

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 7, 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

Spoke to, attended and/or met with:

- Agenda review meetings with city commission
- City Commission meeting
- Ground breaking for downtown fitness loop
- FCCMA Winter Institute

PIO – Public Information

- Press Releases/Media
 - Spotlight Daytona Interview Prep
 - Stormwater Masterplan Website and Comment Submissions
 - General citizen contacts/press inquiries
- Social Media
 - I-95 Road Work Alert
 - Severe Weather Safety Precautions: Tornado
 - Fitness Loop Groundbreaking
 - Sober Driving Reminder: Super Bowl
- Attended
 - City Manager's Staff Meeting
 - Engineering/Planning Meeting
 - Mondays with the Mayor
 - Downtown Fitness Loop Groundbreaking
 - Textmygov Webinar
 - Nextdoor Public Safety Alerts Updates
- Developing
 - Stop the Bleed campaign materials
 - Severe weather warnings materials
 - New press release template

Community Development

Planning

- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.

- The February 13, 2020 Planning Board packet is available at: <https://www.ormondbeach.org/224/Planning-Board>. Applications include:
 - PBD 2020-013: 321 Hand Avenue, All Aboard Storage: PBD Rezoning and issuance of a Development Order
 - PBD 2020-026: 501 South Nova Road, All Aboard Storage: PBD Rezoning and issuance of a Development Order
 - PBD 2020-014: 509 South Nova Road, All Aboard Storage: PBD Rezoning and issuance of a Development Order
 - SE 2020-021: 1170 North U.S. Highway 1, Custom Lighting Efx: Special Exception for Outdoor Activity
 - SE 2020-017: 1089 North U.S. Highway 1, Boothill Saloon: Special Exception for Outdoor Activity
 - PP 2020-015: 519 Leeway Trail - Pellicer Acres: Preliminary Plat
- Attended and presented to the Board of Adjustment and Appeals. The Board approved a variance to maintain and reconstruct a third access point at 47 Shadowcreek Way.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 455 inspections performed within the city (57 by private providers).
- 117 permits issued (6 garage sale permits) within the city, with a valuation of \$3,939,018.

Development Services

- The following meetings with the Site Plan Review Committee (SPRC) occurred:
 1. 220 North Nova Road, The Trails Publix. A pre-construction meeting for the demolition and reconstruction of the Publix within The Trails shopping center. The demolition and site permits have been issued.
 2. 1246 West Granada Boulevard, Starbucks. A discussion regarding the proposed 2,400 square feet Starbucks.
- There are no site plans under 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	2%
Boot Hill	80%
Breakaway Trails Ground Storage tank	80%
Coolidge Avenue Office/Warehouse	20%
Dunkin Donuts, 1190 Ocean Shore	10%
Dunkin Donuts, 1535 North US Hwy 1	2%
Extended Stay America	15%
FUGU	20%
Granada Plaza sewer improvements	95%

Home2	50%
Independence Recycling of Volusia	98%
Lynnhurst sewer improvements	15%
Modern Wash	40%
Oceanside Golf and Country Club (seating)	50%
Ormond RC, Building 1C	70%
Salty Church	35%
Security First	99%
S.R. Perrott expansion	15%
Stor-It	10%
SunTrust Bank	80%
The Pumphouse	15%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	92%
Huntington Green	85%
Huntington Villas	85%
Pineland residential subdivision, Phases 2&3	92%
Deerfield Trace	90%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.

- Staff attended Entrepreneur Night at La's Bistro, presented by Office Divy. The event was an opportunity to network with local entrepreneurs, promote small business development in the City and participate in these events.
 - Staff attended Team Volusia's Practitioner's Council Meeting on Wednesday, February 5.
 - Staff attended Volusia County Economic Development Quarterly Briefing on Friday, February 7.
 - 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.
 - Lucky's Market has closed its doors as of February 6. Publix has placed a bid to acquire 5 Lucky's Market stores, which includes the Ormond Beach location. Staff continues to work with Lucky's Market and Kroger's through the transition. Staff continues to collaborate with local and regional partners to engage resources relative to workforce development. These will be ongoing discussions in the coming weeks.

