

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 6, 2020

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Virtual staff meeting
- Strategic Planning meeting for 2021 with staff

Spoke to, attended and/or met with:

- Rotary virtual meeting
- Agenda review meetings with commission members
- SMA Finance Committee meeting
- SMA Board of Directors meeting
- City Commission meeting
- FCCMA virtual fall symposium

PIO – Public Information

- Press Releases/Media
 - General Citizen Requests
 - General Media Updates
 - Interview scheduling
- Social Media
 - Spotlight on OBPD Scavenger Hunt
 - Halloween Highway Video footage
 - Erma Mohl 106th Birthday
- Attended
 - City Manager Virtual Staff Meeting
 - City Commission Meeting
 - Volusia PIN Meeting
- Training
 - NextDoor Webinar on New 2021 Features
 - Granicus Training
 - 2021 3CMA Webinar – Technology in Government

Community Development

Planning

- Staff attended and presented at the November 4, 2020 Board of Adjustment and Appeals meeting for the following applications, which were all approved:
 1. 517 North Beach Street: A waterfront rear yard variance to construct a new single-family house.

2. 223 Coventry Court: A side corner variance to allow the pool deck to be even with the existing house setback.
 3. 298 Tomoka Avenue: A side yard setback to allow a shade structure over an existing diameter static mixer at the City of Ormond Beach Water Treatment Plant.
- The November 12, 2020 Planning Board meeting has been canceled based upon no applications.
 - Staff has received a Special Exception application for horse riding stables at 2415 Durrance Lane. The application is tentatively scheduled for the December 10, 2020 Planning Board meeting.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 403 inspections performed (11 by private providers).
- 105 permits issued, with a valuation of \$1,602,556 (8 garage sales permits).

Development Services

- There was no Site Plan Review Committee (SPRC) meeting this week.
- 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. 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%
Residential	
Pineland, Phases 4 & 5	1%
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.
 - 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.
 - Staff participated in the IEDC National Conference for Economic Development professionals which was offered virtually.
- Prospective Business Attraction/Retention/Expansion
 - Staff has been calling businesses in the business community including major employers, companies in the Airport Business Park, and many of the smaller business centers in the City. This will be an ongoing effort to assess the impact of COVID-19 on business operations.
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower as a result of COVID-19.
 - Publix has initiated improvements to the former Lucky's super market store.

Airport Operation and Development

- The next Aviation Advisory Board meeting is scheduled for Monday, November 9 at 7:00 p.m. in Room 103 at City Hall.
- Staff coordinated the completion of initial geotechnical testing at the airport as part of the project to design the rehabilitation of Taxiway Delta.
- Staff continued 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) regarding the Taxiway Delta rehabilitation design project.
- Staff completed work this week to trim tree branches that were beginning to encroach upon the airport's electrical vault.

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 185 Journal Entry Batches.
 - Utility Billing Meter Readers completed 541 work orders.
 - Approved 29 Purchase Requisitions totaling \$611,650.82.
 - Issued 35 Purchase Orders totaling \$2,911,1473.
 - Issued 587 past due notices on utility accounts.
 - Auto-called 80 utility customers regarding receipt of a past due notice.
 - Processed 521 payments through Interactive Voice Response System totaling \$45,734.42.
 - Processed 1,134 payments through City online payment portal totaling \$120,063.38.
 - Prepared 90 Accounts Payable checks totaling \$1,030,514.01 and 45 Accounts Payable EFT payments totaling \$567,913.01.
 - Prepared 375 Direct Deposits totaling \$550,774.97.
 - Transferred IRS 941 payment of \$185,729.71.
 - 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.
 - Continued work and trainings with ASAP and JustGrants for the migration to new platforms.
 - Grant reimbursement requests to date FY 20-21: \$15,440.90

- Other
 - Attended virtual weekly staff meeting.
 - Attended CDBG-CV webinar.
 - Attended US Conference of Mayors grant webinar.

