

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 17, 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
- Agenda packet review
- COVID-19 data gathering
- Preparing credentialing report

Spoke to, attended and/or met with:

- Managers COVID-19 conference call
- VCARD virtual meeting

PIO – Public Information

- Press Releases/Media
 - General media inquiries
 - General citizen requests
 - Official updates to COVID-19 website
- Social Media
 - PPE Distribution
 - PAL Scholarship
 - Volusia County Mask Distribution
 - FPL Disconnection Updates
 - #OBConnected
- Attended
 - Engineering/Planning Meeting
 - FFCA Social Eval
 - State of the City Planning Meeting
- Developing
 - Strategic Plan Progress Report Update

Community Development

Planning

- 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.
 - The Board of Adjustment and Appeals shall meet on August 5, 2020, to review and act upon the following applications:
 1. 488 South Halifax Drive: variance for a carport within the side yard setback.
 2. 20 Marjorie Trail: variance to extend a pool screen enclosure in the rear yard setback.
 3. 444 North Halifax Drive: variance for a carport within the side corner yard setback.
 - Attended the Ormond MainStreet Design and Arts District meeting.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 347 inspections performed within the city (17 by private providers).
- 150 permits issued within the city, with a valuation of \$1,454,681 (12 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met his week with:
 1. 2011 West Granada Boulevard, Tymber Creek Apartments: Discussion of the SPRC review comments with the project engineer.
- The following projects are in review of the SPRC:
 1. 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	20%
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	95%
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 development directors 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 applications process and notifying the business community of the programs.
 - 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.

- Participated in webinar with Chmura Economics which provided an overview and new scenarios for a national economic recovery from the COVID-19 pandemic in light of the recent surge in cases.
- Staff participated in 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, 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 that were recently repaired and returned to service were briefly out of service again this week. The condition affecting their operation has been corrected.
- Staff worked with technicians from Economy Electric and AT&T to conduct minor repairs to the call box system at Gate 13. Staff was alerted that visitors were not able to use the call box to contact airport businesses for admittance.
- Staff participated in a webinar about aircraft noise abatement sponsored by the National Business Aviation Association (NBAA). The webinar was offered because the thinning of aircraft traffic nationwide during the COVID-19 pandemic has heightened noise awareness in some communities surrounding airports. Topics of discussion included airport case studies and innovative, new "fly-quiet" initiatives; voluntary vs. mandatory noise-abatement programs; potential regulatory changes on the horizon, and the latest NBAA "fly-quiet" resources.
- Staff has been advised that the U.S. House Appropriations Committee has approved the FY 2021 DOT/FAA appropriations bill that includes \$172.8 million in dedicated funding for the FAA Contract Tower Program. This spending level, \$2.8 million more than the FY 2020 appropriations, will fully fund all 256 contract towers in the United States. The funding level should also support several new contract towers scheduled to enter the program during FY 2021. The Committee continues to strongly support the FAA contract tower program as a cost-effective and efficient way to provide air traffic control services to smaller airports across the country. The Committee expects FAA to continue to operate the 256 contract towers currently in the program, annualize funding for towers that will be added in 2020, and provide full-year funding for new airports expected to be added to the program in fiscal year 2021.
- Airport staff worked with the Directors of Public Works and Planning to address several questions posed by Hoyle, Tanner & Associates concerning the design of the new access roads for the southwest quadrant of the airport.
- Staff has been advised that flight training traffic at the Ormond Beach Municipal Airport originating from the Daytona Beach International Airport may temporarily increase due to construction activity at the Daytona Beach airport. Some traffic from Daytona Beach is being directed to fly northbound over the Halifax River, which may result in more traffic over areas east and southeast of the Ormond Beach airport.

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

Finance

- On-going Projects
 - The City continues to work with the State to achieve obligation on one (1) additional project worksheet for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City continues to work with FEMA to achieve obligation on one (1) additional project worksheet for hurricane Irma. Due to this PW involving pier replacement (Cassen Park) EHP

takes substantially longer. To-date the City has received \$2.5 million dollars for hurricane Irma reimbursement.

- The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
- The City awaits obligation by the State for PW33183, Cassen Pier. The City has recently received obligation by FEMA for this project.
- Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.

- Completed Projects - Weekly
 - Processed 150 Journal Entry Batches.
 - Utility Billing Meter Readers completed 390 work orders.
 - Approved 18 Purchase Requisitions totaling \$113,090.
 - Issued 17 Purchase Orders totaling \$79,900.
 - Issued 719 past due notices on utility accounts.
 - Prepared 112 Accounts Payable checks totaling \$368,007.87 and 29 Accounts Payable EFT payments totaling \$285,117.30.
 - Auto-called 430 utility customers regarding receipt of a past due notice.
 - Processed 515 payments through Interactive Voice Response System totaling \$42,909.
 - Processed 710 payments through City online payment portal totaling \$67,360.
 - Grant money 2019-20 fiscal year-to-date total received, \$3.1 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Working with the Police Department on the Justice Assistance Grant (JAG) 2020 Local Solicitation application which opened on July 9 and is due by August 19.
 - Worked with staff on completion and submittal of annual ECHO reports for all ECHO funded projects.
 - 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: \$981,238.274

- Other
 - Attended part three of FEMA's BRIC Summer Engagement Series: BRIC and Building Codes.

