

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 20, 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:

- City Commission reception
- City Commission swearing-in ceremony
- SMA Board of Directors strategic planning session
- Hometown Heroes drive-thru ceremony
- Claims Committee meeting
- Team Volusia Executive Committee meeting

PIO – Public Information

- Press Releases/Media
 - Hometown Heroes
 - Merry & Bright on Main Street
 - General citizen inquiries and media requests
- Social Media
 - City Commission Ceremony
 - Utility Bill Assistance
 - Merry & Bright on Main Street Promo #OBMerry
- Attended
 - City Commission Reception
 - City Commission Meeting
 - Engineering/Planning Meeting
 - Drive-Thru Hometown Heroes Event
 - Holiday Events Meeting
- Developing
 - Holiday Social Media Strategic Planning and Coordination

Community Development

Planning

- The December 2, 2020 Board of Adjustment and Appeals meeting has been canceled based upon no applications.
- **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@storchlfirm.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.
- The tentative Planning Board agenda for December 10, 2020 is as follows:
 1. Special Exception application for horse riding stables at 2415 Durrance Lane.
 2. Land Development Code amendments to Sections 2-84 through 2-92, to update itinerant merchant regulations for recognized special events and outdoor entertainment activity.
 3. Portion of 2341 West Granada Boulevard: a Small-Scale Comprehensive Plan Land Use Map amendment for a 0.32± acre parcel of land from the existing future land use designation of Volusia County “Rural” (R) to Ormond Beach “General Commercial” (GC) and zoning map amendment from A-2 (Agriculture) to B-2 (Neighborhood Commercial). The site is partially in unincorporated Volusia County (developed with a cell tower) and partially in Ormond Beach. The Ormond Beach portion has no city land use or zoning designation.
 4. Capital Improvements Element (CIE) update: Comprehensive Plan amendment to update the CIE based upon the adopted Capital Improvement Program.
- Attended the MainStreet Board meeting.
- The Small-Scale Comprehensive Plan Land Use Map amendment for 36 North Tymber Creek (part of Tymber Creek Apartments) is scheduled for the City Commission first reading on December 15, 2020. The amendment seeks to amend the existing land use designations of Volusia County “Environmental System Corridor” (ESC) to City of Ormond Beach “Open Space/Conservation” (OS/C) and Volusia County “Urban Low Intensity” (ULI) to Ormond Beach “Residential, Office, Retail” (ROR) as the result of annexation.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 252 inspections performed within the city (13 by private providers).
- 113 permits issued within the city, with a valuation of \$1,810,700 (10 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 1570 North U.S. Highway 1, Waffle House (pre-application meeting). The Waffle House is seeking a major interior renovation to the existing building. As part of the renovation, a landscape buffer along North U.S. 1 would be created.
 2. 285 Interchange Boulevard, Climate controlled storage (pre-application meeting). The project seeks to develop a climate-controlled storage facility (indoor storage) on a vacant 2.9-acre parcel. The proposed use would require a Planned Business Development (PBD) rezoning with a neighborhood meeting required.
- 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. Approved. 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.
 5. 548 North Nova Road. Volusia Memorial Park and Funeral Homes seeks approval of a temporary cooler for a period of twelve (12) months at 548 North Nova Road. The Land

Development Code requires temporary structures to be reviewed by the Site Plan Review Committee and acted upon by the City Commission (scheduled for December 15, 2020).

6. 835 Hull Road, RV and Boat Storage. 1st review. Application for RV and boat storage along Hull Road.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Casements, Carriage House expansion	90%
Coolidge Avenue Office/Warehouse	60%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	25%
Extended Stay America	80%
FPL Substation Expansion	30%
Nova Road Climate Controlled Storage	2%
Publix remodel	100%
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 supermarket store.

