

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: October 9, 2020

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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
- State of the City planning

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- Interviews with City Engineer and Utilities Manager candidates

**PIO – Public Information**

- Press Releases/Media
  - General media inquiries
  - General citizen requests
  - Updated FAQs template for press briefings
- Social Media
  - OBPD Mighty Duck Promos
  - Airport Road Closure
  - OPBD and VCSO Proclamation #OBproud
  - Fire Prevention Week #OBprepared
- Attended
  - City Manger's Virtual Staff Meeting
  - City Commission Meeting
  - Program for Public Information Meeting: Flooding
  - State of the City Video Review
  - State of the City Brochure and Program Prep
- Developing
  - Strategic plan for October event rollout
  - Holiday promotional planning

**Community Development**

**Planning**

- Attended and presented the applications at the October 7, 2020 Board of Adjustment and Appeals meeting.
- Attended and presented the applications at the for the October 8, 2020 Planning Board meeting.
- Attended a meeting with homeowners of Moss Point to discuss the proposed Tymber Creek Apartments project.

Building Inspections, Permitting & Licensing

- 10 new business tax receipts issued.
- 351 inspections performed within the city (25 by private providers).
- 143 permits issued within the city, with a valuation of \$1,854,276 (28 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) meet this week with:
  1. Ormond Gateway, review of comments. Commercial three-lot subdivision.
  2. 290 North U.S. Highway 1, pre-application meeting. Construction of a 3,000± square foot warehouse in the B-8 zoning district. The use would require a rezoning to Planned Business Development.
  3. Pineland subdivision, phases 4 and 5. Pre-construction meeting to construct the subdivision improvements for Pineland subdivision, phases 4 and 5.
- The following projects are under review of the SPRC:
  1. Ormond Grande, 3<sup>rd</sup> review. Development of 60 multifamily townhomes and a 3,600 square foot building and associated site improvements.
  2. 1670 North U.S. Highway 1, Ormond Gateway Subdivision, 1<sup>st</sup> review. Development of a three-lot commercial subdivision of 15.63 acres and associated site improvements.
  3. 101 East Granada Boulevard, Publix, 1<sup>st</sup> review. Site work, including the re-paving of the existing parking lot associated with the proposed Publix store.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Calvary School Expansion	85%
Casements, Carriage House expansion	80%
Coolidge Avenue Office/Warehouse	60%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	20%
Extended Stay America	70%
FPL Substation Expansion	15%
Jeremiah's Ice	60%
Nova Road Climate Controlled Storage	0%
OB Championship Softball Field	95%
Publix remodel	75%
Salty Church	95%
The Pumphouse	30%
Total Comfort	10%

Utilities only	
101 Town & Country Lane	40%
Dunkin Donuts, 1190 Ocean Shore	95%
Deerfield Trace	95%
Latitude Beach Club	86%
Upscale Nails	80%

**Economic Development/Airport**

**Economic Development**

- Ormond Crossings
  - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
  - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway with construction slated to commence later this year.
  - 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.
  - Staff is assisting the County with the Relaunch Volusia Small Business Grant and Home Based Business grant application process and notifying the business community of the program.
  - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs and anticipating the direction by Governor's office for reopening the economy.
  - Staff attended Team Volusia's bi-monthly Practitioner Council meeting for an update on regional attraction efforts of that organization.
- Prospective Business Attraction/Retention/Expansion
  - Staff has been calling businesses in the business community including major employers, companies in the Airport Business Park, and many of the smaller business centers in the city. This will be an ongoing effort to assess the impact of COVID-19 on business operations.
  - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower as a result of COVID-19.
  - Publix has initiated improvements to the former Lucky's super market store.

**Airport Operation and Development**

- The October 12 meeting of the Aviation Advisory Board has been rescheduled for Monday, November 9 at 7:00 p.m. in Room 103 at City Hall.
- Survey teams from Hoyle, Tanner & Associates continued working on the design phase of the Taxiway Delta Rehabilitation Project. This project will produce the necessary design, permitting and bid documents required to facilitate a construction effort next year to mill, overlay and realign the pavement of Taxiway Delta. Staff is working with the survey teams to coordinate their operations at the airport with the air traffic control tower staff.

