

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 25, 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:

- ICMA Annual Conference - virtual
- Individual agenda review meetings with commission members
- Team Volusia Finance Committee meeting
- City Commission meeting

PIO – Public Information

- Press Releases/Media
 - General media inquiries and interview coordination
 - General citizen requests and updates
 - Event updates
- Social Media
 - Hurricane Prep Tips #OBPrepared
 - #LivingTheOBLife
 - Flood Insurance Reminders
- Attended
 - Annual Program for Public Information (Flood)
 - COVID-19 PIN Meeting for Volusia County
 - OpenGov Features and Updates Webinar
 - FEMA PIO Network Annual Meeting
- Developing
 - State of the City Brochure and Program
 - COB Social Media Strategic Plan 20-21

Community Development

Planning

- Staff have received two variance applications for the October 7, 2020 Board of Adjustment and Appeals meeting as follows:
 1. 130 Riverside Drive: demolition of existing house and reconstruction of a new single-family residence requiring a variance to the calculated waterfront rear yard setback.
 2. 517 North Beach Street: demolition of existing house and reconstruction of a new single-family residence requiring a variance to the calculated waterfront rear yard setback.

- The Ormond Memorial Art Museum & Gardens at 78 East Granada Boulevard will be conducting a neighborhood meeting at 78 East Granada Boulevard (Museum building), Ormond Beach, Florida, 32176 on September 30, 2020 beginning at 6:00 PM. The project seeks to construct a renovation and expansion that would allow a three (3) story building with total square footage of 13,803 square feet, within the approximate footprint of the existing building. All interested parties are invited to participate in the neighborhood meeting. Based upon COVID-19, individuals attending the meeting will need to wear face coverings. Individuals can also watch the neighborhood meeting via Zoom. It is requested that individuals provide an RVSP to the Museum if they are attending in person or to obtain the Zoom meeting link. The Museum contact is Susan Richmond, Museum Director who can be reached at srichmond@ormondartmuseum.org or by phone at 386-676-3347.
- Attended the Ormond MainStreet Board meeting.
- There are three items scheduled for the October 8, 2020 Planning Board meeting:
 1. 1670 West Granada Boulevard: A Special Exception to allow two electronic changeable copy signs for the retail prices of gasoline at the RaceTrac convenience store located at 1670 West Granada Boulevard. There are no other site or building improvements proposed.
 2. Ormond Grande: Rezoning of the R-5 zoning designation to Planned Residential Development, issuance of a Development Order for 60 townhome units, and a Preliminary Plat for the subdivision of land.
 3. 1020 to 1044 North U.S. Highway 1, U.S. 1 Business Park amendment: Rezoning and issuance of a development order for the US 1 Business Park property for addition of a warehouse and mini-warehouse. Building 1 is proposed at 7,810 square feet and building 2 is proposed at 6,600 square feet.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 439 inspections preformed within the city (57 by private providers).
- 121 permits issued within the city, with a valuation of \$1,727,714 (2 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with the following projects:
 1. Tomoka Plaza. Discussion of handicapped parking and ramp improvements at the Tomoka Plaza located at Hand Avenue and South Nova Road.
 2. 621 South Atlantic Avenue. Discussion of substantial air conditioning work for the existing building.
- The following projects are under review of the SPRC:
 1. 1044 North U.S. Highway 1, U.S. Business Park amendment. 2nd review. Rezoning and issuance of a development order for the US 1 business park property for addition of a warehouse and mini-warehouse. Building 1 is proposed at 7,810 square feet and building 2 is proposed at 6,600 square feet.
 2. 15 Parkview Lane, Drainage & Utility release request. 1st review. Easement release request for the construction of a pool at an existing single-family residence.
 3. 1670 North U.S. Highway 1, Ormond Gateway Subdivision. 1st review. Development of a three-lot commercial subdivision of 15.63 acres and associated site improvements.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%

Calvary School Expansion	85%
Casements, Carriage House expansion	70%
Coolidge Avenue Office/Warehouse	60%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	20%
Extended Stay America	70%
FPL Substation Expansion	0%
Nova Road Climate Controlled Storage	0%
OB Championship Softball Field	95%
Publix remodel	75%
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	86%
Upscale Nails	80%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway with construction slated to commence later this year.
 - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Avenue creating a secondary ingress and egress to the business park.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - 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.
- 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 because of COVID-19.
 - Publix has initiated improvements to the former Lucky's super market store.

