

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 13, 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
- Virtual staff meeting regarding T.S. Eta
- Completed and submitted annual ICMA Credentialed Manager paperwork
- Reviewed city commission meeting agenda packet

Spoke to, attended and/or met with:

- Elected Officials Roundtable Meeting
- Veterans Days drive-thru lunch
- Officer Bob Grim remembrance ceremony

PIO – Public Information

- Press Releases/Media
 - Veteran's Day Drive-Thru Lunch
 - Hometown Heroes Interview Coordination
 - General press inquiries
 - General citizen requests
- Social Media
 - Officer Bob Grim Remembrance
 - Weather Updates: Eta
 - Veteran's Day Drive-Thru Celebration
 - Hometown Heroes Announcement and Website Updates for 2020
- Attended
 - City Manager's Tropical Storm Eta Virtual Meeting
 - Veteran's Day Drive-Thru Luncheon
 - COVID-19 Volusia PIN Meeting
 - Emergency Preparedness: Volusia PIN
 - Holiday Event Discussions
- Training
 - Government Social Media 2020 Benchmarks Webinar

Community Development

Planning

- The December 2, 2020 Board of Adjustment and Appeals meeting has been canceled based upon no applications.
- Staff has received a Special Exception application for horse riding stables at 2415 Durrance Lane. The application is tentatively scheduled for the December 10, 2020 Planning Board meeting.

- **The Tymber Creek Apartments project is conducting a neighborhood meeting on Thursday, December 3, 2020 at 7:00 p.m. at the Coquina Presbyterian Church at 2085 West Granada Boulevard.** The neighborhood meeting is in person and is **also offering a Zoom video viewing option. Written comments or questions can be e-mailed to cathy@storchlawfirm.com.** The project seeks to allow 300 multi-family units and associated site improvements on 19.62 acres.
- The Ormond Grande project, 60 multi-family residential townhomes, is scheduled for the December 1, 2020 City Commission meeting for first reading.
- Planning and Engineering staff met with the Ormond MainStreet Design Committee regarding the sidewalk banding reconstruction project along Granada Boulevard within the downtown area. The Design Committee is reviewing options of integral concrete with seashells and red clay brick pavers.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 408 inspections performed within the city (16 by private providers).
- 143 permits issued within the city, with a valuation of \$6,360,101 (21 garage sales permits).

Development Services

- There was no Site Plan Review Committee (SPRC) meeting this week.
- The Nova Road Climate Controlled Storage projects at 263 South Nova Road project provided notice to the SPRC that they intend to start the project construction the week of November 16.
- The following projects are under review of the SPRC:
 1. 2011 West Granada Boulevard and 36 North Tymber Creek Road, Tymber Creek Apartments. 2nd review. Development of 300 multi-family units and associated site improvements.
 2. 220 South Nova Road. 2nd review. Application to make two lots from one existing lot per the original plat.
 3. 176 Division Avenue, South Ormond Neighborhood Center (SONC) Gymnasium. 1st review. Construction of new gymnasium of 7,429 square feet where the outdoor basketball court exists.
 4. 1480 North U.S. Highway 1, Ace Hardware. 1st review. Proposed 11,969 square foot Ace Hardware building with an outdoor garden center and associated site improvements on a 2.683 parcel.
- Construction status of projects under construction:

| Project | % Complete |
|--------------------------------------|------------|
| 783 North U.S. Highway 1 | 55% |
| Antares of Ormond Beach | 5% |
| 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 | 75% |
| FPL Substation Expansion | 15% |
| Nova Road Climate Controlled Storage | 0% |
| Publix remodel | 80% |
| The Pumphouse | 35% |

| | |
|-------------------------|-----|
| Total Comfort | 15% |
| Residential | |
| Pineland, Phases 4 & 5 | 5% |
| Utilities only | |
| 101 Town & Country Lane | 40% |
| Deerfield Trace | 95% |
| Latitude Beach Club | 90% |
| 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.
 - 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.
- 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.
 - Staff attended a virtual Meet the Consultants conference hosted by the Southern Economic Development Council, which provided an opportunity to virtually network with site selectors and learn about trends in corporate site selection.

