

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 28, 2020

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

City Manager

Reviewed and prepared with staff as follows:

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

PIO – Public Information

- Press Releases/Media
 - General media inquiries
 - General citizen requests
 - Community Network Meeting
- Social Media
 - City Job Openings
 - Fraud Alert – US Census
 - General Census Messaging
 - Wind Advisory
 - #LivingTheOBLife
- Attended
 - Welcome Reception for Bethune-Cookman’s New President
 - City Manager Staff Meeting
 - Engineering/Planning Meeting
 - Economic Development Materials Brainstorm
- Developing
 - Bike Week Safety Messaging
 - New Economic Development Materials
 - Reuse Water Scheduling Reminders: Spring Forward Timing

Community Development

Planning

- There is one application for the March 4, 2020 Board of Adjustment and Appeals. 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).
- Planning staff attended a pre-submittal neighbor meeting for the property at 11 Pearl Drive. The meeting discussed potential future land use and zoning map amendments for the property. A future land use and zoning map amendment shall require Planning Board review and City Commission action for any amendment.

- There is a community meeting scheduled by Volusia County School Board staff for Osceola Elementary School on March 11, 2020 starting at 6 p.m. at the school property at 100 Osceola Avenue. Conceptual plans are being prepared to determine how Ortona Elementary school and Osceola Elementary school could be redeveloped into one new K-5 school. The new K-5 school would serve to consolidate all Ortona and Osceola students into one new school.
- On March 12, 2020, the Planning Board is scheduled to meet on the following items
 1. Workshop on the North U.S. Highway 1 corridor at 5:30 p.m. in the City Commission conference room (103)
 2. 806 Cordova Avenue: There are two (2) actions as the result of a pending annexation scheduled for March 3, 2020. The first action is an administrative request for a Small Scale Comprehensive Plan Land Use Map amendment and Zoning Map amendment for the 0.18+ acre property located at 806 Cordova Avenue. The land use map amendment seeks to amend the property from Volusia County "Urban Medium Intensity" (UMI) to Ormond Beach "Low Density Residential" (LDR). The second action is a zoning map amendment which seeks to amend the property from Volusia County R-5 (Urban Single-Family Residential) to Ormond Beach R-3 (Single-Family Medium Density). Ormond Beach land use and zoning classifications are required with the annexation from Volusia County.
 3. Land Development Code amendments:
 - a) Section 4-06, Information to be included in site plan application to require the electronic submittal of site plans to the Site Plan Review Committee.
 - b) Section 1-22, Definitions of terms and words to add a definition for electric vehicle charging station and Section 3-26 – Off-street parking requirements to state electric vehicle charging station(s) are specifically allowed within parking lots.
 - c) Section 1-14 Development orders and building permits to (a) create an expiration date and required inspection timeframes for the site inspection (SPRC) engineering permit, (b) require the electronic submittals of building permits, (c) require building reviews within thirty (30) calendar days of a complete submittal, and, (d) create an administrative variance section that is consistent with Section 4-03 of the Land Development Code.
 - d) Section 2-50- Accessory uses, Subsection (n) Fences and walls to (a) add the language prohibiting chain link fencing in commercial zoning districts consistent with Section 3-68 of the Land Development Code, (b) allow the ability for wall heights of eight (8') feet in height where a non-residential use abuts single-family uses, (c) modify the temporary construction fencing standards, and (d) modify the orientation of fencing subsection.
 - e) Section 2-50- Accessory uses, Subsection (r) Generators to establish a five (5') foot setback in residential zoning districts in the rear yard for generators.
 - f) Section 3-27- Reduction in parking spaces to incorporate existing parking space reductions in Multi-Modal Corridors into this Land Development Code section.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 397 inspections performed within the city (74 by private providers).
- 173 permits issued (79 garage sale permits) within the city, with a valuation of \$6,981,915.

