

**City of Ormond Beach
Memorandum**

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

- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Volusia County Elected Officials Roundtable meeting
- MainStreet Executive Committee meeting
- Participated in COVID-19 conference calls with local and federal governments
- Garden Club of Halifax Country meeting
- As requested, met with Volusia County District 4 candidate Barbara Bonarrigo, discussed various topics
- Monthly meeting with Chamber CEO/President Debbie Cotton
- Volusia County School Board public meeting on the consolidation of Osceola and Ortona Elementary Schools.
- Team Volusia Finance Committee meeting
- Phone discussion on various topics with Ormond Art Museum Director Susan Richmond

PIO – Public Information

- Press Releases/Media
 - General media inquiries
 - General citizen requests
 - COVID-19 information prep
- Social Media
 - COVID-19 Messaging
 - Pedestrian Safety
 - U.S. Census 2020
- Attended
 - Volusia Public Information Network Meeting
 - Scott Lagassee Temple Beth-El Bike Safety Presentation
 - Government Social Media: COVID-19 Webinar
- Developing
 - Economic Development Materials Refresh

Community Development

Planning

- Staff attended a community meeting at Osceola Elementary School on March 11, 2020, discussing conceptual plans 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.

- Staff attended and presented the Planning Board North U.S. Highway 1 workshop and regular agenda.
- There is an application at 327 North Beach Street for a rear waterfront setback variance to construct a single-family house. The applicant is requesting a waterfront rear yard setback of 41.25' based on the angle of the mean high water line, which would require a 16.32' variance to the calculated waterfront rear yard setback standard. The variance is scheduled to be heard on April 1, 2020.
- City staff are working to perform the zoning amendments associated with the first amended Interlocal Service Boundary agreement (ISBA). As part of the zoning amendments, the Plantation Oaks subdivision would be rezoned from Volusia County to the City Ormond Beach. The City zoning designation would incorporate the previous Volusia County approvals. The project is seeking to allow phase 1 of the development, approximately 669 lots of the Plantation Oaks subdivision to delete the age-restriction that limits residents to 55 years of age and over. The Phase 1 lots would be subject to Volusia County school concurrency. The rezoning shall require site postings along Old Dixie Highway and Plantation Oaks Boulevard. It is expected that the ISBA zoning amendments would be presented to the Planning Board on April 9, 2020.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 466 inspections performed within the city (138 by private providers).
- 124 permits issued (10 garage sale permits) within the city, with a valuation of \$990,294.

Development Services

- The Site Plan Review Committee (SPRC) met with the property owner of 376 Bostrom Lane to review potential development options for the vacant commercial parcel of land. City staff discussed the requirements for site development.
- SPRC staff reviewed concept plans for the on-street parking improvements to Florence Street within the Downtown Overlay District.
- The Site Plan Review Committee (SPRC) has one project under review. The project is the Ormond Beach Championship field with the Airport Sports Complex.
- Construction status of projects under construction:

Project	% Complete
101 Town & Country Lane	40%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
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.
 - Staff participated in the Planning Board Workshop regarding the North US 1 Corridor, in particular discussing Ormond Crossings.
- 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.
 - Staff met with Florida Power and Light to discuss efforts to harden the electrical utility services in the park and airport.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.

- Staff is collaborating with Chamber, FLVEC to host Startup Grind 2020. Events anticipated to start in Q2 of this year.
- Staff attended the Team Volusia Real Estate Task Force final presentation by Quest Site Solutions and the Volusia Site Ready Program.
- 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. Seven 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 participated in a teleconference for public use airports regarding the State of Florida's response to COVID-19. A briefing was presented by Secretary of Transportation Kevin J. Thibault and other state officials.
- Staff met with representatives from Florida Power & Light (FPL) to review and coordinate plans to improve and harden electrical utility service for the airport and the Airport Business Park.
- Staff has been advised that a Public Transportation Grant Agreement (PTGA) between the City and the Florida Department of Transportation for the construction phase of the project to extend Runway 9 and Taxiway Alpha has been executed by FDOT. The City Commission at their meeting on March 3 approved this PTGA.
- Staff is working to address an intermittent problem with the lighting control system for Runway 9/27. Staff is working with the original installation contractor to investigate the issue.
- Staff has been provided with access to the IMPLAN economic development software via the Florida Power and Light Resource Center, including IMPLAN's newest software and dataset. IMPLAN combines a set of extensive databases, economic factors, multipliers, and demographic statistics with a customizable, highly refined modeling system. Staff has previously used IMPLAN to derive data used for economic development and infrastructure grant applications.

