

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 2, 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 items
- Reviewed video for State of the City event

Spoke to, attended and/or met with:

- NLC Small Business Resiliency virtual conference
- FCCMA webinar, Leading Through Crises

PIO – Public Information

- Press Releases/Media
 - General media requests and interview
 - General citizen inquiries
 - Quote Releases
- Social Media
 - #LivingTheOBLife
 - Cassen Park and Sanchez Park
 - Hometown Heroes Reminder
- Attended
 - FEMA Webinar – Crisis Communication
 - Nextdoor Webinar -
 - ICMA – Social Media Webinar
- Developing
 - State of the City Brochure
 - FAQs Template

Community Development

Planning

- Staff have received two variance applications for the October 7, 2020, Board of Adjustment and Appeals (<https://www.ormondbeach.org/218/Board-of-Adjustment-Appeals>) meeting as follows:
 1. 130 Riverside Drive: demolition of existing house and reconstruction of a new single-family residence requiring a variance to the calculated waterfront rear yard setback.
 2. 517 North Beach Street: demolition of existing house and reconstruction of a new single-family residence requiring a variance to the calculated waterfront rear yard setback.

- There are three items scheduled for the October 8, 2020 Planning Board (<https://www.ormondbeach.org/224/Planning-Board>) meeting:
 1. 1670 West Granada Boulevard: A Special Exception to allow two electronic changeable copy signs for the retail prices of gasoline at the RaceTrac convenience store located at 1670 West Granada Boulevard. There are no other site or building improvements proposed.
 2. Ormond Grande: Rezoning of the R-5 zoning designation to Planned Residential Development, issuance of a Development Order for 60 townhome units, and a Preliminary Plat for the subdivision of land.
 3. 1020 to 1044 North U.S. Highway 1, U.S. 1 Business Park amendment: Rezoning and issuance of a development order for the US 1 business park property for addition of warehouse and miniwarehouse. Building 1 is proposed at 7,810 square feet and building 2 is proposed at 6,600 square feet.
- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- Attended the neighborhood meeting for the Ormond Memorial Art Museum & Gardens.
- Attended the Ormond MainStreet Arts District meeting.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 450 inspections performed within the city (26 by private providers).
- 112 permits issued within the city, with a valuation of \$1,019,521 (9 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. 1670 North U.S. Highway 1, Ormond Gateway Subdivision. 1st review. Development of a three-lot commercial subdivision of 15.63 acres and associated site improvements.
 2. Ormond Grande. 3rd Review. Development of 60 multifamily townhomes and a 3,600 square foot building and associated site improvements.
- Construction status of projects under construction:

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

Publix remodel	75%
Salty Church	93%
The Pumphouse	30%
Total Comfort	10%
Utilities only	
101 Town & Country Lane	40%
Dunkin Donuts, 1190 Ocean Shore	95%
Deerfield Trace	95%
Latitude Beach Club	86%
Upscale Nails	80%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.

- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway with construction slated to commence later this year.
 - Design work for Runway Drive in the airport business 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 the Governor's office for reopening the economy.

- Prospective Business Attraction/Retention/Expansion
 - Staff has been calling businesses in the business community including major employers, companies in the Airport Business Park, and many of the smaller business centers in the city. This will be an ongoing effort to assess the impact of COVID-19 on business operations.
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower as a result of COVID-19.
 - Publix has initiated improvements to the former Lucky's super market store.