Airport Operation and Development

- The annual runway safety meeting for the airport was held on Friday, February 7. The meeting was conducted by Mr. Steve Brockett, Air Traffic Manager. The primary purpose of this meeting was to bring airport stakeholders together to advise relevant operators and their staff on prevailing local conditions on the runways, taxiways and adjacent areas; to discuss other issues of concern; and to help develop mitigating measures and solutions to identified issues.
- Staff is making progress toward resolving an ongoing issue with the Precision Approach Path Indicator (PAPI) lights for Runway 35. The issue appears to be associated with airport's Pilot Controlled Lighting System, as the issue is apparent only when the air traffic control tower is closed.
- The FAA conducted an air traffic study for the airport which supports extending the operating hours of the air traffic control tower until 9:00 p.m. Such an extension is solely dependent upon the availability of FAA funding, as the City provides no funding for the provision of air traffic control services.
- Staff has completed the final closeout of the project to rehabilitate Runway 9/27 and design the extension of Runway 9. The City is in receipt of all funds needed to facilitate full reimbursement for the federal share of the project costs.
- Staff responded to and successfully resolved a temporary systems malfunction at the airport's electrical vault. Edge lighting systems for taxiways Delta, Echo, Foxtrot, and Golf were temporarily out of service due to the malfunction.
- Staff has completed work with the FAA to prepare a new operating agreement between the City and the FAA for the air traffic control tower. The revised Tower Operations Agreement (TOA) sets forth the terms under which the FAA will provide air traffic control services at the airport. The updated agreement is intended to ensure that the FAA is in compliance with a January 2017 Department of Transportation Office of Inspector General recommendation "to standardize the conditions under which FAA will provide air traffic control services at FAA Contract Towers." The agreement is scheduled to 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.

- FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 100% of expenses have been submitted to FEMA for obligation review.
- To date the City has been reimbursed for twenty-two (22) hurricane Irma Project Worksheets totaling \$1.75 million.
- Completed Projects - Weekly
 - Processed 196 Journal Entry Batches.
 - Utility Billing Meter Readers completed 330 work orders.
 - Approved 15 Purchase Requisitions totaling \$28,285.49.
 - Issued 14 Purchase Orders totaling \$147,021.57.
 - Prepared 124 Accounts Payable checks totaling \$408,797.31 and 38 Accounts Payable EFT payments totaling \$328,898.39.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 1,305 utility customers regarding receipt of a past due notice.
 - Processed 555 payments through Interactive Voice Response System totaling \$54,703.85.
 - Grant money 2019-20 fiscal year-to-date total received, \$1.82 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Meetings with staff members regarding potentially eligible CDBG projects for FY 20-21.
 - Finalizing meeting dates for the NIAB for CDBG FY 20-21 funding request.
 - Working with the Victim Advocate on the FY 20-21 funding request.
 - Working with staff regarding a potential AFG request.
 - Grant reimbursement requests to date FY 19-20: \$804,765.96
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Attended weekly staff meeting.

Risk Management Projects

- DFWP follow-up meeting for policy & protocol

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 4
 - Hazardous: 2
 - EMS: 82
 - Motor Vehicle Accidents: 5
 - Public Assists: 37
 - TOTAL CALLS: 133
- Aid provided to other agencies: 7 Calls – Daytona Beach (3), Volusia County (4)
- Total staff hours provided to other agencies: 4
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 59
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 213

- Training Hours
 - NFPA 1001: Firefighting 10
 - NFPA 1002: Driver 6
 - NFPA 1500: Safety/Equipment 49
 - NFPA 1620: Preplanning 9
 - EMT/Paramedic 26
 - TOTAL TRAINING HOURS: 100

- Station Activities
 - Updated 6 pre-fire plans
 - Conducted 3 fire inspections
 - Performed Stop, Drop and Roll Presentation for 80 children at Little Blessings Preschool

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Utilities Manager (Public Works)
 - Maintenance Foreman (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Recreation Leader (Performing Arts Center/Leisure Services)
 - Police Officer (Police)
 - Summer Camp Counselors (Leisure Services)

 - Applications Under Review
 - Evidence/Crime Scene Supervisor (Police)
 - Part Time Recreation Leader (SONC/Leisure Services)
 - Senior Staff Accountant (Finance)
 - Treatment Plant Operator C, B, or A (Water Plant/Public Works)

 - Interviews Scheduled
 - Building Inspector (Building/Planning)
 - Office Assistant III (Leisure Services)

 - Background/Reference Checks/Job Offers
 - Maintenance Worker II (Streets/Public Works)
 - Permit Technician (Planning)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)