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

Finance

- On-going Projects
 - The City continues to work with the State to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City continues to work with the FEMA to achieve obligation on one (1) additional project work sheets for hurricane Irma. Due to this PW involving pier replacement (Casen Park) EHP takes substantially longer. To-date the City has received \$2.5 million dollars for hurricane Irma 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
 - Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.
- Completed Projects - Weekly
 - Processed 110 Journal Entry Batches.
 - Utility Billing Meter Readers completed 366 work orders.
 - Approved 23 Purchase Requisitions totaling \$491,709.69.
 - Issued 41 Purchase Orders totaling \$350,394.04.

- Prepared 110 Accounts Payable checks totaling \$394,812.38 and 49 Accounts Payable EFT payments totaling \$365,441.13.
- Issued 753 past due notices on utility accounts.
- Auto-called 292 utility customers regarding receipt of a past due notice.
- Processed 483 payments through Interactive Voice Response System totaling \$46,087.24.
- Grant money 2019-20 fiscal year-to-date total received, \$2.5 million.
- Prepared 375 Direct Deposits totaling 503,917.52.
- Transferred IRS 941 payment of \$166,906.36.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Mandatory CDBG training for the upcoming FY 20-21 application cycle was cancelled and may not be rescheduled. Pertinent application information is expected soon.
 - Working on potential CDBG FY 20-21 capital projects and public service requests.
 - Submitted request to Assistance to Firefighters Grant program for SCBA air cylinder replacements, thermal imaging cameras, and a gas detector calibration system. The total project cost is estimated at \$75,846.30 with the City's required match of \$6,895.12 (10%). If an award is offered, it will be presented to the City Commission for consideration.
 - Attended COPS School Violence Prevention Program webinar and provided summary to Police Chief.
 - Grant reimbursement requests to date FY 19-20: \$816,911.40
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Submitted VLOC 2020 Distinguished Service Award Nominations.

Risk Management Projects

- Final preparation for Leadership: Government Day
- Updated insurance pages in Tyler system
- Finalized proposed revised Minimum Insurance Requirements

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 5
 - Hazardous: 4
 - EMS: 89
 - Motor Vehicle Accidents: 7
 - Public Assists: 49
 - TOTAL CALLS: 157
 - Aid provided to other agencies: 11 Calls – Daytona Beach (3), Volusia County (8)
 - Total staff hours provided to other agencies: 9
 - # of overlapping calls: 42
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
 - Total EMS patients treated: 80
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 256
- Training Hours
 - NFPA 1001: Firefighting 78
 - NFPA 1002: Driver 2
 - NFPA 1500: Safety/Equipment 33

- NFPA 1620: Preplanning 6
- EMT/Paramedic 17
- TOTAL TRAINING HOURS: 136

- Station Activities
 - Updated 4 pre-fire plans
 - Conducted 3 fire inspections
 - Provided a tour of Station 91 to a group of 40 Cub Scouts and parents

- Significant Incidents
 - 3/4/20, 1:45 PM: 709 Ocean Shore Blvd. – Medical – Dispatched for electrocution of contractor working on power lines – patient transported as a trauma alert – a firefighter assisted EVAC during transport.
 - 3/8/20, 1:41 AM: E. Granada Blvd./S. Atlantic Ave. – Motor Vehicle Accident – Responded to a motorcycle vs. pickup truck head-on collision – one fatality on-scene – one patient transported as a trauma alert.
 - 3/9/20, 1:37 PM: 950 N. US1 – Motor Vehicle Accident – Upon arrival found a single motorcycle down in roadway – two patients transported with one as a trauma alert – a firefighter assisted EVAC during transport.
 - 3/10/20, 4:56 PM: 178 Rockefeller Dr. – Structure Fire – Dispatched for smoke in a residential structure – forcible entry made through front door with zero visibility – during primary search two dogs were removed – one dog required treatment with oxygen – fire located in dining room near a home computer – crews cleared scene at 6:18 PM.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Rec Leader (Environmental Discovery Center/Leisure Services)
 - Part Time Rec Leader (Performing Arts Center/Leisure Services)
 - Police Officer (Police)
 - Summer Camp Counselors (Leisure Services)
 - Utilities Manager (Public Works)