Airport Operation and Development

- Survey teams from Hoyle, Tanner & Associates began work on the design phase of the Taxiway Delta Rehabilitation Project. This project will produce the necessary design, permitting and bid documents required to facilitate a construction effort next year to mill, overlay and realign the pavement of Taxiway Delta. Staff worked with the survey teams to coordinate their operations at the airport with the air traffic control tower staff.
- Staff completed installation of sensor components on the airport's AWOS (Automated Weather Observing System) that had been sent out for repair. Temperature and dewpoint values reported by the AWOS were considered unreliable due to the sensor malfunction. Staff worked remotely with the City's AWOS service vendor to affect these repairs, and by doing so was able to realize savings to the Airport Fund of almost 65% on these repairs.
- Federal Contract Towers, including the Ormond Beach Air Traffic Control Tower, are now approved to utilize Low Altitude Authorization and Notification Capability (LAANC). LAANC is a collaboration between the FAA and private industry. It directly supports UAS (drone) integration into the airspace. LAANC provides drone pilots with access to controlled airspace at or below 400 feet, awareness of where pilots can and cannot fly, and air traffic controllers with visibility into where and when drones are operating. Through the UAS Data Exchange, LAANC capability facilitates the sharing of airspace data between the FAA and companies approved by the FAA to provide LAANC services. The companies are known as UAS Service Suppliers, and the desktop applications and mobile apps needed to utilize the LAANC capability are provided by UAS Service Suppliers (USS).
- The Ormond Beach Airport and the Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) will host "Exercise American Shield," a joint operation involving advanced elements of the Florida Wing of the CAP, the Army National Guard, the U.S. Air Force and other components of the U.S. Armed Forces. This training mission is a pre-deployment exercise in support of the National Capital Region Integrated Air Defense System, which protects Washington, D.C. and other locations from airborne attack. CAP operations at the airport will be reduced in comparison to previous incarnations of this event due to COVID-19 concerns, and will take place from October 11 through October 19, involving 8 to 11 CAP aircraft and support personnel under the direction of a primary incident command post located at Camp Blanding, Florida.
- Staff met with a representative of Infrastructure Consulting and Engineering, an aviation consulting firm, that has expressed an interest in assisting the City with capital improvement projects at the airport.
- Staff has been advised that industrial cranes will be operating at a height of up to 131 feet and a distance of 1.8 miles west of the airport until December 28. A Notice to Airmen (NOTAM) has been issued to notify pilots of this activity.

Finance/Budget/Utility Billing Services/Grants/Risk Management

Finance

- On-going Projects
 - The City continues to work with the State to achieve obligation on one (1) additional project worksheet for hurricane Matthew. **To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.**
 - The City continues to work with the FEMA to achieve obligation on one (1) additional project worksheet for hurricane Irma. Due to this PW involving pier replacement (Cassen Park) EHP takes substantially longer. **To-date the City has received \$2.5 million dollars for hurricane Irma reimbursement.**
 - The City was obligated by State for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement. **The City received \$550K for this project this past week.**
 - The City received reimbursement for Cassen Pier. **The City received \$521,000 and anticipates to receive \$200,000 more for this event.**
 - Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.
- Completed Projects - Weekly
 - Processed 165 Journal Entry Batches.
 - Utility Billing Meter Readers completed 478 work orders.

- Approved 8 Purchase Requisitions totaling \$27,909.84.
- Issued 13 Purchase Orders totaling \$60,513.01.
- Issued 705 past due notices on utility accounts.
- Prepared 79 Accounts Payable checks totaling \$133,307.42 and 36 Accounts Payable EFT payments totaling \$679,757.45.
- Auto-called 112 utility customers regarding receipt of a past due notice.
- Processed 579 payments through Interactive Voice Response System totaling \$52,955.50.
- Processed 1,025 payments through City online payment portal totaling \$106,366.15.
- Grant money 2019-20 fiscal year-to-date total received, \$5.0 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Continued working with Planning staff to finalize the resiliency planning grant which has been submitted following the City Commission's approval at the September 23 meeting.
 - Continued working with Fire Department staff on a potential grant request from Firehouse Subs for safety equipment which is due in November and is scheduled for the October 20 City Commission agenda.
 - Working on revisions requested by the Bureau of Grants Management in the Attorney General's Office on the City's Victim of Crime Act (VOCA) grant for FY 20-21.
 - Grant reimbursement requests to date FY 19-20: \$1,918,005.38
- Other
 - Attended virtual Local Mitigation Strategy (LMS) meeting.
 - Completed Employee Newsletter for October 2020.

