

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 21, 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:

- General discussion meetings with senior staff
- Staff meeting

Spoke to, attended and/or met with:

- Reel in the Fun fishing tournament on Saturday, February 15
- Agenda review meetings with City Commission members
- Rotary meeting
- City Commission meeting

PIO – Public Information

- Press Releases/Media
 - Welcome Reception
 - General media inquiries
 - General citizen inquiries
- Social Media
 - “Do the Right Thing”
 - #LivingTheOBLife
 - Pedestrian Safety Reminders
 - Teacher of the Year Proclamation
- Attended
 - City Manager’s Staff Meeting
 - Engineering/Planning Meeting
 - City Commission Meeting
 - Mondays with the Mayor
 - “Do the Right Thing” OBPD PAL for OBMS
 - Coffee with a Cop
- Developing
 - US Census Social Media Campaign
 - Reuse/Spring Water Schedule Reminders

Community Development

Planning

- There is one application for the March 4, 2020 Board of Adjustment and Appeals. The property owner of 113 Sawtooth Lane is seeking to construct a screen enclosure structure over an existing swimming pool which would require variances to the rear (7’ variance to required 10’ setback) and the side yard (0.5’ to the required 7.5’ setback).

- The property owner at 11 Pearl Drive is conducting a pre-submittal neighborhood meeting regarding the property at 11 Pearl Drive. The neighborhood meeting is scheduled for Monday, February 24, 2020 at the Church of the Holy Child Fellowship Hall located at 1225 West Granada Boulevard starting at 7:00 p.m. The property at 11 Pearl Drive has a future land use map designation of “Suburban Low Density Residential” and a zoning classification of SR (Suburban Residential). The meeting seeks to discuss potential future land use map and zoning map amendments for the property. A future land use and zoning map amendment shall require Planning Board review and City Commission action for any amendment
- The following Planning related items are scheduled for the March 3, 2020 City Commission agenda:
 1. 1089 North U.S. Highway 1, Boothill Saloon, Special Exception: requesting outdoor activities under certain conditions. (Resolution – only hearing).
 2. 1170 North U.S. Highway 1, eFX Lighting, Special Exception: requesting outdoor activities under certain conditions. (Resolution – only hearing).
 3. Request to adopt the East Central Florida Regional Resiliency Action Plan. (Resolution – only hearing).
 4. Request for Memorandum of Understanding authorizing participation on the East Central Florida Regional Resilience Collaborative. (Resolution – only hearing).
 5. Huntington Villas, Phases 2A and 2B, Flagler County, acceptance of utility easements. (Resolution – only hearing).
 6. 507 South Atlantic Avenue, Chateau Mar Beach Resort, request to allow geometric patterns painted on the building, parking lot wall, and seawall. (Resolution – only hearing).
 7. Comprehensive Plan amendment, two city parcels at West Granada Boulevard and Airport Road. (Ordinance – 1st reading).
 8. Land Development Code amendment, clarification of the City’s annexation policies regarding utility connections outside the city. (Ordinance – 1st reading).
 9. Code of Ordinances amendment, clarification of the City’s annexation policies regarding utility connections outside the city. (Ordinance – 1st reading).
 10. Ormond Beach Elementary signage, staff action item to review potential parking related signage at the Ormond Beach Elementary parking lot. (Staff action item).

Building Inspections, Permitting & Licensing

- 10 new business tax receipts issued.
- 442 inspections performed within the city (111 by private providers).
- 161 permits issued (6 garage sale permits) within the city, with a valuation of \$1,717,965.

Development Services

- The Site Plan Review Committee (SPRC) met with Volusia County School Board staff and BRPH Architects & Engineers, Inc. to discuss the potential redevelopment of Osceola elementary school. School Board staff indicated that they are working on concept plans for Osceola and Ortona elementary schools to determine how each site could be redeveloped into one new K-5 school. The new K-5 school would serve to consolidate all Ortona and Osceola students into one new school. School Board staff indicated that there would be two meetings on the school consolidation concept on March 9, 2020 at 6 p.m. in the Ortona elementary cafeteria and March 11, 2020 at 6 p.m. in the Osceola elementary school cafeteria. The same information shall be presented at each meeting. School Board staff stated that it is early in the evaluation process and their goal is to gather input, comments, and answer questions. Planning staff indicated that they would assist in providing notice of the meeting to property owners within 600’ of the school for the meeting at Osceola elementary on March 11, 2020.