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

 - Interviews Scheduled
 - Part Time Rec Leader (Performing Arts Center/Leisure Services)

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

 - 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: 25
 - Completed: 68
 - In progress: 34
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 50,735
 - Inbound E-Mails Blocked: 30,571
 - Delivered Inbound E-Mails: 20164
 - Quarantined Messages: 487
 - Percentage Good Email: 39.7%
 - ATP/Virus E-Mails Blocked: 3
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests:16
 - Information Requests from External Organizations: 1
 - 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

- Leisure Services Advisory Board meeting
- Dwight DuRant Field Dedication
- Shining Stars Pageant
- Tennis Courts Inspections
- 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
- Conducted 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
- Gardening Florida Style - UF/IFAS Master Gardeners, Wednesday, 10 am to 11:30 am

- Community Gardens Board Meeting, Wednesday, 3 pm to 4 pm
- Archaeology Works: Beads - Emily Murray, Florida Public Archaeology Network- Thursday, 11 am to 12 pm
- Little Learners: Mammals - EDC Staff/ Volunteers, Friday, 10 am to 11 am
- Spring Bird Walk- Joan Tague, Halifax Audubon, Saturday, 2 pm to 4 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 Practices, Tuesday and Thursday, 2 pm to 5 pm, Nova Rec Monday and Wednesday, 6 pm, Kiwanis
- CCA Softball Practice, Monday, 3:30 pm, Sports Complex, Quad #3
- SHS Softball has practices Monday, Wednesday, and Friday, 4:30 pm to 6:30 pm, Quad #1
- SHS Baseball has practices Monday and Tuesday, 4:30 pm to 6:30 pm, Wendelstedt 1 & 2 fields.
- SHS Softball Game, Tuesday, 5 pm, Sports Complex, Quad #1
- SHS JV Baseball Games, Tuesday and Wednesday, 6 pm, Sports Complex
- SHS Flag Football Game, Tuesday, 5 pm, Sports Complex, Championship Field 7
- OBSC Soccer Practices, Monday through Friday, 6 pm, Soccer 1 – 6 and 8 – 10
- Youth Volleyball Program, Tuesday and Thursday, Nova Gym, 6 pm
- OBSC Soccer Tourney, Saturday and Sunday, 8:30 am, Sports Complex, Soccer Fields
- Tee Ball Games, Saturday, 9 am, Sports Complex, Tee Ball 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
- Painted Soccer Fields 1- 6, 8 - 10 and soccer parking lot
- Prepare 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
- Prepared Championship Field 7 for Seabreeze High School Flag Football
- Prepared soccer fields for Soccer Tourney this weekend

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday through Friday: CMT held regular classes
 - Monday through Thursday: Follies held regular classes
 - Thursday: Kopy Kats held regular classes
- The Performing Arts Center is preparing to host the following:
 - Shining STARS Pageant, Saturday, 1:30 pm to 3:30 pm
 - Carla is Simply Streisand– Streisand Tribute, Sunday, 2:30 pm to 4:30 pm

South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym

- 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.
- Ongoing follow up for the 2020 Mayor's Health & Fitness Challenge with Partners and Participants
- Every Thursday - ongoing MH&FC Lunch & Learn, City Hall, approx. 5-10 ppl
- Walk through for set up for Dwight Durant Field Dedication, Friday, 6 pm, Field 5, Nova Community Center
- Preliminary planning of 2020 events March through May:
 - VLOC Dinner
 - 140th City Incorporation Celebration
 - Art in the Park
 - Memorial Day Remembrance Service