Risk Management Projects

- Submitted premium credit applications to the State
- Processed claims committee adjudications
- Follow-up on all subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 13
 - Hazardous: 2
 - EMS: 86
 - Motor Vehicle Accidents: 2
 - Public Assists: 55
 - TOTAL CALLS: 158
 - Aid provided to other agencies: 8 Calls – Daytona Beach (4), Volusia County (4)
 - Total staff hours provided to other agencies: 6
 - # of overlapping calls: 43
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 8
 - Total EMS patients treated: 62
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 3
- Training Hours
 - NFPA 1001: Firefighting 30
 - NFPA 1002: Driver 9
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 30
 - EMT/Paramedic 21
 - TOTAL TRAINING HOURS: 94

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

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Accounting Tech (Payroll/Finance)
 - Customer Service Supervisor (Accounting/Finance)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater/Public Works)
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Part Time Maintenance Worker I (Casements/Leisure Services)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Buildings/Leisure Services)
 - Police Officer (Police)
 - Job Openings on Hold
 - Part Time Box Office Attendant (Performing Arts Center/Leisure Services)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker I (Senior Center/Leisure Services)
 - Part Time Recreation Leader (Performing Arts Center/Leisure Services)
 - Applications Under Review
 - Firefighter/EMT (Fire)
 - Interviews Scheduled
 - Applications Administrator (IT/Finance)
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Police Officer (Police)
 - Utilities Manager (Public Works)
 - Background/Reference Checks/Job Offers
 - Account Clerk II (Finance)
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Evidence/Crime Scene Custodian (Police)
 - Police Officer (Police)
 - Separations
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Part Time Maintenance Worker I (Casements/Public Works)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Police Officer (Police)
 - Purchasing Coordinator (Finance)
 - Employee Events
 - Wellness Plan HSA contribution opportunities through 12-31-2020:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities
 - Make-up PHA and Flu Vaccines November 10th and 12th
 - 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: 25
 - Completed: 54
 - In progress: 52
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,083
 - Inbound E-Mails Blocked: 9,368
 - Delivered Inbound E-Mails: 20,715
 - Quarantined Messages: 276
 - Percentage Good Email: 68.9%
 - ATP/Virus E-Mails Blocked: 10
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 1
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 22
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,741
 - Meters GPS Located this week: 0: Total in system = 23,784; 22,974 potable, 799 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- Staff virtual meeting
- Working with Coordinators to develop plan to re-open facilities and programs
- 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
- Weekly meeting with janitorial services operations manager.

- Weekly site visits to evaluate janitorial services.
- Completed installation of safety glass at the Senior Center.
- Met with Engineering for pre-con meeting regarding the Central Park II gazebo replacement.
- Completed new duraflex flooring installation at the six parks being renovated
- Completed installation of new restroom partitions at Central Park I and Central Park II.
- Completed interior restroom painting at Central Park I, Fortunato Park, and Sanchez Park.
- Continuing restroom renovations at Central Park I & II, Ames Park, Sanchez Park, Fortunato Park, Nova Recreation outside restrooms.

Environmental Discovery Center

- Continued to monitor safety and security of the EDC building and grounds.
- Enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Monitoring the beehive for the re-queening of the hive. The beekeepers have advised staff needs to closely monitor to assure the remaining bees initiate the process to create a new queen.
- Creating a video announcing the winning name of the naming contest for our Yellow Rat Snake.
- Coordinate with sign vendor for a name sign for the snake tank and about new hard surface signs for other live exhibits.
- 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 1pm daily.
- OBGS is practicing on Tuesday and Thursday at 6 pm at Nova Field #4, Wednesday at 6 pm at Wendelstedt Field #2.
- OBSC teams practicing Monday through Friday, 6 pm, Soccer Fields 1 – 6 and 8 - 10
- Pride football practices on Monday, Tuesday, and Thursday, 5:30 pm, Sports Complex MP Fields 11 and 12
- OBYBSA Baseball/Softball practices Monday, Wednesday, and Friday, 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, 5:30 pm and 7 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.
- SHS JV football hosted their first home game of the season on Monday night at 6 pm at the Sports Complex, Championship Field 7.
- OBSC Recreational Soccer hosted Opening Day Fall Recreational Games on Saturday at 8:30 am at the Sports Complex, Soccer Fields.
- NSA Softball hosted a tournament at the Softball Quad Fields on Saturday and Sunday from 8 am to 6 pm.
- Pride football hosted their first home game of the season on Saturday at Championship Football Field 7. Games were held at 9 am, 11 am, 1 pm, 3 pm, 5 pm.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging, dragging and weeding fields/infields
- Painted soccer parking lot
- Painted flag football fields
- Preparing for weekend recreation soccer games
- Installed new batting cage nets
- Prepped Quad 4 for coed softball games
- Painted Championship Field 7 for SHS and Pride football games
- Picked up all corner soccer flags from weekend games

