

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 23, 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:

- Virtual staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- City commission meeting
- Claims committee meeting
- VLOC membership meeting

PIO – Public Information

- Press Releases/Media
 - First Responder Appreciation Day
 - Media Alert: Casements Closings
 - General media inquiries
 - General citizen requests
- Social Media
 - #OBprepared: Address Number Display
 - First Responder Appreciation Day Promotions
 - OBPD Accreditation Renewal
 - State of the City Materials Promotion
- Attended
 - City Manager Virtual Staff Meeting
 - Engineering/Planning Meeting
 - City Commission Meeting
 - Next Door Webinar
- Developing
 - OBPD Scavenger Hunt Promotions and Media Plan
 - Hurricane Prep Resident's Guide

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 a shade structure over an existing diameter static mixer at the City of Ormond Beach Water Treatment Plant.
- Staff met with the Ormond Beach Arts District Board.

Building Inspections, Permitting & Licensing

- 9 new business tax receipts issued.
- 344 inspections performed within the city (9 by private providers).
- 126 permits issued within the city, with a valuation of \$4,410,687 (7 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The following projects are under review of the SPRC:
 1. 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.
 2. 2011 West Granada Boulevard and 36 North Tymber Creek Road. 2nd review. Development of 300 multi-family units and associated site improvements.
 3. 78 East Granada Boulevard. 2nd review. Expansion of the existing footprint and related site improvements.

Project	% Complete
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Casements, Carriage House expansion	82%
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%
Nova Road Climate Controlled Storage	0%
Publix remodel	75%
The Pumphouse	30%
Total Comfort	10%
Residential	
Pineland, Phases 4 &5	0%
Utilities only	
101 Town & Country Lane	40%
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 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 the Chamber's Economic Prosperity Hour.
 - 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 because of COVID-19.
 - Publix has initiated improvements to the former Lucky's super market store.

Airport Operation and Development

- The next Aviation Advisory Board meeting will be held on Monday, November 9 at 7:00 p.m. in Room 103 at City Hall.
- Staff participated in the monthly teleconference hosted by the FAA regarding the recently deployed NOTAM Manager system. Participants included airport personnel from across the nation and representatives from the Leidos Corporation's Aviation Weather and Aeronautical Services Department.
- Staff conducted a site visit at the airport this week with representatives from Hoyle, Tanner and Associates. The purpose of the visit was to inspect Taxiway Delta and the surrounding area as part of the initial design phase for the planned rehabilitation of Taxiway Delta.
- Staff participated in the quarterly East Central Metro Area CFASPP Meeting this week. The Continuing Florida Aviation Systems Planning Process (CFASPP) was established by the FAA and the FDOT in response to the need for a method to help maintain a viable, statewide aviation environment. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) in step with ongoing changes by updating the FASP periodically. CFASPP is a method

used within Florida to continually monitor the aviation environment and determine the development requirements needed to best meet projected aviation demands. This process is a component of the Federal Aviation Administration's Continuous Airport Systems Planning Process.

- Staff is scheduled to meet next week with Hoyle, Tanner & Associates to proceed toward finalization of Southwest Quadrant Airport Access Road 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
 - Utility Billing Meter Readers completed 449 work orders.
 - Approved 39 Purchase Requisitions totaling \$427,760.20.
 - Issued 34 Purchase Orders totaling \$502,436.21.
 - Issued 311 past due notices on utility accounts.
 - Auto-called 320 utility customers regarding receipt of a past due notice.
 - Processed 584 payments through Interactive Voice Response System totaling \$50,356.56.
 - Processed 882 payments through City online payment portal totaling \$80,035.98.
 - 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.
 - Attending trainings for the new federal Justice Grants system which consolidates various Department of Justice grants into one location for work flow and management.
 - Met with staff on the timeline and process for the MacDonald House ECHO funded project. Grant reimbursement requests to date FY 20-21: \$14,900.50
- Other
 - Attended virtual weekly staff meeting.
 - Attended City Commission meeting.
 - Met with staff and PAC Friends representatives regarding a possible Volusia County ECHO grant application.

