

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: September 13, 2019

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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 various members of senior staff

Spoke to, attended and/or met with:

- Councilmember Post town hall meetings
- Fishing Tournament
- Volusia County Elected Officials meeting
- Senior staff and Bonda Garrison, Historical Society President, regarding the MacDonald House
- General discussion with Commissioner Littleton
- Firefighter Stair Climb for 9/11
- Senior staff and citizens regarding various ordinances
- CFOB meeting, Representative Tom Leek was the guest speaker
- Senior staff and News-Journal reporter Dustin Wyatt discussed various topics
- General discussion meeting with Julia Truilo, MainStreet Executive Director

**PIO – Public Information**

- Press Releases/Media
  - General media inquiries and coordination
  - Yard Waste Schedule
  - Media Attendance: 9/11 Memorial 343 Challenge with OBFD
  - Soda Pop with a Cop
  - Kopy Kats at Performing Arts Center
- Social Media
  - Increased our social media audience by 19% over the week of Hurricane Dorian
  - Water Disinfectant Announcement
  - Hurricane related updates
- Attended
  - City Manager Staff Meeting
  - City Hall Tours Coordination Meeting
  - State of the City Meeting with City staff and Ormond Chamber
  - State of the City Outline Review and Scripting
  - 9/11 Memorial 343 Challenge with OBFD
- Developing
  - Crisis Communications Plan
  - US 2020 Census Strategic Communications Plan
  - State of the City brochure design

## **Community Development**

### **Planning**

- The September 18, 2019 City Commission has the following Planning related items:
  1. Plantation Oaks Annexation, 1<sup>st</sup> reading.
  2. Window World, 906 North U.S. Highway 1, Special Exception.
  3. 50 West Granada Boulevard, Mural
  4. 100 West Granada Boulevard, Building Improvement Grant.
  5. Electronic Changeable Copy, 1<sup>st</sup> reading, LDC Amendment.
  6. 71 Orchard Lane, Landmark Designation Removal, 1<sup>st</sup> reading, LDC Amendment.
  7. Tattoo Parlor/Permanent Cosmetics Definition, 1<sup>st</sup> reading, LDC Amendment.
- The Monthly Development Report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- The October 1, 2019 City Commission has the following Planning related items:
  1. Plantation Oaks Annexation, 2<sup>nd</sup> reading.
  2. Partial right-of-way vacation, 2<sup>nd</sup> reading (moved from canceled September 4, 2019 meeting) for Magnolia Street, Gower Street, and Flagler Road.
  3. Courtyards land use amendment, 2<sup>nd</sup> reading (moved from canceled September 4, 2019 meeting).
  4. Ocean Club rezoning and development order, 2<sup>nd</sup> reading (moved from canceled September 4, 2019 meeting).
  5. Electronic Changeable Copy Signage, 2<sup>nd</sup> reading, LDC Amendment.
  6. 71 Orchard Lane, Landmark Designation Removal, 2<sup>nd</sup> reading, LDC Amendment.
  7. Tattoo Parlor/Permanent Cosmetics Definition, 2<sup>nd</sup> reading, LDC Amendment.
  8. 99 Portland Street, Stor-it, Boat and RV Center rezoning and development order, (moved from canceled September 4, 2019 meeting) 1<sup>st</sup> reading.
  9. 600 West Granada Boulevard, WaWa Electronic Changeable Copy Signage, Special Exception.
  10. Downtown Master Plan update
- The October 2, 2019 Board of Adjustment and Appeals has two cases:
  1. 185B Cardinal Drive: Request for a side yard setback of 8.3' for a hard roof screened room, requiring a side yard variance of 11.7' from the required 20' setback to the side property line (from the September 4, 2019 canceled meeting).
  2. 427 North Beach Street. Re-establishment of a previously approved variance that expired for a waterfront calculated rear yard setback. The variance application seeks a waterbody rear yard setback of 135', which requires a 39.17' variance to the calculated waterbody setback standard.
- The Planning Board conducted public hearings on the following items:
  1. 600 West Granada Blvd., WaWa Special Exception, electronic changeable copy signage for retail prices of gasoline.
  2. Reflections Village amendment for the subdivision gates.
  3. 712 South Atlantic Avenue, Ocean Club Sportswear, Outdoor Activity

### **Building Inspections, Permitting & Licensing**

- 2 new business tax receipts issued.
- 91 inspections performed within the City (0 by Private Provider).
- 49 permits issued within the City, with a valuation of \$467,141.00.