 - Employee Events
 - Wellness Plan HSA contribution opportunities through 12-31-2020:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities
 - Personal Health Assessments (PHAs) February 20 – 21.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start early 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: 99
 - In progress: 44
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,213
 - Inbound E-Mails Blocked: 17,597
 - Delivered Inbound E-Mails: 19,616
 - Quarantined Messages: 876
 - Percentage Good Email: 52.7%
 - ATP/Virus E-Mails Blocked: 18
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 45
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,741
 - Meters GPS Located this week: 0 : Total in system = 23,787; 22,974 potable, 802 Irrigation, 11 Effluent

Leisure Services

Administration

- City Manager's meeting
- City Commission meeting
- Halifax Heritage Scenic Byway Project meeting
- Groundbreaking Downtown Fit Loop
- Park visits

Contract Manager – Grounds and Athletic Maintenance

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

Environmental Discovery Center

- Social media updates
- Tours were given as needed Tuesday through Saturday
- Little Learners: Birds, Friday, 10 am to 11 am

- Kids Valentine Crafts, Saturday, 1:30 pm to 2:30 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
- Wendelstedt Umpire School finished up last week. Final amount was approximately 130 students.
- OBYBSA Golden Spikes continued practices Monday through Thursday, Nova Fields 2 – 5 at 6 pm, as well as Monday and Wednesday, Wendelstedt 2 at 6 pm
- SHS Softball practices Monday through Friday, 4:30 pm to 6:30 pm, Sports Complex, Quad #1
- SHS Baseball practices Monday through Friday, 3:30 pm to 5:30 pm, Sports Complex, Kiwanis Field
- CCA Softball practices Monday, Tuesday and Thursday, Sports Complex, Quad #3, 3:30 pm to 5:30 pm
- CCA Baseball practices Friday, 3:30 pm, Sports Complex, Kiwanis Field
- OBYBA Basketball Program games are Monday through Saturday, 5:30/6:30/7:30 pm at Nova Gym & South Ormond Neighborhood Center Gym
- OBSC Soccer Competitive Teams practices Monday through Thursday, 6 pm at Soccer Fields at Sports Complex
- SHS Baseball Scrimmages at 10 am on Saturday at Wendelstedt Fields

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged South and Osceola (2) softball fields
- Painted corners on Soccer Fields 5 & 6
- Painted Soccer parking lot
- Prepare Wendelstedt & Kiwanis Fields for SHS/OBGS/CCA Baseball practices
- Preparing Coed Field 7 for demolition for new Championship Softball Field

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:
 - An Evening With Cher, Elton, Celine Dion, and Streisand Starring The Edwards Twins, Thursday, 7 pm to 9 pm
 - Solitary Man – Neil Diamond Tribute, Friday, 7:30 pm to 9:30 pm
 - NY Rockabilly Rockets, Saturday, 7 pm to 9:30 pm
 - Buddy, Roy, and Fats 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
- Jazzercise was held on Monday

- Youth basketball practice Tuesday, Thursday and Saturday
- Youth basketball games Monday, Wednesday and Friday
- PAL Tutoring, Monday through Friday, 3 pm to 6 pm

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Ongoing follow up for the 2020 Mayor's Health & Fitness Challenge with partners and participants
- Attended weekly one on one and staff meetings
- Groundbreaking for Downtown Fit Loop, Wednesday
- Thursday, MH&FC Lunch & Learn, City Hall
- Preliminary planning of 2020 events February through May:
 - Reel in the Fun Fishing Tournament
 - VLOC Dinner
 - Art in the Park
 - Memorial Day Remembrance Service

Gymnastics

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

Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- The Boys' Basketball Youth League continues with their games. They met Monday through Thursday this week. The season will continue until the end of February.
- Explore the Stage, Tuesday, 5 pm to 6 pm
- The Lunch Bunch Club, Wednesday, 10 am to 1 pm
- 5K Wanderers, Wednesday, 5:30 pm to 6:30 pm
- Technology Thursday continued on Thursday, 4 pm to 5:30 pm