- Staff is in receipt of the 90% design documents for the Southwest Quadrant Airport Access Road Project. Staff will meet with the design engineers from Hoyle, Tanner & Associates to review the plans and proceed toward finalization of this project, which involves the design of a new airport perimeter access road connecting two access points within the Airport Business Park at Signal Avenue and Tower Circle East.
- The City Commission approved a resolution authorizing the execution of a first amendment to the 2016 amendment and restatement of the ground lease agreement between the City and M.A.C. Charter, Inc. and Sunrise Aviation, Inc. at their meeting on October 6. The amendment rephrases the lease term to improve the marketability of certain hangars.
- Staff prepared and submitted the FY 2020 4th Quarter reports to the FAA for the Runway 9/27 and Taxiway Alpha Extension Construction Project and Taxiway Delta Rehabilitation Design Project.
- Staff is working with the City's landscape vendors to explore options for more effective control of plant overgrowth at the airport. Currently, the vendor applies herbicides on a bi-annual basis. Staff is researching the use of custom herbicide blends that are potentially more effective and need only be applied once per year.
- The Ormond Beach Airport and the Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) will host "Exercise American Shield," a joint operation involving advanced elements of the Florida Wing of the CAP, the Army National Guard, the United States Air Force and other components of the U.S. Armed Forces. This training mission is a pre-deployment exercise in support of the National Capital Region Integrated Air Defense System, which protects Washington, D.C. and other locations from airborne attack. CAP operations at the airport will be reduced in comparison to previous incarnations of this event due to COVID-19 concerns, and will take place next week, from October 11 through October 19, involving 8 to 11 CAP aircraft and support personnel under the direction of a primary incident command post located at Camp Blanding, Florida.
- Staff has been advised that industrial cranes will be operating at a height of up to 131 feet and a distance of 1.8 miles west of the airport until December 28. A Notice to Airmen (NOTAM) has been issued to notify pilots of this activity.

### **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 worksheet for hurricane Matthew. **To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.**
  - The City continues to work with the FEMA to achieve obligation on one (1) additional project worksheet for hurricane Irma. Due to this PW involving pier replacement (Cassen Park) EHP takes substantially longer. **To-date the City has received \$2.5 million dollars for hurricane Irma reimbursement.**
  - The City was obligated by State for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement. **The City received \$550K for this project this past week.**
  - The City received reimbursement for Cassen Pier. **The City received \$521,000 and anticipates to receive \$200,000 more for this event.**
  - Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.
- Completed Projects - Weekly
  - Processed 155 Journal Entry Batches.
  - Utility Billing Meter Readers completed 501 work orders.
  - Approved 91 Purchase Requisitions totaling \$4,494,743.65.
  - Issued 51 Purchase Orders totaling \$2,091,094.40.
  - Issued 874 past due notices on utility accounts.
  - Auto-called 320 utility customers regarding receipt of a past due notice.
  - Processed 728 payments through Interactive Voice Response System totaling \$65,465.98.
  - Processed 1,188 payments through City online payment portal totaling \$111,558.75.

- Grant money 2019-20 fiscal year-to-date total received, \$5.0 million.

#### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Continued working with Fire Department staff on a potential grant request from Firehouse Subs for safety equipment which is due in November and is scheduled for the October 20 City Commission agenda.
- Working with the Bureau of Grants Management in the Attorney General's Office for the approval of the City's Victim of Crime Act (VOCA) grant for FY 20-21.
- Grant reimbursement requests to date FY 20-21: \$12,189.55

#### Risk Management Projects

- Submitted safety and DFWP premium credit applications to the State
- Wrapped-up Quarterly Random Drug & Alcohol testing