Development Services

- The Site Plan Review Committee (SPRC) met with the property owner of 191 South Yonge Street to review potential development options for the vacant commercial parcel of land. City staff discussed the requirements for site development.
- The following projects were completed for site and/or building permits: (1) 711 South Atlantic Avenue, HOME2, (2) 600 South Atlantic Avenue, Surf Style, (3) 1089 North U.S. Highway 1, Boot Hill Saloon, (4) Huntington Villas, Phase 2A (Flagler County), (5) Huntington Green, Phase 2A (Flagler County).
- There were no projects for the Site Plan Review Committee (SPRC) to review.
- 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	4%
Boot Hill	100%
Breakaway Trails Ground Storage tank	100%
Coolidge Avenue Office/Warehouse	25%
Dunkin Donuts, 1190 Ocean Shore	35%
Dunkin Donuts, 1535 North US Hwy 1	2%
Extended Stay America	20%
FUGU	20%
Granada Plaza sewer improvements	98%
Home2	100%
Independence Recycling of Volusia	98%
Lynnhurst sewer improvements	80%
Modern Wash	40%
Oceanside Golf and Country Club (seating)	50%
Ormond RC, Building 1C	70%
Salty Church	40%
Security First	99%
S.R. Perrott expansion	30%
Stor-It	25%
SunTrust Bank	95%
The Pumphouse	30%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	95%
Huntington Green , Phase 2B	95%

Huntington Villas, Phase 2B	95%
Pineland residential subdivision, Phases 2&3	92%
Deerfield Trace	95%

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 is collaborating with the Chamber, and 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. Five business visits have been made to companies.
 - Publix has placed a bid to acquire 5 Lucky's Market stores, which includes the Ormond Beach location. Staff continues to monitor the transition from 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 successfully completed repairs to the Precision Approach Path Indicator (PAPI) light systems for Runway 35. The Runway 35 PAPIs had been unavailable during the evening hours when the control tower is closed, due to an apparent problem with the PAPI system not responding correctly to the airport's pilot controlled lighting system.
- Staff attended a quarterly meeting of the East Central Metro Area Chapter of the Continuing Florida Aviation Systems Planning Process (CFASPP) team. CFASPP was established by the FAA and FDOT to address the need for a method to help maintain a viable statewide aviation environment. The objective of CFASPP is to maintain and enhance the Florida aviation system, and it is a method used within the state to continually monitor the aviation environment and determine the development requirements to best meet projected aviation demands.
- Staff responded to a request for information from the FAA concerning the Airport Improvement Program (AIP) grant oversight risk assessments. The FAA requests that airport sponsors provide information about internal risk assessment policies and procedures involving procurement, grant oversight, disbursement, business continuity, and information technology infrastructure.
- Staff prepared two agenda items required as part of the planned airport access road project. New access roads, along with water and sewer utilities, are essential infrastructure components necessary to develop, market, and lease lots in the southwest quadrant of the airport, which will provide additional lease revenue to the airport and create value-added jobs. Signal Avenue is one

of the two roads within the airport business park that is planned for extension into the airport. In order to design and build the road, the City must acquire a small portion of the properties at 15 Signal Avenue and 1 Aviator Way. Resolutions to authorize execution of warranty deeds for these properties will be presented to the City Commission for approval next month.

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.
 - The City awaits obligation by FEMA for PW33183, Cassen Pier. The City has been awaiting EHP approval from FEMA
- Completed Projects - Weekly
 - Processed 175 Journal Entry Batches.
 - Utility Billing Meter Readers completed 368 work orders.
 - Approved 16 Purchase Requisitions totaling \$112,967.45.
 - Issued 18 Purchase Orders totaling \$93,178.43.
 - Prepared 131 Accounts Payable checks totaling \$189,130.53 and 41 Accounts Payable EFT payments totaling \$1,217,666.40.
 - Issued 287 past due notices on utility accounts.
 - Auto-called 657 utility customers regarding receipt of a past due notice.
 - Processed 419 payments through Interactive Voice Response System totaling \$42,914.41.
 - Grant money 2019-20 fiscal year-to-date total received, \$2.5 million.
 - Prepared 375 Direct Deposits totaling \$508,815.36.
 - Transferred IRS 941 payment of \$171,838.42.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended NIAB mandatory public hearing meeting for CDBG FY 20-21 Annual Plan (applications).
 - Working with staff regarding a potential AFG request.
 - Grant reimbursement requests to date FY 19-20: \$810,704.18
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Attended weekly staff meeting.
 - Working with staff to complete VLOC 2020 Distinguished Service Award Nominations.
 - Completed March 2020 Employee Newsletter

Risk Management Projects

- Attend depositions for a liability claim
- Attended Claims Committee meeting
- Drafted update to Minimum Insurance Requirements

Fire Department

- Weekly Statistics
 - Fires: 2

- Fire Alarms: 4
- Hazardous: 3
- EMS: 75
- Motor Vehicle Accidents: 10
- Public Assists: 51
- TOTAL CALLS: 145

