

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 14, 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
- Reviewed city commission agenda packet

Spoke to, attended and/or met with:

- Managers COVID-19 conference call
- City Manager Think Tank virtual committee meeting
- Tiger Bay board meeting

PIO – Public Information

- Press Releases/Media
 - Interview coordination with Public Works
 - General media inquiries
 - General citizen request
- Social Media
 - Census Reminders: We officially passed our completion percentage from 2010.
 - Hurricane Preparedness: Sandbag Reminders
 - PPE Distribution Round 2
- Attended
 - City Manager virtual staff meeting
 - FPRA Webinar: Social Media
 - Volusia PIN network weekly COVID-19 conference call
- Training
 - Procreate webinar
 - FEMA Strategies PIO class

Community Development

Planning

- The Planning Board met on August 13, 2020 and acted upon the following applications:
 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.

- Staff attended the Ormond MainStreet Deign Committee meeting.
- The Ormond Grande project proposes to construct a 3,600 square foot industrial building with associated parking and construct 60 lot/unit residential fee simple townhome development located approximately 510 linear feet south of the intersection of U.S. Highway 1 and Ormond Lakes Boulevard. The neighborhood meeting will be held by the property owner at Plantation Oaks of Ormond Beach Clubhouse located at 2380 Chretien Drive, Ormond Beach, Florida, 32174. The meeting will be held on September 3, 2020 from 6:00 p.m. to 7:00 p.m.
- An application was submitted for electronic changeable copy signage for the retail display of gasoline prices at the RaceTrac gas station at 1670 West Granada Boulevard. Additional information is needed for the project and no public hearing date has been set.
- A Planned Business Development amendment has been submitted for Phase 3 of the US 1 Business Park project at 1020 to 1044 North U.S. highway 1. The amendment seeks to allow two buildings of approximately 14,960 square feet for warehouse uses. No public hearing date has been set.

Building Inspections, Permitting & Licensing

- 11 new business tax receipts issued.
- 329 inspections preformed within the city (59 by private providers).
- 118 permits issued within the city, with a valuation of \$1,106,842 (5 garage sales permits).

Development Services

- The Site Plan Review Committee met this week with:
 1. 1141 North US Highway 1: Pre-application meeting for a new development of a business/warehouse with a retail showroom.
 2. 176 Division Avenue: Pre-application meeting for the construction of a gymnasium where the existing basket court is located at the South Ormond Neighborhood Center.
- 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 building of approximately 14,960 square feet.
 2. Ormond Grande, Preliminary Plat. 2nd review. 3,600 square foot industrial building with associated parking and construct 60 lot/unit residential fee simple townhome development.
 3. 78 East Granada Boulevard, 1st review. Building addition and site improvements to the existing Ormond Beach Art Museum.
 4. 906 North U.S. Highway 1, Window World, 1st review. Proposed building of 2,715 square feet and associated site improvements.
- 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%
Climate Controlled Storage	0%
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%
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 the 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 Ormond Mainstreet Economic Vitality Committee meeting via Zoom on Thursday, August 13.
 - Staff participated in a webinar hosted by Chmura Economics on how Covid-19 is impacting the real estate and site selection process.
- 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