#### Fire Department

- Weekly Statistics
    - Fires: 1
    - Fire Alarms: 11
    - Hazardous: 7
    - EMS: 59
    - Motor Vehicle Accidents: 4
    - Public Assists: 41
    - TOTAL CALLS: 123
  - Aid provided to other agencies: 11 Calls – Daytona Beach (5), Holly Hill (1), Volusia County (5)
  - Total staff hours provided to other agencies: 6
  - # of overlapping calls: 28
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
  - Total EMS patients treated: 41
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 34
- Training Hours
    - NFPA 1001: Firefighting 38
    - NFPA 1002: Driver 12
    - NFPA 1500: Safety/Equipment 37
    - EMT/Paramedic 9
    - TOTAL TRAINING HOURS: 96
  - Station Activities
    - COVID precautions remain in effect at all stations.
  - Significant Incidents
    - 10/1/20, 9:40 PM: Oakmont Cir. – Structure Fire – Upon arrival found smoke coming from roof soffit – a search found heavy fire in attic above master bath – fire appeared to be from overheated exhaust fan – damage limited to master bedroom and bath – all occupants exited home with no injuries – last crews cleared scene at 11:21 p.m.

#### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Wastewater/Public Works)
    - Neighborhood Improvement Officer (Neighborhood Improvement/Police)

- Part Time Maintenance Worker I (Casements/Leisure Services)
- Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
- Part Time Maintenance Worker II (Buildings/Leisure Services)
- Police Officer (Police)
  
- Job Openings on Hold
  - Part Time Box Office Attendant (Performing Arts Center/Leisure Services)
  - Part Time Events Leader (Events/Leisure Services)
  - Part Time Maintenance Worker I (Senior Center/Leisure Services)
  - Part Time Recreation Leader (Performing Arts Center/Leisure Services)
  
- Interviews Scheduled
  - Accounting Technician (Payroll/Finance)
  - Applications Administrator (IT/Finance)
  - City Engineer (Engineering)
  - Civil Engineer (Engineering)
  - Firefighter/EMT (Fire)
  - Utilities Manager (Public Works)
  
- Background/Reference Checks/Job Offers
  - Account Clerk II (Finance)
  - Part Time Evidence/Crime Scene Custodian (Police)
  - Police Officer (Police)
  
- Separations
  - Accounting Technician (Payroll/Finance)
  - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
  - Part Time Maintenance Worker I (Casements/Public Works)
  - Part Time Maintenance Worker II (Parks/Leisure Services)
  - Police Officer (Police)
  - Purchasing Coordinator (Finance)
  
- Employee Events
  - Wellness Plan HSA contribution opportunities through 12-31-2020:
    - Non-tobacco use affidavits accepted
    - Skin cancer screenings offered
    - Wellness Action Team activities
  - Make-up for PHA and Flu vaccines November 10 and 12
  - Open enrollment for benefits will be in December

### **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: 22

- Completed: 58
- In progress: 52
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 30,456
  - Inbound E-Mails Blocked: 9,302
  - Delivered Inbound E-Mails: 21,154
  - Quarantined Messages: 297
  - Percentage Good Email: 69.5%
  - ATP/Virus E-Mails Blocked: 15
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 5
    - Changes: 2
    - Corrections: 2
    - Map/Information Requests: 12
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 18 : Total in system = 2,741
  - Meters GPS Located this week: 3: Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

## **Leisure Services**

### **Administration**

- Virtual staff meeting
- City Commission meeting
- Working with Coordinators to develop plan to re-open facilities and programs
- State of the City planning meeting
- Master Plan RFP
- Updating website and social media pages

### **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

### **Contract Manager – Facilities Maintenance**

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed installation of replacement ceiling tiles on second floor hallway at City Hall
- Completed new baseboard installation in the kitchen at The Casements.
- Continuing restroom renovations at Central Park I, Central Park II, Ames Park, Sanchez Park, Fortunato Park, and Nova Community Center outside restrooms.

### **Environmental Discovery Center**

- Continued to monitor safety and security of the EDC building and grounds.
- Enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Monitoring the re-installed bee hive. Communicating with Master Beekeeper(s) on a regular basis.