Gymnastics

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

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 met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- The Lunch Bunch Club, Wednesday, 10 am to 1 pm.
- Technology Thursday will continue on Thursday, 4 pm to 5:30 pm.
- Coed Volleyball continues Tuesday and 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.
- The Casements Camera Club Ebony & Ivory exhibit throughout March
- The Casements Guild Executive Board met on Monday, 9:30 am to 10 am
- The Casements Guild Administrative Board met on Monday, 10 am to 12 pm
- The Casements Guild held a meet & greet, Monday, 1 pm to 3 pm
- Once Upon A Storytime, Tuesday, 10 am to 11 am
- Mary Maggio Cooking Class, Tuesday, 4:30 pm to 8:30 pm
- Installation of new countertops in first floor restrooms on Thursday
- Gala Meeting, Thursday, 10 am to 11 am
- Archive Meeting, Thursday, 11:30 am to 12:30 pm
- Wedding Ceremony, Bailey Riverbridge, Saturday, 11 am to 1 pm
- Wedding & reception, Rockefeller Gardens, Saturday, 12 pm to 11 pm
- Memorial service, Ormond Memorial Art Museum, Sunday, 1 pm to 3 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
- Pressure washed 3 bus stops
- Sanchez Pier - replaced boards
- Central Park III - new dog waste bag box installed
- Suntrust (Flag Pole Park) - constructed and installed bench
- All parks - installed hand washing signs

- Located and transported two coquina rocks for plaques

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
- Wendelstedt at Airport Sports - installed water heater
- Airport Runway 9/27 - repaired lights
- Birthplace Of Speed - restored power, replaced meter can and panel
- Police Department - repaired gates
- South Ormond Neighborhood Center - repaired lights inside/outside bath
- Wendelstedt at Airport Sports - repaired scoreboard #1
- Memorial Gardens - finished installation of parking lot lighting
- Andy Romano Beachfront Park - replaced door closer in bathroom #1
- Performing Arts Center - repaired ice machine
- Various facilities, checked and filled wall mounted hand sanitizers
- Nova Gym - fixed A/C leak
- Police Department - drained and refilled hot water tank
- Memorial Gardens Park - repaired toilets and replaced hose bib
- Nova Gym - tightened boys' parallel bars
- South Ormond Neighborhood Center - replaced ceiling tile
- Performing Arts Center - repaired toilet leaking at base
- Art Gallery - repaired water heater
- South Ormond Neighborhood Center - general maintenance on splash pad
- Cassen Park - repaired clogged toilet
- Central Park II - repaired clogged toilet
- Police Department - repaired thumb reader
- Andy Romano Beachfront Park - repaired hose bib pipe leak
- Senior Center - toilet seat replacements

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff hosted a promotional ceremony for newly promoted supervisors
- Staff participated in a Traffic Safety Operation Plan Update
- Staff attended situational awareness training at City Hall
- Staff held interviews for the position of Police Officer and Evidence Supervisor
- Staff conducted inspections of K-9 Officers

Community Outreach

- Youth Leadership Council (YLC)
 - Five (5) members of the YLC had an organizational meeting to review upcoming community service projects on Sunday, March 8. The next community service project for the YLC is the Clean-up Day on March 14.
- OBPAL will host a Clean-up Day for houses on Willow Place and Railroad Street. The event will begin at 9:00 a.m. and conclude at 12:00 p.m. Anyone wanting to participate should bring work gloves, sun screen and wear closed toed shoes. For more information please call Coach Avery Randolph at (386) 676-3505.

- OBPAL basketball practice was held last week at the South Ormond Neighborhood Center. Fifteen boys and ten girls attended practice. The first tournament for the boys' team 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. program partnership with Ormond Beach Elementary continues. Currently 25 students are participating for the program. The program provides an opportunity for students in grades 3, 4 and 5 to increase their skills in reading and writing through reader's theater team presentations and short story writing. The R.E.A.D. program exhibition is currently scheduled for Thursday, May 14 at Ormond Beach Elementary School Library.
 - Tutors R Us at the South Ormond Neighborhood Center continues. The average attendance for tutoring is eighteen (18) students per day. Currently 23 are registered for the program. *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.
- Reading with a Cop
 - The next Reading with a Cop held in partnership with the Ormond Beach Library was held on Wednesday, March 11 at 3:00 p.m. Officer Rob Pearson was the guest reader for this month.
- The Fourth Annual OBPAL Donut Dash 5K will be held Saturday, April 25, 2020. The event will begin and end at the back of the Trails Shopping Center. Registration will begin at 7:00 a.m. with a race start at 8:00 a.m. Thank you to our Platinum Advertising Sponsor Hometown News. 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: 37
- Animal Reports: 3
- Trap Neuter Release: 4
- Animal Bites: 1
- Animals to Halifax: 3
- Wildlife Calls: 0
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit:
- Cases Exceptionally Cleared: 6
- Inactive: 3
- Fraud: 5
- Burglary Business: 3
- Burglary Residential: 0
- Larceny Car break: 4
- Grand Theft: 0
- Auto Theft: 1
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Person: 1

