

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 8, 2019

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 various members of senior staff
- Staff meeting
- Online ethics training
- City Commission meeting agenda prep work

Spoke to, attended and/or met with:

- Individual agenda review meetings with Mayor Partington, Commissioner Selby, Commissioner Persis and Commissioner Littleton
- City Commission Workshop
- City Commission Meeting
- Senior staff and Ormond Rotary members on partnering on park projects

Community Development

Planning

- The Board of Adjustment and Appeals approved a variance application for 642B Robin Road for a glass room addition in the rear and side yards.
- The Planning Board approved the following items:
 1. Salty Church Special Exception.
 2. Land use map amendment for 2575 West Granada Boulevard.
 3. Land Development Code amendment for animated wall signage in the Downtown Overlay District.
 4. Land Development Code amendment for Original Artwork Murals on private property in the Downtown Overlay District.
- Planning staff attended the City Commission workshop and City Commission meeting.
- Planning staff attended a meeting with business owners within the South Atlantic Avenue area interested in creating a restaurant row area.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 446 inspections performed within the City (55 by Private Provider).
- 107 permits issued within the City, with a valuation of \$2,143,989.

Development Services

- There were no Site Plan Review Committee meeting this week.
- Projects under SPRC review include:

1. 35 Breakaway Trails, Ground Storage Tank and Pump Station Improvements. 1st Review. Demolition of the existing two ground storage tanks, and one elevated storage tank. Construction of a new 2MG ground storage tank and pumping station.
 2. 27 Broadriver Road, Broadwater Bridge Work. 1st Review. Replace bridge decking on bridge surface.
 3. Temporary access easement to the lift station at Security First. 1st review. Access easement to lift station serving Security First.
- Below is the construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	95%
Cardinal Drive Beach parking	60%
Chase Bank	5%
Cypress Trails subdivision	55%
Davita Dialysis	85%
For Our Parents ALF	95%
Granada Pointe	80%
Huntington Villas	2%
Independence Recycling of Volusia	0%
Lot 2, Airport Business Park	95%
Lucky's Market	20%
Volusia Memorial Mausoleum	5%
Ormond RC, Fitness Center & Building 1C	40%
Pineland	40%
135 Hernandez Lot Split-Utility Connection	0%
Security First	55%
Shoppes on Granada, Phase 2	60%
Starbucks @ Granada Plaza	25%
Thomas & Betts parking improvements (phase 1)	85%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 sf permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.

- Airport Business Park
 - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
 - 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 continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives.
 - Staff is working with Team Volusia on a handful of Industry Prospects that are considering locations in Ormond Beach.
 - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff continues involvement in the Ormond Main Street marketing and branding initiative.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 28 companies have been visited.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 90% of expenses have been submitted to FEMA for obligation review.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Preparations are underway for the fiscal year 2017-18 audit.

- Completed Projects - Weekly
 - Processed 89 Journal Entry Batches.
 - Approved 21 Purchase Requisitions totaling \$1,332,856.09.
 - Issued 37 Purchase Orders totaling \$422,426.65.
 - Prepared 128 Accounts Payable checks totaling \$292,537.25 and 33 Accounts Payable EFT payments totaling \$713,023.98.
 - Issued 802 past due notices on utility accounts.
 - Auto-called 37 utility customers regarding receipt of a past due notice.
 - Processed 435 payments through Interactive Voice Response System totaling \$41,762.21.
 - Grant money 2018-19 fiscal year-to-date total received, \$1.7 million dollars.

Grants/PIO

- Press Releases
 - Florida Licensing on Wheels (2/27)
 - Estate Planning Workshop (3/7)
 - Little Learners: Birds Program (2/8)
 - Kids' Valentine's Day Crafts (2/9)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Arranged advertising for quarterly legal workshop.
 - Scheduled and attended Neighborhood Improvement Advisory Board meeting to appoint member to serve on Downtown Steering Committee.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended ECHO review and ranking meeting. The City's application for the construction of Championship Softball Field #7 received a score of 92 and ranked third of eleven.
 - Completed required online Financial Management Training for US Department of Justice and other federally awarded grants.

