

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 29, 2021

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

City Manager

Reviewed and prepared with staff as follows:

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

Spoke to, attended and/or met with:

- Team Volusia Finance Committee meeting
- Volusia County School Board meeting
- Claims Committee meeting

PIO – Public Information

- Press Releases/Media
 - General citizen requests
 - General media inquiries
- Social Media
 - COVID-19 Vaccination Information
 - COVID-19 Vaccination Event Information
 - #LivingTheOBLife Series re-launch
- Attended
 - Engineering/Planning meeting
 - Weekly Public Information Network Volusia meeting
 - NextDoor 2021 Webinar
- Training
 - Advanced PIO Regroup
 - Digital Media Benchmarks for 2021

Community Development

Planning

- A neighborhood meeting has been scheduled for the Paradise Pointe proposed Assisted Living Facility at 350 Clyde Morris Boulevard. The project is located at 350 Clyde Morris Boulevard and proposes 87 units with approximately 80,351 square feet of building area. The neighborhood meeting will be held at Radiology Associates at Twin Lakes located at 1890 LPGA Boulevard, Suite 110, Daytona Beach, Florida on Thursday, February 11, 2021, between 6 p.m. and 7 p.m.
- Staff attended and presented to the Historic Landmark Preservation Board (HLPB) on a Certificate of Appropriateness for alteration to construct a new home and detached garage at 88 Lincoln Avenue. The property is located in the Lincoln Avenue Overlay District and all new structures are required to be reviewed for compatibility with the existing contributing structures in the District. The home has been designed similar to the original home and other homes in the District. The HLPB was also presented an update on the MacDonald House exterior renovations.

- The Board of Adjustment and Appeals (<https://www.ormondbeach.org/Archive.aspx?AMID=45>) is scheduled for a meeting on Wednesday, February 3, 2021 with the following cases on the agenda:
 1. 342 North Beach Street: Variance 1: To allow a variance for an addition within the calculated front yard setback. Variance 2: To allow a variance in the rear yard to construct a detach accessory dwelling unit.
 2. 430 Andalusia Avenue. Continued from the January meeting. This is a request allow a six (6') high solid fence within the property's front yard.
- There has been a Small Scale Comprehensive Plan (from "Open Space/Conservation" to "Medium Density Residential" with a condition of a maximum of 18 residential units) and Zoning Map amendment (from SE (Special Environmental) to R-4 (Single Family Cluster & Townhouse)) for the property at 1190 West Granada Boulevard. There is a pending land sale of the 2.8 acre parcel owned by the Florida Department of Transportation to a private entity. The applications are scheduled for the February 18, 2021, Planning Board meeting.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 406 inspections performed within the city (82 by private providers).
- 93 permits issued within the city, with a valuation of \$2,089,759 (6 garage sales permits).

Development Services

- The SPRC conducted a pre-application meeting on the land at the northwest corner of Airport Road and Tymber Creek Road, the former Marshside subdivision. The discussion focused on the past zoning actions and the permitting requirements for the property. No site/conceptual plans were provided at the meeting.
- The following projects are under review of the SPRC:
 1. 1670 North U.S. Highway 1, Ormond Gateway. 3rd review. Development of a three lot commercial subdivision and associated site improvements.
 2. Pineland, final plat. 2nd review. Construction of 78 single family lots.
 3. 29 North Perrott Drive, Perrott Depot. 1st Review. Redevelopment of 1.86-acre site that has an existing 4,834 distribution/warehouse use to include 12,540 square feet of self-storage buildings.
 4. 460 Andalusia Avenue, McNamara Warehouse. 1st review. Construction of an 840 square foot warehouse and associated site improvements.
 5. 1570 North U.S. Highway 1, Waffle House renovations. 1st review. Remodel of the existing store to include parking lot repaving and additional landscape areas.
 6. 1662 North U.S. Highway 1 (part of Ormond Gateway). 1st review. Construction of an 8,100 travel center with 20 fueling positions for passenger cars and 8 fueling positions for trucks on a 5.47 acre parcel and associated site improvements.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	94%
Coolidge Avenue Office/Warehouse	85%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	30%
Extended Stay America	90%