- Vandalism: 1
- RPO: 1

Records

- Walk - Ins / Window: 85
- Phone Calls: 104
- Arrest / NTA'S: 18
- Reports Generated: 147
- Reports Entered: 110
- Citations Issued: 142
- Citations Entered: 108
- Warnings Entered: 172
- Trespass Warnings: 17
- CORF Entered: 214
- Mail / Faxes / Request:33

Patrol

- Total Calls: 1,776
- Total Traffic Stops: 427

Operations

- Crime Opportunity Report Forms: 325

3/4/20

- Stolen Vehicle, 290 Pine Street. Victim loaned his vehicle to an unknown male and it was not returned. Victim advised that the unknown New York tag that is attached to the vehicle is not registered to it.
- Larceny Shoplifting Arrest, 1521 W Granada Boulevard (Walmart). Subject was observed by loss prevention fraudulently scanning items totaling \$154.11.
- Sex Offense, 1521 W Granada Boulevard (Walmart). Juvenile female sent a text that she needed help. After an extended time attempting to locate the juvenile, she was located in a store restroom in Daytona Beach. Investigation revealed that the juvenile was sexually battered in a male's vehicle while in the Ormond Walmart parking lot.
- Battery Domestic Violence, False Imprisonment, 460 Sauls Street. Subject battered his wife and then restrained her as she was trying to leave the home.
- Warrant Arrest, 290 Pine Street. Subject called to report his vehicle as stolen and was found to have an open warrant.
- Stolen Bicycle Arrest, 717 South Nova Road. Subject stole the victim's bicycle while she was getting her nails done. He was located at Big Lots and was subsequently arrested.

3/5/20

- Larceny Arrest, 324 Timberline Trail. Juvenile that has been listed as a runaway several times recently was contacted and in possession of jewelry items that he had attempted to pawn. His parents responded, identified the items and wished to pursue charges.
- Sex Offense Arrest, 169 Ponce De Leon Drive. The parents of a 12 year old female located an adult in their daughter's closet wearing only his underwear. He was arrested for Lewd and Lascivious, Traveling to Meet a Minor, and two counts of Computerized Pornography.
- Narcotics Arrests, 75 Williamson Boulevard (Wendy's). Officers contacted a subject that had locked herself in the business bathroom. She was found to have narcotic paraphernalia in her possession and was secured. Contact was made with her boyfriend who was found to have an open writ and other narcotics were located.

3/6/20

- Narcotics Arrest, 100 South Atlantic Avenue. Subject was stopped for a traffic infraction and was placed under arrest for possession of hashish clearly stated 84.46% and 84.56% THC, and he was also under the influence of alcohol.

3/7/20

- Carbreak, 6 Fox Run Trail. Occurred overnight. An unknown suspect attempted to pry open the locked passenger door of the victim's vehicle. No entry was made. No evidence at this time.
- Burglary/Trespassing, 999 Old Tomoka Road (Tomoka Elementary). Officers initially responded to this location in reference to a burglary alarm. It was discovered that two males did enter an unsecure building but nothing appears to be damaged or missing.
- Larceny Dealing in Stolen Property Arrest, 1458 West Granada Boulevard (Bealls.) Subject was contacted after attempting to return items that were picked up inside the store and placing merchandise in a container with a lower price.
- Narcotic Arrest, 300 Block South Yonge Street. Subject was stopped for a traffic infraction and found to be in possession of methamphetamine and drug paraphernalia.
- Narcotics Arrest, 300 Block West Granada Boulevard. Subject was a passenger of a vehicle and was found to be in possession of powder cocaine.
- Warrant Arrest, 1058 North United States Highway One. Subject was contacted and found to have an open warrant out of Pasco County reference fail to appear for petit theft.
- Warrant Arrest, 1458 West Granada Boulevard. Subject was contacted and found to have an open warrant out of Volusia County.

