

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 18, 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:

- Virtual staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Volusia Legislative Delegation meeting with senior staff, presented the City's legislative priorities
- Individual agenda review meetings with commission members
- Met with various citizens on several topics
- Claims Committee meeting

**PIO – Public Information**

- Press Releases/Media
  - Covid-19 Rent and Mortgage Assistance
  - General citizen inquiries
  - General media coordination and interviews
- Social Media
  - Obie Takes Over
  - Holiday Safety Reminders
  - Live Broadcast of Santa Surprise
  - Merry & Bright Winners
  - Joyce Shanahan Top Ten Trailblazer Finalist
  - Covid-19 Rent and Mortgage Assistance
- Attended
  - City Manager staff meeting
  - City Commission meeting
  - Volusia PIN COVID-19 Vaccination Communications Plan
  - Shop with a Cop
- Developing
  - Covid-19 Vaccination Messaging

**Community Development**

**Planning**

- Attended and presented at the Civil Discourse, Common Ground meeting regarding the process of Comprehensive Plan and zoning map amendments.
- Staff met with Ormond MainStreet Design Committee regarding the sidewalk banding within the downtown area. The Design Committee recommended the use of pavers for the banding material and staff is working to perform a test area of the selected sidewalk banding.

- The following projects are scheduled for the January 6, 2021, Board of Adjustments and Appeals meeting:
  1. 1410 North Beach Street: Rear yard variance for the construction of a swimming pool and screen enclosure.
  2. 88 Lincoln Avenue: Side yard variances for a new single-family house and a detached garage.
  3. 430 Andalusia Avenue: Fence variance regarding the height of solid fencing allowed in the front yard.
  4. 94 Plaza Grande Avenue: A side yard variance to allow a hard roof screen room.
  5. 746 South Atlantic Avenue: Side corner and rear yard variances to allow existing sheds to stay on the property.
- The Plantation Oaks zoning map amendment and issuance of a development order based upon annexation is scheduled for first reading at the January 19, 2021, City Commission meeting. The proposed zoning actions seek the adoption of an Ormond Beach development order incorporating the existing Volusia County zoning approvals, and authorization of an amendment to allow Phase 1 (669 lots) of the Plantation Oaks subdivision to delete the age-restriction that limits residents to those aged 55 years and over.

#### Building Inspections, Permitting & Licensing

- 12 new business tax receipts issued.
- 392 inspections performed within the city (7 by private providers).
- 117 permits issued within the city, with a valuation of \$1,444,194 (9 garage sales permits).

#### Development Services

- The Site Plan Review Committee (SPRC) conducted the following meetings:
  1. Ormond Grande, 1255 North U.S. Highway 1. A pre-construction meeting for the construction of a 3,600 SF industrial building and 60 lot residential townhome development. It is expected that construction would start the week of January 4.
  2. 4 Sunshine Boulevard, Germfree driveway addition. A pre-construction meeting to add an inbound driveway into the existing building. No new square footage is proposed. It is expected that construction would start the week of December 21.
  3. 1480 North U.S. Highway 1, Ormond Ace Hardware. Discussion of the first review comments from the Site Plan Review Committee.
- The Antares Assisted Living Facility project has been determined expired based on the lack of site activity and inspections. City staff provided notice to the property owner and is requiring a remediation plan for the closeout of the permit. Failure to complete the closeout would lead to code enforcement action.
- The SPRC approved the following projects:
  1. 78 East Granada Boulevard, Ormond Memorial Art Museum. Expansion of the Ormond Art Museum of approximately 3,987 square feet.
  2. 4 Sunshine Boulevard, Germfree driveway addition. Construction to add an inbound driveway into the existing building
- The following projects are under review of the SPRC:
  1. 1670 North U.S. Highway 1, Ormond Gateway. 2<sup>nd</sup> review. Development of a three lot commercial subdivision and associated site improvements.
  2. 85 Hanger Way, KOMN Condominium Association. 1<sup>st</sup> review. Construction of two hangars. Lots 1 & 2 are 1.63 acres and proposes a building of 15,720 SF. Lot 3 is 2.24 acres and proposes a building of 23,520.
  3. 2011 West Granada Boulevard and 36 North Tymber Creek Road, Tymber Creek Apartments. 3<sup>rd</sup> review. Development of 300 multi-family units and associated site improvements.

