

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 16, 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
- Reviewed city commission meeting agenda packet

Spoke to, attended and/or met with:

- State of the City
- Team Volusia Executive Committee and Finance & Audit Budget Workshop
- Utilities Manager interview
- Commission for Florida Law Enforcement virtual meeting regarding police department accreditation
- Team Volusia Board of Directors meeting

PIO – Public Information

- Press Releases/Media
 - General citizen inquiries
 - General media information
 - State of the City media packet
- Social Media
 - State of the City
 - #OPprepared: Fire Prevention
 - Road Closure Alerts
- Attended
 - State of the City Prep
 - State of the City Luncheon
 - PIO COVID-19 Coordination Meeting
 - Volusia PIN COVID-19 Update
- Developing
 - First Responder's Appreciation Day
 - Strategic Planning for Crisis Communications

Community Development

Planning

- The November 4, 2020 Board of Adjustment and Appeals meeting has the following applications scheduled:
 1. 517 North Beach Street: A waterfront rear yard variance to construct a new single-family house.
 2. 223 Coventry Court: A side corner variance to allow the pool deck to be even with the existing house setback.

3. 298 Tomoka Avenue: A side yard setback to allow an aluminum shade structure and crossover platform stairs over an existing diameter static mixer at the City of Ormond Beach Water Treatment Plant.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 439 inspections performed within the city (54 by private providers).
- 131 permits issued within the city, with a valuation of \$1,848,019 (8 garage sale permits).

Development Services

- The Site Plan Review Committee (SPRC) meet this week with:
 1. 430 Andalusia Avenue. Pre-application meeting for the re-use of the existing warehouse for Air One. Concept includes a new stand-alone storage warehouse.
 2. 29 North Perrott Drive. Pre-application meeting to redevelop the existing warehouse and parking areas. The parking areas would be converted into mini-storage with associated site improvements. The proposed use is a conditional use and would be reviewed and acted upon by the SPRC, with a required neighborhood meeting.
 3. 910 North U.S. Highway 1. Pre-application meeting to redevelop the former ATT site. The applicant desires golf cart sales and recreational vehicle and boat storage at the rear of the site. The proposed uses would require a Planned Business Development zoning amendment. The SPRC discussed upgrades to the site landscaping and building architecture.
- Jeremiah's Ice at 162 South Nova Road received final building and site inspections and a business tax receipt has been issued.
- Salty Church at 221 Vining Court is undergoing final building and site inspections.
- The following projects are under review of the SPRC:
 1. Ormond Grande. 3rd review. Development of 60 multifamily townhomes and a 3,600 square foot building and associated site improvements.
 2. 101 East Granada Boulevard, Publix. 1st review. Site work, including the re-paving of the existing parking lot associated with the proposed Publix store.
 3. Pineland, Phases 4 and 5 revisions. 1st review. The submittal includes updates to the approved plans for phases 4 and 5 of the Pineland subdivision.
- 2011 West Granada Boulevard and 36 North Tymber Creek Road. 2nd review. Development of 300 multi-family units and associated site improvements.

| Project | % Complete |
|-------------------------------------|------------|
| 783 North U.S. Highway 1 | 55% |
| Antares of Ormond Beach | 5% |
| Calvary School Expansion | 100% |
| 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 | 25% |

| | |
|--------------------------------------|------|
| Jeremiah's Ice | 100% |
| Nova Road Climate Controlled Storage | 0% |
| OB Championship Softball Field | 95% |
| Publix remodel | 75% |
| Salty Church | 98% |
| 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 Board meeting.
 - Staff participated in the IEDC National Conference for Economic Development professionals which was offered virtually.