Risk Management Projects

- Modified insurance in Tyler for current vendors
- Prepared/submitted subrogation claims
- Prepared records management files for storage

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 5
 - Hazardous: 2
 - EMS: 86
 - Motor Vehicle Accidents: 9
 - Public Assists: 45
 - TOTAL CALLS: 147

 - Aid provided to other agencies: 15 Calls – Daytona Beach (5), Volusia County (10)
 - Total staff hours provided to other agencies: 10
 - # of overlapping calls: 34
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 59
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 158
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- Training Hours

- NFPA 1001: Firefighting 32
 - NFPA 1002: Driver 14
 - NFPA 1021: Officer 7
 - NFPA 1500: Safety/Equipment 46
 - NFPA 1620: Preplanning 5
 - EMT/Paramedic 28
 - TOTAL TRAINING HOURS: 132
- Station Activities
 - Recognized by City for National Fire Responder's Day. Celebration and breakfast held at Fire Station 92.
 - Participated in Treat Street at Tomoka Christian Church
 - Significant Incidents
 - 10/29/20, 9:09 AM: Ormond Pky. / S. Atlantic Ave. – Motor Vehicle Accident – Upon arrival found two vehicle collision with southbound lanes block – one patient extricated and transported to hospital.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - 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)
 - Lead Community Service Officer (Police)
 - 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)
 - Accounting Tech (Finance)
 - 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
 - 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: 34
 - Completed: 43
 - In progress: 39
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 34,140
 - Inbound E-Mails Blocked: 11,357
 - Delivered Inbound E-Mails: 22,783
 - Quarantined Messages: 309
 - Percentage Good Email: 66.7%
 - ATP/Virus E-Mails Blocked: 17
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 16
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 7 : Total in system = 2,827
 - Meters GPS Located this week: 1: Total in system = 23,940; 23,116 potable, 813 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- City Manager virtual staff meeting
- City Commission meeting
- Working with Coordinators to develop plan to re-open facilities and programs
- Updating website and social media pages as needed

- 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 warranty window replacement at the airport tower.
- Completed installation of fitness station at Central Park III.
- Completed surfacing renovations at the Limitless Park.
- Completed C.E.R.T. treatment at Public Works and Fleet Maintenance.
- Took delivery of materials needed for the upcoming splash pad renovations project.

Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continue enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Continue to monitor safety and security of the EDC building and grounds.
- Coordinating with aquarium vendor to stabilize water quality in turtle tank.
- Preparing for ECHO Ranger program.
- Rescheduling follow up visit by beekeepers to evaluate new bee hive.
- Working with sign vendor on creating more sample education signs for exhibit tanks.
- Posted information and pictures about 11-1-20 Community Garden's event.
- 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 Monday through Thursday at 6 pm at Nova Field #4, Wednesday at 6 pm at Wendelstedt Field #2.
- OBSC Competitive teams practicing Monday through Friday, 6 pm, Soccer Fields 1-6, 8-10.
- Pride Football practices on Monday through Thursday, 5:30 pm, Sports Complex 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.
- Flag Football practices Monday thru Friday, 5:45, 6:45 pm and pm 7:45 pm, Sports Complex, Quads 3 and 4, Kiwanis field, and Wendelstedt Field #3
- Halifax Academy hosted another football game at the Sports Complex, Championship Field 7, on Friday night at 6 pm.
- OBSC Recreational Soccer hosted Fall Recreational Games on Saturday at 8:30 am at the Sports Complex, Soccer Fields.
- 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
- USSSA Baseball hosted Tourney at Nova Fields, as well as Wendelstedt and Kiwanis Fields on Saturday and Sunday from 8:30 am to 6 pm.
- NSA Softball hosted Tourney at Sports Complex, Softball Quad, on Saturday and Sunday from 8 am to 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 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
- Picked up all corner soccer flags from weekend games
- Clean up from weekend activities
- Put up temporary fences for 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.
- Packed, sorted and delivered event equipment from Smith Fieldhouse to Community Events and LS Admin from Haunted Highway.
- Sent court condition updates via text and email group message to 8 am players and Greater Volusia Tennis League Ladies teams.
- Delivered COVID supplies to City departments.

South Ormond Neighborhood Center

- Open gym to reservations only for basketball
- Cleaned and sanitized between players
- Jazzercise is held on Monday from 5:30 pm to 6:30 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Continue preliminary planning of 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

The Casements

- The Casements was open for self-guided tours on Saturday from 8 am to 12 pm and also on Monday, Wednesday, Thursday and Friday from 8 am to 5 pm.
- A wedding and reception took place at The Casements on Sunday in the courtyard from 2:30 pm- 8:30 pm.
- A wedding took place on Sunday at Ormond Memorial Gardens from 4 pm to 5 pm.
- House of Healing met at Bailey Riverbridge from 4:30 pm to 6:30 pm on Sunday.
- On Monday a new series "Guild Giving Back" was posted on Facebook, this series covers enrichments of The Casements from the Guild.
- The Casements was closed Tuesday for tours as it was a voting precinct for the general election which took place from 7 am to 7 pm.
- A wedding was held at Bailey Riverbridge on Tuesday from 3 pm to 7 pm.

