tours were given as needed Tuesday through Saturday
- Invasive and Poisonous Plants, IFAS/ Volusia Extension Master Gardener, Leslie Nixon, Wednesday, 10 am to 11:30 am
- Great Backyard Bird Count, Saturday, 10 am to 2 pm

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily
- OBYBSA Golden Spikes continued practices this week, Tuesday and Thursday, Nova Fields 2 – 5 at 6 pm, as well as Monday and Wednesday, Wendelstedt 2 at 6 pm. Recreational skill assessments & practices will be held on Monday, Wednesday and Friday this week at the Nova Fields, as well as the Softball Quad for Pinto boys
- SHS Softball practices Monday through Friday, 4:30 pm to 6:30 pm, Sports Complex, Quad #1
- SHS Baseball practices Monday, Thursday and Friday, 3:30 pm to 5:30 pm, Wendelstedt 1 & 2 fields. They also are hosting their jamboree on Tuesday and Wednesday at 5 pm & 7:30 pm
- CCA Softball practice this week was on Monday at Sport Complex, Quad #3, from 3:30 pm to 5:30 pm
- OBYBA Basketball has games Monday through Saturday, this week at 5:30, 6:30, and 7:30 pm at Nova gym & South Ormond Neighborhood Center gym

#### 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 corners on Soccer Fields 5 & 6
- Painted soccer parking lot
- Prepared Wendelstedt & Kiwanis Fields for SHS/OBGS/CCA Baseball practices
- Edged fields weekly as needed
- Painted and added goals to Soccer Fields 3, 5, and 6
- Continued cleaning out area behind Maintenance Building
- Sodding holes in areas surrounding Nova Field 4/Batting Cages/Bullpen Mounds
- Rebuilding mounds at Wendelstedt Fields

#### 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:
  - The Coasters, Drifters, Temptations, Supremes Salute, Friday 7 pm to 9 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 practice Tuesday, Thursday and Saturday
- Youth basketball games Monday, Wednesday and Friday
- PAL Tutoring, Monday through Friday, 3 pm to 6 pm

#### 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
- Attended Senior games Board Meeting
- MH&FC Lunch & Learn, City Hall, Thursday
- Walk with the Mayor, Friday
- Reel in the fun, Central Park, Saturday
- Walk with the Mayor, Saturday
- Preliminary planning of 2020 events February through May:
  - VLOC Dinner
  - Art in the Park
  - Memorial Day Remembrance Service

#### Gymnastics

- February session in progress
- February registration is open
- Open Gym, Friday, 6 pm to 8 pm

#### Nova Community Center and Special Populations

- FitGyms conducted their person 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 met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued 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, Tuesday, 5 pm to 6 pm
- The Lunch Bunch Club, Wednesday, 10 am to 1 pm
- 5K Wanderers, Wednesday, 5:30 pm to 6:30 pm
- Technology Thursday will continue on Thursday, 4 pm to 5:30 pm
- SPARC Valentine Day will take place on Friday from 6 pm to 8 pm

#### The Casements

- Guild tours were given on the hour Monday through Friday from 10 am to 3 pm. Saturday tours were given at 10 am and 11 am
- Birthplace of Speed exhibit in the Gallery for month of February
- HVAC project begins Monday through Friday, 7 am to 3 pm
- Guild Board meeting, Monday, 9:30 am to 12 pm
- Once Upon A Storytime, Tuesday, 10 am to 11 am
- Mary Maggio cooking class, Tuesday, 5 pm to 9 pm
- Missing Peace meeting, Bailey Riverbridge, Tuesday, 4 pm to 5 pm
- Casements Guild gala meeting, Thursday, 10 am to 11:30 am

- Casements Guild archive meeting, Thursday, 11:30 am to 1 pm
- Herb Society meeting, Saturday, Bailey Riverbridge, 9 am to 12 pm
- House of Healing had a meeting at Bailey Riverbridge, Sunday, 6 pm to 8 pm

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Checked all parks for unemptied trash cans
- Mount new message board at Granada Tennis
- Formed slabs for two park benches at Nova Community Center
- Installed new park bench at Baileys Riverbridge
- Added handles to snake enclosure at Environmental Discovery Center
- Removed half of kayak ramp at Cassen Park
- Installed signs at Ted Porter Park
- Installed new dog bag holder at Central Park I

