

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 4, 2020

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Virtual staff meeting
- State of the City planning

Spoke to, attended and/or met with:

- Attended virtual meeting with Team Volusia consultant Jared Lane of Livability Media, regarding Team Volusia's marketing program.
- Managers COVID-19 conference call

PIO – Public Information

- Press Releases/Media
 - General citizen inquiries
 - General media questions and interview coordination
 - Social campaign support for #OBPDMightyDuck
- Social Media
 - Hurricane Preparedness #OBPrepared
 - Halloween Highway
 - PPE Distribution
- Attended
 - City Manager's Virtual Staff Meeting
 - Engineering/Planning Meeting
 - Volusia PIN Network Meeting
 - Budget Fact Sheet Prep
 - State of the City Planning/Prep
- Developing
 - Budget Fact Sheet and supporting website
 - 9/11 Memorial Ad

Community Development

Planning

- Staff attended the neighborhood meeting for the Ormond Grande project which 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.

- Staff attended and presented one variance case at 88 Sounders Trail Circle which was approved to allow a constructed screen enclosure to remain with a five (5') foot setback where the Land Development Code requires ten (10') foot setback.
- The Planning Board meeting for September 10, 2020 has been canceled based on no agenda items to be heard.
- An annexation petition has been received from the property at 1644 North U.S. Highway 1, AA Accurate Truck & Tire Repair.

Building Inspections, Permitting & Licensing

- 10 new business tax receipts issued.
- 400 inspections performed within the city (18 by private providers).
- 124 permits issued within the city, with a valuation of \$2,634,859 (7 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with representatives of the following projects:
 1. 906 North U.S. Highway 1, Window Word: discussion of SPRC comments from the first review.
 2. 162 South Nova Road, Jeremiah's Italian Ice: pre-construction meeting. Both site and building permit have been issued.
 3. 1044 North U.S. Highway 1, US 1 Business Park amendment: discussion of SPRC comments from the first review.
- There are no projects under review of the SPRC.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Calvary School Expansion	5%
Casements, Carriage House expansion	70%
Coolidge Avenue Office/Warehouse	40%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	20%
Extended Stay America	55%
FPL Substation Expansion	0%
Nova Road Climate Controlled Storage	0%
OB Championship Softball Field	90%
Publix remodel	70%
Salty Church	90%
The Pumphouse	30%
Total Comfort	10%
Utilities only	
101 Town & Country Lane	40%

Dunkin Donuts, 1190 Ocean Shore	95%
Deerfield Trace	95%
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 underway and construction is 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.
- 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 virtual meeting with representatives of the Orlando Airports District Office of the FAA to review the City’s current airport improvement project for Runway 9/27. Staff also provided information about private hangar development planned for the southeast quadrant of the airport.
- Staff submitted an amended 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 communicated with senior personnel from Phoenix East Aviation (PEA) concerning flight training activity at the airport prior to 8:00 a.m., which is not in accordance with the City's voluntary noise abatement procedures. PEA has indicated that they will endeavor to reduce early morning operations as much as possible.
- Staff participated in the weekly virtual project meeting for the U.S. Hwy 1 project, which includes significant construction activity in the vicinity of the 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 this event.**
 - Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.
- Completed Projects - Weekly
 - Processed 131 Journal Entry Batches.
 - Utility Billing Meter Readers completed 442 work orders.
 - Approved 20 Purchase Requisitions totaling \$193,839.91.
 - Issued 25 Purchase Orders totaling \$132,520.74.
 - Issued 641 past due notices on utility accounts.
 - Prepared 70 Accounts Payable checks totaling \$366,901.17 and 32 Accounts Payable EFT payments totaling \$109,581.95.
 - Auto-called 102 utility customers regarding receipt of a past due notice.
 - Processed 629 payments through Interactive Voice Response System totaling \$48,614.50.
 - Processed 1,097 payments through City online payment portal totaling \$94,031.07.
 - Grant money 2019-20 fiscal year-to-date total received, \$4.2 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Working with planning staff on a potential resiliency planning grant.
 - Working with the Fire Department on a potential grant request from Fire House Subs.
 - 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: \$1,873,453.67
- Other
 - Attended virtual staff meeting.
 - Completed Employee Newsletter for September 2020.

