

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 21, 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:

- Staff Meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- Rotary virtual meeting
- City Commission virtual meeting
- Managers' COVID-19 conference call
- Tiger Bay webinar on Florida's Future in Extraordinary Times
- Team Volusia Finance Committee virtual meeting

PIO – Public Information

- Press Releases/Media
 - Halloween Drive-Thru
 - PAC Grants
 - General media and citizen inquiries
- Social Media
 - Census Completion Push
 - Construction and Road Safety Alerts
- Attended
 - City Manager virtual staff meeting
 - Engineering/Planning meeting
 - City Commission meeting
 - COVID-19 Volusia PIN network call
- Training
 - Webinar: PIO Advanced Techniques and Tactics
 - Webinar: Granicus Website Tips

Community Development

Planning

- The Ormond Grande project proposes to construct a 3,600 square foot industrial building with associated parking and construct a 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 property owner will hold a neighborhood meeting 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.

- Staff attended the Ormond MainStreet Board meeting and Arts District Board meetings.
- Staff received the 2020 population estimate from the University of Florida Bureau of Economic and Business Research (BEBR) for Ormond Beach of 41,782.
- There is one variance application for the September 2, 2020, meeting. The variance application is at 88 Sounders Trail Circle and seeks to allow a constructed screen enclosure to remain with a five (5') foot setback where the Land Development Code requires ten (10') feet.
- Attended the pre-bid meeting for the Park and Recreation Master Plan update.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts were issued.
- 401 inspections performed within the city (38 by private providers).
- 126 permits issued within the city, with a valuation of \$2,005,932 (6 garage sales permits).

Development Services

1. The Site Plan Review Committee (SPRC) met this week with 835 Hull Road: Pre-application meeting for a new development of RV and Boat storage.
 2. The SPRC conducted final inspections at the Oceanside Golf and Country Club for (1) an outdoor seating area, (2) drop-off modifications, and (3) access connection to Halifax Drive improvements.
- The following projects are in under review of the SPRC:
 1. 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.
 2. 78 East Granada Boulevard, 1st review. Building addition and site improvements to the existing Ormond Beach Art Museum.
 3. 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)	99%

Oceanside Golf and Country Club (drop-off area)	99%
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 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 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 participated in a teleconference sponsored by the FAA concerning the agency's new NOTAM Manager software. Staff has been certified by the FAA to use this software for issuing all NOTAM (Notice to Airmen) advisory messages for the airport. Topics of discussion included FAA comments on the software and its deployment, review of common errors in "work in progress" NOTAMs, review of common holding position sign errors, using ICAO (International Civil Aviation Organization) contractions in remarks, and feedback from airports using NOTAM Manager.
- Staff participated in a virtual meeting of the general membership of the Florida Airports Council (FAC). FAC is the official association of the publicly-owned and operated airports in Florida. FAC was originally formed as the Florida Airport Managers Association (FAMA) in October of 1969. FAC is composed of members representing all 20 commercial service airports in Florida and 79 of the State's publicly-owned general aviation airports, and more than 250 corporate, educational, affiliate, student chapters and student members.
- Staff participated in a virtual meeting of the 2020 CFASPP Statewide Committee. The Continuing Florida Aviation System Planning Process (CFASPP) is a method used within Florida to continually monitor the aviation environment and determine the development requirements needed to best meet projected aviation demands. This process is a component of the FAA's Continuous Airport Systems Planning Process. Topics of discussion included the Statewide Airfield Pavement Management System (SAPMP), the statewide airfield marking contract, the Aviation Project Handbook update for 2020-2021, the Airport Master Plan Update Guidebook update for 2020-2021, the Florida Aviation Professionals Academy, and the planned 2021 Pavement Training and Distress Repair Courses.
- Staff responded to a request for information from KOMN Hangar Investors, LLC (KHI) regarding their planned hangar development project. Staff provided KHI with information needed by KHI to compose a construction safety and phasing plan for their project.
- Staff has communicated with FPL management concerning two power outages at the air traffic control tower this week. FPL has advised that one of the outages occurred while a hardening crew was working on the feeder line, and that severe weather may have been a factor. FP&L also advised that the hardening that is being done will improve reliability and help prevent future outages.
- 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 23, 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 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 Casсен Pier. **The City recently received \$521,000 and anticipates receiving \$200,000 more for this event.**
 - Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.
- Completed Projects - Weekly
 - Processed 119 Journal Entry Batches.
 - Utility Billing Meter Readers completed 417 work orders.
 - Approved 8 Purchase Requisitions totaling \$35,067.40.
 - Issued 15 Purchase Orders totaling \$121,708.30.
 - Issued 710 past due notices on utility accounts.
 - Prepared 71 Accounts Payable checks totaling \$254,796.29 and 26 Accounts Payable EFT payments totaling \$377,800.92.
 - Auto-called 351 utility customers regarding receipt of a past due notice.
 - Processed 612 payments through Interactive Voice Response System totaling \$54,909.
 - Processed 711 payments through City online payment portal totaling \$51,900.
 - Grant money 2019-20 fiscal year-to-date total received, \$4.1 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Justice Assistance Grant (JAG) 2020 Local Solicitation application.
 - Accepted the award for the Assistance to Firefighters Grant (AFG) 2019.
 - Responded to the Department of Housing and Urban Development (HUD) regarding the City Commission's decision to defer entitlement status.
 - 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: \$1,824,713.22
- Other
 - Attended virtual staff meeting.
 - Attended virtual City Commission meeting.
 - Attended virtual AFG Post Award Orientation