- Ora Yoga class met at on Tuesday from 9 am to 10 am and Wednesday from 6 pm to 7 pm at Bailey Riverbridge, then on Thursday from 9 am to 10 am at The Casements.
- "Did You Know?" was 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 on Monday, Wednesday and Friday from 8:30 am to 9: 30 am.
- A wedding rehearsal was held on Friday from 4 pm to 6 pm at Bailey Riverbridge.
- 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
- Rebuilt handrail at Ames Park
- Ceiling repairs at Andy Romano Beachfront Park
- Filled sea wall holes at Riviera Park
- Stripped three bench slabs and installed three benches at Rivera Park
- Painted patio edges at Tennis Center
- Spindle replacement at Fortunato Park

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
- Door handle replaced at WWTP
- A/C troubleshooting at WWTP
- The Casements courtyard lights repaired
- Replaced trash can at Fortunato Park
- Atrium lights repaired at City Hall
- Replaced six shower buttons Andy Romano Beachfront Park
- Woman's restroom light repaired at Nova Community Center
- Water fountain troubleshoot at Police Department

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff conducted interviews for Police Officer positions
- Staff worked with different entities for the license plate reader activation
- Staff worked with Finance regarding towing contracts

Community Outreach

- Youth Leadership Council (YLC) – Three (3) YLC members handed out candy on Saturday, October 31 at Boo in the Park in Port Orange. The next service project will be the Annual OBPAL Golfing for Youth Tournament on November 14.
- OBPAL Basketball – Six members of the basketball team participated in open gym practice following the facility guidelines listed for individual or small group practice.
- Educational programs – Twenty 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 OBPAL Annual Golf Tournament, Golfing for Youth is Saturday, November 14 at River Bend Golf Course. Thank you to the Florida Police Chief Association for joining last week as a Gold sponsor for the tournament. 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: 42
- • Animal Bites: 2
- • Animal Reports: 3
- • Animals to Halifax Humane Society: 1 cat
- • Return to Field cats: 2
- • Wildlife: 1
- • Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 2
- Inactive: 1
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 0
- Vandalism: 2
- RPO: 3

Records

- Walk - Ins / Window: 72
- Phone Calls: 109
- Arrest / NTA'S: 15
- Reports Generated: 141
- Reports Entered: 132
- Citations Issued: 24
- Citations Entered: 24
- Warnings Entered: 89
- Trespass Warnings: 9
- CORF Entered: 39
- Mail / Faxes / Request: 38

Patrol

- Total Calls 1,383
- Total Traffic Stops 106

Operations

- Crime Opportunity Report Forms: 150

10/28/20

- Burglary Residential, 524 South Yonge Street #2. Victim opened her door after hearing a knock, and the father of her children entered. The victim was battered and her cell phone was stolen.
- Battery Domestic Violence Arrest, 679 Wellington Station Boulevard #35. Response to a disturbance in the parking lot of Wellington Station. After the investigation, the male half of the incident was arrested for battery.
- Battery Domestic Violence Arrest, 35 Laurel Oaks Circle. Subject got into an argument with his girlfriend then slapped her in the face.
- Violation of Injunction & Violation of Probation Arrest, 595 Collins Street. Subject was discovered in the bedroom of a home where he no longer resides. Subject fled from the residence but turned himself in to officers later.
- Warrant Arrest, 7 Highland Falls Drive. Subject was contacted and found to have an open warrant.

10/29/20

- Larceny, 163 Fairway Drive. Unknown suspect removed \$1,000 worth of wicker furniture from the front patio. No cameras in the area.
- Carbreak, 80 Hummingbird Lane. Three-week time lapse, unknown suspect entered victim's vehicle in an attempt to 'hotwire' the car. Damage to the steering column was done. No items missing.
- Carbreak, 336 South Halifax Drive (First United Methodist Church). Suspect cut off the catalytic converter to one of the church's busses.
- Battery Domestic Violence Arrest, 138 Rockefeller Drive. Subject battered his wife by pushing her off the couch while she was on the phone with another male.
- Driving Under the Influence Arrest, 1102 West Granada Boulevard. An investigation during a traffic stop found the driver to be intoxicated.

