

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 24, 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 Mayor and Commissioners
- City Commission meeting
- Managers' meeting
- Claims Committee meeting
- Team Volusia annual meeting
- Historical Society annual meeting

PIO – Public Information

- Press Releases/Media
 - Lucky's Market Closing
 - Mondays With the Mayor
 - Press interview and feature article coordination
 - General citizen inquiries and press management
- Social Media
 - MLK Breakfast
 - #LivingTheOBLife
 - Freeze Warnings
 - Police Chief Jesse Godfrey Feature on DSC Public Safety Forum Speaker Series
- Attended
 - Arbor Day Tree Planting at OBE
 - City Manager's Weekly Staff Meeting
 - Public Safety Forum at Daytona State College (with Police Chief)
 - Mondays with the Mayor
 - OBE Mentor Training
 - Advanced PIO Skill Workshop: Instructor for Measuring Success in Social Media
 - 2020 Florida PIO Symposium
 - Historical Society Annual Meeting

Community Development

Planning

- Staff attended the neighborhood meeting/sound test regarding a request to allow live outdoor entertainment at the Boot Hill Saloon Outpost, 1089 North U.S. Highway 1. The applicant seeks to allow live outdoor music every Saturday and Sunday afternoon from 2 pm to 5 pm year round and

from 2 pm to 10 pm during the recognized special event periods of Bike Week, Biketoberfest, Turkey Rod Run, Speed Weeks, July 4th and Jeep Beach celebrations.

- 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 of concrete with 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 three (3) points of access, where the Land Development Code only allows two (2) access points. The Board of Adjustment and Appeals hearing date is February 5, 2020.
- 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 2 pm to 5 pm year around and from 2 pm to 10 pm 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, Custom Lighting EFX: 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

- 3 new business tax receipts issued.
- 364 inspections preformed within the city (12 by private providers).
- 111 permits issued (9 garage sale permits) within the city, with a valuation of \$4,110,053.

Development Services

- The Site Plan Review Committee (SPRC) met with Embry Riddle Aeronautical University students to discuss the site plan process and to review a subdivision review project as part of their class activities.
- There were no development related applications under SPRC review.
- Below is a status completion of projects under construction.

Project	% Complete
101 Town & Country Lane	40%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Boot Hill	50%
Breakaway Trails Ground Storage tank	80%
Coolidge Avenue Office/Warehouse	20%

Dunkin Donuts, 1190 Ocean Shore	10%
Extended Stay America	15%
FUGU	20%
Granada Plaza sewer improvements	95%
Home2	50%
Independence Recycling of Volusia	98%
Lynnhurst sewer improvements	15%
Modern Wash	40%
Oceanside Golf and Country Club (seating)	50%
Ormond RC, Building 1C	70%
Salty Church	35%
Security First	99%
S.R. Perrott expansion	15%
Stor-It	10%
The Pumphouse	15%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	92%
Huntington Green	90%
Huntington Villas	85%
Pineland residential subdivision, Phases 2&3	92%
Deerfield Trace	90%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the

Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff attended the Volusia Manufacturing Association Education Committee to assist in regional efforts to support manufacturing in education.
 - Staff attended the Team Volusia EDC Annual Meeting on Thursday, January 23.
- 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. Four business visits have been made to companies.
 - City staff was notified Tuesday that Lucky's Market is closing Florida grocery stores, including the Ormond Beach location. Staff has reached out to Executives at Lucky's Market and will be talking over the next couple of days to gain clarity on next steps and what to expect for this location in particular. Staff has already reached out to local partners to engage resources relative to workforce development and of course to assess next steps to recruit and attract another grocery tenant or retail end user to the facility. Those will be ongoing discussion in the coming weeks.

Airport Operation and Development

- The first quarterly meeting of the Aviation Advisory Board will take place on Monday, January 27 at 7:00 pm.
- Staff responded to a request from the U.S. Contract Tower Association to assist in encouraging support of the "Continuity for Operators with Necessary Training Required for ATC Contract Towers Act of 2019" (H.R. 5297). Introduced by Congresswoman Julia Brownley (D-CA) and Congressman Rodney Davis (R-IL), the bill would allow retired FAA controllers to continue receiving their Federal Employees Retirement System (FERS) annuity payment while working as controllers at FAA contract towers. This bill is similar to an exception that Congress provided federal controllers who became ATC instructors.
- Staff assisted a prospective airport tenant and aviation-related business owner with information needed to facilitate the purchase of a hangar facility at the airport and the establishment of his existing business at the airport from its current location in Connecticut.
- Staff has updated the airport page of the City's website to include all recorded airport traffic data for 2019.
- Staff is investigating options to repair or replace a faulty temperature and humidity sensor on the airport's Automated Weather Observing System (AWOS).