- Staff met this week with representatives of Hoyle, Tanner and Associates to review the 30% design plans for the construction of new airport access roads in the southwest quadrant of the airport. Connections to Signal Avenue and Tower Circle East in the Airport Business Park will afford access to over 80 acres of aeronautical use land on the airport.
- Staff has been advised that the aviation engineering firm retained by KOMN Hangar Investors, LLC (KHI) has prepared and submitted an airspace study request to the Federal Aviation Administration. The airspace study is a required component of KHI's project to construct a large hangar complex adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- Staff is working to repair a malfunction at Gate 9 on the airport. Access to the airport has not been impeded by the malfunction.
- 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 is awaiting multiple 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 received reimbursement for Cassen Pier. The City recently received \$521,000 and anticipates to receive \$200,000 more for hurricane Irma.
 - Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.
- Completed Projects - Weekly
 - Processed 115 Journal Entry Batches.
 - Utility Billing Meter Readers completed 425 work orders.
 - Approved 17 Purchase Requisitions totaling \$101,990.23.
 - Issued 16 Purchase Orders totaling \$113,900.02.
 - Issued 710 past due notices on utility accounts.
 - Prepared 94 Accounts Payable checks totaling \$596,750.05 and 43 Accounts Payable EFT payments totaling \$356,995.63.
 - Auto-called 279 utility customers regarding receipt of a past due notice.
 - Processed 510 payments through Interactive Voice Response System totaling \$52,050.
 - Processed 720 payments through City online payment portal totaling \$58,950.
 - Grant money 2019-20 fiscal year-to-date total received, \$4.0 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.
 - Working with the Economic Development Director on an Economic Development Administration grant proposal regarding the access road project at the airport.
 - Working with the Fire Department on a potential Firehouse Subs grant application.
 - Grant reimbursement requests to date FY 19-20: \$1,809,278.22
- Other
 - Attended the Virtual SKYWARN Class (basic) hosted by the National Weather Service.
 - Attended virtual staff meeting.

Risk Management Projects

- Assisting with preparing claims for settlement
- Investigating liability claims
- Handling new WC claims

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 7
 - Hazardous: 6
 - EMS: 78

- Motor Vehicle Accidents: 6
- Public Assists: 44
- TOTAL CALLS: 144

- Aid provided to other agencies: 8 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (5)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 49
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 82

- Training Hours
 - NFPA 1001: Firefighting 9
 - NFPA 1002: Driver 8
 - NFPA 1500: Safety/Equipment 23
 - EMT/Paramedic 15
 - TOTAL TRAINING HOURS: 55

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

- Significant Incidents
 - 8/10/20, 4:22 PM: 1203 N. US1 – Emergency Medical Rescue – Engine 92 and 93 assisted Volusia County with a fall – worker fell approximately 40' from rafters inside a warehouse and entrapped in 2' x 2' space – metal wall was cut to access patient – Air1 transported patient as a trauma alert.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Accounting Tech – Utility Billing Specialist (Finance)
 - 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
 - Maintenance Worker II (Wastewater Collection - Reuse Distribution/Public Works)
 - Maintenance Worker III (Stormwater Drainage Maintenance/Public Works)
 - Police Officer (Police)

 - Separations
 - Accounting Tech – Utility Billing Specialist (Finance)

- Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2020:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities

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 (CentralSquare Naviline): None
 - Windows Servers: None
 - Networking System: Added Casements to fiber network for high speed reliable access.
 - Work Orders
 - New: 31
 - Completed: 62
 - In progress: 48
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 29,919
 - Inbound E-Mails Blocked: 10,126
 - Delivered Inbound E-Mails: 19,793
 - Quarantined Messages: 264
 - Percentage Good Email: 66.2%
 - ATP/Virus E-Mails Blocked: 1
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 0
 - Corrections: 1
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,753
 - Meters GPS Located this week: 0 (Flushing device meters): Total in system = 23,891; 23,070 potable, 810 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- City Manager virtual staff meeting
- Staff meeting conference call
- 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.
- Monitoring the re-installed bee hive. Communicating with Master Beekeeper(s) on a regular basis.
- Continued to monitor newly established wildflower garden.
- Posting information on social media to promote the 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.
- OBSC Competitive teams practicing Monday through Thursday, 6 pm, Soccer Fields 4 and 5
- Pride Football practices on Monday, Tuesday, and Thursday, 5:30 pm, Sports Complex MP Fields 11 and 12
- TLY Baseball Tournament, Sports Complex and Nova, 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
- Cleaned 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 Championship Field 7 corners
- Painted flag football field corners
- Preparing for weekend baseball tournament
- Put up new batting cage nets

Performing Arts Center

- Placed orders, received, and delivered pandemic disinfection supplies
- Moved office supplies and equipment to the Tennis Center office
- Scheduled staff and implemented new Tennis Center hours of operation.
- Met with Tennis Pro Kevin Tierney to discuss lessons and City policies.