Development Services

- The Site Plan Review Committee preformed the following meetings:
  1. Pre-construction meeting with 1190 Ocean Shore, Dunkin Donuts – sewer connection.
  2. Pre-construction meeting with 101 Town & Country Lane (existing 10 multi-family units) – sewer connection.
- The final close-out of the Shoppes of Granada Boulevard that includes the Aldi store continues.
- Projects under SPRC review include:
  1. The Courtyards at Ormond Beach. 1<sup>st</sup> review. The project site plan shows 48 multi-family residential units and 10,089 square feet of retail. The project would require a rezoning to Planned Business/Residential Development with a neighborhood meeting, Planning Board review and City Commission action.
  2. 128 North U.S. Highway 1, S.R. Perrott expansion. 2<sup>nd</sup> review. A building expansion of 49,697 square feet and associated parking.
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	25%
Broadwater Bridge	35%
Coolidge Avenue Office/Warehouse	15%
Granada Plaza sewer improvements	50%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Love's Travel Store	45%
Lynnhurst sewer improvements	0%
Oceanside Golf and Country Club (seating)	35%
Ormond Beach Surf Style	55%
Ormond RC, Building 1C	65%
Pineland Trail re-alignment	30%
Salty Church	0%
Security First	88%
Shoppes on Granada, Phase 2	98%
Thomas & Betts parking improvements (Phase 1)	95%

Total Comfort	10%
WaWa	55%
<b>Residential</b>	
Cypress Trails subdivision	75%
Huntington Green	30%
Huntington Villas	40%
Pineland residential subdivision	75%
Deerfield Trace	20%

**Economic Development**

- Ormond Crossings
  - Security First Managers is nearing completion of the construction of their office building.
  - Installation of off-site utility work along Broadway Ave. continues.
  - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 sf permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
  
- Airport Business Park
  - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is nearing complete moving into the facility.
  - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
  
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
  - Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
  - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  
- Prospective Business Attraction/Retention/Expansion
  - Staff attended the CareerSource Flagler/Volusia Alliance 4 Workshop, a collaborative between service partners and private sector to identify solutions to the workforce shortage issues facing the region.
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 38 companies have been visited.
  - Staff called major employers and companies in business parks to inquire about any issues related to Hurricane Dorian. All companies contacted indicated no damage or utility issues as a result of the storm.

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

### **Finance**

- On-going Projects
  - The City continues to work with FEMA to achieve obligation on one (1) additional project work 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.
  - The City was obligated by FEMA for fifteen (15) hurricane Irma projects. To date the City has been reimbursed for fourteen (14) Project Worksheets totaling \$284,311.04.
  - Preparations for the Munis Phase 3, Utility Billing system are underway.
  - Tentative millage rate and proposed 2019-20 budget were completed.
- Completed Projects - Weekly
  - Processed 58 Journal Entry Batches.
  - Approved 22 Purchase Requisitions totaling \$73,151.
  - Issued 27 Purchase Orders totaling \$186,796.57.
  - Prepared 55 Accounts Payable checks totaling \$63,468.22 and 14 Accounts Payable EFT payments totaling \$220,504.23.
  - Issued 762 past due notices on utility accounts.
  - Auto-called 65 utility customers regarding receipt of a past due notice.
  - Processed 532 payments through Interactive Voice Response System totaling \$56,306.61.
  - Grant money 2018-19 fiscal year-to-date total received, \$3.5 million dollars.
  - Prepared 375 Direct Deposits totaling \$509,335.56
  - Transferred IRS 941 payment of \$168,722.26.

### **Grants**

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Continue working with the Airport Manager to finalize the closeout documents for the FAA grant for the rehabilitation of Runway 8-26 (9-27) and the design of the Runway 9-27 extension and Taxiway A extension.
  - Attended mandatory Community Development Block Grant (CDBG) training for FY 19-20.
  - Attended Local Mitigation Strategy quarterly meeting.
  - Submitted VOCA FY 19-20 Agreement to the Florida Attorney General's Office by 9/13 deadline. It was scheduled for 9/4 City Commission meeting which was cancelled due to Hurricane Dorian. It is scheduled for the 9/18 City Commission meeting.
  - Submitted monthly report/reimbursement request for the VOCA grant.
  - Grant reimbursement requests to date for FY 18-19: \$3.3 million
- Other
  - Citizen Contacts
  - Completed weekly events calendar ad for Ormond Observer.
  - Updated/added website items as needed.
  - Attended State of the City meeting.
  - Attended meeting with staff regarding field trips to City Hall.