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

Finance

- On-going Projects
 - The City continues to work with the State to achieve obligation on one (1) additional project work sheet for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
 - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 100% of expenses have been submitted to FEMA for obligation review.
 - To date the City has been reimbursed for twenty-two (22) hurricane Irma Project Worksheets totaling \$1.75 million.

- Completed Projects - Weekly
 - Processed 102 Journal Entry Batches.
 - Approved 8 Purchase Requisitions totaling \$33,982.97.
 - Issued 22 Purchase Orders totaling \$319,995.71.
 - Prepared 135 Accounts Payable checks totaling \$230,399.73 and 41 Accounts Payable EFT payments totaling \$215,759.03.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 319 payments through Interactive Voice Response System totaling \$30,079.77.
 - Grant money 2019-20 fiscal year-to-date total received, \$1.8 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Met with various staff members regarding the ECHO grant meetings.
 - Working with NIAB members to schedule mandatory public hearing for activities to be included in the CDBG FY 20-21 annual plan.
 - Working with the Victim Advocate on the FY 20-21 funding request.
 - Grant reimbursement requests to date FY 19-20: \$772,860.96
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Attended weekly staff meeting.

Risk Management Projects

- Leadership planning meeting
- Cyber security webinar
- Attend Claims Committee meeting

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 5
 - Hazardous: 3
 - EMS: 76
 - Motor Vehicle Accidents: 5
 - Public Assists: 46
 - TOTAL CALLS: 136
 - Aid provided to other agencies: 7 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (2)
 - Total staff hours provided to other agencies: 8
 - # of overlapping calls: 26
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 70
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 182
- Training Hours
 - NFPA 1001: Firefighting 64
 - NFPA 1002: Driver 3
 - NFPA 1500: Safety/Equipment 44
 - NFPA 1620: Preplanning 15
 - EMT/Paramedic 12

- TOTAL TRAINING HOURS: 138
- Station Activities
 - Updated 5 pre-fire plans
 - Conducted 4 fire inspections
- Significant Incidents
 - 1/15/20, 11:09 AM: S. Atlantic Ave. / E. Granada Blvd. – Motor Vehicle Accident – Responded to a three vehicle accident – one patient transported as a trauma alert.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Building Inspector (Building/Planning)
 - Evidence/Crime Scene Supervisor (Police)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker I (PAC/Leisure Services)
 - Part Time Recreation Leader (SONC/Leisure Services)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Senior Staff Accountant (Finance)
 - Treatment Plant Operator C, B, or A (Water Plant/Public Works)
 - Interviews Scheduled
 - Account Clerk II (Finance)
 - Office Assistant III (Leisure Services)
 - Permit Technician (Planning)
 - Background/Reference Checks/Job Offers
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
 - Police Officer (Police)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Separations
 - Evidence/Crime Scene Supervisor (Police)
 - Employee Events
 - Wellness HSA funding opportunities through 12-31-2020
 - Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2019:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start 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: 24
 - Completed: 44
 - In progress: 56
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 35,630
 - Inbound E-Mails Blocked: 16,773
 - Delivered Inbound E-Mails: 18,857
 - Quarantined Messages: 841
 - Percentage Good Email: 52.9%
 - ATP/Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 3
 - 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: 49 : Total in system = 23,787; 22,974 potable, 802 Irrigation, 11 Effluent

Leisure Services

Administration

- City Manager's meeting
- City Commission meeting
- HOHO Parade Awards
- MLK Breakfast
- Park visits

Contract Manager – Grounds and Athletic Maintenance

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

Environmental Discovery Center

- Social media updates
- Tours were given as needed on Saturday and Tuesday through Friday.
- Elementary Explorers-River Otters, Wednesday, 2:30 pm to 3:30 pm