Airport Operation and Development

- A resolution authorizing the execution of a work authorization for Hoyle, Tanner & Associates to begin the design phase of the Taxiway Delta Rehabilitation Project was approved by the City Commission at their September 23 meeting. This project will produce the necessary design, permitting and bid documents required to facilitate a construction effort next year to mill, overlay and realign the pavement of Taxiway Delta.
- A resolution approving the application of K & G Aviation, LLC (K&G) to provide aeronautical services as a Category Four and Five Fixed Base Operator (FBO) was approved by the City Commission at their September 23 meeting. K&G will now be able to function as an independent aircraft sales, management and maintenance provider at the airport.
- Staff responded to an inquiry from Volusia County regarding noise contours for the airport. Staff explained that noise contours are calculated using the FAA's Aviation Environmental Design Tool (AEDT) software. The FAA established DNL as the primary metric for aircraft noise analysis and expressing aircraft noise exposure. DNL stands for "Day-Night Average Sound Level," which represents the total accumulation of all sound energy in decibels (dB), spread uniformly over a 24-hour period. The current federally-established threshold of significance is 65 dB DNL. Noise analysis using the AEDT software indicates that the 65 dB DNL contour does not leave airport property.
- Staff has been advised that industrial cranes will be operating at a height of up to 131 feet and a distance of 1.8 miles west of the airport until December 28. A Notice to Airmen (NOTAM) has been issued to notify pilots of this activity.
- Staff has been advised by FDOT that the agency may soon issue a PTGA to provide funding for the design phase of the Taxiway Bravo rehabilitation project. If issued and executed by the City, this grant will afford Taxiway Bravo design work concurrent with design work that will soon be underway for the Taxiway Delta rehabilitation project. This will in turn facilitate concurrent construction of both taxiway rehabilitation projects, which will be more cost effective for the airport than two separate construction projects.

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 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 134 Journal Entry Batches.
 - Utility Billing Meter Readers completed 458 work orders.
 - Approved 24 Purchase Requisitions totaling \$384,351.97.
 - Issued 29 Purchase Orders totaling \$3,065,949.48.
 - Issued 262 past due notices on utility accounts.
 - Prepared 97 Accounts Payable checks totaling \$215,222.12 and 36 Accounts Payable EFT payments totaling \$401,480.83.
 - Auto-called 265 utility customers regarding receipt of a past due notice.
 - Processed 706 payments through Interactive Voice Response System totaling \$61,160.16.
 - Processed 958 payments through City online payment portal totaling \$92,803.53.
 - Grant money 2019-20 fiscal year-to-date total received, \$4.3 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Continued working with planning staff on a resiliency planning grant for submittal in October as approved at the September 23 Commission meeting on the Consent Agenda.
 - Continued working with Fire Department staff on a potential grant request from Firehouse Subs for safety equipment which is due in November and is scheduled for the October 20 City Commission agenda.
 - Grant reimbursement requests to date FY 19-20: \$1,918,005.38
- Other
 - Attended virtual staff meeting.

Risk Management Projects

- Attended Claims committee meeting
- Distributed Safety Training options
- Attended webinar on WC & Covid-19

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 13
 - Hazardous: 10
 - EMS: 71
 - Motor Vehicle Accidents: 6
 - Public Assists: 57
 - TOTAL CALLS: 160
- Aid provided to other agencies: 15 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (10)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 44
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 53
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 11

- Training Hours
 - NFPA 1001: Firefighting 29
 - NFPA 1002: Driver 5
 - NFPA 1500: Safety/Equipment 47
 - EMT/Paramedic 22
 - TOTAL TRAINING HOURS: 103
- Station Activities
 - COVID precautions remain in effect at all stations