- The following projects are under Site Plan Review Committee (SPRC) review:
 1. 500 Sterthaus Drive, Ormond Beach YMCA Phase III Improvements. The addition of an after school program building (3,800± square feet), a new playground, and associated site improvements.
 2. Plantation Oaks, Phase 1A. Proposed 121 lots on 100.91 acres within the Plantation Oaks subdivision.
- Construction status of projects under construction

Project	% Complete
101 Town & Country Lane	40%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Boot Hill	80%
Breakaway Trails Ground Storage tank	90%
Coolidge Avenue Office/Warehouse	20%
Dunkin Donuts, 1190 Ocean Shore	10%
Dunkin Donuts, 1535 North US Hwy 1	2%
Extended Stay America	15%
FUGU	20%
Granada Plaza sewer improvements	95%
Home2	98%
Independence Recycling of Volusia	98%
Lynnhurst sewer improvements	60%
Modern Wash	40%
Oceanside Golf and Country Club (seating)	50%
Ormond RC, Building 1C	70%
Salty Church	35%
Security First	99%
S.R. Perrott expansion	15%
Stor-It	10%
SunTrust Bank	90%
The Pumphouse	15%

Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	92%
Huntington Green	95%
Huntington Villas	95%
Pineland residential subdivision, Phases 2&3	92%
Deerfield Trace	95%

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 and reported on economic development activity at the Chamber Economic Prosperity Hour on February 19.
 - Staff is collaborating with Chamber, FLVEC to host Startup Grind 2020. Events anticipated to start in Q2 of this year.
- Prospective Business Attraction/Retention/Expansion
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach.
 - Staff continues outreach to Ormond Beach businesses. Five business visits have been made to companies.
 - Lucky's Market has closed its doors as of February 6. Publix has placed a bid to acquire 5 Lucky's Market stores, which includes the Ormond Beach location. Staff continues to monitor the transition Lucky's Market and Publix. Staff continues to collaborate with local and regional partners to engage resources as needed. These will be ongoing discussions in the coming weeks.

Airport Operation and Development

- The annual airport licensing inspection was conducted this week by FDOT. Public aviation facilities must be issued a license from FDOT prior to the operation of aircraft to or from the facility to ensure safety for aircraft and to protect public health, safety, and welfare.

- Staff assisted the FAA with that agency's investigation into a minor accident involving a small helicopter. The helicopter was turning in preparation to taxi back to the ramp when it inadvertently tipped over into the grass adjacent to Taxiway Alpha. The pilot was not injured.
- Staff worked to repair or replace a runway light for Runway 17, located near the intersection of the runway and Taxiway Echo, and a taxiway light for Taxiway Alpha, located east of the Alpha 1 connector.
- Staff has been scheduled to receive training on the FAA's new NOTAM Manager application next month. The FAA is deploying the NOTAM Manager application to increase the safe and effective distribution of airport and aviation information throughout the National Airspace System. The application streamlines the way information is captured and distributed, which improves the efficiency of dispersal and management of the aeronautical data.

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 twenty-two (22) hurricane Irma Project Worksheets totaling \$2.4 million.
- Completed Projects - Weekly
 - Processed 171 Journal Entry Batches.
 - Utility Billing Meter Readers completed 316 work orders.
 - Approved 16 Purchase Requisitions totaling \$214,793.45.
 - Issued 17 Purchase Orders totaling \$100,579.52.
 - Prepared 251 Accounts Payable checks totaling \$1,276,316.23 and 51 Accounts Payable EFT payments totaling \$421,507.05.
 - Issued 699 past due notices on utility accounts.
 - Auto-called 400 utility customers regarding receipt of a past due notice.
 - Processed 505 payments through Interactive Voice Response System totaling \$49,802.99.
 - Grant money 2019-20 fiscal year-to-date total received, \$2.4 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Completed NIAB packet for mandatory public hearing meeting for CDBG FY 20-21 to be held on February 24.
 - Working with staff regarding a potential AFG request.
 - Notification of Florida Department of Health HEROS (Narcan) grant award received.
 - Completed Final Financial Status Report for the COPS 2016 grant (SRO).
 - Grant reimbursement requests to date FY 19-20: \$810,704.18
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated ads in the Observer and News-Journal for the March 5 Legal Workshop.
 - Updated/added website items as needed.
 - Attended weekly staff meeting.

- Working with staff to complete VLOC 2020 Distinguished Service Award Nominations.