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.
- Temporarily filling in at the Tennis Center
- Attended Senior Games board meeting

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 in handing out sandbags

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.
- Window restoration continued on the 2nd and 3rd floor this week.
- Virtual Story Time on Facebook, Tuesday, 10 am
- "Did You Know?" was posted on Wednesday and Friday on The Casements Facebook page.
- Zoom meeting with the Ghost Storytellers on Friday at 9 am to discuss plans for an October event.
- 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.
- 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 all virus signs on bathroom doors
- Inspected signs at all playground equipment
- Replaced pickets at Magic Forest Park
- Installed posts and signs at the EDC
- Replaced picnic table at City Hall
- Repaired pavers at skate park
- Replaced trash receptacle at the Joyce Ebbets Pier
- Installed two new swings at Magic Forest Park
- Installed new safety pad at the skate 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
- Hooked up temporary chiller at the Police Department
- Transferred power from temporary chiller to main chiller at City Hall
- Replaced ceiling fan switch in office at City Hall
- Repaired light in the chemical room at Building Maintenance
- Repaired lights on Misner Trail
- Replaced dimmer and installed LED lamps in the Preservation Room at The Casements
- Troubleshooted pole A8, light replacement at Sports Complex
- Installed feature pump with new drive at the Andy Romano Beachfront Park splash pad
- Chambers chair repairs at City Hall
- Unclogged toilet at the skate park
- Ceiling leak repaired at the Police Department
- Replace battery in thermostat at WWT
- Unclogged toilet outside of South Ormond Neighborhood Center

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff initiated the annual shift bid process
- Staff hosted a meeting to discuss a traffic safety grant
- Staff advertised several upcoming position openings
- Staff converted the in-service training to a virtual platform
- Staff attended the quarterly Citizen Law Enforcement Advisory Board meeting
- Staff coordinated with Leisure Services for sign placement at city parks

Community Outreach

- Youth Leadership Council (YLC) – Three members assisted the New Wave Basketball Team with a school supply drive on Saturday, August 8.
- OBPAL Basketball – Team members participated in open gym practice at the Nova Community Center and The South Ormond Neighborhood Center.
- Educational programs – Schedules are currently being reviewed for OBPAL fall educational programs. Remote learning platforms will be used if COVID restrictions at partner schools and organizations do not allow onsite programming. OBPAL fall educational programming is scheduled to begin in October.
- Upcoming Special Events
 - OBPAL Annual Golf Tournament 2020 – The OBPAL Annual Golf Tournament, Golfing for Youth is currently scheduled for Saturday, November 14 at River Bend Golf Course. 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: 27
- Animal Bites: 2
- Animal Reports: 3
- Animals to Halifax Humane: 1 (dog)
- Trap Neuter Return: 2
- Pets at Vaccination Clinic: 67
- Found Property: 0
- Wildlife: 1

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 25
- Cases Exceptionally Cleared: 0
- Inactive: 3
- Fraud: 2
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 6
- Grand Theft: 3
- Auto Theft: 3
- Death Undetermined: 2
- Missing Persons Recovered: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0

- Assaults: 0

Records

- Walk - Ins / Window: 42
- Phone Calls: 54
- Arrest / NTA'S: 18
- Reports Generated: 112
- Reports Entered: 97
- Citations Issued: 33
- Citations Entered: 33
- Warnings Entered: 57
- Trespass Warnings: 19
- CORF Entered: 108
- Mail / Faxes / Request: 54

Patrol

- Total Calls: 1,638
- Total Traffic Stops: 135

Operations

- Crime Opportunity Report Forms: 99

8/5/20

- Stolen Vehicle, 7 Circle Oaks Trail. Unsecured vehicle was entered overnight, a purse and the keys to the vehicle were inside. Vehicle was taken and later recovered in Daytona Beach.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was witnessed concealing a box of wine and attempting to leave the business without paying.
- Carbreak, 14 Appaloosa Trail. Unlocked vehicle was entered overnight, nothing was taken.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was witnessed concealing ten cases of Red Bull and attempting to leave the business without paying.