Risk Management Projects

- Attend multiple professional development webinars
- Site visit for claim investigation
- Attend depositions

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 5

- Hazardous: 4
- EMS: 78
- Motor Vehicle Accidents: 3
- Public Assists: 47
- TOTAL CALLS: 138

- Aid provided to other agencies: 12 Calls – Daytona Beach (5), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 46
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 38

- Training Hours
 - NFPA 1001: Firefighting 27
 - NFPA 1021: Officer 2
 - NFPA 1500: Safety/Equipment 30
 - EMT/Paramedic 5
 - TOTAL TRAINING HOURS: 64

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

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Maintenance Worker II (Stormwater/Public Works)
 - 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
 - Accounting Tech – Utility Billing Specialist (Finance)

- Interviews Scheduled
 - Part Time Evidence/Crime Scene Custodian (Police)

- Background/Reference Checks/Job Offers
 - Maintenance Worker II (Wastewater Collection - Reuse Distribution/Public Works)
 - Maintenance Worker III (Wastewater Collection - Reuse Distribution/Public Works)
 - Police Officer (Police)

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

- Wellness Action Team activities

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: None
 - Work Orders
 - New: 41
 - Completed: 84
 - In progress: 39
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,625
 - Inbound E-Mails Blocked: 10,890
 - Delivered Inbound E-Mails: 19,735
 - Quarantined Messages: 246
 - Percentage Good Email: 64.4%
 - ATP/Virus E-Mails Blocked: 1
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 9
 - Changes: 3
 - Corrections: 19
 - Map/Information Requests: 0
 - Information Requests from External Organizations: 0
 - 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 virtual meeting
- Virtual staff meeting
- Park inventory and photos for Master Plan
- 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

- Continue 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.
- Posting information on social media to promote wildflower garden.
- Developing additional nature videos for posting to social media 1 to 2 times week.
- Organizing content for upcoming Livestream class on honey bees.

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
- OBYBSA Baseball/Softball practices Monday, Wednesday, and Friday, 6 pm, Nova Fields, Softball Quad at Sports Complex at 6 pm.
- OBSC Competitive Soccer Games, Saturday, 10 am, Sports Complex, Soccer Fields 4,5,8

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, 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 soccer games
- Put up new batting cage nets
- Painted soccer fields at South Ormond Neighborhood Center for YMCA fall season

Performing Arts Center

- Placed orders, received, and delivered pandemic disinfection supplies
- Held discussion with CMT about fall after-school program.
- Updated Ormond Beach Tennis Center Facebook page.
- Set-up text and email group message for 8 am player notification of court conditions

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.
- Preliminary planning of tasks and assignments for October's "Trunk or Treat" event.
- Continued evaluation and preliminary planning of fall and winter events.