Risk Management Projects

- Workers' Compensation deposition
- Assisted with insurance requirements for Fit Loop
- PTSD training for new police officers

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 4
 - Hazardous: 4
 - EMS: 84
 - Motor Vehicle Accidents: 4
 - Public Assists: 55
 - TOTAL CALLS: 152

 - Aid provided to other agencies: 9 Calls - Volusia (4), Volusia County (5)
 - Total staff hours provided to other agencies: 9
 - # of overlapping calls: 37
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 7
 - Total EMS patients treated: 54
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 237
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- Training Hours
 - NFPA 1001: Firefighting 39
 - NFPA 1002: Driver 4
 - NFPA 1021: Officer 9
 - NFPA 1500: Safety/Equipment 33
 - EMT/Paramedic 17
 - TOTAL TRAINING HOURS: 102
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- Station Activities
 - Updated 6 pre-fire plans
 - Provided a tour of Station 91 to group of children and parents
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- Significant Incidents
 - 2/16/20, 10:39 PM: 639 John Anderson Dr. – Motor Vehicle Accident – Upon arrival found one pick-up truck into wooden power pole – vehicle had heavy front end damage – one patient transported as a trauma alert.

Human Resources

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

- Applications Under Review
 - Part Time Recreation Leader (SONC/Leisure Services)

- Interviews Scheduled
 - Evidence/Crime Scene Supervisor (Police)
 - Fire Battalion Commander (Fire)
 - Treatment Plant Operator C, B, A, or Trainee (Water Plant/Public Works)
- Background/Reference Checks/Job Offers
 - Maintenance Worker II (Streets/Public Works)
 - Police Officer (Police)
 - Senior Staff Accountant (Finance)
- Separations
 - Police Officer (Police)
- Employee Events
 - Wellness Plan HSA contribution opportunities through 12-31-2020:
 - 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 spring 2020.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
 - Enterprise Infrastructure
 - iSeries system (CentralSquare Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 27
 - Completed: 67
 - In progress: 50
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 42,537
 - Inbound E-Mails Blocked: 22,577
 - Delivered Inbound E-Mails: 19,960
 - Quarantined Messages: 734
 - Percentage Good Email: 46.9%
 - ATP/Virus E-Mails Blocked: 6
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 19
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,741

- Meters GPS Located this week: 0 : Total in system = 23,787; 22,974 potable, 802 Irrigation, 11 Effluent
- Notable Events: Updated Water and Stormwater Basemap Book:

Leisure Services

Administration

- Engineering meeting
- City Manager staff meeting
- City Commission meeting
- OBYBSA meeting
- 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

- Tours were given as needed Tuesday through Saturday
- Manatees – Debbie Wright, Volusia County Manatee Protection Program, Wednesday, 10 am to 11 am
- Single Use Plastics – Suzanne Scheiber & Becca Chaffee, Dream Green Volusia, 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 pm daily
- OBYBSA Golden Spikes continued practices this week, Tuesday and Thursday, Nova Fields 2 – 5 at 6 pm, as well as Monday and Wednesday, Wendelstedt 2 at 6 pm. Recreational skill assessments & practices will be held on Monday, Wednesday and Friday this week at the Nova Fields, as well as the Softball Quad for Pinto Boys
- SHS Softball has practices Monday through Friday, 4:30 pm to 6:30 pm, Quad #1
- SHS Baseball has practices Monday and Wednesday, 3:30 pm to 5:30 pm, Wendelstedt 1 & 2 fields
- CCA Softball has practice this week on Monday at Sport Complex, Quad #3, from 3:30 pm to 5:30 pm
- OBYBA Basketball Program has games Monday through Saturday, this week at 5:30/6:30/7:30 pm at Nova Gym & South Ormond Neighborhood Center Gym
- OBSC Soccer Competitive Teams practice Monday through Thursday, 6 pm, Sports Complex, Soccer Fields
- OBSC Soccer Competitive & Recreational Teams practice Monday through Friday, Soccer Fields at Sports Complex, 6 pm
- Coed Softball Team has practice on Monday, Sports Complex, Quad #4, 6 pm
- OBYBA Basketball Games, Saturday, Nova Community Center and South Ormond Neighborhood Center, 9 am to 2 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 South and Osceola (2) softball fields
- Painted Soccer Fields 3, 5, & 6
- Painted Soccer parking lot
- Prepared Wendelstedt & Kiwanis Fields for SHS/OBGS Baseball practices
- Edged fields weekly as needed
- Sodding holes in areas surrounding Nova Field 4/Batting Cages/Bullpen Mounds
- Adding goals to Soccer Fields 3/5/6
- Painted parking lines for overflow parking area at Environmental Discovery Center for event
- Prepped fields for high school games