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Accounting Tech (Payroll/Finance)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater/Public Works)
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Part Time Maintenance Worker II (Buildings/Leisure Services)
 - Police Officer (Police)
 - Job Openings on Hold
 - Part Time Box Office Attendant (Performing Arts Center/Leisure Services)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker I (Senior Center/Leisure Services)
 - Part Time Recreation Leader (Performing Arts Center/Leisure Services)
 - Applications Under Review
 - Firefighter/EMT (Fire)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Interviews Scheduled
 - Applications Administrator (IT/Finance)
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Police Officer (Police)
 - Utilities Manager (Public Works)
 - Background/Reference Checks/Job Offers
 - Account Clerk II (Finance)
 - Maintenance Worker II (Stormwater/Public Works)
 - Part Time Evidence/Crime Scene Custodian (Police)
 - Police Officer (Police)
 - Separations
 - Accounting Technician (Payroll/Finance)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works)
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Part Time Maintenance Worker I (Casements/Public Works)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Police Officer (Police)
 - Purchasing Coordinator (Finance)
 - Employee Events
 - Open Enrollment for benefits will be in December
 - Wellness Plan HSA contribution opportunities through 12-31-2020:

- Non-tobacco use affidavits accepted
- Skin cancer screenings offered
- Wellness Action Team activities
- Make-up PHA and Flu Vaccines 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: 23
 - Completed: 51
 - In progress: 48
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 31,594
 - Inbound E-Mails Blocked: 10,047
 - Delivered Inbound E-Mails: 21,547
 - Quarantined Messages: 254
 - Percentage Good Email: 68.2%
 - ATP/Virus E-Mails Blocked: 20
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 45
 - Corrections: 0
 - Map/Information Requests: 5
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 28 : Total in system = 2,741
 - Meters GPS Located this week: 31: Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

Leisure Services

Administration

- City Manager virtual staff meeting
- Tennis Center Committee meeting
- Vadner Park meeting
- Updating website and social media pages

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers

- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work weekly administrative assignments and activities
- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed first and second floor ceiling tile replacement at the Ames house.
- Completed installation of walkway cover at Public Works
- Met with Engineering for final inspection of second and third floor window replacement at The Casements.
- Continuing restroom renovations at Central Park I, Central Park II, Ames Park, Sanchez Park, Fortunato Park, Nova Recreation outside restrooms. Thirty percent completed at this time, scheduled to be completed on 09/30/2020.

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 beehive. Communicating with Master Beekeeper(s) on a regular basis.
- Meeting with sign vendor about new hard surface signs for live exhibits.
- Completing reassignment of available Community Garden plots for 2020-21 term.
- Developing additional nature videos for posting to social media 1 to 2 times per week.
- Presented Yellow Rat Snake Livestream event

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 and Softball Quad at Sports Complex.
- Coed Softball practices Tuesday and Thursday, Sports Complex, Quad 4, 6 pm
- Flag Football practices Tuesday through Friday, 5:30 pm and 7 pm, Sports Complex, Kiwanis field, and Wendelstedt field #3
- Tee Ball, Thursday, 5:45 pm at Sports Complex, Tee Ball fields.
- Top Level Youth Baseball hosted a tournament at both the Nova Fields and Wendelstedt Fields on Saturday and Sunday from 8 am to 6 pm.
- Pop Warner Football hosted their first home game of the season on Saturday at the Championship Football Field 7. Games were held at 9 am, 11 am, and 1 pm.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging, dragging and weeding fields/infields
- Painted soccer fields corners 1- 6, 8 - 10
- Painted soccer parking lot corners
- Painted Championship Field 7 corners
- Painted flag football field corners
- Prepared Quad 4 at the Sports Complex for coed softball games
- Repaired windscreens from weekend wind/rain
- Prepped fields for weekend baseball tournament

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 email group message to 8 am players group
- Placed and tracked orders, received and delivered disinfection supplies to City departments
- Placed orders for Halloween decorations and candy for Halloween event at Sports Complex.
- Prepared and sent out requests for quotes for audio/visual equipment for State of the City.