The Casements

- Birthplace of Speed Exhibit in the Gallery for month of February
- Janet Rogers Workshops, Monday through Friday, 9 am to 4 pm
- Memorial Service, Casements, Monday, 4 pm to 8 pm
- Southern States Mgmt. meetings, Bailey Riverbridge, Monday, 10 am to 11 am and Tuesday, 3 pm to 5 pm
- Ormond Beach Garden Club Meeting, Wednesday, 10 am to 12 pm
- Group Tour, 10:30 am to 11:30 am
- Staff Pre-sets for Garden Club Flower Show, Friday, 8 am to 12 pm
- Movies on the Halifax, "Christopher Robin," Friday, 6:30 pm FREE
- Ormond Beach Garden Club Flower Show, Saturday, 1 pm to 4 pm
- House of Healing had a meeting at Bailey Riverbridge, Sunday, 6 pm to 8 pm

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Checked all parks for unemptied trash cans - reported
- Add 2 bollards in grass at Ames Park
- Removed curb stop at Ames Park
- Kayak dock taped off at Cassen Park
- Remove slab of concrete from Sanchez Park

- Clean up at Melrose Park
- Haas Park graffiti clean up
- Repaired deck caps at Memorial Gardens

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
- Replaced closer on #7 bathroom at Andy Romano Beachfront Park
- Repaired ladies bathroom door at OB Sports Complex
- Troubleshoot Airport electrical vault
- Repaired ice machine at Performing Arts Center
- Repaired outlet in parking lot at Police Department
- Checked all hinges, shower heads at Andy Romano Beachfront Park
- Repaired #7 toilet at Andy Romano Beachfront Park
- Airport calibrated PAPI's runway #9
- Installed 2 scupper pipes at Police Department to prevent leaking
- City Hall HVAC inspected 27 connections
- Installed cork board at Police Department
- Oil burner not starting Fleet investigated called Flair
- Investigated Nova Community Center low water pressure
- Re-piped Central Park I bathroom
- Haas Park graffiti clean up
- Replace AED box hallway near kitchen Police Department
- Replace Senior Center cabinet
- Replace ceiling tiles at Performing Arts Center
- Insulated duct above ladies room in Police Department
- Repaired conference room sink at WTP
- Repaired Senior Center kitchen faucet
- Installed sponsor board at City Hall

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff hosted Crime View and a Supervisor's Meeting
- Staff attended the recognition ceremonies for two Youth Leadership Council Members
- Staff hosted a Strategic Planning Meeting
- Staff attended a demonstration for Communication Systems
- Staff gave a presentation to the Tomoka Oaks Homeowners Association

Community Outreach

- Youth Leadership Council (YLC)
 - Three (3) members of the YLC attended senior night on Wednesday, January 29 at Seabreeze High School for YLC Jordan Glenn. Six (6) members attended senior night on Thursday, January 30 for Keyona Rivera. YLC members will meet on Friday, Feb 7 to attend senior night at Seabreeze for Avery Randolph Jr. and watch the Mainland Seabreeze basketball game.
- OBPAL Basketball
 - Practice was not held last week due to the Department of Leisure Services Recreation League practice schedules. A new schedule for OBPAL basketball practice will begin once schedules can be coordinated. Try outs for the OBPAL travel league have been moved to February 8th and February 15th at the South Ormond Neighborhood Center.

- PAL Educational Programs
 - The R.E.A.D. (Reading, Exploration, Adventure and Discovery) program partnership with Ormond Beach Elementary began on Tuesday, February 4th. Currently, 23 students are registered for the program. The program provides an opportunity for students in grades 3, 4 and 5 to increase their skills in reading and writing through reader's theater team presentations and short story writing. The R.E.A.D. program exhibition is currently scheduled for Thursday, May 14 at Ormond Beach Elementary School Library.
 - Tutors R Us at the South Ormond Neighborhood Center began on Monday, February 3, 2020. Currently, 20 students are registered for the program. Tutors R Us provides small group and one-on-one tutoring to students in grades K-12. Each session is focused on the student's individual academic goals.
- OBPAL Fourth Annual Donut Dash 5K
 - The Fourth Annual OBPAL Donut Dash 5K will be held Saturday, April 25, 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. On-line registration 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 : 35
- Animal Bites: 0
- Animals Reports: 4
- Animals to Halifax Humane: 1
- Dogs: Cats:1
- Trap Neuter Return: 4
- Pets at Vaccination Clinic:
- Found Property: 2

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 7
- Inactive: 12
- Fraud: 5
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 7
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 4
- Threatening Call: 1

Records

- Walk - Ins / Window: 43
- Phone Calls: 71
- Arrest / NTA'S: 12

- Reports Generated: 103
- Reports Entered: 100
- Citations Issued: 102
- Citations Entered: 0
- Warnings Entered: 84
- Trespass Warnings: 17
- CORF Entered: 150
- Mail / Faxes / Request: 39