#### 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 Fortunato Park fountain
- Repaired both Police Department gates
- Repaired ladies bathroom at South Ormond Neighborhood Center
- Replaced light bulbs/repared lights at FS 91
- Repaired emergency lights at South Ormond Neighborhood Center and Nova Community Center
- Repaired water bubbler at Fortunato Park
- Rebuilt water cannon at South Ormond Neighborhood Center
- Andy Romano Beachfront Park Splash Pad maintenance
- Repaired Cassen Park men's bathroom toilet
- Repaired PW bathroom outside storm water office
- Replaced Ames Park second hot water heater
- Andy Romano Beachfront Park – Splash Pad – Assisted with multiple trials with new feature pump
- Removed banner arms on Granada Bridge
- Public Works – South keypad – repaired
- Repaired lights outside of box office at Performing Arts Center

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff hosted a meeting regarding a Child Identification Program
- Staff met with the Police Athletic League regarding a City Clean-up project
- Staff hosted the quarterly Citizen's Law Enforcement Advisory Board Meeting
- Staff attended a demonstration of upcoming communications software

##### Community Outreach

- Youth Leadership Council (YLC)
  - Four (4) members of the YLC attended senior night at Seabreeze for Avery Randolph Jr. at the Mainland Seabreeze basketball game on Friday night Feb 7. Six (6) members attended a meeting on Sunday, February 9 to review upcoming service projects.

- 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 can be coordinated. Tryouts have been rescheduled to February 21.
  
- PAL Educational Programs
  - R.E.A.D. Reading, Exploration, Adventure and Discovery
    - The R.E.A.D. program partnership with Ormond Beach Elementary began Tuesday, February 4. Currently, 24 students are registered for the program. The program provides an opportunity for students in grades 3, 4 and 5 to increase their skills in reading and writing through reader's theater team presentations and short story writing. The R.E.A.D. program exhibition is currently scheduled for Thursday, May 14 at Ormond Beach Elementary School Library.
  
  - Tutors R Us at the South Ormond Neighborhood Center began on Monday, February 3. Currently, 21 students are registered for the program. Tutors R Us provides small group and one-on-one tutoring to students in grades K-12. Each session is focused on the student's individual academic goals.
  
- OBPAL Fourth Annual Donut Dash 5K
  - The Fourth Annual OBPAL Donut Dash 5K will be held Saturday, April 25. The event will begin and end at the back of The Trails Shopping Center. Registration will begin at 7:00 a.m. with a race start at 8:00 a.m. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html> For more information and sponsorship opportunities please call (386) 676-3505.

#### Community Services & Animal Control

- Animal calls responded to: 44
- Animal Bites: 1
- Animals Reports: 3
- Animals to Halifax Humane: 2
- Dogs: 2 Cats: 0
- Trap Neuter Return: 2
- Pets at Vaccination Clinic: 87

#### Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 7
- Inactive: 6
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 5
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 3
- Vandalism: 1
- Assist: 1

#### Records

- Walk - Ins / Window: 75
- Phone Calls: 103
- Arrest / NTA'S: 14
- Reports Generated: 127
- Reports Entered:120
- Citations Issued: 81
- Citations Entered:48
- Warnings Entered:62
- Trespass Warnings:18
- CORF Entered:136
- Mail / Faxes / Request: 34

#### Patrol

- Total Calls: 1,410
- Total Traffic Stops: 204

#### Operations

- Crime Opportunity Report Forms: 262

#### 2/5/20

- Aggravated Assault, 50 Allwood Green. The victim reported while operating the golf cart on Green Forest Drive the suspect drove his vehicle at them. An independent witness advised that she heard him speed up. The victims had to go off the road to avoid collision causing the passenger to be ejected. Subject later contacted and arrested.
- Burglary Residence, 28 Fair Oaks Circle. The victim reported that her property was entered and two wooden chairs and a decorated table were taken.
- Theft, 570 Memorial Circle. The victim reported that his wallet was taken and cash was stolen. The wallet was discovered in the mail drop.
- Theft, 115 Melrose Avenue. The victim reported that a chainsaw was stolen from the yard just prior to reporting it.
- Warrant Arrest, Main Trail and Shady Branch Trail. Subject was contacted and found to have an open warrant in reference to Burglary.

