

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: October 30, 2020

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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:

- Staff meeting
- General discussion meetings with senior staff
- Reviewed commission agenda packet

Spoke to, attended and/or met with:

- FCCMA Investment Committee meeting
- National First Responders Day recognition at PD and FS92
- Volusia County Managers virtual meeting
- General discussion meeting with City's Economic Development Director and Helga Van Eckert, Volusia County Economic Development Director

**PIO – Public Information**

- Press Releases/Media
  - Veteran's Day Drive-Thru Celebration
  - First Responder Appreciation Day
  - General media requests and citizen inquiries
- Social Media
  - First Responder Appreciation Day Reminders and Posts #OBproud
  - Halloween Highway
  - Veteran's Day Celebration
- Attended
  - City Manager Virtual Staff Meeting
  - Ormond MainStreet Sign Distribution
  - Engineering/Planning Meeting
  - First Responder Appreciation Day Events (Police & Fire)
- Developing
  - Strategic planning for 2021

**Community Development**

**Planning**

- The November 4, 2020 Board of Adjustment and Appeals meeting has the following applications scheduled:
  1. 517 North Beach Street: A waterfront rear yard variance to construct a new single-family house.

2. 223 Coventry Court: A side corner variance to allow the pool deck to be even with the existing house setback.
  3. 298 Tomoka Avenue: A side yard setback to allow a shade structure over an existing static mixer at the City of Ormond Beach Water Treatment Plant.
- The November 12, 2020 Planning Board meeting has been canceled based upon no applications.
  - Staff participated in the Volusia County Coastal Resilience Workshop. This is a collaborative meeting with the Florida Sea Grant, Stetson University's Institute of Water and Environmental Resilience, East Central Florida Regional Planning Council, and key stakeholders to discuss land conservation and establish priority resilience areas and strategies.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 381 inspections preformed within the city (11 by private providers).
- 137 permits issued within the city, with a valuation of \$4,731,873 (12 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with 160 S. Yonge Street regarding developing a two-unit office complex on multiple vacant lots to be combined as part of the project development.
- The following projects are under review of the SPRC:
  1. 2011 West Granada Boulevard and 36 North Tymber Creek Road. 2nd review. Development of 300 multi-family units and associated site improvements.
  2. 78 East Granada Boulevard. 3rd review. Expansion of the existing footprint and related site improvements.
  3. 220 South Nova Road. 2nd review. Lot split.
  4. 1141 N US 1. 1st review. Lot split.
- 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	70%
FPL Substation Expansion	15%
Nova Road Climate Controlled Storage	0%
Publix remodel	75%
The Pumphouse	30%
Total Comfort	10%
<b>Residential</b>	
Pineland, Phases 4 &5	0%

Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	95%
Dunkin Donuts, 1190 Ocean Shore	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.
- Prospective Business Attraction/Retention/Expansion
  - Staff has been calling businesses in the business community including major employers, companies in the Airport Business Park, and many of the smaller business centers in the city. This will be an ongoing effort to assess the impact of COVID-19 on business operations.
  - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower as a result of COVID-19.
  - Publix has initiated improvements to the former Lucky's super market store.

#### **Airport Operation and Development**

- The next meeting of the Aviation Advisory Board will be held on Monday, November 9 at 7:00 p.m. in Room 103 at City Hall.
- Staff participated in a video conference hosted by the FAA's Orlando Airports District Office regarding airport improvement project planning and federal grant application procedures.
- Staff received an application for a new aircraft sales business at the airport. Staff is working with the applicant to process their application for Fixed Base Operator Category 4 status.
- Staff is working with Tomlinson Aviation on a proposal to expand their existing leasehold area at the airport for the purpose of constructing additional facilities.

- Staff met with design engineers from Hoyle, Tanner & Associates (HTA) on the Airport Access Roads project. HTA will now proceed toward finalization of design and bidding for this project, which involves the design of a new airport perimeter access road connecting two access points within the Airport Business Park at Signal Avenue and Tower Circle East.
- The Ormond Beach Municipal Airport **may experience an increase in evening traffic due to an airport lighting issue at Flagler Executive Airport (FIN)**. Runway lighting at FIN is currently non-operational and may not be restored for several weeks. As a result, training and other flight traffic may avoid operating at FIN during the evening hours until the runway lighting has been restored.

