

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 7, 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:

- Virtual staff meeting
- General discussion meetings with senior staff
- Hurricane Isaias prep

Spoke to, attended and/or met with:

- Individual agenda review meetings with the commission
- Virtual City Commission meeting
- SMA Board meeting

PIO – Public Information

- Press Releases/Media
 - Sandbag Info
 - Ormond Tennis Center Reopening
 - General citizen inquiries and media updates
- Social Media
 - Census Reminders
 - Hurricane Preparedness #OBPrepared
 - Back to School Tax Holiday
- Attended
 - City Manager Virtual Staff Meeting
 - Engineering/Planning Meeting
 - Volusia PIN Network COVID-19 Meeting
 - City Commission Meeting
 - State of the City Planning and Development Meeting
- Developing
 - 2020 Hurricane Season Updates
 - State of the City Logo

Community Development

Planning

- The August 13, 2020 Planning Board agenda and reports are available at: <https://www.ormondbeach.org/224/Planning-Board>. The applications for review include:
 1. 78 East Granada Boulevard, wall signage Special Exception.
 2. 350 Clyde Morris Boulevard, Large Scale Comprehensive Plan Amendment.
 3. 350 Clyde Morris Boulevard, Amendment to Official Zoning Map.

4. 5 South Yonge Street, Mobil convenience store, electronic changeable copy signage for retail prices of gasoline, Special Exception.
- The Board of Adjustment and Appeals met and approved the following variances:
 1. 488 South Halifax Drive: variance for a carport within the side yard setback.
 2. 20 Marjorie Trail: variance to extend a pool screen enclosure in the rear yard setback.
 3. 444 North Halifax Drive: variance for a carport within the side corner yard setback.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 415 inspections preformed within the city (54 by private providers).
- 128 permits issued within the city, with a valuation of \$1,052,447 (3 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) conducted a final inspection of the Stor-it, Phase 2 project at 99 Portland Avenue.
- The Site Plan Review Committee did not meet this week.
- The following project is in under review of the SPRC:
 1. 1044 North U.S. Highway 1, US 1 Business Park Amendment: 1st Review, final undeveloped area if the US 1 Business Park. The project proposes two buildings of approximately 14,960 square feet.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Casements, Carriage House expansion	50%
Calvary School Expansion	2%
Coolidge Avenue Office/Warehouse	35%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	20%
Extended Stay America	50%
Granada Plaza sewer improvements	99%
Modern Wash	93%
OB Championship Softball Field	55%
Oceanside Golf and Country Club (seating)	95%
Oceanside Golf and Country Club (drop-off area)	95%
Publix remodel	60%
Salty Church	75%

Security First	99%
Stor-It	95%
The Pumphouse	30%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Utilities only	
101 Town & Country Lane	40%
Dunkin Donuts, 1190 Ocean Shore	95%
Deerfield Trace	95%
Independence Recycling of Volusia	98%
Huntington Villas, Phase 2B	95%
Latitude Beach Club	70%
Upscale Nails	60%

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 projected to commence this summer with construction slated to commence in the fall.
 - Design work for Runway Drive in the airport business park will commence this summer. This road will be designed to connect Tower Circle West to Pineland Avenue creating a secondary ingress and egress to the business park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - Staff is assisting the County with the Relaunch Volusia Small Business Grant and Home Based Business grant application process and notifying the business community of the program.
 - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs and anticipating the direction by Governor’s office for reopening the economy.
 - Staff attended the Team Volusia Economic Development Practitioner’s Council meeting via zoom for updates on the organization’s site selection prospects and marketing efforts for business attraction.

- 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 acquired the lease of 101 E. Granada (formerly Lucky's Market). Staff is in communication with Publix and will work with them as they move forward with their plans for the building.