- Coordinating with sign vendor for a name sign for the snake tank and about new hard surface signs for other live exhibits.
- Coordinating with Halifax River Audubon regarding field trips to be conducted in Central Park in conjunction with the Bird Watching 101 course beginning later this month.
- Assisting with putting together 1,000 goody bags for upcoming Halloween Highway event.
- Developing additional nature videos to post on social media 1 to 2 times per 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 1pm daily.
- OBGS is practicing on Tuesday and Thursday at 6 pm at Nova Field #4, Wednesday at 6 pm at Wendelstedt Field #2.
- OBSC competitive teams practicing Monday through Friday, 6 pm, Soccer Fields 1-6, 8-10.
- Pride football practices on Monday, Tuesday, and Thursday, 5:30 pm, Sports Complex MP Fields 11 and 12.
- OBYBSA baseball/softball practices Monday, Wednesday, and Friday, at 6 pm, Nova Fields, and Sports Complex Softball Quad.
- Coed softball practices Tuesday and Thursday, Sports Complex, Quad 4, 6 pm
- Flag football practices Monday through Friday, 5:45, 6:45 pm and pm 7:45 pm, Sports Complex, Quads 3 and 4, Kiwanis field, and Wendelstedt Field #3
- Tee Ball, Thursday, 5:45 pm at Sports Complex.
- Halifax Academy Football hosted their second home game of the season on Friday, 6 pm at the Sports Complex Championship Field 7.
- OBSC recreational soccer hosted their fall recreational games on Saturday at 8:30 am at the Sports Complex soccer fields.
- USSSA baseball hosted a tournament at the Nova and Wendelstedt fields on Saturday and Sunday from 8 am to 6 pm.
- Pop Warner football hosted home games on Saturday at Championship Football Field 7. Games were held at 9 am, 11 am, and 1 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 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 and weeding fields/infields
- Painted soccer fields corners 1- 6, 8 - 10
- Painted soccer parking lot corners
- Put up new batting cage nets
- Prep Quad 4 for Coed softball games
- Paint Championship Field 7 for Halifax Academy and Pop Warner football games
- Picked up all corner soccer flags from weekend games
- Removed temporary fences from NSA Softball Tournament
- Repaired batter's eyes from wind damage

#### Performing Arts Center/Tennis Center

- As performances/events at the PAC are not being held due to COVID-19, staff is temporarily assigned to the Tennis Center.
- Sent court conditions updates via text and email group message to 8 am players group.
- Place and track orders, receive and deliver disinfection supplies to City departments.
- Continued to plan and prepare for the State of the City Luncheon.

#### South Ormond Neighborhood Center

- Open gym to reservations only for basketball.

- Cleaned and sanitized between players.
- Jazzercise is held on Monday from 5:30 pm to 6:30 pm.
- YMCA soccer practices on Monday, Tuesday, Thursday and Friday, 5:30 pm to 7:30 pm.

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Preliminary planning tasks and assignments for October's "Trunk or Treat" event.
- Continued evaluation and preliminary planning of upcoming events:
  - State of the City Luncheon, October 13
  - Veteran's Day Luncheon, November 5
  - Hometown Heroes Banner Ceremony, November 7

#### Nova Community Center and Special Populations

- Hosted a virtual Lunch Bunch
- Continued taking reservations for pickleball and basketball
- Cleaned and sanitized between players
- Attended webinars to increase learning
- Monitored pickleball and outside areas
- 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 to 6:30 pm

#### The Casements

- Welcoming guests into The Casements for self-guided tours
- House of Healing, Bailey Riverbridge from 4:30 pm - 6:30 pm on Sunday.
- "Get to Know the Guild" was posted on Facebook.
- Ora Yoga class met at The Casements on Tuesday and Thursday from 9 am to 10 am and at 6 pm to 7 pm on Wednesday at Bailey Riverbridge.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- A wedding rehearsal was held at Ormond Memorial Gardens on Friday from 6 pm to 7 pm.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am
- Construction continued on the North Lawn and Carriage House expansion project with much progress on the Carriage House building.
- Staff continued to assist with park restroom sanitation Monday, Wednesday, and Friday.

#### Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Worked on the drain grates at Andy Romano Beachfront Park
- Replaced damaged walkway from a fallen tree on the Boardwalk trail
- Secured loose boards at Cassen Pier
- Relocated bronze plaque at the Sports Complex

#### 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
- Repaired Bay door FS92
- Unclogged toilet at Cassen Park
- Replaced toilets at Central Park I and Central Park II

- Replaced five toilets at Fortunato Park
- Replaced two toilets at Ames Park
- Replaced four toilets at Sanchez Park
- Replaced three (3) gun range target cables at the Police Department
- Replaced ceiling tiles at City Hall
- Replaced step lights at City Hall
- Replaced City Hall sconce light

### **Police Department**

#### **Administrative Services**

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended a collaborative meeting with Neighborhood Improvement
- Staff viewed “Emotional Survival for Law Enforcement” seminar
- Staff monitored the weekly protest activities
- Staff conducted interviews for police officer positions
- Staff updated Accreditation and RMS contracts
- Staff attended to reported traffic issues

#### **Community Outreach**

- Youth Leadership Council (YLC) – Eight (8) YLC members met virtually Sunday, October 4 to review upcoming community service projects, which included assisting OBPAL on October 24 during the Halloween Highway and assisting with the Annual OBPAL Golfing for Youth Tournament on November 14.
- OBPAL Basketball – Members of the basketball team participated in open gym practice following the facility guidelines listed for individual or small group practice.
- Educational programs
  - *Tutors R Us* began on Monday, October 5 and continues through Tuesday, December 8. This program will be offered virtually the first few weeks and transition to on-site tutoring as facility guidelines permit. Tutoring sessions are offered Monday through Thursday from 3:00 p.m. to 6:00 p.m.
- Upcoming Special Events
  - OBPAL Annual Golf Tournament 2020 – The OBPAL Annual Golf Tournament, Golfing for Youth is currently scheduled for Saturday, November 14 at River Bend Golf Course. Thank you to Bruce Rossmeyer’s Harley-Davidson for sponsoring our Hole in One. Thank you to our Platinum Sponsors (\$1000): Daytona Auto Mall, Roto Rooter/Elkins, and Metra Electronics. For additional information about sponsorship opportunities and participation please call the OBPAL House at (386) 676-3505.

#### **Community Services & Animal Control**

- Animal Calls responded to: 38
- Animal Reports: 6
- Trap Neuter Release: 8
- Animal Bites: 0
- Animals to Halifax: 2
- Wildlife Calls: 2
- Found Property Reports: 2

#### **Criminal Investigations**

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 2
- Inactive: 5

- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 7
- Grand Theft: 0
- Auto Theft: 2
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Baker Act: 1
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 69
- Phone Calls: 116
- Arrest / NTA'S: 22
- Reports Generated: 122
- Reports Entered: 113
- Citations Issued: 32
- Citations Entered: 0
- Warnings Entered: 103
- Trespass Warnings: 24
- CORF Entered: 131
- Mail / Faxes / Request: 24

Patrol

- Total Calls 1,576
- Total Traffic Stops 124

Operations

- Crime Opportunity Report Forms: 204

9/30/20

- Warrant Arrest, 1608 North United States Highway One (Extended Stay). Contact was made with a subject found to have a full-extraditable warrant.

10/1/20

- Carbreak, 102 Sandcastle Drive. Unlocked vehicle entered with an iPhone charger missing.
- Carbreak, 23 Sandcastle Drive. Unlocked vehicle entered, nothing missing. Latent fingerprints were collected.
- Carbreak, 75 Williamson Boulevard (Wendy's). Unlocked vehicle entered, victim's wallet was taken.
- Criminal Mischief and Disorderly Intoxication Arrest, 376 West Granada Boulevard. Subject contacted and found to have caused damage while intoxicated.

10/2/20

- Stolen Motorcycle, 2000 Saint Georges Road. Unknown suspect(s) stole the victim's 2019 black Indian Scout motorcycle from this location.
- Burglary Business Arrest, 165 North Yonge Street (Flapjack Johnnies). Subject forced entry into the business by prying open the rear doors and vandalized several areas within.
- Burglary Residence, 197 North Yonge Street. Entry was made through the west door, nothing taken.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$55.66 in merchandise. The offense was witnessed by loss prevention.
- Shoplifting Arrest, 795 West Granada Blvd (CVS). Subject stole a t-shirt. The offense was witnessed by a store employee.
- Carbreak, 521 South Yonge Street (Mario's). An unknown male arrived at this location and removed the catalytic converter from the victim's 2004 Ford truck.
- Driving Under the Influence Arrest, West Granada Boulevard/Clyde Morris Boulevard. Subject was involved in a minor accident and taken into custody after officers conducted their investigation.