South Ormond Neighborhood Center

- Open gym to reservations only for basketball
- Cleaned and sanitized between players
- Jazzercise is held on Monday at 5:45 pm
- 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.
- Continued evaluation and preliminary planning of upcoming events:
 - Veteran's Day Luncheon, November 5
 - Hometown Heroes Banner Ceremony, November 7

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 Wednesday and Thursday, 5:45 pm

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.
- The window restoration project is complete, final walk through scheduled for Friday morning.
- "Get to Know the Guild" was posted on Facebook, the last of the series.
- Staff worked on creating a new series "The Guild Giving Back."
- Tidbit Tuesday continues this week covering The Casements kitchen floor renovations.
- Ora Yoga, The Casements on Tuesday and Thursday from 9 am to 10 am and at Bailey Riverbridge Park on Wednesday evening 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 to 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

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Check trash cans in all parks
- Bathroom checks twice per day
- Inspected all virus signs on bathroom doors
- Inspected signs at all playground equipment
- Installed signs at Andy Romano Beachfront Park
- Repaired canopy at Andy Romano Beachfront Park
- Blew off boardwalk trail
- Installed new snail rocker at Central Park I

- Trimmed trees at Central Park I
- Clean the community gardens at Central Park I and Central Park III
- Blew off trails at Central Park III
- Replaced deck boards at Central Park II
- Installed two new signs at Central Park II
- Installed new flower sign at the EDC
- Installed park hours sign at Vadner 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
- Install additional water diverter in dehumidifier room at FS92
- Checked pressure and temperatures at City Hall
- Repaired wall at FS94
- Repaired toilet at Senior Center
- Repaired cable at Police Department
- Move furniture out of FS91 and FS92
- Replaced hot water tank at McDonald House
- Repaired sticking door in The Casements kitchen
- Replaced A/C at the WTP
- Addressed leak at the Police Department
- Replaced grease drip can under stove grill area at The Casements
- Repaired leaking pipe under sink at the Senior Center

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended a Tip 411 Webinar
- Staff updated the National Use of Force Database
- Staff monitored active weekly protest activities
- Staff coordinated ongoing traffic events

Community Outreach

- Youth Leadership Council (YLC) – No YLC meeting last week.
- 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 – Due to COVID requirements at our partner schools, Science on Patrol at Ormond Beach Middle School and Ormond Beach Elementary School has been postponed to February of 2021. Tutors R Us will begin in October and applications are being collected. Tutors R Us will be offered virtually if facility restrictions do not permit on site programming.
- Upcoming Special Events
 - OBPAL Annual Golf Tournament 2020 – The OBPAL Annual Golf Tournament, Golfing for Youth, is scheduled for Saturday, November 14 at River Bend Golf Course. Thank you to Bruce Rossmeyer's Harley-Davidson for sponsoring our Hole in One. Thank you to Platinum Sponsors (\$1,000) – Daytona Auto Mall, Roto Rooter/Sgt. Elkins and Metra Electronics. For information about sponsorship opportunities and participation please call the OBPAL House at (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 39
- Animal Reports: 5

- Trap Neuter Release: 7
- Animal Bites: 1
- Animals to Halifax: 2
- Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 4
- Inactive: 3
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 1
- Suspicious Incident: 0
- Baker Act: 3
- Agg. Battery: 1

Records

- Walk - Ins / Window: 64
- Phone Calls: 76
- Arrest / NTA'S: 12
- Reports Generated: 98
- Reports Entered: 60
- Citations Issued: 22
- Citations Entered: 40
- Warnings Entered: 88
- Trespass Warnings: 13
- CORF Entered: 70
- Mail / Faxes / Request: 27

Patrol

- Total Calls: 1,522
- Total Traffic Stops: 98

Operations

- Crime Opportunity Report Forms: 109

9/15/20

- Warrant Arrest, 659 North Halifax Drive. Subject contacted and found to have an open warrant.

9/16/20

- Residential Burglary, 909 Woodmere Circle. Unknown subject entered the residence via unlocked bathroom window and removed the victim's handgun and currency.
- Trespassing Arrest, 709 South Nova Road (Tomoka Plaza). Subject contacted and found to have been previously trespassed.