Risk Management Projects

- Processed items from Claims Committee meeting
- Finalized agenda item for FY21 Insurance
- Updated insurance in Tyler.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 4
 - Hazardous: 5
 - EMS: 71
 - Motor Vehicle Accidents: 8
 - Public Assists: 48
 - TOTAL CALLS: 137

- Aid provided to other agencies: 12 Calls – Daytona Beach (1), Holly Hill (1), Volusia County (10)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 53
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 40

- Training Hours
 - NFPA 1001: Firefighting 11
 - NFPA 1002: Driver 13
 - NFPA 1500: Safety/Equipment 40
 - NFPA 1620: Preplanning 9
 - EMT/Paramedic 28
 - TOTAL TRAINING HOURS: 101

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

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)
 - Account Clerk II (Finance)
 - Accounting Technician – Payroll (Finance)
 - Plant/Pump Mechanic (Equip Maintenance/Public Works)
 - Applications Administrator (Information Technology)

 - 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)

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

 - Background/Reference Checks/Job Offers
 - 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
 - Make-up personal health assessments and flu vaccines for employees are scheduled for November 10 and 12.

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: 21
 - Completed: 55
 - In progress: 31
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,847
 - Inbound E-Mails Blocked: 10,530
 - Delivered Inbound E-Mails: 20,317
 - Quarantined Messages: 245
 - Percentage Good Email: 65.9%
 - ATP/Virus E-Mails Blocked: 2
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 1
 - Map/Information Requests: 13
 - 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: 1 (flushing device meter): Total in system = 23,784; 22,974 potable, 799 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- City Manager virtual staff meeting
- Compiling content for 1-minute walk videos at parks
- Curating relevant content to share on social media pages
- 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.
- Submitting signage for review of the newly established Wildflower Garden.
- Developing additional nature videos for posting to social media 1 to 2 times week.
- Organizing content for next Livestream class. Topic is reptiles.

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 practiced on Tuesday and Thursday at 6 pm at Nova Field #4, Wednesday at 6 pm at Wendelstedt Field #2.
- OBSC competitive teams practiced 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.
- Coed softball practices Tuesday and Thursday, Sports Complex, Quad 4, 6 pm
- Halifax Academy held their first home football game of season on Friday at 6 pm at Sports Complex.
- Pop Warner football has their first home game of the season on Saturday from 9am to 7 pm, Sports Complex, Championship Field 7.

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 and soccer parking lot corners
- Painted Championship Field 7 corners
- Painted flag football field corners
- Painted soccer fields at South Ormond for YMCA fall season
- Prepare Quad 4 at the Sports Complex for coed softball games
- Preparing for weekend soccer games
- Put out pads, benches, totes, markers, and pylons at Championship Field 7

Performing Arts Center/Tennis Center

- As performances/events at the PAC are not being held due to COVID-19, staff is temporarily assigned to the Tennis Center.
- Sent court conditions updates via text and emailed group message to 8 am players group.
- Placed and tracked orders, received and delivered disinfection supplies to City departments.
- Updated Tennis Center Facebook page

South Ormond Neighborhood Center

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

- YMCA soccer practices on Monday, Tuesday, Thursday and Friday, 5:30 pm to 7:30 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Preliminary planning tasks and assignments for October's "Trunk or Treat" event.
- Continue evaluation and preliminary planning of all upcoming 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 for upcoming hurricanes

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 second and third floors.
- New kitchen floor being installed.
- Tidbit Tuesday continued covering The Casements Kitchen floor renovations.
- Ora Yoga, The Casements on Tuesday and Thursday from 9 am to 10 am and at Riverbridge Park on Wednesday from 6 pm to 7 pm
- "Did You Know?" was 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
- Replaced lock at men's restroom at Fortunato Park
- Installed bench at Riviera Park
- Replaced cargo net at Magic Forest
- Replaced spin toys and two swings at Limitless Park
- Replaced sand in swing area at Fortunato Park