### **Risk Management Projects**

- Finalize update to property schedule
- Continue to update certificates of insurance in Tyler

- Manage drug free workplace records

### **Fire Department**

- Weekly Statistics
    - Fires: 4
    - Fire Alarms: 12
    - Hazardous: 16
    - EMS: 73
    - Motor Vehicle Accidents: 5
    - Public Assists: 39
    - TOTAL CALLS: 149
  
  - Aid provided to other agencies: 5 Calls – Daytona Beach (2), Volusia County (3)
  - Total staff hours provided to other agencies: 7
  - # of overlapping calls: 39
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
  - Total EMS patients treated: 55
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 140
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- Training Hours
    - NFPA 472: Hazardous 10
    - NFPA 1001: Firefighting 41
    - NFPA 1002: Driver 5
    - NFPA 1021: Officer 2
    - NFPA 1500: Safety/Equipment 84
    - NFPA 1620: Preplanning 11
    - EMT/Paramedic 17
    - TOTAL TRAINING HOURS: 170
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- Significant Incidents
    - 9/6/19, 5:47 PM: 39 Crystal Cir. – Structure Fire – Upon arrival found a large two-story home fully involved – heavy flames and dark smoke visible from all soffit areas – 2nd alarm called for additional manpower – possible cause due to faulty ceiling fan in garage – Red Cross contacted to provide assistance to two elderly residents – no injuries – State Fire Marshall investigating.
    - 9/8/19, 10:47 PM: 301 Williamson Pky. – Rescue – Engine 94 crew responded to a stalled elevator halfway between floors – inner doors of elevator were opened by manipulating latch – chair was used as a step to remove 4 adults.
    - 9/9/19, 5:15 PM: Tomoka Oaks Blvd. / N. Nova Rd. – Brush Fire – Responded emergency to smoke and flames from a downed power line – a tree trimming truck caught a low-hanging line and pulled over pole – this caused a chain reaction of downed lines and small grass fires along N. Nova Rd. to Lakebridge Dr. – traffic and power was affected along N. Nova corridor.
    - 9/10/19, 12:32 PM: 2099 Beach St. – High-Angle Rescue – Responded to a cat in a 20' palm tree in Tomoka State Park – Engine 93 crew retrieved cat using a 24' ladder and was removed without incident.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Construction Engineer (Engineering)
    - Maintenance Worker II (Stormwater/Public Works)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker III (Streets/Public Works)

- Office Assistant II (Records/Police)
- Part Time Maintenance Worker I (The Casements/Leisure Services)
- Police Officer (Police)
- Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
- Senior Planner (Planning)
  
- Applications Under Review
  - Recreation Center Coordinator (Environmental Discovery Center/Leisure Services)
  
- Interviews Scheduled
  - Office Manager (Leisure Services)
  - Office Manager (Support Services)
  
- Background/Reference Checks/Job Offers
  - Accreditation Specialist (Police)
  - Maintenance Worker II (Streets/Public Works)
  - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
  - Part Time Recreation Leader (Casements/Leisure Services)
  - Police Officer (Police)
  
- Separations
  - Maintenance Worker II (Streets/Public Works)
  
- Employee Events
  - Wellness Plan HSA contribution opportunities through 12/31/2019:
    - Non-tobacco use affidavits accepted
    - Skin cancer screenings offered
    - Wellness Action Team activities

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 3 – Utility Billing – Project on schedule: working on mapping and configuring the new system conversion.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
    - IT Strategic Plan – Draft documentation review.
  
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None
    - Windows Servers: None
    - Networking System: None
  
  - Work Orders
    - New: 13
    - Completed: 36
    - In progress: 34
  
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 39,948
    - Inbound E-Mails Blocked: 25,249
    - Delivered Inbound E-Mails: 14,699
    - Quarantined Messages: 274
    - Percentage Good Email: 36.8%

- Virus E-Mails Blocked: 1
- Notable Events:
  - Over the past weekend, the IT team along with one of our support vendors, completed the email Exchange server upgrade to the current version. Several architectural system changes were made to enhance both security and performance. This complex project has been underway for several months.

### **Leisure Services**

#### **Administration**

- Staff meeting
- City Manager's meeting
- Park visits
- Janitorial Services meeting
- Reel in the Fun Fishing Tournament
- Office Manager interviews
- Engineering meeting
- Tree meeting
- Meeting with printers for Hometown Heroes Program
- Friends of PAC meeting
- Leisure Services Advisory Board meeting

#### **Contract Manager – Grounds and Athletic Maintenance**

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

#### **Environmental Discovery Center**

- Tours were given as needed on Saturday and Tuesday through Friday.
- The planned program by Dr. Don Spence on Non-Native Species scheduled for Saturday 9/7 was rescheduled to Saturday, 9/21 due to low number of registrations post storm.
- Elementary Explorers Program on bears was ready to go, but there were no attendees again likely due to post storm circumstances.