FPL Substation Expansion	65%
Germfree driveway addition	5%
Nova Road Controlled Storage Climate	20%
Ormond Art Museum	0%
Publix	0%
The Pumphouse	30%
Total Comfort	15%
Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	95%
Upscale Nails	90%
Residential	
Pineland, Phases 4 & 5	15%
Ormond Grande	2%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - The permanent traffic signal at the intersection of Broadway and N. US 1 is currently being installed.
- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
 - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Avenue creating a secondary ingress and egress to the business park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs.
 - Staff and the Ormond Beach Chamber of Commerce hosted a webinar for the business community on the new Federal Coronavirus Stimulus Program on January 27 at 2:00 pm.
 - The first installment of Startup Grind Ormond Beach is a virtual fireside chat scheduled for Wednesday, February 3 at 2:00 pm. Event is free but registration required.
- Prospective Business Attraction/Retention/Expansion
 - Staff is preparing new rounds of outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff worked with Hoyle, Tanner and Associates to review the Disadvantaged Business Enterprise (DBE) Regulation Uniform Report of DBE Awards or Commitment and Payments Due (DBE Uniform Report) requirements for the airport. The DBE Uniform Report is typically due from airports that submitted a DBE goal for a given fiscal year, airports that were awarded Airport Improvement Program (AIP) grants in excess of \$250,000, or had ongoing or completed contracts during a given fiscal year.
- Staff met with parties interested in leasing and developing airport property for the purpose of building additional hangars and perhaps establishing additional Fixed Base Operator services.
- Staff worked with the Orlando Airports District Office of the FAA to explore and understand the FAA's position on various possible utilizations of the former golf course leasehold area on the airport.
- Staff responded to a report from the air traffic control tower concerning an unidentified crane operating on US Hwy 1, south of Hull Road. The crane operator was advised to cease operations until the tower was notified of the crane's coordinates, hours of proposed operation, and maximum height.
- Staff prepared and submitted to the FDOT a required Project Management Status Report (PMSR) for the southwest quadrant airport access road project.

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

Finance

- On-going Projects
 - To-date the City has received \$7.3 million dollars for hurricane Matthew reimbursement.
 - To-date the City has received \$3.23 million dollars for hurricane Irma reimbursement.
 - The City closed hurricane Dorian at the FEMA level. Awaiting State obligation.
 - Finance is working on the annual audit.
- Completed Projects - Weekly
 - Processed 154 Journal Entry Batches.
 - Utility Billing Meter Readers completed 558 work orders.
 - Approved 38 Purchase Requisitions totaling \$252,630.34.
 - Issued 34 Purchase Orders totaling \$144,035.63.
 - Issued 338 past due notices on utility accounts.
 - Auto-called 149 utility customers regarding receipt of a past due notice.
 - Processed 583 payments through Interactive Voice Response System totaling \$46,116.86.
 - Processed 696 payments through City online payment portal totaling \$67,949.83.
 - Prepared 105 Accounts Payable checks totaling \$398,780.53 and 31 Accounts Payable EFT payments totaling \$277,040.42.
 - Prepared 375 Direct Deposits totaling \$523,059.69.
 - Transferred IRS 941 payment of \$178,834.03.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Working on applications for the VOCA grant and the AFG grant, both of which are due February 12.
 - Grant reimbursement requests to date FY 20-21: \$1,636,298.94
- Other
 - Attended a FEMA Grant Outcomes Briefing for the new consolidated grants management program for FEMA grants.
 - Attended the ECHO site visit for the final completion of Softball Field 7 at the Sports Complex.
 - Completed Employee Newsletter for February 2021.

