

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 5, 2021

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

City Manager

Reviewed and prepared with staff as follows:

- Virtual staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- Team Volusia Executive Committee meeting
- SMA Board meeting
- City Commission meeting
- Presented at Chamber Leadership Government Day
- FCCMA Virtual Winter Institute

PIO – Public Information

- Press Releases/Media
 - Osceola Outreach and Planning
 - General media inquiries and interview coordination
 - General citizen requests
- Social Media
 - COVID-19 Vaccination Information
 - COVID-19 Vaccine Event Updates
 - Osceola: #SaveOurSchool Campaign Launch
- Attended
 - City Manager Virtual Staff Meeting
 - Engineering/Planning Meeting
 - Volusia PIN Network Meeting
 - Cassen Park Updates Meeting
- Developing
 - Social Media Strategic Planning

Community Development

Planning

- A neighborhood meeting has been scheduled for the Paradise Pointe proposed Assisted Living Facility at 350 Clyde Morris Boulevard. The project is located at 350 Clyde Morris Boulevard and proposes 87 units with approximately 80,351 square feet of building area. The neighborhood meeting will be held at Radiology Associates at Twin Lakes located at 1890 LPGA Boulevard, Suite 110, Daytona Beach, Florida, on Thursday, February 11, 2021, between 6 p.m. and 7 p.m.

- A neighborhood meeting has been scheduled for the Perrott Depot project at 29 North Perrott Drive, Ormond Beach, Florida. The neighborhood meeting shall be held at All Aboard Storage building located at 305 West Granada Boulevard, Ormond Beach, Florida, on Wednesday, February 17, 2021, starting at 6 p.m. The Perrott Depot project seeks to modify the existing distribution and warehouse facility to add 12,540 square feet of storage/mini-storage buildings and associated site improvements. A virtual presentation will be available on Zoom.
- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- Staff attended and presented to the Board of Adjustment and Appeals (BOAA) on Wednesday, February 3, 2021. The BOAA acted as followed:
 1. 342 North Beach Street: Variance 1: To allow a variance for an addition within the calculated front yard setback. Denied 5-0. Variance 2: To allow a variance in the rear yard to construct a detach accessory dwelling unit. Denied 5-0
 2. 430 Andalusia Avenue. Continued from the January meeting. This is a request allow a six (6') high solid fence within the property's front yard. Denied 2-2 (1 member abstained).
- Staff attended the pre-proposal for the impact fee update.
- Staff attended the Quality of Life Board with Engineering and Leisure Services staff to introduce the Park & Recreation Master Plan update. A schedule for the Master Plan update is being finalized and will be published once available.
- There has been a Small Scale Comprehensive Plan (from "Open Space/Conservation" to "Medium Density Residential" with a condition of a maximum of 18 residential units) and Zoning Map amendment (from SE (Special Environmental) to R-4 (Single Family Cluster & Townhouse)) for the property at 1190 West Granada Boulevard. There is a pending land sale of the 2.8 acre parcel owned by the Florida Department of Transportation to a private entity. The applications are scheduled for the February 18, 2021, Planning Board meeting.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 381 inspections preformed within the city (25 by private providers).
- 123 permits issued within the city, with a valuation of \$4,972,186 (3 garage sales permits).

Development Services

- There was no SPRC meeting this week.
- There are no projects under SPRC review at this time.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	95%
Coolidge Avenue Office/Warehouse	95%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	95%
Extended Stay America	90%
FPL Substation Expansion	95%
Germfree driveway addition	5%
Nova Road Controlled Storage Climate	30%