#### 2/6/20

- Burglary Business Arrest, 142 East Granada Boulevard. The tenant discovered an adult male inside his commercial property. The suspect caused permanent damage inside the property by spray painting in several locations.
- Carbreak, 916 North United States Highway One. The victim reported that his vehicle was entered and items were taken. A tool bag with about \$500 in tools was taken, evidence collected from the scene.
- Battery Domestic Violence Arrest, 503 Crowne Sunset Drive #1316. Subject pushed a 74 year old and another male against the wall of the apartment.
- Shoplifting Arrest, 1545 North US Highway 1 (Dollar General). Subject concealed dog food and a pregnancy test kit in his backpack.
- Carbreak, 500 Sterthaus Drive (YMCA). Window to the vehicle was smashed and a purse was taken.
- Larceny-Carbreak, 500 Sterthaus Drive (YMCA). Window to the vehicle was smashed and a purse was taken.

#### 2/7/20

- Theft, 18 Bovard Ave #B. Victim stated that cash was taken from her desk while moving. Several people accessed the building during the time frame indicated.

- Sex Offense, 732 Orchard Avenue. DCF responded to the lobby to report sexual abuse between an adult male and his four year old daughter, occurring sometime last year. The victim is currently in foster care, separated from the suspect.
- Warrant Arrest, 1614 North United States Highway 1 #228. Subject was contacted and found to have an open warrant.

2/8/20

- Carbreak, 109 Ivanhoe Drive. An unknown suspect entered the victim's unlocked vehicle where several items were taken. Paper items were collected for processing.
- Battery (Law Enforcement) Arrest, 530 South Atlantic Avenue. Subject resisted arrest and committed battery on an officer by kicking him in the head as he was on the ground. Subject tried to take the officer's firearm and Taser during the altercation. The subject fled from VCSO units southbound into Daytona Beach. Once stopped, the subject did not exit the vehicle and displayed his firearm several times. VCSO SWAT was called out and able to place the subject under arrest with assistance of tear gas.
- Battery Domestic Violence Arrest, 6 Brooke Station Drive. Subject kicked her live in boyfriend several times.
- Warrant Arrest, 530 South Atlantic Avenue. Subject was contacted and found to have an active Felony Warrant out of Volusia County for FTA Possession of Ammo by convicted State felon and threat against LEO.

2/9/20

- Burglary Residence, 15 Broadriver Road. Forced entry was made via bedroom window. Cash and jewelry is known to be taken at this time. Photos were taken as evidence, and a jewelry box was submitted for processing.
- Battery Domestic Violence Arrest, West Granada Boulevard/North Yonge Street. Subject grabbed her mother around the throat from the backseat of a vehicle.
- Narcotics Arrest, 78 Kenilworth Avenue. Subject was contacted by officers after responding to a suspicious person passed out in a front yard of a residence call. The subject gave a false name to officers and was found to be in possession of narcotics.

2/10/20

- Theft, 848 N Halifax Drive. An unidentified male stole the victim's STIHL backpack blower from his open trailer and left.

2/11/20

- Domestic Violence Battery Arrest, 548 Bryant Street. Subject got into a verbal argument with his wife over his pain pills. He snatched the pills out of his wife's hand and threatened to "jack her up." Officers arrived on scene and set up a perimeter. The victim and other occupants were evacuated from the residence. The subject came around the side of the residence and was taken into custody without further issue.
- Fraud/Theft, 1478 West Granada Boulevard (Publix). The victim left his wallet on top of his vehicle as he left the parking lot. The victim then noticed that his credit cards were being used at multiple locations in Ormond Beach and Holly Hill.
- Battery Arrest, 7 Highland Falls Drive. Subject went next door to his ex-girlfriend's house and confronted her current boyfriend who was getting in his vehicle to leave. He closed the car door on the victim while he was half way inside.
- Traffic Arrest, 1100 Block Hand Avenue. Subject stopped for a traffic violation was found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 45
  - Number of Citations issued: 63
  - Number of Written Warnings Issued: 24

- Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 10
  - Number of Crashes with Injuries: 2
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 12 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 7 Cases initiated
- 34 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with two (2) walk-in and fifty-eight (58) telephonic inquiries.