Airport Operation and Development

- The City Commission has approved a lease agreement between the City and KOMN Hangar Investors, LLC (KHI) for Parcels 1, 2, and 3 in the southeast quadrant of the airport. KHI plans to construct a series of large hangars on these parcels, all of which have direct access to Taxiway Charlie. The lease agreement with KHI will provide additional revenue to the Airport Fund and more hangar space at the airport, in a manner consistent with the development contemplated in the current Airport Master Plan.
- The airport suffered no damage or interference with operations from Tropical Storm Isaias. The maximum wind gust recorded at the airport was 28 knots, which is approximately 32 miles per hour.
- Staff has issued a NOTAM (Notice to Airmen) that the temperature and dewpoint values reported by the airport's AWOS (Automated Weather Observing System) are unreliable. It has been determined that the sensor component which reports these values must be replaced. Staff has requested quotes to replace the sensor.
- Staff is in receipt of an application for Fixed Base Operator (FBO) status from K & G Aviation, LLC (K&G). K&G is located at 770 Airport Road, Hangar No. 27 at the airport, and is applying for FBO Category 4 and 5 status because the company intends to function as an independent aircraft sales, management and maintenance provider. Staff has prepared the application for consideration by the City Commission at their meeting on September 9, 2020.
- Staff has been advised that flight training traffic at the Ormond Beach Municipal Airport originating from the Daytona Beach International Airport may temporarily increase due to construction activity at the Daytona Beach airport. Some traffic from Daytona Beach is being directed to fly northbound over the Halifax River, which may result in more traffic over areas east and southeast of the Ormond Beach airport.

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

Finance

- On-going Projects
 - The City continues to work with the State to achieve obligation on one (1) additional project worksheet for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City continues to work with the FEMA to achieve obligation on one (1) additional project worksheet for hurricane Irma. Due to this PW involving pier replacement (Cassen Park) EHP takes substantially longer. To-date the City has received \$2.5 million dollars for hurricane Irma reimbursement.
 - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
 - The City awaits obligation by the State for PW33183, Cassen Pier. The City was recently received obligation by FEMA for this project.
 - Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.
- Completed Projects - Weekly
 - Processed 122 Journal Entry Batches.
 - Utility Billing Meter Readers completed 473 work orders.
 - Approved 15 Purchase Requisitions totaling \$108,846.64.

- Issued 11 Purchase Orders totaling \$313,381.93.
- Issued 245 past due notices on utility accounts.
- Prepared 97 Accounts Payable checks totaling \$348,339 and 41 Accounts Payable EFT payments totaling \$355,307.85.
- Auto-called 350 utility customers regarding receipt of a past due notice.
- Processed 530 payments through Interactive Voice Response System totaling \$48,909.
- Processed 750 payments through City online payment portal totaling \$63,491.
- Grant money 2019-20 fiscal year-to-date total received, \$3.2 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Working with the Police Department on the Justice Assistance Grant (JAG) 2020 Local Solicitation application which opened on July 9 and is due by August 19. This item is on the August 18, 2020, City Commission agenda for approval to submit.
- The Fire Department was awarded an Assistance to Firefighters Grant for updated SCBAs and thermal imaging cameras. This item is on the August 18, 2020, City Commission agenda for approval to accept.
- Working with the Economic Development Director on an Economic Development Administration grant proposal regarding the access road project at the airport.
- Grant reimbursement requests to date FY 19-20: \$981,238.274

- Other
 - Attended virtual staff meetings regarding preparations for Tropical Storm Isaias.

Risk Management Projects

- Finalized proposed update to the Minimum Insurance Requirements
- Attended professional topic webinars
- Attended WC mediation

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 4
 - Hazardous: 8
 - EMS: 65
 - Motor Vehicle Accidents: 8
 - Public Assists: 52
 - TOTAL CALLS: 139

- Aid provided to other agencies: 11 Calls – Daytona Beach (1), Holly Hill (4), Volusia County (6)
- Total staff hours provided to other agencies: 32
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 48
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 139

- Training Hours
 - NFPA 1001: Firefighting 20
 - NFPA 1002: Driver 10
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 36
 - EMT/Paramedic 7
 - TOTAL TRAINING HOURS: 77