4. Ormond Grande. 3<sup>rd</sup> review. Construct 3,600 SF industrial building and 60 lot residential townhome development
  5. 101 East Granada Boulevard, Publix remodel. 2<sup>nd</sup> review. Parking lot renovations and addition of a generator.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Casements, Carriage House expansion	85%
Coolidge Avenue Office/Warehouse	75%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	30%
Extended Stay America	80%
FPL Substation Expansion	50%
Germfree driveway installation	0%
Nova Road Climate Controlled Storage	10%
Starbucks, Granada Shoppes	2%
The Pumphouse	30%
Total Comfort	10%
Residential	
Pineland, Phases 4 &5	10%
Ormond Grande	pending
Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	90%
Upscale Nails	80%

**Economic Development/Airport**  
**Economic Development**

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

- Airport Business Park
  - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
  - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Avenue creating a secondary ingress and egress to the business park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
  - The Relaunch Volusia Small Business Grant and Home Based Business grant application process closed on December 11. Staff is assisting the County in reviewing the final batch of applications.
  - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs.
  - Participated in the Volusia Delegation on Monday, December 14 in DeLand to discuss Ormond Beach legislative priorities.
- 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.
  - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower because of COVID-19.
  - Publix officially opened the Trails Shopping Center location and continues with improvements to the former Lucky's supermarket store.

#### Airport Operation and Development

- Staff participated in a meeting of the City's Site Plan Review Committee to review projects planned for construction on or in the vicinity of the airport.
- Staff continues work regarding the KOMN Hangar Investors, LLC proposed development of a new hangar facility in the southeast quadrant of the airport.
- Staff is working with representatives from VirTower, LLC to acquire and install aviation tracking system at the airport. Staff will use the system to track airborne and ground operations of aircraft at the airport for monitoring and reporting purposes, and to help verify compliance with voluntary noise abatement procedures. Staff hopes to have the system online by early January of 2021.
- City crews completed work this week to address overgrowth and other landscaping issues along Hangar Way and at the main entrance of the airport.
- Staff is working to respond to a request for information from the FAA about the southwest quad access road project, primarily about the Construction Safety and Phasing plan for the project.
- Staff is working with Hoyle, Tanner & Associates to complete the 90% design documents for the Taxiway Delta rehabilitation project.
- Staff has been advised that the FDOT will conduct the airport's annual licensing inspection prior to February 28, 2021.

#### 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 187 Journal Entry Batches.
  - Utility Billing Meter Readers completed 381 work orders.
  - Approved 18 Purchase Requisitions totaling \$182,103.82.
  - Issued 28 Purchase Orders totaling \$452,127.81.
  - Issued 634 past due notices on utility accounts.
  - Auto-called 331 utility customers regarding receipt of a past due notice.
  - Processed 723 payments through Interactive Voice Response System totaling \$62,021.88.
  - Processed 1,237 payments through City online payment portal totaling \$131,610.11.
  - Prepared 129 Accounts Payable checks totaling \$715,927.00 and 45 Accounts Payable EFT payments totaling \$379,011.89.

#### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Continued working with ASAP and JustGrants to resolve issues with the migration to the new platforms.
  - Working on the anticipated approval of the FY 20-21 Community Development Block Grant (CDBG) agreement for early 2021 and draft agreement with Halifax Urban Ministries for Hope Place public service funding.
  - Grant reimbursement requests to date FY 20-21: \$46,648.85
- Other
  - Attended virtual weekly staff meeting.

#### Risk Management Projects

- Attended Claims Committee meeting
- Attended FMLA/ADA/WC webinar

#### Fire Department

- Weekly Statistics
    - Fires: 2
    - Fire Alarms: 4
    - Hazardous: 3
    - EMS: 83
    - Motor Vehicle Accidents: 6
    - Public Assists: 53
    - TOTAL CALLS: 151
  - Aid provided to other agencies: 9 Calls – Daytona Beach (1), Holly Hill (1), Volusia County (7)
  - Total staff hours provided to other agencies: 9
  - # of overlapping calls: 40
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
  - Total EMS patients treated: 62
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 126
- Training Hours
    - NFPA 1001: Firefighting 100
    - NFPA 1021: Officer 3
    - NFPA 1500: Safety/Equipment 31
    - EMT/Paramedic 18
    - TOTAL TRAINING HOURS: 152