Airport Operation and Development

- Staff worked on minor repairs to the gate and access systems for the air traffic control tower. Staff is also working to repair minor damage to one of the airport's directional signs for Taxiway Delta.
- Staff continues to work on the Taxiway Delta rehabilitation project and is preparing for the next design meeting. Staff will seek input from airport tenants who may be temporarily impacted by the construction.

- Staff has been advised that the U.S. Senate DOT/FAA FY2021 appropriations bill released on November 10 includes \$172.8 million in dedicated funding for the FAA federal contract tower (FCT) program, which is \$2.8 million more than funding for the program in FY2020. This spending level will fully fund all 257 contract towers in the United States, including the Ormond Beach tower. The U.S. House appropriations bill also includes the \$172.8 million funding level for the FCT program.
- Staff has been advised of certain Temporary Flight Restrictions (TFRs) that may be established in the airspace surrounding Cape Canaveral to accommodate space operations and VIP visitations occurring from November 14 through November 16. TFRs for space operations typically do not result in elevated traffic levels or other notable changes in the airspace above Ormond Beach. A VIP TFR around Cape Canaveral may result in some additional traffic because the area covered by the VIP TFR is broader than that for space operations and could displace more aircraft operations.
- Personnel from the Ormond Beach Composite Squadron of the Civil Air Patrol responded to an Emergency Locator Transmitter (ELT) beacon reported in the vicinity of the Mt. Royal Airport. An Urban Direction Finding (UDF) team was dispatched from Ormond Beach to locate the beacon, which may indicate a downed aircraft and crew in distress. The beacon was not detected upon arrival at the Mt. Royal airport nor in the local vicinity. A search will resume if the ELT is again detected.

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.
 - The City closed hurricane Dorian at the FEMA level. Awaiting State obligation.
 - Finance is working on the annual audit.
 - To date the City received \$521,000 for Cassen Pier and anticipates to receive \$200,000 more for this event.
- Completed Projects - Weekly
 - Processed 186 Journal Entry Batches.
 - Utility Billing Meter Readers completed 368 work orders.
 - Approved 41 Purchase Requisitions totaling \$692,271.04.
 - Issued 39 Purchase Orders totaling \$536,899.20.
 - Issued 703 past due notices on utility accounts.
 - Auto-called 286 utility customers regarding receipt of a past due notice.
 - Processed 638 payments through Interactive Voice Response System totaling \$53,418.86.
 - Processed 1,119 payments through City online payment portal totaling \$105,584.42.
 - Prepared 130 Accounts Payable checks totaling \$909,370.81 and 27 Accounts Payable EFT payments totaling \$186,790.27.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Continued work and trainings with ASAP and JustGrants for the migration to new platforms.
 - Requested a transfer of excess CDBG funds to an eligible project requested in CDBG FY 20-21. Approval of CDBG FY 20-21 is expected in early 2021.
 - Grant reimbursement requests to date FY 20-21: \$15,440.90
- Other
 - Attended City Manager's virtual meeting regarding T.S. Eta.

Risk Management Projects

- Assisted citizens with utility questions
- Processed subrogation claims
- Reviewed claims reserves

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 5
 - Hazardous: 5
 - EMS: 82
 - Motor Vehicle Accidents: 3
 - Public Assists: 40
 - TOTAL CALLS: 137

 - Aid provided to other agencies: 10 Calls – Daytona Beach (4), Volusia County (6)
 - Total staff hours provided to other agencies: 6
 - # of overlapping calls: 35
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 56
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 113
-
- Training Hours
 - NFPA 1001: Firefighting 14
 - NFPA 1002: Driver 5
 - NFPA 1021: Officer 3
 - NFPA 1500: Safety/Equipment 94
 - EMT/Paramedic 21
 - TOTAL TRAINING HOURS: 137
-
- Station Activities
 - Participated in the City's Veterans Day Luncheon by displaying the American Flag from the aerial truck.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution) /Public Works)
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Parks)
 - Police Officer (Police)
 - Treatment Plant Operator C, B, A, or Trainee (Water Plant/Public Works)

- Applications Under Review
 - Lead Records Specialist (Police)