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- SHS Boys' and Girls' Soccer continued practices this week at the Sports Complex on Fields 1 and 4 at 5 pm and 6:30 pm. Games were held on Friday evening at 5 pm and 7 pm.
- Wendelstedt Umpire School continued Monday through Saturday from 9 am to 5 pm. They use the three Wendelstedt Fields, Kiwanis Field and the Greg Smith Field House daily. The school runs through February 2.
- OBYBSA Gold Spikes Practices are Monday through Thursday evening on Nova Fields 1-5 at 6 pm.
- SHS Softball Tryouts are Tuesday through Thursday, 5:30pm/6:30pm/7:30pm at Nova Community Center

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova fields
- Continued edging infields (18) weekly at Sports Complex/Nova fields
- Dragged South and Osceola (2) softball fields
- Prepared Wendelstedt & Kiwanis Fields for Wendelstedt Umpire School daily, Monday through Saturday
- Opened Tee Ball fields
- Edged fields weekly as needed
- Setting up soccer fields for SHS & OBSC practices

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday through Friday: CMT held regular classes
 - Monday through Thursday: Follies held regular classes
 - Thursday: Kopy Kats held regular classes
- The Performing Arts Center is preparing to host the following:
 - Completely Unchained-Van Halen Tribute, Friday, 7:30 pm to 10 pm
 - Willie Cintron and Sound of the Seasons, Sunday 2:30 pm to 4:30 pm

South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- Youth basketball practice Saturday, Tuesday and Wednesday
- Youth basketball games Monday, Wednesday and Friday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Ongoing follow up for the 2020 Mayor's Health & Fitness Challenge with partners and participants
- Attended weekly one on one and staff meetings
- Attended City Commission Meeting Home for the Holidays parade awards

- Preliminary planning of 2020 events January through May:
 - Groundbreaking for Downtown Fit Loop in Fortunato
 - Reel in the Fun Fishing Tournament
 - VLOC Dinner
 - Art in the Park
 - Memorial Day Remembrance Service

Gymnastics

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

Nova Community Center and Special Populations

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

The Casements

- Free tours were held at The Casements on Saturday at 9:30 am and 10:30 am and Monday through Friday on the hour at 1 pm, 2 pm and 3 pm. Self-guided tours are available during regular business hours.
- Janet Rogers Workshops, Tuesday through Friday, 9 am to 4 pm.
- Mary Margo Cooking Class, Tuesday, 5 pm to 9 pm.
- Guild Meeting, Wednesday, 10 am to 12 pm.
- Casements Camera Club Meeting, Thursday, 7 pm to 9 pm.
- Greek Cooking, Friday, 4:30 pm to 8:30 pm.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.
- House of Healing had a meeting at Bailey Riverbridge on Sunday from 4 pm to 6 pm.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Installed seesaw at South Ormond Neighborhood Center
- Ormond Elementary, delivered 1 yard of clean dirt for Arbor Day
- Picnic table repaired at Fire Station 91
- Replaced pickets and caps at Sanchez Park
- Central Park III railroad ties repaired at workout station
- Wood fencing repaired and swing replaced at Nova Community Center
- Replaced boat cleat and repaired fence at Sanchez Park

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Replaced bottom net cleat at shuffleboard
- Replaced light at Skate Park

- Replaced lock at Nova Community Center
- Replaced A/C in an office at Fleet
- Replaced woman's soap dispenser Sanchez Park
- Airport Gate #9 repaired
- Replaced South Ormond Neighborhood Center thermostat in front lobby
- Andy Romano Beachfront Park #1 vent repaired
- Installed fridge water line FS#92
- Strapped toilet top in the outside men's bathroom at South Ormond Neighborhood Center
- Andy Romano Beachfront Park men's room door handle repaired
- Airport checked lock assemblies at Tower
- Adjusted water fountain South Ormond Neighborhood Center

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended "Ice Cream with a Cop" Event
- Staff hosted the "Standing O" recognition ceremony at the Police Department
- Staff held a Traffic Safety Operation Plan meeting
- Public Safety Event Panel Discussion

Community Outreach

- Youth Leadership Council (YLC)
 - Six members of the YLC assisted at the MLK Breakfast on January 20 at the South Ormond Neighborhood Center. Attending members served food, helped break down the event and said the Pledge of Allegiance
- OBPAL Basketball
 - Practice was not held last week due to the Department of Leisure Services Recreation League practice schedules. A new schedule for OBPAL basketball practice will begin once schedules can be coordinated. Try outs for the OBPAL travel league are have been moved to February 8th and February 15th at the South Ormond Neighborhood Center.
- PAL Educational Programs
 - The R.E.A.D. program at Ormond Beach Elementary is scheduled to begin the first week in February. Tutors R Us at the South Ormond Neighborhood Center is scheduled to begin the first week in February. Applications are being collected for both programs.