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following classes as part of its regular operations:
 - Monday through Friday: CMT held regular classes
 - Monday through Thursday: Follies held regular classes
 - Thursday: Kopy Kats held regular classes
- The Performing Arts Center is preparing to host the following:
 - An Evening With Celtic Violinist Mairead Nesbitt, Friday, 7:30pm to 9:30pm
 - Superstars of the 70s and 80s, Saturday, 7 pm to 9 pm
 - Pioneers of Rock & Soul, Sunday, 2:30 pm to 4:30 pm

South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- Youth basketball practice Tuesday, Thursday and Saturday
- Youth basketball games Monday and Friday
- PAL Tutoring, Monday through Friday, 3 pm to 6 pm

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Ongoing follow up for the 2020 Mayor's Health & Fitness Challenge with partners and participants
- Attending Memorial Day Committee meeting, Tuesday
- Attending Economic Prosperity Hour, Wednesday
- Every Thursday - ongoing MH&FC Lunch & Learn, City Hall
- Preliminary planning of 2020 events February through May:
 - Dwight DuRant Field Dedication
 - VLOC Dinner
 - 140th City Incorporation Celebration
 - Art in the Park
 - Memorial Day Remembrance Service

Gymnastics

- February session in progress
- February registration is open

Nova Community Center and Special Populations

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

The Casements

- Birthplace of Speed Exhibit in the Gallery for month of February
- HVAC Project continues, Monday through Friday, 7 am to 3 pm
- Memorial Day Meeting, Tuesday, 11:30 am to 1 pm
- Fire Department Battalion Commander promotional testing was held on Wednesday, 8 am to 5 pm
- Wedding Rental, Thursday, Ames Park, 4 pm to 5 pm
- Greek Cooking Class, Thursday, 5 pm to 9 pm
- Sophie's Circle Rainbow Bridge Walk, Saturday, Fortunato Park, 4 pm to 9 pm
- Great Dawg Walk, Rockefeller Gardens, Sunday, 9 am to 10:30 am
- BCU President Welcome, Sunday, 2:30 pm
- House of Healing, Bailey Riverbridge, Sunday, 6 pm to 8 pm

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Mounted new message signs at Andy Romano Beachfront Park
- Constructed new access ramp to Sanchez Pier
- Installed new park bench at Nova Community Center
- Tightened boards at Cassen Pier
- Eliminated trip hazard at Cassen boat ramp
- Removed grill from Riverbend Park
- Eliminated trip hazard at Riverbend fishing pier

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Replaced bulbs in outside bathrooms at Nova Community Center
- Replaced bulb at South Ormond Neighborhood Center Gym
- Replaced 2 lights at Sports Complex
- Repaired east gate at the Police Department
- Replace ladies restroom fan at Police Department
- Troubleshoot all toilets and drains at South Ormond Neighborhood Center
- Unclogged men's bathroom at Fortunato Park
- Troubleshoot Environmental Discovery Center bathroom doors
- Replaced smoke detector NID equipment room
- Troubleshoot Nova Community Center tv outlet and air hockey table outlet
- Replaced spray handle at the sink in the Senior Center

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff hosted a meeting regarding "Project Guardian"
- Staff hosted a budget meeting
- Staff attended the Crime View presentation
- Staff organized an after action meeting
- Staff attended an Awards Committee meeting
- Staff participated in teaching new trainees

Community Outreach

- Youth Leadership Council (YLC)
 - Three members of the YLC attended Mainland High School sports events to support YLC members on the tennis and track teams. Due to a donation of passes from a community member, nine (9) members of the YLC enjoyed an opportunity to visit NASCAR events this past weekend. The YLC also met this week to review upcoming community service projects.
- 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 the LS Recreation League concludes.
- PAL Educational Programs
 - R.E.A.D. Reading, Exploration, Adventure and Discovery
 - The *R.E.A.D.* program partnership with Ormond Beach Elementary continues. Currently, 25 students are participating in the program. The program provides an opportunity for students in grades 3, 4 and 5 to increase their skills in reading and writing through reader's theater team presentations and short story writing. The R.E.A.D. program exhibition is currently scheduled for Thursday, May 14 at Ormond Beach Elementary School Library.
 - *Tutors R Us* at the South Ormond Neighborhood Center continues. The average attendance for tutoring is seventeen (17) students per day. *Tutors are Us* provides small group and one-on-one tutoring to students in grades K-12. Each session is focused on the student's individual academic goals.
 - The second *Do the Right Thing* program for the 2019-20 school year was Wednesday, February 19. *Do the Right Thing* is a partnership program with Ormond Beach Middle School. Students are nominated by faculty and administrators for exhibiting model citizenship on campus. This week ten (10) students were honored.
- OBPAL Fourth Annual Donut Dash 5K
 - The Fourth Annual OBPAL Donut Dash 5K will be held Saturday, April 25, 2020. The event will begin and end at the back of The Trails Shopping Center. Registration will begin at 7:00 a.m. with a race start at 8:00 a.m.