Risk Management Projects

- Attended Claims Committee meeting
- Attended Safety Team meetings
- Final preparation for Chamber Leadership

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 4
 - Hazardous: 1
 - EMS: 57
 - Motor Vehicle Accidents: 4
 - Public Assists: 63
 - TOTAL CALLS: 131
- Aid provided to other agencies: 8 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (3)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 41
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 217
- Training Hours
 - NFPA 1001: Firefighting 24
 - NFPA 1002: Driver 3
 - NFPA 1500: Safety/Equipment 36
 - EMT/Paramedic 5
 - TOTAL TRAINING HOURS: 68
- Significant Incidents
 - 1/20/21, 6:12 AM: Nightingale Ln. – Structure Fire – Upon arrival found heavy black smoke coming from bedroom – fire started in bedroom and minimally spread to kitchen – one patient transported to hospital – structure was ventilated and mattress removed.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Information Systems Specialist (IT/Finance)
 - Information Technology Manager (IT/Finance)
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Plant/Pump Mechanic (Public Works)
 - Police Officer (Police)
 - Treatment Plant Operator C, B, A, or Trainee (Water Reclamation Plant/Public Works)
 - Water Distribution Operator 3, 2, 1, or Trainee (Public Works)
 - Job Openings on Hold and/or Upcoming
 - City Engineer (Engineering)
 - Part Time Box Office Attendant (Performing Arts Center/Leisure Services)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker I (Senior Center/Leisure Services)
 - Part Time Recreation Leader (Performing Arts Center/Leisure Services)
 - Interviews Scheduled
 - Community Service Officer (Police)
 - Lead Records Specialist (Police)

- Background/Reference Checks/Job Offers
 - Firefighter/EMT (Fire)
 - Police Officer (Police)
- Separations
 - Information Systems Specialist (IT/Finance)
 - Police Officer (Police)
 - Treatment Plant Operator Trainee (Water Reclamation Facility/Public Works)

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 2021.
 - 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: 24
 - Completed: 48
 - In progress: 54
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,136
 - Inbound E-Mails Blocked: 10,165
 - Delivered Inbound E-Mails: 19,971
 - Quarantined Messages: 390
 - Percentage Good Email: 66.3%
 - Virus E-Mails Blocked: 3
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 7
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 8
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,902
 - Meters GPS located this week: 0 : Total in system = 24,006; 23,176 potable, 819 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- Leisure Services staff meeting
- Working with Coordinators to develop plan to re-open facilities and programs
- Master Plan meeting
- Advent Health Leadership presentation prep
- Updating website and social media pages

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- 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

Contract Manager – Facilities Maintenance

- Weekly site visits to evaluate janitorial services.
- Completed new upper cabinet installation in the activity room at Nova Community Center
- Weekly meeting with janitorial services operations manager.
- Completed repainting of the gazebo at Ames Park.
- Water sealed the gazebo and wooden walkway at Andy Romano Beachfront Park.

Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continued enhanced cleaning/disinfecting of surfaces and exhibits.
- Continued to monitor safety and security of the EDC building and grounds.
- Sent renewal notice for next garden term to Community gardeners and began collecting renewal fees.
- Completed and submitted FWC permit application to receive a Black Bear mount to display.
- Coordinating with sign vendor for installation of additional education signs for exhibit tanks.
- Developing additional nature videos for posting to social media 1 to 2 times a week.

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 continued this week, Monday through Friday, 9 am to 5 pm, at the Wendelstedt Fields 1/2/3 at Sports Complex.
- SHS Soccer had practices this week on Tuesday and Thursday and games on Friday, Sports Complex, Soccer Fields 5/6/8 and the Championship Field 7.
- SHS Baseball and Softball both have tryouts/practices this week, Tuesday through Friday, Softball at Quad 2 & Baseball at Kiwanis Field.
- Golden Spikes 14's had tryouts this week on Monday and Wednesday at 6 pm at Nova Field #1. Spikes 9/10/11/12's started practices this week on Nova 2/3/4/5 at 6 pm.
- Coed softball had their first practice of the Spring on Tuesday night at 6 pm on Quad #4, Sports Complex.
- Ormond Beach Golden Spikes are having tryouts on Saturday at 9 am at Nova Fields 1-5.
- OBSC are having three games Saturday at 9 am on Fields 3 & 4.