- Station Activities
 - COVID precautions remain in effect at all stations
- Significant Incidents
 - 7/31/20, 2:46 PM: 1657 N. US1 – Vehicle Fire – Responded to a large freight truck fire at Love’s Truck Stop – heavy brown smoke and fire inside trailer with tightly packed load of household goods – hole cut into side of trailer to access fire – Ormond Beach Public Works assisted with heavy equipment to remove upper contents allowing complete extinguishment of fire – Battalion 90, Quint 93, Engine 94, Volusia County Engine 13 and 16 were on-scene – last crews cleared scene at 5:42 PM.
 - 7/31/20, 6:46 PM: 1131 Avenue G – Structure Fire – Responded to a single family mobile home with smoke and flames showing – upon arrival found 50% fire involvement – primary search conducted with no occupants – Battalion 90, Engine 92, Quint 93 and five County units initially dispatched – Ormond units were released at 10:36 PM and replaced with additional County units – scene operations continued by Volusia County.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Police Officer (Police)
 - Utilities Manager (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 Maintenance Worker II (Building Maintenance/Leisure Services)
 - Part Time Recreation Leader (Performing Arts Center/Leisure Services)
 - Applications Under Review
 - Part Time Evidence/Crime Scene Custodian (Police)
 - Background/Reference Checks/Job Offers
 - Administrative Assistant (Support Services)
 - Maintenance Worker II (Wastewater Collection - Reuse Distribution/Public Works)
 - Maintenance Worker III (Stormwater Drainage Maintenance/Public Works)
 - Paralegal
 - Police Officer (Police)
 - Water Distribution Operator 3,2,1, or Trainee (Water Distribution/Public Works)
 - Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2020:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start summer 2020.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 28
 - Completed: 59
 - In progress: 47
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 31,598
 - Inbound E-Mails Blocked: 11,490
 - Delivered Inbound E-Mails: 20,108
 - Quarantined Messages: 260
 - Percentage Good Email: 65.6%
 - ATP/Virus E-Mails Blocked: 0
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 9
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 32
 - Information requests from external organizations: 1
 - CIP related projects (pavement management, project tracking map): 0
 - Reclaim connections located this week: 0; Total in system = 2,741
 - Meters GPS located this week: 0 (flushing device meters); total in system = 23,784; 22,974 potable, 799 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- City Manager virtual staff meeting
- City Commission meeting
- 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

Environmental Discovery Center

- Continued to monitor safety and security of the EDC building and grounds.
- Enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Contacted and coordinated with Master Beekeeper(s) for return of bee hive.
- Continued to monitor newly established wildflower garden.
- Posting information on social media to promote Wildflower garden.
- Developing additional nature videos for posting to social media 1 to 2 times week.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily.
- OBGS is practicing on Tuesday and Thursday at 6 pm at Nova Field #4, Wednesday at 6 pm at Wendelstedt Field #2. Also, having clinic on Saturday and Sunday at 10 am at Nova Fields as well as the Kiwanis Field at the Sports Complex.
- USSSA Baseball Tournament, Sports Complex, Wendelstedt Fields and Quad, 8 am to 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 and infields
- Painted soccer fields corners 1- 6, 8 - 10
- Painted soccer parking lot corners
- Painted Championship Field 7 corners
- Painted flag football field corners
- Preparing for weekend USSSA Tournament and OBGS clinic

Performing Arts Center

- Placed orders, received, and delivered pandemic disinfection supplies
- Preparing for the reopening of the Tennis Center
- Met with Tennis Center stakeholders to discuss new City policies and procedures to go into effect when Center re-opens.

South Ormond Neighborhood Center

- Open gym to reservations only for basketball
- Cleaned and sanitized between players

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Continued evaluation of preliminary planning of upcoming events.
- Temporarily filling in at the Tennis Center.

Nova Community Center and Special Populations

- Hosted a virtual Lunch Bunch
- Continued taking reservations for pickleball and basketball
- Cleaned and sanitized between players
- Attended webinars to increase learning
- Monitored pickleball and outside areas
- Jazzercise Class is being held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Monday, Wednesday and Thursday, 5:45 pm
- Assisted with sandbag distribution

The Casements

- Welcoming guests into The Casements for self-guided tours
- House of Healing, Bailey Riverbridge from 4:30 pm - 6:30 pm on Sunday.
- “Did You Know?” were posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am - 9:30 am
- Construction continued on the North Lawn and Carriage House expansion project.
- Staff worked on a craft video
- Casements staff continued to assist with park restroom sanitation Monday, Wednesday, and Friday.