- Aid provided to other agencies: 11 Calls – Daytona Beach (4), Holly Hill (2), Volusia County (5)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 50
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 264

- Training Hours
 - NFPA 1001: Firefighting 11
 - NFPA 1002: Driver 10
 - NFPA 1021: Officer 8
 - NFPA 1500: Safety/Equipment 32
 - EMT/Paramedic 25
 - TOTAL TRAINING HOURS: 86

- Station Activities
 - Updated 5 pre-fire plans
 - Conducted 3 fire inspections

- Significant Incidents
 - 2/22/20, 4:15 AM: 402 3rd St., Holly Hill – Fire – Responded to a dumpster fire at a scrap yard – fire located in a recycling pile of metal at rear of complex – Tender 94 made trips to hydrant to shuttle water to fire – crews cleared scene at 6:11 AM.
 - 2/22/20, 10:20 PM: Broadway Ave./N. US1 – Motor Vehicle Accident – Upon arrival found a two vehicle rear-end collision – extensive damage to both vehicles – one fatality on scene.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Part Time Rec Leader (Environmental Discovery Center/Leisure Services)
 - Part Time Rec Leader (Performing Arts Center/Leisure Services)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Summer Camp Counselors (Leisure Services)
 - Utilities Manager (Public Works)

 - Applications Under Review
 - Part Time Recreation Leader (SONC/Leisure Services)

 - Interviews Scheduled
 - Evidence/Crime Scene Supervisor (Police)
 - Fire Battalion Commander (Fire)
 - Treatment Plant Operator C, B, A, or Trainee (Water Plant/Public Works)

 - Background/Reference Checks/Job Offers
 - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
 - Police Officer (Police)

- 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

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start spring 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: 30
 - Completed: 83
 - In progress: 36
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 40,376
 - Inbound E-Mails Blocked: 20,918
 - Delivered Inbound E-Mails: 19,458
 - Quarantined Messages: 583
 - Percentage Good Email: 48.2%
 - ATP/Virus E-Mails Blocked: 4
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 23
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,741
 - Meters GPS Located this week: 0: Total in system = 23,787; 22,974 potable, 802 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- OBYBSA meeting
- City Manager staff meeting
- Tennis Courts Inspections
- Walk with the Mayor
- 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

- Tours were given as needed Tuesday through Saturday
- Elementary Explorers: Birds, Wednesday, 2:30 pm to 3:30 pm
- Square Foot Gardening, Vivian Bowden, UF/IFAS Master Gardener, Friday, 10 am to 11 am
- ECHO Rangers visit, EDC staff & volunteers, Saturday, 9:30 am to 10:30 am
- Tiger Scout tour, EDC staff & volunteers, Saturday, 2 pm to 3 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 practiced 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 this week on Monday, Wednesday and Friday at the Nova Fields, as well as the Softball Quad for Pinto Boys.
- SHS Softball practices this week on Monday, Tuesday, Thursday and Friday, 4:30 pm to 6:30 pm, Quad #1.
- SHS Baseball practices this week on Monday, Tuesday and Thursday, 4:30 pm to 6:30 pm, on Wendelstedt 1 & 2 fields. They have home games this week on Friday at 4 pm & 7 pm.
- CCA Softball held practice on Monday at the Sports Complex, Quad #3, from 3:30 pm to 5:30 pm.
- OBYBA Basketball program had games Monday through Wednesday at 5:30/6:30/7:30 pm at Nova gym & South Ormond Neighborhood Center gym.
- OBSC Soccer competitive & recreational teams practiced Monday through Friday at 6 pm, at the Sports Complex.
- Coed Softball team held practice on Monday and Tuesday, 6 pm at the Sports Complex, Quad #4.
- OBYBA All Star games, Saturday, Nova Community Center, 12 pm to 7 pm.
- SHS Flag Football hosted their first home game of the season on Championship Field 7 at the Sports Complex on Thursday at 5 pm & 6 pm.
- NSA Softball Tournament, Saturday and Sunday, 8 am to 8 pm at the Sports Complex.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond.
- Tended to the infields, tennis and handball courts at Osceola Elementary School.
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova.
- Cleaned Magic Forest and the common area of Nova Park.
- Cleaned all sports parks daily of debris/trash from the events during the week.
- Continued dragging infields (18) daily at Sports Complex/Nova Fields.
- Continued edging infields (18) weekly at Sports Complex/Nova Fields.
- Dragged Osceola softball fields.
- Painted soccer fields 1- 6, 8 – 10 and soccer parking lot.
- Prepared Wendelstedt & Kiwanis Fields for SHS/OBGS baseball practices.
- Sodding holes in areas surrounding Nova Field 4/Batting Cages/Bullpen Mounds.
- Prepped fields for high school games.
- Painted and prepped Championship Field 7 for SHS Flag Football.
- Added clay & surface to low area on Wendelstedt Field 3.

