

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 10, 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 commission members
- Rotary meeting
- Mondays with the Mayor
- Phone calls to citizens regarding various topics
- City Commission Workshop - 56 N. Beach Street Use Analysis
- City Commission meeting
- Tiger Bay annual meeting
- Eggs & Issues meeting, topic 2020 Legislative Priorities
- Community meeting with citizens regarding various concerns on Kenilworth Ave.

PIO – Public Information

- Press Releases/Media
 - Mondays with the Mayor
 - PAC Performance Cancellation
 - General press inquiries and interview coordination
 - Website updates
- Social Media
 - Facebook page likes reached more than 5,000, bringing the City's total combined social audience to almost 11,000
 - Standing O Awards for Denise Roeper and Victoria Lancaster
 - #LivingTheOBLife A focus on photos of residents enjoying Ormond Beach
 - #OBproud Taylor Olsen Human Trafficking Event
 - #OBaware Recycling Glass Materials
 - #AlertTodayAliveTomorrow Pedestrian and Bicyclist Safety Campaign for 2020
- Attended
 - City Manager's Staff Meeting
 - 56 N Beach St City Commission Workshop
 - City Commission Meeting
 - Grand Opening/Ribbon Cutting for Ormond Garage
 - Mondays with the Mayor (Ormond Garage)
 - Ormond Beach Elementary Mentors Program Planning

- Developing
 - Strategic Plan Progress Report Update Design
 - One Less Campaign Outreach Calendar

Community Development

Planning

- The monthly development report is available at: <https://fl-ormondbeach2.civicplus.com/247/Development-Projects> .
- The Brownfield Advisory Board shall have a meeting on Tuesday, January 14, 2020. A summary of the Brownfield grant program that ended in 2019 will be provided.
- The Planning Board met and acted on Planned Business Development for a three (3) story climate controlled storage building of approximately 94,921 square feet with approximately 780 storage units of varying sizes and associated site improvements. The project is scheduled for the January 21, 2020 (1st reading) and February 4, 2020 City Commission meetings.
- Karin Gehris, President, Jackson Hole Saloon and Grille, d/b/a Boot Hill Saloon Outpost, shall conduct a neighborhood meeting/sound test regarding a request to allow live outdoor entertainment. The meeting shall be held at **Boot Hill, 1089 N. US Highway 1, on Thursday, January 23, 2020 at 5 p.m.** The Boot Hill Saloon Outpost seeks to allow live outdoor music every Saturday and Sunday afternoon from 2pm to 5 pm year around and from 2 p.m. to 10 p.m. during the recognized special event periods of Bike Week, Biketoberfest, Turkey Rod Run, Speed Weeks, July 4th and Jeep Beach celebrations. Outdoor music is defined as an outdoor activity and requires a Special Exception with review by the Planning Board and a final action by the City Commission. The neighborhood meeting/sound test is a requirement of the Ormond Beach Land Development Code. It expected that the Planning Board meeting for this item would be February 13, 2020.
- A variance application for the property at 47 Shadowcreek Way has been received. The property owner seeks to replace the existing three (3) access points from concrete to pavers. The property owner is seeking a variance of one additional point of access to Shadowcreek Way based upon the lot frontage to maintain the existing thee (3) points of access where the Land Development Code standard only allows two (2) access points. The Board of Adjustment and Appeals hearing date is February 5, 2020.
- Planning related items scheduled for the January 21, 2020 City Commission include:
 1. 263 South Nova Road, Climate Controlled Storage, Planned Business Development rezoning and Development Order (1st reading).
 2. Presentation from East Central Florida Regional Planning Council regarding the Resiliency Action Plan and Resilience Collaborative.
 3. Comprehensive Plan amendments (2nd reading) related to the First Amended Interlocal Service Boundary Agreement area, including land use and text amendments.
 4. Comprehensive Plan amendments (1st reading) to clarify the city's annexation policies related to utility connections outside of the city's municipal boundaries and regarding city owned parcels at the intersection of Airport Road and West Granada Boulevard.
- The following applications have been submitted for the Planning Board meeting on February 13, 2020:
 1. 501 South Nova Road, All-Aboard Storage: Request for a Planned Business Development to allow RV and Boat storage at an existing storage facility.
 2. 509 South Nova Road, All-Aboard Storage: Request for a Planned Business Development to allow RV and Boat storage at an existing storage facility.
 3. 321 Hand Avenue, All-Aboard Storage: Request for a Planned Business Development to allow RV and Boat storage at an existing storage facility.
 4. Pellicer Acres: Request to for a preliminary plat approval to subdivide 25 acres of vacant land into five lots each of five acres within the REA (Rural Estate & Agriculture) zoning district.