3/8/20

- Burglary, 1151 West Granada Boulevard (Providence Church). An unknown male made entry into the church, likely through an unsecured door. While inside, the male drank coffee and ate food. The only item known to be taken is a coffee cup.
- Burglary Residence, 7 Ramsey Terrace. Subject caused a disturbance at this location and entered the residence uninvited. The altercation prompted the victim to flee the area only to find the house ransacked and items missing upon return.
- Carbreak, 30 South Beach Street. Delayed report that occurred approximately one week ago. Two Smith and Wesson handguns were stolen from the victim's vehicle. The incident may have occurred in Daytona Beach, however, because the victim made several stops before discovering the firearms were missing, he is not sure. The victim was unable to provide serial numbers for the firearms. No evidence or suspects at this time.
- Aggravated Assault Firearm Arrest, South Yonge Street/Hand Avenue. A road rage incident took place to where a subject pulled his handgun out and pointed it at the victim. Holly Hill Police Officers stopped the suspect vehicle and made contact with the driver, who admitted to the act because the two motorcycles were blocking both lanes of travel on Highway US1 and made him angry.
- Carbreak, 19 Sanchez Avenue. Victim advised his unlocked vehicle was broken into and a valet key was taken.

3/9/20

- Stolen Vehicle (Recovered), 955 S Nova Road #42 (Oasis Mobile Home Park). Known juvenile stole a 2008 red Chevy Impala, which was recovered by the victim at 801 S. Nova Road prior to law enforcement contact. Complaint Affidavit completed.
- Burglary, 7 Ramsey Terrace. Subject used a key to gain entry via the front door and stole a male dog, along with paperwork and heartworm medication.
- Shoplifting Arrest, 1340 W Granada Boulevard (Lowes). Subject was observed by loss prevention concealing miscellaneous electric items in his clothing.
- Larceny, 700 Hull Road (Ormond Beach Sports Complex). On 02/27/2020 unknown suspect removed Air Pods from a juvenile's backpack while it was left unattended. Victim wishes to pursue charges.

- Warrant Arrest, 672 Wellington Station Boulevard (Wellington Station). Officers made contact with a subject in reference to a suspicious person complaint. He was found to have an open felony warrant for narcotics.
- Carbreak, 1509 San Marco Drive #104. A vehicle was entered via an unlocked car door, miscellaneous items were taken.
- Theft, 32 Old Macon Drive. Cast iron gate was taken from the front yard within the last week.

3/10/20

- Larceny, 295 Grove Street. A known female stole an Indiana collectors sword from the residence.
- Aggravated Assault/Domestic Violence Arrest, 135 East Granada Boulevard (Outback). Subject threatened his father-in-law with a knife.

Traffic Unit

Traffic Enforcement Stats:

- Number of Traffic Stops: 107
- Number of Citations issued: 90
- Number of Written Warnings Issued: 41
- Number of Parking Tickets Issued: 0

Traffic Crash Reports:

- Number of Crashes without Injuries: 9
- Number of Crashes with Injuries: 12
- Number of Crashes with Serious Bodily Injury: 1
- Number of Fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 16 Cases initiated
- 24 signs have either been removed or sign cases created.
- 4 tree removal permit requests
- Administrative staff assisted with six (6) walk-in and fifty-two (52) 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 – Lightning protection is being installed and contractor is completing electrical start up.
 - WWTP Sludge Dewatering Improvements – The centrifuges are being installed and work (handrail, walkways, etc.) is being finalized at the re-aeration basin. A progress meeting was held on February 27.
 - HVAC Replacements – City Hall, SONC, The Casements – Casements HVAC equipment has been installed and final connections are being made.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Work is on-going and proceeding on schedule.
 - Granada Blvd Medians – Irrigation Reuse Connection – The connection to the existing reuse line has been completed, contractor is currently installing new irrigation main line.

