

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 10, 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:

- Final budget meetings with departments
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- SMA Finance Committee meeting
- SMA Board of Directors meeting
- Managers COVID-19 conference call

PIO – Public Information

- Press Releases/Media
 - Mayor's Mask Proclamation
 - General Media/citizen inquiries
 - FAQ document for social media inquiries
- Social Media
 - Mayor's Mask Proclamation
 - PPE Distribution for Businesses
 - 4th of July Messaging
 - Mask Distribution Locations
 - Fireworks Safety Messaging
- Training
 - Police Technical 2-Day Communications Webinar
 - NextDoor Updated Policies Webinar

Community Development

Planning

- The Planning Board meeting on July 9, 2020 did not have a quorum and the meeting was canceled. The items scheduled for the meeting will be heard on August 13, 2020.
- Planning items scheduled for the July 28, 2020 City Commission meeting:
 1. Plantation Oaks, Zoning Map Amendment and Development Order (1st reading).
 2. First Amended ISBA Zoning Map Amendment (1st reading).
 3. 806 Cordova Avenue, Zoning Map Amendment (1st reading).
 4. Annexation of 350 Clyde Morris Boulevard (2nd reading).
 5. Various Land Development Code Amendments (2nd reading).
 6. Comprehensive Plan amendment, City owned parcels at Airport Road and West Granada Boulevard (2nd reading).

- The Historic Landmark Preservation Board shall meet on July 20, 2020 to review a Certificate of Appropriateness (COA) for alteration to install a front yard picket fence at 31 Lincoln Avenue.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 341 inspections performed within the city (6 by private providers).
- 101 permits issued within the city, with a valuation of \$4,523,078 (7 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met this week with:
 1. 685 South Yonge Street, pre-application meeting regarding the existing furniture store use and the regulations to change the use to a wholesale retail use.
 2. Breakaway Trails, Phase 3, Unit 2C, pre-application to allow the construction of an RV and Boat storage as a subdivision amenity on a parcel owned by the Homeowner's Association.
- The following projects are in review of the SPRC:
 1. 2011 West Granada Boulevard, Tymber Creek Apartments: 1st review, 296 unit apartment complex on 19.62 acres.
 2. 4 Tomoka Cove Way, Partial Easement Release: 1st review, a five foot partial drainage and utility easement release to construct an in-ground swimming pool.
 3. 162 South Nova Road, Jeremiah's Italian Ice restaurant: 1st review, site improvements to convert the former Little Caesar's building into a new restaurant use.
- Construction status of projects under construction:

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
The Casements, Carriage House expansion	15%
Calvary School Expansion	0%
Coolidge Avenue Office/Warehouse	25%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	10%
Extended Stay America	50%
Granada Plaza sewer improvements	99%
Modern Wash	85%
OB Championship Softball Field	50%
Oceanside Golf and Country Club (seating)	95%
Oceanside Golf and Country Club (drop-off area)	2%

Publix remodel	60%
Salty Church	75%
Security First	99%
Stor-It	85%
The Pumphouse	30%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Utilities only	
101 Town & Country Lane	40%
Dunkin Donuts, 1190 Ocean Shore	95%
Deerfield Trace	95%
Independence Recycling of Volusia	98%
Huntington Green, Phase 2B	95%
Huntington Villas, Phase 2B	95%
Latitude Beach Club	70%

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.
 - Assisted Chamber in the distribution of the PPE Kits to the business community, which was held on July 9 at the Performing Arts Center.

- Prospective Business Attraction/Retention/Expansion
 - Staff has been calling businesses in the business community including major employers, companies in the Airport Business Park, and many of the smaller business centers in the City. This will be an ongoing effort to assess the impact of COVID-19 on business operations.
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower as a result of COVID-19.
 - Publix has acquired the lease of 101 E. Granada (formerly Lucky's Market). Staff is in communication with Publix and will work with them as they move forward with their plans for the building.