On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>. For more information and sponsorship opportunities please call (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 50
- Animal Reports: 6
- Trap Neuter Release: 1
- Animal Bites: 2
- Animals to Halifax: 4
- Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 7
- Inactive: 8
- Fraud: 6
- Burglary Business: 3
- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0

Records

- Walk - Ins / Window: 67
- Phone Calls: 106
- Arrest / NTA'S: 21
- Reports Generated: 120
- Reports Entered: 100
- Citations Issued: 107
- Citations Entered: 78
- Warnings Entered: 114
- Trespass Warnings: 4
- CORF Entered: 166
- Mail / Faxes / Request: 14

Patrol

- Total Calls: 1,535
- Total Traffic Stops: 275

Operations

- Crime Opportunity Report Forms: 176

2/12/20

- Burglary Structure, 600 South Nova Road (Prince of Peace). Forced entry was made through the main doors of the church, but no damage was done, and the suspect bypassed the locks. It is unknown if any items have been taken at this time. Still photos were collected for evidence.

2/13/20

- Larceny, 214 Hamlet Trace. Victim hired a house cleaning service which was in her residence today. Victim observed a jewelry box to be ajar and noticed items missing. Total value of items missing at this time is approximately \$11,750.00.
- Warrant Arrest, 1614 North United States Highway One. Subject was contacted and found to have an open warrant.

2/14/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss prevention observed a subject conceal \$51.83 worth of health care products and attempt to leave without paying for them.
- Carbreak, 146 North Orchard Street. Attempted forced entry by prying at the door jam. No items stolen. Latent prints recovered. No suspects or video surveillance.
- Domestic Violence Battery Arrest, 136 Valencia Drive. The victim advised that over the course of the past week, she has been battered multiple times by her husband. The victim was scared to report it until today when she was able to report the incidents at the State Attorney's Office.
- Battery Domestic Violence Arrest, 108 Forest Quest. A subject struck her son multiple times with a metal broom stick after an argument about car keys.
- Carbreak, 136 Valencia Drive. The driver's side window of a work van was smashed and the garage door opener was removed.
- Narcotics Arrest, West Granada Boulevard/South Perrott Avenue. A traffic stop was conducted for driving through the flashing crosswalk in front of The Grind. The driver stated she only had a FL ID card. A search was conducted on the vehicle and methamphetamine, hydrocodone and narcotic paraphernalia was discovered.
- Warrant Arrest, Nova Road/West Granada Boulevard. Subject contacted and found to have an open warrant.

2/15/20

- Burglary Residence, 7000 Saint Georges Road # 205B (Bermuda Estates). Forced entry by prying the front door open, \$6,200 worth of jewelry and watches stolen. No evidence was able to be located.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject skip scanning merchandise in the self-checkout lane. She then attempted to exit the store without paying for the stolen merchandise. Total theft was \$354.54 in food items.

2/16/20

- Burglary Business, 146 North Orchard Street (All Florida Storage). The chain and locks on the front gate of this storage unit were cut and stolen. They also stole the game cameras (\$600) that record the front entrance area. No suspects and no video surveillance.
- Traffic Arrest, 100 block Magnolia Dr. Officers conducted a traffic stop on a vehicle that matched the description given out by Daytona Beach Police Department involving a strong arm robbery. When the vehicle stopped the driver bailed out and a perimeter was set up. A passenger in the vehicle was found to have 2 warrants out of Marion and Levy Counties.
- Warrant Arrest, 1340 West Granada Boulevard. Subject contacted and found to have an open warrant.

2/17/20

- Burglary, 600 South Nova Road (Prince of Peace Catholic Church). An unknown white female wearing a pink shirt entered this location, presumably using a stolen key. A "poor box" containing approximately \$100 was taken. The female left the area on a bicycle.
- Burglary Residence 20 Tomoka Avenue #20 (Riverbridge Condos). An unknown suspect burglarized the victim's storage unit at this location. A bicycle, watch, and pen were taken.
- Theft, 1105 North United States Highway One (The Beaver Bar). An unknown suspect stole the victim's wallet from this location.
- Warrant Arrest, 5 Pebble Beach Drive. Subject was contacted and found to have multiple warrants.