5. 1089 North U.S. Highway 1, Boot Hill: Request to allow iterant vending during recognized special events and to allow live outdoor music every Saturday and Sunday afternoon from 2pm to 5 pm year around and from 2 p.m. to 10 p.m. during the recognized special event periods of Bike Week, Biketoberfest, Turkey Rod Run, Speed Weeks, July 4th and Jeep Beach celebrations under certain conditions.
6. 1170 North U.S. Highway 1: Request to allow iterant vending during recognized special events during the recognized special event periods of Bike Week, Biketoberfest, Turkey Rod Run, Speed Weeks, July 4th and Jeep Beach celebrations under certain conditions.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 220 inspections preformed within the city (17 by private providers).
- 84 permits issued (14 garage sale permits) within the city, with a valuation of \$2,906,876.

Development Services

- The following meetings with the Site Plan Review Committee (SPRC) occurred:
 1. 220 North Nova Road, Publix and former CVS demolition. Staff met with the project contractors and discussed the process of building demolition, access, and parking for the proposed Publix demolition at the Trails Shopping Center. The contractor is working to provide a project schedule to city staff.
 2. Granada Pointe, landscape median irrigation. A discussion and review of the irrigation of two landscape islands within the West Granada Boulevard roadway.
 3. 300 Clyde Morris Boulevard, Florida Urology building expansion. A pre-application meeting regarding a proposed 18,000 square foot medical building. The building was previously approved in 2003 as part of a master plan but has not been constructed.
 4. 160 North Nova Road, SunTrust site improvements. A pre-construction meeting for improvements at the SunTrust bank including access and ATM improvements. It is expected that site construction should occur this month.
 5. 1170 North U.S. Highway 1. A pre-application meeting to review a Special Exception application to allow iterant vendors as part of recognized Special Events.
- The following site plans are under review:
 1. 519 Leeway Trail, Durrance Acres, preliminary plat. 1st review. Subdivision of 25 acres into five lots each five acres in size.
- Pineland subdivision, Phase 1 has received their Certificate of Completion for subdivision improvements. Phase 1 has a total of 44 lots.
- 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	20%
Breakaway Trails Ground Storage tank	80%
Coolidge Avenue Office/Warehouse	20%
Dunkin Donuts, 1190 Ocean Shore	0%
Extended Stay America	10%

FUGU	10%
Granada Plaza sewer improvements	90%
Home2	45%
Independence Recycling of Volusia	95%
Lynnhurst sewer improvements	15%
Modern Wash	20%
Oceanside Golf and Country Club (seating)	50%
Ormond RC, Building 1C	65%
Salty Church	25%
Security First	99%
S.R. Perrott expansion	10%
Stor-It	5%
The Pumphouse	10%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	90%
Huntington Green	70%
Huntington Villas	70%
Pineland residential subdivision, Phases 2&3	90%
Deerfield Trace	80%

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
 - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
- 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 to assist with expansion opportunities.

Airport Operation and Development

- The first quarterly meeting of the Aviation Advisory Board is scheduled to take place on Monday, January 13th at 7:00 p.m.
- Staff is assisting the Air Traffic Manager by distributing the annual user satisfaction survey for the air traffic control tower to airport tenants and users.
- Staff responded to a minor systems failure at the airport's electrical vault. A small water leak resulted in a temporary loss of power to one of the airfield lighting circuits.
- The application submitted by RYHH, LLC to provide Category 2 Fixed Base Operator services at the airport was approved at the January 7 commission meeting.
- Staff worked with Hoyle, Tanner and Associates to respond to a request for information from the Federal Aviation Administration regarding the project to design the rehabilitation of Taxiway Delta. This design project is planned for commencement in the final quarter of this year.
- Staff has completed the process to register for use of the Federal Aviation Administration's new system for publishing a Notice to Airmen (NOTAM). The new system, named NOTAM Manager, is designed to make NOTAM submissions quicker; provide content that is easier to read, filter, and search; and allow receipt on multiple data device types.
- Staff responded to a request for information from the Federal Aviation Administration's Airport Certification Safety Inspection office concerning an event last year, wherein a Volusia County Mosquito Control vehicle was operating on the airport without authorization.