- WTP Sludge Residuals Facility Improvements – Shop drawings are being reviewed. Construction is expected to begin in April 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 – Meeting to coordinate final equipment layout will be scheduled. Outdoor electrical enclosure and transformer delivery scheduled for April 13.
- WTP Chemical Feed System Upgrades – A meeting with the engineer to discuss shade structure was held on March 11.
- Memorial Gardens Lighting – The light poles and fixtures were installed, the project is complete.
- Broadway/US1 Traffic Signal – Contracts have been sent to the contractor for execution.
- 2019 Stormwater Rebuild – Shop drawings are under review.
- Casements North Side Improvements – Shop drawing submittals are under review.
- Fiber Optic Connectivity – Coordination meeting to connect Fire Station 92 to the fiber network was held on March 5. A Work Authorization is being prepared.

- Bidding
 - 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 was held on March 4, and bids are due on March 24.
 - 2020 Repaving – The project was advertised on February 23, a pre-bid meeting was held on 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 – The consultant continues working on the master plan update.
 - Fleming Avenue Stormwater Pump Station – The consultant is finalizing plans and specifications for bidding.
 - Police Station/EOC Relocation Study – Staff is scheduling a meeting with consultant to review their preliminary findings.
 - Airport Road/SR40 Water Main Loop – A field walk through was held on March 5. Design is ongoing.
 - Rockefeller Room Renovations – Paint test report was sent to the architect for review.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – These two small projects have been combined for economy of scale. Preparing a Work Authorization for Construction Management services.
 - CDBG SONC Fitness Station – A disposition item for approval to advertise the RFP is being prepared for 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 – After discussion at the March 3 meeting, the City Commission decided not to pursue this signage project.
 - Granada Streetscape Pavers - Received construction manager quote, which is under review.

- Update Parks & Recreational Master Plan – A disposition item for City Commission approval to advertise is being prepared for the April 7 City Commission agenda.
- Birthplace of Speed Overlook Replacement – A purchase order is in process for structural drawings required for the building permit. A Work Authorization for the project will be on a future City Commission agenda for approval.
- Departmental Activities
 - Continue to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Located 2 trees in The Crossings subdivision, per Neighborhood Improvement Division request.
 - Created new drawing showing disturbance area as request by FEMA for the Wilmette Avenue Pump Station project.
 - Researched Fiber Optic plan on Division Avenue for Fire Station 92 fiber optic connection.
 - Plotted OBSC Softball Field 7 plan set, per project manager's request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Asphalt Breakaway Trails
- Poured concrete sidewalk on Lincoln; remove forms backfill sidewalk
- Removed concrete driveway in Hunter's Run
- Removed old sidewalk, formed & graded on N Ridgewood

Forestry

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

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Trimmed palms over road on Bosarvey; overgrown vegetation on Standish

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

- Reach out mowing on Arroyo Pkwy; FDOT ponds
- Basin repair on Riverside Dr
- Locates Citywide
- Gates, pumps, basins Citywide

- Basins inspected and cleaned in Zone 2
- Pipe replacement and prep on Oleeta

Vactor

- Vac Truck – Trails; Tomoka Oaks

Street Sweeping/Streetsweeper (2 days)

- 56 miles of road cleaned
- 36 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,419
- PM Services completed for the week
 - Emergency Vehicles and Equipment:
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 13,696 gallons unleaded, 7,181 gallons diesel
 - Fuel used in one week: 2,354 gallons of unleaded and 782 gallons of diesel.
 - Fleet completed 61 work orders this week.

Utilities

- Projects Summary
 - WTP & WRF CIP Needs Assessment: On 3/9, Mead Hunt submitted draft reports for WTP & WRF CIP prioritization (including projects noted below).
 - Preliminary Planning
 - Granada Sanitary Sewer Pipe Rehabilitation – Staff reviewing revised Engineering Services Fee proposal. Will need commission authorization to commence design FY19/20 and construction FY20/21.
 - Design & Bidding
 - 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 OB Legal. Holly Hill staff reviewing operating protocol.
 - Airport Business Park Emergency Sewer Repair: Construction purchase order issued and vendor notified. Agenda item for March 17 commission meeting.
 - Under Construction
 - 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
 - 376 Bostrom Lane – Preapplication meeting held March 4.
 - 45 Doug Thomas Way Softball Field – received Final Plans for review.
 - Under Construction
 - No specific issues