Community Services & Animal Control

- Animal calls responded to : 55
- Animal Bites: 1
- Animals Reports: 4
- Animals to Halifax Humane: 2
- Dogs: 2 Cats: 0
- Trap Neuter Return: 5

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 7
- Inactive: 8
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 4
- Grand Theft: 2

- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 4
- Suspicious Incident: 1
- Baker Act: 2
- Found Property: 1
- Battery: 1

Records

- Walk - Ins / Window: 78
- Phone Calls: 101
- Arrest / NTA'S: 18
- Reports Generated: 117
- Reports Entered: 90
- Citations Issued: 49
- Citations Entered: 3
- Warnings Entered: 54
- Trespass Warnings: 31
- CORF Entered: 55
- Mail / Faxes / Request: 30

Patrol

- Total Calls: 1,371
- Total Traffic Stops: 150

Operations

- Crime Opportunity Report Forms: 69

1/15/20

- Theft, 243 John Anderson Drive. Occurred approximately one year ago, the victim suspects a known subject of stealing a motorcycle helmet, among other things. The investigating officer discovered an identical helmet that was pawned around the same time frame.
- Larceny, 52 North Yonge Street (Advance Auto Parts). Two subjects were suspected of attempting to steal a car battery from this location. They were confronted by employees and left the area.
- Larceny, 232 Sandoval Drive. Storm shutters were taken from the residence that is under construction.
- Battery Dating Violence Arrest, 1110 West Granada Boulevard. Two subjects were involved in two different physical altercations. Ormond officers partnered with Volusia Sheriff's office to gather information. During the investigation, one subject was found to be the primary aggressor in both incidents and was arrested.

1/16/20

- Shoplifting Arrest, 795 West Granada Boulevard (CVS). A self-counting power bank was stolen from this location. The subject was located and arrested after leaving the scene. The subject was also found to be in possession of methamphetamine.
- Shoplifting Arrest, 795 West Granada Boulevard (CVS). Two Mountain Dew drinks were stolen from this location. The subject was located in the parking lot and arrested.
- Battery Domestic Violence Arrest, 18 Flower Tree Drive. Subject was placed under arrest for scratching her husband on his arm.

- Warrant Arrest, 19 Kodiak Path. Subject was placed under arrest for 4 active warrants out of Michigan for sex offense. The warrants were confirmed and he was transported to the Branch Jail.

1/17/20

- Theft, 867 South Atlantic Avenue (The Beach Bucket.) The victim reported that his bicycles were stolen from the parking lot. The victim obtained surveillance footage that shows 2 or more suspects removing two TREK bicycles (orange and white) from a rear mount.
- Larceny, 902 South Atlantic Avenue (Bank of America Parking lot.) An employee with Universal Towing reported that \$800 worth of "No Parking" signs have been stolen over the past few weeks. The employee spoke with unidentified juvenile witnesses who may have suspect information.
- Stolen Vehicle, 100 South Nova Road (McDonalds). A light blue 2005 Chrysler Town and Country was stolen from the parking lot. Security cameras captured the vehicle being loaded up on a black colored flat-bed truck. The vehicle was entered as stolen and a NC4 bulletin was sent out.

1/18/20

- Theft, 1546 West Granada Boulevard (A Plus Sunoco.) The victim reported that an adult male suspect stole her purse and cell phone. The victim advised that she met the suspect using a dating application around 4:00 am. The suspect gave the victim \$5.00 to purchase a drink but left the scene with the victim's property in a red 4-door passenger vehicle. The cell phone was recovered a short time later at LPGA and Clyde Morris Boulevard using a GPS tracker.
- Carbreak, 50 Benjamin Drive. The victim reported that their vehicle was entered and items were taken. A checkbook was taken from the vehicle sometime over a one month time period.
- Attempted Burglary Residence, 6 Wild Creek Way. The homeowner advised that her master bedroom window screen was bent and tampered with. There was a one week time lapse. Pictures of the screen were submitted into evidence.

1/19/20

- Carbreak, 338 Ocean Shore Boulevard. The victim reported that her passenger side window was broken out and property was stolen from her vehicle. A purse with cards and cash was taken; the purse was located nearby. There are no known charges on the credit card.