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

Finance

- On-going Projects
 - The City continues to work with the State to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City 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 seventeen (17) hurricane Irma Project Worksheets totaling \$1.6 million.
 - The City went live with Munis Phase 3, Utility Billing system.
- Completed Projects - Weekly
 - Processed 149 Journal Entry Batches.
 - Approved 30 Purchase Requisitions totaling \$138,228.55.
 - Issued 32 Purchase Orders totaling \$208,620.17.
 - Prepared 48 Accounts Payable checks totaling \$185,142.05 and 17 Accounts Payable EFT payments totaling \$51,156.66.
 - Issued 937 past due notices on utility accounts.
 - Auto-called 604 utility customers regarding receipt of a past due notice.
 - Processed 551 payments through Interactive Voice Response System totaling \$50,233.40.
 - Grant money 2019-20 fiscal year-to-date total received, \$1.7 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Finalized and submitted the Daytona Beach Racing and Recreation District grant request for a gymnasium at South Ormond Neighborhood Center.
 - Completed monthly CDBG status reports/reimbursements.
 - Grant reimbursement requests to date FY 19-20: \$615,406.90
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Completed Neighborhood Improvement Advisory Board (NIAB) packet for the January 16, 2020, meeting.

Risk Management Projects

- Process subrogation claims
- Final edit on Safety Manual
- Instructions for drug free workplace

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 7
 - Hazardous: 3
 - EMS: 72
 - Motor Vehicle Accidents: 8
 - Public Assists: 39
 - TOTAL CALLS: 130
 - Aid provided to other agencies: 9 Calls – Daytona Beach (5), Volusia County (4)
 - Total staff hours provided to other agencies: 8
 - # of overlapping calls: 29
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 51
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 99
- Training Hours
 - NFPA 1001: Firefighting 22
 - NFPA 1002: Driver 9
 - NFPA 1021: Officer 3
 - NFPA 1500: Safety/Equipment 36
 - NFPA 1620: Preplanning 12
 - EMT/Paramedic 30
 - TOTAL TRAINING HOURS: 112
 - Station Activities
 - Updated 5 pre-fire plans
 - Conducted 2 fire inspections
 - Provided training for 2 newly hired firefighters. Training consisted of technical rescue, ground and aerial procedures, safety and survival, water supply, attack lines, ventilation, equipment and city geography.

- Significant Incidents
 - 1/4/20, 7:42 PM: 822 N. Beach St. – Motor Vehicle Accident – Upon arrival found one vehicle rolled over on its side – one patient transported as a trauma alert.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Recreation Leader (Environmental Discovery Center/Leisure Services)
 - Part Time Recreation Leader (S. Ormond Neighborhood Center/Leisure Services)
 - Permit Tech (Planning)
 - Police Officer (Police)
 - Senior Staff Accountant (Finance)
 - Applications Under Review
 - Civil Engineer (Engineering)
 - Office Assistant III (Nova/Leisure Services)
 - Interviews Scheduled
 - Account Clerk II (Finance)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Events Leader (Events/Leisure Services)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Separations
 - Evidence/Crime Scene Supervisor (Police)
 - Part Time Maintenance Worker I (Performing Arts Center/Leisure Services)
 - Police Sergeant (Police)
 - Employee Events
 - Preparing Wellness Incentive Program for 2020

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.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (CentralSquare Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 13
 - Completed: 51
 - In progress: 62

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 28,772
 - Inbound E-Mails Blocked: 15,811
 - Delivered Inbound E-Mails: 12,961
 - Quarantined Messages: 787
 - Percentage Good Email: 45%
 - ATP/Virus E-Mails Blocked: 0
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 28
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,741
 - Meters GPS Located this week: 0 : Total in system = 23,738; 22,927 potable, 800 Irrigation, 11 Effluent

Leisure Services

Administration

- City Manager's meeting
- Park visits
- Janitorial Services meeting
- City Commission 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
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Environmental Discovery Center

- Tours were given as needed on Tuesday through Saturday.
- Plant Clinic, Volusia County Master Gardeners, Tuesday, 10 am to 12 pm
- Gardening Florida Style, Volusia County Master Gardeners, Wednesday, 10 am to 12 pm
- Little Learners-River Otters, Friday, 10 am to 11 am
- Florida Black Bears, Janelle Musser, Saturday, 10 am to 11 am

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1:00 pm daily.
- SHS Boys' and Girls' Soccer games continue this week at Champion Field 7, 5:30 pm and 7:30 pm.
- Wendelstedt Umpire School, Monday through Saturday, Wendelstedt Fields/Kiwanis/Field House, 9 am to 5 pm

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged Osceola Softball Fields and South Ormond Fields
- Painted Soccer Fields 1-4
- Prepared Champ. Field 7 for SHS Soccer Games
- Paint corners on soccer parking lot and Flag Football fields
- Prepared Wendelstedt and Kiwanis fields for Wendelstedt Umpire School