Airport Operation and Development

- Staff worked with local contractors to replace components on the gate and access systems for the air traffic control tower.
- Staff is preparing for the next design meeting and for the bidding and construction aspects of the for the first phase of the airport access roads project.
- Staff compiled and submitted the FY2021 federal Airport Improvement Program Grant pre-application package. The pre-application package serves to advise the FAA of the types and estimated costs of airport capital improvement projects for which the City may apply for federal assistance in June of next year.
- Staff participated in a video conference with representatives from VirTower, LLC concerning acquisition of the VirTower software system. The VirTower system provides the ability to accurately track aircraft both in flight and on the ground, and has proven to be helpful in tracking aircraft operations for state and federal reporting purposes. The software also aids with encouraging compliance with voluntary noise abatement procedures.
- Staff is currently monitoring periodic errors with the airport's Automated Weather Observing System (AWOS). Staff is working with the AWOS service technician to explore and remedy reporting errors.
- Staff completed a survey study from the U.S. Government Accountability Office (GAO) intended to conduct monitoring and oversight of the effect of the COVID-19 pandemic. In this study of the pandemic's effects on the aviation industry, the GAO is surveying airport managers of small hub and smaller (non-hub, non-primary commercial service, reliever, general aviation, etc.) public use airports.

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 178 Journal Entry Batches.
 - Utility Billing Meter Readers completed 442 work orders.

- Approved 36 Purchase Requisitions totaling \$215,273.38.
- Issued 35 Purchase Orders totaling \$425,545.48.
- Issued 520 past due notices on utility accounts.
- Auto-called 337 utility customers regarding receipt of a past due notice.
- Processed 684 payments through Interactive Voice Response System totaling \$55,991.89.
- Processed 1,113 payments through City online payment portal totaling \$102,082.73.
- Prepared 146 Accounts Payable checks totaling \$318,322.96 and 39 Accounts Payable EFT payments totaling \$308,853.29.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Continued working with ASAP and JustGrants to resolve issues with the migration to the new platforms.
- Working with new payroll administrator on the VOCA grant to ensure a smooth transition.
Grant reimbursement requests to date FY 20-21: \$46,648.85

Risk Management Projects

- Assisted HR with updating forms
- Attended Claims Committee meeting
- Webinar: Telework During Covid

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 6
 - Hazardous: 0
 - EMS: 72
 - Motor Vehicle Accidents: 6
 - Public Assists: 37
 - TOTAL CALLS: 123
 - Aid provided to other agencies: 9 Calls – Daytona Beach (1), Volusia County (8)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 29
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 8
 - Total EMS patients treated: 61
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 50
-
- Training Hours
 - NFPA 1001: Firefighting 24
 - NFPA 1002: Driver 7
 - NFPA 1021: Officer 3
 - NFPA 1500: Safety/Equipment 31
 - EMT/Paramedic 7
 - TOTAL TRAINING HOURS: 72
 - Significant Incidents
 - 11/10/20, 6:51 AM: Pleasant Dr. / Riverside Dr. – Motor Vehicle Accident – Upon arrival found a single vehicle rolled over on its side – one patient found on roadway and transported to hospital.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II (Finance)

- Lead Community Service Officer (Police)
- Maintenance Worker II (Streets/Public Works)
- Maintenance Worker II (Wastewater Collection/Public Works)
- Neighborhood Improvement Officer (Neighborhood Improvement/Police)
- Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
- Part Time Maintenance Worker II (Parks)
- Plant/Pump Mechanic (Public Works)
- Police Officer (Police)
- Treatment Plant Operator C, B, or A (Wastewater Plant/Public Works)
- Treatment Plant Operator C, B, A, or Trainee (Water Plant/Public Works)
- Water Distribution Foreman (Public Works)
- Water Distribution Operator 3 (Public Works)

- Applications Under Review
 - City Engineer (Engineering)
 - Lead Records Specialist (Police)

- Interviews Scheduled
 - Part Time Maintenance Worker II (Parks)
 - Treatment Plant Operator C, B, or A (Wastewater 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 (Wastewater Collection Reuse Distribution/Public Works)
 - Police Officer (Police)
 - Utilities Manager (Public Works)

- Separations
 - Lead CSO (Police)
 - Police Officer (Police)

- Employee Events
 - Open Enrollment for employee benefits begins 11/30/2020
 - 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: 43

- Completed: 56
- In progress: 44
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 31,797
 - Inbound E-Mails Blocked: 10,852
 - Delivered Inbound E-Mails: 20,945
 - Quarantined Messages: 292
 - Percentage Good Email: 65.9%
 - ATP/Virus E-Mails Blocked: 4
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 1 : Total in system = 2,827
 - Meters GPS Located this week: 8: Total in system = 23,940; 23,116 potable, 813 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- City Commission meeting
- City Commission reception
- Hometown Heroes Drive-thru event
- Working with Coordinators to develop plan to re-open facilities and programs
- 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
- Conducted over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work.

Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Met with contractor to solicit quotes for restroom renovations at the Sports Complex.
- Met with contractor to develop scope of work for overlook renovations at Riverbend Nature Park.
- Started splash pad renovations project.

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.
- Installing holiday decorations.
- Coordinating a garden club tour of EDC grounds.
- Working with sign vendor on creating more sample education signs for exhibit tanks.
- 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 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 on Monday through Thursday, 5:30 pm, South Ormond Neighborhood Center.
- OBYBSA Baseball/Softball practices Monday, Wednesday, and Friday, 6 pm, Nova fields, Softball Quad at Sports Complex at 6 pm.
- Flag football playoff games finished this week, Monday through Friday, 5:45 pm, 6:45 pm, 7:45 pm at Sports Complex, Quad 1 and Kiwanis field.
- 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.
- Pride Football hosted home games on Saturday at 9 am, 11 am, 1 pm, 3 pm and 5 pm at the Sports Complex, Championship Field 7

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 Daytona Beach Cowboys football and SHS soccer games
- Clean up/repair work from weekend activities
- Put up temporary fences for USSSA baseball tournament

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.

South Ormond Neighborhood Center

- Open gym to reservations only for basketball
- Cleaned and sanitized between players
- Jazzercise was held on Monday at 5:45 pm
- Splash pad is closed due to resurfacing deck area.

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Continued preliminary planning of all upcoming events:
 - Hometown Heroes Banner Ceremony, November 19
 - Virtual Tree Lighting at City Hall, David Hood Plaza, December 1
 - Merry & Bright on Mainstreet Drive-Thru, December 12-19

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 8 am to 12 pm and on Monday through Friday, 8 am to 5 pm for self-guided tours.
- On Sunday a memorial was held on the stage in Rockefeller Gardens from 9 am to 1 pm.
- House of Healing met at Bailey Riverbridge from 4:30 pm to 6:30 pm on Sunday.
- Family Renew artists with Hearts of Gold exhibit is featured in the Gallery for this week.
- On Monday a new "Guild Giving Back" was posted on Facebook.
- Staff began decorating for the holidays and the 36' tree in Rockefeller Gardens was installed.
- Ora Yoga class met at The Casements on Tuesday and Thursday from 9 am to 10 am.
- On Tuesday Once Upon a Storytime took place at 10 am on Facebook LIVE.
- The Casements Guild Gift Shoppe has reopened on Tuesdays and Thursdays from 10 am to 2 pm.
- Ora Yoga class met on Wednesday at Bailey Riverbridge from 6 pm to 7pm.
- "Did You Know?" was 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.

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
- Installed holiday wreath at the EDC
- Removed graffiti from in the men's restroom at Nova Community Center

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
- Ladies restroom toilet unplugged at Cassen Park
- Repaired directional arrow at the airport
- Gate repaired at WWTP
- Men's restroom repaired at Cassen Park
- Fleet gate repaired
- The Casements light fixture west entrance repaired
- Flags installed at the Performing Arts Center
- Fortunato Park men's restroom unplugged

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended a Board Meeting for the Police Athletic League
- Staff hosted a meeting with an HOA concerning utility vehicle issues
- Staff participated in the PAL Golf Tournament

- Staff attended the Citizen Law Enforcement Advisory Board Meeting
- Staff assisted Leisure Services with meals for Veterans