Risk Management Projects

- Opening Day for the Mayor's Health & Fitness Challenge ~250 registered Challengers
- Attended Leadership 2019 planning meeting
- Managed subrogation demands/claims
- Assisted injured workers
- Follow-up with claims handling after Claims Committee meeting

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 3
 - Hazardous: 4
 - EMS: 78
 - Motor Vehicle Accidents: 9
 - Public Assists: 46
 - TOTAL CALLS: 140
 - Aid provided to other agencies: 8 Calls – Daytona Beach (2), Volusia County (6)
 - Total staff hours provided to other agencies: 5
 - # of overlapping calls: 31
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 61
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 25
- Training Hours
 - NFPA 1001: Firefighting 37
 - NFPA 1002: Driver 82
 - NFPA 1500: Safety/Equipment 41
 - NFPA 1620: Preplanning 7
 - EMT/Paramedic 2
 - TOTAL TRAINING HOURS: 169

- Station Activities
 - Updated 5 pre-fire plans
 - Conducted 3 fire inspections
 - Hosted Volusia County Fire Chief's Association monthly meeting
 - Held a combined promotion and retirement ceremony at Fire Station 92

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II (Utility Billing/Finance) open until 2-17-19.
 - Chief Treatment Plant Operator (Wastewater Treatment Plant/Public Works) open until 2-10-19.
 - Maintenance Worker II (Streets/Public Works) open until 2-22-19.
 - Maintenance Worker III (WWCR/Public Works) open until 2-17-19.
 - Maintenance Worker IV (Streets/Public Works) open until 2-8-19.
 - Police Officer (Police) open until filled.
 - Treatment Plant Operator C, B, or A (Wastewater Treatment Plant/Public Works) open until 3-10-19.
 - Applications Under Review
 - Administrative Assistant, Human Resources
 - Tradesworker (Building Maintenance/Leisure Services)
 - Interviews Scheduled
 - Engineering Inspector (Engineering)
 - Firefighter/EMT/Paramedic (Fire)
 - Meter Reader (Finance)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Background/Reference Checks/Job Offers
 - Building Maintenance Supervisor (Leisure Services)
 - Evidence/Crime Scene Supervisor (Police)
 - Maintenance Worker II (Streets/Public Works)
 - Police Officer (Police)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)
 - Treatment Plant Operator C, B, or A (Wastewater Plant/Public Works)
 - Separations
 - Firefighter/EMT
 - Employee Events
 - Wellness Plan HSA contribution opportunities:
 - Personal Health Assessment events 2-20-19 and 2-21-19
 - Non-tobacco use affidavits accepted through 12-31-19
 - Skin cancer screenings offered through 12-31-19
 - Lunch & Learn events held through 12-31-19
 - Nationwide appointments were held with employees 2-7-19
 - Blood Drive at City Hall 2-25-19

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project kick-off meeting with vendor project management and implementation team.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 25
 - Completed: 46
 - In progress: 24
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 64,307
 - Inbound E-Mails Blocked: 45,363
 - Delivered Inbound E-Mails: 18,944
 - Quarantined Messages: 973
 - Percentage Good Email: 29.5%
 - Virus E-Mails Blocked: 2
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,548
 - Meters GPS Located this week: 0 : Total in system = 23,580; 22,789 potable, 780 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Public Works staff meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Assisted with kick off of Mayors Health and Fitness Challenge
- Weekly supervisory staff meeting

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas

- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- 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

- Social media updates
- City website updates
- City calendar updates
- EDC attendance last week: 60
- Tours were given as needed on Saturday and Tuesday through Friday
- EDC staff & EDC Volunteers held an Elementary Explorers: Birds program for children in grades K-5 on Saturday from 2 pm to 3 pm
- EDC Staff trained a new volunteer on Tuesday from 11 am – 12 pm
- EDC Volunteers met to prepare materials for the Backyard Bird Count on Wednesday from 11 am – 1 pm
- The EDC Volunteer monthly meeting was held in the EDC Classroom on Thursday from 4 pm – 5 pm
- EDC staff & EDC Volunteers held a Little Learners: Birds program for children ages 3 to 5 on Friday from 10 am – 11 am.
- EDC Volunteers met to for field trip training on Friday from 11:15 am - 12:15 pm.

Athletics

- Seabreeze High School Boys & Girls Soccer Practices were held Monday - Friday, 4:30 pm & 6:30 pm, Sports Complex, Soccer Fields 5 & 6
- Seabreeze High School Girls Regional Soccer Game was played Tuesday, 7:00 pm, Sports Complex Championship Field 7
- Seabreeze High School Boys Regional Soccer Game was played Wednesday, 7:00 pm, Sports Complex Championship Field 7
- OBYBA Basketball Games, Nova & SONC Gyms, were held Monday - Friday, 5:30 pm - 9:30 pm; Saturday 9:00 am - 2:00 pm
- Seabreeze High School Softball Practices were held Monday – Friday, 3:30 pm, Sports Complex, Quad 3
- Golden Spikes & Lady Renegades Practices were held Monday – Thursday, 6:00 pm at Nova Fields and the Softball Quad at the Sports Complex