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following classes as part of its regular operations:
 - Monday-Thursday: Show Club held regular classes. CMT held onstage rehearsals.
 - Friday: CMT held in-school performances.
- The Performing Arts Center is preparing to host the following events:
Ernie Haase and Signature Sound, Friday, 7 pm to 9:30 pm

South Ormond Neighborhood Center

- Open park and playground at sunrise to 11:00 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- PAL tutoring Monday through Thursday
- Youth basketball practice Monday, Wednesday and Friday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Attended weekly staff meeting
- Attended one on one meeting
- Ongoing: Events and activities for Mayor's Health & Fitness Challenge through March 28th
- Planning activities for the following upcoming events:
 - Arbor Day, January 17th
 - Reel in the Fun, February 15th
 - VLOC dinner, March 26th
 - Art in the Park, May 2nd and 3rd
 - Memorial Day Remembrance Service, May 25th

Gymnastics

- January session in progress
- January registration is open
- Open Gymnastics, Friday, 6:00 pm to 8:00 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.

- Lunch Bunch met on Wednesday from 10:00 am to 1:00 pm.
- Basketball League practice took place on Monday through Friday from 6:00 pm to 8:30 pm

The Casements

- Tours, Saturday, 9:30 am and 10:30 am
- Starry Starry Night, Friday, 5 pm to 8 pm

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Temporary fence installed at Riverbend Park
- Had millings dropped off at Riverbend Park for trail maintenance
- Assisted with decoration repairs and snow flake replacement
- Riverbend Park tree trimming
- Removed Christmas decorations at a number of citywide locations

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
- Repaired movie screen at Rockefeller Gardens
- Repaired Public Works gate that was not working
- Treated the fountain water at Performing Arts Center
- Unclogged outside restrooms at Nova Community Center
- Repaired ladies restroom at City Hall
- Replaced AED sign at Shuffleboard
- Changed out toilet at Central Park II
- Repaired Cassen Park men's room toilet
- Replaced toilet divider at Sanchez Park
- Repaired men's room toilet behind elevator at City Hall
- Repaired loose handrail at Performing Arts Center and Leisure Services entrance
- Installed Osprey nest at Environmental Discovery Center
- Installed new slop sink at Nova Community Center shop
- Replaced 6 snowflakes city wide

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff is out of town at a training conference
- Staff is hosting an awards committee meeting
- Staff is working on a traffic detail for the downtown area

Community Outreach

- Youth Leadership Council (YLC)
 - All members of the YLC met on Monday, December 30th to review upcoming calendar for community service projects.
- OBPAL Basketball
 - Practice was not held last week due to Volusia County School winter break. Tryouts are scheduled for mid-January.

- Educational Programs
 - The R.E.A.D. program at OBE is scheduled to begin the first week in February. Tutors R Us at the SONC is also scheduled to begin the first week in February.

Community Services & Animal Control

- Animal Calls responded to: 23
- Animal Reports: 5
- Trap Neuter Release: 1
- Animal Bites: 1
- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 5
- Inactive: 0
- Fraud: 3
- Burglary Business:
- Burglary Residential: 2
- Larceny Car break: 4
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 2
- Suspicious Incident: 2
- Vandalism: 2

Records

- Walk - Ins / Window: 95
- Phone Calls: 136
- Arrest / NTA'S: 19
- Reports Generated: 122
- Reports Entered: 82
- Citations Issued: 70
- Citations Entered: 0
- Warnings Entered: 92
- Trespass Warnings: 0
- CORF Entered: 30
- Mail / Faxes / Request: 39

Patrol

- Total Calls: 1,467
- Total Traffic Stops: 148

Operations

- Crime Opportunity Report Forms: 30

01/01/2020

- Trespass Arrest, 1657 North United States Highway One (Loves Truck Stop). Subject was arrested for returning to the property after warning.
- Burglary Residence, 2 Laurel Ridge Break. Subject entered the screened-in porch and stole food and beer.
- Warrant Arrest, 812 West Victoria Circle. Subject with a warrant was contacted at this location.

01/02/2020

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject pushed a cart full of items out the front door without paying.
- Carbreak, 436 South Nova Road. Unlocked car was entered and change was stolen.
- Narcotics Arrest, 21 North Nova Road (Mr. Wich Deli). Subject was in the bushes inhaling aerosol.
- Battery/Domestic Violence Arrest, 57 Benjamin Drive. Subject battered the victim during an argument.
- Carbreak, 22 Byron Ellinor Drive. Suspect grabbed the victim while sitting in the vehicle. Victim did not want to press charges.