Airport Operation and Development

- The Precision Approach Path Indicator Lights (PAPIs) for Runway 27 have been repaired and returned to service. The Notice to Airmen (NOTAM) issued to advise pilots that the Runway 27 PAPIs were not available has been cancelled.
- Staff participated in a webinar about the federal contract tower program sponsored by the U.S. Contract Tower Association. The FAA Contract Tower (FCT) Program has been in place since 1982 and currently provides for the operation of air traffic control services at 256 airports, including the Ormond Beach airport. Topics covered during the webinar included procedures and future plans for FAA contract towers; ongoing federal budget challenges for contract towers; FCT staffing and hours of operation at contract towers; tower operating agreements; the contract tower cost-sharing program; remote towers; perspectives of Congress and the U.S. Department of Transportation Inspector General on the program, and future contract tower issues and trends.
- Governor DeSantis has signed HB 0441, the Public Procurement of Services or CCNA bill. The bill increases the maximum limits for continuing contracts covered by the Consultants Competitive Negotiation Act (CCNA) from an estimated per project construction cost of \$2 million to \$4 million. The bill also increases the maximum limit for procuring a study using a continuing contract from \$200,000 per study to \$500,000 per study.
- Staff has been advised that flight training traffic at the Ormond Beach Municipal Airport originating from the Daytona Beach International Airport may temporarily increase due to construction activity at the Daytona Beach airport. Some traffic from Daytona Beach is being directed to fly northbound over the Halifax River, which may result in more traffic over areas east and southeast of the Ormond Beach airport.

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

Finance

- On-going Projects
 - The City continues to work with the State to achieve obligation on one (1) additional project worksheet for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City continues to work with the FEMA to achieve obligation on one (1) additional project worksheet for hurricane Irma. Due to this PW involving pier replacement (Cassen Park) EHP takes substantially longer. To-date the City has received \$2.5 million dollars for hurricane Irma reimbursement.
 - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
 - The City awaits obligation by the State for PW33183, Cassen Pier. The City was recently received obligation by FEMA for this project.
 - Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.
- Completed Projects - Weekly
 - Processed 99 Journal Entry Batches.
 - Utility Billing Meter Readers completed 430 work orders.
 - Approved 20 Purchase Requisitions totaling \$78,976.86.

- Issued 21 Purchase Orders totaling \$80,030.25.
- Issued 0 past due notices on utility accounts.
- Prepared 71 Accounts Payable checks totaling \$104,262.28 and 23 Accounts Payable EFT payments totaling \$66,682.75.
- Auto-called 799 utility customers regarding receipt of a past due notice.
- Processed 525 payments through Interactive Voice Response System totaling \$44,371.09.
- Processed 695 payments through City online payment portal totaling \$64,202.11.
- Grant money 2019-20 fiscal year-to-date total received, \$3.0 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Working with the Bureau of Justice Assistance on the approval of the grant adjustment notice to purchase UAVs as part of the Coronavirus Emergency Supplemental Funding grant.
- Worked with Economic Development Director on the CARES Act Recovery Assistance grant program in submitting a request for funding assistance for the Economic Development Strategic Plan.
- Grant reimbursement requests to date FY 19-20: \$978,179.24
- Other
 - Completed Employee Newsletter for July 2020.
 - Attended part one of FEMA's BRIC Summer Engagement Series: Introduction to Building Resilient Infrastructure and Communities (BRIC) Grant Program; and, part two: Meaning of the BRIC Name.

Risk Management Projects

- Met with claims adjuster for subrogation claim
- Assisting police department with citizen claim
- Continuing update for Minimum Insurance Requirements

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 3
 - Hazardous: 5
 - EMS: 77
 - Motor Vehicle Accidents: 2
 - Public Assists: 51
 - TOTAL CALLS: 139
 - Aid provided to other agencies: 11 Calls – Daytona Beach (4), Holly Hill (2), Volusia County (5)
 - Total staff hours provided to other agencies: 8
 - # of overlapping calls: 44
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 52
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 73
- Training Hours
 - NFPA 1001: Firefighting 4
 - NFPA 1500: Safety/Equipment 31
 - NFPA 1620: Preplanning 6
 - EMT/Paramedic 15
 - TOTAL TRAINING HOURS: 56

- Station Activities
 - COVID precautions remain in effect at all stations.
 - Crews participated in drive-by parades for the following events:
 - Ormond in the Pines recognition of two residents turning 100 or more, both WWII veterans.
 - Tomoka Oaks Subdivision for child's second birthday