Ormond Art Museum	0%
Publix	0%
Starbucks, Shoppes on Granada, Phase 2	10%
The Pumphouse	50%
Total Comfort	20%
Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	95%
Upscale Nails	90%
Residential	
Pineland, Phases 4 & 5	15%
Ormond Grande	2%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - The permanent traffic signal at the intersection of Broadway and N. US 1 is currently being installed.
- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
 - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Avenue creating a secondary ingress and egress to the business park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs.
 - Staff chaired the Team Volusia Economic Development Practitioner's Council, where Team Volusia provided an update on marketing and attraction efforts in the County.
 - The first installment of Startup Grind Ormond Beach was held on Wednesday, February 3 at 2:00 p.m. The next event will be held in April.
- Prospective Business Attraction/Retention/Expansion
 - Staff is preparing new rounds of outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff has been advised that the Florida Department of Transportation will conduct the airport's annual licensing inspection on February 9, 2021.
- Staff and representatives from Hoyle, Tanner and Associates (HTA) conducted the 90% design review meeting this week for the project to rehabilitate Taxiway Delta. HTA will prepare the 100% design documents and begin working with staff to prepare for the bidding phase of the project.
- Staff completed work to review a proposal to mitigate wetland impacts related to the project to construct access roads into the southwest quadrant of the airport.
- Staff completed work to setup and install a new directional sign at the intersection of Taxiways Bravo and Delta.
- Staff completed work to prepare and submit to the Federal Aviation Administration a request to utilize an airport grant provided to the City via the CARES Act to fund the design phase of the Taxiway Bravo rehabilitation project.
- Staff completed minor repairs to the Precision Approach Path Indicator (PAPI) lights for Runway 35.

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

Finance

- On-going Projects
 - To-date the City has received \$7.3 million dollars for hurricane Matthew reimbursement.
 - To-date the City has received \$3.23 million dollars for hurricane Irma reimbursement.
 - The City closed hurricane Dorian at the FEMA level. Awaiting State obligation.
 - Finance is working on the annual audit.
- Completed Projects - Weekly
 - Processed 126 Journal Entry Batches.
 - Utility Billing Meter Readers completed 447 work orders.
 - Approved 26 Purchase Requisitions totaling \$649,842.84.
 - Issued 33 Purchase Orders totaling \$636,131.01.
 - Issued 535 past due notices on utility accounts.
 - Auto-called 149 utility customers regarding receipt of a past due notice.
 - Processed 586 payments through Interactive Voice Response System totaling \$46,432.69.
 - Processed 1,186 payments through City online payment portal totaling \$100,931.56.
 - Prepared 94 Accounts Payable checks totaling \$113,787.51 and 37 Accounts Payable EFT payments totaling \$680,058.90.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Completing applications for the VOCA grant and the AFG grant, both of which are due February 12.
- Finalizing agreement with Halifax Urban Ministries for FY 20-21 Community Development Block Grant (CDBG) funding to hire an Unaccompanied Youth Manager for Hope Place following City Commission approval of the FY 20-21 CDBG Subrecipient Agreement with the County of Volusia on February 2, 2021. This agreement is planned for the March 2 City Commission meeting for review/approval.
- Grant reimbursement requests to date FY 20-21: \$1,636,298.94
- Attended City Commission meeting.
- Attended FY 2020 Fire Prevention and Safety (FP&S) webinar.

Risk Management Projects

- Attended Chamber of Commerce Leadership – Government Day
- Prepared multiple subrogation demands
- Updated vendor insurance in Tyler

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 8
 - Hazardous: 1
 - EMS: 73
 - Motor Vehicle Accidents: 6
 - Public Assists: 43
 - TOTAL CALLS: 132

- Aid provided to other agencies: 6 Calls – Daytona Beach (1), Volusia County (5)
- Total staff hours provided to other agencies: 3
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 46
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 202

- Training Hours
 - NFPA 1001: Firefighting 68
 - NFPA 1002: Driver 7
 - NFPA 1500: Safety/Equipment 30
 - EMT/Paramedic 12
 - TOTAL TRAINING HOURS: 117

- Station Activities
 - Participated in a drive-by parade to celebrate employee Ken White's retirement from the City of Ormond Beach