- Prepped Quad for NSA softball tournament this weekend.

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 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:
 - Orlando Transit Authority – Chicago Tribute, Saturday 7:30 pm to 9:30 pm

South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- Youth basketball practice Tuesday, Thursday and Saturday
- PAL tutoring, Monday through Friday, 3 pm to 6 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended weekly one on one and staff meetings.
- Ongoing follow up for the 2020 Mayor's Health & Fitness Challenge with partners and participants.
- Attended walk-through for logistics at South Ormond Neighborhood Center for the Mayor's Challenge weigh-out on March 28.
- Every Thursday - ongoing MH&FC Lunch & Learn, City Hall, approx. 5-10 people.
- Reviewing applicants for Community Events Leader position (ongoing)
- Preliminary planning of 2020 events February through May:
 - Dwight DuRant Field Dedication
 - VLOC Dinner
 - 140th City Incorporation Celebration
 - Art in the Park
 - Memorial Day Remembrance Service

Gymnastics

- February session in progress
- March 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 has playoffs this week.
- 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 continued on Thursday, 4 pm to 5:30 pm
- Coed volleyball began on Thursday at 6 pm

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Birthplace of Speed Exhibit in the Gallery for month of February
- HVAC Project continues, Monday through Friday, 7 am to 3 pm
- Guild Meeting, Wednesday, 10 am to 1 pm
- Camera Club Meeting, Thursday, 7 pm to 9 pm
- Staff prepped for Ormond Mainstreet's Taste of Ormond Event
- New Yoga Barre Class, Friday, 9:45 am to 10:30 am
- Echo Ranger Program, Saturday, 11 am
- Ormond Mainstreet's Taste of Ormond, Rockefeller Gardens, Sunday, 4 pm to 7 pm
- House of Healing, 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
- Birthplace of Speed park top deck repairs
- Repaired slide and shingles at Magic Forest
- Replaced damaged signs on Boardwalk Trail
- Cleaned up water area at Joyce Ebbits pier
- Signs at Ted Porter Park installed
- Replaced 2 nets at Nova Community Center
- Replaced spin toy at Andy Romano Beachfront Park
- Replaced Riverbend Park railing

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
- Weekly inspection of the water wheel and sump pumps at The Casements
- Repaired blinking lights at Airport Runway 9/27
- Repaired City Hall wall packs
- Assisted with repair of City Hall chiller
- Assisted contractor with repairs on the WTP front gate
- Demo'd controllers at Andy Romano Beachfront Park splash pad
- Repaired lights at South Ormond Neighborhood Center basketball court
- Troubleshoot lights at Stormwater Division fountain
- Repair AWOS & PAPI'S at the Airport
- Portable A/C delivered and set up at the Casements
- Sanchez Park men's restroom, replaced door hinges
- PW ice machine repaired
- Turned on water at South Ormond Neighborhood Center, Bailey Riverbridge Gardens, and Andy Romano Beachfront Park
- Unclogged Nova Community Center outside restrooms
- Birthplace of Speed park railing repaired

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended the "Do the Right Thing" luncheon
- Staff held a swearing in ceremony for new officers

- Staff attended a recruiting function at Daytona State College's Advanced Training Center
- Staff attended a welcome reception at The Casements
- Staff conducted interviews for the Evidence Supervisor position
- Staff attended Coffee with a Cop at Starbucks
- Staff attended the Health Assessment conducted by the City of Ormond Beach