Patrol

- Total Calls: 1,650
- Total Traffic Stops: 297

Operations

- Crime Opportunity Report Forms: 210

1/29/20

- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's.) Subject was contacted by Holly Hill Police Department and had a felony affidavit on file. The affidavit was updated and the subject was transported.
- Narcotics Arrest, Arroyo Parkway/South Nova Road. Subject was stopped for a traffic infraction and was found to have a suspended driver's license and was in possession of narcotics.
- Warrant Arrest, 4 Walden Lane. Subject was contacted and found to have a warrant for writ of bodily attachment with a purge amount of \$570 out of Volusia County.
- Battery/Child Abuse, 714 South Center Street. Subject grabbed the victim's 11 year old child and threw the child into a wall. The subject then punched the victim on the lip.
- Burglary, 60 North Yonge Street (Lonnie's Repair Shop). Occurred overnight between 1/27 and 1/28. An unknown suspect stole a twin jack and hand truck from within the fenced compound of this location.
- Theft Arrest, 1368 North United States Highway One (Diva Stuff). Subject was contacted after stealing \$320 from the victim's purse.
- Theft, 873 Peninsula Drive. The victim suspects that her son's friend stole 30 Diazepam pills.
- Carbreak, 60 North Yonge Street (Lonnie's Repair Shop). Occurred overnight between 1/27 and 1/28. An unknown suspect entered the victim's unsecured vehicle. It is unknown what, if anything, was taken other than a Florida tag. The tag was later located and returned to the owner.

1/30/20

- Burglary Residence, 134 Hand Ave. Occurred on the morning of 1/10. A neighbor witnessed a known subject steal the victim's gray beach cruiser from under the car port.
- Theft, 170 North Yonge Street #110. Known subject is suspected of stealing a bicycle from this location.
- Carbreak, 1546 West Granada Boulevard (Sunoco). Occurred overnight, an unknown suspect forced entry into the victim's vehicle by smashing the front passenger window. Miscellaneous items were taken.
- Carbreak, 795 West Granada Boulevard (CVS). An unknown male entered the victim's vehicle by smashing the front driver side window. Medical paperwork was taken.
- Burglary Business, 1622 North United States Highway 1 (Sunshine Food Mart.) Two unknown males forced open the side door of the Burger King restaurant and made their way to the Exxon gas station. Cigarettes, a cash register and other miscellaneous items were taken. Surveillance video and other evidence was obtained.
- Shoplifting Arrest, 274 West Granada Boulevard. Subject was contacted after concealing items belonging to the business and attempting to leave.
- Possession Firearm by Convicted Felon Arrest, Hand Avenue/South Yonge Street. Subject was stopped for a traffic infraction and was in possession of an unknown substance and the substance was placed into evidence to be tested. He was also found to be a convicted felon in possession of a firearm.

1/31/20

- Carbreak, 485 South Atlantic Avenue. The victim reported that his vehicle was entered and no items were taken. Surveillance video and other evidence was obtained.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was contacted after shopping for items throughout the store and taking them directly to customer service for a refund without paying for them first.
- Armed Robbery, 485 South Atlantic Avenue (Maverick Resort). Two citizens were approached on both sides of their vehicle where two suspects demanded their wallets and cell phones at gunpoint. Surveillance footage was obtain of a suspect vehicle.
- Warrant Arrest, 24 Sugarberry Circle. Subject contacted and found to have an open warrant for Failure to Appear for a petit theft charge.
- Warrant Arrest, 170 West Granada Boulevard. Subject contacted and found to have an open warrant.

2/1/20

- Carbreak, 22 Water Bluff Drive (Ormond Lakes subdivision). Three unlocked vehicles were entered in the driveway. Garage opener, loose change and a wallet with contents stolen from the vehicles. Items collected to be processed.
- Carbreak, 485 South Atlantic Avenue (Maverick Motel). Vehicle was left unlocked and found to have approximately \$5 in loose change stolen. Items collected for processing.

2/2/20

- No crime activity reported.