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Painted Soccer Grass Parking Lot
- Fixed windscreens at Nova
- Prepped Championship Field 7 for Seabreeze High School District Soccer Games
- Painted all soccer fields for Seabreeze High School Regional Soccer games

Senior Center

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

Performing Arts Center

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

- Follies held regular classes Monday through Thursday
- Kopy Kats held regular classes
- The Performing Arts Center is preparing to host the following events:
 - Solitary Man – Tribute To Neil Diamond, Friday 7:30 pm - 9:30 pm
 - NY Rockabilly Rockets, Saturday, 7:00 pm - 9:30 pm
 - Streisand – Sinatra Memories, Sunday, 2:30 pm - 4:30 pm

South Ormond Neighborhood Center

- Splash pad closed until March 15
- Open park and playground sunrise to 11:00 pm daily
- Fitness room
- Open gym
- Youth Basketball Monday – Friday, 5:30 pm - 8:30 pm
- PAL tutoring Monday-Thursday from 3:00 pm - 6:00 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisted with kick-off of Mayor's Health and Fitness Challenge
- Preliminary planning of 2019 events in the months of January through May
 - Reel in the Fun, February 16
 - Art in the Park, May 4 & 5
 - Memorial Day Remembrance Service, May 27

Gymnastics

- Registration is open for February/March session
- February session in progress
- Attended and competed in the Second Qualifier AAU Gymnastics Meet in Alachua, Florida

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.
- Youth Basketball League continue their games from 6:00 pm-8:00 pm throughout the week
- Lunch Bunch meets on Wednesday from 10:00 am-1:00 pm
- Explore the Arts continues from 4:00 pm-5:00 pm

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am - 3:00 pm; Saturday tours were given at 10:00 am and 11:00 am
- Florida Women's Art Association Exhibit throughout February
- Staff continues planning for Enviro Camp
- Staff is preparing for Storytime next week
- Janet Rogers Watercolor Workshop, Monday – Friday, 9 am – 4 pm
- Ormond Beach Garden Club meeting was held Wednesday, 10 am - noon
- Art in the Park Planning Meeting was held Wednesday 11 am
- Guild Members met on Thursday to decorate for Wine & More and staff set up for the event on Friday

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Replaced tire swing at Magic Forest playground
- Clean up at Birthplace of Speed Park

- Installed two drains in airplane toys at Limitless playground
- Installed 6 wren bird boxes on Central Park boardwalk trail
- Trimmed up both sides of Central Park boardwalk trail including cutting limbs

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 locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended a Tomoka Oaks HOA meeting
- Staff attended Crime View
- Staff hosted a public Crime View
- Staff attended the Fire Department promotional/retirement ceremony
- Staff visiting Daytona State College to promote the Open House

Community Outreach

- Youth Director Council (YDC)
The Annual YDC Blanket and Coat drive continues through February 8th. YDC members will deliver collected items to Family Renew and Hope Place on Saturday, February 9th. YDC members will be attending a Regional Training with the State for Florida Association of Police Athletic Leagues on Saturday Feb.23 in Cocoa Beach, Florida.
- OBPAL Basketball
The first tournament of the season will be The State of Florida Association of Police Athletic Leagues Annual Tournament in Jacksonville, Florida March 22 – 24, 2019. Applications are currently being finalized. A parent meeting will be held Wednesday, Feb 7th to review program details and complete applications for the 2019 basketball program.
- OBPAL Educational Programs
 - Tutors R Us begins Monday, February 4 at the South Ormond Neighborhood Center. Tutors R Us provides one-on-one and small group tutoring for school aged children in elementary and middle school. Currently 22 students are registered for this afterschool program.
 - R.E.A.D., Reading, Exploration, Adventure and Discovery program will begin Tuesday, February 5 at Ormond Beach Elementary School. Classes are offered Tuesday and Thursday afterschool for children in grades 3, 4 and 5. The 12 week program concludes with an exhibition of books created by students in the program.
- OBPAL Third Annual Donut Dash 5K
The Third Annual OBPAL Donut Dash 5K is scheduled for the morning of Saturday, April 27, 2019. The event will begin and end at the back of The Trails Shopping Center. Registration will begin at 7:00 am with a race start at 8:00 am. For more information and sponsorship opportunities please call (386) 676-3505. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal calls responded to: 36
- Animal Reports: 6
- New message in the water bill added regarding animal licenses

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 8
- Inactive: 8
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Car break: 1
- Grand Theft: 4
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 3
- Loitering: 1

Records

- Walk - Ins / Window: 80
- Phone Calls: 101
- Arrest / NTA'S: 27
- Reports Generated: 137
- Reports Entered: 198
- Citations Issued: 56
- Citations Entered: 56
- Warnings Entered: 0
- Trespass Warnings: 19
- CORF Entered: 33
- Mail / Faxes / Request: 15