- Substantially Complete
 - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Final inspection 11/12. Awaiting final acceptance before transferring ownership to City.
 - 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 39.72 million gallons for the week ending March 7, 2020 (5.67 MGD).
- Backwashed 10 filters for a total of 595,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 7, 2020 @ 6.52 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~81.0 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.78 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.11 MGD.
- Produced 28.73 Million Gallons of Reuse.
- Produced 0.05 (NOD) Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (March 1, 2019 – February 29, 2020) (MGD):
 - Influent 4.30 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.26 MGD (Permit 6 MGD);
 - Reuse 4.57 MGD (Permit 10 MGD)
- Hauled 112.87 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 03-05-2020
 - Five trailer loads of treated sludge went to processing facility.
 - Sand Filter #2 has been on-line since February 26 and staff is back to cleaning every 2 weeks.
 - Maintenance dosing of product for red worm per manufacturer's instructions in reaeration tanks and secondary clarifier troughs, which has been effective.

Water Distribution

- Responded to 28 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 15 calls for water service leaks.
- Replaced 4 broken meter boxes.
- Replaced 4 water service due to leaks or low-pressure concerns, 3 casings directionally drilled for water services under roads.
- Installed 3 new residential water services.
- Replaced 6 water meters due to Finance Dept. work orders.
- Performed 14 scheduled pressure tests of City owned backflow prevention devices. One of which needed repair.
- Performed commercial water meter accuracy testing on 2- 3" and a 6" water meters. Scheduled 8 commercial water meters for future testing.
- Assisted 1 customer with locating water meter boxes.
- Performed valve maintenance on 3 valve for shut downs to repair water main leaks.
- Assist utility locator with locates in heavy traffic areas.
- Installed an automatic flushing device on Fox Cliff Way.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 195 regular & 2 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 3 in the conventional system service area.
- Flushed 103 Hickory Hills Cir.
- Follow up at 104 Sylvania Pl., located and marked C/O TV'ed and cleaned lateral.
- Follow up TV at 625 E. Ridgewood Ave., everything looks good.
- Repaired sanitary lateral broken by FPL contractor at 3 Tiffany Cir.
- Replaced and rewired PEP pump at 49 Hunt Master Ct.
- Located and marked C/O for driveway ext. at 172 Fairway Dr.
- TV'ed sanitary lateral at 757 N. Halifax Dr., report of depression over line. Line is good.
- Replaced and rewired pep pump at 47 Canterbury Woods.
- Replaced broken back lid and cleaned out tank at 7 Foxcroft Run. Replaced and Rewired PEP pump.

Reuse Distribution

- Responded to 1 reuse trouble call.
- Implemented summer watering schedule.
- Installed new curb stop at 107 Briargate Look.
- Turned off reclaimed service to 19 Crescent Lake Way, stump grinder broke service on customer side.

Wastewater Plant – Lift Stations

- Breakaway Trails lift station – installed conduit seal at pump disconnect switch to further prevent gas intrusion.
- Harley Davidson – replaced worn contacts in motor starters.
- Centrifuge #2 – received new scroll VFD for backup of current unit.
- Mainland Pump Station – replaced arc shield at disconnect for backup reclaimed pump.
- Reaeration Blower – replaced failed exhaust fan.
- 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 Reuse – FPL meter can conductors and meter socket burnt, replaced meter can and removed damaged section of wiring, FPL connected circuit, tested and returned to service.
- H.S.Pump #5 – attempted isolation of pump for disassembly and repair, manifold will need to be shut down for isolation.
- Fluoride pump – replaced worn unit with new stock.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform operational checks at various locations.

Regulatory Compliance Activities

- Cross Connection Control Program Management Services Contract – Staff continues to collaborate with water customers concerning their backflow device testing, while working with the new data management company to ensure completeness.
- 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 escorted 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.
- Water Reclamation Facility Permit Renewal – Staff is continuing to work with the City's consultants to finalize the permit renewal. The permit notice will be published in the newspaper in order to proceed to renewal.

Support Services/City Clerk

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

- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for March 17, 2020, Financial Trends Workshop and City Commission Meeting.