Community Outreach

- OBPAL Basketball
 - Practice was held last week at the South Ormond Neighborhood Center. Eight (8) boys and 2 girls attended. The first tournament will be the State of Florida Association of Police Athletic Leagues annual tournament at the end of March.
- PAL Educational Programs
 - The *R.E.A.D.* (Reading, Exploration, Adventure and Discovery) program partnership with Ormond Beach Elementary continues. Currently, 25 students are participating in 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 continues. The average attendance for tutoring is eighteen (18) students per day. *Tutors are 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.
- The second *Do the Right Thing* program for the 2019-20 school year was held Wednesday, February 19. *Do the Right Thing* is a partnership program with Ormond Beach Middle School. Students are nominated by faculty and administrators for exhibiting model citizenship on campus. Last week nine (9) students attended the luncheon.
- OBPAL Fourth Annual Donut Dash 5K
 - The Fourth Annual OBPAL Donut Dash 5K will be held on Saturday, April 25, 2020. The event will begin and end at the back of the Trails Shopping Center. Registration will begin at 7:00 am, race start at 8:00 am. 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 : 48
- Animal Bites: 1
- Animals Reports: 5
- Animals to Halifax Humane: 2
- Dogs: Cats: 2
- Trap Neuter Return: 3
- Pets at Vaccination Clinic:
- Found Property: 2

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 2
- Inactive: 2
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 4
- Larceny Car break: 3

- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 32
- Phone Calls: 43
- Arrest / NTA'S: 13
- Reports Generated: 119
- Reports Entered: 109
- Citations Issued: 72
- Citations Entered: 52
- Warnings Entered: 112
- Trespass Warnings: 12
- CORF Entered: 241
- Mail / Faxes / Request: 39

Patrol

- Total Calls: 1,567
- Total Traffic Stops: 228

Operations

- Crime Opportunity Report Forms: 183

2/19/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Loss prevention observed a subject remove a watch from its packaging then conceal it and pass all points of sale.
- Larceny, 1 John Anderson Drive (Ormond Heritage Condos). Victim advised her 2001 Sun Cruiser bicycle was stolen from the underground parking garage. Value of bicycle is \$350.00.
- Carbreak, 158 Tomoka Ave. Victim advised that their unlocked vehicle was entered, no items were taken but the vehicle was gone through. One latent print collected.
- Sex Offense, 950 N US1 (River Grille Restaurant). Call from Flagler County Sheriff's Office in reference to a victim who was sexually battered by a subject who is now in custody.
- Alcohol Violation Arrest, 353 West Granada Boulevard (Winn-Dixie). Subject was found to have an open container while he was inside a Votran bus shelter.
- Warrant Arrest, 46 Aaron Circle. Contact was made with a subject who was found to have an open Orange County warrant for Disorderly Conduct charges.
- Narcotics Arrest, 601 Fleming Avenue. Subject was in Central Park Fleming after hours and was found to be in possession of crystal form methamphetamine.
- Narcotics Arrest, 801 South Nova Road (Rockin' Ranch). During a traffic stop, the subject was found to be driving with a suspended driver's license. K-9 alerted on the vehicle and during a search of the vehicle, methamphetamine, heroin, morphine and narcotic paraphernalia were located.

2/20/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Loss prevention observed a subject conceal 11 makeup items and pass all points of sale. Search incident to arrest revealed the subject was also in possession of methamphetamine and heroin.

- Narcotics Arrest, 1 South Beach Street (Cassen Park). Subject was found to be sleeping in his truck in the west parking lot of Cassen Park. After contact was made, the subject was found to be in possession of narcotics and drug paraphernalia.
- Warrant Arrest, 260 N US Hwy1 (Ormond Lanes). Subject was contacted due to a suspicious person complaint. During the course of the investigation he was found to have an open Putnam County warrant.
- Narcotics Arrest, 690 South Nova Road. Subject attempted to use someone else's credit card to make a purchase at the 7-11. Upon contact with the subject, subject was found to be in possession of narcotics and drug paraphernalia.

2/21/20

- Trespassing Arrest, 353 West Granada Boulevard (Winn-Dixie). Subject contacted and found to have previously been trespassed from the property.
- Warrant Arrest, 100 Block West Granada Boulevard. Subject was stopped for a traffic infraction and was found to have a warrant.

2/22/20

- Carbreak, 146 North Orchard Street (All Fla Parking). Victim stores his boat at this location. Victim arrived this date to find the rear of the Bimini cover cut open. The boat's speakers, amps and two fishing rods taken, estimated value \$4,000. Two fingerprints, a pocketknife, multi-tool, and hat were collected for evidence.
- Warrant Arrest, 211 North Tymber Creek Road. Subject contacted and found to have an open warrant.