10/3/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$116.07 in merchandise from this location. The offense was witnessed by loss prevention.
- Warrant Arrest, 1657 North United States Highway One (Loves Truck Stop). Subject contacted and found to have an open warrant.
- Aggravated Assault Arrest, 873 Peninsula Drive. A female juvenile was placed under arrest for committing battery on another juvenile female and threw a rock almost striking a juvenile male.

10/4/20

- Burglary Residence, 1 Plaza Grande Avenue. Victim advised while completing yard work on 10/03/2020 she left her garage door open from 1000-1500. The victim stated she left her purse on a couch within the garage which is now missing.
- Warrant Arrest, 46 Hunt Master Court. Subject contacted and found to have an open warrant.
- Battery Domestic Violence Arrest, 243 Ashford Court. Subject slapped his mother twice while he was hallucinating after using an unknown substance.
- Battery Arrest, 117 Ann Rustin Drive. Subject came to her former residence and attacked her former roommates. Both victims were struck and wished to pursue charges.
- Trespass Arrest, 160 West Granada Boulevard. Subject was seen on the property of 160 West Granada Boulevard (Frida's Mexican Restaurant) after having previously been trespassed from that location.

10/5/20

- Stolen Vehicle, 500 Shadow Lakes Boulevard #180 (Shadow Lakes Apartments). The victim's 2016 motorcycle was stolen from the parking lot.
- Carbreak, 454 South Yonge Street. A piece of the catalytic converter was cut and stolen.
- Prowler Arrests (X4), 385 South Old Kings Road. Four subjects were located on this property gathering scrap metal. The owner did not give them permission and they could not advise who allowed them on the property. All subjects were trespassed and arrested for prowling. More items were said to be missing (boat, vehicle, trailer and a tractor) one of which was recovered in Holly Hill. More charges pending, investigation on-going.
- Battery Domestic Violence Arrest, 127 Deer Run Lake Drive (Aberdeen). Subject was in a verbal argument with her husband about him being intoxicated. The husband called her some vulgar names so she slapped him in the face with an open hand.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by loss prevention officers skip scanning items and then placing the items in a bag.
- Carbreak, 2 Ramsey Terrace. Entry was made to the victim's vehicle through an unlocked front passenger door. The center console latch was broken and \$5.00 is missing.
- Carbreak, 3 Fair Oaks Circle (Fair Oaks). The victim's vehicle was entered through the unlocked front passenger door. No items taken due to the victim observing the suspect in her vehicle and chasing him away.
- Warrant Arrest, 700 Block Arroyo Parkway. Subject contacted and found to have an open warrant.

10/6/20

- Carbreak, 1299 North United States Highway One (Service Pest Control). The catalytic converter was cut and stolen from the vehicle.
- Aggravated Assault on a Law Enforcement Officer, 400 Block North Tymber Creek Road. A fleeing stolen vehicle passing through the city stopped to avoid deployed stop sticks. The vehicle abruptly turned towards officers who had to take evasive action to avoid being hit. The driver was eventually apprehended in Daytona Beach after bailing out.
- Burglary Residence, 411 South Halifax Drive #B. Forced entry through the front door, electronics were taken.
- Carbreak, 1291 Gallaten Road. Victim advised that their vehicle was entered and a wallet containing a driver's license, pilot's license, debit card and \$200 in gift cards was taken. Debit card was used at the Marathon Gas Station on 971 West International Speedway in Daytona.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 10
  - Number of Citations issued: 9
  - Number of Written Warnings Issued: 5
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 7
  - Number of Crashes with Injuries: 7
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 12 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 2 Cases initiated
- 8 signs have either been removed or sign cases created.
- 0 tree removal permit requests (total to be added to next week)
- Administrative staff assisted with one (1) walk-in and seventy-one (71) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
    - Nova Community Park Underground Electric Utilities – Final FPL shutdown and switchover to new underground power feed was performed on October 5.
    - WTP Chemical Feed System Upgrades – Shade structure site plan is being submitted.
    - Broadway/US1 Traffic Signal – Mast arm installation is in process.
    - Casements North Side Improvements – Carriage House sheathing is being installed.
    - Fiber Optic Connectivity – FS 92 fiber optic cable installation is ongoing. FS 91 fiber optic installation is being scheduled. John Anderson Drive fiber optic Work Authorization was approved at the October 6 City Commission meeting.
    - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – CP II exercise equipment has been delivered, installation is being scheduled. OBSC playground re-surfacing began on October 7.
    - 2020 Microsurfacing – Crack seal work is complete. The contractor will return to microsurface the roadways mid-October.
    - 2020 Repaving – Construction is underway.
    - Landscape Renovations-Variou City Parks & Facilities – Project is underway.