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Repaired outside restroom at Central Park I
- Replaced soap dispenser at Central Park I
- Refilled hand sanitizers and replaced a soap dispenser at Nova Community Center
- A/C work at City Hall
- Maintenance of A/C at WWTP
- Checked temperature sensor at the Airport
- Bay door repaired at FS94

- Overhead doors repaired at WWTP
- Replaced ceiling tiles at Police Department
- Restroom unclogged at Cassen Park

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff attended the protests on Wednesday
- Staff participated in promotional assessments for DeLand Police Department
- Staff visited Daytona State for recruiting purposes
- Staff reviewed special unit assignments
- Staff coordinated with Daytona Beach Police Department for a Mutual Aid Traffic Task Force
- Staff monitored school openings and traffic concerns

Community Outreach

- OBPAL Basketball – Members of the basketball team 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: 37
- Animal Reports: 2
- Trap Neuter Release: 4
- Animal Bites: 1
- Animals to Halifax: 3
- Wildlife Calls: 1
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 1
- Inactive: 5
- Fraud: 4
- Burglary Business: 0
- 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: 2
- Robbery: 0
- Assaults: 0
- Police Information: 1

- Suspicious Incident: 3
- Threatening calls/Extortion: 2
- Vandalism: 1

Records

- Walk - Ins / Window: 36
- Phone Calls: 41
- Arrest / NTA'S: 16
- Reports Generated: 98
- Reports Entered: 93
- Citations Issued: 21
- Citations Entered: 5
- Warnings Entered: 48
- Trespass Warnings: 21
- CORF Entered: 51
- Mail / Faxes / Request: 38

Patrol

- Total Calls: 1,526
- Total Traffic Stops: 19

Operations

- Crime Opportunity Report Forms: 156

8/26/20

- Sex Offense, 122 South Nova Road (Big Lots). The victim reported that when shopping, she observed a male staring at her while apparently masturbating.
- Trespassing and Narcotics Arrest, 715 South Nova Road. Subject was issued a trespass warning from this location due to her causing a disturbance. She refused to leave, despite being ordered to leave by officers several times. She was found to also be in possession of narcotics.
- Carbreak, 13000 Caroline's Cove #203A. Victim advised someone got into his vehicle and took \$50 worth of children's clothing.
- Driving Under the Influence Arrest, 1687 West Granada Boulevard. Subject was stopped for a traffic infraction and was found to be under the influence of alcohol.

8/27/20

- Warrant Arrest, 9000 Saint Georges Road #204A. Subject contacted and found to have an open warrant.
- Possession of Drug Paraphernalia Arrest, 460 South Atlantic Avenue. Subject was stopped for a traffic infraction and was found to be in possession of narcotics.
- Trespass after Warning Arrest, 95 Plaza Grande Avenue. Subject was found in a City park after hours and was previously trespassed from the property.
- Trespass after Warning Arrest, 21 South Atlantic Avenue. Subject was found in a City park after hours and was previously trespassed from the property.

8/28/20

- Theft, 732 Orchard Avenue. An unidentified male stole a large scale from this location.
- Warrant Arrest, Flamingo Drive/Cardinal Drive. Subject was located at this location and found to have an open felony Volusia County warrant.
- Battery Domestic Violence Arrest, 524 South Yonge Street #4. Officers responded to a 911 hang up call reference to a disturbance and determined that a battery had occurred.

8/29/20

- Loitering and Prowling Arrest, 175 Interchange Boulevard. Subject contacted who could not dispel officer's concern as to why he was in the area.

- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by Loss Prevention stealing \$31.91 worth of merchandise via skip scanning.