Nova Community Center and Special Populations

- Hosted a virtual Lunch Bunch
- Continued taking reservations for pickleball and basketball by reservations only

- 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.
- Set up began for The Casements to be a polling location.
- Tidbit Tuesday continues this week covering The Casements kitchen floor renovations.
- "Did You Know?" is 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.
- Casements staff continued to assist with Park restroom sanitation Monday, Wednesday, and Friday.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected all virus signs on bathroom doors
- Inspected signs at all playground equipment
- Removed fence at the Tennis Center
- Cut branches at the Boardwalk Trail
- Replaced swings at Central Park I
- Installed new slab for bench at Central Park I and at Riviera 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
- Repaired light in office at Andy Romano Beachfront Park
- Repaired lights and switch in chemical room at Building Maintenance
- Tested all and repaired as needed mag locks city wide
- Troubleshoot Fleet gate
- Replaced hold open loop detector module at the Airport – Gate 9
- Repaired various lights at City Hall
- Replaced light at Nova Community Center west entrance
- Ceiling tile replacement at City Hall
- A/C maintenance and repairs at Police Department
- Gate troubleshoot at WWTP
- Put up signs at City Hall
- Cleaned out second floor room at City Hall
- Installed blinds at the Tennis Center
- Unclogged toilets at Sanchez Park, Andy Romano Beachfront Park and Fortunato Park

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff hosted the quarterly Citizen's Law Enforcement Advisory Board Meeting
- Staff coordinated interviews for Evidence Custodian

- Staff coordinated traffic details for main thoroughfares
- Staff monitored demonstration activities within the City

Community Outreach

- Youth Leadership Council (YLC) – Three members met last week to discuss upcoming projects and enjoy an ice cream treat.
- OBPAL Basketball – Fifteen team members participated in open gym practice following the facility guidelines listed for individual or small group practice.
- Educational programs – Schedules are currently being reviewed for OBPAL Fall Educational programs. Remote learning platforms will be used to offer educational programs if COVID restrictions at partner schools and organizations do not allow onsite programming. OBPAL Fall Educational programming is currently 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: 32
- Animal Reports: 2
- Trap Neuter Release: 5
- Animal Bites: 0
- Animals to Halifax: 4
- Wildlife Calls: 0
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 6
- Inactive: 5
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 1
- Grand Theft: 0
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 1
- Vandalism: 4
- Baker Act: 1

Records

- Walk - Ins / Window: 127
- Phone Calls: 124
- Arrest / NTA'S: 27

- Reports Generated: 107
- Reports Entered: 100
- Citations Issued: 32
- Citations Entered: 32
- Warnings Entered: 136
- Trespass Warnings: 30
- CORF Entered: 27
- Mail / Faxes / Request: 46

Patrol

- Total Calls: 1,568
- Total Traffic Stops: 160

Operations

- Crime Opportunity Report Forms: 134

8/12/20

- Battery Arrest, 353 West Granada Boulevard (Winn Dixie). Subject pushed a shopping cart toward the victim and her two-year-old daughter, with force, for no apparent reason. He then yelled at the adult victim and spit on her.
- Trespassing Arrest, 839 South Atlantic Avenue (Andy Romano Park). Subject was contacted in the park after previously being trespassed.

8/13/20

- Stolen Vehicle, 12 Fisherman's Cir #3. Unknown suspect(s) stole the victim's 2012 Hyundai SUV. The vehicle was recovered in Daytona prior to being reported by the victim.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise which was witnessed by Loss Prevention.
- Theft, 152 Pine Cone Trail. Occurred sometime over the past week. An unknown suspect removed the license plate decal from the victim's vehicle.
- Carbreak, 8 Fisherman's Circle #8. Unknown suspect(s) entered the victim's unsecure vehicle. Two phone chargers and a cigarette lighter were taken.