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection and Reuse Distribution/Public Works)
 - Part Time Evidence/Crime Scene Technician (Police)
 - Police Officer (Police)
 - Utilities Manager (Public Works)
 - Water Distribution Officer (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 (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Part Time Recreation Leader (Performing Arts Center/Leisure Services)
 - Applications Under Review
 - Maintenance Worker IV (Stormwater/Public Works)
 - Interviews Scheduled
 - Paralegal (Legal)
 - Background/Reference Checks/Job Offers
 - Plant/Pump Mechanic (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: 29
 - Completed: 46
 - In progress: 41
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 29,508
 - Inbound E-Mails Blocked: 11,616
 - Delivered Inbound E-Mails: 17,892
 - Quarantined Messages: 367
 - Percentage Good Email: 60.6%
 - ATP/Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 0
 - Corrections: 1
 - Map/Information Requests: 9
 - 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: 8 (Flushing device meters) : Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

Leisure Services

Administration

- Public Works meeting
- Cares Act Dollars meeting
- Work with Coordinators to develop plan to re-open facilities and programs
- Preparing ECHO reports
- Ormond Beach Chamber PPE distribution
- Updating website and social media pages as needed

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
- Regular days and hours at 50% capacity
- Enhanced regular cleaning/disinfecting of surfaces and exhibits
- Coordinating with Facilities on install of replacement “Protected Area” signs
- Meet with fish/ turtle tank contractor to review maintenance of tanks
- Continue to monitor newly established wildflower garden
- Coordinating with A/V contractor to evaluate issues with video playback on exhibit area screens
- Completed ECHO report

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.
- Lacrosse practices (rental) on Tuesday and Thursday, at 6 pm, Sports Complex
- OBGS is holding practices on Tuesday and Thursday, at 9 am and 6 pm, Sports Complex
- Daytona Beach Baseball (rental) practice Monday and game on Wednesday, 9 am, Wendelstedt Field #2

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
- Prepped for USSSA Baseball Tourney at Nova and Wendelstedt fields
- Removed soccer goals from Soccer Field #1
- Replacing foul pole wings at Sports Complex

Performing Arts Center

- Placed orders, received, and delivered pandemic disinfection supplies
- Created and post content daily on Performing Arts Center Facebook page
- Prepared for Ormond Beach Chamber PPE distribution at the Performing Arts Center
- Ordered and restocked peacetime emergency supplies
- Planned and prepared for temporary City operation of the Tennis Center
- Continued to update show producers and facility rental clients on the status of the Performing Arts Center

South Ormond Neighborhood Center

- Summer camp continues this week
- Open gym to reservations only for basketball

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Cleaned, sanitized and organized decorations
- Spoke to other cities regarding events they are planning and precautions that would be taken
- Continued evaluation and preliminary planning of upcoming events through July:
 - Light Up Labor Day, September 5

Nova Community Center and Special Populations

- Hosted a virtual Lunch Bunch
- Continued taking reservations for pickleball
- 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

The Casements

- Welcoming guests for self-guided tours
- Fielding phone calls regarding upcoming rentals

- East Coast Ornamental did a final measurement for courtyard fencing and archway on Monday.
- "Did You Know?" was posted on Wednesday and Friday on The Casements Facebook page.
- Pilates class Monday, Wednesday and Friday at 8:30 am
- Construction continued on the North Lawn and Carriage House expansion project.
- Staff completed working on ECHO report.
- 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 virus signs on bathroom doors
- Inspected signs at all playground equipment

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 gate at the Police Department
- Repaired toilet at South Ormond Neighborhood Center
- Repaired lights on airport runway
- Ladies restroom toilet repaired at the Performing Arts Center
- Unclogged restroom toilet at South Ormond Neighborhood Center
- Lights repaired FS91
- Tower outlets replaced at WTP
- Gate repaired at WTP
- Bay door repaired FS93
- Elevator lights replaced at City Hall
- Replaced locks at Ames Park
- Repaired ceiling tile at Nova Community Center
- Fleet gates repaired
- A/C repaired at FS94
- Soap #5 replaced at Andy Romano Beachfront Park
- Soap dispensers 3 replaced at South Ormond Neighborhood Center
- Ladies restroom on the second floor repaired at City Hall
- Repaired water leak WWT
- Removed portable A/C at The Casements
- Restroom toilet unclogged at Central Park II
- Maintenance Building outside faucet replaced

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended the Coffee with a Cop event at City Hall
- Staff monitored the Accreditation On-Site Process
- Staff implemented PPE protocols, limiting access to the Police building
- Staff conducted a Supervisor's Meeting remotely
- Staff monitored Fourth of July events

Community Outreach

- Youth Leadership Council (YLC) – Seven (7) members of the YLC participated in a virtual meeting to review ideas for community service projects and calendars.