- Prepped fields for weekend NSA softball 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 conditions updates via text and email group message to 8 am players group
- Participated in RFP Review Committee for RFP 2020-27 Operation of Ormond Beach Tennis Center.
- Received, reviewed, and selected for quote for audio/visual equipment for State of the City.

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:
 - Veteran's Day Luncheon, November 5
 - Hometown Heroes Banner Ceremony, November 7

Nova Community Center and Special Populations

- Hosted a virtual Lunch Bunch
- Continued taking reservations for pickleball and basketball by reservations only
- Cleaned and sanitized between players
- Attended webinars to increase learning
- Monitored pickleball and outside areas
- Jazzercise is held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Monday, Wednesday and Thursday, 5:45 pm
- Ms. Debby's Dance and Acting classes are held on Tuesday and Friday from 4:30 to 6:30 pm

The Casements

- Welcoming guests into The Casements for self-guided tours
- House of Healing, Bailey Riverbridge from 4:30 pm - 6:30 pm on Sunday.
- 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 the B.A.M. (Builders Association Managers) meeting was held in Rockefeller Gardens from 5:30 pm to 7:30 pm.
- "Did You Know?" is 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.
- Staff began putting the second and third floor back together from the window restoration project for tour guests to view.
- Staff continued to assist with park restroom sanitation Monday, Wednesday, and Friday.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Remove additional brush from pond at Central Park I
- Trimmed pepper trees at Central Park I

- Trimmed branches at Central Park II
- Cassen Pier hours signs exchanged
- Installed new flower sign at EDC
- Replaced curb at Fortunato Park
- Installed park sign at Vadner Park
- Repaired speaker hose at FS91

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
- Reset discharge pump at Nova Park
- Repaired leak in woman's locker room at the Police Department
- Installed new shower head at the Police Department
- Installed shelf in ocean room South Ormond Neighborhood Center
- Adjusted projector screen at South Ormond Neighborhood Center
- Built chair carts at South Ormond Neighborhood Center
- Replaced a ceiling tile at the Police Department
- Replaced water cooler at FS92

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff attended the Volusia-Flagler Police Chief's meeting
- Staff attended weekly protest functions
- Staff addressed reported parking and traffic issues

Community Outreach

- Youth Leadership Council (YLC) – Four YLC members met virtually to review upcoming community service projects. The next project will be assisting OBPAL on October 24 during the Halloween Highway event.
- OBPAL Basketball – Members of the basketball team participated in open gym practice following facility guidelines listed for individual or small group practice.
- Educational programs – Tutors R Us will begin in October. Applications for Tutors R Us are being collected. Tutors R Us will be offered virtually if facility restrictions do not permit on sited programming.
- Upcoming Special Events
 - OBPAL Annual Golf Tournament 2020 – The OBPAL Annual Golf Tournament, Golfing for Youth is currently scheduled for Saturday, November 14 at River Bend Golf Course. Thank you to Bruce Rossmeyer's Harley-Davidson for sponsoring our hole-in-one. Thank you to our Platinum Sponsors (\$1,000): Daytona Auto Mall, Roto Rooter/Elkins, and Metra Electronics. For additional information about sponsorship opportunities and participation please call the OBPAL House at (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 47
- Animal Reports: 6
- Trap Neuter Release: 7
- Animal Bites: 1
- Animals to Halifax: 2
- Wildlife Calls: 2
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 7
- Inactive: 2
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 2
- Grand Theft: 0
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 2
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults/battery: 1
- Police Information: 2
- Baker Act: 1
- Threats: 1
- Civil: 1