### **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 196 Journal Entry Batches.
  - Utility Billing Meter Readers completed 475 work orders.
  - Approved 46 Purchase Requisitions totaling \$669,230.49.
  - Issued 43 Purchase Orders totaling \$445,734.52.
  - Issued 311 past due notices on utility accounts.
  - Auto-called 320 utility customers regarding receipt of a past due notice.
  - Processed 495 payments through Interactive Voice Response System totaling \$42,847.13.
  - Processed 581 payments through City online payment portal totaling \$58,840.40.
  - Grant money 2020-21 fiscal year-to-date total received, \$0.

#### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended trainings for the new federal Justice Grants system which consolidates various Department of Justice grants into one location for work flow and management.
  - Attended various trainings for the Automated Standard Application for Payments (ASAP) which is the federal government portal for grant reimbursements. The federal government is working to consolidate as many agencies as possible to use this portal for reimbursement.
  - Submitted a Firehouse Subs grant application for \$24,452 in funding for ballistic vests and helmets as approved by the City Commission at its meeting of October 20.
  - Grant reimbursement requests to date FY 20-21: \$14,900.50
- Other
  - Attended virtual weekly staff meeting.
  - Completed Employee Newsletter for November 2020.

#### Risk Management Projects

- Updated certificates of insurance in Tyler
- Prepared subrogation demands.

#### Fire Department

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 3

- Hazardous: 2
- EMS: 73
- Motor Vehicle Accidents: 8
- Public Assists: 57
- TOTAL CALLS: 144
  
- Aid provided to other agencies: 8 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (3)
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 52
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 126
  
- Training Hours
  - NFPA 1001: Firefighting 25
  - NFPA 1002: Driver 10
  - NFPA 1021: Officer 5
  - NFPA 1500: Safety/Equipment 58
  - EMT/Paramedic 3
  - TOTAL TRAINING HOURS: 101
  
- Station Activities
  - Participated in the Halloween Highway drive-thru event at Ormond Beach Sports Complex
  - Provided a fire truck drive-by for a boy's 7<sup>th</sup> birthday party

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Accounting Tech (Finance)
    - Lead Records Specialist (Police)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Wastewater/Public Works)
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
    - Police Officer (Police)
  
  - Job Openings on Hold
    - Part Time Box Office Attendant (Performing Arts Center/Leisure Services)
    - Part Time Events Leader (Events/Leisure Services)
    - Part Time Maintenance Worker I (Senior Center/Leisure Services)
    - Part Time Recreation Leader (Performing Arts Center/Leisure Services)
  
  - Applications Under Review
    - City Engineer (Engineering)
    - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
  
  - Interviews Scheduled
    - Firefighter/EMT (Fire)
    - Police Officer (Police)
  
  - Background/Reference Checks/Job Offers
    - Accounting Technician (Payroll/Finance)
    - Civil Engineer (Engineering)
    - Information Systems Specialist (IT/Finance)
    - Part Time Maintenance Worker I (Casements/Leisure Services)
    - Part Time Recreation Leader (Casements/Leisure Services)

- Police Officer (Police)
- Utilities Manager (Public Works)
  
- Separations
  - Accounting Technician (Payroll/Finance)
  - Part Time Recreation Leader (Casements/Leisure Services)
  - Records Specialist (Police)
  
- Employee Events
  - Wellness Plan HSA contribution opportunities through 12-31-2020:
    - Non-tobacco-use affidavits accepted
    - Skin cancer screenings offered
    - Wellness Action Team activities
  - Make-up PHA and Flu Vaccines November 10 and 12
  - Open Enrollment for benefits will be held 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: 17
    - Completed: 48
    - In progress: 29
  