10/30/20

- Stolen Vehicle, 930 Old Mill Run. The victim suspects two people of stealing her vehicle overnight.
- Stolen Tag, 1634 North Unites States Highway One (Super 8). An unknown suspect stole a license plate from the victim's gray 2020 Mitsubishi.
- Disorderly Arrest, 335 West Granada Boulevard. Officers contacted a subject at this location who was using profanity and yelling at a delivery driver unloading merchandise.
- Driving Under the Influence Arrest, 22 South Beach Street. Subject was stopped for a traffic infraction and was found to be under the influence.
- Warrant Arrest, 295 South Atlantic Avenue #406. Subject contacted and found to have an open warrant.
- Battery Domestic Violence Arrest, 170 West Granada Boulevard (Police Department). Subject came to the lobby of the Police Department to turn himself in.

10/31/20

- Battery Domestic Violence Arrest, 11 Cypress Circle #B. Two subjects with children in common were involved in a physical altercation.

11/1/20

- Traffic Arrest, 448 South Yonge Street (Grocery Box). Traffic stop was conducted on a subject that was never issued a driver license. K9 conducted a sniff of the vehicle and alerted to the front passenger door. On the passenger seat was a backpack that contained a large amount of cash and suspicious paystubs/checks that were held for safekeeping.
- Narcotics Arrest, South Yonge Street/Division Avenue. Subject was contacted for a warrant and also found to be in possession of methamphetamine and drug paraphernalia.
- Warrant Arrest, South Yonge Street/Division Avenue. Subject contacted and found to have an open warrant.

11/2/20

- Burglary Residence, 895 North Ridgewood Avenue. Victim believes their shed was entered and items were moved around.
- Theft, 689 Hull Road (Bear Creek storage area). The property manager believed someone had stolen a license plate off a camper in the storage area.

11/3/20

- Carbreak, 151 Deer Lake Circle. Unknown suspect entered an unlocked vehicle removing a backpack with a white MacBook Pro and a Ruger LCP.380 semi auto.
- Carbreak, 5 Fern Meadow Lane (Spring Meadows). Overnight hours, an unknown suspect entered the vehicle parked in the driveway, removing loose change and cigarettes.
- Carbreak, 16 Fern Meadow Lane (Spring Meadows). Unknown suspect entered two vehicles that were parked in the driveway, removing \$6.00.
- Carbreak, 39 Spring Meadows (Spring Meadows). Overnight hours, suspects removed a Louis Vuitton purse from the unlocked vehicle parked in driveway.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 12
 - Number of Citations issued: 16
 - Number of Written Warnings Issued: 7
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 13
 - 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: 7 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 8 Cases initiated
- Zone 4: 3 Cases initiated
- 33 signs have either been removed or sign cases created.
- 6 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and sixty-six (66) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - Nova Community Park Underground Electric Utilities – The project is substantially complete.
 - WTP Chemical Feed System Upgrades – Shade structure site plan in review.
 - Broadway/US1 Traffic Signal – Mast arm installation is in process.
 - Casements North Side Improvements – Carriage House interior work is ongoing.
 - Fiber Optic Connectivity – FS 92 fiber optic cable is being terminated. FS 91 fiber optic installation is ongoing. John Anderson Drive fiber optic materials are on order, installation is scheduled to start mid-November.
 - 2020 Microsurfacing – The contractor will return to microsurface the roadways this month.
 - 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 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 - 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 – 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 will be scheduled in November, project kickoff scheduled for January 2021.
- Business Park Drive Phase II – Design is in process.
- Police Station Chiller – Consultant proposal for bid document preparation is under review.
- 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 and analysis for Parks & Recreation Master Plan.
- Continued work on the Granada median improvements project.
- Created and approved Work-in-the-Right-of-Way permits for 1521 North US1 and 1564-1566 Poplar Drive for directional bores.
- On-site visit to 3 Fernwood Trail to discuss lot grading and retaining wall requirements.
- Conducted research to locate sanitary easement at 40 North Yonge Street.
- Calculated lot square footage area for 67 Indian Head Drive.
- Discussed requirements and provided Work-in-the-Right-of-Way permitting information to Spectrum sub-contractor.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Stripped form, back filled, cleaned up on Pine
- Asphalt work on Harvard, Buckingham, Lincoln, N Ridgewood
- Removed sidewalk on Cherrywood Dr
- Patched pothole on Greenvale Dr

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
- Assisted Stormwater with mowing & clean up on Division Ave; trimming
- Hauled debris at Nova Community Park
- Trimming at Airport and Trails subdivision