- 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 next meeting of the Aviation Advisory Board will be held on Monday, November 9 at 7:00 p.m. in Room 103 at City Hall.
- The Ormond Beach Airport and the Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) is hosting "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 is taking place this 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 attended the quarterly virtual meeting of the Florida Airports Council's Legal Committee meeting this week. Topics of discussion included COVID-19 issues for airports, issues involving Per- and Polyfluoroalkyl substances (PFAS), which are key components in aqueous film-forming foam (AFFF), which is used to fight petroleum-based fires at aviation and manufacturing facilities, Turo and other ride-sharing services operating at public use airports, and property appraiser/ad valorem tax issues.
- Staff assisted the City of Holly Hill with questions concerning the use of helicopters to install air conditioning equipment on high rise buildings and the procedures needed to acquire all required permissions and authorizations for such operations.
- 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.
- 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
 - To-date the City has received \$7.3 million dollars for hurricane Matthew reimbursement.
 - To-date the City has received \$3 million dollars for hurricane Irma reimbursement.
 - To-date the City received \$521,000 for Cassen Pier and anticipates to receive \$200,000 more for this event.
 - The City closed hurricane Dorian at the FEMA level. Awaiting State obligation.
 - Finance is working on the annual audit.
- Completed Projects - Weekly
 - Processed 129 Journal Entry Batches.
 - Utility Billing Meter Readers completed 438 work orders.
 - Approved 29 Purchase Requisitions totaling \$515,195.22.
 - Issued 51 Purchase Orders totaling \$922,849.26.
 - Issued 716 past due notices on utility accounts.
 - Auto-called 412 utility customers regarding receipt of a past due notice.
 - Processed 620 payments through Interactive Voice Response System totaling \$60,401.26.

- Processed 1,062 payments through City online payment portal totaling \$101,623.48.
- Grant money 2020-21 fiscal year-to-date total received, \$0.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Working with Fire Department staff on the Assistance to Firefighters Grant Award implementation.
 - Agreements were received, signed, and returned to 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: \$11,649.15
- Other
 - Confirmed with Volusia County that the City will participate in the annual countywide food drive in November/December. The dates have not yet been finalized.

Risk Management Projects

- Webinar – Police Liability/Qualified Immunity
- Finalized Safety Manual
- Submitted to updated Minimum Insurance Requirements Legal

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 4
 - Hazardous: 4
 - EMS: 75
 - Motor Vehicle Accidents: 4
 - Public Assists: 52
 - TOTAL CALLS: 143
 - Aid provided to other agencies: 13 Calls – Daytona Beach (6), Holly Hill (2), Volusia County (5)
 - Total staff hours provided to other agencies: 13
 - # of overlapping calls: 40
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 41
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 42
- Training Hours
 - NFPA 472: Hazmat 6
 - NFPA 1001: Firefighting 29
 - NFPA 1002: Driver 16
 - NFPA 1500: Safety/Equipment 40
 - EMT/Paramedic 25
 - TOTAL TRAINING HOURS: 116
 - Station Activities
 - COVID precautions remain in effect at all stations
 - Significant Incidents
 - 10/10/20, 3:30 PM: 640 N. Nova Rd. – Motor Vehicle Accident – Responded to car vs. motorcycle collision – one patient pronounced on-scene – another patient transported as a trauma alert – a firefighter assisted EVAC with patient care during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Accounting Tech (Finance)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater/Public Works)
 - Part Time Maintenance Worker I (Casements/Leisure Services)
 - Part Time Maintenance Worker II (Athletic Fields/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)
 - Applications Under Review
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Interviews Scheduled
 - Accounting Technician (Payroll/Finance)
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Firefighter/EMT (Fire)
 - Utilities Manager (Public Works)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Information Systems Specialist (IT/Finance)
 - Separations
 - Accounting Technician (Payroll/Finance)
 - Maintenance Worker II (Wastewater Collection/Public Works)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Police Officer (Police)
 - Records Specialist (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
 - Make-up PHA and Flu Vaccines November 10 and 12
 - Open Enrollment for benefits will be in December
 - Employee Appreciation Day will be held on October 21

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: 24
 - Completed: 66
 - In progress: 43
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 28,687
 - Inbound E-Mails Blocked: 8,237
 - Delivered Inbound E-Mails: 20,450
 - Quarantined Messages: 254
 - Percentage Good Email: 71.3%
 - ATP/Virus E-Mails Blocked: 6
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 0
 - Corrections: 1
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,741
 - Meters GPS Located this week: 0: Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

Leisure Services

Administration

- State of the City Luncheon
- Working with Coordinators to develop plan to re-open facilities and programs
- Curating relevant content to share on social media pages
- 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

Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed office painting in the Finance Dept. at city hall.
- Completed kitchen painting at The Casements
- Completed restroom renovations at Central Park I, Central Park II, Ames Park, Sanchez Park, Fortunato Park, Nova Recreation outside restrooms.
- Met with Engineering to discuss facility upgrades related to Cares Act funding.