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

- Background/Reference Checks/Job Offers
 - Accounting Tech (Finance)
 - Firefighter/EMT (Fire)
 - Civil Engineer (Engineering)
 - Information Systems Specialist (IT/Finance)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)
 - Part Time Maintenance Worker I (Casements/Leisure Services)
 - Part Time Recreation Leader (Casements/Leisure Services)

- Police Officer (Police)
- Utilities Manager (Public Works)
- Separations
 - Police Officer (Police)
- Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2020:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start 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: 27
 - Completed: 58
 - In progress: 42
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,106
 - Inbound E-Mails Blocked: 12,072
 - Delivered Inbound E-Mails: 21,034
 - Quarantined Messages: 301
 - Percentage Good Email: 63.5%
 - ATP/Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 8
 - Changes: 2
 - Corrections: 1
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,827
 - Meters GPS Located this week: 0: Total in system = 23,940; 23,116 potable, 813 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Engineering Meeting
- City Manager virtual meeting regarding T.S. Eta
- Parks & Recreation Master Plan meeting

- Working with Coordinators to develop plan to re-open facilities and programs
- Veterans Day Drive-Thru Lunch
- Hometown Heroes event planning
- 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.

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 with aquarium vendor to stabilize water quality in turtle tank.
- Coordinating with Florida Women's Art Association for change out of art work.
- Working with sign vendor on creating more sample educational signs for exhibit tanks.
- Developing additional nature videos for posting to social media 1 to 2 times/week.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1 pm daily.
- 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 were Monday through Thursday, 5:30 pm, South Ormond Neighborhood Center Field. Home games were on Saturday at 9 am, 11 am, 1 pm, 3 pm and 5 pm at the Sports Complex, Championship Field 7
- OBYBSA Baseball/Softball practices Monday, Wednesday, and Friday, 6 pm, Nova Fields, Softball Quad at Sports Complex at 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
- SHS soccer games started this week on Thursday night at the Sports Complex, Championship Field #7, at 5 pm and 7 pm.
- OBSC Recreational Soccer hosted fall recreational games on Saturday at 8:30 am at the Sports Complex, Soccer Fields.

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 Pride football and SHS soccer games
- Picked up all corner soccer flags from weekend games
- Cleaned up/repaired/replaced from weekend activities

Performing Arts Center/Tennis Center

- Planning and logistics for Veterans Day events.
- 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.

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

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
 - Held Veterans Day Drive Thru Luncheon, November 10
- Continued preliminary planning of all upcoming events:
 - City Commission Reception, November 17
 - Hometown Heroes Banner Ceremony, November 19

Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.

The Casements

- The Casements was open on Saturday 8 am to 12 pm and Monday through Friday 8 am to 5 pm for self-guided tours.
- A wedding took place at Bailey Riverbridge on Saturday from 11am to 1 pm.
- House of Healing met at Bailey Riverbridge from 4:30 pm to 6:30 pm on Sunday.
- On Monday a new "Guild Giving Back" was posted on Facebook.
- Staff decorated The Casements for the 2nd annual Hearts of Gold Art Show that took place on Thursday from 5 pm to 7 pm in the Gallery.
- Ora Yoga class met at The Casements on Tuesday and Thursday from 9 am to 10 am and on Wednesday at Bailey Riverbridge from 6 pm to 7pm.
- An HOA meeting was held at Bailey Riverbridge on Tuesday from 7 pm to 9 pm.
- "Did You Know?" was posted on Wednesday and Friday on The Casements' Facebook page.
- Pilates took place Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- On Friday, Guild members began hanging drapery for the holiday decorations.
- Staff began preparations for the holiday decorating schedule.

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
- Tennis Center maintenance
- Repaired wall at Memorial Garden

- Repaired flag pole rope at Memorial Garden
- Removed damaged grill at Fortunato Park
- Decorated Bailey Riverbend Gardens' church

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 holiday decorations
- Delivered a file cabinet to City Hall
- Unplugged toilet at the Performing Arts Center
- Unplugged #8 bathroom at Andy Romano Beachfront Park
- Adjusted door lock time at the EDC
- Lights repaired at the Nova Gym
- Unclogged outside restroom at the South Ormond Neighborhood Center
- Installing holiday decorations citywide
- Air filters changed at PW and at Fleet
- Fortunato Park restroom sewer unclogged

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff attended the protest activity to monitor progression
- Staff attended a luncheon for Women in Law Enforcement
- Staff attended the swearing-in for Daytona Beach Police Chief Jakari Young
- Staff coordinated with Outreach and the VC School Board to research Active Assailant curriculum response for civilians.