Patrol

- Total Calls: 1,244
- Total Traffic Stops: 132

Operations

- Crime Opportunity Report Forms: 33

01/30/2019

- Burglary Business, 1275 West Granada Boulevard (Core Physical Therapy). Window was broken out to gain entry. Cash was stolen.
- Narcotics Arrest, 151 Domicilio Avenue (Ormond Beach Middle School). Student was arrested for possession of narcotics.
- Warrant Arrest, 1657 North United States Highway One (Loves Truck Stop). A subject with a warrant was contacted.
- Miscellaneous Arrest, 8000 Saint Georges Road # 206B. Subject that was previously arrested violated a Pre-Trial Release and returned to the apartment against the court order.
- Warrant Arrest, 910 South Atlantic Avenue (Planet Fitness). Subject with a warrant was contacted.

01/31/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items then attempted to leave the store.
- Warrant Arrest, 1614 North United States Highway One (Econo Lodge). Subject with a warrant was contacted.

- Warrant Arrest, 732 South Orchard Street. Subject with a warrant was contacted.
- Battery/Domestic Violence Arrest, 440 River Square Lane. Subject battered a family member with a baseball bat.
- Traffic Arrest, 90 Oxbow Trail. Subject was stopped for a traffic violation and was arrested for Driving Under the Influence.

02/01/2019

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject walked out of the store with a 32" television.
- Warrant Arrest, 700 Block South Nova Road. Subject with a warrant was contacted.
- Trespass Arrest, 300 Block West Granada Boulevard. Subject was arrested for trespassing after warning.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items and attempted to leave the store.
- Carbreak, 1425 West Granada Boulevard (Amscot). Unknown subject made entry by breaking a window. A purse was stolen.
- Narcotics Arrest, 200 Block South Center Street. A traffic stop found marijuana and hash oil.
- Narcotics Arrest, 700 Block South Nova Road. A traffic stop found marijuana and paraphernalia.

02/02/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store. When officers arrived, the subject fled on foot but was apprehended.
- Trespass Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject returned to the property after warning.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items and attempted to leave. A firearm was also on the subject with altered serial numbers.
- Crash, 600 Block South Yonge Street. Subject lost control of a vehicle and crashed into a City of Ormond Beach sign.
- Narcotics Arrest, 120 Williamson Boulevard (Steak N' Shake). Subject was contacted with heroin and paraphernalia.
- Narcotics Arrest, Cypress Circle at Rockefeller Drive. A traffic stop found heroin and marijuana.
- Narcotics Arrest, North Nova Road at Sterthaus Drive. A traffic stop found marijuana.

02/03/2019

- No entries for the report

02/04/2019

- Burglary Business, 354 West Granada Boulevard (Public Storage). Sometime over the last month a storage unit was entered. Miscellaneous items were stolen.
- Traffic Arrest, West Granada Boulevard at Yonge Street. A minor crash occurred and the at-fault driver was arrested for Driving Under the Influence.

02/05/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Battery/Domestic Violence Arrest, 1 Mystic Lake Way. Subject battered a family member.
- Miscellaneous Arrest, 300 Block West Granada Boulevard. Subject was arrested for having an open container.
- Burglary Business, 241 North United States Highway One (Pirana Grill). Subject entered the open porch area and stole lights.
- Burglary Business, 1635 North United States Highway One (Clarion Hotel). Subject entered a room and stole money.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 20
 - Number of Uniform Traffic Citations Issued: 24
 - Number of Written Warnings Issued: 14
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 10
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 23 Cases initiated
- Zone 2: 10 Cases initiated
- Zone 3: 3 Case initiated
- Zone 4: 5 Cases initiated
- 24 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with five (5) walk-ins and sixty-four (64) telephonic inquiries.

Public Works

Airport Operation and Development

- Construction activity on the project to improve the public use heliport continued this week. Construction crews have completed installation of concrete for the new sidewalk, passenger staging area, and automobile parking lot for the heliport. Crews have also completed installation of new asphalt for the extension of Hangar Way to the helipad, and the helipad connection to Taxiway Alpha.
- Construction activity on the project to rehabilitate the pavement and electrical systems of Runway 8/26 continued this week. The contractor has completed installation of new lighting components adjacent to the runway and the application of new runway striping. Grooving of the runway has also been completed. Runway 8/26 is closed for the duration of the construction phase of this project. Runway 17/35 was briefly closed so that grooving of the runway intersection could be accomplished, but is otherwise open for normal operations.
- Construction activity on the project to rehabilitate the parking lot for the air traffic control tower continued this week. Crews were required to complete additional work to prepare the existing surface prior to installation of new asphalt, which has been re-scheduled to accommodate the additional surface preparation work.
- Staff has acquired a proposal to make repairs to the automobile access gate at the air traffic control tower. This work will be scheduled in coordination with the ongoing work to rehabilitate the control tower parking lot.
- The annual FDOT airport licensing inspection for the airport was completed this week. The inspection was conducted on foot in coordination with staff and the control tower. The inspector will prepare and provide a final report of the inspection which will be provided to the City with the renewed airport operating license.
- Routine inspection and service on the emergency backup generator for the air traffic control tower was completed this week.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining –The remaining work on Ormond Parkway is scheduled for the end of February.
 - Ormond Crossings Utility Extensions – Hydrant testing was performed and two of the four fire hydrants exceeded the minimum fire flow demand. The water main loop project that is