8/30/20

- Battery Domestic Violence Arrest, 55 Cypress Grove Lane (Aberdeen Mobile Home Park). Subject punched his girlfriend in the face the previous night.
- Trespassing Arrest, 120 Williamson Boulevard (Steak 'N Shake). Subject was found at this location and trespassed. Subject refused to leave the property.
- Warrant Arrest, 55 Cypress Grove Lane (Aberdeen Mobile Home Park). Subject was found to have two open Volusia County warrants.
- Burglary Residential, 108 Benjamin Drive. Officers responded to the report of an adult female forcibly entering the residence. Upon arrival, the suspect was observed by the east side window and was placed into custody. The suspect was identified and resided in the area.

8/31/20

- Theft, 1340 West Granada Boulevard (Lowe's). An unidentified female stole \$119.97 worth of tool boxes and a headlamp. Upon being confronted by Loss Prevention the subject fled, leaving the merchandise behind.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$93.83 in merchandise from this location. The offense was witnessed by Loss Prevention. Subject was arrested and released with a notice to appear.
- Carbreak, 23 Misners Trail. The victim's unsecured vehicle was entered by a possible suspect who took a wallet, social security card, driver license, debit card, and \$25.00 cash.
- Robbery, 620 South Yonge Street. Subject entered the victim's tent in the wooded area of this location and began battering him with different items while demanding money.

9/1/20

- Battery on person over 65, 1 West Granada Boulevard (Granada Bridge). A 70 year old victim was walking on the Granada Bridge when something struck him on the back of the neck. The victim observed the object to be a Styrofoam cup filled with ice and liquid.
- Theft, 1340 West Granada Boulevard (Lowe's). An unidentified female stole a Husqvarna backpack blower, and four rolls of electrical cable valued at \$959.23.
- Battery Domestic Violence Arrest, 45 Wickfield Court. Juvenile ran away from home earlier in the evening and was found and once she was released to her grandmother, a battery occurred.
- Battery Domestic Violence Arrest, 340 Grove Street. Subject got into a fight with his brother.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 19
 - Number of Citations issued: 21
 - Number of Written Warnings Issued: 12
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 6
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0
- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 13 Cases initiated
 - Zone 2: 6 Cases initiated
 - Zone 3: 4 Cases initiated
 - Zone 4: 6 Cases initiated
 - 15 signs have either been removed or sign cases created.