- Significant Incidents
 - 1/30/21, 6:04 AM: Nova Rd. / Division Ave. – Motor Vehicle Accident – Upon arrival found a truck vs. bicyclist accident – one fatality on-scene.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Information Systems Specialist (IT/Finance)
 - Information Technology Manager (IT/Finance)
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Plant/Pump Mechanic (Public Works)
 - Police Officer (Police)
 - Records Specialist (Police)
 - Treatment Plant Operator C, B, A, or Trainee (Water Reclamation Plant/Public Works)
 - Water Distribution Operator 3, 2, 1, or Trainee (Public Works)

- Interviews Scheduled
 - Treatment Plant Operator C, B, A, or Trainee (Water Reclamation Plant/Public Works)

- Background/Reference Checks/Job Offers
 - Firefighter/EMT (Fire)
 - Police Officer (Police)

- Employee Events
 - Employee wellness incentives for 2021 underway

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start early 2021.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
 - Enterprise Infrastructure
 - iSeries system (CentralSquare Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 41
 - Completed: 59
 - In progress: 48
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,136
 - Inbound E-Mails Blocked: 8,572
 - Delivered Inbound E-Mails: 21,230
 - Quarantined Messages: 383
 - Percentage Good Email: 67%
 - Virus E-Mails Blocked: 1
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 63
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 21
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,902
 - Meters GPS Located this week: 0 : Total in system = 24,006; 23,176 potable, 819 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Working with Coordinators to develop plan to re-open facilities and programs
- Met with Barth & Associates regarding the Parks & Recreation Master Plan update. Staff is prepping for site evaluation, and working on a tentative schedule for visioning workshops and public meetings.
- Quality of Life Board meeting
- Updating website and social media pages as needed

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects

- Follow-up to concerns, issues and questions within scope of work weekly administrative assignments and activities

Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continued enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Continued to monitor safety and security of the EDC building and grounds.
- Developed and posted flyer for upcoming virtual Backyard Bird Count.
- Coordinate filming of Backyard Bird Count demonstration videos.
- Coordinating with sign vendor for install of more education signs for exhibit tanks.
- Developing additional nature videos for posting to social media 1 to 2 times/week.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1 pm daily.
- SHS Soccer had practices this week on Tuesday and Thursday and games on Friday, Sports Complex, Soccer Fields 5/6/8 and the Championship Field 7.
- SHS Baseball & Softball practices this week, Tuesday, Wednesday and Thursday, Quad 2, 5:30 pm to 7:30 pm
- Golden Spikes continued practices Monday and Wednesday at 6 pm at Nova Field #1.
- Coed Softball held a practice on Tuesday night at 6 pm on Quad #4, Sports Complex.
- OBSC had games on Saturday at 9 am on Fields 3 & 4.
- ISA Softball Tournament on Saturday and Sunday at the Sports Complex Softball Quad, 8 am to 5 pm daily.
- USSSA Baseball Tournament on Saturday and Sunday at both the Nova Fields and the Wendelstedt Fields at the Sports Complex from 8 am to 6 pm daily.
- Port Orange Stallions Football hosted a home game on Saturday night at 6 pm at Championship Field #7 at the Sports Complex.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging, dragging fields and weeding fields/infields
- Painted Soccer Fields 2/9/10
- Painted corners on multi-purpose fields 11/12
- Painted corners on flag football fields
- Prepped Championship field 7 for SHS District soccer games on Tuesday & Friday.
- Prepped Nova fields for Spikes practices Tuesday & Thursday nights.
- Painted soccer fields 3/4/5/6/8 for OBSC & SHS
- Prepped Quad 2 & Kiwanis daily for SHS Softball and Baseball practices
- Cut out home plate area at Nova #1 to improve drainage
- Put out goals and toters on soccer fields 1/2/9/10
- Prepped/Painted fields for weekend Baseball & Softball tournaments
- Prepped/Painted Championship Field 7 for Port Orange Stallions football game

Performing Arts Center

- Set-up and tear down for Volusia County Fire Chiefs Association meeting in the Senior Center ballroom.
- Delivered pandemic supplies to replenish inventory.
- Responded to telephone inquiries from residents regarding status of shows.
- Responded to inquiries from existing and potential new clients about status of re-opening.