Records

- Walk - Ins / Window: 64
- Phone Calls: 72
- Arrest / NTA'S: 13
- Reports Generated: 91
- Reports Entered: 60
- Citations Issued: 24
- Citations Entered: 11
- Warnings Entered: 83
- Trespass Warnings: 13
- CORF Entered: 35
- Mail / Faxes / Request: 33

Patrol

- Total Calls: 1,506
- Total Traffic Stops: 94

Operations

- Crime Opportunity Report Forms: 147

9/23/20

- Resisting Officer Arrest, 170 Williamson Boulevard (Sleep Inn.) Subject contacted at this location was trespassed from the property and attempted to fight with officers.

9/24/20

- Stolen Tag, 175 South Nova Road. Florida tag was stolen from the victim's blue 2015 Mitsubishi SUV by an unknown suspect.
- Trespassing Arrest, 839 South Atlantic Avenue (Andy Romano Park.) Subject contacted and found to have previously been trespassed from this location.
- Narcotics Arrest, 1521 West Granada Boulevard (Walmart). Subject threw stolen items through the garden center gate in an attempt to avoid paying for them. Subject was also found to be in possession of narcotics.

9/25/20

- No part one crime to reports.

9/26/20

- Burglary Residence, 2 Highwood Ridge Trail (Hunter's Ridge subdivision). Suspects made entry through an open door to the garage and stole 2 Triple X skateboards.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). The Loss Prevention Officer observed a subject skip scan and steal \$127.10 worth of merchandise.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). The Loss Prevention Officer observed a subject fill 2 bags of merchandise and attempt to leave without paying for the items.
- Narcotics Arrest, 735 South Nova Road (Tomoka Plaza.) Subject contacted and found to be in possession of narcotics.
- Aggravated Assault Arrest, 19 North Yonge Street. Subject contacted and taken into custody for aggravated assault.
- Violation of Protection Order Arrest, 39 Pinehurst Circle. Subject contacted and found to be in violation of a protection order.

9/27/20

- Burglary Residential, 31 Lincoln Avenue. A subject came onto the victim's front porch area and stole a skateboard. The stolen skateboard is a "Retro-Spec" brand skateboard worth approximately \$200.
- Narcotics/Traffic Arrest, 1200 North United States Highway One. After a vehicle fled from officers, it was located with front end damage. The driver was also located a short distance away with the keys to the vehicle and in possession of narcotics.
- Warrant Arrest, 715 South Nova Road. Subject contacted and found to have an open warrant.

9/28/20

- Carbreak, 180 Seton Trail. An unknown suspect removed an x-ray machine from the victim's van.
- Liquor Law Violation Arrest, 250 East Granada Boulevard. Subject was in possession of an alcoholic beverage and consuming it while walking in 200 Block of East Granada Boulevard.
- Assault Domestic Violence Arrest, 500 Shadow Lakes Boulevard #129. Subject advised his live-in girlfriend made an aggressive move towards him and stopped her from battering him.

9/29/20

- Warrant Arrest, 170 Williamson Boulevard (Sleep Inn.) Subject contacted and found to have an open warrant.
- Burglary Business Arrest, 215 Williamson Boulevard (Regal Cinema.) Subject entered the business through a side door and was contacted after rummaging through candy.
- Battery Domestic Violence Arrest, 48 Ormond Green Boulevard. Subject was intoxicated and broke property within the residence, leading to a physical altercation.
- Violation of Probation, Driving Under the Influence Arrest, 1614 North United States Highway One (Econo Lodge.) Subject was under the influence of narcotics and unable to drive. After waiting for a ride, the subject got into his vehicle and tried to leave.
- Trespassing Arrest, 3 North Yonge Street (7/11). Subject was previously trespassed from the seven-eleven business returned, then ran from officers.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 21
 - Number of Citations issued: 4
 - Number of Written Warnings Issued: 11
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 4