8/14/20

- Breach of Peace, Misuse of 911 and Resist Officer Without Violence Arrest. Subject was arrested after continuously setting off his vehicle's horn remotely and calling 911 ranting about various issues. This was the second night in a row. Officers were finally able to get the subject to exit his home where he was taken into custody without incident.
- Prowler Arrests, Neptune Avenue and Triton Road. Two subjects were contacted after a call was received of two females walking on the golf course behind the homes.
- Warrant Arrest, 1 West Granada Boulevard. Subject was located at this location and found to have an open Lee County, Mississippi Warrant for Burglary of a Building.
- Residential Burglary, 70 North Saint Andrews Drive (Tomoka Oaks subdivision). Samsung TV and \$20 in loose change stolen. Victim declined to pursue charges.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject skip scanning \$76.97 worth of merchandise.
- Narcotics Arrest, 116 North Saint Andrews Street (Tomoka Oaks subdivision). Units responded in reference to a disturbance involving a firearm. Subject contacted was charged with possession of a firearm by a convicted felon, giving a false name to law enforcement, criminal mischief, possession of hash oil and narcotic paraphernalia.
- Narcotics Arrest, Arroyo Parkway/Orchard Avenue. Subject was stopped for riding his tricycle with no lights. Subject was found to be in possession of narcotics and paraphernalia.

8/15/20

- Stolen Vehicle, 1102 West Granada Boulevard (Speedway Gas Station). Vehicle was stolen when the victim went inside to use the restroom.

- Battery Domestic Violence Arrest, 727 Riverside Drive. Subject got into a verbal argument with her live-in boyfriend about text messages she discovered in his cell phone. When he tried to get the phone from her she hit him multiple times in the chest and face.
- Narcotics Arrest, Mainsail Circle/Fleming Avenue. Subject was stopped for riding his bicycle with no lights. Subject was found to be in possession of narcotics and paraphernalia.
- Traffic Arrest, Osceola Avenue/South Atlantic Avenue. A traffic stop was conducted on a vehicle that was speeding, driver was found to be a habitual traffic offender.

8/16/20

- Car Break, 671 South Nova Road. Forced entry to the victim's camper (which is not lived in) where a fishing pole, shop vacuum and camping chair were stolen.
- Rape, 74 Magnolia Avenue. The victim advised that she was raped by her husband 5 years ago at this address.
- Battery Domestic Violence Arrest, 533 Hand Avenue. Subject got into a verbal argument with his mother over his friends being at the house, which became physical. Subject also resisted the officer while being detained.
- Battery Domestic Violence Arrest, 471 Hammock Lane. Subject was contacted at this address in reference to an incident the night before.
- Narcotics Arrest, 1501 San Marco Drive (San Marco Apartments). Subject was contacted when officers were investigating a suspicious person. He was found to be in possession of narcotics.
- Warrant Arrest, 1501 San Marco Drive (San Marco Apartments). Subject was contacted at this address and found to have an open Flagler County warrant.
- Narcotics Arrests, Hand Avenue/South Nova Road. A traffic stop was conducted for failing to stop at a stop sign where the vehicle was found to contain a black digital scale with Fentanyl residue, a clown mask and a toy gun. Another passenger was found to be in possession of narcotics.