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected all virus signs on bathroom doors
- Inspected signs at all playground equipment
- Assembled and delivered roller to Tennis Center
- Replaced fence post at Magic Forest Park
- Installed hand sanitizer stations at the Tennis Center

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Assisted contractor with new key pad install at Fleet
- Repaired Gate 9 at Airport
- Replaced lighting box at Tennis Center court 6
- Replaced motion sensor at the Performing Arts Center
- Repaired lights at The Casements
- Replaced feature and recirculating pump at the Andy Romani Beachfront Park splash pad
- Adjusted locking times for the restrooms at the Environmental Discovery Center
- Replaced exit lights at the Performing Arts Center
- Repaired thermostat at WTP
- A/C maintenance at various City facilities
- Ceiling tiles replaced at City Hall
- Toilet unclogged at Andy Romano Beachfront Park and at Fortunato Park
- Splash Pad pump replaced at Andy Romano Beachfront Park
- Addressed water leak in mechanical room at FS92
- Addressed roof leak at Police Department

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff attended the virtual city commission workshop and commission meeting
- Staff monitored storm preparations for the agency
- Staff attended a Juvenile Justice webinar
- Staff attended a meeting regarding transitioning to different radio systems
- Staff developed a utilities awareness bulletin for officers to review
- Staff participated in In-Service Training events

Community Outreach

- Youth Leadership Council (YLC) - Four (4) members of the YLC met last week to bag up pre-packaged snacks to give to children in the community.

- OBPAL Basketball - Team members participated in open gym practice following the facility guidelines listed for individual or small group practice.
- Educational programs
 - The PAL Summer educational program partnership with the Summer Connections program at the South Ormond Neighborhood Center concluded last week. Thirty-five (35) students participated in science, reading, math and summer art/craft classes.
- Upcoming Special Events
 - OBPAL Annual Golf Tournament 2020 - The OBPAL Annual Golf Tournament, Golfing for Youth is currently scheduled for Saturday, November 14th at River Bend Golf Course. For additional information about sponsorship opportunities and participation please call the OBPAL House at (386) 676-3505.

Community Services & Animal Control

- Animal calls responded to: 29
- Animal Bites: 1
- Animal Reports: 2
- Animals to Halifax Humane: 0
- Trap Neuter Return: 2
- Found Property: 3
- Wildlife: 2

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 24
- Inactive: 14
- Fraud: 5
- Burglary Business: 2
- Burglary Residential: 0
- Larceny Car break: 4
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Vandalism: 1

Records

- Walk - Ins / Window: 27
- Phone Calls: 34
- Arrest / NTA'S: 15
- Reports Generated: 113
- Reports Entered: 100
- Citations Issued: 35
- Citations Entered: 29
- Warnings Entered: 84
- Trespass Warnings: 15
- CORF Entered: 18

- Mail / Faxes / Request: 3

Patrol

- Total Calls: 1,689
- Total Traffic Stops: 136

Operations

- Crime Opportunity Report Forms: 113

7/29/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Two subjects stole \$314.82 in merchandise from this location. The offense was witnessed by loss prevention.
- Violation of Probation Arrest, 1521 West Granada Boulevard (Walmart). Subject contacted and found to be in violation.
- Battery Arrest, 746 South Atlantic Avenue. Subject was witnessed by officers loitering and prowling. The subject resisted officers when he was taken into custody and battered an officer during the incident.
- Battery Domestic Violence Arrest and Violation of Probation Arrest, 404 Flormond Avenue. Subject threw a broom at her younger brother and struck him in the back.

7/30/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject stole \$111.87 in merchandise from this location. The offense was witnessed by Loss Prevention.
- Larceny, 1521 West Granada Boulevard (Walmart). An unknown suspect stole the victim's black/red BMX style bicycle
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject stole \$97.00 in merchandise. The offense was witnessed by Loss Prevention.
- Carbreak, 460 Sauls Street. An unknown suspect entered two of the victim's unsecure vehicles. The suspect stole an AR-15 type rifle from one vehicle and roughly \$4 in change from the other.
- Carbreak, 74 Tropical Falls Drive. Unknown suspect(s) gained access into the victim's trailer by breaking the padlock. Tools and other items were taken.
- Warrant Arrest, 1950 West Granada Boulevard (7-11). Subject contacted and found to have an open warrant.
- Narcotics Arrest, 960 South Nova Road. Subject was contacted during a traffic stop where narcotics were located inside the vehicle.
- Warrant Arrest, 250 Willow Place. Subject contacted and found to have an open warrant.