- Station Activities
  - Participated in the City's Merry and Bright holiday caravan

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Community Service Officer (Police)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)
    - Plant/Pump Mechanic (Public Works)
    - Police Officer (Police)
    - Treatment Plant Operator C, B, or A (Wastewater Plant/Public Works)
  - 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)
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
    - Water Distribution Operator 3 (Public Works)
  - Interviews Scheduled
    - Lead Records Specialist (Police)
  - Background/Reference Checks/Job Offers
    - Account Clerk II (Finance)
    - Firefighter/EMT (Fire)
    - Maintenance Worker II (Wastewater Collection Reuse Distribution) /Public Works)
    - Police Officer (Police)
  - Separations
    - Police Officer (Police)
  - Employee Events
    - Open Enrollment finalization

### **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: 24

- Completed: 51
- In progress: 49
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 32,150
  - Inbound E-Mails Blocked: 10,457
  - Delivered Inbound E-Mails: 21,693
  - Quarantined Messages: 665
  - Percentage Good Email: 67.5%
  - ATP/Virus E-Mails Blocked: 851
  
- Notable Events: Fiber optic link to Fire station 92 , including the City's EOC, has been completed and made operational. The Fiber optic cable is being utilized for redundant connections including a primary 10Gb and a secondary 1Gb link to the Hardened Data Center (HDC). The existing 125Mb Point-to-Point wireless connection to the Water plant water tower will be retained as a tertiary redundant connection should there be physical damage to the buried fiber optic cable. This has been a multi-year project
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 5
    - Changes: 2
    - Corrections: 0
  - Map/Information Requests: 11
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 2,881
  - Meters GPS Located this week: 11: Total in system = 23,958; 23,128 potable, 819 irrigation, 11 effluent

## **Leisure Services**

### **Administration**

- Engineering meeting
- Virtual Training for senior staff
- Parks and Recreation Master Plan meeting to discuss Statically Survey Questions
- Working with Coordinators to develop plan to re-open facilities and programs
- Updating website and social media pages

### **Contract Manager – Grounds and Athletic Maintenance**

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- 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 quarterly floor care at Nova Community Center.
- Completed intern office area renovations at city hall.
- Completed decorative planter block work at the water treatment plant.

#### Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continued enhanced regular cleaning/ disinfecting of surfaces and exhibits.
- Continued to monitor safety and security of the EDC building and grounds.
- Working on required interim report to submit to Florida Wildflower Foundation regarding EDC wildflower demonstration project.
- Coordinating with local 4H group for scavenger hunt in Central Park.
- Working with sign vendor on creating more education signs for exhibit tanks.
- Developing additional nature videos for posting to social media 1 to 2 times per 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.
- SHS Girls and Boys Soccer will have practices this week on Monday through Friday, Sports Complex, Soccer Fields 1/4/10. Boys and girls varsity played home games on Thursday at 5 pm and 7 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 1, 4, and 10
- Put up new batting cage nets
- Painted Championship Field 7 for SHS soccer games
- Keeping corners painted on soccer fields, soccer parking lot, multi-purpose fields, and flag football fields

#### Performing Arts Center

- Delivered PPE supplies to city departments.
- Staff is cleaning and organizing at the PAC.
- Rewired and performed full functional test of auditorium sound, presentation computer, and video projector.
- Staff worked Merry and Bright on Main Street 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
- PAL Christmas party on Wednesday, 6 pm
- The splash pad is closed until March 15<sup>th</sup>

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Santa's mailboxes will be checked for letters twice weekly at Nova Community Center and The Casement. Letters sent to participants.

#### 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 8 am to 12 pm and on Monday through Wednesday 8 am to 5 pm.
- A holiday party was held at Bailey Riverbridge on Saturday from 11 am to 3 pm.
- House of Healing met at Bailey Riverbridge from 4:30 pm to 6:30 pm on Sunday.
- "The Casements Candy Cane Challenge" continues, guests can take a self-guided tour and look for candy canes throughout the house, this will run the whole month of December.
- On Monday another "Sweets & Treats" contest was posted on Facebook where fans can guess the number of candies in the jar. The winner will be announced on Friday and will receive a gift card that was donated from Shape Up Ormond Beach.
- On Monday a new "Guild Giving Back" was posted on Facebook, this series covers enrichments of The Casements from the Guild.
- Ora Yoga class met at Bailey Riverbridge on Tuesday and Thursday from 9 am to 10 am.
- On Thursday Greek cooking class took place inside The Casements from 4:30 pm to 8 pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place this Monday, Wednesday from 8:30 am to 9:30 am at Bailey Riverbridge.