Maintenance

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

Sign Shop

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

Stormwater Maintenance

- Reach out on Division Ave
- Ditch/pond maintenance at Mainsail, Bennett, Sandy Oaks
- Basin repair on Military Blvd
- Gates & pumps citywide
- Inlets inspected/cleaned citywide
- Filled in holes on Road at Sanchez Park
- Locates citywide
- Inlets cleaned citywide

Vactor

- System inspected/cleaned at Bosarvey & Hand Ave
- Military Blvd
- Sanchez Park

Fleet

- Mileage traveled by all departments for the week: 22,401
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 11,080 gallons unleaded, 6,313 gallons diesel
 - Fuel used in one week: 2,294 gallons of unleaded and 402 gallons of diesel.
 - Fleet completed 49 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: 1st revision of plans reviewed. Requested additional revisions after obtaining feedback from Collections & Maintenance.

Water Treatment Plant

- Delivered 40.74 million gallons for the week ending October 31, 2020 (5.82 MGD).
- Backwashed 8 filters for a total of 570,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 31, 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 154,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 36.97 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.28 MGD.
- Produced 25.65 Million Gallons of Reuse.
- Produced 11.32 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2019 – October 31, 2020) (MGD):
 - Influent 4.35 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.66 (Permit 6 MGD);
 - Reuse 4.21 (Permit 10 MGD)

Water Distribution

- Responded to 6 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 8 calls for from customers concerning leaking water.
- Installed 7 residential water meters/services.
- Replaced 4 malfunctioning residential water meters.
- Installed 5 irrigation water services in Verona Villas subdivision.
- Performed accuracy testing on 4" and 3" commercial water meters. All tested accurate.
- Rebuilt 1½" and 3" commercial water meters with internal stoppage due to debris.
- Disconnected the abandoned 2" commercial water service at Publix (220 N. Nova Rd.).
- Replaced 5 broken meter boxes.
- Replaced 4 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 8 City owned backflow prevention devices. Two devices needed repairs.
- Disconnected a 2" water main at Rosewood Ave. and US1 that fed two abandoned irrigation services.
- Located a water service for a customer to assist with plumbing repairs.
- Performed maintenance on 5 on fire hydrants.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 120 utility locates for the previous week.

Wastewater Collection & Reuse

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Restoration work at 20 Foxfords Chase.
- Located PEP tank at 45 Carriage Creek Way for contractor.
- Follow up on trouble calls at 18 Huntsman Look, 32 Huntmaster Ct.
- Responded to reported leak at 7 Coquina Ridge Way. FPL box is settling and groundwater table is high.
- Sanitary service broken on customer side. Advised customer to contact plumber.
- Replaced broken lid on E-One tank at 4 Foxbrow Look.
- Rewired PEP pump into J-box at 7 Deep Woods Way, and at 2 Pine Look Pass.
- Installed riser on PEP tank at 14 Foxfords Chase.

- TV'ed sanitary service at 514 S. Beach St. Customer's driveway is settling. No issue with sanitary service, customer informed.
- TV'ed sanitary service at 355 Tomoka Ave. Blockage about 8" in, cleared, TV'ed, line is clear.
- Replaced and rewired PEP pumps at 8 Slow Stream Way, 14 Foxfords Chase, and 3 Cambridge Chase.
- TV'ed 11 sanitary laterals on the PM list.
- There were 0 reuse trouble calls.

Wastewater Plant – Lift Stations

- Effluent Flow Control Valve – leaking, adjustments made.
- Influent Pump building – Transformer has been installed, main breaker is bad, new replacement is on order, temporary A/C unit in place for equipment cooling.
- Screw Pump #1, 2, 3 – replaced drive belts with single banded belt, replaced anti roll back devices.
- Chelsea Place #2 – pump controller not operational, replaced with duplexer controller.
- Mainland Pump Building – installed new check valve at pump 2, began removal of unused piping.
- Post Anoxic Mixer #1-A – Intermittent wiring problem, mixer is working at this time, troubleshooting scheduled.
- 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 4P, 5P, 6P – installed pressure transmitter at potable water wash down and connect to RTU for pressure monitoring on SCADA.
- Orchard high service – installed new flow meter and program in SCADA.
- LPRO PLC – assisted Rocha Controls with download of new program.
- Standish Booster Station – installed new pressure transducer.
- Backwash Wet well – installed level transducer for improved wet well level control.
- Performed operational checks at various locations.

Support Services/City Clerk

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

- City Clerk attended City Manager virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for November 4, 2020 City Commission Meeting.
- Agenda packet preparation for November 17, 2020 City Commission Meeting.