7/31/20

- Burglary Business, 364 West Granada Boulevard #A (CBD Store). Forced entry was made to the business by breaking a glass window with a brick. Two unidentified suspects made entry and stole several items from within.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Loss Prevention observed a subject conceal \$165.72 worth of merchandise and left without attempting to pay for the merchandise.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Loss Prevention observed a subject skip scan \$206.24 worth of merchandise.
- Warrant Arrest, 1608 North United States Highway One (Days Inn). Subject was located at this location and found to have an open Volusia County warrant
- Warrant Arrest, Oak Avenue/West Granada Boulevard. Subject contacted and found to have an open warrant.

8/1/20

- Battery Domestic Violence Arrest, 48 Laurel Oaks Circle. Subject was intoxicated and got into a verbal argument with her live-in boyfriend. The verbal incident became physical when she pushed her boyfriend after he took his cell phone.

8/2/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was skip scanning products in the self-checkout line. Loss Prevention witnessed the incident.
- Car Break, 1503 Oak Forest Drive. Two vehicles were unlocked and entered at this location. Two suspects entered the vehicles and the keys to one of the vehicles were stolen.

8/3/20

- Burglary Business, 60 North Perrott Drive (HB Concrete). Forced entry was made into the north door of the business. Once inside, entry was made into a tool box of a work truck. Several tools were taken.
- Carbreak Attempts, 526 Sandy Oaks Boulevard. An unknown suspect attempted to enter four vehicles at this location. Video surveillance recovered.
- Trespassing, False Identification to Law Enforcement Arrest (Central Park Fleming). Subject was located in the park with an adult after hours where he provided a false name. Further investigation revealed the juvenile's correct name and that he may have been a victim of a sex offense in South Daytona. South Daytona Police was contacted and responded. The juvenile was eventually released to his mother with a notice to appear.
- Trespassing Arrest, 21 Ocean Shore Boulevard (Birthplace of Speed Park). Subject was located sleeping in the park after being trespassed previously.

8/4/20

- Auto Theft, 1570 North United States Highway One (Waffle House). Unknown suspect(s) stole a black 2012 Peterbilt semitruck with a 53' trailer bearing belonging to SK Contractors.
- Burglary Residence, 18 Nottingham Drive. Unknown suspect(s) entered the victim's garage and stole a Husqvarna chainsaw. The victim is suspicious of the fact that employees of a contractor that recently performed work at the residence.
- Domestic Violence Arrest, 1210 Oak Forest Drive. Subject got into a physical confrontation with his adult son due to him oversleeping for an appointment. He was determined to be the primary aggressor and was arrested for simple battery.
- Warrant Arrest, West Granada Boulevard/Fisherman's Circle. Subject contacted and found to have an open warrant.
- Warrant Arrest, 790 W Granada Blvd (Walgreens). Subject contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 25
 - Number of Citations issued: 14
 - Number of Written Warnings Issued: 8
 - 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: 6 Cases initiated
 - Zone 2: 1 Case initiated
 - Zone 3: 11 Cases initiated
 - Zone 4: 4 Cases initiated
 - 6 signs have either been removed or sign cases created.
 - 13 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and sixty-seven (67) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Water Plant Upgrades – Chlorine pump replacements continue.
 - Breakaway Trails Storage and Pumping Improvements – A final inspection is being scheduled with the contractor.
 - WWTP Sludge Dewatering Improvements – Construction is 97% complete, the contractor is working on punch-list items.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – All trees and palms have been installed except for 8 Medjool palms in medians east of Nova Road. Contractor is focusing on completing the medians west of Nova Road, and currently areas within these medians are being prepped for new sod.
 - WTP Sludge Residuals Facility Improvements – Contractor is mobilizing to begin work on the project.
 - OBSC Improvements – Championship Field 7 – Construction is progressing on schedule.
 - Nova Community Park Underground Electric Utilities – Metering cabinet installation is being coordinated with FP&L.
 - WTP Chemical Feed System Upgrades – Shade structure shop drawings and permits are in process.
 - Broadway/US1 Traffic Signal – Mast arms are in production.
 - 2019 Stormwater Rebuild – Restoration is in process.
 - Casements North Side Improvements – Carriage House addition work is ongoing.
 - Fiber Optic Connectivity – Fiber optic cable installation to FS92 is ongoing.
 - CDBG Riviera Park Parking Improvements – North and south parking areas are completed, contractor is working on the curved parking area.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – Long lead time equipment is on order.
 - Nova Landfill Liner Repair – Construction underway.
 - 2020 Microsurfacing – A Pre-construction meeting was held on July 29.
 - 2020 Repaving – A Pre-construction meeting was held on July 31.
 - Landscape Renovations – Contractor is scheduled to begin work in September.
 - Rockefeller Room Renovations – Construction commenced August 4.
 - Bidding
 - CDBG SONC Fitness Station – Contract approved at the August 4 City Commission meeting.
 - North US1 Water Main and Force Main Improvements – Bids awarded at the August 4 City Commission meeting.
 - Gazebo Replacement CP II – Bid awarded at the August 4 City Commission Meeting.
 - Birthplace of Speed Overlook Replacement – A Construction Management Work Authorization was approved at the August 4 City Commission meeting.
 - MacDonald House Improvements – An RFP is scheduled for approval to advertise at the August 18 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 – Design is in process.
 - Downtown: Cassen Park Improvements – Project is in design.
 - Granada Streetscape Pavers – Project is in design.