2/3/20

- Warrant Arrest, 1614 North United States Highway One (Econo Lodge). Juvenile contacted who was found to have an open felony warrant. He was also recovered as a missing person.
- Carbreak, 215 Rockefeller Drive #A. Victim advised her vehicle was broken into and loose change was taken out of the vehicle.
- Liquor Law Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was sitting in the bushes by the Votran bus stop in plain view drinking an alcoholic beverage.
- Narcotics Arrest, North Yonge Street/West Granada Boulevard. Subject was stopped for a traffic infraction where an OBPD K9 alerted to the presence of narcotics in the vehicle.
- Narcotics Arrest, 100 Block South Yonge Street. Subject was stopped for a traffic infraction where an OBPD K9 alerted to the presence of narcotics in the vehicle.

2/4/20

- Burglary Residence, 203 Melrose Avenue. Unknown suspect(s) entered into the residence through an unsecured rear door. At this time nothing appears to have been stolen
- Carbreak, 272 South Beach Street. Unknown suspect(s) removed a Stihl backpack blower, and Stihl weed eater from the bed of the victim's truck.
- Resisting without Violence Arrest, 8 Petrea Terrace. Subject pulled away and resisted officers during a disturbance investigation.
- Violation Probation Arrest, 955 South Nova Road. Subject was contacted and placed under arrest for Violation of Probation.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 45
 - Number of Uniform Traffic Citations Issued: 63
 - Number of Written Warnings Issued: 25
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 4

- Number of Crashes with Injuries: 0
- Number of Crashes with serious bodily injuries: 0
- Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 6 Cases initiated
- 11 signs have either been removed or sign cases created.
- 13 tree removal permit requests
- Administrative staff assisted with five (5) walk-in and eighty-two (82) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor is on-site making corrections to the sewer lining, they will return again the end of February to finish punch list items.
 - Water Plant Upgrades – The preliminary demolition is underway.
 - Breakaway Trails Storage and Pumping Improvements – A limited amount of water was pumped into the new tank on Sunday, the contractor will monitor the level to ensure the performance of the tank.
 - Cassen Park Public Dock and Breakwater – The breakwater is nearly complete and dredging has resumed.
 - WWTP Sludge Dewatering Improvements – The centrifuge has been delivered and is now on-site. Bypass has begun and the new gates are being installed. A progress meeting was held on January 30.
 - HVAC Replacements – City Hall, SONC, The Casements – Contractor is addressing City Hall punch list items. HVAC system at SONC final inspection to be scheduled. Casements pre-construction meeting was held on February 6.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Work is on-going and proceeding on schedule.
 - Granada Blvd Medians – Irrigation Reuse Connection – Construction will begin soon.
 - WTP Sludge Residuals Facility Improvements – Shop drawings are being reviewed. Construction is expected to begin in March due to the long lead time (24 weeks) for the centrifuge.
 - OBSC Improvements – Championship Field 7 – Once permits are received a Notice to Proceed will be issued and preliminary demolition work will begin.
 - Nova Community Park Underground Electric Utilities – Field coordination meeting to lay out electrical equipment was held on February 4.
 - WTP Chemical Feed System Upgrades – Pre-construction meeting was held on January 28. Installation scheduled for February 25.
 - Memorial Gardens Lighting – The light fixtures have an estimated ship date for this month.
 - Broadway/US1 Traffic Signal – Staff is awaiting approval from FDOT for the CEI services.
 - 2019 Stormwater Rebuild – Work is expected to begin late February.
 - The Casements North Side Improvements and Carriage House – Contracts were executed, pre-construction meeting will be scheduled.
 - Bidding:
 - Fiber Optic Connectivity – Continuing services agreements are on the agenda for Commission approval at the February 18 meeting.
 - Gazebo Replacements CP II – One bid was received and possible value engineering is being discussed with the proposer.