#### Parks Maintenance

- Citywide 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
- Drained pond and covered at Memorial Gardens
- Installed plaque at Sports Complex
- Installed new bench at Magic Forest
- Repaired loose board at Cassen Pier

#### 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
- Water Treatment Plant gate keypad repaired
- Andy Romano Beachfront Park gazebo outlet repaired
- Performing Arts Center northwest parking lot lights repaired
- Christmas decorations repaired as directed
- Airport Tower gate remotes repaired
- The Casements dehumidifier wired
- Repaired light in City Hall second floor woman's restroom
- FS91 entry lock repaired
- Repaired Memorial Gardens waterfall
- City Hall sconce repaired
- Nova gym lights repaired
- Nova Skate Park outlet repaired
- Replaced ceiling tiles stained in men's restroom and office area at the Tennis Center
- Andy Romano Beachfront Park#6 toilet repaired
- Constructed desk in old mail area at City Hall
- Repaired The Casements' first floor a/c
- Repaired handicap stall toilet in men's locker room at the Police Department

## **Police Department**

### **Administrative Services**

- Staff hosted the weekly virtual staff meeting
- Staff issued information regarding safety protocols concerning Covid-19
- Staff met with Fleet Management regarding police patrol fleet
- Staff attended the press release presentation regarding the Ormond Beach Police Foundation
- Staff held interviews with the Chief for the position of Police Officer
- Staff participated in the holiday escort on different traffic posts
- Staff attended virtual communications training and also participating in steel range training

### **Community Outreach**

- PAL Holiday Event – The annual PAL Holiday program was held at the South Ormond Neighborhood Center on December 16 from 5:30 p.m. to 7:30 p.m. This year's event was a walk-through gift event. Members of the Youth Leadership Council assisted with handing out presents. There were 90 children who were on the list to receive a gift. Thank you to the Margarita Society of Volusia County and Mr. & Mrs. Bill Grigat for donations that help make the season brighter for children in the community.

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

- Animal Calls responded to: 22
- Animal Reports: 2
- Trap Neuter Release: 1
- Animal Bites: 0
- Animals to Halifax: 0
- Wildlife Calls: 1
- Found Property Reports: 1

### **Criminal Investigations**

- Cases Assigned: 9
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 4
- Inactive: 2
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 0
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Baker Act/RPO: 2
- Vandalism: 2

### **Records**

- Walk - Ins / Window: 56
- Phone Calls: 101
- Arrest / NTA'S: 17
- Reports Generated: 83
- Reports Entered: 75
- Citations Issued: 35

- Citations Entered: 35
- Warnings Entered: 42
- Trespass Warnings: 6
- CORF Entered: 32
- Mail / Faxes / Request: 21

#### Patrol

- Total Calls 1,404
- Total Traffic Stops 93

#### Operations

- Crime Opportunity Report Forms: 162

#### 12/9/20

- Theft, 170 North Nova Road (7-Eleven). Unknown suspect stole (2) skateboards from the front of this location while the juvenile owners were inside.
- Warrant Arrest, 829 West Victoria Circle. Subject contacted and found to have two open warrants.

#### 12/10/20

- Battery Arrest, 1608 North United States Highway One #130 (Days Inn). Subject got into a physical altercation with staff when they told her that she was being evicted.
- Fraud/Grand Theft Arrest, 1670 West Granada Boulevard (Race-trac Gas Station). Subject was an employee that stole \$3,017 in Florida Lottery scratch-off tickets over the past week.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). Loss Prevention Officer observed a subject attempt to steal power tool batteries.
- Tampering with Evidence/Driving Under the Influence Arrest, West Granada Boulevard/Main Trail. Volusia County van and a truck were involved in a crash. The driver was found to be under the influence of narcotics.
- Traffic Arrest, West Granada Boulevard/Williamson Boulevard. Traffic stop was conducted, driver was found to be driving while license suspended.

#### 12/11/20

- Warrant Arrest, 3 North Yonge Street. Subject contacted and found to have an open warrant.
- Loitering and Prowling Arrest, 2099 North Beach Street. Subject went into a camper trailer and took clothing and slept inside the trailer without permission.