#### **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.
- OBGS Baseball practices will be held Monday through Thursday at 6 pm on the Nova and Wendelstedt Fields.
- Coed Adult Softball games continued this week on Monday, Tuesday and Thursday nights at 6:20 pm, 7:30 pm and 8:40 pm on Coed Field 7 at Sports Complex.
- Pride Football practices are held on Tuesday and Thursday nights at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
- OBSC practices are being held Monday through Thursday nights at 6 pm at the Sports Complex on the Soccer Fields.
- OBYBSA Baseball and Softball practices are being held nightly Monday through Friday on both the Nova Fields and the Softball Quad.
- Youth Flag Football continued practices this week Monday through Friday at 5:30 pm and 7 pm at the Sports Complex on Quad 3 and 4, Wendelstedt Field 3 and the Kiwanis Field.



- Youth Volleyball started this week with 40 participants signed up. They practice Monday and Wednesday from 6 pm to 7:45 pm.
- SHS Baseball started its fall practices this week on Monday at 5 pm and Wednesday at 4 pm on the Wendelstedt Fields at the Sports Complex.
- Staff prepared for Pride Football's first home games of the season on Saturday at the Sports Complex on Championship Field 7 from 9 am to 5 pm.
- Staff also prepared for the USSSA Baseball tournament on Saturday and Sunday at the Sports Complex on the Wendelstedt and the Nova Fields.

#### 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 Osceola Softball Fields and South Ormond Fields
- Painted Soccer Fields 1-6 and 8-10
- Prepared Championship Field 7 for Pride Football games
- Prepared Field 7 for coed softball league
- Prepared Wendelstedt and Nova Fields for upcoming USSSA Tournament
- Put soccer goals back out due to hurricane
- Putting toters, benches, sandbags, windscreen, batting cage nets, mound tarps, "L" screens, etc., back up due to hurricane

#### Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 9 pm.
- Ormond Church was held on Sunday from 8:30 am to 12:30 pm.

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Monday and Thursday: Kopy Kats held regular classes
  - Monday through Friday: CMT held regular classes

#### South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- Youth basketball practice Wednesday and Saturday
- YMCA soccer Monday, Tuesday and Friday

#### Community Events

- Weekly administrative tasks, office work, meetings and activities
- Setup, work and breakdown of Kids' Reel in the Fun Fishing Tournament
- Preliminary planning tasks and assignments for State of the City Luncheon, Employee Appreciation, Veterans Day Luncheon, and Hometown Heroes Ceremony
- Assisting with Senior Games tasks
- Attended Senior Games meeting
- Attended Mayor's Health & Fitness meeting

#### Gymnastics

- September session in progress
- September registration is open
- Training of new Rec Leader
- Open Gym Friday, September 13

#### 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 continued to meet at various times throughout the week.
- Ms. Debby's Dance and Acting Classes met Monday, Tuesday, Wednesday and Friday at various times from 4 pm to 8 pm.
- Coed Volleyball met on Monday and Wednesday from 6 pm to 7:45 pm.
- Challenger Soccer began on Tuesday from 5 pm to 6 pm.
- Lunch Bunch met on Wednesday from 10 am to 1 pm.
- Explore the Arts met on Thursday from 4:30 pm to 5:30 pm.

#### The Casements

- Free tours were held at The Casements on Saturday at 9:30 am and 10:30 am and Monday through Friday on the hour at 1 pm, 2 pm and 3 pm. Self-guided tours are available during regular business hours.
- The Reel in the Fun Fishing Tournament took place at Bailey Riverbridge on Saturday morning from 9 am - 12 pm.
- A memorial service took place at Bailey Riverbridge on Saturday afternoon from 4:30 pm to 6:30 pm.
- Missing Peace met at Bailey Riverbridge on Sunday from 10:30 am to 12 pm.
- Church of Healing met at Bailey Riverbridge on Sunday from 4 pm to 6 pm.
- The Casements Guild held their Executive Board meeting on Monday from 9:30 am to 10 am followed by their Administrative Board meeting from 10 am to 12 pm.
- Mary Maggio's Italian Cooking class was held on Tuesday from 5 pm to 9 pm.
- The Casements Camera Club held their registration and galley installation on Wednesday from 10 am to 12 pm.
- The Casements Guild held a Gala planning meeting on Thursday from 10 am to 12 pm.
- The Casements Camera Club held their exhibit judging on Thursday from 12 pm to 2 pm and their opening reception on Friday from 5 pm to 7 pm.
- The Economic Development Director held a luncheon meeting in the Preservation Room on Friday from 11 am to 1 pm.
- Casements staff planned for several events this week including the September Once Upon a Storytime, Ghost Stories and the Murder Mystery Dinner.

#### Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Hurricane preparations and post hurricane activities
- Hurricane cleanup of parks

#### 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
- Troubleshoot timers at Division fountain
- Repaired parking lot lights at South Ormond Neighborhood Center
- Repaired directional signs at the Airport

- Made the pole safe at Riviera Park
- Relocated scoreboard switch at Sports Complex and Nova Field 3
- Repaired lights at WTP LPRO Building
- Repaired lights for the Fleet command trailer
- Repairs made to Public Works sandbagger
- Replaced feature pump VFD at Andy Romano Beachfront Park splash pad
- Replaced recirculating pump South Ormond Neighborhood Center splash pad
- Repaired antenna at Public Works gate
- Hurricane preparations and post hurricane activities
- Repaired Public Works gate
- Troubleshoot A/C at Police Department
- Repaired toilet in men's room locker area at Police Department
- Troubleshoot A/C leak at The Casements in Room

### **Police Department**

#### **Administrative Services**

- Staff hosted the Weekly Staff Meeting
- In-service training started
- Two (2) new officers started
- Staff thanked the agency as a whole for the storm work

#### **Community Outreach**

- Youth Leadership Council (YLC)  
Twelve (12) members of the YLC attended a meeting on Sunday, Sept. 8 to review upcoming projects and goals for the 2019-20 year. After the meeting YLC members enjoyed an afternoon at the pool. Members attending Mainland High School created shirts for the Mainland Homecoming Game September 13.
- OBPAL Basketball
  - Practice was held for the boys' and girls' basketball teams last Friday. Thirteen (13) boys and three (3) girls attended practice at the South Ormond Neighborhood Center. The 8<sup>th</sup> grade boys' team tournament in Orlando was postponed due to Hurricane Dorian. A new date will be set up in the next few weeks.
- PAL Educational Programs
  - OBPAL Tutors R Us will resume Monday, September 23. One-on-one and small group sessions are offered for children and teens in grades K through 12. Science on Patrol at Ormond Beach Middle School and at Ormond Beach Elementary School will resume in October.
- OBPAL Annual Golf Tournament
  - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 9, 2019. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson. The Daytona Auto Mall is a signature sponsor for the tournament. For more information on *Golfing for Youth* please call OBPAL at (386) 676-3505.

#### **Community Services & Animal Control**

- Animal Calls responded to:
- Animal Reports: 49
- Trap Neuter Release: 0
- Animal Bites: 1
- Animals to Halifax: 3
- Wildlife Calls: 0
- Found Property Reports: 1

### Criminal Investigations

- Cases Assigned: 32
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 4
- Inactive: 6
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 4
- Grand Theft: 2
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Weapons Complaint: 1
- Police Information: 4
- Suspicious Incident: 2
- Baker Act: 3
- Vandalism: 1
- Civil Complaint: 1
- Stalking: 1

### Records

- Walk - Ins / Window: 184
- Phone Calls: 144
- Arrest / NTA'S: 19
- Reports Generated: 154
- Reports Entered: 110
- Citations Issued: 23
- Citations Entered: 7
- Warnings Entered: 17
- Trespass Warnings: 29
- CORF Entered: 47
- Mail / Faxes / Request: 19

### Patrol

- Total Calls: 1,246
- Total Traffic Stops: 114

### Operations

- Crime Opportunity Report Forms: 47

09/04/2019

- Stolen Vehicle, 525 Shadow Lakes Boulevard. A boat trailer was stolen from this location.
- Loitering and Prowling Arrest, 14 Edgewood Way. Two (2) subjects fled in a vehicle from the Volusia County Sheriff's Office. The subjects were found walking around a home that was evacuated.
- Trespass Arrest, 1670 West Granada Boulevard (Racetrac Gas). Subject was arrested for returning to the property after warning.
- Carbreak, 411 Main Trail. Subject attempted to make entry into a locked vehicle overnight.
- Loitering and Prowling Arrest, 460 South Atlantic Avenue (Sunoco). Subject was found hanging around the business.
- Warrant Arrest, 690 South Novar Road (7-11). Subject with a warrant was contacted at this location.