- Fleeing Driver Arrest, Division Avenue/South Nova Road. Known subject fled from officers and was later located and arrested.

9/17/20

- Larceny Bicycle, 135 East Granada Boulevard (Outback Steakhouse). An unknown male took an employee's unsecured black bicycle from the rear parking lot.
- Burglary, 40 Soco Trail (The Trails). The homeowners stated they heard what sounded like the front door knob trying to be opened, then windows attempting to be opened. Victims reported seeing a subject run away from the home but could not identify.
- Battery Domestic Violence Arrest, 1546 West Granada Boulevard (Sunoco). Subject got into a verbal argument that turned physical when he grabbed his live-in girlfriend while she was trying to get out of the vehicle.
- Resisting Without Violence Arrest, 250 South Atlantic Avenue (Dunkin Donuts). Subject was contacted and resisted officers.

9/18/20

- Warrant Arrest, 1614 North United States Highway One #114 (Econo Lodge). Subject contacted and found to have an open warrant.
- Warrant Arrest, 1614 North United States Highway One #132 (Econo Lodge). Subject contacted and found to have an open warrant.
- Warrant Arrest, 1608 North United States Highway One #243 (Days Inn). Subject contacted and found to have an open warrant.
- Narcotics Arrest, 601 Hammock Lane. Officers contacted a vehicle in the park and requested a consent to search of the vehicle. A search of the vehicle produced several needles and syringes and a small baggie of fentanyl.

9/19/20

- Larceny, 530 South Atlantic Avenue (Circle K). Victim dropped his wallet then had fraudulent purchases made on his credit card.
- Battery Domestic Violence Arrest, 221 Cardinal Drive #A. Subject got into a physical altercation with her husband and used a wood file to attack him.
- Battery Domestic Violence Arrest, 357 Warwick Avenue. Victim advised she was shoved in her bathroom by a boyfriend over a verbal altercation.
- Trespass Arrest, 839 South Atlantic Avenue (Andy Romano Beachfront Park). Subject had been previously trespassed from City parks and was found in the beachfront park. Subject was placed under arrest for coming back on City park property after hours.
- Trespass Arrest, 210 West Granada Boulevard. Subject was trespassed from the business but returned back to the business. He was placed under arrest and transported to Advent Hospital to get medically cleared for an injured foot, then he was transported to the branch jail.

9/20/20

- Larceny, 175 Interchange Boulevard #202 (Baymont Inn). Victim was helping out an acquaintance and left the room. When she returned a short time later her Lasix, Buspirone, and CPAP machine were missing.

9/21/20

- Stolen Vehicle, 32 Tomoka Meadows Boulevard (Tomoka Meadows subdivision). The victim left her keys in her vehicle after getting home from work.
- Carbreak, 30 Tomoka Meadows Drive (Tomoka Meadows subdivision). Unlocked vehicle was entered, nothing missing.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was observed by Loss Prevention skip scanning items in the self-checkout line.
- Carbreak, 8 Glen Arbor Park (Lakebridge). Unlocked vehicle was entered, \$25 in loose change was taken.
- Carbreak, 19 Tomoka Meadows Boulevard (Tomoka Meadows). Unlocked vehicle was entered where a jacket, baton and a small pouch with loose change were taken.