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 – Eight (8) members of the basketball team participated in open gym practice following the facility guidelines listed for individual or small group practice.
- Educational programs
 - Twenty (20) students participated in *Tutors R Us* the afterschool tutoring program last week. Tutoring sessions are offered Monday through Thursday from 3:00 PM to 6:00 PM.
- OBPAL Annual Golf Tournament 2020 – The golf tournament was held on Saturday, November 14 at River Bend Golf Course with fifty-six golfers participating. Through the generosity of our community sponsors, OBPAL raised \$11,500 to support programs for at-risk children and teens in Ormond Beach. Thank you to our sponsors. Platinum Sponsors: Roto Rooter/Elkins Family, Daytona Auto Mall, Metra Electronics Corporation, and Fields BMW of Daytona. Gold Sponsors: Florida Health Care Plans, Commissioner Dwight Selby, Waste Pro, Gary Yeoman's Ford Lincoln, OB-GYN Health Center of Volusia LLC, Volusia/Flagler Police Chiefs Association, Mayor Bill Partington, Weather Guard Inc. and Bronx Brothers Pizza Corp, Silver Sponsors: Mower Depot and Mr. Greg Smith. Hole Sponsors: Judge Joan Anthony, Rachael Gilbert Ameris Bank Mortgage Service, Publix, Morejon & Andrews Orthodontics, Politis & Matovina P.A., Kalin Home Furnishings, Keyes, Stange, & Wooten Wealth Management and Radiology Associates Imaging.

Community Services & Animal Control

- Animal Calls responded to: 53
- Animal Reports: 9
- Trap Neuter Release: 4
- Animal Bites: 2
- Animals to Halifax: 5
- Wildlife Calls: 0
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 13
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 9
- Inactive: 6
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 3
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Stalking: 1
- RPO/Baker Act: 2

Records

- Walk - Ins / Window: 83
- Phone Calls: 113
- Arrest / NTA'S: 13
- Reports Generated: 119
- Reports Entered: 110
- Citations Issued: 36
- Citations Entered: 36
- Warnings Entered: 69
- Trespass Warnings: 7
- CORF Entered: 42
- Mail / Faxes / Request: 18

Patrol

- Total Calls 1,376
- Total Traffic Stops 78

Operations

- Crime Opportunity Report Forms: 133

11/11/20

- Larceny, 135 Seton Trail. Theft of numerous items from a landlord/tenant situation.
- Larceny, 137 Dix Avenue. The victim awoke to discover that her live-in boyfriend had moved out and she was missing \$1,150 from her purse.
- Battery, 1608 North United States Highway One #262 (Extended Stay). Subject threw his girlfriend on the bed and then onto the floor after a verbal argument.

11/12/20

- Car Break, 657 South Atlantic Avenue (Driftwood Beach Motel). An unknown suspect removed a suitcase from the victim's open truck bed while the victim was checking out of the hotel.
- Aggravated Domestic Violence Assault, 502 South Ridgewood Avenue. Subject was in a verbal argument with his sister when he pulled out a large knife and threatened her with it.

11/13/20

- Battery Domestic Violence, 1340 West Granada Boulevard (Lowe's). Subject attempted to strangle his girlfriend in the parking lot.
- Theft, 182 Point view Lane. An unknown suspect stole a President Trump banner from the yard.
- Warrant Arrest, 535 Ocean Shore Boulevard. Subject contacted and found to have two open warrants.
- Battery Domestic Violence Arrest, 29 Kodiak Path. Subject struck his live-in boyfriend several times with a closed fist and open hand in the head and upper arm area.
- Narcotics Arrest, 369 Nottinghill Street. Subject was found to be passed out behind the wheel of his vehicle. He was in possession of narcotics and placed under arrest.
- Narcotics Arrest, Fleming Avenue/South Nova Road. Subject was stopped for an infraction and was found to be in possession of narcotics.
- Driving Under the Influence Arrest, 192 Deer Lake Circle. Subject contacted who was passed out behind the wheel of his vehicle. He was transported to the hospital due to a possible medical condition and a driving under the influence investigation followed.

11/14/20

- Burglary Residence, 719 Orchard Avenue. Subject advised she saw a male running into an unoccupied residence that is under construction.
- Carbreak, 1362 North United States Highway One #302. Victim advised a male broke into his vehicle and stole items totaling approximately \$450.