Risk Management Projects

- Attended Claims Committee meeting
- Began investigation of new claims
- Preparing safety training schedule for 2021

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 4
 - Hazardous: 3
 - EMS: 84

- Motor Vehicle Accidents: 4
- Public Assists: 56
- TOTAL CALLS: 152

- Aid provided to other agencies: 10 Calls – Daytona Beach (3), Holly Hill (2), Volusia County (5)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 44
- # of personnel sent with EVAC to assist with patient care during hospital transport: 9
- Total EMS patients treated: 58
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 122

- Training Hours
 - NFPA 1001: Firefighting 6
 - NFPA 1002: Driver 3
 - NFPA 1021: Officer 6
 - NFPA 1500: Safety/Equipment 39
 - NFPA 1620: Preplanning 6
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 70

- Station Activities
 - COVID precautions remain in effect at all stations

- Significant Incidents
 - 10/15/20, 4:00 PM: 1850 Ocean Shore Blvd. – Motor Vehicle Accident – Responded to a van vs. motorcycle collision – upon arrival found two motorcycles down – three patients transported with one as a trauma alert – a firefighter assisted EVAC 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)
 - Part Time Recreation Leader (Casements/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
 - City Engineer (Engineering)
 - Firefighter/EMT (Fire)
 - Police Officer (Police)

 - Background/Reference Checks/Job Offers
 - Accounting Technician (Payroll/Finance)
 - Civil Engineer (Engineering)

- Information Systems Specialist (IT/Finance)
- Utilities Manager (Public Works)
- Police Officer (Police)

- Separations
 - Accounting Technician (Payroll/Finance)
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Wastewater Collection/Public Works)
 - Part Time Maintenance Worker I (Casements/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Part Time Recreation Leader (Casements/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

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: 29
 - Completed: 42
 - In progress: 59

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,489
 - Inbound E-Mails Blocked: 9455
 - Delivered Inbound E-Mails: 21,031
 - Quarantined Messages: 321
 - Percentage Good Email: 69.0%
 - ATP/Virus E-Mails Blocked: 6

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 13
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 1

- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 19 : Total in system = 2,827
- Meters GPS Located this week: 1: Total in system = 23,940; 23,116 potable, 813 irrigation, 11 effluent

Leisure Services

Administration

- Engineering Meeting
- City Manager virtual staff meeting
- City Commission meeting
- VCRDA meeting
- Work with Coordinators to develop plan to re-open facilities and programs
- Halloween Hwy event
- Hometown Heroes
- Christmas event planning
- 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.

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 this week to evaluate bee hive status.
- Coordinating installation of the name sign for the snake tank.
- Coordinating with our bird expert for additional Fall Bird Walks.
- 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 multipurpose 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 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, Tee Ball Fields.

- Halifax Academy hosted another football game at the Sports Complex, Championship Field #7, on Friday night at 6 pm.
- OBSC Recreational Soccer hosted Fall Recreational Games on Saturday at 8:30 am at the Sports Complex, Soccer Fields.
- USSSA Baseball hosted another Tournament at the Nova Fields, as well as the Softball Quad, Wendelstedt Fields and Kiwanis this weekend. Games run from 8:30 am to 6 pm daily.

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
- Painted Championship Field 7 for Halifax Academy Football Game
- Picked up all corner soccer flags from weekend games
- Clean up/repair/replace items 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 condition updates via text and email group message to 8 am players and Greater Volusia Tennis League Ladies teams.
- Delivered COVID supplies to City Departments.
- Preparing for Haunted Halloween Trunk or Treat.

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 all upcoming events:
 - Veterans Day Drive Thru Luncheon, November 10
 - Hometown Heroes Drive Thru Banner Ceremony, November 19

Nova Community Center and Special Populations

- Planned and hosted a virtual Lunch Bunch.
- 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 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

- The Casements was open on Saturday from 8 am to 12 pm, and on Monday through Friday from 8 am to 5 pm for self-guided tours.
- A poetry reading was held Saturday on the stage in Rockefeller Gardens from 12 pm to 5 pm
- 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.
- Staff continued preparation for the Halloween Highway Trunk or Treat bagging candy and making props.
- 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 Wednesday, Saint Augustine Storytellers came to The Casements from 5:30 pm to 7:30 pm to record ghost stories that will be posted throughout the rest of October.
- "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
- Construction continued on the North Lawn and Carriage House expansion project.
- Casements staff continued to assist with park restroom sanitation Monday, Wednesday, and Friday.
- Voting on Facebook continues for the Halloween Costume contest which ends on October 29, the photo with the most likes wins.