2/18/20

- Battery on a Pregnant Person, 59 Cardinal Drive #A. The victim (7 months pregnant) alleged that a subject slapped her in the face, hit her with a broom, and pushed her during an argument. The victim also alleged a sexual offense.
- Burglary Residence, 101 Life Boulevard #30. Victim observed his mountain bike, and a plastic tote to be missing from his screened in patio. The victim could not provide a serial number for the bicycle.

- Carbreak, North United States Highway One/North Nova Road. Victim's vehicle broke down at this location on 02/16/2020. Victim returned to his vehicle today, and found the rear passenger window smashed. Two 16" speakers taken.
- Possession of Ammunition by Felon Arrest, 1250 Biltmore Drive. Officers responded to this location in reference to an unconscious male in a storm drain. Subject was found to be in possession of stolen items and ammunitions and to also be a convicted felon.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 56
 - Number of Citations issued: 50
 - Number of Written Warnings Issued: 19
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Cases initiated
- 1 sign has either been removed or sign case created.
- 13 tree removal permit requests
- Administrative staff assisted with four (4) walk-in and sixty-seven (67) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor is on-site making corrections to the sewer lining, they will return again the end of February to finish punch list items.
 - Water Plant Upgrades – Work on the electrical upgrades is underway.
 - Breakaway Trails Storage and Pumping Improvements – A limited amount of water was pumped into the new tank, the contractor will monitor the level to ensure the performance of the tank.
 - Cassen Park Public Dock and Breakwater –The construction is complete, the contractor is working on punch list clean up items.
 - WWTP Sludge Dewatering Improvements – Bypass is complete and the new gates are installed. A progress meeting is scheduled for February 27.
 - HVAC Replacements – City Hall, SONC, The Casements – The Casements basement air handler has been removed, HVAC replacement work scheduled for substantial completion mid-March.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Work is on-going and proceeding on schedule.
 - Granada Blvd Medians – Irrigation Reuse Connection – A Notice to Proceed was issued for February 17.
 - WTP Sludge Residuals Facility Improvements – Shop drawings are being reviewed. Construction is expected to begin in March due to the long lead time (24 weeks) for the centrifuge.

- OBSC Improvements – Championship Field 7 – Once permits are received a Notice to Proceed will be issued and preliminary demolition work will begin.
- Nova Community Park Underground Electric Utilities – Directional drill under the driveway scheduled for February 20.
- WTP Chemical Feed System Upgrades – Installation scheduled for February 25.
- Memorial Gardens Lighting – The light fixtures are scheduled to ship this month.
- Broadway/US1 Traffic Signal – Bid award for traffic signal construction and agreement for CEI Services are scheduled for approval at the March 3 City Commission meeting.
- 2019 Stormwater Rebuild – Shop drawings are under review.
- Casements North Side Improvements – Pre-construction meeting was held on February 19.

- Bidding
 - Fiber Optic Connectivity – Continuing services agreements were approved at the February 18 City Commission meeting.
 - Gazebo Replacements CP II – One bid was received, price above project budget. Discussing funding options with Leisure Services staff.
 - CDBG Riviera Park Parking Improvements – The apparent low bidder is Sanderson Concrete Construction. Bid award is scheduled for the April 21 City Commission meeting.
 - 2020 Microsurfacing – The bid was approved at the February 18 City Commission meeting and the project will be advertised on February 23.
 - 2020 Repaving – The bid was approved at the February 18 City Commission meeting and the project will be advertised on February 23.

- Design Projects:
 - North US1 Water Main and Force Main Improvements – Final plans have been received. A disposition item for approval to bid is being prepared.
 - 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 – 90% have been received and are under review.
 - 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 – The consultant is preparing for site visits.
 - Fleming Avenue Stormwater Pump Station – The consultant is finalizing plans and specifications for bidding.
 - 56 North Beach Street – A City Commission Workshop to discuss options was held on January 7.
 - Police Station/EOC Relocation Study – Staff is scheduling a meeting with consultant to review their preliminary findings.
 - Airport Road/SR40 Water Main Loop – Survey work complete, survey plans to be provided by the surveyor for review.
 - Rockefeller Room Renovations – Window frame paint testing is being scheduled.
 - Exercise Equipment Replacement at Central Park II – Working with construction manager and will receive quote this month.
 - OBSC Playground Surfacing – Working with construction manager for this project to replace the surface at the Boundless Playground.
 - CDBG SONC Fitness Station – Finalizing RFP documents, project scheduled to be advertised in April.
 - Downtown: Cassen Park Improvements – Concept plan will be presented to the Mainstreet Board for their review and input.