- OBPAL Basketball – Fifteen members are practicing during open gym time at the Nova Community Center and the South Ormond Neighborhood Center.
- Educational programs – The PAL Summer educational program partnership with the Summer Connections program at the South Ormond Neighborhood Center began last month. Thirty-three students are participating in science, reading, math and summer art classes.
- 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.
 - Donut Dash 5K 2021 – The OBPAL Donut Dash registration page has been updated with information for the 2021 race. The Donut Dash 5K 2021 will be held Saturday, April 24 at the Trails Shopping Center. Thank you to Krispy Kreme for sponsoring our Donut Stations. Registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal calls responded to: 29
- Animal Bites: 0
- Animal Reports: 2
- Animals to Halifax Humane: 6
- Dogs:1 Cats: 5
- Trap Neuter Return: 4
- Pets at Vaccination Clinic: 0
- Found Property: 3
- Wildlife: 1

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 4
- Inactive: 8
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 2
- Grand Theft: 2
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons:0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1
- Suspicious Person: 1
- Vandalism: 1
- Stalking: 1

Records

- Walk - Ins / Window: 35

- Phone Calls: 47
- Arrest / NTA'S: 19
- Reports Generated: 97
- Reports Entered: 80
- Citations Issued: 65
- Citations Entered: 62
- Warnings Entered: 92
- Trespass Warnings: 7
- CORF Entered: 88
- Mail / Faxes / Request: 31

Patrol

- Total Calls: 1,695
- Total Traffic Stops: 145

Operations

- Crime Opportunity Report Forms: 129

7/1/20

- Stolen Trailer, 1042 North United States Highway One. Unknown suspect(s) stole a 2018 white American Made Products trailer. The trailer is a 6x12 white enclosed cargo trailer with a refrigeration unit on the roof.
- Battery Domestic Violence Arrest, 1614 North United States Highway One #258 (Econo Lodge). During an argument, a subject grabbed a phone out of his girlfriend's hands as she attempted to call 911. When the victim attempted to leave, he pulled her back in the room.
- Stolen Vehicle, 503 Crowne Sunset Drive #1316. Subject advised an unknown male took his 2013 Honda Civic 4 door.
- Burglary Carbreak Attempt Arrest, 4 Silver Fox Trail. Subject was caught on a Ring doorbell video trying to get into two vehicles in the driveway. Officers saw him run from the residence to his bicycle and then headed west on Silver Fox Trail and was apprehended. Suspect was also charged with violation of Probation for Burglary.

7/2/20

- Larceny, 910 South Atlantic Avenue (Planet Fitness). Unknown suspect stole the victim's wallet.
- Carbreak, 110 Bear Creek Path (Bear Creek Mobile Home Park). Unknown suspect(s) forced entry into a motorhome by prying open one of the windows. A black Ruger .380 handgun, GPS, and an ice-maker were stolen.
- Trespass Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject contacted who was found to have previously been trespassed from the business.
- Battery Domestic Violence Arrest, 170 North Yonge Street #48. A family was involved in several physical altercations throughout the evening. Two parties were charged with battery, domestic violence and charges were also submitted for a third involved party.

7/3/20

- Theft, 910 South Atlantic Avenue (Planet Fitness). Subject was identified and returned to this address after stealing the victim's wallet.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowes). Subject was observed by Loss Prevention at this location to conceal \$62.84 worth of merchandise in a bag and attempted to leave without paying for it.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by Loss Prevention at this location to skip scan \$109.34 worth of items and attempt to leave the store without paying for those items.
- Bicycle Theft, 1503 San Marco Drive #101 (San Marco Apartments). A 15 speed, black, 27", Centurion bicycle with white lettering and extended handle bars was stolen from under the stairwell, unsecured.