01/03/2020

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items then attempted to walk out the store.
- Stolen Tag, 155 Interchange Boulevard (Hampton Inn). A tag was stolen off the back of a vehicle.
- Stolen Tag, 1521 West Granada Boulevard (Wal-Mart). A tag was stolen off the back of a vehicle.
- Carbreak, 1035 West Granada Boulevard (Christ Presbyterian Church). 20 gallons of gas was syphoned from a bus.
- Warrant Arrest, 208 Pine Cone Trail. Subject with a warrant was contacted at this location.
- Warrant Arrest, 600 Block South Nova Road. Subject with a warrant was contacted at this location.
- Narcotics Arrest, 333 West Granada Boulevard. Subject was arrested for possession of cocaine during a traffic stop.

01/04/2020

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to walk out with over \$200 in merchandise.
- Shoplifting Arrest, 1478 West Granada Boulevard (Bealls). When the above subject was arrested at Wal-Mart, items from Bealls were found as well.
- Stolen Tag, 59 Sounders Trail Circle. A tag was stolen off the back of the vehicle overnight.
- Larceny, 41 Division Avenue. Items were stolen from the front porch area overnight.
- Trespass Arrest, 847 West Lindenwood Circle. Subject was arrested for returning to the property after warning.
- Battery/Domestic Violence, 201 West Granada Boulevard. Subject battered the victim while driving in a car together. When the pulled over, the suspect ran off.

01/05/2020

- Battery/Domestic Violence Arrest, 1291 Fernway Drive. Subject battered the victim during an argument.
- Warrant Arrest, 610 South Yonge Street. Subject with a warrant was located at this location.

01/06/2020

- Warrant Arrest, 940 Old Mill Run. Subject with a warrant was contacted at this location.
- Burglary Residence, 33 Division Avenue. A pressure washer was stolen from the carport.

01/07/2020

- Burglary Residence, 450 Tomoka Avenue #215. Subject attempted to break into the door but could not make entry.

- Shoplifting, 1340 West Granada Boulevard (Lowe's). Subject stole a tool kit.
- Stolen Tag, 1259 West Granada Boulevard. A tag was stolen from a vehicle.
- Larceny, 450 Tomoka Avenue. A bicycle was stolen from this location.
- Stolen Tag, 101 Clyde Morris Boulevard (Ormond in the Pines). A tag was stolen from a vehicle.
- Carbreak, 183 Rosewood Avenue. A blower was stolen from an open utility trailer.
- Battery Arrest, 156 West Granada Boulevard (Luscious Nails). Subject was battered by a known person who was caught after they fled the scene.
- Traffic Arrest, 700 Block West Granada Boulevard. Subject was stopped for speeding and arrested for not having a valid driver's license.
- Larceny, 1635 North United States Highway One (Clarion Inn). The victim met a companion at the room and the companion is suspected of taking a laptop computer. Investigation is pending.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 28
 - Number of Uniform Traffic Citations Issued: 36
 - Number of Written Warnings Issued: 9
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 6
 - Number of Crashes with serious bodily injuries: 1
 - 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: 2 Cases initiated
- Zone 4: 0 Cases initiated
- 0 signs have either been removed or sign cases created.
- 1 tree removal permit request
- Administrative staff assisted with one (1) walk-in and twenty-nine (29) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor is nearly complete with the sewer lining operations on North Beach Street. The remaining storm pipe lining will resume late January.
 - Water Plant Upgrades – Shop drawing submittals are under review.
 - Breakaway Trails Storage and Pumping Improvements – The contractor continues to work on the yard piping and the pump building.
 - Cassen Park Public Dock and Breakwater –The dredging is in process and the floating docks have been installed. The contractor is beginning installation of the breakwater.
 - WWTP Sludge Dewatering Improvements – Bypass beginning this week, a progress meeting was held on January 9.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Construction is 95% complete for the entire project. The contractor is working on punch list items.
 - HVAC Replacements – City Hall, SONC, The Casements – Work at City Hall is scheduled for substantial completion January 28. Major HVAC equipment at SONC has been replaced, final connections are being made. The Casements construction will start February 10 so as not to disrupt scheduled events.