starting construction will further increase flows such that all fire hydrants at Security First should meet minimum flows once that construction is complete mid-May.

- Forest Hills Connector Trail – The full length of 10 foot wide path has been constructed along Misner’s Branch. Installation of light poles has commenced.
- 2018 Road Rehabilitation-Resurfacing – Paving is complete. Permanent striping and stop bars will be placed in the next few weeks.
- Laurel Creek Stream Gauges – City crews are completing the configuration of units, Engineering has scheduled to survey lake levels for calibration.
- MacDonald House – Work on the Southwest tower wall is complete. Staff is working with A.M. Weigel on reviewing project costs to scale this work up for the entire building.
- Fishing Pier Repair – All of the new piles have been installed. Framing is 50% complete, decking is 45% complete.
- US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contracts have been prepared and a preconstruction meeting was held. The Notice to Proceed was issued for January 14th. Survey work has started. The directional drill contractor is mobilizing on-site.
- Coquina Court Drainage – A Pre-construction meeting was held, work is anticipated to begin after Race Week.
- Storm and Sewer Lining – Phase 2 – Year 2 work was approved, a Notice to Proceed will be issued once the Year 1 work is complete.

- Bidding:
 - Cassen Park Public Dock and Breakwater – The project bids were opened. Eight bids were received. The apparent low bidder was Brance Diversified, Jacksonville, FL. Staff will be reviewing the bids and qualifications prior to recommending award.
 - WWTP Sludge Dewatering Improvements – The bid award is scheduled for the March 15 CC meeting.
 - Water Plant Upgrades – Bids were opened this week and the engineer will review for recommendation to award.
 - A1A Force Main Repair – A pre-bid meeting was held on January 23, and bid opening is scheduled for February 12.
 - Breakaway Trails Storage and Pumping Improvements – The project was advertised for bids on January 13; a pre-bid meeting and site visit for prospective bidders was held on January 31; bids are scheduled to be opened on February 14.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – The disposition item was approved at the February 5 City Commission meeting, the project will be advertised for bidding on February 10.
 - HVAC Replacements – City Hall, SONC, The Casements – The disposition item was approved at the February 5 City Commission meeting, the project will be advertised for bidding on February 10.

- Design Projects:
 - North US1 Water Main and Force Main Improvements – This project will be combined to be bid with the proposed FM improvements along US1. As such, this project is on hold until the FM project is designed and the combined bid package can be prepared.
 - WTP Sludge Residuals Facility Improvements – The Consultant is designing the modifications to the plans and expects to be complete and ready to bid the project by February/March.
 - Fleming Ave Stormdrain Improvements – The consultant has submitted 60% design plans. Staff will review them.
 - Wilmette Avenue Pumping – Design documents have been finalized and submitted to FEMA for review. A SJRWMD permit has been issued.
 - Cassen Park Improvements (Paving and Restroom Replacement) – SJRWMD permit has been issued. SPRC comments are being addressed.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – A preconstruction meeting was held January 16. Construction is set to begin January 21. Received pole height approval from FAA.