South Ormond Neighborhood Center

- Open park and pavilion
- Work is going well on the workout station area
- Basketball and gym use by reservation only
- PAL tutoring program Monday through Thursday, 3 pm to 6 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Clean up and organization of storage areas. Starting inventory of all Community Events equipment and supplies.
- Developing alternative forms of delivering spring and summer events, using the COVID safety plan, for large events.
- Assisted with set up of ballroom in Senior Center for Quality of Life board meeting, Thursday, February 4.

Nova Community Center and Special Populations

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

The Casements

- The Casements was open on Saturday from 8 am to 12 pm and on Monday through Friday for self-guided tours
- A wedding was held at Bailey Riverbridge on Saturday from 12 pm to 4 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 p to 6:30 pm.
- Florida Women's Art installed artwork in the gallery on Tuesday from 10:00 am-3:00 pm.
- Ora Yoga classes returned this week to The Casements Dance Room on Tuesday and Thursday mornings from 9 am to 10 am.
- The Casements staff worked on a Valentine's craft video that will be posted on Facebook next week.
- Staff worked on graphics for our virtual valentine's contest "Sweetheart Stories" that will debut on February 8th until February 12th, Peach Valley Ormond East donated a breakfast for two.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place this Monday, Wednesday and Friday from 8:30 am to 9:30 am in the dance room of The Casements.
- On Thursday a meeting was held in the preservation room from 1 pm to 2 pm.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Walkway repaired at Central Park I
- Replaced pickets Magic Forest
- Replaced swings in various parks
- Replaced Nova basketball court bracket

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
- Toilet unclogged at Andy Romano Beachfront Park
- Completed AED replacement citywide
- Repaired 35 PAPI lights at the Airport
- Door repaired at FS94
- Toilet unclogged at Cassen Park and South Ormond Neighborhood Center
- Repaired a toilet at Tennis Center and at Riverbend Park
- Replaced gym lights at South Ormond Neighborhood Center
- Updated mag-locks timer to open the outside restrooms at South Ormond Neighborhood Center
- PW conference room tables repaired
- Repaired Fleet gate
- Repaired and replaced Quad upstairs door latch/frame at the Sports Complex
- Replaced emergency light at the EDC
- Replaced emergency sign at FS92
- Replaced security lights on roof at the Performing Arts Center

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff coordinated a plaque dedication for former employee Roy Pearson
- Staff interviewed candidates for Records and Community Service positions
- Staff communicated with Daytona State College in reference to police candidates
- Staff attended a claims committee meeting

Community Outreach

- Youth Leadership Council (YLC) – YLC members are reviewing upcoming community service projects and selecting new officer positions in preparation the State of Florida Association of PAL all Regional training in February. This year's training will be virtual.
- PAL Educational Programs
 - OBPAL Tutors R Us began on Monday, February 1, at the South Ormond Neighborhood Center. Currently, 20 students are pre-registered for the program.
 - READ (Reading, Exploration, Adventure and Discovery) is scheduled to begin February 8 at Ormond Beach Elementary School.
 - Science on Patrol at Ormond Beach Middle School is schedule to begin February 23^d.
- Donut Dash 5K 2021 – The registration page has been updated with information for the 2021 race. The Donut Dash 5K 2021 will be held Saturday, April 24 at The Trails Shopping Center. Registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 37
- Animal Reports: 3
- Trap Neuter Release: 1
- Animal Bites: 2
- Animals to Halifax: 2
- Wildlife Calls: 1
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 19

- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 1
- Inactive: 1
- Fraud: 6
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 3
- Grand Theft: 2
- Auto Theft: 2
- Death Undetermined: 0
- 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: 52
- Phone Calls: 104
- Arrest / NTA'S: 13
- Reports Generated: 124
- Reports Entered: 120
- Citations Issued: 57
- Citations Entered: 23
- Warnings Entered: 118
- Trespass Warnings: 27
- CORF Entered: 78
- Mail / Faxes / Request: 27

Patrol

- Total Calls 1,484
- Total Traffic Stops 136

Operations

- Crime Opportunity Report Forms: 122

01/28/21

- Carbreak, 26 Fair Oaks Circle. Unknown suspect entered the victim's unsecure vehicle, nothing was taken.
- Burglary Business, 374 West Granada Boulevard (AT&T). The AT&T business was broken into by cutting the wall of the business separating the Pizza Hut and the AT&T building. After entry was made to the AT&T safe room, a power tool was used to cut into the top of safe containing merchandise.