09/05/2019

- Stolen Vehicle, 24 Indian Trail. Vehicle was stolen from the driveway overnight.
- Battery/Domestic Violence, 100 Block South Old Kings Road. Subject battered the victim in the vehicle then fled the scene.
- Burglary Residence, 7 Autumnwood Trail. Open garage was entered overnight. A bicycle was stolen.
- Burglary Business Arrest, 239 South Yonge Street (New International Church). Subject was barricaded in the church. Subject was arrested without incident.
- Trespass Arrest, 1670 West Granada Boulevard (Racetrac). Subject returned to the property without warning.
- Warrant Arrest, 1600 Block West Granada Boulevard. Subject with a warrant was contacted at this location.
- Burglary Residence, 1567 North United States Highway One (Econo Inn). A motorhome that was parked at this location was entered. Miscellaneous items were stolen.
- Injunction Violation Arrest, 955 South Nova Road (Oasis Mobile Home Park). Subject violated an injunction and was arrested.
- Warrant Arrest, 524 South Yonge Street. Subject with a warrant was contacted at this location.

09/06/2019

- Carbreak, 509 South Nova Road (All Aboard Storage). A trailer was entered overnight.
- Battery/Domestic Violence Arrest, 1062 Southern Parkway. Subject was arrested for battering the victim.
- Larceny Arrest, 39 South Yonge Street (Bike Shop). Juvenile walked in and stole a bicycle and was arrested.
- Stalking Arrest, 1521 West Granada Boulevard (Wal-Mart). The victims ex was arrested for stalking the victim inside Wal-Mart.
- Shoplifting Arrest, 690 South Nova Road (711). Subject was arrested for stealing water.

09/07/2019

- Burglary Business, 1227 North United States Highway One (Pikes). Property was stolen from the business.
- Larceny, 1634 North United States Highway One (Super 8). Cash was stolen from a guest room.
- Narcotics Arrest, 1500 Block North United States Highway One. Subject was arrested for narcotics.
- Weapons Arrest, 590 North Tymber Creek Road. Subject fired a gun inside of the house then left the scene but was located.

09/08/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole items and fled but was caught and subdued by a Taser.
- Warrant Arrest, 1614 North United States Highway One. Subject with a warrant was contacted at this location.

09/09/2019

- Burglary Business, 600 South Nova Road (Prince of Peace). Two (2) sheds were entered by force. Lawn equipment was stolen.
- Burglary Residence, 681 North Halifax Drive. House was entered sometime in July. Tools were stolen.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). Subject stole a Dewalt drill and fled on a bicycle.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed clothing and was stopped by loss prevention.
- Violation of Injunction Arrest, 27 Big Bear Path. Subject was arrested for violating an injunction.
- Trespass Arrest, 1478 West Granada Boulevard (Ormond Towne Square). Subject returned to the property after warning.

09/10/2019

- Burglary Business Arrest, 1227 North United States Highway One (Pike Electric). Employees caught two (2) subjects stealing copper. They were able to catch one and the other fled but was located in Daytona Beach.
- Burglary Residence, 9 Windsor Falls Drive. Jewelry was stolen from the home.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and was stopped by loss prevention.
- Trespass Arrest, 145 West Granada Boulevard (Granada Plaza). Subject returned to the property after warning.
- Violation of Probation Arrest, 769 West Granada Boulevard. Subject violated the terms of the probation.
- Carbreak Arrest, 481 Andrews Street. Subject was caught on an officers Ring doorbell and apprehended while trying to break into a car.
- Warrant Arrest, 3 Parkside Way. Subject with a warrant was contacted at this address.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 15
  - Number of Uniform Traffic Citations Issued: 6
  - Number of Written Warnings Issued: 10
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 4
  - Number of Crashes with Injuries: 3
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 2 Cases initiated
- 3 signs have either been removed or sign cases created.
- 5 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and forty (40) telephonic inquiries.

#### Public Works

##### Airport Operation and Development

- Concert Technologies completed work to install a backboard, electrical outlet, and a ground bus bar in the server room at the air traffic control tower. This work is part of the FAA's project to upgrade certain mission critical systems at the tower. Personnel from the FAA visited the tower this week to inspect the work and plan for the next stage of the upgrade project.
- Staff is working to update the inventory of aircraft based at the airport. When complete, the current inventory will be uploaded to the FAA's online National Based Aircraft Inventory.
- Staff completed work to update the Florida Aviation Database (FAD) concerning airport damage assessments related to Hurricane Dorian. The airport experienced no appreciable damage from the hurricane.
- Staff is coordinating with the City's Fire Department to plan and execute training exercises at the airport intended to familiarize emergency response crews with airport operations. Two exercises are being contemplated. The first will familiarize fire department and emergency medical crews with response procedures for emergencies at the air traffic control tower. The second exercise will simulate an aircraft accident on the airport and involve first responders from the City and the County.