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
- Maintenance work on the drain grates at Andy Romano Beachfront Park
- Installed picnic table at Riviera Park
- Built two new benches
- Groomed tennis courts
- Replaced Memorial Garden boards
- Installed alligator sign at Central Park I

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
- Troubleshooting Christmas trees and decorations
- Unplugged toilet at the Performing Arts Center
- Added covers to sinks at Sanchez Park
- Citywide count of fixtures
- Repaired a desk at the Performing Arts Center
- Condensate line repaired at the Sports Complex
- CID door repaired at the Police Department
- PAPI lights adjusted at the airport
- Door repaired at FS94
- Repair keypad at the Sports Complex
- Toilet repaired at City Hall
- Inside keypad troubleshoot at City Hall
- Finance keypad repaired
- Fountain suds addressed at Performing Arts Center
- Airport gate check
- Replace retractable belts at EDC
- Toilet repaired at FS92

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff attended the protest activity to monitor progression
- Staff continued to work on quarterly audits for the agency
- Working with HR on recruiting efforts for the Records Lead Supervisor position
- Attended and spoke at our Open House for Dayton State College recruiting event

Community Outreach

- Youth Leadership Council (YLC) – Upcoming service projects include assisting OBPAL on October 24 during the Halloween Highway event 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* currently has 15 students participating in the afterschool tutoring program. Tutoring sessions are offered Monday through Thursday from 3:00 p.m. to 6:00 p.m.
- OBPAL Annual Golf Tournament 2020 – The OBPAL Annual Golf Tournament, Golfing for Youth is scheduled for Saturday, November 14 at River Bend Golf Course. Thank you to all our sponsors for supporting OBPAL programs. For additional information please call the OBPAL House at (386) 676-3505.

Community Services & Animal Control

- Animal calls responded to : 36
- Animal Bites:1
- Animal Reports: 1
- Animals to Halifax Humane: 1
- Dogs:1 Cats:
- Trap Neuter Return: 10
- Pets at Vaccination Clinic:
- Found Property: 1
- Wildlife: 0

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 2
- Inactive: 3
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 1
- Grand Theft: 1
- Auto Theft: 4
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 3
- Robbery: 0
- Assaults: 0
- Police Information: 3

- Suspicious Incident: 0
- Baker Act/RPO: 4
- Vandalism: 1

Records

- Walk - Ins / Window: 72
- Phone Calls: 105
- Arrest / NTA'S: 17
- Reports Generated: 130
- Reports Entered: 125
- Citations Issued: 92
- Citations Entered: 91
- Warnings Entered: 145
- Trespass Warnings: 8
- CORF Entered: 52
- Mail / Faxes / Request: 22

Patrol

- Total Calls 1,586
- Total Traffic Stops 252

Operations

- Crime Opportunity Report Forms: 92

10/14/20

- Battery Domestic Violence Arrest, 1608 North United States Highway One #159 (Extended Stay). Subject got into a verbal argument that turned physical with her husband. She struck him with a closed fist over lack of child care assistance and not getting a job.
- Battery Domestic Violence Arrest, 530 Harbour Lights Drive. Subject pushed his mother multiple times after getting into a verbal argument with her.
- Warrant Arrest, 32 Byron Ellinor Drive. Subject contacted and found to have an open warrant.

10/15/20

- Stolen Trailer, 12 Aviator Way. The trailer was a homemade, black, single axle trailer and was removed from the property without permission.
- Burglary Structure, 9 Lakewood Park Drive. Unidentified suspects stole 40 aluminum hurricane shutters from a shed at this location
- Theft, 3 North Yonge Street (Sunoco Gas Station). The victim advised that someone stole his Florida ID card, \$11 cash, food stamp card, bus ticket and cell phone while he was sleeping behind the building.