8/6/20

- Warrant Arrest, 130 South Nova Road (Rivergate Plaza.) Subject contacted and found to have an open warrant.
- Narcotics Arrest, Moreland Boulevard/South Nova Road. A traffic stop was conducted, the subject was found to be in possession of narcotics.

8/7/20

- Carbreak, 5 Pine Shadows Trail. Unlocked vehicle was entered overnight, nothing was taken.
- Carbreak Attempt, 440 South Yonge Street. The door of an enclosed trailer was found to have pry marks, however, entry was not gained. A battery and a control box were also tampered with, but were secured and not able to be taken.
- Warrant Arrest, 1614 North United States Highway One (Econo Lodge.) Contact was made with a subject where it was found they had an open warrant.
- Burglary Business, 205 East Granada Boulevard (Walgreens.) The front door of the business was shattered, subject entered and stole cigarettes.
- Battery Domestic Violence Arrest, 657 South Atlantic Avenue. Subject slapped the victim and shoved another person.
- Narcotics Arrest, 1200 Block West Granada Boulevard. Subject was contacted and found to be in possession of narcotics.
- False Name Arrest, 1 South Beach Street (Cassen Park.) Subject provided a false name to officers when contacted during an after-hours park check.

8/8/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was witnessed concealing merchandise and attempting to leave the business without paying.
- Carbreak, 32 Ocean Shore Boulevard (The Secret Attic.) Two iPhones were taken from an unsecured vehicle.
- Carbreak, 601 Fleming Avenue (Central Park.) A window in the vehicle was shattered and a purse was taken.
- Warrant Arrest, 58 South Yonge Street. Subject was contacted and found to have an open warrant.
- Warrant Arrest, Granada/195. Subject was contacted during a traffic crash investigation and found to have an open out of state warrant.

8/9/20

- Theft, 290 South Old Kings Road. Subject reported that cash was taken from the residence.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was witnessed concealing merchandise and attempting to leave the business without paying.
- Sex Offense, 4 Sandy Lake Circle. Juvenile reported an offense occurring, investigation on-going.
- Loitering and Prowling Arrest, 600 South Atlantic Avenue. Subject was contacted in the area of a closed business and also gave officers a false name.
- Fleeing and Eluding Arrest, 788 West River Oak Drive. Subject was operating a vehicle suspiciously in the area and fled from officers when contact was attempted.

8/10/20

- Stolen Vehicle, 1103 Overbrook Drive. Unsecured vehicle was stolen from the driveway, keys had been left inside.
- Stolen Vehicle, 776 West Lindenwood Circle. Unsecured vehicle was stolen from the driveway, key fob had been left inside.
- Battery Arrest, 294 West Granada Boulevard (Kentucky Fried Chicken.) Subject circled the building after receiving food and threw the food at employees.
- Burglary Business, 600 South Nova Road (Prince of Peace.) Forced entry was made into a shed, a window air conditioning unit was taken.
- Theft, 55 North Old Kings Road (Montessori Global.) Several vinyl folding wagons were taken.
- Carbreak, 1120 Wandering Oaks Drive. Two unlocked vehicles were entered, a black change purse and sunglasses were taken.
- Carbreak, 1113 Wandering Oaks Drive. Two unlocked vehicles were entered, nothing was taken.
- Warrant Arrest, 100 Block North Tymber Creek Road. Subject contacted and found to have an open warrant.
- Theft, 601 Hand Avenue (Central Park). Bicycle was taken from the park when it was left unattended.