- Downtown: Parking ID Signage – Signage project will be on the March 17 City Commission agenda for approval to bid.
- Granada Streetscape Pavers – Received Construction Manager quote which is under review.
- Update Parks & Recreational Master Plan – RFP is under reviewed by Leisure Services & Planning Department.
- Birthplace of Speed Overlook Replacement – Staff is obtaining structural drawings, which are required to obtain the building permit. A Work Authorization for the project will be on a future City Commission agenda for approval.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Researched old files and began the multiple sketch and legal descriptions for parcels within the Plantation Oaks subdivision.
 - Prepared a cost estimate for a potential CDBG project to install wider sidewalks in the Forest Hills subdivision.
 - Prepared plan for Fire Station 92 Driveway Improvements.
 - Provided as-builts of Andy Romano Beachfront Park to Building Maintenance, per request.
 - Researched drawing files and provided PDF copies of Casa Del Mar Condominium As-Builts to contractor, per request.
 - Researched property ownership and maintenance responsibilities of Chamber of Commerce property, per Public Works request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Poured 1x1 gutter patch for Water on N Halifax Dr; 3x3 patch for Water on Saddlers Run
- Filled pothole on Oleeta St; patch 10x10 asphalt
- Formed and prepped concrete at PAC; prepped ground for excavation (new sidewalk construction); 18x5 sidewalk pour
- Excavated ground for new sidewalk at Senior Center; formed new sidewalk

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimmed S Ridgewood & N Capri; Kenilworth Ave; trimmed deadwood from trees on Pine Trl
- Removed dead Oak at Nova Community Center
- Trimmed and removed trees on Thompson Creek Rd
- Removed low limb over ROW on Santa Fe S/O Arroyo Pkwy

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
- Trimmed vegetation for ROW & Yield sign in The Trails

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

- Pipe repair on Flamingo Dr
- Locates, gates & pumps, citywide
- Storm line cleaning on E. Tower Cir
- Catch basin cleaning Zones 3 & 4
- Basins inspected & cleaned citywide
- Depression investigated at Ted Porter Park (JAD)

Vactor

- Pipe repair – Oleeta St
- Airport Business Park

Street Sweeping/Streetsweeper (3 days)

- 84 miles of road cleaned
- 32 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,786
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 12,125 gallons unleaded, 9,251 gallons diesel
 - Fuel used in one week: 2,000 gallons of unleaded and 629 gallons of diesel.
 - Fleet completed 66 work orders this week.

Utilities

- Projects Summary
 - WRF Clarifier #3 Rehab – Dec 2019, proposal obtained for complete rehabilitation
- Preliminary Planning
 - Granada Sanitary Sewer Pipe Rehabilitation – Feb 10 revised Engineering Services fee proposal received. Will present to the commission at a future meeting for authorization to commence design FY19/20 and construction FY20/21.
- Design & Bidding
 - Western Service Area Master Plan – Draft report finalized. Commission workshop date TBD.
 - Holly Hill Reuse Interconnect – Flushing hydrant active. Draft resolution & interlocal agreement under review. Awaiting final engineering report from consultant, including comprehensive cost estimate for all improvements with telemetry & electrical work. Met with Holly Hill on Feb 20 to discuss operating protocol and possible system activation.
 - Airport Business Park Emergency Sewer Repair – Construction purchase order being processed. Shop drawings for structures (long lead item) being prepared.

- Under Construction
 - SCADA Integration Verification – [McKim Creed & STAR] Consultant tracking issues and concerns provided by City staff at WTP & WRF in order to develop troubleshooting plan and verify completion. Collections & Maintenance superintendents to develop list of concerns to forward to consultant.

- SPRC Projects
 - Planning & Design
 - Plantation Oaks Phase I-A (121 lots on 100 acres) – after receiving subdivision plans for review, met separately with design engineer to discuss overall utility plan. Considering master lift station as opposed to multiple lift stations directly connected.

 - Under Construction
 - 1545 N US1, Dunkin Donuts – 2018 approved 2” HDPE force main in ROW of Benton Road connecting to 2” force main. Does not meet current standard but is “grandfathered.”

 - Substantially Complete
 - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Final inspection 11/12. Awaiting final acceptance before transferring ownership to City.
 - Huntington Green – Water system cleared for use. Applications submitted for FDEP sewer clearance.
 - A-1-A Surf Shop – Conducted informal site visit and provided preliminary comments to engineer of record. Formal final inspection forthcoming.