- Granada Median Landscape Improvements (Orchard Street to I-95) – Tree removals will start this month. Contractor is checking irrigation system throughout, making modifications as required to ensure proper coverage.
- Granada Blvd Medians – Irrigation Reuse Connection – Construction will begin in mid-January.
- WTP Sludge Residuals Facility Improvements – Shop drawings are being reviewed. Construction is expected to begin in March due to the long lead time (24 weeks) for the centrifuge.
- OBSC Improvements – Championship Field 7 – A pre-construction meeting is scheduled for January 15.
- Nova Community Park Underground Electric Utilities – Underground conduit is being installed. Work is ongoing.
- WTP Chemical Feed System Upgrades – Purchase order for the static mixer has been issued and shop drawings are approved. Static mixer is on order and is scheduled for delivery in February 2020.
- Memorial Gardens Lighting – A purchase order for light fixtures has been issued, they have a 10 week manufacturing lead time.
- Landscape Renovations & Downtown Landscape Renovations – Contracts are executed. Work scheduled to start early spring.
- Broadway/US1 Traffic Signal – Staff is awaiting approval from FDOT for the CEI services.
- 2019 Stormwater Rebuild – A pre-construction meeting was held on December 19, and work is anticipated to begin by the end of January.
- Bidding
 - The Casements North Side Improvements and Carriage House – Bid awarded to DSR Construction Inc. at the January 7 City Commission meeting, contracts will be prepared for execution.
 - Fiber Optic Connectivity – Addendum 1 was released January 3. Proposals were opened on January 8 and are under review.
 - Gazebo Replacements CP II – Pre-bid meeting was held on December 19. Bids are due January 16.
 - CDBG Riviera Park Parking Improvements – Bid documents approved at the January 7 City Commission meeting, project will be advertised on January 12.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – The 90% review meeting was held, the consultant is revising plans accordingly.
 - 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 75% 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 – A meeting was held with the consultant to review existing Codes, master plans, and other City documents.
 - Fleming Avenue Stormwater Pump Station – The consultant continues work towards 90% plans.
 - 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 consultant to review their preliminary findings.

- Airport Road/SR40 Water Main Loop – A pre-design meeting is scheduled for January 9.
- Rockefeller Room Renovations – A purchase order for assistance with bid document preparation is being processed.
- Exercise Equipment Replacement at Central Park II – This project is currently under design in-house.
- OBSC Playground Surfacing – Working with the construction manager for this project to replace the surface at the Boundless Playground.
- CDBG SONC Fitness Station – Preparing an RFQ for this project scheduled to be advertised in April.
- Downtown: Cassen Park Improvements – Preparing a concept plan to incorporate some of the consultant's ideas which will be presented to the Mainstreet Board for their review and input.
- Downtown: Parking ID Signage – Working out the conceptual design and details with the Volusia County School Board/Planning Department.
- Birthplace of Speed Overlook Replacement - Working with construction manager for this project and will be receiving a quote early January.
- Granada Streetscape Pavers - Working with construction manager for this project and will be receiving a quote in January.
- Update Parks & Recreational Master Plan – Meeting with Leisure Services and then will be preparing a RFP package for bidding.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans created Work-in-the-Right-of-Way permits for Sunshine Blvd, and Clyde Morris Blvd./Hand Avenue intersection directional bores, per Brighthouse/Spectrum request.
 - Reviewed plans created Work-in-the-Right-of-Way permit for 217 River Beach Drive directional bore, per TECO Gas request.
 - Researched drawing as-builts and provided PDF copies of available utilities for vacant parcel located at the Hand Avenue/Clyde Morris Blvd. intersection, per consultant's request.
 - Completed Tree-in-the-Right-of-Way locate at 2 Cameo Circle, per Streets Division request
 - Began creating new as-built drawing data base and cleaning up old one to improve the drawing search process.

Environment Management

Street Maintenance - Asphalt/Concrete

- Filled in potholes in various areas citywide
- Formed walk on Hidden Hills; ripped out concrete and prepped; formed and prepped sidewalk for concrete; pour 5x5 concrete
- Ripped out and replaced patches as needed on Fairview Ave.
- Pothole repair on Rivervale Ln
- Formed and prepped basin on Northbrook Dr

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming on Overbrook Dr
- Removed damaged palm on Nova Rd N/O SR40; Maple tree on Mill Run Ct

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
- Trimmed for sign visibility at SR40/Nova, N A1A
- Trimmed canopies and low hanging branches citywide
- Removed Holiday banners
- Cut back overgrown vegetation on N Nova Rd

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations

Stormwater Maintenance

- Reach out on SR40
- Locates citywide
- Ditch maint spraying citywide
- FDOT pond mowing on SR40
- Basin repair at Colonial Cir/JAD; on Mayfield Cir
- System repair at 300 block of JAD
- Gates & pumps & basins citywide
- Ditch maint on Cherrywood
- Outfall inspection on N Beach & S Beach St
- Ditch insp citywide
- Assist WW Div with Beach St

Vactor

- 500 block of JAD & Colonial Cir
- Basin repair at S Washington & Fairview

Street Sweeping/Streetsweeper (sweeper down)

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

Fleet

- Mileage traveled by all departments for the week: 21,724
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 12,680 gallons unleaded, 5,554 gallons diesel
 - Fuel used in one week: 1,863 gallons of unleaded and 585 gallons of diesel.
 - Fleet completed 51 work orders this week.