- 15 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and seventy-five (75) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Water Plant Upgrades – Project is complete.
 - Breakaway Trails Storage and Pumping Improvements – Project is complete.
 - WWTP Sludge Dewatering Improvements – Construction is substantially complete, the contractor is working on punch-list items.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Finishing mulching medians west of Nova Road, medians east of Nova Road are being prepped for planting of the Medjool palms and understory plants.
 - WTP Sludge Residuals Facility Improvements – Contractor is mobilizing to begin next week.
 - OBSC Improvements – Championship Field 7 – Construction is 90% complete.
 - Nova Community Park Underground Electric Utilities – Metering cabinet installation is being coordinated with FPL.
 - WTP Chemical Feed System Upgrades – Building permit is under review.
 - Broadway/US1 Traffic Signal – Mast arms are in production.
 - 2019 Stormwater Rebuild – Waiting for FPL assistance for work to be complete.
 - The Casements North Side Improvements – Carriage House addition foundation work is complete, framing is ongoing.
 - Fiber Optic Connectivity – FS 92 conduit is installed, fiber optic cable installation is ongoing.
 - CDBG Riviera Park Parking Improvements – All parking areas are substantially complete, minor punch list items need to be addressed.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – Exercise equipment has been delivered, installation is being scheduled.
 - 2020 Microsurfacing – Work began this week.
 - 2020 Repaving – Construction is underway.
 - Landscape Renovations – Contractor is scheduled to begin work September 21.
 - Rockefeller Room Renovations – All windows have been removed and are being restored, window frame repairs are ongoing.
 - Gazebo Replacement CP II – The contractor is preparing shop drawing.
 - CDBG SONC Fitness Station – A pre-construction meeting is scheduled for September 14.
 - North US1 Water Main and Force Main Improvements – Pre-construction meeting scheduled for 9/10.
 - Bidding
 - Granada Banner Pole Replacement – Project was advertised on August 23, a pre-construction meeting is scheduled for September 9, bids are due on September 22.
 - Granada Mid-Block Lighting Improvements - A disposition item to approve advertising the bid is scheduled for the September 9 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 – Final design review meeting was held on August 25, consultant is finalizing plans and specs.
 - 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 & Recreational Master Plan – The RFP's were due on September 3.
- Business Park Drive Phase II – Design is underway.
- Departmental Activities
 - Reviewed daily Engineering permit applications through the ProjectDOX system.
 - Researched sanitary clean-out locations along Jamestown Drive, per surveyor's request.
 - Continued the City park inventory & analysis for the Parks & Recreation Master Plan project.
 - Researched bid quantities for the Florence Street Improvements project, per Project Manager's request.
 - Researched maintenance responsibilities for trees planted in the rights-of-way in the Tymber Crossings, Spring Meadows, and Saddlers Run subdivisions.
 - Researched right-of-way line location for North US1/Melrose Drive intersection, per Neighborhood Improvement Division request.
 - Researched unpermitted dock at 425 Pine Bluff Drive for the Army Corps of Engineers.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete pour 3 yd and prep at N Ridgewood & Hernandez Ave; cut joints and backfilled walk; removed forms, cut stress cuts on walk and backfilled.
- Formed and cleanup for walk repair at Fleming Ave & S Ridgewood; clean up form and prep for concrete (walk).
- Graded and formed sidewalk on Fleming Ave
- Three-yard concrete pour for sidewalk at Fleming and S Ridgewood

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 N Ridgewood; Fernery 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

Sign Shop

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

Stormwater Maintenance

- Reachout on SR40; Hidden Hills Blvd
- Bush hog mowing on SR40
- Gates and pumps – hot spots citywide
- Barriers replaced on Pineland Trl
- Depression investigation on Oleeta St; Orchard & JAD
- Basin repair on Oleeta St

- Ditch mowing on Gowers St
- Lift station maintenance on Bennett Ln

Vactor

- Willis Dr
- Oleeta St, Magnolia Dr, Lonetree Look

Street Sweeping/Streetsweeper

- 156 miles of road cleaned
- 36 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,621
- PM Services completed for the week:
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 7,296 gallons unleaded, 4,987 gallons diesel
 - Fuel used in one week: 2,221 gallons of unleaded and 434 gallons of diesel.
 - Fleet completed 48 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage Tank and Pumping Improvements – Contractor setting up a meeting with Emerson Controls to finalize operation protocol and automation of facility.
- SPRC Projects
 - Cloud 10 Car Wash – Final inspection scheduled for 8/31.
 - SPRC meetings this week included: a) 906 North US-1, Window World, b) Pre-construction for 162 South Nova Road, Jeremiah's Ice Restaurant, c) 1024 N US Hwy 1, US1 Business Park pre-application.

Water Treatment Plant

- Delivered 40.93 million gallons for the week ending August 29, 2020 (5.85 MGD).
- Backwashed 11 filters for a total of 686,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 29, 2020 @ 6.93 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~81.0 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 196,000 gallons.

Water Reclamation Facility

- Domestic and industrial wastewater flow was 39.06 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.58 MGD.
- Produced 29.98 Million Gallons of Reuse.
- Produced 9.08 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 11 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 13 calls from customers concerning leaking water.
- Replaced 3 residential water meters due to Finance Dept. work orders.
- Installed 6 new residential water meters/services.
- Replaced 10 broken meter boxes.
- Replaced 4 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 9 City owned backflow prevention devices.
- Replaced a low side 2" register due to malfunction at San Marco apartments on Williamson Blvd.
- Continued with contractual fire hydrant maintenance activities in Ormond-by-the-Sea, 44 fire hydrants inspected, repaired and/or painted.
- Located a water service due for a customer.
- Repaired a 6" water main on Andrews St. between Cumberland Ave & Sanchez Ave.
- Performed valve maintenance on 14 main line valves.
- Replaced a 2" water service at 1009 Ocean Shore Blvd (Coral Sands Resort).
- Locate for the 10" water main in front of Ormond Grande development per Planning Dept. request.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 119 utility locates for the previous week.