8/17/20

- Shoplifting Arrest, 1521 W Granada Boulevard (Wal-Mart). Subject stole \$45.30 in merchandise from this location. The offense was witnessed by Loss Prevention.
- Stolen Tag, North Halifax Drive/Pinecrest Avenue. The victim's tag was taken from the vehicle and switched for another stolen tag.
- Trespassing Arrest, 601 Hand Avenue. Subject was trespassed from the park on 8-13-20, returned to the city park on 8-17-20 and was placed under arrest

8/18/20

- Larceny, 955 Lynn Circle. Subject thinks workers that had access to his home over the last several months are the suspects who got into three lock boxes and took a large amount of jewelry and coins valued at approximately \$10,070.
- Battery Domestic Violence Arrest, 84 North Arbor Drive. Subject was in a physical altercation with his live-in girlfriend.
- Battery Domestic Violence Arrest, 160 Valencia Drive. Subject was in a physical altercation with his wife, she was shoved and fell down a few stairs.
- Larceny, 13000 Caroline's Cove Apartment 207B, Subject advised she is missing a Louis Vuitton purse and wallet from her closet.
- Resisting an Officer Arrest, 425 Pine Road. Subject was in a verbal altercation with his adult daughter. During the investigation he refused to give his identity although he was given several opportunities to do so.
- Loitering and Prowling Arrest, 543 Crowne Sunset Drive. Subjects were parked in the rear of the Crowne Apartments and when questioned could not explain why they were there. The vehicle they were in did not have a license plate.
- Possession of Weapon by Convicted Felon Arrest, Laurel Drive/Laurel Oaks Circle. Subject was contacted and detained for a battery charge.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 19

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

Public Works

Engineering

- Project Summaries
 - Construction Projects:
 - Water Plant Upgrades – Substantial completion inspection was held on August 20.
 - 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 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 FPL.
 - 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.
 - 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 – Work is ongoing, eight windows have been removed and are being restored.
 - Gazebo Replacement CP II – Contracts are being executed.
 - CDBG SONC Fitness Station – Contracts are executed, a pre-construction meeting is being scheduled.
 - North US1 Water Main and Force Main Improvements – Contracts are being executed.

- Bidding:
 - 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 was approved at the August 18 City Commission Meeting. Project will be advertised on August 23.
- 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 – A Work Authorization for final site plan modifications is scheduled for approval at the September 23 City Commission meeting.
 - Granada Streetscape Pavers – Project is in design.
 - Update Parks & Recreation Master Plan – The RFP was advertised on August 2, a pre-proposal meeting was held on August 19, 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 approved Work in the Right of Way permit for Hand Avenue directional bore, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 305 Clyde Morris directional bore, per Southern Light Fiber Optic LLC request.
 - Researched street maintenance responsibilities for a section of Cordova Avenue, per homeowner's request.
 - Continued to update the City Park Inventory & Analysis for the Parks & Recreation Master Plan Update, per Landscape Architect's request.
 - Completed sight triangle stakeouts at Railroad Street/Willow Place intersection and Railroad Street/Palm Place, per Neighborhood Improvement Division request.
 - Researched Engineering as-builts of the Water Treatment Plant for the purpose of compiling existing yard piping plans, per plant operator's request.
 - Researched old Engineering drawing files and provided PDF copies of the Riverbend Golf Course buildings construction plans, and PDF copies of the sketch and legal descriptions for the FBO lots 1-3, per Airport Manager's request.
 - On-site meeting at 610 Santa Ana to review possible grading in the wetlands, per Neighborhood Improvement Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Removed broken gutter, formed for new one, cleaned up area for repair of basin on S. Wedgewood Cir; formed and poured basin and gutter; removed forms and cut asphalt
- Inspected walks for future repairs citywide
- Cleaned and prepped for forms at N Ridgewood & Hernandez

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 Harmony, Ponce De Leon, Airport Sports Complex, ROW on Andalusia & Rockefeller/Riverside

Maintenance

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

Sign Shop

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

Stormwater Maintenance

- Mowed ponds SR40
- Utility locates, pumps & gates citywide
- Mowed easement & assisted Streets on Harmony Ave
- Demo of cutting head for vendor at Mayfield
- Inlets inspected & cleaned citywide
- Reach out Forest Hills sidewalk, US1
- FDOT pond mowing SR40
- Ditch mowing US1, Flagler & Gowers
- Filled depression at Fleming & Sauls
- Outfalls inspected at N/S Beach St

Vactor

- Fiesta Dr
- Eileen Butts

Street Sweeping/Streetsweeper (2 days)

- 43 miles of road cleaned
- 12 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,644
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 3,843 gallons unleaded, 5,503 gallons diesel
 - Fuel used in one week: 1,487 gallons of unleaded and 1,180 gallons of diesel.
 - Fleet completed 54 work orders this week.