- Theft, 498 South Yonge Street (Fab Lab). An unidentified male stole the victim's \$200 miter saw that was out front.

7/4/20

- Narcotics Arrest, 170 Williamson Boulevard (Sleep Inn). Contact was made with a subject having an open warrant.
- Traffic Arrest, Bermuda Estates Drive/West Granada Boulevard (Bermuda Estates). Subject drove through the flower bed causing a water break at the entrance. The driver left the scene and was apprehended shortly thereafter.

7/5/20

- Burglary Residence, 35 Neptune Avenue. The homeowner observed someone on her back porch who ran off when the dogs started to bark. The owner did not get a description of the subject only that it appeared to be a male. Nothing appears to be missing.

7/6/20

- Burglary Attempt, 340 Sanchez Avenue. Unknown suspect removed a screen and attempted to force entry through a window. No entry was made.
- Battery Domestic Violence Arrest, 144 Pine Cone Trail. Subject battered her husband during an argument.
- Larceny Bicycle, 520 Crowne Loop #226. Victim advised his black beach cruiser was taken from his apartment complex. He advised his bicycle was secured with a combination lock.
- Trespass Arrest, 1478 West Granada Boulevard. Subject was previously trespassed from Ormond Towne Square and was located on the property.

7/7/20

- Burglary/Battery Domestic Violence Arrest, 3 North Yonge Street (7-11). Subject was involved in a disturbance at this location with his children's mother and another male, both victims. He battered both victims during the altercation.
- Larceny, 235 E Granada Blvd (Bikini Co). An unknown white female stole swimwear from this location.
- Burglary Business, 12 Southland Road (ABB Incorporated Company.) An employee advised two males came into the compound and used the business forklift to place a spool of copper in the rear of a pick-up truck before fleeing the area.
- Burglary Residence, 1080 North United States Highway One #113. Victim advised an unknown subject damaged his front door attempting to get into the residence. Victim advised he is missing a Yeti cooler and other items from the front porch area.
- Burglary Residence, 1080 North United States Highway One #112. Victim advised an unknown subject damaged his front door attempting to get into the residence. Victim advised that someone did enter the residence by way of the sun vent on the roof. Victim advised he's missing two knives and three packs of ramen noodles.
- Burglary Motor Cycle Trailer, Hull Road/Holly Street. Subject cut through a compound fencing and cut two locks to get into a motorcycle trailer. Once in the trailer the suspect took a Harley Davidson helmet and rain pants, valued at \$420.
- Aggravated Assault, 266 South Halifax Drive. Victim advised that two juveniles battered him when they were confronted about drag racing in the neighborhood. Victim declined charges but wished to have the incident documented.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 33
 - Number of Citations issued: 39
 - Number of Written Warnings Issued: 23
 - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 4 Cases initiated
- 11 signs have either been removed or sign cases created.
- 10 tree removal permit requests
- Administrative staff assisted with five (5) walk-ins and seventy-one (71) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor has been asked to hold off on work until further notice.
 - Water Plant Upgrades – Both slakers have been successfully installed, the chlorine pump replacements continue.
 - Breakaway Trails Storage and Pumping Improvements – Contractor continues final site restoration.
 - WWTP Sludge Dewatering Improvements – Both centrifuges are installed.
 - HVAC Replacements – City Hall, SONC, The Casements – Close out documents are being prepared by the contractor.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – 75% of the Medjool palms have been planted in the medians.
 - WTP Sludge Residuals Facility Improvements – Centrifuge is ordered, tentatively scheduled to ship in August.
 - OBSC Improvements – Championship Field 7 – Construction is progressing on schedule.
 - Nova Community Park Underground Electric Utilities – Installation of new utility pole and metering cabinet is being scheduled by 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 – Construction is underway on Country Club Drive.
 - Casements North Side Improvements – The Carriage House addition foundation is formed and scheduled to be poured this week.
 - Fiber Optic Connectivity – Work to connect The Casements to the fiber optic network is complete. Fiber optic connection to FS92 is ongoing.
 - CDBG Riviera Park Parking Improvements – Contractor has begun shaping the south parking areas.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – Equipment is on order.
 - Nova Landfill Liner Repair – Shop drawings are under review.
 - 2020 Microsurfacing – Contracts are being executed.
 - 2020 Repaving – Contracts are being executed.
 - Landscape Renovations – Notice to Proceed was issued for July 6.
 - Bidding
 - CDBG SONC Fitness Station – Bid evaluation committee met on July 8.