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 30,608
    - Inbound E-Mails Blocked: 9,529
    - Delivered Inbound E-Mails: 21,079
    - Quarantined Messages: 260
    - Percentage Good Email: 68.9%
    - ATP/Virus E-Mails Blocked: 0
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 15
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 3
  - Information Requests from External Organizations: 1
  - 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

## **Leisure Services**

### **Administration**

- Engineering Meeting
- City Manager Staff meeting
- Halloween Highway event
- Distributed First Responders signs at the PAC
- Working with Coordinators to develop plans 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
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work weekly administrative assignments and activities

### **Contract Manager – Facilities Maintenance**

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed seawall touch-ups at Andy Romano Beachfront Park.
- Completed office repaint in Finance Department at City Hall.
- Completed exterior door painting at Fortunato Park.
- Completed exterior painting of the restrooms at Sanchez Park.
- Met with Engineering to discuss scope and product specs for facilities upgrades related to CARES Act funding.

### **Environmental Discovery Center**

- EDC continues to be open at 50% capacity.
- Continued enhanced cleaning/disinfecting of surfaces and exhibits.
- Continued to monitor safety and security of the EDC building and grounds.
- Coordinating fall planting meeting for gardeners of the community gardens.
- Working with sign vendor on creating new education signs for exhibit tanks.
- Coordinating with our bird expert for additional Fall Bird Walks.
- Developing additional nature videos for posting to social media 1 to 2 times a week.

### **Athletics**

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily.
- OBGS is practicing on Monday through Thursday at 6 pm at Nova Field #4, and 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 Monday through Thursday, 5:30 pm, Sports Complex, Fields 11 and 12
- OBYBSA Baseball/Softball practices Monday, Wednesday, and Friday, 6 pm, Nova Fields, Softball Quad at Sports Complex at 6 pm.
- Coed Softball practices Tuesday and Thursday, Sports Complex, Quad 4, 6 pm
- Flag Football practices Monday through Friday, 5:45, 6:45 pm and pm 7:45 pm, Sports Complex, Quads 3 and 4, Kiwanis field, and Wendelstedt Field #3
- Tee Ball, Thursday, 5:45 pm at Sports Complex, Tee Ball Fields.
- Halifax Academy hosted a football game at the Sports Complex, Championship Field 7, on Friday night at 6 pm.
- SHS JV Football played their final home game of the season on Thursday night at 6 pm at the Sports Complex, Championship Field 7.

- 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 Halifax Academy and Pride football games
- Cleaned up/repared/replaced all from weekend activities

#### Performing Arts Center/Tennis Center

- As performances/events at the PAC are not being held due to COVID-19, staff is temporarily assigned to the Tennis Center.
- Sent court condition updates via text and email group message to 8 am players and Greater Volusia Tennis League Ladies teams.
- Delivered COVID supplies to City departments.
- Prepared and delivered equipment and supplies for Halloween Highway event.

#### 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.
- Continue preliminary planning of all upcoming events:
  - Veterans Day Drive Thru Luncheon, November 10
  - Hometown Heroes Banner Ceremony, November 19

#### Nova Community Center and Special Populations

- Planned and hosted a virtual Lunch Bunch.
- Continued taking reservations for pickleball and basketball
- Monitored pickleball, basketball and outside areas
- Cleaned and sanitized between players
- Attended webinars to increase learning.
- Jazzercise Class is being held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Wednesday and Thursday, 5:45 pm
- Ms. Debby's Dance and Acting classes will be held on Tuesday and Friday from 4:30 to 6:30 pm
- Staff set up a display and handed out candy for the Haunted Highway on Saturday.

#### The Casements

- The Casements opened on Saturday 8 am to 12 pm for self-guided tours.
- A wedding took place on Saturday from 3 pm to 5 pm at Bailey Riverbridge.
- House of Healing met at Bailey Riverbridge from 4:30 pm to 6:30 pm on Sunday.