Risk Management Projects

- Finalize applications for property & casualty insurance coverage/renewal
- Prepare several subrogation demands for property damage
- Prepare drug free workplace random testing lists

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 8
 - Hazardous: 3
 - EMS: 76
 - Motor Vehicle Accidents: 8
 - Public Assists: 47
 - TOTAL CALLS: 144

- Aid provided to other agencies: 6 Calls – Daytona Beach (1), Holly Hill (1), Volusia County (4)
- Total staff hours provided to other agencies: 5
- # of overlapping calls: 24

- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 57
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 50

- Training Hours
 - NFPA 1001: Firefighting 26
 - NFPA 1002: Driver 2
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 45
 - EMT/Paramedic 21
 - TOTAL TRAINING HOURS: 98

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

- Significant Incidents
 - 7/11/20, 3:34 PM: 33 Creek Bluff Way – Brush Fire – Upon arrival found light smoke showing – investigation found a small area burning in the woods behind residence – fire had light fuel and was moving slowly – lightning had struck large pine tree causing brush fire – fire extinguished with 500 gallons of water.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Support Services)
 - City Engineer – 2 positions (Engineering)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection - Reuse Distribution/Public Works)
 - Temporary Neighborhood Improvement Officer (Police)
 - Part Time Evidence/Crime Scene Custodian (Police)
 - Police Officer (Police)
 - Utilities Manager (Public Works)
 - Water Distribution Operator 3,2,1, or Trainee (Water Distribution/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: 40
 - Completed: 69
 - In progress: 39
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,437
 - Inbound E-Mails Blocked: 13,549
 - Delivered Inbound E-Mails: 19,888
 - Quarantined Messages: 359
 - Percentage Good Email: 59.5%
 - ATP/Virus E-Mails Blocked: 0
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 4
 - 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: 3 (Flushing device meters) : Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Posting videos to LS and/or EDC Facebook 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 oversight 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.
- Coordinating with Master Beekeeper(s) for return of beehive.
- Met with fish/turtle tank contractor to review maintenance of tanks.
- Continue to monitor newly established wildflower garden for need of any additional watering.
- Coordinating with A/V contractor to evaluate issues with video playback on EDC exhibit area screens.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1 pm daily.
- Lacrosse practices (rental) on Tuesday and Thursday, at 6 pm, Sports Complex
- OBGS are holding practices on Tuesday and Thursday, at 9 am and 6 pm
- 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
- Cleaned Magic Forest 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
- Continued cleaning out area behind Maintenance Building
- Painted Championship Field 7 corners
- Painted flag football field corners
- Prepped for Top Level Youth Baseball Tournament at Nova and Wendelstedt Fields
- Replacing foul pole wings at Sports Complex

Performing Arts Center

- Placed orders, received, and delivered pandemic disinfection supplies
- Created and posted content daily on Performing Arts Center Facebook page
- Planned and prepared for the temporary City operation of the Tennis Center
- Continued to update show producers and facility rental clients on the status of the Performing Arts Center and the Senior Center

South Ormond Neighborhood Center

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

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attending Senior Games Board meeting
- Spoke to other cities in regards to what events they are still planning and precautions that will be taken
- Continued evaluation and preliminary planning of upcoming events

Nova Community Center and Special Populations

- Hosted a virtual Lunch Bunch

- Continued taking reservations for pickleball and basketball
- Cleaned and sanitized between players
- Attended webinars to increase learning
- Monitored pickleball and outside areas
- Jazzercise class is being held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Monday, Wednesday and Thursday, 5:45 pm

The Casements

- Welcoming guests into The Casements for self-guided tours.
- Fielding phone calls regarding upcoming rentals.
- House of Healing, Bailey Riverbridge from 4:30 pm - 6:30 pm on Sunday.
- "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.
- Staff worked on a craft video.
- Casements staff continued to assist with Park restroom sanitation Monday, Wednesday, and Friday.

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Replaced belt swings at South Ormond Neighborhood Center
- Installing park hours signs through the City
- Repaired fence at Magic Forest
- Repaired 3-wheel cart at the Tennis Center
- Removed curbs and timber at Riviera Park
- Replaced swings and hardware at Magic Forest
- Repaired handrail at Riverbend 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
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Unclogged toilet at South Ormond Neighborhood Center, Cassen Park and Central Park I
- Replaced soap dispenser at Central Park I
- Rewired snowflakes at PW
- Met HVAC contractor at City Hall, checked chiller operation
- Replaced ceiling tiles at City Hall
- Repaired push button door at City Hall
- Bay door repaired at FS93
- Water tower outlets replaced at WTP
- Stairwell lights replaced at The Casements
- A/C drain line repaired at WWTP
- Toilet repaired at the Performing Arts Center
- Gate repaired at WTP
- A/C troubleshoot at the Police Department
- Replaced lights in City Hall 2nd floor hallway
- Replaced lights at the Tennis Center