- Number of Crashes with Serious Bodily Injury: 0
- Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 6 Cases initiated
- Zone 4: 2 Cases initiated
- 19 signs have either been removed or sign cases created.
- 8 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and sixty-six (66) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is underway.
 - Nova Community Park Underground Electric Utilities – Final FPL shutdown and switchover to new underground power feed is scheduled for October 5.
 - WTP Chemical Feed System Upgrades – Shade structure site plan is being submitted.
 - Broadway/US1 Traffic Signal – Mast arm installation is in process.
 - Casements North Side Improvements – Carriage House wall and roof framing is complete, sheathing is being installed.
 - Fiber Optic Connectivity – FS 92 fiber optic cable installation is ongoing. FS 91 fiber optic installation is being scheduled. John Anderson Drive fiber optic Work Authorization is on the October 6 City Commission meeting agenda for approval.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – CP II exercise equipment has been delivered, installation is being scheduled. OBSC playground re-surfacing is scheduled to begin on October 5.
 - 2020 Microsurfacing – Crack seal work is complete. The contractor will return to microsurface the roadways mid-October.
 - 2020 Repaving – Construction is underway.
 - Landscape Renovations-Variou City Parks & Facilities – Project is scheduled to begin in October.
 - Rockefeller Room Renovations – The project is complete.
 - Gazebo Replacement CP II – Permit plans are being prepared.
 - CDBG SONC Fitness Station – Long lead time equipment is being ordered, Notice to Proceed issued for November 9.
 - North US1 Water Main and Force Main Improvements – A Notice To Proceed was issued for September 28.
 - Cardinal Beach Approach Landscape Renovations – Project is complete.
 - Bidding
 - Granada Banner Pole Replacement – No bids were received. Staff evaluating next steps.
 - Granada Mid-Block Lighting Improvements – Project was advertised on September 13, pre-bid meeting is scheduled for October 8, bids are due October 28.
 - Florence St On-Street Parking – Request to bid is scheduled for approval at the October 20 City Commission meeting.
 - Storm & Sewer Lining - Request to bid is scheduled for approval at the October 6 City Commission meeting.
 - Design Projects:
 - Secondary Raw Water Main – Bid documents are being finalized.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.

- Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
- Airport Road/SR40 Water Main Loop – Consultant is finalizing plans and specs, permits are being submitted.
- Downtown: Cassen Park Improvements – A Work Authorization for architectural modifications is scheduled for approval at the October 6 City Commission meeting.
- Granada Streetscape Pavers – Project is in design.
- Update Parks & Recreational Master Plan – Ranking committee met on September 10, selected consultant, contract award is scheduled for the October 20 City commission meeting.
- Business Park Drive Phase II – Design is in process.
- Departmental Activities
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - On-site meeting with homeowners and Neighborhood Improvement Division at 458 South Beach Street to determine possible remediation options for standing water in backyard.
 - Project work for Florence Street easement, per Planning Department request.
 - Continued on-site visits to City parks for the purpose of updating the Inventory & Analysis for Parks & Recreation Master Plan, per Landscape Architect's request.
 - Project work for Florence Street improvements, per Project Manager's request.
 - Task work on storm water lining project, sewer lining project, and manhole rehab project.
 - Completed survey to determine elevation of the flood water at 815 & 825 John Anderson Drive.
 - Completed Tree-in-the-Right-of-Way locate at 52 Plaza Grande, per Streets Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Stripped form, backfill cleaned up on S. Center St
- Asphalt patch on N Ridgewood; Clyde Morris
- Ground sidewalk on Center St; S Ridgewood by school
- Removed old and poured new sidewalk on S Ridgewood

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 Shady Branch Trl, Kenilworth

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
- Trimmed palm fronds on Hidden Hills

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

- System inspection Orchard Ln
- Locates citywide
- Reachout Wastewater Plant; US1
- Pond mowing Airport Rd
- Manhole repair on S Halifax
- Pond maintenance on Bennett Ln, ABC, Mainsail, Division
- Inlets in Zone 1; inspected and cleaned citywide
- Inlet cleaning in Tomoka Oaks, Oak Forest, Northbrook
- Outfalls inspected citywide

Vactor

- Wastewater – Wilmette Ave
- PW Yard
- Military Blvd
- Citywide
- Drywells in the Trails
- Northshore

Fleet

- Mileage traveled by all departments for the week: 23,194
- 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: 6,291 gallons unleaded, 9,504 gallons diesel
 - Fuel used in one week: 2,380 gallons of unleaded and 620 gallons of diesel.
 - Fleet completed 47 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.
 - Western Service Area Master Plan Update (Avalon) – Reviewed 1st draft of report, providing analysis and comments.