- The Casements was opened for self-guided tours Monday through Friday 8 am to 5 pm.
- On Monday "Get to Know the Guild" was posted on Facebook.
- 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.
- "Did You Know?" posted on Wednesday and Friday on The Casements' Facebook page.
- On Wednesday a craft group met at Bailey Riverbridge from 8 am to 10 am.
- Pilates took place Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- On Thursday a Greek Cooking class was held in the kitchen from 4:30 pm to 8:30 pm.
- On Friday a Greek Cooking class was held in the kitchen from 4:30 pm to 8:30 pm.
- A wedding was held on Friday from 11 am to 12 pm at Ormond Memorial Gardens.
- Construction continued on the North Lawn and Carriage House expansion project.
- Casements staff continued to assist with park restroom sanitation Monday, Wednesday, and Friday.

#### Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Removed a bronze plaque at Memorial Gardens
- Formed two bench slabs at Riviera Park
- Forest Hills sign inspection
- Repaired flag pole at Memorial Garden
- Filled sea wall holes at Riviera Park
- Replaced boards at Sports Complex

#### 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
- Replaced front porch light at Ames Park
- Repaired 2nd floor faucet in the ladies' restroom at The Casements
- Thickener light replaced at the WTP
- Maglock replaced at Andy Romano Beachfront Park
- Replace door handle at FS94
- Classroom lock repaired at South Ormond Neighborhood Center
- Adjusted timer for outdoor lights at Nova Community Center
- West gate troubleshoot at the Police Department
- Replaced Hungarian Room lights at Th Casements
- Repair lights in the restroom at EDC
- Replaced lights at the Tennis Center
- Mounted fire extinguisher bracket at the Tennis Center
- Sports Complex adjusted lights to come on earlier
- A/C repair work at Fleet and Public Works
- Fortunato Park lights repaired
- Repair pole lights at WTP
- Change air filters and repaired lighting at WWTP

## **Police Department**

### **Administrative Services**

- Staff hosted the weekly virtual staff meeting
- Staff monitored the protest activity on Wednesday
- Staff continued to work on quarterly audits for the agency
- Staff attended the Halloween Highway event
- Staff conducted Police Officer interviews
- Staff attended a Community Helper Day with Outreach

### **Community Outreach**

- Youth Leadership Council (YLC) – Two YLC members assisted with handing out over 1,000 bags of candy at the Halloween Highway event on Saturday, October 24. The next service project will be the Annual OBPAL Golfing for Youth Tournament on November 14<sup>th</sup>.
- OBPAL Basketball – Eight members of the basketball team participated in open gym practice following the facility guidelines listed for individual or small group practice.
- Educational programs
  - Eighteen (18) 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. For additional information on sponsorships and team participation please call the OBPAL House at (386) 676-3505.

### **Community Services & Animal Control**

- Animal Calls responded to: 37
- Animal Reports: 2
- Trap Neuter Release: 4
- Animal Bites: 1
- Animals to Halifax: 2
- Wildlife Calls: 0
- Found Property Reports: 4

### **Criminal Investigations**

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 2
- Inactive: 1
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 1
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults/battery: 1
- Police Information: 4
- Suspicious Incident: 1
- Threat/Extortion: 1
- RPO: 1

#### Records

- Walk - Ins / Window: 68
- Phone Calls: 102
- Arrest / NTA'S: 21
- Reports Generated: 115
- Reports Entered: 112
- Citations Issued: 43
- Citations Entered: 39
- Warnings Entered: 76
- Trespass Warnings: 7
- CORF Entered: 84
- Mail / Faxes / Request: 19

#### Patrol

- Total Calls 1,397
- Total Traffic Stops 132

#### Operations

- Crime Opportunity Report Forms: 147

#### 10/21/20

- Warrant Arrest, 88 South Atlantic Avenue (Julian's). Subject was contacted and found to have an open warrant.
- Battery Domestic Violence Arrest, 1502 San Marco Drive (San Marco Apartments). Subject got into a verbal argument with his child's mother that turned physical.