8/11/20

- Burglary Business, 400 North United States Highway One (Total Comfort.) Forced entry was made to the back gate of the business, scrap items were taken.
- Battery Domestic Violence Arrest, 690 South Nova Road (7-Eleven) Subject struck the victim in the face.
- Shoplifting Arrest, 1657 North United States Highway One (Love's Truck Stop.) Subject was observed placing items inside a store bag. Subject fled the store without paying for the items.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 19
 - Number of Citations issued: 10
 - Number of Written Warnings Issued: 7
 - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 3
 - 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: 5 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 2 Cases initiated
- 11 signs have either been removed or sign cases created.
- 8 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and sixty-seven (45) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Water Plant Upgrades – Substantial completion inspection is scheduled for next week.
 - 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) – Medians west of Nova Road are being prepped for new sod.
 - WTP Sludge Residuals Facility Improvements – Contractor is mobilizing to begin work.
 - 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 Fire Station 92 is ongoing.
 - CDBG Riviera Park Parking Improvements – Contractor is working on the east parking area.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – Long lead time, equipment is on order.
 - Nova Landfill Liner Repair – Construction is complete, grass seed has been planted, once the grass grows in, an FDEP inspection will be held.
 - 2020 Microsurfacing – Work is scheduled to begin early September.
 - 2020 Repaving – Construction is underway.
 - Landscape Renovations – Contractor is scheduled to begin work in September.
 - Rockefeller Room Renovations – Construction commenced August 4, work is ongoing.
 - Gazebo Replacement CP II – Bid awarded at the August 4 City Commission meeting, contracts are being executed.
 - CDBG SONC Fitness Station – Contracts are out for final execution.
 - North US1 Water Main and Force Main Improvements – Contracts are being executed.

- Bidding:
 - Birthplace of Speed Overlook Replacement – A Construction Management Work Authorization was approved at the August 4 City Commission meeting, a Notice to Proceed will be issued in early 2021.
 - MacDonald House Improvements – An RFP is scheduled for approval to advertise at the September 9 City Commission meeting.
 - Granada Banner Pole Replacement – A Disposition Item for approval to bid is scheduled for 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 nearing completion.
 - 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.
- Departmental Activities
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created finished floor elevation exemption documents for 2260 Airport Road per Planning Department request.
 - Updated and finalized the multiple sketch and legal descriptions for Aberdeen phases 3, 4, and 5 utility easements and submitted PDF copies to the Planning Department, per request.
 - Researched Engineering as-builts and provided PDF copies of the Water Treatment Plant Expansion project, per plant operator's request.
 - Researched Engineering drawing files and provided PDF copies of the FBO lease, and taxiways to the City Clerk, per public records request.
 - Completed right-of-way identification for the southwest corner of US1/SR40, per Neighborhood Improvement Division request.
 - Researched Engineering files and provided PDF document copies of The Falls City Utility Easement Agreement, per Utilities Division request.
 - Updated the License Plate Reader construction plan drawings to reflect Volusia County Engineering comments, per Utilities Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Cut and removed broken sidewalk on Aaron Cir.; ground roots, cleaned up form and sidewalk.
- Filled in potholes in Cassen Park
- Formed gutter for Stormwater on Wedgewood Cir.; rebuilt basin and gutters
- Asphalt patch repair on Sycamore Cir.
- Checked sidewalk for repair on Box Elder Ct.

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; The Casements parking lot, Lorillard Pl., Hull Rd/Harmony Ave.
- Picked up debris on Pineland Trl.

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
- Graded Ames Park

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 Arroyo Parkway; FDOT ponds; SR40
- Pipe replacement on Wedgewood Cir N.
- Basin repair on Wedgewood Cir N.; Oleeta St.
- Bush hog mowing FDOT ponds; SR40
- Ditch mowing citywide
- Ditch maintenance – Wilmette Ave.

Vactor

- Clyde Morris & Granada
- Beachside, JAD – baffle box cleaning
- Dormont

Street Sweeping/Streetsweeper (sweeper in for repair)

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

Fleet

- Mileage traveled by all departments for the week: 21,845
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 5,330 gallons unleaded, 7,134 gallons diesel
 - Fuel used in one week: 1,966 gallons of unleaded and 845 gallons of diesel.
 - Fleet completed 51 work orders this week.