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.
- Coordinating a follow up visit with beekeepers to evaluate bee hive status this week.
- Coordinating installation of name sign for the snake tank.
- 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.
- Finished filling goody bags and other prep for upcoming Halloween Highway event.
- Developing additional nature videos for posting to social media 1 to 2 times a 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 Monday through 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 through Thursday, 5:30 pm, Sports Complex MP Fields 11 and 12
- OBYBSA Baseball/Softball practices Monday, Wednesday, and Friday, 6 pm, Nova Fields, Softball Quad at Sports Complex at 6 pm.
- Coed Softball practices Tuesday and Thursday, Sports Complex, Quad 4, 6 pm
- Flag Football practices Monday thru 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, Tee Ball Fields.
- OBSC Recreational Soccer hosted Fall Recreational Games on Saturday at 8:30 am at the Sports Complex, Soccer Fields.
- Pride Football hosted home games on Saturday at Championship Football Field #7. Games were held at 9 am, 11 am, 1 pm, 3 pm, and 5 pm.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova 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
- Painted Flag Football fields
- Preparing for weekend Recreational Soccer games
- Put up new batting cage nets
- Picked up all corner soccer flags from weekend games
- Cleaned up/maintenance from weekend activities

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
- Order supplies for Haunted Highway Trunk or Treat event.
- Delivered COVID supplies to City departments.
- Attended and provided support 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.
- Planning tasks and assignments for October's "Trunk or Treat" event.
- Assisted with State of the City luncheon
- Continued evaluation of upcoming events:
 - 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
- Planned for display and packed treat bags for Trunk or Treat event

The Casements

- The Casements opened on Saturday 8 am to 12 pm for self-guided tours.
- A memorial service had taken place on Saturday from 12 pm to 4 pm at Bailey Riverbridge.
- There were two weddings that took place on Saturday, one from 9 am to 10 am and one from 12 pm to 1 pm, both were at Ormond Memorial Gardens.
- House of Healing met at Bailey Riverbridge from 4:30 pm to 6:30 pm on Sunday.
- On Monday a "Get to Know the Guild" was posted on Facebook.
- The Casements staff prepared for and presented a virtual "Once Upon a Storytime" on Tuesday at 10 am, and debuted a virtual Halloween costume contest for children.
- 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.
- On Thursday the Coordinator attended a Zoom meeting from 10 am to 11:30 am for The Gala.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- On Friday a wedding was held at Ormond Memorial Gardens from 9:30 am to 10:30 am.
- Photo submissions for the Halloween children's photo contest closes on Friday and voting begins on Monday via The Casements Facebook page.
- Pilates took place this Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- Construction continued on the North Lawn and Carriage House expansion project.
- The Casements 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
- New swings installed at Boundless Park
- Handrail replaced at Central Park I
- Installed new swings at Limitless Playground
- Addressed graffiti at Sanchez Park
- Repaired retaining wall and replaced reservation box at Birthplace of Speed

- Replaced top board on deck at Sanchez Park
- Replaced locks at Andy Romano Beachfront Park

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Checking Christmas trees
- Unplugged toilet at the Performing Arts Center
- Added covers to sinks at Sanchez Park
- Citywide count of fixtures
- Replaced keypad at Sports Complex
- Toilet repaired at City Hall
- Inside keypad repaired at City Hall
- Fountain suds cleaned at the Performing Arts Center
- Airport gate check
- Replaced retractable belts at the EDC
- Adjusted auto lights at the Senior Center
- Toilet repaired at FS92
- Replaced two TV's at the Performing Arts Center
- Temperature sensor repaired at the Airport
- Taxiway light replaced at the airport
- Obstruction lights repaired at the Airport
- Replace broken lights at EDC and at City Hall
- Checked halogen lights at WWTP
- Motion lights adjusted at WWTP