Wastewater Collection - Reuse

- Crews responded to 13 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Continuing to work on issue with 20 Foxhunter Flat PEP tank. System appears to be working well now.
- Installed C/O and TV'ed sanitary lateral at 325 Forest Hills Blvd. No issue on City side, customer has slow drainage when running washer.
- Installed new PEP pump at 6 Leisure Wood Way.
- Responded to back up at 81 Cumberland Ave. Back up on City side and was cleared. Follow up TV showed roots in second joint, this was also cleared. Scheduled for maintenance.
- Responded to back up at 6 Cliffwood Cir. TV'ed to main, no issue on City side.
- Installed plastic valve box over C/O at 19 Sanchez Ave. per customer request.
- Responded to back up at 326 Warwick Ave. City side clear.
- Located and cleaned out force main valves on Foxhunter Flat
- Responded to back up at 471 Jeannette Dr. Back up on City side, cleared roots. Placed on maintenance list.
- Replaced PEP pump at Nova Ballfield 1.
- Replaced PEP pump at 40 Foxfield Look, 45 Forest View Way, 5 Stagdon Look and 18 Winding Creek Way.
- Located PEP tank at 4 Tomoka Cove Way for pool installation.
- Rewired J-box at 49 Huntmaster Ct. to eliminate chirping noise.
- Repaired broken C/O and 90 at 132 Highland Ave. Customer has repeatedly driven over C/O.
- Repairing broken pipe on Grandview behind 600 S. Atlantic Ave.
- Responded to 3 reuse trouble calls.
- Reclaimed system 100% open, tank levels are good.
- Turned off reclaimed at 8 Noblewoods Way, 24 Abacus Ave., 30 Circle Creek Way, 68 Coquina Ridge Way, 24 Lake Vista Way, 6 Shadow Creek Way per customer request.
- Located reclaimed service at 4 Pine Look Pass per customer request.
- Turned on reclaimed service at 107 Deep Woods Way, 24 Lake Vista Way per customer request.
- Responded to reclaimed call at 87 Abacus Ave., issue is on customer side.
- Unable to locate reclaim service at 35 River Chase Way. Will return to install ball valve to isolate system.
- Responded to reclaim leak at 111 Deep Woods Way, turned off service.
- Repaired broken 3" reclaimed main at 47 Winding Creek Way.

Wastewater Plant – Lift Stations

- Centrifuge Conveyer Belt – new belt on order, will be installed when received.
- HD lift station – replaced wet well contact probe with floats for better reliability with grease buildup.
- MPS Room – mounted soft starts for pump motors #4 and 5.
- Effluent Transfer Pump #3 – installed automatic air release valve at volute, air lock problem not resolved, will continue troubleshooting.
- SCADA monitor/response: Responded to multiple equipment 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 – lubricates as needed.
- Main PLC – PO received and forwarded to consultant, will update when scheduling is confirmed.
- PLC High Service building – Fiber optic switch upgraded.
- Master Radio – Installed new WTP to master radio, and fiber to ethernet converter and fiber switch. Added new BSAP polling driver in SCADA for WTP remote sites.
- Well 19SR – pump motor and starter failed, replacement will be scheduled when well contract is in place, will order replacement pump and motor.
- SCADA – Created diagnostic screen to monitor radio status of WTP remote sites and plant PLCs.
- Bennett Lane Storm Water - VFDs tripped with over current fault, reset drives.
- Responded to equipment alerts at the Water Plant and offsite locations.
- 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 September 9, 2020, City Commission meeting.