10/16/20

- Driving under the Influence Arrest, South Yonge Street/West Granada Boulevard. Subject was observed dropping his bike at the intersection. Officers made contact and the operator appeared to be intoxicated. Subject was also charged for carrying a concealed weapon without a permit.
- Warrant Arrests, 1340 West Granada Boulevard. Subject contacted and found to have two separate warrants.

10/17/20

- Battery Domestic Violence Arrest, 1520 North United States Highway One (Mobile Gas Station). Subject contacted after a physical altercation.
- Battery Arrest, 1608 North United States Highway One. Victim advised that a subject punched him in the neck with a closed fist and shoved him.

10/18/20

- Auto Theft, 711 South Atlantic Avenue (Home 2 Suites). Unknown suspect(s) stole a blue 2020 Yamaha R1 motorcycle by manipulating the ignition assembly.
- Burglary, 450 Tomoka Avenue #106. An unknown suspected made entry through a window. A PlayStation 4, safe, social security card, and jewelry were taken.
- Terroristic Threats Arrest, 1687 West Granada Boulevard (Calvary Church). Subject became irate after being denied access into the sanctuary prior to the service. She began to throw her belongings and made statements that she had an AK-47 and was going to use it on anyone not allowing her access to the church.
- Battery Domestic Violence Arrest, 1508 San Marco Dr #206. Subject contacted after a physical confrontation with a family member.
- Battery Domestic Violence, 3 River Ridge Trail. Subject contacted after a physical confrontation with a family member.
- Aggravated Assault with a Firearm Arrest, 7 Lakeview Circle. Victim advised he was picking up scrap metal along the street when he was confronted by a subject who accused him of stealing. The subject fired off two shots from his handgun striking the gas fill area and tire, disabling the victim's vehicle.
- Stolen Vehicle, 450 Tomoka Avenue #106. Subject advised that her vehicle was stolen.
- Driving Under the Influence Arrest, 1339 West Granada Boulevard. Subject was involved in a hit and run crash where the victim followed her and tried to get her attention by flashing his lights. Subject eventually pulled over and officers contacted the driver who was found to be intoxicated.
- Shoplifting Arrest, 1521 West Granada Boulevard. Subject was seen swapping price tags off clearance items and placing the tags on other items.

10/19/20

- Burglary Residence, 450 Tomoka Avenue #211 (Tomoka Garden Apartments). The victim works for AT&T and when he returned home from work today he found his front door open. The victim stated 9 smart phones, and 2 fire sticks owned by AT&T were taken.

10/20/20

- No part one criminal activity to report.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 80
 - Number of Citations issued: 50
 - Number of Written Warnings Issued: 46
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 9 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 3 Cases initiated
- 44 signs have either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and seventy-four (74) 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 – Abandoned electrical equipment is being removed and cleanup is ongoing.
 - 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 addition roof sheathing and underlayment is complete. Exterior wall installation ongoing.
 - 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 is installed and mulch/curbing will follow. OBSC playground re-surfacing is completed and park will re-open October 26.
 - 2020 Microsurfacing – Crack seal work is complete. The Contractor will return to microsurface the roadways the first week in November.
 - 2020 Repaving – Construction is complete.
 - Landscape Renovations-Various City Parks & Facilities – Construction is ongoing.
 - 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 – Construction is underway.
 - 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 was approved 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 project kick-off meeting was held on October 19.
 - Granada Streetscape Pavers – Paver color selection is being reviewed by the Mainstreet Board.
 - Update Parks & Recreational Master Plan – Contract was awarded to Kompan, Inc. at the October 20 City Commission meeting.
 - Business Park Drive Phase II – Design is in process.
 - Police Station Chiller – Requested consultant proposal for preparing bid documents.