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff met with Holly Hill Police Department to assist with Body Worn Camera implementation
- Staff monitored the protest activity
- Staff attended an Emergency Response Team Demonstration
- Staff attended a voter safety teleconference regarding security at polling sites
- Staff initiated tow contract renewal process
- Staff began quarterly audits for the agency
- Staff reviewed the 2020 Biketoberfest Operations Plans
- Staff coordinated upgrades within the evidence vault, installing emergency sensors for cooling units

Community Outreach

- Youth Leadership Council (YLC) – YLC did not meet last week. Upcoming service projects include 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 Monday, October 5. Fifteen (15) students are currently participating in the afterschool tutoring program. *Tutors R Us* is being offered virtually the first few weeks and will transition to on-site tutoring as facility guidelines permit. Tutoring sessions are offered Monday through Thursday from 3:00 pm to 6:00 pm.

- 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: 35
- Animal Reports: 1
- Trap Neuter Release: 3
- Animal Bites: 0
- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 4
- Inactive: 1
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 5
- Grand Theft: 3
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 1
- Vandalism: 1
- Threats/Extortion: 1

Records

- Walk - Ins / Window: 83
- Phone Calls: 102
- Arrest / NTA'S: 17
- Reports Generated: 124
- Reports Entered: 121
- Citations Issued: 35
- Citations Entered: 116
- Warnings Entered: 152
- Trespass Warnings: 24
- CORF Entered: 62
- Mail / Faxes / Request: 26

Patrol

- Total Calls 1,398
- Total Traffic Stops 107

Operations

- Crime Opportunity Report Forms: 109

10/7/20

- Carbreak, 24 Fair Oaks Circle. Vehicle door was wedged open, and unlocked. A yellow in color bag was taken containing approximately \$2,500- \$2,700.
- Loitering and Prowling Arrest, 385 South Old Kings Road. Subject was located on the property exiting a container with wire scrap.
- Battery Domestic Violence Arrest, 19 Magnolia Avenue. Mother and grandmother advised they were battered by a juvenile. The juvenile was placed under arrest, and DJJ and DCF were notified.

10/8/20

- Burglary Residence, 73 Coquina Drive. Victim advised he left his garage door open overnight and a generator and a bicycle were taken.
- Carbreak, 38 Plaza Grande Avenue. Trolling motor and external fuel cell taken from inside of boat totaling \$350.
- Domestic Battery, 26 Soco Trail. Subject was intoxicated and headbutted his 81-year-old father, which he lives with, during an argument.
- Loitering and Prowling Arrest, 385 South Old Kings Road. Subject contacted and found to not have permission to be in the area.
- Narcotics Arrest, 55 East Granada Boulevard. Subject was stopped for a traffic infraction and found to be in possession of drug paraphernalia and a white powdery substance presumptive positive for Fentanyl.

10/9/20

- Stolen Vehicle, 175 Interchange Boulevard. The victim advised that his vehicle was stolen from this location this morning at approximately 0154 hours.
- Bicycle Theft, 514 McIntosh Road. The victim had their red/black beach cruiser bicycle stolen from their front porch.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$82.47 worth of merchandise from this location.
- Dating Violence Arrest, 75 Westland Run (Hunter's Ridge subdivision). Subject got into a verbal argument with his girlfriend that turned physical.
- Traffic/Narcotics Arrest, 801 South Nova Road. Subject was stopped for a traffic infraction and found to be in possession of narcotics.

10/10/20

- Battery Domestic Violence Arrest, 169 Ponce De Leon Drive. Subject was not located on-scene of the battery but later located by Daytona Beach Police Department.

10/11/20

- Grand Theft, 110 Williamson Boulevard (Denny's). \$1,700 cash was taken from the business at closing last night.
- Battery Domestic Violence Arrest, 258 South Beach Street. Subject was at this location when they got into an argument that turned physical.
- Warrant Arrest, 3 North Yonge Street (Sunoco Gas Station). Subject was located at this location and was found to have an open Volusia County warrant.
- Battery Domestic Violence Arrest, 630 John Anderson Drive. Subject got into a verbal argument with his wife that turned physical.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed skip scanning items in self-checkout.
- Traffic Arrest, 100 Block North Halifax Drive. A traffic stop was conducted where the driver backed into a police cruiser causing no damage or injuries. Subject was arrested for driving under the influence.