- OBSC Improvements – Championship Field 7 – An ECHO grant application was submitted to Volusia County. If awarded, the grant will provide funding in June 2019.
- Secondary Raw Water Main – The Consultant is working on plan revisions.
- Granada Median Landscape Improvements (Orchard Street to I-95) – FDOT has signed off on the plans. Project will be advertised for bids early 2019.
- Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – Staff continues to work with FDOT to proceed with design.
- Fleming Avenue Stormwater Pump Station – Staff is working with the selected Consultant on the scope of work and negotiating the design fee.
- Nova Community Park Underground Electric Utilities – Met with Consultant to review 50% plans. Final plans will be complete early February.
- The Casements North Side Improvements – The Consultant has received Work Authorization to begin design.
- Stormwater Master Plan Update - 2019 – A pre proposal meeting was held on January 22, and RFQ proposal opening is scheduled for February 12.
- 2019 Communication Infrastructure – Engineering staff has prepared 60% drawings for the extension of fiber optic facilities from Division Avenue to Fire Station 92.
- Nova Landfill Lining Repair – The Consultant is preparing a proposal for the lining repair.
- Departmental Activities
 - Continuing to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for 16-30 Blockhouse Court and Silver Fox Trail, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 75 North Halifax directional bore, per AT&T request.
 - Staked out right-of-way line at 357 North Ridgewood related to a code enforcement case.
 - Completed property line stakeout at 245 Oleander Place, per Neighborhood Improvement Division request.
 - Completed water elevation survey at Central Park Phase 1, Wilmette Avenue flap gates, and Laurel Creek Pump Station, to establish baseline elevations for newly installed water level sensors.
 - Researched existing Police Station acreage to compare to potential sites for the new Police Station & EOC.
 - Created FDOT permit plan set for the Sewer Lateral Repair 337 West Granada Blvd. project for the Utilities Division.
 - Created and provided existing utilities map for the vicinity of 740 Santé Fe Avenue, per Consultant's request.
 - Completed Tree-in-the-Right-of-Way permit for 251 Hidden Hills Drive, per Streets Division request.
 - Researched the City's Code of Ordinances and Land Development Code for statutes or codes relating to working construction hours or noise restrictions, relating to complaints for the on-going pond digging at 2499 Durance Lane.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pulled forms, cones, & backfilled – 400 block S Center St, & Spanish Waters Dr.
- Put lime rock on recycle in holes – Cassen Park
- Finished concrete prep & pour – Wilmette Ave.
- Poured concrete park bench – Riviera Park
- Concrete prep & pour – Riviera Park
- Asphalt patch – Raymond Cir
- Asphalt patch – Ormond Shores Dr
- Concrete patch – Chippingwood Ln

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 – N Washington St, 100 Block N Yonge St, Hammock Ln, Harbor Lights Dr.
- Removed dead tree on fence – Leeway Trl
- Remove dead pine tree – 100 block Pointview Ln

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Debris pick up – Thompson Creek, & US 1 to I-95

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
- Straightened & replaced signs – citywide
- Installing various H. I. P. street name signs – citywide

Stormwater Maintenance

- Locates & hot spots – citywide
- Move line for water plant – Leeway Trl
- Pipe repair – Mayfield Cir
- Reach-out – Nova Landfill, Airport Rd
- Pumps & Gates – citywide
- Ditch maintenance – US 1
- Pipe repairs – Cypress Cir

Vactor

- Vac-con – Mayfield Cir, Melrose, & Cypress Cir

Street Sweeping/Streetsweeper (5 days)

- 149 miles of road cleaned
- 44 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 20,253
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 11
 - Non-Emergency Vehicles and Equipment: 30
- Road Calls for the week: 4
- Quick Fleet Facts:

- Fuel on hand: 14,671 gallons unleaded, 4,349 gallons diesel
- Fuel used in one week: 2,018 gallons of unleaded and 665 gallons of diesel.
- Fleet completed 69 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Attended pre-bid meeting on 1/31/19 and visited the site with contractors to assist with any questions that arose. An addendum is being prepared to answer questions. The bid opening is scheduled for February 14.
 - Breakaway Trails Yard Electrical and Pump Upgrades -- FPL easement sketch and legal description is under review for presentation at the February 19 City Commission meeting.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Requested a status update from the consultant on progress with the plans and specifications.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – A preconstruction meeting was held on February 1. A City Commission memo was prepared recommending that Tomoka Meadows Lift Station be added to the construction phase of the contract.
 - SCADA Integration Services RFP – Preconstruction meeting was held on February 5. A preliminary schedule was received from the contractor.
 - Security First Offsite Water Main Improvements – Easement plans were reviewed. Revisions to the temporary lift station access easement were requested. Plans were posted on Project Dox for review.
 - Shadow Crossings Reuse Pump Facility Upgrades – A design kick off meeting is being scheduled.
 - Tank Inspection and Cleaning Services – Reports are being sent to Volusia County Health Department to demonstrate compliance with requirements for a five year inspection.
 - WTP Elevated Water Tank Rehabilitation – Preconstruction video was recorded. Approved shop drawings were received for coatings, safety plan and containment. Antennas were relocated from the balcony rail to the side of the elevated tank.
 - Water Tank Inspection and Cleaning Services – Reports were received and final invoice processed.
 - WTP LPRO Membrane Replacement – An award recommendation memo to Aerex is being reviewed for the February 19 City Commission meeting.
 - WWTP Influent Pumps VFD Replacement – VFDs are being fabricated.
 - WWTP Operating Permit Renewal – Draft application is being reviewed.
 - 9 Ocean Breeze Circle – Use Permit Application is being reviewed by Volusia County.
 - 38 Seacrest – Use Permit Application is being reviewed by Volusia County.
 - 337 W Granada – FDOT permit plans are being prepared for excavating and repairing defective sanitary sewer laterals.
- SPRC Projects (Utilities Review)
 - Breakaway Trails Ground Storage Tank & Pump Station Improvements, 35 Breakaway Trails – Plans were reviewed and determined to be acceptable.
 - For Our Parents, Assisted Living Facility, 495 Sterthaus Drive – Plans were reviewed. Utilities Division had no comments.
 - Granada Plaza, 125 E. Granada Blvd. – Plans were reviewed and determined to be acceptable. WWTP collection system permit was executed by City staff.
 - Granada Pointe, 600 W Granada – Field inspected as-built drawings. Easements for sanitary sewer and water are being prepared.
 - Huntington Green (Flagler County) – Reviewed plans and provided comments.
 - Publix Remodel, 220 North Nova Road – Received plans for review.
 - Security First Temporary Access Easement – Temporary access easement was reviewed. Revisions are required.
 - Stor-It, 900 Portland Street – Submitted files to Planning Department in response to a public records request.
 - Granada Pointe, 600 W Granada – As-built drawings were determined to be acceptable.