1/20/20

- Battery Domestic Violence Arrest, 340 Sanchez Avenue. Subject was in a verbal argument with her daughter-in-law that turned physical. Subject was arrested and transported to the Branch Jail.
- Battery Domestic Violence Arrest, 170 North Yonge Street #110 (Ridgecrest Mobile Home Park). Subject was in a verbal argument with her daughter-in-law that turned physical. Subject was arrested and transported to the Branch Jail.
- Carbreak, 125 Interchange Boulevard (Cracker Barrel Restaurant). During the morning hours, an unknown black male forced entry into the victim's vehicle by smashing a rear window. A purse and credit cards were taken.
- Child Neglect Arrest, 25 Foxhunter Flat. Officers responded to this location to assist DCF as they were removing a child from the home. Prior to arrival, the mother fled with her 3 year old son. Both were located with the assistance of a Tomoka Correctional K9 Unit.

1/21/20

- Battery Domestic Violence Arrest, Yonge Street/West Granada Boulevard (OBPD). Subject struck his father during an argument while in his father's vehicle. The victim drove to OBPD to report the incident.
- Theft, 353 West Granada Boulevard (Winn Dixie). The victim left her bag behind the bus stop at this location for an extended period of time. Cash, a driver's license, and credit card was taken.
- Battery Domestic Violence Arrest, 26 Soco Trail. Subject struck his brother in the head during an argument over cigarettes.
- Battery Domestic Violence Arrest, 4000 Saint Georges Road #202A. Subject grabbed his live in girlfriend during an altercation.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 14
 - Number of Citations issued: 27
 - Number of Written Warnings Issued: 6
 - 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 Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 7 Cases initiated
- 0 signs have either been removed or sign cases created.
- 10 tree removal permit requests
- Administrative staff assisted with five (5) walk-in and seventy-four (74) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor is nearly complete with the both the storm and sewer lining operations. They will return the beginning of February to finish punch list items.
 - 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 breakwater is nearly complete, the dredging will resume once the breakwater is complete.
 - WWTP Sludge Dewatering Improvements – The centrifuge has been delivered and is now on-site. Bypass has begun and the new gates are being installed. The next progress meeting is scheduled for January 30.
 - HVAC Replacements – City Hall, SONC, The Casements – Work at City Hall is scheduled for substantial completion January 28. HVAC system startup at SONC was on January 17. The Casements construction to begin on February 10 so as not to disrupt scheduled events.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Work is on-going and proceeding on schedule.
 - Granada Blvd Medians – Irrigation Reuse Connection – Construction will begin by the end of 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 notice to proceed was issued for January 27, preliminary demolition work will then begin.
 - Nova Community Park Underground Electric Utilities – Underground conduit is being installed. Work is ongoing.
 - WTP Chemical Feed System Upgrades – Static mixer is scheduled for delivery to the WTP on January 21.

- Memorial Gardens Lighting – The light fixtures have an estimated ship date in February.
- 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.
- The Casements North Side Improvements and Carriage House – Contract execution in process.

- Bidding
 - Fiber Optic Connectivity – Three fiber optic improvements proposals were received, evaluated and ranked by the evaluation committee on January 15. Continuing services agreements are on the agenda for Commission approval at the February 18 meeting.
 - Gazebo Replacements CP II – One bid was received on January 16 and is being evaluated by staff.
 - CDBG Riviera Park Parking Improvements – Bid approved at the January 7 City Commission meeting, project was advertised on January 12, bids are due on February 11.
 - Birthplace of Speed Overlook Replacement – Construction manager work authorization will be on the February 18 City Commission agenda for approval.

- 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 Master Plan workshop is scheduled for January 27 to hear concerns from the community.
 - Fleming Avenue Stormwater Pump Station – 90% plans have been reviewed and comments returned.
 - 56 North Beach Street – A City Commission Workshop to discuss options was held on January 7.
 - Police Station/EOC Relocation Study – Staff is scheduling a meeting with the consultant to review their preliminary findings.
 - Airport Road/SR40 Water Main Loop – A pre-design meeting was held on January 9. Survey work is on-going.
 - Rockefeller Room Renovations – A purchase order to assist with bid document preparation has been approved. Pre-design meeting will be scheduled.
 - 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.