- Gazebo Replacement CP II – Permit plans are being prepared.
- CDBG SONC Fitness Station – Long lead time equipment is being ordered, Notice to Proceed issued for November 9.
- North US1 Water Main and Force Main Improvements – A Notice to Proceed was issued for September 28.
  
- Bidding:
  - Granada Banner Pole Replacement – No bids were received. Staff is evaluating the next steps.
  - Granada Mid-Block Lighting Improvements – Project was advertised on September 13, a pre-bid meeting was held on October 8, bids are due on October 28.
  - Florence St On-Street Parking – Request to bid is scheduled for approval at the October 20 City Commission meeting.
  - Storm & Sewer Lining - Request to bid was approved at the October 6 City Commission meeting, project will be advertised on 10/11.
  - Wilmette Stormwater Pump Station - Request to bid was approved at the October 6 City Commission meeting, project will be advertised on 10/11.
  
- 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 is finalizing plans and specs, permits are being submitted.
  - Downtown: Cassen Park Improvements – A Work Authorization for architectural modifications was approved at the October 6 City Commission meeting.
  - Granada Streetscape Pavers – Project is in design.
  - Update Parks & Recreational Master Plan – Ranking committee met on September 10, selected consultant contract award is scheduled for the October 20 City Commission meeting.
  - Business Park Drive Phase II – Design is in process.
  
- Departmental Activities
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits for 1-3 Mill Run Court, 9-10 Watercliff Lane, and 6-18 Indianhead Drive directional bores, per Brighthouse request
  - Created approved Work-in-the-Right-of-Way permit for Cherokee Trail directional bore, per FPL request.
  - On-site meeting with contractor at 664 John Anderson Drive to inspect SWMP grading progress.
  - Continued Park Inventory & Analysis for Parks & Recreation Master Plan, per Landscape Architect's request.
  - Project work for the proposed shade structure at the Water Treatment Plant chemical feed.
  - Completed additional survey work along South Beach Street for the proposed Water Main Improvements project.
  - Completed Tree-in-the-Right-of-Way locate at Quail Run Trail, per Streets Division request.
  - Completed site visit to 294 Selden Avenue to inspect lot grading without a permit violation, per Neighborhood Improvement Division request.
  - Project work for Riverview Drive Booster Pump as-builts, per Water Division request.
  - Responded to FDOT request regarding the City's utilities locations at the I-9 /North US1 Intersection.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Removed form & backfill on S Ridgewood
- Poured sidewalk at Sport Complex; stripped form & backfilled sidewalk
- Put up banners on SR40
- Patched asphalt on Pine Look Pass; Pine Shadow Trl; S Center St
- Removed sidewalk on Oleeta
- Poured curb on Ashton Look

### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming in Hidden Hills, Trails Subdivision, around stop signs citywide

### 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
- Installed banners beachside & mainland

### 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

- Locates; inlets inspected & cleaned citywide
- 6" pump at ballfields
- Outfalls inspected on N/S Beach St
- Depression investigation on Wilmette Ave; Brookside Cir
- Ditch maintenance on Sandy Oaks
- Depression – basin repair on Fernmeadow & Wilmette
- Checked depression at Grove & Division; Riverbluff
- Reach out FDOT ponds; Arroyo ditches
- Gates & pumps citywide

### Vactor

- Trails – drywells
- River Beach & N Saint Andrews

## Fleet

- Mileage traveled by all departments for the week: 23,014
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 6

- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 11,988 gallons unleaded, 8,893 gallons diesel
  - Fuel used in one week: 2275 gallons of unleaded and 611 gallons of diesel.
  - Fleet completed 52work 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.
  - SPRC Projects
    - 101 East Granada, Publix Renovation (formerly Lucky's): Reviewing project, contacted design engineer about eliminating private lift station.