Water Treatment

- Delivered 40.62 million gallons for the week ending February 1, 2019 (5.80 MGD).
- Backwashed 9 filters for a total of 473,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 31, 2018 @ 6.169 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled 64.8 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 38.16 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.45 MGD.
- Produced 27.16 Million Gallons of Reuse.
- Produced 11.00 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2018 – December 31, 2018) (MGD): Influent 4.85 MGD (Permit 8 MGD); Surface Water Discharge 1.79 MGD (Permit 6 MGD); Reuse 3.47 MGD (Permit 10 MGD)
- Hauled 117.96 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 9 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to and/or repaired 16 water service leaks.
- Replaced 4 residential water meters per Finance work orders.
- Performed pressure testing on 5 city owned backflow preventers. Installed 4" bollards around a BFP at the VFW due to multiple MVA hitting the city owned irrigation BFP.
- Replaced 7 broken meter boxes.
- Replaced 5 water service due to low pressure or leak concerns.
- Performed maintenance activities on 5 fire hydrants on the beachside.
- Performed accuracy testing on a 2-3", 1-4" and an 8" commercial water meters. Scheduled 5 meters for testing.
- Repaired landscaping (sod) in 6 locations due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 107 regular and 2 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 2 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area. Responded to 2 reuse trouble calls.
- Follow up on PEP alarm at 23 Black Pine Way. Rewired PEP pump
- Follow up lateral cleaning at 279 N Yonge St., 141 Melrose Ave., 150 Lindenwood Cir., 942 Parkwood Dr.
- De-rooted PEP tank at 65 Grey Dapple. Put down root control to inhibit future root growth.
- Repaired broken C/O causing leak at 584 Riverside. Private lift station pumping into gravity main.
- Repaired broken sanitary lateral at 216 Mayfield Cir. Assisted Stormwater with repair.
- Sodded recent repairs at 4 Foxcroft Run and 65 Grey Dapple Way.
- Assisting Professional Piping in set up of pigging job on A1A force main.
- TV'ed sanitary lateral at 958 Parkwood Dr. City side is good. There are issues with customer's cast iron line.
- Replaced broken water meter lid at 55 Vining Ct.
- Located and marked reuse valve for 41 Winding Creek Way. Break on customer's side.
- Follow up from overnight PEP alarm at 22 Creek Bluff Way. Locates called.
- Adjusted flow rate into Tomoka Oaks and Oceanside golf course reuse ponds to 500 +/- gpm.
- Cleaned and televised sanitary main at S. Halifax Dr. and River Beach Dr.

- Replaced broken manhole cover at John Anderson Dr. and Amsden Rd.
- Flushed various reuse fire hydrants in Breakaway Trails and Hunters Ridge.
- Staging for PEP tank replacement at 9 Bent Stream Way.
- Located and marked reuse box at 30 Circle Creek Way. Spoke with homeowner.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 27 psi, Ocean Mist Hotel 28 psi, Ormond Mall 19 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 20 psi, Westland Run 22 psi & Shadow Crossing Blvd. (4 inch) 15 psi.