- North US1 Water Main and Force Main Improvements – Bids were opened on July 8 and are under review.
- Gazebo Replacement CP II – Project award is on the August 4 commission meeting agenda.
- Rockefeller Room Renovations – A Construction Management Work Authorization is on the July 28 commission meeting agenda for approval.
- Birthplace of Speed Overlook Replacement – A Construction Management Work Authorization is scheduled for approval at the August 4 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 – A second neighborhood meeting was held on June 24.
 - Airport Road/SR40 Water Main Loop – Design is in process.
 - Downtown: Cassen Park Improvements – Project is in design.
 - Granada Streetscape Pavers – Project is in design.
 - Update Parks & Recreational Master Plan – A disposition item for approval to advertise is scheduled for the July 28 City Commission meeting.
 - Business Park Drive Phase II – Design kick-off meeting was held on July 1.
- Departmental Activities
 - Reviewed daily Engineering permit applications through the ProjectDOX system.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for Riverside Drive directional bore, per FPL request.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for Hull Road wood pole replacement, per FPL request.
 - Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits for 10 Mirror Lake Drive, Harvard Drive at A1A Intersection, and 47-51 Cambridge Drive directional bores, per Brighthouse/Spectrum request.
 - Provided SWMP LDC requirements and checklist for 2265 Warden Trail proposed residence, per builder's request.
 - On-site meeting at 350 Riverside Drive with homeowner to discuss lot grading options.
 - Continued to update the construction drawing set of the survey data for the proposed South Beach Street water main project.
 - Completed Tree-in-the-Right-of-Way locate at 16 Oakwood Drive.
 - Began the multiple sketches and legal descriptions for Aberdeen phases 3, 4, and 5 utility easements, per Planning Department request.
 - Researched files and created updated Cassen Park legal description for grant requirement.
 - Researched Engineering drawings and provided PDF copies of Division Avenue, Old Kings Road, and East Granada Blvd at Riverside Drive as-builts, per City utility locator's request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Stripped forms, back filled, cleaned up on Military; lay asphalt
- Ground walks citywide
- Replaced walls on Aaron Cir

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 Fleming Ave, Ormond Lakes, Northbrook, N Ridgewood

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

- Reach out SR40; Forest Hill sidewalk; Hand Ave RR ditch; Hand Ave, Wilmette Ave
- Basins and locates citywide
- Ditch maint citywide
- Pipe repair at Kenilworth & N Yonge
- Inlet cleaning on N Beach
- TV storm line on Kimberly Dr, Lindenwood Cir W
- Basin repair at Highland & N Beach

Vactor

- Truck in for maintenance

Street Sweeping/Streetsweeper (0 days – vacation)

- miles of road cleaned
- cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,067
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,002 gallons unleaded, 11,474 gallons diesel
 - Fuel used in one week: 2,020 gallons of unleaded and 860gallons of diesel.
 - Fleet completed 42 work orders this week.

Utilities

- Projects Summary
 - Construction Projects:
 - Granada Sanitary Sewer Pipe Rehabilitation – Under design by GAI.
 - Granada Plaza Water Main – Distribution Superintendent requested design revisions.
 - Beach Street Water Main – Survey & base map completed. Began in-house design.

- Holly Hill Reuse Interconnect: Interlocal agreement tentatively scheduled for July 28 City Commission.
- SPRC Projects
 - Paradise Point at 350 Clyde Morris (adjacent to Aberdeen) – Provided lift station data to design engineer.
 - Tymber Creek Apartments – 1st formal design under review.
 - Ocean Village Townhomes – Reviewed and approved revised submittal.