#### Water Treatment Plant

- Delivered 38.21 million gallons for the week ending October 3, 2020 (5.46 MGD).
- Backwashed 7 filters for a total of 436,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 3, 2020 @ 6.92 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Flushed distribution system 90,000 gallons.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 52.76 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 7.54 MGD.
- Produced 23.71 Million Gallons of Reuse.
- Most recent annual period ADF Rates (October 1, 2019 – September 30, 2020) (MGD):
  - Influent 4.28 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.49 (Permit 6 MGD);
  - Reuse 4.35 (Permit 10 MGD)

#### Water Distribution

- Responded to 19 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 20 calls from customers concerning leaking water.
- Installed 4 residential water meters/services.
- Replaced 10 broken meter boxes.
- Replaced 6 water service piping due to leaks from rusted piping or low-pressure concerns. Contractor installed 3 casings for water service piping under the road.
- Performed pressure testing on 5 City owned backflow prevention devices. One device needed repair.
- Located a water meter for a customer.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 141 utility locates for the previous week.

#### Wastewater Collection & Reuse

- Crews responded to 43 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 13 in the conventional system service area.
- Crews performed a pep tank locate at 7 locations per customers' request.
- Project check of all 5 LPS systems.
- Crews assisted Storm Water Div. with locating and televising 2 storm drain structures.
- Crews replaced and rewired 16 pep tank pumps to the new style Champion pumps.

- Crews cleaned roots from the laterals at 612 S. Ridgewood Ave. and 107 N. St. Andrews.
- Crews located 7 reuse service shut off valves per customers' request.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters, and west Ormond. All normal.
- Crews performed 8 pep tank locates for Sunshine St. 1 call contractor request.
- Performed onsite inspection of both OSCC and TOCC lake levels.
- Crews investigated a low psi call at 17 Lake Vista
- Crews repaired broken clean outs at 112 N. St. Andrews, 63 Brookwood Dr.
- Crews followed up on a leak at 8 Forest View and made proper repair.
- Crews located the clean outs at 49 Fox Croft Run, and 55 Circle Creek.
- Crews responded to 4 reuse complaints.
- Crews flushed 103 Hickory Hills service lateral. (weekly maintenance).
- Crews located and opened the 2 manholes behind 1570 N. US1 to determine/verify line size, type of pipe. Customer request for future expansion.
- Crews inspected a man hole back up at 2 Rocky Creek Trail, found it to be a storm water problem, informed home owner and the Storm Water Division.

#### Wastewater Plant – Lift Stations

- Bar Screens – noisy operation, greased all areas.
- Dewatering Station - Installed new ultrasonic transducer and control head.
- Aeration tanks - Installed weather guard and U.V. shield on new D.O. device.
- 2P – Vacuum system leaking air, made repairs as needed.
- Plantation Oaks #1- pump 2 volute inspection cover missing, pulled motor and replace.
- Halifax Medical Center - no starts #2, found pump to be bad, replaced with new inventory.
- Sodium Bisulfate pumps - split flow signal from flow meter & PLC, added flow signal to pumps.
- SCADA monitor/response: Responded to equipment alerts 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

- Lime Slurry pumps – lubricated as needed.
- Elevated Storage Tank – installed and connected to SCADA pressure sensor for tank level.
- Shadow Crossings – pump 1 pump seals leaking, ordering repair parts.
- Sand filters – found tripped breaker at control valve actuators, replaced shorted wiring and contacted contractor for additional repairs.
- Responded to equipment alerts at the Water Plant and offsite locations.
- Performed 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 weekly City Manager virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for October 6, 2020 City Commission Meeting.
- Agenda packet preparation for October 20, 2020 City Commission Meeting.