01/29/21

- Burglary Business, 376 West Granada Boulevard (Former Pizza Hut (vacant). Unidentified suspects cut a hole in the wall to gain access to the AT&T store next door to steal cell phones.
- Burglary Business, 376 West Granada Boulevard #A (Ormond Café). Unidentified suspects attempted to go through the ceiling in the electrical room of this business to gain access to the AT&T store to steal cell phones.
- Battery Domestic Violence, 657 South Atlantic Avenue (Driftwood Resort). Subject was in a verbal argument with his girlfriend when it turned physical. Subject was not located at the time but was taken into custody at a later date.

01/30/21

- Traffic Arrest, South Old Kings Road/West Granada Boulevard. A traffic stop found that the driver was impaired.

01/31/21

- Prowler Arrest, 1001 Broadway Avenue (Security First Insurance). Subject contacted at this location after hours and could not dispel alarm. He was in possession of narcotic paraphernalia as well.

02/01/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$297.83 in merchandise from this location. The offense was witnessed by loss prevention
- Larceny, 210 South Atlantic Avenue (IHOP). An unknown suspect stole the victim's electric bicycle from this location. The victim found the bicycle in a wooded area nearby a short time later.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$96.20 in merchandise from this location. The offense was witnessed by loss prevention.
- Narcotics Arrest, 195 S Beach St (Ames Park). Subject contacted and found to be in possession of narcotics.
- Carbreak, 3 Aviator Way. Victim advised he witnessed a subject inside his truck who fled the area, dropping the victim's belongings. The suspect left in another vehicle that was not located.
- Narcotics Arrest, 72 South Yonge Street (Crown Jewelers). Subject was contacted due to seemingly being under the influence. The subject was in possession of methamphetamine.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject contacted who was found to have an open warrant.
- Warrant Arrest, 37 Park Place. Subject contacted who was found to have an open warrant.

02/02/21

- Stolen Tag, 1 John Anderson Drive (Ormond Heritage). An unknown suspect removed the FL tag from the victim's white 2005 Chevy truck.
- Carbreak, 143 Ivanhoe Drive. Unknown suspect entered the victim's vehicle and stole a pistol that was later recovered and returned to the owner
- Trespass Arrest, 1462 West Granada Boulevard (Dollar General). Subject contacted who had previously been trespassed from the location.

02/03/21

- Warrant Arrest, 31 Putnam Avenue. Subject contacted who was found to have an open warrant.
- Warrant Arrest, 1450 Hand Avenue (Tomoka Christian Church). Subject contacted who was found to have an open warrant.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject contacted who was found to have an open warrant.
- Battery, 640 North Nova Road. Subject was driving his vehicle in the wrong lane, sparking a verbal argument with a pedestrian.
- Homicide, 70 Bluebird Lane. Three members of the same family were involved in a disturbance. At some point during the disturbance shots were fired. OBPD responded to a 911 call, officers secured two people at the scene. The third person was pronounced deceased.
- Carbreak, 910 South Atlantic Avenue (Planet Fitness). Forced entry into the vehicle by smashing the window. Purse with wallet and contents taken.
- Carbreak, 910 South Atlantic Avenue (Planet Fitness). Front driver's side window smashed, purse and wallet taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 15
 - Number of Citations issued: 16