Water Treatment Plant

- Delivered 43.31 million gallons for the week ending July 4, 2020 (6.19 MGD).
- Backwashed 11 filters for a total of 757,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 4, 2020 @ 6.95 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~64.8 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Odyssey contractors are onsite for new projects.
- New east slaker in operation, running smoothly. West slaker is installed and in test phase.
- Two new bleach tanks installed, filled north tank with 5,500 gal 12% bleach.
- Two new chlorine pumps are in operation

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.24 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.61 MGD.
- Produced 32.24 Million Gallons of Reuse.
- Produced 0.00 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (July 1, 2019 – June 30, 2020) (MGD):
 - Influent 4.12 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.22 MGD (Permit 6 MGD);
 - Reuse 4.42 MGD (Permit 10 MGD)
- Hauled 23 loads 511.38 wet tons of dewatered residual solids (14% to 18% solids) for June 2020.
 - There were 0 fecal detections for the weekly reporting period and 5 out of 22 for the month of June 2020 for a 77% non-detection reporting value.

Water Distribution

- Responded to 19 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 14 calls for from customers concerning leaking water.
- Replaced 4 residential water meters per Finance Dept. work orders.
- Replaced 8 broken meter boxes.
- Located 3 meter boxes/water meters for a customer.
- Installed 3 new residential water meters/ services for new construction.
- Replaced 3 water services due to leaks from rusted piping or low pressure concerns. One casing was installed for the water service replacements under roads.
- Performed pressure testing on 4 City owned backflow prevention devices, one needed repair.
- Repaired a 2" GSP water main on River Shore Dr.
- Repaired a 6" water main on E. Sea Harbor Dr.
- Performed valve maintenance on 8 main line valves.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 111 regular & 2 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 16 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Flushed sanitary lateral at 103 Hickory Hills Cir.
- Vacuumed gravity main on Emerald Cir. due to damage from FPL contractor. Vacuuming line 3 times a week.
- Responded to sewer back up at 384 Flormond Ave. Roots in line will place on PM list.
- Wired up PEP pump on temp power at 7 Foxfords Chase.
- Repaired broken C/O stack at 6 Sounders Trail Cir.
- Lowered C/O at 18 Tomoka Cove Way per customer request.
- Located utilities at 17 Tomoka Cove Way and 2 Holly Fern Chase.
- Demo'ed 431 Ocean Shore Blvd.
- Rewired J-box at 49 Huntmaster Ct.
- Responded to customer call about sewer location at 1523 N. Beach St.
- Replaced and rewired PEP pumps at 20 Foxfield Look, 38 Foxfield Look, 6 Sounders Trail Cir, 14 Sounders Trail Cir, 28 Indian Springs Dr., 15 Foxfield Look
- Cleaned and TV'ed 4 sanitary laterals on the PM list

Reuse Distribution

- Responded to 5 reuse trouble calls.
- Replaced broken lid on reclaimed box at 96 Treasure Ln.
- Turned off reclaimed at 65 Carriage Creek Way per customer request.
- Responded to low pressure complaint at 3 Brook Crest Way. Pressure at 08:30 was 50 psi static and 35 psi dynamic.
- Located reclaimed tap at 171 Riverside Dr.
- Responded to no water call at 47 Carriage Creek Way. Issue was on customer side.
- Responded to low pressure call at 103 Deep Woods Way. When staff responded pressure was good at 20:30 hours.
- Verified reclaimed connection a 444 Druid Cir.
- Located reclaimed service at 26 Foxfords Chase

Wastewater Plant – Lift Stations

- SCADA monitor/response: Responded to various 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

- Responded to equipment alerts at the Water Plant and offsite locations.
- Perform operational checks at various locations.

Regulatory Compliance (Wastewater Collection/Treatment/Disposal Regulatory Activities)

- Cross Connection Control Program Management Services Contract – Staff attended a meeting with the CCC data management contractor. The meeting was to exchange information on the program's progress and future needs.
- Risk and Resilience Vulnerability Assessment – Staff is reviewing the assessment report received from FRWA. The assessment will assist the Utility in identifying points of concern.
- Water Quality Report – The printer delivered the hard copies of the Consumer Confidence Report and is distributing them to bulk metered customers such as apartment complexes and assisted living facilities.
- WRF Permit – Staff is implementing the new requirements of the permit and ensuring compliance with each.

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:

- Agenda packet preparation for July 28, 2020, Operating Budget Workshop and City Commission Meeting.