#### 10/22/20

- Child Neglect Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject left her one and four year old children in her vehicle, unattended in the parking lot, for at least 33 minutes. A passerby noticed the children after the four year old was yelling for help.
- Warrant and Narcotics Arrests, 1614 North United States Highway One. (Econo Lodge) Subject was contacted and found to have an open warrant and was in possession of narcotics.
- Driving Under the Influence Arrest, Wilmette Avenue at North Yonge Street. Subject was found sleeping behind the wheel of his running vehicle while still in the roadway. Investigation indicated that the driver was under the influence.

#### 10/23/20

- Stolen Tag, 57 Ponce De Leon Drive. Tag was removed from the vehicle while parked in the driveway.
- Battery Domestic Violence. 84 North Arbor Drive. Victim advised that her ex-husband battered her during the night. He was contacted and arrested.
- Battery Domestic Violence Arrest, 347 North Halifax Drive. Subject slapped his wife in the face after a verbal argument in their vehicle.
- Battery Domestic Violence Arrest, 1505 San Marco Drive #302 (San Marco Apartments). Subject got into a physical altercation with his live-in girlfriend.
- Loitering & Prowling Arrest, 750 West Granada Boulevard. Subject contacted and determined to be loitering in the area.

#### 10/24/20

- Residential Burglary, 33 Wilmette Avenue. Unknown subjects entered a shed in the backyard and removed miscellaneous tools.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two subjects skip scanned misdemeanor amount of merchandise, then left the store after being approached by Loss Prevention. Subjects were located at Bermuda Estates.

- Stolen Vehicle Recovered Arrest, 1058 North United States Highway One (Circle K). Black Kia Sportage that had been reported stolen out of Pinellas County was contacted. The driver was arrested and the vehicle was recovered.
- Carbreak, 1310 West Granada Boulevard (Panera Bread). Unlocked vehicle was entered by an unknown person, a wallet and contents were taken from the center console.

10/25/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed skip scanning, failing to pay for \$190 worth of merchandise.
- Battery Domestic Violence Arrest, 19 Mist Falls Drive (The Falls). Subject pushed his wife during a verbal disagreement.
- Battery Domestic Violence, 1509 San Marco Drive #108. Subject bit his wife on the hand during an incident where the wife was trying to separate herself.

10/26/20

- Larceny, 3 East Tower Circle. An unknown suspect stole tires and rims from the victim's boat trailer.
- Resisting with Violence Arrest, 1950 West Granada Boulevard (7-11). Officers responded in reference to a male lying on the side of the building. Upon contact, the subject became combative and began to charge at officers.
- Driving Under the Influence Arrest, 1657 North United States Highway One (Love's). An intoxicated male was observed entering a vehicle and traveling south from this location. Officers observed the vehicle and attempted to initiate a traffic stop, however, the vehicle did not stop and continued south. The driver eventually stopped and was arrested.
- Armed Robbery, 707 South Atlantic Avenue #334. Victim advised a known subject came into her motel room with two other subjects with a gun wearing masks. The subjects demanded cash, a purse and wallet. Once they received her property they fled the area on motorcycles.
- Indecent Exposure and Resisting an Officer without Violence Arrest, 120 Williamson Boulevard. Subject was intoxicated and or under the influence of narcotics and exposed his genitals in public and would not reveal his real name.
- Narcotics Arrest/Violation of Pretrial Arrest, 100 Block South Nova Road. Officers contacted a subject who was on pretrial release and appeared to be under the influence of narcotics and admitted to snorting an opiate earlier in the day. He was found to be in possession of a black baggie with a brown residue substance within.

10/27/20

- Stolen Vehicle, 52 Sandcastle Drive. Subject advised her vehicle was taken without permission. Vehicle was recovered and returned to the victim.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 14
  - Number of Citations issued: 21
  - Number of Written Warnings Issued: 14
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 9
  - 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: 7 Cases initiated
- Zone 2: 3 Cases initiated