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 Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging, dragging and weeding fields/infields
- Painted Soccer Fields 2/9/10
- Painted corner on Multi-Purpose Fields 11/12
- Prepped Wendelstedt Fields for Umpire School daily
- Prepped Championship Field 7 for SHS soccer games
- Prepped Nova Fields for Spikes Tryouts/Practices
- Painted Soccer Fields 3/4/5/6/8 for OBSC and SHS
- Prepped Quad 2 & Kiwanis daily for SHS Softball and Baseball practices

Performing Arts Center

- Provided sound for the Ormond Memorial Art Museum groundbreaking ceremony
- Ordered PPE supplies to replenish inventory
- Attended Ormond Beach Mainstreet Arts District Board meeting

South Ormond Neighborhood Center

- Open park and pavilion
- Work is going well on the workout station area
- Basketball and gym use by reservation only
- Pinewood Derby was held Saturday from 8 am until 3 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Assisted with set up and break down for the Volusia County Fire Chief's Assoc. meeting in the Senior Center ballroom.
- Clean up and organization of holiday decorations and storage areas, ongoing.
- Updated spring and summer event and sponsor flyers.
- Developing alternative forms of delivering spring and summer events using the COVID safety plan for large events.

Nova Community Center and Special Populations

- Continued taking reservations for pickleball and basketball
- Monitored pickleball, basketball and outside areas
- Cleaned and sanitized between players
- Attended webinars to increase learning.
- Jazzercise is held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Monday, Wednesday and Thursday, 5:45 pm
- Ms. Debby's Dance and Acting classes are held on Tuesday and Friday from 4:30 pm to 6:30 pm
- Virtual Lunch Bunch resumed on Wednesday 11 am to 2 pm

The Casements

- The Casements was open on Saturday from 8 am to 12 pm for self-guided tours.
- A wedding was held at Bailey Riverbridge on Saturday from 12 pm to 4 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 p to 6:30 pm.
- The Casements was open on Monday through Friday for self-guided tours.
- Ora Yoga classes returned this week on Tuesday and Thursday mornings from 9 am to 10 am.
- On Tuesday, The Casements went Live on Facebook at 10 am for Once Upon a Storytime.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place this Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- A wedding was held on Thursday at Bailey Riverbridge from 3 pm to 6 pm.
- The Casements staff worked on videos and information that will enhance guest experience while visiting the house.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Repaired basketball brace at Central Park I
- Repaired swing at Nova Park
- Replaced fence pickets at Nova Park
- Repaired concrete patches at Nova Skate Park
- Repaired railing at Ames Park

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
- Replaced AED pads at the Sports Complex, Wendelstedt and football stadium
- A/C repairs at the Police Department
- Removed compressor at City Hall
- Located water leak at the Sports Complex
- Chiller line leak repaired at City Hall
- Located water leak at Wendelstedt and Nova Community Center
- Removed tire at Fortunato Park
- Troubleshoot PAC freezer

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff went to Daytona State College for recruiting efforts
- Staff attended planning meetings within the Police Department
- Staff attended training at Camp Blanding

Community Outreach

- Youth Leadership Council (YLC) – Five (5) members of the YLC attended a basketball game on Tuesday, January 19th at Mainland High School to support YLC members on the team. YLC members will be reviewing upcoming community service projects and selecting new officer positions in preparation for the State of Florida Association of PAL all Regional training in February. This year's training will be virtual.
- OBPAL Basketball – There was no basketball practice last week. Parents were contacted to update them on future tournament opportunities as events begin to open for participation.
- PAL Educational Programs – OBPAL Tutors R Us is scheduled to begin February 1 at the South Ormond Neighborhood Center. READ (Reading, Exploration, Adventure and Discovery) is scheduled to begin February 8 at Ormond Beach Elementary School. Science on Patrol at Ormond Beach Middle School will begin the third week of February.
- Donut Dash 5K 2021 – The OBPAL Donut Dash registration page has been updated with information for the 2021 race. The Donut Dash 5K 2021 will be held Saturday, April 24 at The Trails Shopping Center. Registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 39
- Animal Reports: 1
- Trap Neuter Release: 1
- Animal Bites: 2
- Animals to Halifax: 1
- Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 6
- Inactive: 6
- Fraud: 4
- Burglary Business: 1