Wastewater Plant – Lift Stations

- Scum Well #1, High Level, pumped down, found stop float caught in bottom of wet well, adjusted all floats as needed, inspected electrical control cabinet, corrected loose wire, ok.
- Recycle Building, begun wiring connection and install of Valve actuator, in progress.
- 5M, found Pump #3 not moving water and rattling, attempt to reverse pump to clear blockage at volute, no success, pulled pump and manually cleared volute, ok.
- Huntington Woods, found both pumps locked up, wet well full of rags, pulled both pumps to clear blockages at volutes & impellers, and met VacCon crew on site to clean wet well.
- 1P, station not showing proper run hours and starts and alternation at daily SCADA readings, inspected and monitored station activity to confirm whether issue is mechanical or SCADA. Replaced RTU with control wave micro, wired local alarm light to high level, made changes to SCADA server to show runtimes, Winn911 database will not allow changes to system. High level alarms in alarm banner but will not call out.
- SCADA server rebooted several times after needed changes for LS1P, issues with text modem initializing.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Chelsea Place #1, Chelsea Place #2, Towne Square, Aberdeen #4, phase loss, FPL power down at all stations, power restored without further incident, ok; 7P, high level, found Pump #2 not moving water, pulled pump to clear blockage at volute, watched station pumped down and cycle through alternation, ok; Ormond Mall, phase loss, found power restored upon arrival, no known spills or overflows to report, no further follow up needed, ok.
- SCADA monitor/response: Chelsea Place #2, no starts #2, reset motor starter, ok; Deer Creek, high starts, cleaned probe, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Influent Room pump transfer; Influent Bypass pump; Final Tanks Bypass pump.
- Monthly Plant PM's: Sand Filters, #1, #2, #3;
- Quarterly Plant PM's: Reaeration Blower #1.
- Lift Station PM's: 26 monthly performed and 8 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Replaced batteries and RTU check @ the following: State Park, Granada, Riverview, Nova Booster stations, Division Wells 5, 12, 15, and 17.
- Water Tower, gathering part list for new antenna & ancillary equipment to be installed with refurbishment.
- Sand filter 2, 3, and 4, Chromalox controllers for filter & backwash failed, ordered new controllers will install when received.
- Lime Softening Scrubbers, assisted Collections crew with leak detection under scrubber slab, in progress.
- Lime Thickener wet well, installed a sump pump to pump into North Lime Pit.
- Operational Check: Division Wells; Standish, State Park, Granada, Riverview Booster Stations; Shadow Crossing Reuse; Hudson Wells.
- Well PM's: Rima Wells.

SCADA

- Finished Opti lake level monitor install @ Hammock (exception sensor not wired) and Melrose.
- Bennett Lane storm water station not working. Reset PLC & Opti controller, cycled both pumps in manual & auto. Changed high speed from 45 Hz to 55 Hz.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- WWTF Permit Renewal – Staff is reviewing the first draft of the WWTF operating permit renewal. City staff produced the draft with information from staff concerning current plant conditions.
- SJRWMD Breakaway Trails Irrigation Report – Staff began organizing the data and information to produce the Breakaway Trails Irrigation report. The report highlights the reuse water utilized by the subdivision in lieu of groundwater. The report is required as part of the Consumptive Use Permit by the SJRWMD.
- Cross Connection Control Program – Staff requested City meter reader to assist in locating backflow devices associated with particular meters. BF device testers were having trouble identifying the correct device for their customer.
- Annual Industrial Pretreatment Report – Staff submitted the annual IPP report to the FDEP. The annual data was uploaded through the FDEP EzDMR website. The report is required by the FDEP to provide an updated status of the program.
- Wetlands Monitoring Report – Staff is procuring a quote from one of the City's contracted environmental consultants to perform the field analysis necessary to complete the Wetlands Monitoring Report. The report is a requirement of the SJRWMD in the WTP's CUP. The report interprets the impact of the 7 production wells in the Rima Ridge wellfield on the wetlands.
- Industrial Pretreatment Program – Staff issued a Notice of Violation (NOV) to one permitted industry who had two violations from the last monitoring period. The NOV outlines their required response to rectify the violations. The contract laboratory reanalyzed the sample and the original result was confirmed. The industry performed another 24 hour composite and the preliminary results showed the facility is back into compliance.

Staff is interviewing industries in the City's Airport Business Park to investigate a complaint concerning nauseous odor suspected of originating from the sewer collection system.

Additionally, another IPP permitted violated the limits of their City issued permit. The analytical results showed two pollutants were above the permit limits. The permittee is resampling for the same constituents as well as investigating probable causes. The industry self-reported the original findings.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Assistant City Manager
- Staff attended and provided support for February 5, 2019, Medical Marijuana Dispensaries/Food Truck Workshop and City Commission Meeting
- Staff attended and provided support for February 7, 2019, Quality of Life Board Meeting
- Agenda packet preparation, creation, and distribution for February 15, 2019, Pension Boards Meeting