- Zone 3: 7 Cases initiated
- Zone 4: 3 Cases initiated
- 24 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and eighty-seven (87) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - WTP Sludge Residuals Facility Improvements – Construction is ongoing a progress meeting was held on October 13.
    - Nova Community Park Underground Electric Utilities – Abandoned electrical equipment removal and cleanup is ongoing.
    - WTP Chemical Feed System Upgrades – Shade structure site plan in review.
    - Broadway/US1 Traffic Signal – Mast arm installation is in process.
    - Casements North Side Improvements – Carriage House exterior siding installation is near completion.
    - Fiber Optic Connectivity – FS 92 fiber optic final terminations will be completed this week. FS 91 fiber optic installation started this week. John Anderson Drive fiber optic pre-construction meeting was held on October 29.
    - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – The project is complete.
    - 2020 Microsurfacing – Crack seal work is complete. The contractor will return to microsurface the roadways the first week in November.
    - Landscape Renovations-Variou City Parks & Facilities – Construction is ongoing.
    - Gazebo Replacement CP II – Permit plans are under review.
    - CDBG SONC Fitness Station – Long lead time equipment is being ordered, Notice to Proceed issued for November 9.
    - North US1 Water Main and Force Main Improvements – Construction is underway.
  - Bidding:
    - Granada Banner Pole Replacement – No bids were received. Staff is evaluating the next steps.
    - Granada Mid-Block Lighting Improvements – 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 25.
    - 2021 Storm Lining & Sewer Lining/Manhole Repair - A pre-bid meeting was held on October 28, bids are due on November 11.
    - Wilmette Stormwater Pump Station - A pre-bid meeting was held on October 27, bids are due on November 11.
  - Design Projects:
    - Secondary Raw Water Main – Bid documents are being finalized.
    - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.
    - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
    - Airport Road/SR40 Water Main Loop – Consultant is finalizing plans and specs, permits are being submitted.
    - Downtown: Cassen Park Improvements – A project kick-off meeting was held on October 19.
    - Granada Streetscape Pavers – Paver color selection is being reviewed by the Mainstreet Board.

- Update Parks & Recreational Master Plan – A project introduction meeting will be scheduled in November, project kickoff scheduled for January 2021.
- Business Park Drive Phase II – Design is in process.
- Police Station Chiller – Requested consultant proposal for preparing bid documents.
- 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 daily Engineering Permit applications through the ProjectDOX system.
  - Continued park inventory & analysis for Parks & Recreation Master Plan, per Landscape Architects request.
  - Continued work on the Granada median improvements project
  - Reviewed and created approved Work-in-the-Right-of-Way permit for multiple directional bores under Fleming Avenue, per FPL request.
  - Research project on the storm drainage for the Tuscany subdivision
  - Research project regarding City utilities at Nova Road/North US1 and Wilmette Avenue/North US1 intersections, per Utility locator's request.
  - Research work to locate drainage easement at 125 John Anderson Drive.
  - Updated the WTP shade structure exhibit drawing

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Pour sidewalk on Moreland; stripped forms, cut and backfilled.
- Park benches – poured concrete for 3 at Riviera Park
- Removed and poured new sidewalk on Pine Dr
- Patched asphalt on Buckingham Dr and Bryant St
- Patched pot holes at Cassen Park

##### 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
- Removed large limbs over road at Nova Community Center entrance; trimming and removed
- Picked up pile of debris on Pineland Trl
- Trimmed over sidewalk on Division Ave

##### Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

##### Sign Shop

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

#### Stormwater Maintenance

- Reachout on Pineland Trl, Airport Rd
- Inlets inspected & cleaned in all zones
- Gates and pumps citywide
- Remove pump from lift station on Hotel St
- Road shoulder repair on Main Trl
- Basin repair on Sweet Meadow Ct
- Pond maintenance at ABC, Division, Mainsail

#### Vactor

- Inlet cleaning on S Old Kings, Division, Hand Ave
- System inspection on Hand Ave & Lucky Dr

#### Fleet

- Mileage traveled by all departments for the week: 22,147
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 4
  - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 13,374 gallons unleaded, 6,781 gallons diesel
  - Fuel used in one week: 1,945 gallons of unleaded and 690 gallons of diesel.
  - Fleet completed 52 work orders this week.

#### Utilities

- Projects Summary
  - Utilities CIP projects are listed under the Engineering section as this division manages those projects and to avoid duplication of information.
  - SPRC Projects
    - Tymber Creek Apartments: Under review.