10/12/20

- Grant Theft, 7 Lakeview Circle. An unknown suspect stole \$3,000 worth of tools from the victim's driveway.
- Carbreak, 160 Business Center Drive. Two catalytic converters were removed from the victim's vehicle.
- Larceny, 258 South Beach Street. Victim advised that her ex-boyfriend possibly stole her property from her parent's home.
- Narcotic Paraphernalia Arrest, 600 West Granada Boulevard. Subject was contacted and found to have an open warrant and be in possession of narcotics.
- Warrant Arrest, 600 West Granada Boulevard. Subject contacted and found to have an open warrant.

10/13/20

- Warrant/Possession of Narcotics Arrest, 11 Queen Ann Court. Subject contacted and found to have an open warrant as well as be in possession of narcotics.
- Theft, 235 Booth Road. Victim advised her father passed away and his belongings went missing from his room.
- Trespass Arrest, 839 South Atlantic Avenue. Subject contacted and found to have previously been trespassed.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 6
 - Number of Citations issued: 17
 - Number of Written Warnings Issued: 2
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 6
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 1 Case 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, a progress meeting was held on October 13.
 - Nova Community Park Underground Electric Utilities – Removal of City-owned overhead wiring and poles scheduled to be completed October 16.
 - WTP Chemical Feed System Upgrades – Shade structure site plan in review.
 - Broadway/US1 Traffic Signal – Mast arm installation is in process.
 - Casements North Side Improvements – Carriage House sheathing is being installed, a coordination meeting is scheduled for October 16.

- Fiber Optic Connectivity – FS 92 fiber optic cable installation is ongoing. FS 91 fiber optic installation is being scheduled. John Anderson Drive fiber optic pre-construction meeting is being scheduled.
- Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – CP II exercise equipment installation is underway. OBSC playground re-surfacing began on October 7.
- 2020 Microsurfacing – Crack seal work is complete. The contractor will return to microsurface the roadways by the end of the month.
- 2020 Repaving – Construction is underway.
- Landscape Renovations-Various 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 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.
 - 2021 Storm Lining & Sewer Lining/Manhole Repair - Projects were advertised on October 11, a pre-bid meeting is scheduled for October 28, bids are due on November 11.
 - Wilmette Stormwater Pump Station - Project was advertised on October 11, a pre-bid meeting is scheduled for October 27, bids are due on November 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 and created multiple approved Work-in-the-Right-of-Way permits for 906-950 North US1, and 1318-1320 Northside Drive directional bores, per Brighthouse request.
 - Reviewed and created approved Work-in-the-Right-of-Way permit for 310 Wilmette Avenue directional bore, per Spectrum request.
 - Reviewed and created approved Work-in-the-Right-of-Way permit for 400 Sterthaus Drive directional bore, per AT&T request.
 - Research project on wetland location and information for vacant lot at 1280 Lipizzan Trail, per citizen request.
 - Continued Park Inventory & Analysis for Parks & Recreation Master Plan, per Landscape Architect request.

- Researched and staked out the Lift Station 8M property corners/right-of-way line along North Nova Road, per Neighborhood Improvement Division request.
- Completed Tree-in-the-Right-of-Way locate at 591 South Center Street, per Streets Division request.
- Research project to determine ownership and property line locations along Durrance Lane, per Neighborhood Improvement Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Stripped forms on Ashton Look
- Patched asphalt hole for WW on Carib Dr
- Asphalt on N Halifax, Division & Grove, Santa Fe Ave
- Ground basin on River Bluff
- Cleaned shop and yard
- Removed broken sidewalk on N Orchard; formed, graded and poured 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
- Trimming on N Ridgewood; street lights on Gray Dapple Way
- Maintenance on equipment & trucks

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
- Picked up barricades on Airport Rd
- Trimmed for view of stop sign at Division & Grove
- Placed dirt on ROW on W/S Orchard between Sterthaus & Wilmette