Water Treatment

- Delivered 39.73 million gallons for the week ending February 15, 2020 (5.68 MGD).
- Backwashed 10 filters for a total of 591,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 15, 2020 @ 6.48 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~64.8.0 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 514,500 gallons.
- Electrical contractors completed first phase of the WTP Improvements.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 30.43 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.35 MGD.
- Produced 30.18 Million Gallons of Reuse.
- Produced 0.25 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (February 1, 2019 – January 31, 2020) (MGD):
 - Influent 4.39 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.28 MGD (Permit 6 MGD);
 - Reuse 4.59 MGD (Permit 10 MGD)
- Hauled 67.05 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 02-13-2020
 - 3 trailer loads of treated sludge went to processing facility.
- Alum dosing was increased during the week in an attempt to reduce the turbidity, however, due to excessive foam in the reaeration tanks and new distribution box unsure if the alum is mixing properly. Brought to Mead & Hunt’s attention for a remedy.
- The by-pass was completed on the 6th and the sand filters were taken down one at a time for bleaching and cleaning to reduce probability of fecal detections. Sand Filter #2 was online for the week. Due to constant sand filter backwashing and high turbidity, Sand Filter #3 was put back on-line.

- Product for red worm control began during the week per manufacturer's instructions.
- CCT dye testing was conducted on 2/3 by Mead & Hunt and was instructed to shut off CCT #2 mixer to increase detention time.

Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 14 calls for water service leaks.
- Replaced 8 broken meter boxes.
- Replaced 3 residential water meters.
- Replaced 2 water service due to leaks or low pressure concerns.
- Installed 8 new residential water service.
- Performed 3 scheduled pressure tests of city owned backflow prevention devices.
- Re-installed and repaired a BFP at Spanish Waters lift station.
- Performed commercial water meter accuracy testing on 2- 3" and a 4" water meters. Scheduled 4 commercial water meters for future testing.
- Performed maintenance on 4 fire hydrants in the S. Beach St. area
- Assist 1 customer with locating water meter box.
- Performed a residential water service disconnect due to a demolition permit.
- Disconnected 2-2" water main taps on Winding Creek Way due to 2" GSP pipe abandonment.
- Installed an automatic flushing device on Airport Rd at Leeway elevated water tower.
- Completed water main flushing post scheduled shutdown on Winding Creek Way, Noblewoods Way & Crooked Bridge Way.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 132 regular utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Staff spent 2 days looking for sanitary tap at 1298 Scottsdale Dr. Dug up tap at main and discovered that customer was not connected to tap.
- Installed new emergency call sticker to control panel at customers request at 54 Hunt Master Ct.
- Adjusted floats on PEP tank at 24 Indian Springs. Back up was a customer issue but water was holding in C/O.
- Rewired J-box at 5 Stagden Look.
- Replaced PEP control panel at 19 Hunt Master Ct.
- Demo'd 130 Riverside Dr.
- Located and marked 28 PEP tanks in phase 4 of Breakaway Trails.
- TV'd 9 sanitary laterals on PM list.

Wastewater Plant – Lift Stations

- 5M, 9M, - grounds keeping.
- 7P – cleaned both domes & probes, grounds keeping.
- 4M, began installation of 3-pump controller.
- Post Anoxic - moved and installed oxygen meter.
- SCADA monitor/response: Responded to 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

- Breakaway Trails Reclaimed – Installed electrical raceway for Makeup Wells 2, 3, 4.
- Clari-Cone – procured electric demolition hammer for cleaning of hardened lime in cone.
- Slaker Building – assisted contractor with locates of control and power wiring.

- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- FDEP Meeting Concerning SSO Guidance Document – Staff attended a meeting with FDEP-Central District to discuss the document in regard to future compliance.
- Cross Connection Control Program Management Services Contract – Staff is reviewing the letters which will be mailed to all potable water commercial customers with a backflow prevention device when their device is due for testing. The device prevents contamination of the distribution system by ensuring water, which has entered a facility, does not return to the public water supply.
- 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.
- Reuse Groundwater Monitoring – Staff submitted the Groundwater Monitoring analytical data for the 3rd quarter 2019. The data is submitted the FDEP as part of the WRF operating permit. Also, staff ordered bottles for the annual sampling to be performed within the 1st quarter of 2020.
- Wetlands Monitoring Report – Staff is obtaining a botanist from the City's continuing consultants to perform the evaluation of the wetlands in Rima Ridge. The report is a part of the Consumptive Use Permit (CUP) issued by the SJRWMD.

Support Services/City Clerk

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

- City Clerk attended City Manager staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for February 18, 2020, City Commission Meeting.
- Agenda packet preparation for March 3, 2020, City Commission Meeting.