2/23/20

- Burglary Residence, 52 Pine Valley Circle. Homeowner arrived at this location to find their 65" television missing. No forced entry was made. Homeowner believes entry was made via garage door as the house is being renovated.
- Burglary Structure, 504 McIntosh Road. Victim hired a male to clean the yard of an unoccupied, dilapidated house. Victim advised the male removed items of value from a shed before tearing it down and removed engines from the yard. The victim stated the value is approximately \$2,000.
- Warrant Arrest, 285 South Center Street. Subject contacted and found to have an open warrant.

2/24/20

- Grand Theft, 194 Royal Dunes Boulevard. The victim had a female friend stay with him for the past two weeks. The female has since left and now the victim has noticed jewelry and gold coins are missing. Suspect is possibly known.
- Theft, 170 Ellicott Drive. Victim advised that his plastic dolly cart that his recycle bins were sitting on this morning was stolen from this location overnight.

2/25/20

- Stolen Vehicle, 16 River Beach Drive. The victim advised that his 2013, tan, Victory CCT motorcycle was left at this location to be put up for sale. They had it by the roadside and returned to find it stolen.
- Burglary Residence, 41 Byron Ellinor Drive (Ellinor Estates). Entry made through unsecured window or door. Wooden chest from China with decorative carving and miscellaneous tools stolen. Latent prints lifted and submitted.
- Driving Under the Influence Crash and Arrest, Nova Road/West Granada Boulevard. Subject was the driver of one of the vehicles that was involved in a three vehicle crash at this location. He was found to be intoxicated and submitted to field sobriety exercises.
- Battery Domestic Violence Arrest, 80 Deep Woods Way (Breakaway Trails). During a well-being check, it was discovered that a subject had pushed his 71 year old father to the ground earlier that day.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 42
 - Number of Citations issued: 34
 - Number of Written Warnings Issued: 17
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
 - Zone 2: 7 Cases initiated
 - Zone 3: 5 Cases initiated
 - Zone 4: 5 Cases initiated
 - 16 signs have either been removed or sign cases created.
 - 9 tree removal permit requests
- Administrative staff assisted with six (6) walk-in and seventy-four (74) 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.
 - Water Plant Upgrades – Construction is on-going and remains on track.
 - Breakaway Trails Storage and Pumping Improvements – A limited amount of water was pumped into the new tank, the contractor will monitor the level to ensure the performance of the tank.
 - Cassen Park Public Dock and Breakwater – Construction is complete.
 - WWTP Sludge Dewatering Improvements – Bypass is complete and the new gates are installed. A progress meeting was held on February 27.
 - HVAC Replacements – City Hall, SONC, The Casements – The Casements basement air handler has been removed and HVAC replacement work ongoing.
 - 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 – A Notice to Proceed has been issued, work is expected to begin next week.
 - Nova Community Park Underground Electric Utilities – Conduit directional drilling is complete. Outdoor electrical enclosure and transformer delivery scheduled for mid-March.
 - WTP Chemical Feed System Upgrades – Installation scheduled for February 25.
 - Memorial Gardens Lighting – The light fixtures were delivered. Contractor has begun installing the conduit, the installation of the poles and light fixtures will follow.
 - 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.

- The Casements North Side Improvements – Pre construction meeting held on February 19. Contractor is submitting permit application.
- Fiber Optic Connectivity – Coordination meeting to connect FS-92 to the fiber network is being scheduled.
- Bidding
 - Gazebo Replacements CP II – One bid received, price above project budget. Discussing funding options with Leisure Services staff.
 - CDBG Riviera Park Parking Improvements – The apparent low bidder is Sanderson Concrete Construction. Bid award is scheduled for the April 7 City Commission meeting.
 - 2020 Microsurfacing – The project was advertised on February 23, a pre-bid meeting is scheduled for March 4, and bids are due on March 24.
 - 2020 Repaving – The project was advertised on February 23, a pre-bid meeting is scheduled for March 4, and bids are due on March 24.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – Final plans have been received. A disposition item for approval to bid is being prepared.
 - Fleming Ave Stormdrain Improvements – The plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
 - Secondary Raw Water Main – 90% plans have been received and are under review.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans have been received and are under review by FDOT.
 - Stormwater Master Plan Update - 2019 – Site visits with the consultant were held last week.
 - 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 the consultant to review their preliminary findings.
 - Airport Road/SR40 Water Main Loop – Survey plans are under review.
 - Rockefeller Room Renovations – Window frame paint testing is being scheduled.
 - Exercise Equipment Replacement at Central Park II – Construction Manager quote is under review.
 - OBSC Playground Surfacing – Construction Manager quote is under review.
 - CDBG SONC Fitness Station – A disposition item for approval to advertise the RFP is on the April 21 City Commission meeting agenda.
 - Downtown: Cassen Park Improvements – Concept plan will be presented to the Mainstreet Board for their review and input.
 - Downtown: Parking ID Signage – Planning has a Staff Action item on the March 3 City Commission agenda presenting signage concepts for direction from the Commission.
 - Granada Streetscape Pavers - Received Construction Manager quote, which is under review.
 - Update Parks & Recreational Master Plan – RFP is being finalized and scheduled for the April 7 City Commission meeting for approval to advertise.
 - 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.
- 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 Main Trail directional bore, per Mid Florida Directional Drill request.