- Carbreak, 9 Glen Arbor Park. Unlocked vehicle was entered, victim's employment ID was taken from the vehicle but was found on her front door step.
- Traffic Arrest, South Center Street/Division Avenue. A traffic stop found a subject was driving with a suspended driver's license.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 20
 - Number of Citations issued: 11
 - Number of Written Warnings Issued: 5
 - 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: 12 Cases initiated
 - Zone 3: 5 Case initiated
 - Zone 4: 3 Cases initiated
 - 20 signs have either been removed or sign cases created.
 - 7 tree removal permit requestsAdministrative staff assisted with one (1) walk-in and seventy-eight (78) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Project is substantially complete. A final inspection was held on September 21, minor punch-list items are being addressed.
 - WTP Sludge Residuals Facility Improvements – Construction is underway.
 - OBSC Improvements – Championship Field 7 – The project is complete.
 - Nova Community Park Underground Electric Utilities – Final FPL shutdown and switchover to new underground power feed is scheduled for October 5.
 - WTP Chemical Feed System Upgrades – Shade structure building permit is under review.
 - Broadway/US1 Traffic Signal – Mast arm installation is in process.
 - 2019 Stormwater Rebuild – Project is substantially complete.
 - Casements North Side Improvements – Carriage House wall and roof framing is complete, sheathing is being installed.
 - Fiber Optic Connectivity – FS 92 fiber optic cable installation began on September 22. FS 91 fiber optic installation is being scheduled. John Anderson Drive fiber optic Work Authorization is on the October 6 City Commission meeting agenda for approval.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – CP II exercise equipment has been delivered, installation is being scheduled. OBSC playground re-surfacing is scheduled to begin on October 5.
 - 2020 Microsurfacing – Construction is underway.
 - 2020 Repaving – Construction is underway.
 - Landscape Renovations – Various City Parks & Facilities – Project is scheduled to begin in October.
 - Rockefeller Room Renovations – Restoration work is complete and window frames are being painted.

- Gazebo Replacement CP II – Pre-construction meeting was held on September 22.
- CDBG SONC Fitness Station – Long lead time equipment is being ordered, Notice to Proceed issued for November 9.
- North US1 Water Main and Force Main Improvements – A Notice To Proceed is tentatively scheduled for September 28.
- Cardinal Beach Approach Landscape Renovations – Landscape contractor has started work.
- Bidding:
 - Granada Banner Pole Replacement - Bids were opened on 9-22.
 - Granada Mid-Block Lighting Improvements – Project was advertised on September 13, pre-bid meeting is scheduled for October 8, bids are due on October 28.
 - Florence St On-Street Parking – Request to bid is scheduled for approval at the October 6 City Commission meeting.
 - Storm & Sewer Lining - Request to bid is scheduled for approval at the October 6 City Commission meeting.
- Design Projects:
 - Secondary Raw Water Main – Bid documents are being finalized.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.
 - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
 - Airport Road/SR40 Water Main Loop – Consultant is finalizing plans and specs, permits are being submitted.
 - Downtown: Cassen Park Improvements – A Work Authorization for architectural modifications is scheduled for approval at the October 6 City Commission meeting.
 - Granada Streetscape Pavers – Project is in design.
 - Update Parks & Recreational Master Plan – Ranking committee met on September 10, selected consultant contract award is scheduled for the October 20 City Commission meeting.
 - Business Park Drive Phase II – Design is in process.
- Departmental Activities
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed and created approved Work-in-the-Right-of-Way permit for 1212 Regents Place directional bore, per AT&T request.
 - Reviewed and created several approved Work-in-the-Right-of-Way permits for 500 Shadow Lakes Blvd, 925 Northbrook Drive, and Ormond Lakes Blvd. directional bores, per Brighthouse request.
 - Completed tree-in-the-right-of-way locate at Wilmette Avenue/Center Street intersection, per Neighborhood Improvement Division request.
 - Research project for 88 South Atlantic Avenue easement, per Planning Department request.
 - Reviewed site plan for 115 Riverside Drive due to the proposed improvements located over existing City utilities, per Planning Department request.
 - Performed quarterly gas monitoring at Nova Landfill.
 - Created utility mark-ups for FDOT SR5A/Nova Road and Wilmette Traffic Signal project.

Environment Management

Street Maintenance - Asphalt/Concrete

- Removed extra dirt, cleanup and formed on S Center Ave; formed walks; poured sidewalk.
- Removed sidewalk on another section of S Center St; grade & form
- Patched utility cut 3x2 on N Ridgewood; filled in with asphalt
- Asphalt low area on ROW S Center & Fleming

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
- Trimmed around streetlight at Fleming & Center

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
- Filled in ROW with shell on S Center Ave

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 Northbrook
- Inlets inspected and cleaned in Zone #2/citywide
- Ditch spraying citywide
- TV truck on Willis Dr
- Pipe replacement on Airport Rd
- Checked liftstation beachside
- 6" pump at the ballfields
- Sinkhole investigation on Standish Dr

Vactor

- Willis Dr

Street Sweeping/Streetsweeper (2 days)

- 37 miles of road cleaned
- 14 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,662
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,671 gallons unleaded, 10,124 gallons diesel
 - Fuel used in one week: 2,532 gallons of unleaded and 853 gallons of diesel.
 - Fleet completed 42 work orders this week.