Utilities

- Projects Summary
 - Beach Street Water Main – Survey & base map completed. Began in-house design.
 - WRF Clarifier #3 Partial Rehab – Vendor mobilization scheduled for September.

- Holly Hill Reuse Interconnect – Interlocal agreement approved at July 28 City Commission. Digital copy sent to Holly Hill PW Director.
- SPRC Projects
 - SPRC Site Plan: 324 N Nova Rd reviewed and approved plans
 - 8 Coolidge Drive – Coordinated use of existing 2” service uncovered in field (in lieu of new tap)
 - 1044 N US Hwy 1 – received site plan (1st submittal). Review in progress.

Water Treatment Plant

- Delivered 41.65 million gallons for the week ending August 8, 2020 (5.95 MGD).
- Backwashed 7 filters for a total of 398,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 8, 2020 @ 6.98 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~81.0 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 @ 4.4.49 MGD.
- Produced 30.58 Million Gallons of Reuse.
- Produced 0.73 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 MGD (Permit 6 MGD);
 - Reuse 4.42 MGD (Permit 10 MGD)

Water Distribution

- Responded to 7 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 11 calls for from customers concerning leaking water.
- Replaced 9 broken meter boxes.
- Replaced 2 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 5 City owned backflow prevention devices.
- Performed valve maintenance on 12 main line valves.
- Performed accuracy testing on 3-3 commercial water meters, all tested accurate. Scheduled 5 commercial water meters to be tested.
- Continued with contractual fire hydrant maintenance activities in Ormond-by-the-Sea, 44 fire hydrants inspected, repaired and/or painted.
- Repaired a stiff fire hydrant on Hunters Ridge Blvd.
- Exercised 2-16” raw water main gate valves on W. Granada Blvd. for future maintenance activities.
- Raised a valve box on San Jose Dr.
- Installed a gate valve marker for future valve location, debris removed from overgrown area around valve location.
- Assisted contractor with repair of a broken 6” water main on the southwest corner of S. Atlantic Ave. & Harvard Dr.
- Repaired a broken 6” water main due to a contractor boring through the pipe on Juniper Dr.
- 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 125 regular & 2 emergency utility locates for the previous week.

Wastewater Collection - Reuse

- Crews responded to 18 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.

- Follow up at 7 Cambridge Trace and 17 Coquina Ridge Way, systems operating normally.
- Rewired PEP pump at 5 New Forest Look.
- Responded to PEP pump issue at 76 Westland Run. Home builder's electrician had wired pump incorrectly. Issue resolved.
- Repaired 2 C/O's at 204 Sage Brush Trail.
- Flushed sanitary service at 103 Hickory Hills Cir.
- Located all services at 44 Black Hickory Way and 211 Black Hickory Way.
- Made 16"x33" cut into driveway at 95 Deep Woods Way to access pep tank and j-box. Rewired pump and replaced concrete.
- Replaced and rewired pep pumps at 76 Westland Run, 108 Deep Woods Way, 17 Coquina Ridge Way, 49 Carriage Creek Way, 34 Laurel Ridge Break, 31 Coquina Ridge Way, 25 Foxfords Chase, 59 Sounders Trail Cir, 27 Huntmaster Ct.
- Follow up to TV at 5 Riverside Cir. Discovered roots in service and 6" main. Cleared roots.
- Responded to 4 reuse trouble calls.

Wastewater Plant – Lift Stations

- 5M – pulled pumps to clear blockage at volutes, blockage due to SR 40 force main debris.
- San Marco, Spring Meadows – Replaced 1 pump with high head pump, made electrical changes to power new pump. This is to pump against higher head conditions resulting from force main bypass.
- SR 40 Force Main – provided visual monitoring of lift stations to tanker crews for bypass of damaged collection system.
- SR 40 Gravity Main replacement in process.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Reviewing SCADA programming and automatic responses
- Perform 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.
Agenda packet preparation and distribution for August 18, 2020, City Commission meeting.