- Reviewed plans and created approved Work-in-the-Right-of-Way permit for West Granada/Clyde Morris fiber optic directional bore, per CenturyLink request.
- Began preparing multiple sketch and legal descriptions for parcels within the Plantation Oaks subdivision to be annexed, per Planning Department request.
- Reviewed old files to determine ownership and maintenance of the roadways and islands in the Winding Woods subdivision, per Neighborhood Improvement Division request.
- Provided as-builts of Riverside Drive utilities for The Casements Improvements project, per Engineer's request.
- Reviewed Maintenance of Traffic Plan for Orchard Lane road closure notice.
- Prepared and sent out Interchange Blvd road closure Notice to impacted businesses.

Environment Management

Street Maintenance - Asphalt/Concrete

- Graded for sidewalk at PAC; formed and lay asphalt for sidewalk

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming in Northbrook Subdivision, Thompson Creek Rd
- Removed dead oak on Hand Ave at CP IV; removed leaning tree at The Casements
- Trimmed trees around splash park at S Ormond Rec

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
- Cleaned up behind reachout on S SR40

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

- Pond and ditch maintenance citywide
- Reachout Pineland Tri; US1; South 40
- Basin inspection citywide
- Laying sod on Kimberly Dr; Flamingo Dr
- Locates, hot spots citywide
- Ditch spraying citywide
- Sand bags at PW Yard

Vactor

- Airport Business Park

Street Sweeping/Streetsweeper (sweeper down)

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

Fleet

- Mileage traveled by all departments for the week: 21,945
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 10,725 gallons unleaded, 8,541 gallons diesel
 - Fuel used in one week: 2,025 gallons of unleaded and 710 gallons of diesel.
 - Fleet completed 66 work orders this week.

Utilities

- Projects Summary
 - Design & Bidding
 - Western Service Area Master Plan – Report completed. Staff working with consultant to prepare presentation.
 - Holly Hill Reuse Interconnect – Final report received with Cost Estimate of \$92,400. PW staff from Holly Hill & Ormond Beach met to discuss implementation. Draft resolution & interlocal agreement under review by Legal.
 - Airport Business Park Emergency Sewer Repair – Construction Purchase Order issued and vendor notified. Possible agenda item for March 17 Commission meeting.
 - Under Construction
 - WTP Lime Sludge Dewatering & Residuals Facility Improvements – Utilities Engineer & Project Engineer reviewing centrifuge shop drawings. Original target 3/01/20 contractor to mobilize may be delayed due to centrifuge fabrication plus shipping; 180 day construction; contract final completion 8/31/20.
 - WTP Static Mixer (aka Chemical Feed Upgrade) – Installation successfully completed as scheduled 2/24-2/25.
 - WWTP Sludge Dewatering Improvements – Centrifuge on site. Full bypass implemented. Alum mixing zone short circuiting, correction proposed and awaiting cost. Next progress meeting scheduled for February 27.
 - SCADA Integration Verification – 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
 - Ortona & Osceola Elementary Schools – participated in SPRC meeting to discuss combining campuses on one site TBD. Resident meetings scheduled for March 9 & March 11 respectively.
 - Plantation Oaks Phase I-A (121 lots on 100 acres) – Reviewed plans and provided comments. Engineer of record plans to re-design overall utility plan with Master Lift Station & repump scenario (rather than current manifold pump station design).
 - 263 South Nova Road, Nova Road Climate Controlled Storage – Reviewed and approved utility plans.