## Engineering

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining – Phase 2 – The contractor is preparing for the work on the Beach Street gravity sewer.
    - Water Plant Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time for materials.
    - 2019 Roadway Resurfacing – The contractor has completed the concrete work. The asphalt work was delayed by the hurricane and is now anticipated for next week.
    - Breakaway Trails Storage and Pumping Improvements – The contractor has begun pre-stressing the tank this work is anticipated continuing through this week.
    - Cassen Park Public Dock and Breakwater – The contractor is awaiting delivery of the floating dock sections before continuing with the construction work. They remain on schedule to complete the project on time.
    - WWTP Sludge Dewatering Improvements – Material submittals are being reviewed and construction has begun.
    - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Notice to Proceed was issued with a start date of September 9.
    - HVAC Replacements – City Hall, SONC, The Casements – Material submittals are under review.
    - Memorial Gardens Retaining Wall Improvements – A pre-construction meeting was held on August 29 and a Notice to Proceed issued.
  - Bidding:
    - Granada Median Landscape Improvements (Orchard Street to I-95) – The apparent low bidder is RJ Landscape Contractors, Inc. Bid award is scheduled for the September 18 City Commission meeting.
    - Nova Community Park Underground Electric Utilities – Bids were opened on July 30, the apparent low bidder is Economy Electric. Bid award has been postponed to a later City Commission meeting.
    - Landscape Renovations & Downtown Landscape Renovations – The project was advertised on August 4, bid opening was extended to September 12 due to the hurricane.
    - WTP Sludge Residuals Facility Improvements – Bid was awarded at the August 20 City Commission meeting. The consultant is preparing contracts for execution.
    - 2019 Stormwater Rebuild – The project was approved for bidding at the August 20 City Commission meeting. It was advertised on August 25, bids are due on September 24.
    - Broadway/US1 Traffic Signal – Staff has submitted Joint Participation Agreement with FDOT, the developer's agreement with Tomoka Holdings, bid documents, and an RFQ for CEI services for consideration at the September 18 City Commission meeting.
  - Design Projects:
    - North US1 Water Main and Force Main Improvements – Plans are approximately 60% complete.
    - Fleming Ave Stormdrain Improvements – The 90% submittal has been received and is under review.
    - 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.
    - OBSC Improvements – Championship Field 7 – The ECHO grant has been executed and the County issued a Notice to Proceed. The construction manager has submitted a proposal for the work, which is currently being reviewed by City staff.
    - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated by the end of September.

- Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements - CPH is working on 60% plans for each project.
  - The Casements North Side Improvements and Carriage House – A work authorization for additional design to include replacing the stairs on the north side entrance to The Casements.
  - Stormwater Master Plan Update - 2019 – The kickoff meeting is scheduled for September 18.
  - Fleming Avenue Stormwater Pump Station – Plans are moving quickly towards 60% by the end of September.
  - 56 North Beach Street – Comments have been provided to the consultant, and they are preparing a presentation that compares options for the site.
  - Police Station/EOC Relocation Study - The consultant is scheduling site visits to Port Orange and Flagler County.
  - North Peninsula Sewer Retrofit – The project was advertised, a pre-proposal meeting was held on August 27, and proposals are due on September 10.
  - Oak, Magnolia, & Bonita Sewer Retrofit – Staff is negotiating a scope of work and fee with a Continuing Contract Consultant for survey and design.
- Departmental Activities
    - Continued preparation for storage of non-digitized plans and as-built files.
    - Reviewed daily Engineering Permit applications through the ProjectDOX system.
    - Staff performed damage assessment after Hurricane Dorian cleared the area.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Pulled cones and forms on Peninsula Dr; backfilled dirt and cleaned up
- Asphalt patch on 800 block of Peninsula Dr; Peninsula Winds Dr
- Hurricane clean up citywide
- Concrete pour in Riviera Park
- Ripped out 2 concrete slabs at The Casements; 1 at City Hall

##### 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
- Storm prep for Hurricane Dorian
- Removed leaning oak tree on Choctaw Trl; removed dead pine trees in South Forty; dead tree on Oakmont
- Trimming in the Trails subdivision; low hanging limbs outside ROW in Trails, Main Trl

##### Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Debris clean up Citywide
- Trash pick-up on US 1 medians



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

- Reachout mowing on SR40
- Locates & basins citywide
- Outfalls inspected citywide
- Depression investigation on Forest Quest
- Pipe repair on Dix Ave
- Ditch maintenance on Kings Crossing
- Ditches inspected citywide
- Ditch spraying citywide

Vactor

- VacCon on Dix Ave

Street Sweeping/Streetsweeper (4 days)

- 130 miles of road cleaned
- 74 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,659
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 6,546 gallons unleaded, 8,760 gallons diesel
  - Fuel used in one week: 1,928 gallons of unleaded and 648 gallons of diesel.
  - Fleet completed 42 work orders this week.
  -