- Burglary Residential: 2
- Larceny Car break: 2
- Grand Theft: 3
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 4
- Battery: 1

Records

- Walk - Ins / Window: 61
- Phone Calls: 112
- Arrest / NTA'S: 8
- Reports Generated: 96
- Reports Entered: 92
- Citations Issued: 25
- Citations Entered: 35
- Warnings Entered: 42
- Trespass Warnings: 10
- CORF Entered: 55
- Mail / Faxes / Request: 20

Patrol

- Total Calls 1,479
- Total Traffic Stops 81

Operations

- Crime Opportunity Report Forms: 149

01/20/21

- Business Burglary, 320 Tomoka Avenue. A storage building was entered through an unlocked window. Nothing was taken, owner to complete a full inventory.
- Battery Domestic Violence, 418 Pine Road #B. The victim stated her ex-boyfriend opened the rear sliding glass door and pushed her aside.

01/21/21

- Carbreak, 19 Arrowhead Circle. An unknown subject entered an unlocked vehicle parked in the driveway and took a red bag that contained miscellaneous items.
- Battery Domestic Violence Arrest, 700 West Granada Boulevard. Subject was observed to push and throw a cigarette lighter at his girlfriend.

01/22/21

- Residential Burglary, 529 Bryant Street. Entry was made into south side patio and an electric bicycle with rear rack and front fishing pole holder was stolen.
- Residential Burglary, 487 Bryant Street. Entry was made into east side patio, a lawnmower and weed eater were stolen.
- Stolen Bicycle, 460 South Atlantic Avenue (7-Eleven). Victim advised that a bicycle was stolen.
- Open House Party Arrest, 8 Wayland Circle. Subject was having an open house party with around 25 people including a few juveniles, where alcohol was served to juveniles.

01/23/21

- Petty Larceny, 189 Ann Rustin Drive. The resident advised she has had people working on her bathroom for the last eight weeks. She discovered she was missing cash from her purse.

- Narcotics/Resisting without Violence Arrest, Harbour Lights Drive at Hand Avenue. Subject was standing in the roadway on Hand Avenue cursing at vehicles as they tried to pass. Officers had been in contact with him prior in the day and his actions had escalated as he was becoming hostile. Subject attempted to flee but was secured without injury.
- Battery Domestic Violence Arrest, 19 North Yonge Street #8. Subject was placed under arrest for hitting her live-in boyfriend across the face with her purse and was seen shoving the victim.
- Loitering and Prowling Arrest, 610 South Yonge Street (Simply Storage). Subject was seen by the alarm company inside the units after hours and without a code to get in. He was unable to dispel officer's alarm when contacted and was taken into custody.
- Warrant Arrest, 801 South Nova Road. Subject contacted and found to have an open warrant.

01/24/21

- Carbreak, 707 Fleming Avenue. Victim advised that three unlocked vehicles were entered and a small amount of cash was taken.
- Stolen Vessel/Trailer, 710 Virginia Terrace. Vessel and trailer were taken from the residence after a missed payment.
- Shoplifting Arrest, 1457 West Granada Boulevard (Publix). Subject was caught shoplifting and was placed under arrest for the theft and trespass after warning.
- Warrant Arrest, 170 West Granada Boulevard (Police Department). Subject turned himself in due to having an open warrant.

01/25/21

- Grand Theft, 601 Hammock Lane (Central Park Hammock). A solar panel and rechargeable battery were stolen from the lake level sensor.