### Public Works

#### Engineering

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining – Phase 2 – The contractor is on-site making corrections to the sewer lining, they will return again the end of February to finish punch list items.
    - Water Plant Upgrades – Work on the electrical upgrades is underway.
    - Breakaway Trails Storage and Pumping Improvements – A limited amount of water was pumped into the new tank on Sunday, the contractor will monitor the level to ensure the performance of the tank.
    - Cassen Park Public Dock and Breakwater – The construction is complete, the contractor is working on punch list clean up items.
    - WWTP Sludge Dewatering Improvements – Bypass is complete and the new gates are installed. A progress meeting is scheduled for February 27.
    - HVAC Replacements – City Hall, SONC, The Casements – City Hall is substantially complete. HVAC system at SONC final inspection to be scheduled. The Casements construction started on February 10.
    - Granada Median Landscape Improvements (Orchard Street to I-95) – Work is on-going and proceeding on schedule.
    - Granada Blvd Medians – Irrigation Reuse Connection – A Notice to Proceed was issued for February 17.
    - 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 – Once permits are received a Notice to Proceed will be issued and preliminary demolition work will begin.
    - Nova Community Park Underground Electric Utilities – Electrical equipment scheduled for delivery mid-March.
    - WTP Chemical Feed System Upgrades – Installation scheduled for February 25.
    - Memorial Gardens Lighting – The light fixtures are scheduled to ship this month.
    - Broadway/US1 Traffic Signal – Bid award for traffic signal construction and agreement for CEI Services are scheduled for approval at the March 3 City Commission meeting.
    - 2019 Stormwater Rebuild – Shop drawings are under review.
    - Casements North Side Improvements – Pre-construction meeting scheduled for February 19.

- Bidding
  - Fiber Optic Connectivity – Continuing services agreements are on the agenda for Commission approval at the February 18 meeting.
  - Gazebo Replacements CP II – One bid was received, price above project budget. Discussing funding options with Leisure Services staff.
  - CDBG Riviera Park Parking Improvements – Bids were opened on February 11 and are under review.
  
- Design Projects:
  - North US1 Water Main and Force Main Improvements – The consultant is finalizing plans and specifications for bidding.
  - 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 – 90% plans are expected this week.
  - 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 – Approximately 2 dozen people attended the Storm Water Master Plan Workshop on January 27. The consultant will incorporate the concerns from the community into the masterplan.
  - Fleming Avenue Stormwater Pump Station – The consultant is finalizing plans and specifications for bidding.
  - 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 – Survey work complete, survey drawings scheduled for completion February 14.
  - Rockefeller Room Renovations – Window frame paint testing is being scheduled.
  - Exercise Equipment Replacement at Central Park II – Working with construction manager and will receive quote middle of February.
  - OBSC Playground Surfacing – Working with construction manager for this project to replace the surface at the Boundless Playground.
  - CDBG SONC Fitness Station – Finalizing RFP documents, project scheduled to be advertised in April.
  - Downtown: Cassen Park Improvements – Concept plan will be presented to the Mainstreet Board for their review and input.
  - Downtown: Parking ID Signage – Signage project will be on the March 17 City Commission agenda for approval to bid.
  - Granada Streetscape Pavers - Received construction manager quote, which is under review.
  - Update Parks & Recreational Master Plan – RFP is under review by Leisure Services & Planning Departments.
  - Birthplace of Speed Overlook Replacement – Staff is obtaining structural drawings, which are required to obtain the building permit. A work authorization for the project will be on a future City Commission agenda for approval.
  - 2020 Microsurfacing – A disposition item for approval to bid is on the February 18 City Commission agenda.
  - 2020 Repaving – A disposition item for approval to bid is on the February 18 City Commission agenda.

- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 4 Dorado Beach Drive, per Brighthouse request.
  - On-site meeting at 565 Leeway Trail to view no-permit grade and fill activities, per Neighborhood Improvement Division request.
  - Created pdf of building plan set of city hall floor plans, per Building Maintenance request.
  - Prepared and distributed Vining Court road closure notices to affected residences.
  - Researched ownership of Halifax/Porter Park and supplied PDF copy of Warranty Deed, per City Engineer's request.
  - Researched and provided pdf of exhibit maps of available utilities for parcel on Hull Road, per Economic Development Director's request.
  - Researched and provided pdf copies of as-built drawings showing locations of City utilities along North Orchard Street, and along Wilmette Avenue, east to US1, per FPL request.
  - Created separate sketch and legal descriptions for portions of lot 8 and lot 23 of the Airport Business Park Phase1, for proposed property acquisitions needed for right-of-way.