Community Outreach

- Youth Leadership Council (YLC) – The next community service project will be the OBPAL Annual Holiday event on December 16 at the South Ormond Neighborhood Center.
- OBPAL Basketball – Four members of the basketball team participated in open gym practice following the facility guidelines listed for individual or small group practice.
- Educational programs
 - Twenty-two students participated in *Tutors R Us* the afterschool tutoring program last week. 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 Saturday, November 14 at River Bend Golf Course. Thank you to all our sponsors. For additional information on participation please call the OBPAL House at (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 43
- Animal Reports: 4
- Trap Neuter Release: 5
- Animal Bites: 2
- Animals to Halifax: 2
- Wildlife Calls: 0
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 0

- Cases Exceptionally Cleared: 4
- Inactive: 4
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 6
- Grand Theft: 3
- Auto Theft: 2
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 1
- RPO/Baker Act: 1

- Records
 - Walk - Ins / Window: 78
 - Phone Calls: 106
 - Arrest / NTA'S: 10
 - Reports Generated: 128
 - Reports Entered: 124
 - Citations Issued: 29
 - Citations Entered: 29
 - Warnings Entered: 74
 - Trespass Warnings: 9
 - CORF Entered: 36
 - Mail / Faxes / Request: 16

- Patrol
 - Total Calls 1,373
 - Total Traffic Stops 112

Operations

- Crime Opportunity Report Forms: 39

11/4/20

- Theft, 500 Shadow Lakes Boulevard #47. An unknown suspect stole the victim's green Giant brand bicycle.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$75.76 in merchandise; the incident was witnessed by loss prevention.
- Battery on a Disabled Adult, 108 Northbrook Lane. Subject was reported to have pushed her adult sister (who suffers from multiple sclerosis) onto the couch, during an argument.
- Narcotics Arrest, 57 Orchard Lane. Officers responded to this address for a suspicious person call where officers were able to ascertain that a subject was in possession of a narcotic.

11/5/20

- Narcotics Overdose/Warrant Arrest, 1546 West Granada Blvd (7-11). Subject was overdosing on narcotics. Officers administered Narcan, which was effective. Subject was found to have an open felony warrant
- Battery, 49 West Granada Boulevard. Victim advised a female started an argument with her and her friend and then was punched by the female.

11/6/20

- Auto Theft, 25 Oakwood Park. The victim reported that her blue scooter was stolen from the parking lot.
- Larceny, 875 Wilmette Avenue. The reporting person advised that they parked a white Club Car Golf Cart with the keys in the ignition at the leasing center parking lot and it is now missing.

11/7/20

- Shoplifting Arrest, 205 East Granada Boulevard (Walgreens). Subject was observed shoplifting \$28.18 worth of merchandise.
- Shoplifting Arrest, 250 East Granada Boulevard (CVS). Subject was contacted for shoplifting at another location and found to be in possession of items from CVS. Management was contacted and wished to pursue charges.
- Carbreak, West Granada Boulevard and North Yonge Street. Road rage incident between two parties, the victim stated the suspect reached into his car and removed his glasses from his face.
- Battery Domestic Violence Arrest, 250 South Atlantic Avenue (Dunkin Donuts). Subject confronted the mother of his four-year-old child about not being allowed to see the child. Subject grabbed the victim by her head and yanked downward during the argument.
- Narcotics Arrest, 170 Williamson Boulevard (Sleep Inn). Subject contacted and found to be in possession of narcotics.

11/8/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was stopped by loss prevention after he skip-scanned groceries at the self-checkout.

11/9/20

- Auto Theft Attempt, 3 Aviator Way. Unknown suspect(s) attempted to steal a trailer by removing the lock from the trailer tongue. The locks to gain access inside the trailer were also removed.
- Carbreak, 1293 North United States Highway One. An unknown suspect attempted to remove the catalytic converter from a vehicle at this location.