- Granada Streetscape Pavers - Working with the construction manager for this project and will be receiving a quote by the end of January.
- Update Parks & Recreational Master Plan – Preparing an 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 permit for Harvard Avenue directional bore, per TECO Gas request.
 - On-site meeting at 838 John Anderson Drive to discuss SWMP modification options with homeowner.
 - Completed topographic survey of the existing storm inlets along Harmony Road.
 - Created a base map site plan for 56 North Beach Street, and along the eastern side of N. Beach Street.
 - Searched for fiber optic plans for the Airport Business Park.
 - Created a site plan for the Downtown Fitness Loop project.
 - Modified SONC site plan for fitness station, CIP project.
 - Researched old as-built plans and provided PDF copies of the lime softening aeration tank and the re-carbonation tank at the water treatment plant.
 - Located fence/property near Andy Romano Beachfront Park.
 - Researched as-built plans and provided PDF copies of Business Center Drive for US-1 force main project.
 - Researched old hangar construction files and provided requested contractor information for 742 Hangar Way, per Airport Manager's request.
 - Provided PDF copies of the City Hall floor plan to Building Maintenance Division, per request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Poured basin in Huntsman Look; stripped forms and backfilled
- Poured 5x5 slab for Water Div. on A1A; stripped forms and backfilled
- Ground sidewalks on Addison; Magnolia & S Halifax; Robin St
- Excavated the grass and dirt to install gutter forms at Senior Center; compacted ground after lime rock installed; formed gutter
- Trash pickup on US1 & SR40
- Recycled concrete/asphalt

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed broken limbs at Nova Community Center; dead Holly at CP III on Hammock Ln
- Trimming on Parkwood Dr; canopies on Overbrook; Northbrook Dr; Oak Forest Dr

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
- Tree removal on ROW at Orchard

Sign Shop

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

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

Stormwater Maintenance

- Reach out mowing at FDOT ponds
- Spill way repairs on Hidden Hills
- Locates citywide
- Basin repair on S. Washington, Fairview
- Ditch spraying citywide
- Trouble call inspection on Deerskin Ln
- Pumps & gates citywide
- Inlets cleaned Hand Ave and Fleming Ave
- Basins inspected and cleaned

Street Sweeping/Streetsweeper (4 days)

- 101 miles of road cleaned
- 60 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,924
- 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: 11,299 gallons unleaded, 4,345 gallons diesel
 - Fuel used in one week: 2,098 gallons of unleaded and 513 gallons of diesel.
 - Fleet completed 57 work orders this week.

Utilities

- Projects Summary
 - Preliminary Planning
 - Clyde Morris Sanitary Sewer Pipe Rehabilitation – Consultant indicates Engineering Services Proposal targeted for submittal week of January 13 delayed and forthcoming.
 - Ormond Beach/Daytona Beach Utility Rate Study – Draft RFP in progress.
 - WTP Aeration Structure Rehab – Design budgeted 19/20. Construction 21/22.
 - WRF Filter – “Diamond” filter reps visited site to develop planning level cost estimate to replace Filter #1 traveling bridge.
 - Design & Bidding
 - Western Service Area Master Plan – City staff provided written comments to consultant to finalize report. Met with consultant to discuss recommendations and future presentations.
 - Holly Hill Reuse Interconnect – Holly Hill canceled bid for installation of meter & backflow. City exploring alternative construction methods. Ormond Beach crews scheduling in-house installation of flushing hydrant.

- Airport Business Park Emergency Sewer Repair – Jan 15 site meeting with contractor to develop scope of services to restore infrastructure back to original condition. Awaiting quote.
- SPRC Projects (Utilities Review)
 - Planning & Design
 - Tymber Creek Apartments: participated in Jan 15 pre-application meeting.
 - Lynch oil bulk plant on Harmony: participated in Jan 15 pre-application meeting.
 - Go Juice – participated in Jan 15 PreCon
 - Hunters Ridge Force Main – Jan 16 meeting to discuss Utility Service Agreement (CILC).
 - Substantially Complete
 - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Final inspection 11/12. Awaiting final acceptance before transferring ownership to City.
 - Huntington Green – Received as-builts for review.

Water Treatment

- Delivered 39.18 million gallons for the week ending January 18, 2020 (5.60 MGD).
- Backwashed 9 filters for a total of 598,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 18 @ 6.63 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~113.4 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Flushed distribution system 88,000 gallons.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 33.14 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.73 MGD.
- Produced 33.14 Million Gallons of Reuse.
- Produced 0.0 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2019 –December 31, 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 178.69 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 01-18-2019.
 - 8 trailer loads of treated sludge went to processing facility.