- Departmental Activities:
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Continued Park Inventory & Analysis for Parks & Recreation Master Plan, per Landscape Architect's request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Cut new sidewalk, stripped forms, back filled & cleaned up on N Orchard St; poured sidewalk
- Poured sidewalk on Division; stripped forms, back filled
- Patch work on Division; asphalt on Roger Park, N River & John Anderson, Arbor, Military, Harvard; sidewalk at City Hall
- Removed sidewalk on Moreland Blvd

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 Division Ave

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

- Reach out on Hull Rd/Pineland Trl; Pineland Trl & ball fields
- Bush hog mower on SR40 FDOT ponds
- Ditch maintenance spraying citywide
- Ditch inspection on Division Ave
- Gates & pumps citywide
- Spraying at Ormond Greene
- Cleaned bleachers at PW yard
- Pipe repaired at Thompson Creek
- Cleaned gutters on N Halifax
- System inspection on Fiesta Dr
- Inlets inspected & cleaned citywide
- Flooding/inlets inspected on John Anderson Dr

Vactor

- N. Saint Andrews

Fleet

- Mileage traveled by all departments for the week: 22,894
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 7,383 gallons unleaded, 6,715 gallons diesel
 - Fuel used in one week: 2,200 gallons of unleaded and 684 gallons of diesel.
 - Fleet completed 52 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.
 - SPRC Projects
 - Tymber Creek Apartments: Under review.
 - Salty Church: Final site inspection held October 19. Minor utility corrections requested.

Water Treatment Plant

- Delivered 40.60 million gallons for the week ending October 17, 2020 (5.80 MGD).
- Backwashed 11 filters for a total of 767,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 17, 2020 @ 6.91 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Flushed distribution system 815,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 45.14 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 6.45 MGD.
- Produced 23.15 Million Gallons of Reuse.
- Produced 21.99 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 8 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 11 calls for from customers concerning leaking water.
- Installed 3 residential water meters/services.
- Replaced 5 broken meter boxes.
- Replaced 4 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 7 City owned backflow prevention devices.
- Installed a new fire hydrant on Rogers Park Dr. due to a M/V accident.
- Performed maintenance on 10 main line valves for scheduled shut downs.
- Repaired a 6" AC water main on Kimberly Dr.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 165 utility locates for the previous week.

Wastewater Collection & Reuse

- Crews responded to 20 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Located PEP tank at 3 Oak Knoll Way, 7 Lost Springs Way, 6 Lake Vista Way, 36 Peruvian Way.
- Rescreened chamber at 21 Coquina Ridge Way.
- Replaced and rewired PEP pump at 6 Highwood Ridge Trail, 3 Lonetree Look
- Repaired broken C/O top at 15 Crescent Lake Way.
- TV'd 423 Flormond Ave. Roots in most joints removed, scheduled for PM.
- Located sanitary service at 320 Military Blvd.
- Reclaimed line bored through sanitary service at 118 Rockefeller Dr. Locates called.
- TV'd 15 N. Ravensfield Ln. City side good. Pipe is broken on customer side.
- TV'd lateral per customer request. No issue on City side.
- Dressed up restoration at 10 Foxfords Chase
- Repaired 1½" discharge line at 20 Foxfords Chase.
- Responded to 2 reuse trouble calls.
- Turned off reclaimed at 23 River Chase Way, 64 Pergola Pl. per customers' requests.
- Located reclaimed service at 590 John Anderson Dr.

Wastewater Plant – Lift Stations

- 6M – pulled pump #3 to clear blockage at volute & impeller, found pump malfunctioning, replaced.
- Influent Pump Building – lighting panel step down transformer failed, this affects the air conditioning and lights in the VFD control room, temporary A/C has been set up, a new transformer is on order. Electrical contractor will install when received.
- Screw Pump #2 – replaced worn drive belts with single multiple banded belt.
- Towne Square – pulled both pumps and cleared blockages at volutes & impellers.
- Tea Cup #1 – began reassembly of actuator and modified mounting adapter.
- 5P – cleaned control cabinet, install new updated RTU.
- SCADA monitor/response: Responded to multiple 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 – lubricate as needed.
- Lift Station 5P – installed pressure transmitter at potable water wash down and connected to RTU for pressure monitoring on SCADA.
- Shadow Crossings – removed old fire control panel, completed programing and setup of 60 HP VFD.
- Well 30H – no power, located burnt connections in underground pull box, repaired connections.
- Riverview Booster Station – continued replacement of worn valves.
- 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 City Manager virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for October 20, 2020 City Commission Meeting.
- City Clerk attended Claims Committee Meeting.
- Agenda packet preparation for November 4, 2020 City Commission Meeting.