#### 12/12/20

- Traffic/Narcotics Arrest, West Granada Boulevard/North Orchard Street. Traffic stop was conducted, the driver was found to be driving while license suspended and was in possession of narcotics.

#### 12/13/20

- Traffic/Narcotics Arrest, 500 Block South Atlantic Avenue. Traffic stop was conducted the driver was found to be driving while license suspended and was in possession of narcotics.
- Warrant Arrest, 1608 North United States Highway One. Subject contacted and found to have an open warrant.
- Child Neglect Arrests, 57 Benjamin Drive. Two subjects were placed under arrest for child neglect after being found overdosing on narcotics. The home was in poor condition with dead and live bugs in and around the child's bed.
- Theft, 129 Rio Pinar Drive. Subject advised someone stole an inflatable Santa from her yard.

#### 12/14/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by Loss Prevention skip scanning merchandise in the self-checkout line.

12/15/20

- Narcotics Arrest, Domicilio Avenue/Northbrook Drive. Units were dispatched to a suicidal juvenile in this area who was located and taken into custody after locating narcotics.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 12
  - Number of Citations issued: 5
  - Number of Written Warnings Issued: 5
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 7
  - 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: 8 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 3 Cases initiated
- 7 signs have either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and sixty-five (65) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - WTP Sludge Residuals Facility Improvements – Construction is ongoing, the next progress meeting has been re-scheduled for 12/21.
    - WTP Chemical Feed System Upgrades – Shade structure and access stairs construction ongoing.
    - Broadway/US1 Traffic Signal – Mast arm installation is in process.
    - Casements North Side Improvements – Carriage House interior work is nearing completion. Driveway and stair construction to start the week of December 21.
    - Fiber Optic Connectivity – FS 91 cable installation is being scheduled. John Anderson Drive cable installation is being scheduled.
    - Landscape Renovations-Various City Parks & Facilities – Construction is ongoing.
    - Gazebo Replacement CP II – Material will be delivered by second week in January.
    - CDBG SONC Fitness Station – Construction is ongoing.
    - North US1 Water Main and Force Main Improvements – Construction is ongoing.
    - MacDonald House Restoration – Contractor is preparing a work schedule, and a pre-construction meeting is being scheduled.
  - Bidding
    - Granada Mid-Block Lighting Improvements – Bid award is scheduled for approval at the January 5, 2021 City Commission meeting.
    - Florence St On-Street Parking – Bids award is scheduled for City Commission approval at the January 19 meeting.
    - 2021 Storm Lining & Sewer Lining/Manhole Repair – Bid awards were approved at the 12/15 City Commission meeting.

- Wilmette Stormwater Pump Station – Bids were opened on November 11 and are under review.
- Downtown Banner Pole Replacement Re-Bid – Disposition item for approval to re-bid the project is scheduled for approval at the January 5 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 – Design is in process, coordinating with Bait Shop.
  - Granada Streetscape Pavers – Paver color selection is being reviewed by the Mainstreet Board.
  - Update Parks & Recreational Master Plan – A project kickoff meeting is scheduled for January 2021.
  - Business Park Drive Phase II – Design is in process.
  - Police Station Chiller – 60% design documents are under review.
  - CDBG Fleming Avenue/CP I Playground – RFP document under review by Volusia County/CDBG.
  - Riviera Park Pedestrian Signals – Bid documents are being prepared.
- Departmental Activities
  - Reviewed 22 Engineering Permit applications through the ProjectDOX system
  - Created and approved 5 Franchise Utility permits.

#### Environmental Management

##### Street Maintenance - Asphalt/Concrete

- Graded for new road to lift station behind McDonald's on US1
- Cleaned up forms on Wilmette Ave
- Graded for sidewalk on Fernway Dr
- Put up barricades for PD on Beach St at the Granada Bridge

##### 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
- Trimmed trees from netting at Nova Ballfield #1; Airport (trimming & removal)

##### 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
- Picked up barricades on Beach St

#### 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

- Reachout on Gowers St for ditch maintenance; SR40; Airport (streets); FDOT ponds
- Pond mowing citywide
- Sugar Creek moved pipe; ditch maintenance
- Depression on N Yonge St
- Inlets inspected & cleaned citywide
- Locates citywide
- Gates and pumps citywide
- Pipe installed at Airport Business Park
- Removed concrete from City Hall

#### Vactor

- Melrose system inspection
- Line cleaning

#### Fleet

- Mileage traveled by all departments for the week: 23,106
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 8,963 gallons unleaded, 1,072 gallons diesel
  - Fuel used in one week: 2,519 gallons of unleaded and 1,072 gallons of diesel.
  - Fleet completed 48 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.