Water Treatment Plant

- Delivered 39.74 million gallons for the week ending September 26, 2020 (5.68 MGD).
- Backwashed 6 filters for a total of 390,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 26, 2020 @ 6.92 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~ 97.2 wet tons (6 loads) of dewatered sludge (65 - 70% solids).
- SGS contractor has mobilized onsite to begin centrifuge rehab project.
- Wells 35R and 36R have been repaired.
- Flushed distribution system 318,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 55.52 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 7.93 MGD.
- Produced 24.45 Million Gallons of Reuse.

- Produced 36.71 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2019 – August 31, 2020) (MGD):
 - Influent 4.12 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.28 (Permit 6 MGD);
 - Reuse 4.38 (Permit 10 MGD)

Water Distribution

- Responded to 19 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 14 calls from customers concerning leaking water.
- Replaced 2 residential water meters due to Finance Dept. work orders.
- Installed 7 residential water meters/services.
- Replaced 7 broken meter boxes.
- Replaced water service piping to 4 locations due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 4 City owned backflow prevention devices.
- Located 2 water meters for customers.
- Repaired a 2" GSP water main on Pine Shadows Cir.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 143 utility locates for the previous week.

Wastewater Collection

- Crews responded to 25 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Replaced PEP pump at 7 Shadow Creek Way, 1 Leisure Wood Way, 29 Lake Vista Way, 7 Huntsman Look, 25 Huntmaster Ct., 36 Deep Woods Way., 2 Lonetree Look, 6 Clydesdale Dr., 41 Black Creek Way,
- Rewired J-box at 4 New Forest Look
- Responded to call about broken wires from PEP control box at 1 Leisure Wood Way. Pool contractor broke wires. Contractor will hire licensed electrician to replace wires. Pump is on temp power.
- Found broken PEP tank at 19 Black Water Way and 14 Canterbury Woods secured areas, scheduled for repair.
- Responded to sewer back up at 1536 John Anderson Dr. Property is on septic tank.
- Responded to back up at 55 Saddlers Run. Found both breakers in the control panel had been turned off.
- Located PEP tanks at 4-7 Shadow Creek Way. Also 4 Meadow Ridge View
- Replaced relays at 17 Huntsman Look
- Demo'ed 610 Riverside Dr. TV'ed to main all is clear.
- Flushed sanitary lateral at 103 Hickory Hills Cir.
- Called locates to find sanitary lateral at 55 Huntington Woods
- Installed riser at 22 Circle Creek Way per customer request.
- Responded to 1 reuse trouble call.
- Turned off reclaim at 19 Dartmouth Trace per customer request.

Wastewater Plant – Lift Stations

- Spring Meadows – replaced high heat pump with correct unit.
- 6M – installed float backup system.
- Castle Gate – replaced worn aux. contacts on motor starters for SCADA reporting.
- Screw Pump 2 – installed new motor.
- SCADA monitor/response: Responded to equipment alerts at the Waste Water Plant and lift stations.
- Conducted Plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Wells 35R, 36R – Contractor replaced pump, motor and riser pipe, turned over to Operations for testing.
- LPRO PLC – replaced main and backup CPU's, transferred programming and tested.
- Sand filters – trouble shoot tripped breaker at control valve actuators, replaced shorted wiring and contacted controls contractor for additional repairs.
- Responded to equipment alerts at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Support Services/City Clerk

In addition to routine departmental activities such as coordinating the City Commission agenda packet process, managing official documents, processing public records requests, managing elections, records management, website administration, drafting proclamations, providing advisory board administration, administrative support and research services, and assisting citizens and directing calls at City Hall, the following occurred this week:

- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for October 6, 2020, City Commission Meeting.