#### Water Treatment Plant

- Delivered 40.39 million gallons for the week ending October 24, 2020 (5.77 MGD).
- Backwashed 6 filters for a total of 428,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 24, 2020 @ 6.90 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~81.0 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 65,000 gallons.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 40.28 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.75 MGD.
- Produced 21.85 Million Gallons of Reuse.
- Produced 18.449 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (October 1, 2019 – September 30, 2020) (MGD):
  - Influent 4.28 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.49 (Permit 6 MGD);
  - Reuse 4.35 (Permit 10 MGD)

#### Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 13 calls from customers concerning leaking water.
- Installed 4 residential water meters/services.
- Performed accuracy testing to three 3", two 4" and one 6" commercial water meters. All tested accurate. Scheduled 5 commercial meters for testing.
- Installed two 2" commercial water services, Publix (220 N. Nova Rd.) and 1170 Ocean Shore Blvd.
- Replaced 8 broken meter boxes.
- Replaced 8 water services.
- Performed pressure testing on 11 City owned backflow prevention devices. All devices passed testing.
- Disconnected an abandoned residential irrigation water service from the water main due to a leak.
- Performed maintenance on 8 main line valves for scheduled shut downs, maintenance and main leaks.
- Repaired a 2" GSP water main on Riverwood Dr.
- Disconnected the water service for 5 Sunset Blvd due to a relocation of the water service.
- Repaired a leaking fire hydrant at 750 W. Granada Blvd.
- Raised to grade level the fire hydrant at 71 Rogers Park Dr.
- Cleared vegetation and debris from around the fire hydrant located at 127 Kent Dr.
- Assist the contractor with water concerns at Publix at 220 N. Nova Rd.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 120 utility locates for the previous week.

#### Wastewater Collection & Reuse

- Crews responded to 13 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area.
- Located PEP tank for Contractor at 11 Spanish Pine Way.
- Adjusted floats in PEP tank at 80 Westland Run and 31 Shadow Creek Way
- Rewired PEP pump into J-box at 38 Creek Bluff Way.
- Repaired broken stack, clean and TV'ed sanitary service at 710 Tennessee Ter.
- Worked with contractor to repair broken 10" force main from BAT.
- TV'ed lateral at 747 S. Center St.
- Cleaned manhole ring and reset cover at 926 Northbrook Dr.
- Replaced and rewired PEP pumps at 34 Foxfield Look, 20 Lake Vista Way, 6 Coquina Lake Way, 11 Clydesdale Dr., 2 Pine Look Pass, 228 N Tymber Creek Rd.
- Replaced broken back lid at 59 Black Hickory Way
- Repaired broken sanitary service at 118 Rockefeller Dr. Pipe was bored thru by 6" reclaimed main.
- Cleared and TV'ed sanitary service at 440 N. Nova Rd. (Nova Rec.) Line looks good.
- Located sanitary service at 538 Bryant Ave. per customer request.
- Responded to 1 reuse trouble calls.
- Located reclaim service at 20 Nicholas Cir.

#### Wastewater Plant – Lift Stations

- Chlorine Contact Tanks – replaced bad chlorine analyzer.
- Influent Pump Building – Transformer installed. Main breaker needs replacing, part is on order. Temporary A/C unit in place for equipment cooling.
- McDonald's LS – installed force main pressure transducer and connected to SCADA.
- 2P – high start on pump 1, electrical trouble shooting in progress.
- 12M – control cables in wet well damaged, repaired/replaced cables as needed, returned station back to automatic service.



- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Lift Station Hunter's Ridge – installed pressure transmitter at potable water wash down and connected to RTU for pressure monitoring on SCADA.
- Orchard Reuse – returned pump #3 back to service, installed new keypad on VFD #3.
- Riverview Booster Station – valve replacement complete, pump #1 motor install is being scheduled.
- Breakaway Reuse station – added pressure/flow selector switch in SCADA.
- 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 weekly City Manager virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for November 4, 2020 City Commission Meeting.