01/26/21

- Burglary Business, 470 Destination Daytona Lane (WyoTech). An unidentified subject forced entry to the realtor box and made entry into the business. Shortly after making entry, the subject was scared away by the alarm.
- Aggravated Assault w/Deadly Weapon/Warrant Arrest, 333 West Granada Boulevard (Ace Hardware). Subject threatened an employee with a knife who was taking a picture of him in the dumpster.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 22
 - Number of Citations issued: 26
 - Number of Written Warnings Issued: 11
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 cases initiated
- Zone 2: 0 cases initiated
- Zone 3: 1 case initiated
- Zone 4: 4 cases initiated
- 1 sign has either been removed or sign case created.
- 6 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and fifty (50) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - WTP Chemical Feed System Upgrades – Shade structure installation complete, punch list items are being addressed.
 - Broadway/US1 Traffic Signal – Mast arm installation is in process.
 - Casements North Side Improvements – Project scheduled for substantial completion February 12.
 - Fiber Optic Connectivity – FS 91 fiber optic conduit has been found to be damaged beyond repair, new conduit installation is being coordinated. Repair/replacement of damaged fiber optic conduit on John Anderson Drive to Standish Tank and Lift Station 8P is ongoing.
 - Landscape Renovations-Variou s City Parks & Facilities – Construction is ongoing.
 - Gazebo Replacement CP II – Old gazebo demo is complete, new gazebo installation is scheduled for substantial completion February 23.
 - CDBG SONC Fitness Station – Construction is 93% complete.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Restoration – Building permit has been issued, construction is underway.
 - Granada Mid-Block Lighting Improvements – Contracts are executed, a pre-construction meeting is being scheduled.
 - 2021 Storm Lining - Contracts are executed, a pre-construction meeting is being scheduled.
 - 2021 Sewer Lining/Manhole Repair – Contracts are executed, a pre-construction meeting is being scheduled.
 - Birthplace of Speed Park Observation Deck Replacement – Construction is underway.
 - Bidding:
 - Florence St On-Street Parking – Bid awarded at the January 19 meeting, contracts are being executed.
 - Wilmette Stormwater Pump Station – Bid award is scheduled for the February 16 City Commission meeting.
 - Downtown Banner Pole Replacement Re-Bid – Project was advertised on January 10, a pre-bid meeting was held on January 27, and bids are due on February 11.
 - Facility Hardening – A disposition item for City Commission approval to bid is scheduled for the February 2 meeting.
 - Design Projects:
 - Secondary Raw Water Main – Bid documents are being finalized.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.
 - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
 - Airport Road/SR40 Water Main Loop – Consultant has completed plans and specs, permits are approved.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Granada Streetscape Pavers – Paver materials have been ordered.
 - Update Parks & Recreational Master Plan – The consultant has begun working on the master plan update.
 - Business Park Drive Phase II – Design is in process.
 - Police Station Chiller – 90% design documents are under review.
 - CDBG Fleming Avenue/CP I Playground – Disposition item for approval to advertise is on-hold until CDBG funding is approved and released.
 - Riviera Park Pedestrian Signals – Soliciting quotes for the project.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Work Authorization for design was approved by City Commission at the January 19 meeting.

- SONC Gym – Final design is under review. Consultant is preparing bid documents.
- Departmental Activities
 - Reviewed 19 Engineering Permit applications through the ProjectDOX system, and created and approved 4 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Poured sidewalk – Airport Rd
- Removed old & poured new sidewalk – 40 West of SR 95
- Stripped forms, back filled & poured sidewalk – SR 40
- Poured curb & gutter – Royal Palm Ave

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
- Removed debris – Fleet
- Trimmed trees on reclaim tank – Fleet

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
- Trash pickup in medians – US 1 & SR 40
- Weed control – Fleet fence, Memorial Cir

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightening, replacing, & installing signs & posts – citywide

Stormwater Maintenance

- Pipe replacement – Oak Dr
- Basin repair – Oak Dr
- Grade pipe job site – Sugar Creek Ct
- Ditch inspection – Arroyo Pkwy
- FDOT pond mowing – citywide
- Gates, pumps, & locates – citywide
- Reach out ditch mowing – Arroyo Pkwy
- Pond mowing – Airport Rd
- Reach out – Forest Hills Blvd sidewalk
- Inlet inspection – Huntsman Look
- Out fall inspection – citywide

Vactor

- Bottle box cleaning – Royal Palm Ave
- Line cleaning – Oak Dr

Fleet

- Mileage traveled by all departments for the week: 22,941
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 14,438 gallons unleaded, 7,538 gallons diesel
 - Fuel used in one week: 1,818 gallons of unleaded and 1,098 gallons of diesel.
 - Fleet completed 48 work orders this week.