- CDBG Riviera Park Parking Improvements – Bid approved at the January 7 City Commission meeting, project was advertised on January 12, bids are due on February 11.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – The consultant is finalizing plans and specifications for bidding.
 - Fleming Ave Stormdrain Improvements – The plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
 - Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from Army Corps of Engineers, this confirmation has been forwarded to FEMA to complete the response to their request for additional information.
 - Secondary Raw Water Main – Plans are approximately 80% complete. A 90% submittal is anticipated soon.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – Staff met with Volusia County on December 3 to discuss the Williamson Blvd. improvements.
 - Stormwater Master Plan Update - 2019 – Approximately 2 dozen people attended the Storm Water Master Plan Workshop on January 27. The consultant will incorporate the concerns from the community into the masterplan.
 - Fleming Avenue Stormwater Pump Station – The consultant is finalizing plans and specifications for bidding.
 - 56 North Beach Street – A City Commission Workshop to discuss options was held on January 7.
 - Police Station/EOC Relocation Study – Staff is scheduling a meeting with the consultant to review their preliminary findings.
 - Airport Road/SR40 Water Main Loop – A pre-design meeting was held on January 9. Survey work is on-going.
 - Rockefeller Room Renovations – Window frame paint testing is being scheduled.
 - Exercise Equipment Replacement at Central Park II – Working with the construction manager and will receive quote middle of February.
 - OBSC Playground Surfacing – Working with the construction manager for this project to replace the surface at the Boundless Playground and will receive quote the middle of February.
 - CDBG SONC Fitness Station – RFQ under review by Leisure Services, project scheduled to be advertised in April.
 - Downtown: Cassen Park Improvements – Concept plan will be presented to the Mainstreet Board for their review and input.
 - Downtown: Parking ID Signage – Signage project will be on the March 17 City Commission agenda for approval to bid.
 - Granada Streetscape Pavers - Received construction manager quote, which is under review.
 - Update Parks & Recreational Master Plan – RFP is under reviewed by Leisure Services & Planning Departments.
 - Birthplace of Speed Overlook Replacement – Staff is obtaining structural drawings, which are required to obtain the building permit. A work authorization for the project will be on a future City Commission agenda for approval.
 - 2020 Microsurfacing – Staff is preparing bid documents for microsurfacing of various City streets.
 - 2020 Repaving – Staff is preparing bid documents for the mill and resurfacing of various City streets and to repave/regrade the driveway of Fire Station 92.
- Departmental Activities
 - Continue to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Created construction plan sets for Florence Street on-street parking project.

- Created 2020 Roadway Resurfacing & Microsurfacing location maps.

Environment Management

Street Maintenance - Asphalt/Concrete

- Ripped out apron and placed asphalt at Senior Center
- Picked up skid steer at Breakaway Trails
- Poured driveway patch on Hunters Run Cir

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimmed trees on Thompson Creek Rd

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Cleaned up litter on Thompson Creek
- Scrap metal/load scrap and deliver

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
- Installed (6) new 15-minute parking signs at City Hall

Stormwater Maintenance

- Locates citywide
- Spillway repair on Hidden Hills Dr
- Mow ROW on Hidden Hills Dr
- Trimmed trees around pond, basin cleaning at Lakebridge
- Move spoils from dredge project at Airport Business Park dump site
- Utility locates, gates, pumps, catch basins Citywide
- Reachout mowing on Airport Rd, Pineland Trl
- Pond maintenance at Airport
- Ditch and pond spraying Citywide

Street Sweeping/Streetsweeper

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

Fleet

- Mileage traveled by all departments for the week: 21,642
- PM Services completed for the week

- Emergency Vehicles and Equipment: 2
- Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 6,562 gallons unleaded, 10,510 gallons diesel
 - Fuel used in one week: 1,946 gallons of unleaded and 795 gallons of diesel.
 - Fleet completed 57 work orders this week.

Utilities

- Projects Summary
 - Preliminary Planning
 - Granada Sanitary Sewer Pipe Rehabilitation – Jan 31 phone meeting with consultant to discuss Engineering Services proposal. Revised proposal forthcoming to track to Commission. Design FY19/20 and Construction FY20/21.
 - Design & Bidding
 - Western Service Area Master Plan – January 29 draft report finalized by project manager. Commission workshop date TBD.
 - Holly Hill Reuse Interconnect – Hydrant installed and main successfully flushed by both cities. January 31, 90% draft engineering report submitted for City staff review. Quote for meter installation received excluding SCADA & electrical work.
 - Airport Business Park Emergency Sewer Repair: January 30, contractor submitted quote to restore infrastructure back to original conditions.
 - 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.

Water Treatment

- Delivered 38.48 million gallons for the week ending February 1, 2020 (5.49 MGD).
- Backwashed 10 filters for a total of 658,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 1, 2020 @ 6.60 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~48.6 wet tons of dewatered sludge (65 - 70% solids).
- Contractor removed brine tank.
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Flushed distribution system 514,500 gallons.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 30.76 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.36 MGD.
- Produced 30.53 Million Gallons of Reuse.
- Produced 0.23 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 87.25 wet tons of dewatered residual solids (14% to 18% solids)
- Current weekly sludge hauling ending 01-31-2019
 - 5 trailer loads of treated sludge went to processing facility.