### Environment Management

#### Street Maintenance - Asphalt/Concrete

- Backfill at Senior Center
- Dug out and poured gutter for Wastewater at Breakaway Trl
- Poured 16x6 slab w/ 9x4 side at Nova Community Center
- Continued forming wall at Ormond Parkway lift station
- Poured gutter on Winding Creek Way
- 3x3 asphalt patch on N Halifax Dr; on Sand Dollar
- Filled pothole on Ridgewood at Alanwood; Wilmette East & West

#### 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
- Trimmed low limbs at Division Ave pond; at PAC; Airport Sports
- Trimmed on Thompson Creek Rd; picked up debris
- Removed leaning tree at CPI (Fleming Ave)

#### 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
- Trimmed for pedestrian sign at John Anderson Dr/N Halifax; overgrowth on Division Ave

#### Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations



#### Stormwater Maintenance

- Spillway repair on Hidden Hills Dr
- FDOT pond mowing on SR40
- Gradall for Parks Dept. at Cassen Park
- System inspection on Flamingo Dr
- Locates & basin cleaning citywide
- Basin cleaning in Zone 1
- Reachout mowing on Pineland Trl
- Locates & trouble calls on S Beach St & citywide
- FDOT ditch spraying on SR40/US1
- Pipe replacement on Flamingo Dr

#### Vactor

- Vac truck on W Tower Cir
- Airport Business Park
- Flamingo Dr

#### Street Sweeping/Streetsweeper (3 days)

- 101 miles of road cleaned
- 48 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 21,522
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 4,562 gallons unleaded, 9,880 gallons diesel
  - Fuel used in one week: 2,000 gallons of unleaded and 630 gallons of diesel.
  - Fleet completed 60 work orders this week.

#### Utilities

- Projects Summary
  - Preliminary Planning
    - Granada Sanitary Sewer Pipe Rehabilitation – Jan 31 phone discussion with consultant to discuss Engineering Services proposal. Revising proposal. Design FY19/20 and construction FY20/21.
    - Ormond Beach/Daytona Beach Utility Rate Study – Draft RFP in progress by PWD (No update)
  - Design & Bidding
    - Western Service Area Master Plan –Draft Report finalized provided to City for review
    - Holly Hill Reuse Interconnect – Hydrant installed. Main successfully flushed by both cities. Feb 7 City staff returned comments on 90% draft engineering report to consultant, including request for comprehensive cost estimate for all improvements with SCADA & electrical work. City PM drafting interlocal agreement.
    - Airport Business Park Emergency Sewer Repair: Construction purchase order processed. Shop drawings for structures (long lead item) being prepared.

- Under Construction
  - SCADA Integration Verification – [McKim Creed & STAR] consultant tracking issues and concerns provided by City staff at WTP & WRF in order to develop troubleshooting plan and verify completion. Collections & Maintenance superintendents to develop list of concerns to forward to consultant.
  
- SPRC Projects
  - Planning & Design
    - Avalon Park Group Pre-application Meeting– participated in meeting with developer representatives performing due diligence on Consolidated Tomoka properties south of SR40
    - 1256 West Granada, Starbucks – Participated in SPRC pre-application meeting.
    - Plantation Oaks Phase I-A (121 lots on 100 acres) – received subdivision plans for review
    - Hunters Ridge Force Main – concept of “Utility Service Agreement” (CILC) rejected. Developer to bond improvements to record plat and subsequently install 6” dry-line force main.
  
- Under Construction
  - Trails Publix – Precon held Feb 5
  - 221 Vineland, Salty Church – Re-designed water main and storm sewer submitted for review by site engineer. Staff subsequently approved. Then, due to field conflicts exposed on 2/10, main redesigned and field approved.
  - Lynnhurst Drive Gravity Sewer (for Ormond Beach Mall) – Contractor uncovered previously identified private utility conflict box. Assisted contractor and conflict resolved with aid of City site inspector.
  
- Substantially Complete
  - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Final inspection 11/12. Awaiting final acceptance before transferring ownership to City.
  - Huntington Green – Water system cleared for use. Applications submitted for FDEP Sewer Clearance.
  - A-1-A Surf Shop – conducted informal site visit and provided preliminary comments to Engineer of Record. Formal final inspection forthcoming.

#### Water Treatment Plant

- Delivered 38.72 million gallons for the week ending February 8, 2020 (5.53 MGD).
- Backwashed 14 filters for a total of 790,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 8, 2020 @ 6.60 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~81.0 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.
- Did not flush this week because all flushing for January completed prior to February 2. Monthly flushing to begin February 9.
- Electrical subcontractor on site for Slaker MCC tie-in scheduled for upcoming weekend.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 30.96 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.42 MGD.
- Produced 30.60 Million Gallons of Reuse.
- Produced 0.36 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (February 1, 2019 – January 31, 2020) (MGD):
  - Influent 4.39 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.28 MGD (Permit 6 MGD);