Utilities

- Projects Summary
 - Utilities CIP projects are listed under the Engineering section as this division manages those projects and to avoid duplication of information.

Water Treatment Plant

- Delivered 39.47 million gallons for the week ending January 23, 2021 (5.64 MGD).
- Backwashed 8 filters for a total of 524,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 23, 2021 @ 6.84 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled ~48.6 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 145,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.45 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.92 MGD.
- Produced 24.15 Million Gallons of Reuse.
- Produced 3.29 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2020 – December 31, 2020) (MGD)):
 - Influent 4.46 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.94 (Permit 6 MGD);
 - Reuse 3.90 (Permit 10 MGD)

Water Distribution

- Responded to 18 reports of customer concerns regarding low pressure or assistance with other plumbing concerns.
- Responded to 11 calls from customers concerning leaking water.
- Replaced 7 malfunctioning residential water meters.
- Replaced 9 broken meter boxes.
- Performed meter accuracy testing on a 6" and 3- 3" commercial water meters. Scheduled 6 for testing.
- Replaced 6 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 7 City owned backflow prevention devices.
- Performed valve maintenance 8 valves involve with scheduled maintenance and/or water main leaks.
- Located 2 water services for customers with plumbing concerns.
- Performed 6 disconnects of water services due to building demolition.
- Repaired the fire hydrant at 16 Starlight Dr. due to a vehicle accident.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 241 utility locates for the previous week.

Wastewater Collection & Reuse

- Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- PEP alarm called for 45 Laurel Ridge Break. Customer cleared stoppage on their side and overloaded PEP tank. Alarm went off as pump was able to catch up.
- Responded to back up at 604 S. Ridgewood Ave. Located C/O and raised to grade. Cleared line, and TV'ed, line is good.
- Reported depression at 23 Riverwood Dr. Located C/O and service line. Depression is on customer side. Customer aware.
- Repaired broken 1½" discharge line at 31 Circle Creek Way.
- Installed new PEP tank lid at 5 High Bluff Way.
- Checked service at 91 Beaver Lake Cir. Line is clear.
- Replaced PEP pump at 31 Cambridge Trace.
- Responded to 4 reuse trouble calls.
- Located tap for customer at 157 Royal Dunes Cir. Showed customer where their valve was.
- Repaired irrigation line broken by probes looking for PEP tank at 97 Carriage Creek Way.
- Installed new reclaimed box at 63 Westland Run.
- Turned off reclaimed service at 9 Canterbury Woods at customer request.

Wastewater Plant – Lift Stations

- SCADA – configuring alarms and tie-in wiring at lift stations.
- Influent MCC – assisted contractor with replacement of main breaker charging motors, replaced fluorescent T-5 tubes.
- 1M – replaced contacts in both motor starters.
- Effluent Transfer Pump 3 – replaced blown line voltage fuses.
- 5M - met vendor on site for engineering survey.
- Dewatering Pump #4 – Alarm lamp lit, pulled pump and found no mechanical issues, possible blockage that passed, placed pump back in service.
- Clarifier #1 – Rubber squeegee separating from sweep arm, made temporary repair, needs to be replaced.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 41R – installed new VFD to replace failed soft start.
- Performed operational checks at various locations.

Support Services/City Clerk

In addition to routine departmental activities such as coordinating the City Commission agenda packet process, managing official documents, processing public records requests, managing elections, records management, website administration, drafting proclamations, providing advisory board administration, administrative support and research services, and assisting citizens and directing calls at City Hall, the following occurred this week:

- City Clerk attended meeting with Assistant City Manager.
- City Clerk attended Claims Committee meeting.
- Staff attended Safety Team meeting.
- Agenda packet preparation for February 2, 2021 City Commission meeting.
- Agenda packet preparation and distribution for February 4, 2021, Quality of Life Advisory Board meeting.