- Battery, 1410 Hand Avenue #40. Subject advised she was in a physical altercation at the Gold Choice assisted living facility.
- Narcotics Arrest, 530 South Atlantic Avenue. Subjects contacted at the location who were found to be in possession of narcotics.

11/15/20

- Stolen Tag, 420 Lakebridge Plaza Drive #416. An unknown suspect stole an Oklahoma tag from the victim's vehicle.
- Child Abuse Domestic Violence Arrest, 588 John Anderson Drive. Subject became irate with his 17-year-old son over whistling. When the victim verbally challenged him, the subject grabbed a hold of the victim's throat and began punching him with a closed fist on top of his head. The victim also suffered a laceration to his face.
- False Imprisonment/Assault Arrest, 170 West Granada Boulevard (OBPD). Subject was highly irate as a result of a traffic incident where he blocked the victim in with his vehicle in way in which prevented the victim from escaping. He then threatened to shoot the victim.
- Resisting Arrest, 707 South Atlantic Avenue. Subject contacted after fleeing from officers on foot.

11/16/20

- Business Burglary, 430 Andalusia Avenue (Air One Heating and Cooling). Subject removed miscellaneous tools after entering the business.
- Battery Domestic Violence Arrest, 1608 North United States Highway One #128 (Days Inn). Subject held his live-in girlfriend to the ground by her hair during an argument.

11/17/20

- Burglary Residence, 100 South Old Kings Road (Reflections Village). Homeowner advised he went to work at 0630 hours and when he returned home at 1730 hours he observed damage to his rear door jam.
- Carbreak, 65 Woodmere Circle. The owner of the vehicle advised when he started his car it was louder than normal, so he took his other vehicle to work. The owner took the vehicle to a mechanic who advised him that someone had removed the catalytic converter.
- Narcotics Arrest, Arroyo Parkway/South Center Street. Subject contacted during a traffic stop and found to be in possession of narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 8
 - Number of Citations issued: 6
 - Number of Written Warnings Issued: 0
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 6
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 5 Cases initiated
- 0 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in's and sixty-one (61) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - WTP Chemical Feed System Upgrades – Shade structure and access stairs building permit is scheduled to be approved the week of December 7.
 - 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 for design is being approved.
 - 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 20 Engineering Permit applications through the ProjectDOX system.
 - Created and approved 5 Work-in-the-Right-of-Way permits

Environmental Management

Street Maintenance - Asphalt/Concrete

- Serviced equipment – Public Works shop
- Graded for concrete pad – Waste Water Plant
- Formed & graded sidewalk – Sterthaus Dr

- Patched hole -Wilmette

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 – N Orchard St
- Picked up debris at Chamber of Commerce
- Ground stumps 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
- Debris pick up W Granada Blvd to Tymber Creek Rd
- Trimming for view of signs citywide
- Trash pickup Wilmette Ave, S Center St, Orchard St, & SR40

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 citywide

Stormwater Maintenance

- Cleaned catch basins, utility locates, wrap up pump & bring back to shop – Beachside Zone 1
- Catch basins & pump inspections – Zone IV
- Reinstalled pump to ballfields - Pine Trail
- Cleaned overflow – Timber Lake Ln
- Inlet inspection & clean – citywide
- Locates citywide
- Reach-out – State Road 40
- Pond maintenance mowing citywide
- Inspected gates & pumps – citywide

Vactor

- Vac-Truck – Cumberland Rd
- Vac-Truck cleaned spillway – Greenfern Cir & Sterhaus Dr

Fleet

- Mileage traveled by all departments for the week: 22,848
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 2

- Quick Fleet Facts:
 - Fuel on hand: 9,490 gallons unleaded, 7,564 gallons diesel
 - Fuel used in one week: 2,066 gallons of unleaded and 523 gallons of diesel.
 - Fleet completed 51 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.
 - SPRC Projects (Utilities Engineering Involvement):
 - 275 Interchange Blvd, Extended Stay America: reviewed & approved sanitary sewer videos.