Utilities

- Projects Summary
 - Preliminary Planning
 - Clyde Morris Sanitary Sewer Pipe Rehabilitation – Emailed as-builts to consultant. Awaiting Engineering Services Proposal.
 - Ormond Beach/Daytona Beach Utility Rate Study – Draft RFP in progress.
 - WTP Chemical Feed Caustic System & Bypass (originally part of static mixer including odor control) – Consultant to help re-evaluate priority.
 - WTP Aeration Structure Rehab – Design budgeted 19/20. Construction 21/22. Consultant to help re-evaluate priority.
 - WRF Filter – 12/12 “Diamond” filter reps visited site to develop planning level cost estimate to replace Filter #1 Traveling Bridge. Consultant to help re-evaluate priority.
 - WTP Comprehensive As-Builts – As time permits, staff assembling digital files to share with Consultant to develop scope.
 - Design & Bidding
 - Western Service Area Master Plan – Consultant addressing staff comments on 90% submittal.
 - Secondary Raw Water Main – Plans are approximately 75% complete. Anticipate receiving 90% submittal in January. Easement ultimately needed along south boundary of parcel 4125090000070.
 - Airport Road-SR40 Water Main Loop – Design kickoff meeting with consultant held Jan 9.
 - North US1 Water Main and Force Main Improvements – 90% plan review comments from Utility & Engineering staff submitted to consultant on 12/11. Consultant making revisions.
 - Holly Hill Reuse Interconnect – Jan 2 hydrant received, City Clerk provided copies of previous Holly Hill agreements. Tentative construction schedule: Locates week of 1/6, install hydrant week of 1/13, flushing week of 1/20, actual flow test week of 1/27.
 - Under Construction
 - WTP Improvements (Lime Slaker and Sodium Hypo Upgrades) – NTP 8/19/19. Coordinating with Static Mixer Project to avoid overlap. Next progress meeting Jan 16. Date for field construction work TBD.
 - WTP Sludge Residuals Facility Improvements – City direct purchase of centrifuge. Shop drawings of the centrifuge to be submitted 12/20/19. Target 3/01/20 mobilize, 180 day construction and final completion 8/31/20.
 - WTP Static Mixer (aka Chemical Feed Upgrade) – Direct purchase of mixer approved. Anticipate delivery in Feb/Mar 2020. Precon to be scheduled.
 - WWTP Sludge Dewatering Improvements – Centrifuge on site. Bypass scheduled to commence week of Jan 6. Next Progress meeting scheduled for Jan 9.
 - Storm & Sanitary Sewer Lining (3 year contract) – Slip lining VCP sanitary sewer on Beach Street substantially complete. Two point repairs to be corrected.
 - Breakaway Trails Reuse Storage Tank and Pumping Improvements – Pump station, yard piping & stormwater system under construction. Next progress meeting scheduled for Jan 17.
 - Substantially Complete
 - WTP Elevated Water Tank Rehabilitation – Completed punch list corrections. Tank cleared for service.
 - SCADA Integration Services (WTP/WWTP) – Staff identifying revisions required before project deemed complete.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Final inspection 11/5. Final payment forthcoming.
- SPRC Projects
 - Planning & Design

- No new projects under review. Dec 30 SPRC canceled.
- Hunters Ridge Force Main – “Utility Service Agreement” (CILC) under review by Legal for developer & City.
- Under Construction
 - 221 Vineland, Salty Church – Cost participation proposal submitted. Meeting scheduled between City staff, Church, and contractor Monday, January 13.
- Substantially Complete
 - 1001 Broadway Avenue (Ormond Crossings Security First Insurance) – Final inspection 11/12. Awaiting final acceptance before transferring ownership to City.
 - Pineland Subdivision – Final Inspection of Phase 1 on Jan 6. No utility issues. All utilities, except potable water, cleared in Phases 2&3.
 - Huntington Green – Provided comments on draft as-builts for sanitary sewer. Draft water as-builts previously reviewed.

Water Treatment Plant

- Delivered 37.78 million gallons for the week ending January 5, 2020 (5.40 MGD).
- Backwashed 11 filters for a total of 728,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 5, 2020 @ 6.62 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~49.2 wet tons of dewatered sludge (65 - 70% solids). (Less due to pumping issues)
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.