- Reuse 4.59 MGD (Permit 10 MGD)
- Hauled 81.28 wet tons of dewatered residual solids (14% to 18% solids)
  - Current weekly sludge hauling ending 02-06-2020
  - 4 trailer loads of treated sludge went to processing facility.
- The by-pass was completed on February 6 and the sand filters are being taken down one at a time for bleaching and cleaning to reduce probability of fecal detections.
- Sand Filters #2 and #3 were online for the week due to PAN/reaeration tank by-pass pumping for concrete wall installation. SF #2 was taken off line and super chlorinated and back flushed on the 7<sup>th</sup> and was put back on-line on the 8<sup>th</sup> and will be back on our 2 week cleaning cycle.
- Product for red worm control arrived and plan on initiating use this week.
- CCT dye testing conducted on February 3 by Mead & Hunt.

#### Water Distribution

- Responded to 26 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 16 calls for water service leaks.
- Replaced 8 broken meter boxes.
- Replaced 3 water service due to leaks or low pressure concerns.
- Installed 2 new residential water service.
- Performed 5 scheduled pressure tests of City owned backflow prevention devices.
- Performed commercial water meter accuracy testing on a 4", 3" and a 2" meters. Scheduled 6 commercial water meters for testing.
- Performed maintenance on 8 fire hydrants in the S. Beach St.
- Assist 3 customers with locating water meter boxes.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 118 regular utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Replaced burnt out alarm bulb at 30 Foxfield Look
- Located approximate location of sanitary tap for potential new customer at 1746 Cordova Ave.
- Follow up trouble call at 423 Flormond Ave. Cleaned line to remove roots, reTV'ed line good at this time. Will place on PM list.
- Located sanitary tap on Cordova Ave. for customer at 94 Plaza Grande Ave.
- Repaired broken sanitary lateral at 9 Winding Creek Way.
- Located sanitary lateral for plumber at 83 Hernandez Ave.
- Repaired broken C/O stack at 232 Northshore Dr. Flushed line.
- Verified that staff could operate new FM valves on Security First FM.
- Repaired broken one 12" discharge valve at 2 Winding Creek Way.
- TV'ed and cleaned 3 sanitary laterals from the PM list.

#### Reuse Distribution

- Responded to 1 reuse trouble calls.
- Filling new 2MG tank when water is available. Current level 11 feet.
- Regulating reclaimed flow to golf courses due to reclaimed availability.
- Report of no water at 36 Laurel Ridge Break. Checked system all is good.
- Turned off reclaimed service per customer request at 112 Ocean Ter.

#### Wastewater Plant – Lift Stations

- B.A.T – controls not operating as designed, Emerson Controls responded to troubleshoot, installed new programming, tested and returned to service.
- 1M – support scheduled power outage with generator.

- 1P – uneven starts – pump #1 bad – replace with refurbished pump assembly – replacement unit had defective threads at impeller mounting shaft – contacted vendor for warranty – pump assembly repaired, installed and returned to service.
- 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

- Breakaway Trails Reclaimed – Installed electrical raceway for future equipment at Breakaway reuse facility, replaced G.F.C.I. device in control cabinet at old reuse tank storage area for air conditioner on V.F.D. unit.
- Clari-Cone #1 - Replaced time clock for automation controls, installed new electric valve actuator.
- Lobe Pro pumps 1 & 2 - Flushed top and bottom.
- Lime Slaker 1 – Changed the paddle shaft v-belt, changed the lime feeder belt.
- R.O. #4 VFD – faulted after generator transfer, replaced open fuses and start time delay relay, returned to service.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform operational checks at various locations.

#### Regulatory Compliance Activities

- Industrial Pretreatment Program – Staff is evaluating the quarterly reports received from the four permitted industrial facilities in the City's sewer collection system.
- Cross Connection Control Program Management Services Contract – 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. The assessment will assist the Utility in identifying point of concern.
- Breakaway Trails Irrigation – Staff submitted the 2019 BAT irrigation report to the St. Johns River Water Mgmt District (SJRWMD). The report highlights the usage of the groundwater wells in BAT to supplement the City's reuse supply. The water is utilized for both irrigation and fire protection in BAT.
- Wetlands Monitoring Report – Staff is obtaining a botanist from the City's continuing consultants to perform the evaluation of the wetlands in Rima Ridge. The report is a part of the Consumptive Use Permit (CUP) issued by the SJRWMD.

#### 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 meeting with Assistant City Manager.
- Staff attended and provided support for February 13, 2020, Quality of Life Advisory Board Meeting.
- Agenda packet preparation and distribution for February 18, 2020, City Commission Meeting.