11/10/20

- Larceny, 205 South Atlantic Avenue (Best Western). Victim advised she allowed an acquaintance to stay with her and when she woke up she was missing electronics, makeup, and prescription pills totaling \$2,089.00.
- Carbreak Attempt, 17 Arrowhead Circle. Victim found damage to the vehicle's driver's side door key hole. Entry was not gained to the vehicle, so no items are stolen.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 2
 - Number of Citations issued: 11
 - Number of Written Warnings Issued: 0
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 25
 - 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: 2 Cases initiated
 - Zone 3: 3 Cases initiated
 - Zone 4: 2 Cases initiated

- 45 signs have either been removed or sign cases created.
- 8 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in's and fifty-five (55) telephonic inquiries

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - Nova Community Park Underground Electric Utilities – A final inspection was held on November 10, the project is complete.
 - 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 interior work is ongoing.
 - Fiber Optic Connectivity – FS 92 fiber optic cable terminations are ongoing. Fiber optic conduit to FS 91 has been installed, cable installation is being scheduled. John Anderson Drive fiber optic Volusia County Use Permit has been submitted.
 - 2020 Microsurfacing – The contractor will return to microsurface the roadways this month.
 - Landscape Renovations-Various City Parks & Facilities – Construction is ongoing.
 - Gazebo Replacement CP II – Permit plans are approved, material is on order.
 - CDBG SONC Fitness Station – Notice to Proceed issued on November 9.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - Bidding:
 - Granada Mid-Block Lighting Improvements – Bids were opened on October 28 and are under review.
 - Florence St On-Street Parking – Project was advertised on October 27, a pre-bid meeting is scheduled for November 12, and bids are due on November 30.
 - 2021 Storm Lining & Sewer Lining/Manhole Repair – Bids were opened on November 11 and are under review.
 - Wilmette Stormwater Pump Station – Bids were opened on November 11 and are under review.
 - 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 – Design is in process.
 - Granada Streetscape Pavers – Paver color selection is being reviewed by the Mainstreet Board.
 - Update Parks & Recreational Master Plan – A project introduction meeting was held on November 10, project kickoff scheduled for January 2021.
 - Business Park Drive Phase II – Design is in process.
 - Police Station Chiller – A Work Authorization is being prepared for design.
 - CDBG Fleming Avenue/CP I Playground – Preparing RFP documents, project scheduled to advertise in January, 2021.
 - Riviera Park Pedestrian Signals – Bid documents are being prepared.
 - Departmental Activities
 - Reviewed 44 Engineering Permit applications through the ProjectDOX system.
 - Created and approved 4 Work-in-the-Right-of-Way permits

Environmental Management

Street Maintenance - Asphalt/Concrete

- Removed gutter – Rosewood Ave & Walnut St
- Poured slab – Cherrywood Dr
- Stripped forms, backfilled, installed sod – Cherrywood Dr
- Filled in hole – Lincoln Ave
- Patched hole – Cobblestone Tr & Springwood Trl
- Diu out for slab – N Orchard St

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Hauled debris – Nova Rd
- Trimming – Grove Ave & Division Ave
- Saw maintenance – N Orchard St

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
- Built up low areas with shell grade – N Nova Rd, N Halifax Dr East side
- Picked up trash in medians – US 1 from Wilmette to Hull Rd

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightened, replaced, & installed signs & posts – citywide

Stormwater Maintenance

- Utility locates, cut weeds along sidewalk, cleaned basins – citywide
- Cleaned storm line – Cumberland Ave
- Diagnosed depression near basin, checked pumps & gates, filled pothole in park – Rollingwood Tr, Hotel St, Mainsail Cir
- Depression investigation, catch basin cleaning – Zone 3
- Cleaned line, cleaned & serviced aqua tech basins – Cameo Dr at Burns St
- Basin cleaning – Zone 1 & 3
- Basin cleaning and pump operations – Zone 2, Beachside, Mainland
- Vacuum out and clean wet wells – Rocky Creek Trail
- Pumped ponds down/cleaned catch basins – Wild Olive Ave, Fleming Ave, Ormond Shores Dr, Pine Tr and beachside.
- Pumped down Sports Complex pond, utility locates, catch basins – Zone 1 & 3
- Excavated pipe to make repair – Brookside Dr at Northbrook Dr

Fleet

- Mileage traveled by all departments for the week: 23,087
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 11,556 gallons unleaded, 8,087 gallons diesel
 - Fuel used in one week: 2,024 gallons of unleaded and 735 gallons of diesel.
 - Fleet completed 54 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.
 - WTP Improvements (Splitter Box, Aerator, Clearwell) – On site meeting 10/27 with McKim Creed to develop Engineering Design Services Scope. Awaiting Engineering services proposal.
 - WRF Chemical Building – Scheduling site meeting with consultant to evaluate structural integrity & develop proposal.