- Number of Written Warnings Issued: 10
- Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: Case initiated
- Zone 2: Cases initiated
- Zone 3: Cases initiated
- Zone 4: Cases initiated
- 46 signs have either been removed or sign cases created.
- 26 tree removal permit requests (includes total from last week)
- Administrative staff assisted with one (1) walk-in and sixty-three (63) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - WTP Chemical Feed System Upgrades – Project completed.
 - Broadway/US1 Traffic Signal – Mast arm installation is in process.
 - Casements North Side Improvements – Project scheduled for substantial completion February 12.
 - Fiber Optic Connectivity – Proposals to repair/replace FS-91 and John Anderson Drive fiber optic conduit are being prepared by the contractor.
 - Landscape Renovations-Variou City Parks & Facilities – Construction is ongoing.
 - Gazebo Replacement CP II – Foundation work is ongoing, project scheduled for substantial completion March 8.
 - CDBG SONC Fitness Station – Construction is 93% complete.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Restoration – Removal and replacement of the west wall is ongoing.
 - Granada Mid-Block Lighting Improvements – Contracts are executed, a pre-construction meeting is being scheduled.
 - 2021 Storm Lining - A pre-construction meeting was held on January 27, and a Notice to Proceed was issued on February 1.
 - 2021 Sewer Lining/Manhole Repair – Contracts are executed, a pre-construction meeting is being scheduled.
 - Birthplace of Speed Park Observation Deck Replacement – Construction is 55% complete.
 - Florence St On-Street Parking – Contracts are being executed.
 - Bidding:
 - Wilmette Stormwater Pump Station – Bid award is scheduled for the February 16 City Commission meeting.
 - Downtown Banner Pole Replacement Re-Bid – Project was advertised on January 10, a pre-bid meeting was held on January 27, and bids are due on February 11.
 - Facility Hardening – The project was approved for bidding at the February 2 City Commission meeting, and will be advertised on February 7.
 - Design Projects:
 - Secondary Raw Water Main – Bid documents are being finalized.

- Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.
 - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
 - Airport Road/SR40 Water Main Loop – Consultant has completed plans and specs, permits are approved.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Granada Streetscape Pavers – Construction scheduled to begin on February 11.
 - Update Parks & Recreational Master Plan – Staff met with the Quality of Life Board and Leisure Services Advisement Board this month for their involvement and input on the master plan update.
 - Business Park Drive Phase II – Design is in process.
 - Police Station Chiller – Design is complete, preparing an agenda item for approval to bid the project.
 - CDBG Fleming Avenue/CP I Playground – Disposition item for approval to advertise is on hold until CDBG funding is approved and released.
 - Riviera Park Pedestrian Signals – Purchase orders are being prepared, a Volusia County Use Permit is in process.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in in process.
 - SONC Gym – Final design comments were returned to the consultant. Consultant is preparing bid documents.
 - Water Main Replacement – Mainland – A Work Authorization for design is being prepared for City Commission approval.
 - Water Main Replacement – Peninsula – A Work Authorization for design is being prepared for City Commission approval.
- Departmental Activities
 - Reviewed 19 Engineering Permit applications through the ProjectDOX system, and created and approved 4 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Patched asphalt & stripped gutters on Royal Palm Ave
- Patched asphalt on Hilldale Ave, N John Anderson Dr, Oakview & Morningstar, Lakebluff Dr, Amsden, Wilmette, Hernandez
- Stacked barricades at shop
- Removed sidewalk/grind and poured at Nova Park
- Graded for sidewalk at Trina St.

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
- Picked up debris in ditch line on Arroyo Parkway
- Trimming on Wild Cat Ln; around wash rack and fuel pumps at Fleet; Tomoka Oaks subdivision
- Hauled debris from Nova Community Center
- Cleared brush from center island at Fleet

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.

- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

Sign Shop

- 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 Sandcastle/Military Blvd
- Reach out on Hull Rd, Harmony, Pineland (ditch mowing)
- Pipe replacement on S Arbor/basin repair
- Yard clean up at PW
- Baffle boxes inspected citywide
- Pipe repair on Country Club Dr.

Vactor

- Sandcastle/Military Blvd
- Line cleaning on S Arbor

Fleet

- Mileage traveled by all departments for the week: 22,744
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 11,917 gallons unleaded, 6,817 gallons diesel
 - Fuel used in one week: 2,521 gallons of unleaded and 721 gallons of diesel.
 - Fleet completed 49 work orders this week.