Sign Shop

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

Stormwater Maintenance

- Reach out on Arroyo Pkwy, S Center, Santa Fe, Hull Rd
- Sweeper citywide/FDOT
- Road repair at Division & Grove
- 3" pump to ballfields
- Inlet inspected & Cleaned at Hunters Ridge, Trails, Tomoka Oaks, Airport Rd West
- Hotspots, gates & pumps citywide
- Ditch spraying citywide
- Gutter cleaned on Windward Cir
- Basin repair at Knollwood Estates
- Pond & ditch maintenance mowing at Knollwood Estates & Tomoka

- Bush hog mower FDOT ponds

Vactor

- Knollwood Estates

Fleet

- Mileage traveled by all departments for the week: 23,411
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 3
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week:
- Quick Fleet Facts:
 - Fuel on hand: 9,468gallons unleaded, 8,209 gallons diesel
 - Fuel used in one week: 2,520 gallons of unleaded and 684 gallons of diesel.
 - Fleet completed 50 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.
 - CUP Renewal: Virtual scope development meeting with consultant held on 10/13.
- SPRC Projects
 - 101 East Granada, Publix Renovation (formerly Lucky's): Under review, contacted design engineer about eliminating private lift station.
 - Pineland Phases 4 & 5: Precon held with new contractor (Briar Construction). Requested revisions to previously approved plans to update standard construction details to 2020 version.
 - Publix Renovation on Nova Road: Commented on broken sanitary sewer joint, requesting that repairs are made.
 - Ormond Grande Multifamily Subdivision: Design engineer requesting field meeting to address looping of water main into Deerskin Lane western cul-de-sac. Date TBD.
 - Jeremiah's Ice: Conducted site visit. Requested field corrections. OK'd CO from PU.

Water Treatment Plant

- Delivered 38.13 million gallons for the week ending October 10, 2020 (5.45 MGD).
- Backwashed 9 filters for a total of 605,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 10, 2020 @ 6.91 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Flushed distribution system 70,000 gallons.

Water Reclamation Facility

- Domestic and Industrial wastewater flow was 54.10 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 7.73 MGD.
- Produced 20.42 Million Gallons of Reuse.
- Produced 33.68 Million Gallons of Surface Water Discharge.
- 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 15 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.

- Responded to 13 calls for from customers concerning leaking water.
- Installed 2 residential water meters/services.
- Replaced 3 broken meter boxes.
- Replaced 2 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 8 City owned backflow prevention devices. Two devices needed repair.
- Repaired a 2" GSP water main on Wilmette Ave.
- Performed maintenance on 13 main line valves for scheduled shut downs, maintenance and main leaks.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 156 utility locates for the previous week.

Wastewater Collection & Reuse

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 11 in the conventional system service area.
- Crews performed a pep tank locate at 4 locations per customers' requests.
- Crews performed 2 verifications, one at 639 John Anderson Dr. for sanitary sewer availability, and one at 320 Military Blvd. for sanitary sewer/reuse availability.
- Replaced the pep tank control panel box at 1 Pleasant Wood Way.
- Crews repaired a 1" reuse service leak at 160 Standish Dr.
- Crews replaced and rewired 6 Pep Tank pumps to the new style Champion pumps.
- Crews cleaned roots from the laterals at 612 S. Ridgewood Ave. and at 107 N. St. Andrews.
- Crews located 7 reuse service shut off valves per customer 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.
- Performed onsite inspection of both OSCC and TOCC lake levels.
- Crews investigated a possible reuse service leak at 23 River Chase Way.
- Crews repaired broken clean outs at 900 Brookside Dr., 125 Horseshoe Trail and 204 Pine Cone Trail.
- Crews followed up on a leak at 7 Wild Creek found it to be a bad check valve and replaced it.
- Crews located the clean outs at 538 Bryant St. & 15 Crescent Lake Way.
- Crews responded to 5 reuse concerns.
- Crews flushed 103 Hickory Hills service lateral. (Weekly Maint.).
- Crews located and repaired a reuse service leak at 52 Black hickory Way.
- Crews inspected the pep tank at 8 Peruvian Ln. Pump changed out and 12" riser installed.

Wastewater Plant – 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.
- Responded to equipment alerts at the Water Plant and offsite locations.
- 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 meeting with Assistant City Manager.
- Agenda packet preparation and distribution for October 20, 2020 City Commission Meeting.