Water Treatment Plant

- Delivered 38.22 million gallons for the week ending November 7, 2020 (5.46 MGD).
- Backwashed 9 filters for a total of 571,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 7, 2020 @ 6.90 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~48.6 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 398,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 37.96 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.42 MGD.
- Produced 24.64 Million Gallons of Reuse.
- Produced 13.32 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2019 – October 31, 2020) (MGD):
 - Influent 4.35 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.66 (Permit 6 MGD);
 - Reuse 4.21 (Permit 10 MGD)

Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure, or assistance with other plumbing needs.
- Responded to 12 calls for from customers concerning leaking water.
- Installed 6 residential & 2 commercial water meters/services.
- Replaced 4 malfunctioning residential water meters.
- Performed accuracy testing on two 3" and 4" commercial water meters. All tested accurate. Scheduled 4 commercial meters for testing.
- Disconnected the abandoned 2" commercial water service at Publix (220 N. Nova Rd.).
- Replaced 7 broken meter boxes.
- Replaced 4 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 9 City owned backflow prevention devices. Two needed repairs.
- Initiated installation of freeze protection on City owned backflow preventers.
- Disconnected a residential water service due to building demolition permit.

- Performed maintenance on 7 on fire hydrants.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 117 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 6 in the conventional system service area.
- Assisted with back up at Fortunato Park restrooms.
- Follow up on weekend call at 3 Carriage Creek Way. Everything working properly.
- Located PEP tank at 4 Holly Fern Chase.
- Cleared stoppage at 400 Parque Dr. Follow up TV shows no issue on City side.
- Follow up TV at 155 Pine Cone Ct. small roots cleared. Re-TV in 6 months
- Grounds restoration at 20 Foxfords Chase, 23 Coquina Ridge Way, 10 Clydesdale Dr.
- Cleaned and TV'ed 6" main at 2 John Anderson Dr.
- Reset manhole ring and cover with assistance from Stormwater at 875 Lindenwood Cir E.
- Roots at transition at 5 Riverside Cir. Scheduled for repairs.
- Repaired and TV'ed sanitary service at 125 Orchard Ln.
- Follow up TV at 182 Midway Ave. Roots were cleared.
- Replaced PEP pump, alarm float and control panel at 33 Meadow Ridge View.
- Replaced broken check valve at 18 Lake Vista Way.
- Responded to 2 reuse trouble calls.
- Flushing hydrants in Breakaway on Forestview Way and Winding Creek Way
- Located reclaimed box for irrigation contractor at 3 Wild Creek Way
- Installed curb stop at 12 Willoughby Trace

Wastewater Plant – Lift Stations

- Effluent Flow Control Valve – leaking, adjustments made.
- Influent Pump building – installed 2 new breakers and energized circuits.
- The Crowne – replaced upper guide rail bracket and reset guide rails.
- 1P – follow up from trouble call, replaced check valve #2.
- #33 Ridge View Way – installed new control panel for PEP tank.
- 7P – replaced pump #2 and check valve #2. Found broken impeller, ordered supplies will install when received.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry Pumps – lubricated as needed.
- High Service Pump Building – installed junction box for a signal splitter to add flow meter at 16" distribution line, connected to SCADA.
- Shadow Crossing Reuse – SCADA not responding, repaired power supply wiring, jumper lead pump to run in auto until RTU can be reset.
- Clari-Cones – researched and ordered new blow down timers for more accurate time control.
- Maintenance Building – inventoried and organized spare equipment stock.
- 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 November 17, 2020 City Commission Meeting
- City Clerk attended City Manager virtual meeting on TS Eta storm prep