Utilities

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

Water Treatment Plant

- Delivered 39.58 million gallons for the week ending January 27, 2021 (5.65 MGD).
- Backwashed 9 filters for a total of 574,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 27, 2021 @ 6.84 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled ~64.8 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 145,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.34 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.91 MGD.
- Produced 23.55 Million Gallons of Reuse.

- Produced 3.80 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2020 – December 31, 2020) (MGD):
 - Influent 4.46 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.94 (Permit 6 MGD);
 - Reuse 3.90 (Permit 10 MGD)

Water Distribution

- Responded to 15 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 10 calls from customers concerning leaking water.
- Replaced 5 malfunctioning residential water meters.
- Replaced 6 broken meter boxes.
- Installed 4 new residential water services.
- Performed meter accuracy testing on a 6", 3" & 4" commercial water meters. Scheduled 3 for testing.
- Replaced 3 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 4 City owned backflow prevention devices.
- Performed valve maintenance 7 valves involve with scheduled maintenance and/or water main leaks.
- Located 1 water service for a customer with plumbing concerns.
- Repaired a 2" GSP water main on the corner of Sunny Beach Dr. & Ocean Cir.
- Performed a water service disconnect due to a building demolition.
- Water main flushing: Rosewood Ave, Melrose Ave, N. Ridgewood Ave, Putnam Ave, N. Yonge St, N. US1, Sanchez Ave, Andrews St, Kenilworth Ave, McIntosh Ave, Cumberland Ave, Lindenwood Cir.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 143 utility locates for the previous week.

Wastewater Collection & Reuse

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 8 in the conventional system service area.
- Replaced PEP pump at 42 Coquina Ridge Way, 75 Westland Run and 83 Deep Woods Way.
- Located sanitary tap and installed C/O at 1211 Fernway Dr.
- Responded to odor complaint at 6 Tomoka Cove Way. Sealed conduit from PEP tank to control box.
- Repaired broken sanitary service at 91 Beaver Lake Cir.
- Disconnected sanitary service for demo at 17 Oakmont Cir. and 183 S. Ridgewood Ave.
- Prepping to repair broken PEP tank at 14 Canterbury Woods.
- Replaced broken lid on isolation valve at 43 Creek Bluff Way.
- Flushed sanitary service at 103 Hickory Hills Cir.
- Replaced broken check valve at 54 Winding Creek Way.
- Located all services on east side of Shadow Creek Way, from #5-19, for contractor.
- Follow up from trouble call. Located C/O at 882 Village Dr. Issue was on customer side.
- Responded to 2 reuse trouble calls.
- Located reclaimed tap and showed customers at 42 Cambridge Trace and 68 Westland Run.
- Located PEP and reclaimed at 26 Dartmouth Trace
- Reclaimed at 94 N. Beach St., met with irrigation contractor and showed him system was providing adequate pressure and volume.
- Located reclaimed service at 3 Carriage Creek Way and 3 Crooked Bridge Way

Wastewater Plant – Lift Stations

- SCADA – began to configure alarms and tie in wiring at lift stations.
- Clarifier #3 – 2nd squeegee replaced by contractor.
- Sludge Holding Tanks – installed conduit for level transducers.

- LSHD – Power supply clicking in and out, replaced battery, rebooted PLC.
- Conducted plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Standish Booster Station – installed raceway for level transducer.
- Well 21 – reestablished remote communication and control.
- Stormwater – installed new battery at Fleming opti controller, shuts down after 3 minutes, continuing to work on.
- Perform operational checks at various locations.

Support Services/City Clerk

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

- City Clerk attended City Manager virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for:
 - February 2, 2021, City Commission Meeting.
 - February 3, 2021, Chamber of Commerce Leadership Program: Government Day.
 - February 4, 2021, Quality of Life Advisory Board Meeting.
- Agenda packet preparation for February 16, 2021, City Commission meeting.