Water Treatment Plant

- Delivered 37.66 million gallons for the week ending November 14, 2020 (5.38 MGD).
- Backwashed 9 filters for a total of 484,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 14, 2020 @ 6.89 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~81 wet tons of dewatered sludge (65 - 70% solids).
- Odyssey contractors are onsite and in the final stages of completion of projects.
- SGS is mobilized onsite to replace centrifuge.
- Flushed distribution system 170,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 39.54 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.65 MGD.
- Produced 18.73 Million Gallons of Reuse.
- Produced 20.81 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 15 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 17 calls for from customers concerning leaking water.
- Installed 4 residential water meters/services.
- Replaced 3 malfunctioning residential water meters.
- Performed accuracy testing on a 3" and 4" commercial water meter. All tested accurate. Scheduled 3 commercial meters for testing.
- Replaced 9 broken meter boxes.
- Replaced 3 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 6 City owned backflow prevention devices. Two devices needed repair.
- Initiated installation of freeze protection on City owned backflow preventers.
- Disconnected 2 residential water service due to building demolition permit.
- Performed maintenance on 8 on fire hydrants, replacing all aged, rusted bolts.
- Repaired landscaping to all excavation sites.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 124 utility locates for the previous week.

Wastewater Collection and Reuse

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Replaced and rewired PEP pump at 90 Grey Dapple Way, 33 Meadow Ridge View, 91 Foxcroft Run, 47 Sounders Trail Cir., 7 Silver Lake Way, and 11 Dartmouth Trace.
- Made float & pump adjustments at 33 Meadow Ridge View and landscape restoration.
- Cleaned and TV'ed sanitary lateral at 1 Byron Ellinor Dr.
- TV'ed and ran cutter through sanitary lateral at 5 Riverside Cir., scheduled for repair.
- Located manhole at 143 Rockefeller Dr.
- Repaired broken force main blow off at 86 Westland Run.
- Installed PEP tank riser at 47 Sounders Trail Cir. and 16 Foxhunter Flat.
- Possible broken back lid at 16 Foxcroft Run, area secured, will follow up.
- Responded to possible back up at 75 Deep Woods Way. PEP tank is broken, however system is working and city side is clear.
- Cleared and TV'ed sanitary lateral at 310 Rio Pinar.
- Located and installed C/O at 342 Thackery Rd.
- Cleaned and TV'ed sanitary lateral at 310 Rio Pinar. Possible construction debris. Line clean and clear at departure.
- Responded to 3 reuse trouble calls.
- Turned off reclaim at 3 Lake Ilse Way per customer request.
- Located reclaim service at 630 John Anderson Dr.
- Cut roots out of reclaim box, reset box 3 Wild Creek Way.
- Reset box and turned off reclaim per customer request at 92 Deep Woods Way

Wastewater Plant – Lift Stations

- Scum Well #2 – not responding in auto, level floats failed, replaced floats, pump controls and audio/visual alarms.
- 3M – high level call out, wet well pumped down, station operational, received 14 calls within 10 minutes all for high level. Found 2 floats to be damaged by wild life, replaced with new inventory.
- 1M – pump #1 failed, replaced with shop inventory, repaired corroded guide rails.
- Airport – contacted by Collections Supervisor, wet well high, pump #2 discharge riser broken off, pump #1 not operating and locked up, repaired riser stack #2 and pulled pump #1 to be sent out for repair, will monitor.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Lime Slurry pump # 1 – replaced failed motor.
- Reuse – created new overview screen in SCADA.
- SCADA – server #1, replaced batteries.
- Shadow Crossing Reuse – pump #1 removed rotating assembly to be sent to vendor for rebuild.
- Standish Booster Station – installed 1" conduit for fiber optic connection at RTU.
- Maintenance Building – inventory and organize equipment stock.
- 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:

Honorable Mayor and City Commissioners

November 20, 2020

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- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for November 17, 2020 City Commission meeting.
- City Clerk attended Claims Committee meeting.
- Agenda packet preparation for December 1, 2020 City Commission meeting.