Wastewater Treatment Plant

- Domestic and Industrial Wastewater flow was 37.44 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.35 MGD.
- Produced 30.11 Million Gallons of Reuse.
- Produced 7.33 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (December 1, 2018 –November 30, 2019) (MGD):
 - Influent 4.48 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.30 MGD (Permit 6 MGD);
 - Reuse 4.59 MGD (Permit 10 MGD)
- Hauled 146.33 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 01-03-2020.
 - 7 trailer loads of treated sludge went to processing facility.

Water Distribution

- Responded to 25 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 23 calls for water service leaks.
- Replaced 5 broken meter boxes.
- Replaced 4 water service due to leaks or low pressure concerns.
- Located 2 water services for customers.
- Installed 14 new residential water service.
- Replaced 4 faulty residential water meters.
- Perform a fire hydrant flow test in Spanish Water subdivision.
- Repair a valve box at the intersection of S. Nova Rd & Silver Fox Lane.
- Assist the utility locator perform locates in heavy traffic areas - N. U.S.1 Hwy/Plantation Oaks Blvd/Broadway Ave, N. Beach St. & Tomoka State Park.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 121 regular and 1 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 23 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Responded to back up at 493 Chelsea Pl. Discovered ¾" PVC pipe had gotten into customer service and got stuck in C/O. Cut stack, removed ¾" pipe and reconnected C/O.
- Replaced and rewired PEP pump at 16 Foxhunter Flat.
- Followed up on trouble call at 145 Grey Dapple Way. Alarmed over weekend, customer using excessive water. System working well on follow up.
- Replaced alarm light on control box at 25 Circle Creek Way.
- Repaired broken PEP discharge line at 19 Crescent Lake Way.
- Replaced and rewired PEP pumps at 74 Saddlers Run and 55 Saddlers Run
- Followed up on TV's at 73 Lorillard Pl., 189 Ann Rustin Dr., 51 Sanchez Ave. and 129 Seminole Ave. Addresses added to PM list.
- Replaced and rewired PEP pump at 30 Saddlers Run.
- Rewired PEP pump at 75 Black Hickory Way.
- Repaired broken 1 1/2" PEP discharge at 98 Shadow Creek Way.
- Followed up on multiple PEP alarms at 16 Foxhunter Flat. Electrical looks good, pressures are ok, Line is not air locked, replaced PEP pump. Will monitor.
- Replaced and rewired PEP pump at 1 Slow Stream Way and 11 Canter Way.
- TV'ed main next to MH.00267 at 205 Hernandez Ave. Pipe looks good. Depression in street.
- Repaired broken stack at 621 Santa Ana Ave.
- TV'ed 8 sanitary laterals on PM list.

Reuse Distribution

- Responded to 3 reuse trouble calls.
- Turned off reuse at 20 Lake Vista Way per customer request.
- Reclaimed system is currently 100% open to avoid Surface Water Discharge.

Wastewater Plant – Lift Stations

- Ormond Lakes 2 – replaced motor starter contacts for pumps 1 & 2, replaced non-operational pump controller with new duplex unit.
- Town Square – replaced bad level probe with new unit.
- RAS pump VFD's 1 & 2 – faulted on high temp, cleaned fans and repaired corroded wiring at VFD 1 returned to service, VFD #2 continuing to troubleshoot.
- 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

- Bailey Park – removed abandoned electrical wiring and junction box to accommodate new landscaping.
- R.O. Building – replaced water pressure sensor at filter skid.
- Slaker 1 – replaced paddle shaft drive motor.
- Lime Slurry pump 3 – replaced worn pump tubes.
- Conduct PM's at wells.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Regulatory Compliance Activities

- 2019 Annual Reuse Report – Staff submitted the annual reuse report to the FDEP. The report assists the State in tabulating the amount of reuse water utilized for irrigation throughout the state.
- Industrial Pretreatment Program – Staff is completing the Cross Connection Control Program Management Services Contract. The City's new CCC data management company will present their web based system at a backflow (BF) testers meeting hosted by the City. The contractor will

assist the testers in obtaining login credentials as well. Additionally, staff is entering BF data for reports during the transition to the new system and assisted both testers and water customers with questions concerning compliance.

- Reuse Groundwater Monitoring Wells – Staff received the results of the GMW resampling at Oceanside Country Club as required by the WWTP operating permit. The results will be submitted to the FDEP along with the original report.
- Cross Connection Control Annual Report – 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.

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.
- Staff attended and provided support for January 7, 2020, 56 N. Beach Street Use Analysis Workshop.
- Staff attended and provided support for January 7, 2020, City Commission Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation for January 21, 2020, City Commission Meeting.