#### Water Treatment Plant

- Delivered 39.51 million gallons for the week ending December 12, 2020 (5.64 MGD).
- Backwashed 7 filters for a total of 533,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 12, 2020 @ 6.86 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~113.4 wet tons of dewatered sludge (65 - 70% solids).

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 31.40 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.49 MGD.
- Produced 23.17 Million Gallons of Reuse.
- Produced 8.23 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (December 1, 2019 – November 30, 2020) (MGD):
  - Influent 4.43 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.86 (Permit 6 MGD);

- Reuse 4.03 (Permit 10 MGD)

#### Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure, or assistance with other plumbing needs.
- Responded to 9 calls for from customers concerning leaking water.
- Installed 7 residential water meters/services.
- Replaced 2 malfunctioning residential water meters.
- Performed accuracy testing on a 2- 3" commercial water meters. Scheduled 8 commercial meters for testing.
- Rebuilt and tested a 2" flushing device meter.
- Replaced 3 broken meter boxes.
- Replaced 2 water services due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 6 City owned backflow prevention devices.
- Performed scheduled maintenance on 6 fire hydrants.
- Plugged drain holes on a fire hydrant that leaked due to a temporary flushing device attached to the port side connection.
- Repaired a broken fire hydrant on SR40 & Breakaway Trails.
- Raised a below grade fire hydrant located at 161 Business Center Dr.
- Located a water meter for a customer for plumbing maintenance.
- Disconnected 2 water services due to abandonment or demolition.
- Located a water service for a customer for future plumbing repairs.
- Performed flushing activities on the following streets: Tomoka Ave, S. Yonge St, S. Beach St, Live Oak Ave, Central Ave, Grove St, Mound Ave, S. Ridgewood Ave, Division Ave.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 102 utility locates for the previous week.

#### Wastewater Collection and Reuse

- Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Verified sanitary tap location at 55 Huntington PL.
- Demolished sanitary service at 76 Melrose Ave.
- Traced out tap for 479 Collins St. Tap is on Bryant St. Customer is on septic tank.
- Installed new 4" sanitary tap at 54 Country Club Dr.
- Located and TV'ed sanitary tap at 125 John Anderson per plumber request.
- Located PEP tanks and reclaimed services on Crooked Bridge Way, Shadow Creek Way and Oak Knoll Way.
- Dressed up ground at 16 Foxcroft Run does not appear to be a PEP tank issue.
- Replaced sanitary valve box at 2 Shadow Creek Way.
- TV'ed 2 sanitary laterals on PM list.
- Responded to 1 reuse trouble calls.
- Turned off reclaimed service at 33 Circle Creek Way per customer request.
- Located reclaimed shutoff for customer at 3 Coquina Ridge Way.
- Installed new lid on reclaimed box at 95 Abacus Ave.

#### Wastewater Plant – Lift Stations

- SCADA – began to configure alarms and tie in wiring at lift stations.
- Clarifier #3 – replaced blown control fuse, returned to service.
- Chlorine Contact Tanks – added 2 new flood lights at operators work area.
- MCC#4 Switch gear – Replaced UPS at automatic transfer switch.
- Tea Cups – found broken plug valve, replaced with new, currently set up in manual operation until Machine Shop finishes manufacturing adapter to connect electric actuator.
- Bisulfate pumps – pump #1 not working, found clogged lines due to crystallization, cleared and returned to service.

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

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 37R – Well rehabbed by contractor, to include pump, motor and riser pipe.
- Aerator building - Installed new V.F.D. for pump motor #2. Installed new Hydro Ranger 200 level transducer @ aerator clear well, connected VFD#2 to run off level, added splitter for level indication to SCADA, added HOA switches for VFD#2 and VFD#3
- 6D – motor starter worn and no longer serviceable, replaced with stock.
- Well 17D – not responding, reset and returned to service.
- 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 staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for December 15, 2020 City Commission Meeting.
- City Clerk attended Claims Committee meeting.
- Agenda packet preparation for January 5, 2020 City Commission meeting.