- Under Construction
 - 1545 N US1, Dunkin Donuts – 2018 approved 2” HDPE Force Main in ROW of Benton Road connecting to 2” FM. Does not meet current standard but is “grandfathered.”
- 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 40.40 million gallons for the week ending February 22, 2020 (5.77 MGD).
- Backwashed 10 filters for a total of 502,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 22, 2020 @ 6.51 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~64.8 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Flushed distribution system 212,500 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.24 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.61 MGD.
- Produced 32.06 Million Gallons of Reuse.
- Produced 0.18 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 107.62 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 02-20-2020
 - 5 trailer loads of treated sludge went to processing facility.
- Due to constant sand filter backwashing and high turbidity on Saturday 2/15/20 Sand Filter #3 was put back on-line.
- Product for red worm control began during the week per manufacturer’s instructions.
- Mixing issues due to design of reaeration box being looked at for adding of air mixing lines by M&H.

Water Distribution

- Responded to 15 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 7 calls for water service leaks.
- Replaced 9 broken meter boxes.
- Replaced 4 water service due to leaks or low pressure concerns.
- Installed 3 new residential water service.
- Performed 4 scheduled pressure tests of city owned backflow prevention devices.
- Re-installed and repaired a BFP at Spanish Waters lift station.
- Performed Commercial water meter accuracy testing on 3- 3” and a 4” water meters. Scheduled 4 commercial water meters for future testing.
- Assisted 1 customer with locating water meter boxes.
- Performed a residential water service disconnect due to a demolition permit.
- Repaired a 6” water main leak on Lynnhurst Dr.
- Assisted a contractor with a private fire main shut down at a storage facility on Hand Ave.

- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 186 regular& 3 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Located tap at 282 N. Beach St. to inspect lateral for depression in road. Sanitary gravity main and liner failed. Lining contractor responded.
- Removed roots from lateral and installed C/O at 302 Forest Hills Blvd.
- Repaired broken conduit to PEP pump at 99 Shadow Creek Way. Pulled new wire from control box, installed and rewired new pump.
- Responded to back up at 1140 W. Granada Ave. (Bodez) City side is clear. This is an issue inside the bldg.
- Installed sod at various locations.
- Flushed sanitary service at 103 Hickory Hills Way
- Located and marked 91 PEP tanks in of Breakaway Trails.

Reuse Distribution

- Responded to 1 reuse trouble call.
- Have started golf courses on “summer schedule”.
- Located and turned off reclaimed service at 4 Echo Woods Way due to tree contractor breaking feed line in rear of property.
- Replaced missing reclaimed curb stop at 17 Willoughby Trail.
- Responded to low pressure complaint at 153 Pergola Place, pressure is good at connection, customer informed.

Wastewater Plant – Lift Stations

- 9M - grounds keeping trim brush & trees along property line.
- Influent Wet Well – installed new replacement high-level alarm float.
- Decant Pump – not performing, disassembled pump and connecting pipes to trouble shoot, pump components may be worn due to extreme age, spare pump assembly will be installed for improved operation.
- Ormond Green – supporting scheduled power outage using trailer mounted generator.
- Breakaway Trails – Warranty response by Flygt to repair VFD problem at lift station control cabinet – tech was able to locate problem and apply temporary repair at this time – awaiting permanent repairs but not scheduled yet at this time – will monitor.
- 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 – Hand Hole junction boxes for Makeup Wells 2, 3, 4.
- Well 39R – removed Burnt Surge Protection Module, replacement is on order.
- HSP #5 – received rebuild kit for pump, will schedule outage to make repairs.
- North Clari-Cone – replaced 2 inch water line.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Regulatory Compliance Activities

- Cross Connection Control Program Management Services Contract – Staff is reviewing the letters that will be mailed to all potable water commercial customers with a backflow prevention device when their device is due for testing. The device prevents contamination of the distribution system by ensuring water which has entered a facility does not return to the public water supply.

- 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.
- 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.
- Reuse Groundwater Monitoring – Staff performed the sampling for the 1st quarter of 2020 at the Oceanside Country Club. The 5 monitoring wells are sampled as part of the WRF operating permit.
- Earth Day 2020 Event – Staff began organizing activities for the students from Ormond Beach Elementary school to attend the City's Earth Day event. Normally, 160 students from the school walk over for the field trip.

Support Services/City Clerk

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

- City Clerk attended City Manager Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.
- City Clerk attended Claims Committee meeting on February 27, 2020.
- Agenda packet preparation and distribution for March 3, 2020, City Commission Meeting.