- Sand Filters #2 and #3 were online for the week due to PAN/Reaeration Tank By-pass pumping for concrete wall installation.
- SF #2 was taken off line and super chlorinated and back flushed on the 31st and was put back on-line that same day.
- CCT dye testing conducted on 2/3 by Mead & Hunt.

Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 7 calls for water service leaks.
- Replaced 7 broken meter boxes.
- Replaced 1 water service due to leaks or low pressure concerns.
- Installed 6 new residential water service.
- Performed 6 scheduled pressure tests of city owned backflow prevention devices.
- Performed repairs on 2 backflow preventers attached to fire hydrant meters damaged by contractors.
- Performed maintenance on 10 fire hydrants in the S. Beach St.
- Perform flow test on the new reclaim fire hydrant on Alabama Ave.
- Assist utility locator in high traffic area at intersection of Clyde Morris Blvd/Hand Ave.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 87 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Responded to odor complaint at 12 Huntsman Look. C/O had been hit by mower. Repaired and lowered C/O.
- Assisted Property Maintenance with backup issue at Central Park I. Cleaned and televised sanitary lateral. Discovered roots at 2' from C/O. Prop. Maint. will repair.
- Replaced broken PEP tank at 72 Sounders Trail Cir.
- Recleaned and reTV'ed 6" main at 255 S. Ridgewood Ave. Multiple roots. Will schedule follow up work.
- Flushed sanitary lateral at 103 Hickory Hills.
- Verified sanitary tap for 849 Buena Vista Ave. and 150 Live Oak Ave.
- Replaced broken C/O at 727 Ocean Shore Blvd.
- Flushed sanitary service and replaced C/O adaptor at 624 N. Yonge St.
- Customer reported PEP alarm and foul odor at 12 Huntsman Look. Upon arrival detected no odor alarm not sounding. Checked system all is good.
- Responded to back up at 278 N. Beach St. City side was clear, advised customer.

Wastewater Plant – Lift Stations

- R.A.S. Pump #5 – VFD failed, installed and programmed new VFD.
- B.A.T – controls not operating as designed, Flygt Tech. responded to troubleshoot, problem is a programming issue and will be addressed by Emerson Controls.
- 3M – similar problem as noted above, will be addressed with programmer.
- Poly Blend Unit #2 – Plumbing clogged, disassembled and flushed.
- 6M – found controller not reading wet well level properly, leak at potable water line. Pump #1 noisy operations, check valve #1 bypassing, placed station controls in bypass mode, repairs scheduled.
- 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

- Aerator Building Pump 3 – not operational, wiring burnt at junction box, replaced wiring and returned to service.
- Breakaway Trails Reclaimed – installed 300 feet of power and control conduit to restore power to BAT well 4.
- Lime Slurry pump – not operational, gear box and motor failed, replaced with new stock.
- Lime Slaker 2 – troubleshoot mechanical and electrical systems, replaced secondary water solenoid, pressure switch and paddle shaft reed switch, tested operation and return to service.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform operational checks at various locations.
- Conducted Well PMs.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Industrial Pretreatment Program – Staff is evaluating the quarterly reports received from the four permitted industrial facilities in the City's sewer collection system.
- Cross Connection Control Program Management Services Contract – Staff is compiling the information for the CCC annual report. The report will highlight the backflow prevention device testing which occurred in the 2019 calendar year. The report will be submitted to the FDEP and the Volusia County Health Department.
- Risk and Resilience Vulnerability Assessment – Staff is working in concert with Florida Rural Water Association to produce the vulnerability assessment as required by the EPA. The assessment will assist the Utility in identifying point of concern.
- Breakaway Trails Irrigation – Staff submitted the 2019 BAT irrigation report to the St. Johns River Water Mgmt District (SJRWMD). The report highlights the usage of the groundwater wells in BAT to supplement the City's reuse supply. The water is utilized for both irrigation and fire protection in BAT.
- Wetlands Monitoring Report – Staff is obtaining a botanist from the City's continuing consultants list to perform the evaluation of the wetlands in Rima Ridge. The report is a part of the Consumptive Use Permit (CUP) issued by the SJRWMD.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for February 4, 2020, City Commission Meeting.
- Agenda packet preparation for February 18, 2020, City Commission Meeting.