Water Distribution

- Responded to 11 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 19 calls for water service leaks.
- Replaced 4 broken meter boxes.
- Replaced 5 water services due to leaks or low pressure concerns.
- Located 1 water service for a customer.
- Installed 4 new residential water services.
- Replaced 1 faulty residential water meter.
- Performed 7 scheduled pressure tests of City owned backflow prevention devices. Repaired 1 BFP due to relief valve leak.
- Repair a 2" GSP water main on Hunters Run Cir.
- Replaced 10 ft. of 6" water main on Harvard Dr.
- Exercised 11 valves due to leaks on water mains.
- Performed maintenance on 5 fire hydrants in the S. Beach St. area

- Scheduled shutdown to repair a private 8" fire main at 3170 Ocean Shore Blvd.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 120 regular and 1 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Follow up TV at 1000 N. Beach St., roots in 1 joint. Added to PM list.
- Flushed sanitary lateral at 9 Winding Creek Way. Lateral had been hit by directional drill and filled with clay. Re-TV'd line. Line is broken under curb. Scheduled for repair.
- Flushed sanitary lateral at 103 Hickory Hills Cir.
- Filled in low spot over PEP tank at 11 Stallion Way. Ground had settled after PEP tank replacement.
- Repaired broken C/O stack at 40 Brookwood Cir.
- Replaced green light at 18 Black Hickory Way at customer request.
- Replaced and rewired PEP pump at 95 Shadow Creek Way. Also installed new high level float.
- TV'd 5 sanitary laterals from PM list.

Reuse Distribution

- Responded to 1 reuse trouble call.
- Reclaimed system is currently open to avoid surface water discharge.
- Flushing reclaimed hydrants In Breakaway Trails and Hunter's Ridge.
- Investigated leak at 1 John Anderson Dr., found potable irrigation leak.
- Repaired 3" irrigation main at Broadway and US 1.
- Shut off reclaimed service at 11 Holly Fern Chase per customer request.

Wastewater Plant – Lift Stations

- Town Square – Food grease buildup caused pumps to run with increased amp draw, motor starters tripped, added chemical degreaser, increased visual monitoring.
- 9M – Contact probe and float wiring damaged in wet well, replaced devices with new inventory and returned to service.
- Clarifier #4 – Beach trough drain plugged, cleared blockage, now flowing properly into scum well #2.
- Sand Filter Basin, installed mixing pump.
- 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

- Hudson Wells – underground electric cable to wells 29 through 32 damaged, began troubleshooting, will contact contractor for repairs.
- Clari-Cone 2 – installed electric actuator and coupler.
- Well 30 – took measurements for new check valve and pipe.
- High Service Building – North pit full of water, sump pump failed, replaced pump with new stock.
- Standish Booster Station – Level sensor not working, cleaned corroded wiring connections, returned to service.
- Shadow Crossing Reuse – station flow and pressure low, found failed check valve, replacement being ordered.
- Anti-scalant pump failed – replaced with new inventory.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform operational checks at various locations.

Regulatory Compliance Activities

- Industrial Pretreatment Program – Staff is establishing the 2019 Industrial pretreatment annual report. The report is submitted to the FDEP highlighting the steps taken with the program to ensure compliance by the City's four permitted industrial users and to monitor other potential contributors.
- Cross Connection Control Program Management Services Contract – The City's new CCC data management company will present their web based system at a backflow testers meeting hosted by the City. The contractor will assist the testers in obtaining login credentials as well. Staff is contacting large backflow testing companies individually to encourage maximum attendance.
- Staff is compiling the information for the CCC annual report. The report will highlight the backflow prevention device testing which occurred in the 2019 calendar year. The report will be submitted to the FDEP and the Volusia County Health Department.
- Risk and Resilience Vulnerability Assessment – Staff is working in concert with Florida Rural Water Association to produce the vulnerability assessment as required by the EPA. The assessment will assist the Utility in identifying point of concern.
- Fats Oils and Grease (FOG) program – Staff is writing a FOG manual to solidify the program in order to protect the sewer collection system from potential clogs which cause sanitary sewer overflows.

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 City Manager staff meeting.
- Staff attended and provided support for January 21, 2020, City Commission Meeting.
- City Clerk attended meeting with Assistant City Manager.
- City Clerk attended International Institute of Municipal Clerks Conference in Orlando, FL.
- Agenda packet preparation for February 4, 2020, City Commission Meeting.