- Update Parks & Recreational Master Plan – The RFP was advertised on August 2, a pre-proposal meeting is scheduled for August 19 and proposals are due on September 3.
- Business Park Drive Phase II – Design is underway.
- Granada Banner Pole Replacement – Specifications are being prepared for approval to bid late August.
- Departmental Activities
 - Reviewed daily Engineering permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Shadow Lakes Blvd/Memorial Circle directional bores, per Brighthouse request.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for Pine Tree Drive wood pole replacement, per FPL request.
 - Reviewed preliminary plans regarding a retaining wall and grading and filling within a wetland at 27 River Ridge Trail, and discussed with contractor.
 - Completed the multiple sketch and legal descriptions for Aberdeen phases 3, 4, and 5 utility easements, per Planning Department request.
 - Continued to update City Park Inventory & Analysis for Parks & Recreation Master Plan, per City Landscape Architect's request.
 - Completed Tree-in-the-Right-of-Way locate at 21 Queen Ann Court, per Streets Division request.
 - Marked the location of the Village Subdivision utility easement along Nova Road for Fire Station 92 Fiber Optic project, per Project Manager's request.
 - Completed emergency sketch and legal description for 27 Southern Pine Trail utility access easement, per Legal Department request.
 - Completed 30' safe sight triangle stakeout at 75 South St. Andrews, Tree-in-the-Right-of-Way locate at 55 North Washington Street, and Right-of-Way identification at 344 John Anderson Drive, all per Neighborhood Improvement Division requests.

Environment Management

Street Maintenance - Asphalt/Concrete

- Hauled old concrete to recycle center
- Repaired utility cut on A1A
- Sea Harbor Drive asphalt repair
- Filled in potholes 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
- Trimming on S Ridgewood Ave; Aaron Cir

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
- Spot trimming on N A1A

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Installed 3 new boat/trailer parking signs at Cassen Park

Stormwater Maintenance

- Reach out on Arroyo Parkway, Santa Fe, FDOT ponds, US1 & Airport Rd
- Locates citywide
- Pipe and basin repair at Sauls/Fleming Ave
- Depression on Oak Forest Dr
- Sand pick up; moved sand from The Casements to Nova Community Center
- Inlets inspected/cleaned citywide
- Gates/pumps/inlets citywide
- Pipe replacement on Wedgewood Cir
- Ditch maintenance on Gowers St

Vactor

- For Wastewater at SR40
- South Forty – for Wastewater
- Basin repair on Oak Forest

Street Sweeping/Streetsweeper (sweeper down)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,984
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,914 gallons unleaded, 7,979 gallons diesel
 - Fuel used in one week: 2,984 gallons of unleaded and 1,202 gallons of diesel.
 - Fleet completed 47 work orders this week.