Utilities

- Project Summaries
 - Airport Road-SR40 Water Main Loop – Staff received plans & specs for review. Estimated construction cost \$1.4M.

- SPRC Projects
 - 1044 N US Hwy 1 – Completed site plan review (1st submittal).
 - 906 N US Hwy 1 – Window World – received plans for review.
 - 78 E Granada Blvd – Ormond Memorial Art Museum – received plans for review.
 - Ormond Grand Preliminary Plat – received plans for review.
 - Cloud 10 – received as-builts for 1st review.

Water Treatment Plant

- Delivered 40.72 million gallons for the week ending August 15, 2020 (5.82 MGD).
- Backwashed 12 filters for a total of 794,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 15, 2020 @ 6.95 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~81.0 wet tons of dewatered sludge (65 - 70% solids).
- Odyssey contractors are onsite for new projects.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.45 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.64 MGD.
- Produced 23.65 Million Gallons of Reuse.
- Produced 8.80 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 10 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 11 calls from customers concerning leaking water.
- Replaced 5 broken meter boxes.
- Replaced 3 water services due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 4 City owned backflow prevention devices. Repaired 1 BFP.
- Performed accuracy testing on 2-3", 4" and 6" 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, 40 fire hydrants inspected, repaired and/or painted.
- Relocated a water service due to tree root issue at 40 N. Beach St.
- Repaired a 2" GSP water main on Longwood Dr. Leak caused by construction activity.
- Disconnected an abandoned irrigation water service at 247 Fairway Dr.
- Repaired a 3" PVC water service at 535 N. Nova Rd.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 151 regular utility locates for the previous week.

Wastewater Collection - Reuse

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Responded to customer call about unlocated gravity line at 1 Leisure Woods Way. Line is on customer side and they will need to re-route to install pool.
- Follow up at 39 Byron Elinor and 924 Northbrook Dr. TV'ed sanitary laterals, clear and clean to main.
- Follow up at 91 Live Oak Ave. cleared roots from sanitary lateral.
- Cleaned sanitary lateral and 6" main at 5 Riverside Cir., removed roots.
- Located all services at 14-16 Brook Crest Way.
- Serviced 8 sanitary laterals on PM list.
- Replaced and rewired PEP pump at 49 Coquina Ridge Way, and 20 Foxhunter Flat.

- Responded to reclaimed leak at 4 Lost Springs Way. Leak is on customer side, showed customer where shut valve is located.
- Turned off reclaimed service at 4 Lonetree Look per customer request.
- Responded to leak at 110 Shadow Creek Way. Leak on customer side, customer advised.
- Turned reclaimed on at 31 Canterbury Woods, line was off since 3/14/20 at customer request.
- Responded to no reuse call at 15 Highwood Ridge Trail. Valve is open and customer has pressure.
- Responded to broken valve at 180 Ellicott Dr. Issue was on customer side.

Wastewater Plant – Lift Stations

- 8M – replaced failed pump controller with new stock, also installed new level probe.
- 7M, 4M - replaced failed pump controller with new stock.
- Orchard Reuse – replaced failed level transducer, made repairs to exterior equipment rack.
- Hardened Data Center – corrected corroded wiring at mobile generator power cord.
- Influent Pumps – auto control restored.
- SCADA monitor/response: Responded to multiple alerts at the 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.
- Main PLC – backup LPRO processor failed and will not connect to the master – quotes have been requested for replacement parts, corrective actions will be reviewed when new equipment is available.
- High Service pump 5 – motor received, repairs to pump and associated valves are being scheduled before motor is installed.
- Responded to equipment alerts at the 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 virtual City Manager staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for August 18, 2020, Virtual City Commission Meeting.