Utilities

- Projects Summary
 - Utilities CIP projects are listed under the Engineering section as this division manages those projects and to avoid duplication of information.

Water Treatment Plant

- Delivered 38.06 million gallons for the week ending September 19, 2020 (5.44 MGD).
- Backwashed 7 filters for a total of 456,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 19, 2020 @ 6.92 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~129.6 wet tons of dewatered sludge (65 - 70% solids).
- Odyssey contractors are onsite and in the final stages of completion of projects.
- Flushed distribution system 80,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 37.53 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.36 MGD.
- Produced 23.01 Million Gallons of Reuse.
- Produced 14.52 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2019 – August 31, 2020) (MGD):
 - Influent 4.12 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.28 (Permit 6 MGD);
 - Reuse 4.38 (Permit 10 MGD)

Water Distribution

- Responded to 13 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 11 calls for from customers concerning leaking water.
- Replaced 3 residential water meters due to Finance Dept. work orders.
- Performed water meter accuracy testing on 10",4",3" & 2-8" commercial water meters.
- Installed 1 residential water meters/services.
- Replaced 10 broken meter boxes.
- Replaced 9 water service due to leaks from rusted piping or low-pressure concerns. Contractor installed 3 casings for water services under the road.
- Performed pressure testing on 8 City owned backflow prevention devices.
- Completed contractual fire hydrant maintenance activities in Ormond-by-the-Sea, 22 fire hydrants inspected, repaired and/or painted.
- Located 3 water meters for customers.
- Performed 2 water service disconnects du to building demolition.
- 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

- Crews responded to 19 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
- Replaced and rewired PEP pump, rescreened chamber and rebuilt stack at 7 Lake Vista Way.
- Replaced PEP control panel at 2 Marsh Ridge Watch.
- Secured lids on new duplex tank at new field house at Ormond Beach Sports Complex
- Dressed up area around PEP tank at 20 Peruvian Ln. and 7 Lake Vista Way.
- Replaced and rewired PEP pump at 6 Stagdon Look, 7 Lake Vista Way, 4 New Forest Look, 11 Bent Stream Way, and 14 Lake Vista Way.
- Responded to back up at 112 N St. Andrews Dr. Cleared line.
- Demolished 610 Riverside Dr.
- Responded to 2 reuse trouble calls.

- Repaired broken 3" line on Neptune that feeds Lutheran Church at 338 Ocean Shore Blvd.
- Repaired broken 1" line at 75 N Nova Rd. Line was broken by installation of political sign.
- Responded to no reclaim at 24 Forestview Way. Discovered H/O control box was turned off.

Wastewater Plant – Lift Stations

- Effluent pump 2 – installed new replacement motor coupler kit.
- 6M – Installed new triplex pump controller, rewired control panel.
- 7M-1 – replaced faulted soft starter.
- 8P – rebuilt both pump motor starters.
- 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 – lubricated as needed.
- Wells 35R, 36R, 37R, 38R – out of service, appears to be lightning strike damage, corrective action commenced.
- Well 29H and 30H – electrical contractor installing new conduit and wiring between wells.
- HSP 7 – modified SCADA to add pump lock-out indicators.
- Well 24H - communication not reliable, adjusted polling driver in VTSCADA to minimize polling time out.
- Lime Sludge Thickener - Added red "power off" warning light.
- Responded to equipment alerts at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Support Services/City Clerk

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

- City Clerk attended City Manager virtual staff meeting.
- Staff attended and provided support for September 23, 2020 City Commission Meeting.
- City Clerk attended Claims Committee Meeting on September 24, 2020.
- Agenda packet preparation for October 6, 2020 City Commission Meeting.