Utilities

- Projects Summary
 - Reuse Main – Subaqueous crossing inspected.
 - Granada Sanitary Sewer Repairs – Provided engineering oversight to coordinate within City, FDOT, County, and contractor for temporary bypass. Target beginning full rebuild 8/9 with a one to two week construction window.
 - Beach Street Water Main – Survey & base map completed. Began in-house design.
 - North US1 Water Main and Force Main Improvements – Received 11 bids. Low bid \$2.7M. Bid includes a) Holly Hill Reuse and b) US1 Utility Adjustment work for FDOT project as additive alternates. Bid awarded at August 4 City Commission meeting.
 - Holly Hill Reuse Interconnect: Interlocal approved at July 28 City Commission meeting.
- SPRC Projects
 - 263 Nova Road – Attended Precon 7/29. Construction to commence early September.
 - 1190 Ocean Shore Blvd, Dunkin Donuts: Reviewed & approved as built

- Granada Plaza (beachside): Reviewed & approved as built.

Water Treatment Plant

- Delivered 42.4 million gallons for the week ending August 1, 2020 (6.06 MGD).
- Backwashed 11 filters for a total of 681,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 1, 2020 @ 6.97 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~97.2 wet tons of dewatered sludge (65 - 70% solids).
- Odyssey contractors are onsite for new projects.
- Flushed distribution system 93,000 gallons.
- Hurricane passed with no apparent damage.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.48 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.64 MGD.
- Produced 31.63 Million Gallons of Reuse.
- Produced 0.84 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (August 1, 2019 – July 31, 2020) (MGD):
 - Influent 4.08 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.19 (Permit 6 MGD);
 - Reuse 4.42 (Permit 10 MGD)

Water Distribution

- Responded to 13 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 14 calls for from customers concerning leaking water.
- Replaced 8 broken meter boxes.
- Located 1 meter box/water meter for a customer.
- Installed 4 new residential water meters/services for new construction.
- Replaced 2 residential water meters due to Finance Department work orders.
- Replaced 3 water service due to leaks from rusted piping or low-pressure concerns.
- Performed 1 water service disconnect due to building demolition.
- Performed pressure testing on 7 City owned backflow prevention devices.
- Performed valve maintenance on 8 main line valves.
- Performed accuracy testing on 2-3 commercial water meters. Scheduled 4 commercial water meters to be tested.
- Replaced 2 inoperable gate valves- 6" on San Jose Cir. & 8" on Ocean Shore Blvd.
- Installed a new 6" gate valve on San Jose Cir.
- Flushing activities included Airport Rd. (west of Tymber Creek Rd.), Heron Wing Dr., Hunters Ridge Blvd., Huntington Pl., San Jose Cir., Ocean Shore Blvd.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 143 regular & 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Contractor repaired broken sanitary gravity main at Emerald & N. Beach St.
- Replaced & Rewired PEP pumps at 8 Peruvian Way, 7 Cambridge Trace, 5 Crescent Lake Way and 5 Huntsman Look.
- Performed tank rehabilitation at 20 Peruvian Way.
- Located PEP Tank and C/O at customer request at 2 Holly Fern Chase.
- Located and mark all services at 33 Laurel Ridge Break.
- Adjusted high alarm in PEP tank at 32 Foxfield Chase.
- TV'ed 1 service from PM list.

- Responded to 2 reuse trouble calls.
- Verifying reclaimed connections on S. Peninsula.

Wastewater Plant – Lift Stations

- Walmart - Cleaned and sealed conduit entry from wet well at pump control cabinet.
- Ormond Mall – repaired damaged conduit at pump control panel.
- Screw Pump #3 VFD – enabled local VFD control.
- Bennett Lane – PLC not responding, rebooted.
- SCADA monitor/response: Responded to alerts at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Melrose Reuse – began locating electrical j-boxes to reestablish power at meter vault pump.
- Shadow Crossings – installation of low voltage cable for automatic control of pumps in progress, remote control at SCADA enabled.
- Bennett Lane – reboot PLC for lake level controls.
- High Service pump #1 – completed installation of rotating assembly, VFD faulted, made repairs, returned to service.
- Leeway storage tank – Removed CL-17 for repairs.
- WTP ground storage tank – level not reading at SCADA, fiber switch noted as bad, made jumper changes until new switch is received.
- Responded to equipment alerts at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Support Services/City Clerk

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

- City Clerk attended City Manager virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for August 4, 2020 virtual City Commission meeting.
- Agenda packet preparation for August 18, 2020, City Commission meeting.