Utilities

- Projects Summary
  - Breakaway Trails Reuse Storage and Pumping Improvements – The contractor has begun pre-stressing the tank this work is anticipated continuing through this week.
  - Breakaway Trails Yard Electrical and Pump Upgrades – Contractor making final connections, anticipated project completion is September 20.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Lift Station 3M scheduled for completion September 13.
  - SCADA Integration Services – WTP detailed design documents complete, final comments being addressed this week.
  - Shadow Crossings Reuse Pump Facility Upgrades – Value Engineering (VE) comments sent to the engineer.
  - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated by the end of September.
  - North US1 Water Main and Force Main Improvements – Plans are approximately 60% complete.

- WTP Elevated Water Tank Rehabilitation – Project substantially complete, final touch ups and site restoration ongoing.
- WTP LPRO Membrane Replacement – Membrane replacement is complete, consultant reviewing test results for final acceptance.
- WTP Lime Slaker and Sodium Hypo Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
- WTP Sludge Residuals Facility Improvements – Bid was awarded at the August 20 City Commission meeting. The consultant is preparing contracts for execution.
- WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – VFD #3 final programming scheduled for September 13, project completion scheduled for September 20.
- WWTP Sludge Dewatering Improvements – Material submittals are being reviewed and construction has begun.
- WWTP Grit Removal and Disposal Services – Project completed and invoiced.
- Force Main Repairs – Work at Granada Plaza is complete.
- Fleming Avenue Stormwater Pump Station – Utilities staff participated in a conference call with the design consultant and City Engineering staff, providing feedback on the design. Plans are moving quickly towards 60% by the end of September.
- Septic to Sewer Conversion on North Peninsula – Five firms submitted Professional Qualification proposals on September 10. A committee will evaluate the proposals and meet to prepare a ranking recommendation for Commission consideration in the near future.
- Holly Hill reuse interconnect – Site visit with consultant and staff from both cities held on August 22. Scope includes operating protocol and construction plans for metered interconnect in vicinity of Holly Hill Dog Park on Alabama Avenue, enabling Ormond Beach to receive reclaimed water from Holly Hill. Target design completion by October 31, 2019.
- Western Service Area Master Plan – City supplied additional newly requested information to consultant (latest Hunter's Ridge Utilities Master Plan, North Peninsula Condo flow verifications). First draft submittal from consultant targeted for September 19.
- FDEP SRF Facility Plan for Septic to Sewer – Work authorization for engineering services originally processed for consideration at September 18 Commission meeting postponed to October 15.

#### SPRC Projects

- 1280 North US Highway 1, S.R. Perrott Parking Expansion – Reviewed and approved plans.
- 100 West Granada Avenue – The Pumphouse – Reviewed and approved plans.
- 135 North Yonge Street – The Courtyards at Ormond Beach – completed review and provided comments to be addressed by the applicant.
- 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Attended Lift Station start up on September 9.
- Medical Office at W.Granada/S.Old Kings Road – Provided utility information in advance of September 18 Pre-app meeting.

#### Water Treatment

- Delivered 36.47 million gallons for the week ending September 1, 2019 (5.21 MGD).
- Backwashed 11 filters for a total of 699,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 31, 2019 @ 6.81 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled 32.4 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Hudson Well Field lost power during the storm on Tuesday 9/3/19 around 2100 hrs. Staff was able to diagnose and reset the breaker(s) to restore operations. Staff also turned on two wells in Rima well field in the interim to maintain supply.

#### Wastewater Treatment Facility

- Domestic and Industrial Wastewater flow was 29.59 Million Gallons.

- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.23 MGD.
- Produced 21.69 Million Gallons of Reuse.
- Produced 7.90 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2018 – August 31-, 2019) (MGD):
- Influent 4.58 MGD (Permit 8 MGD);
- Surface Water Discharge 0.61 MGD (Permit 6 MGD);
- Reuse 4.28 MGD (Permit 10 MGD)
- Hauled 20.64 wet tons of dewatered residual solids (14% to 18% solids)
- Current weekly sludge hauling ending 9-5-2019
  - Two trailer loads of treated sludge went to processing facility. Staff only processed two loads as the fields where the processed sludge is transported were too wet due to Hurricane Dorian.
  - Fecal coliform results from last week were limited due to Hurricane Dorian and subsequent lab closure. Sampled two days during this weekly reporting period and they were both non-detectable.

#### **Support Services/City Clerk**

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

- City Clerk attended Police Officers' Pension Board Meeting
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation and distribution for September 18, 2019, City Commission Meeting