- Irrigation replaced and breaker panels for kiosk and scoreboard at the Nova Recreation Center
- Replaced entrapment sensor on the Fleet main gate
- Repaired lights at The Casements south stairway
- Replaced entrapment sensor on the WTP main gate

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff participated in the Re-accreditation Assessment
- Staff arranged schedules for Police Department staff to work from home
- Staff re-initiated safe distance procedures for Patrol personnel
- Staff managed quarterly audits and inspections

Community Outreach

- Youth Leadership Council (YLC) – Three YLC members, Jordan Glenn (Seabreeze), Keyona Rivera (Mainland), and Avery Randolph, Jr. (Seabreeze) graduated on Thursday, July 9, at the Ocean Center. We will continue our virtual communication with our members.
- OBPAL Basketball – Members of the OBPAL Basketball program are practicing at the Nova Community Center and SONC.
- PAL Summer Program – PAL Summer Educational programs are ongoing at the SONC, Monday - Thursday in conjunction with Leisure Services Summer Camp Connection. Thirty-six students participated in science, reading, math and summer art classes.
- Donut Dash 5K 2021 – The registration page was updated with information for the 2021 race. The Donut Dash 5K 2021 will be held on Saturday, April 24, at The Trails Shopping Center. Thank you to Krispy Kreme for sponsoring our Donut Stations. Registration information is available at <https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K?remMeAttempt=>.
- 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 on sponsorship opportunities and participation, please call the OBPAL House at 386-676-3505.

Community Services & Animal Control

- Animal calls responded to: 27
- Animal Bites: 1
- Animal Reports: 2
- Animals to Halifax Humane: 2 (dogs)
- Trap Neuter Return: 3
- Pets at Vaccination Clinic: 74
- Found Property: 2
- Wildlife: 2

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 7
- Inactive: 4
- Fraud: 2
- Burglary Business: 2
- Burglary Residential: 5
- Larceny Car break: 1

- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Aggravated Battery: 2
- Police Information: 0
- Baker Act: 3

Records

- Walk - Ins / Window: 53
- Phone Calls: 71
- Arrest / NTA'S: 21
- Reports Generated: 103
- Reports Entered: 93
- Citations Issued: 62
- Citations Entered: 59
- Warnings Entered: 8
- Trespass Warnings: 11
- CORF Entered: 41
- Mail / Faxes / Request: 46

Patrol

- Total Calls: 1,557
- Total Traffic Stops: 121

Operations

- Crime Opportunity Report Forms: 156

7/8/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject place merchandise totaling \$35.96 into her purse and exit the store without paying for the items.

7/9/20

- Aggravated Battery Arrest, 706 Virginia Terrace. Battery suspect identified, located and arrested.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject take \$42.85 worth of merchandise and attempt to leave the store without paying for the items.
- Battery Domestic Violence Arrest, 855 Ocean Shore Boulevard (Ormond Ocean Club). Subject had been drinking with family and got into a verbal argument with his brother. The argument escalated and the incident turned physical.

7/10/20

- Shoplifting Arrest, 1340 W Granada Blvd (Lowe's). Subject took \$292.94 in merchandise without paying for it, witnessed by a Loss Prevention employee. He was located a short time later and arrested.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$51.78 in merchandise, witnessed by Loss Prevention. Subject arrested and found to be in possession of heroin, fentanyl, and methamphetamine.
- Warrant Arrest, 1515 San Marco Drive (San Marco Apartments.) Contact made with a subject found to have an open warrant.
- Battery Domestic Violence Arrest, 49 Wicksfield Court. Subject slapped her live in boyfriend across the face.

- Battery Domestic Violence Arrest, 279 S Washington Street #A. Family was involved in an altercation where two parties individually battered a third party. Two family members placed under arrest for battery.
- Disorderly Intoxication Arrest, 803 North Halifax Drive. Subject placed under arrest for Violation of Probation and being under the influence of alcohol and for disorderly intoxication.
- Larceny Bicycle, 767 West Granada Boulevard (Olive Grove Apartments.) A silver colored bicycle with black details, blue front tire and black rear tire taken from the bicycle rack at the complex.

7/11/20

- Occupied Burglary, 312 North Ridgewood Avenue. The victim suspects that a known subject forced entry into her residence by smashing a door window. Several items taken.
- Armed Burglary, 13 River Ridge Trail. An unknown suspect entered the victim's residence and stole a Stevens 12 gauge pump-action shotgun.
- Child Neglect Arrest, 125 East Granada Blvd. (Starbucks). Subject left four minor children, ranging in age from 5 years to 13 years, two of which were autistic, alone at this location for over two hours. Subject located in the 400 block of South Atlantic Avenue and detained.
- Battery Domestic Violence Arrest, 1634 North United States Highway One (Super 8). During an argument, subject pulled his girlfriend out of his van by her legs. An independent witness observed him push the victim in the parking lot.
- Warrant Arrest, 502 Collins Street. Subject contacted and found to have an open warrant.
- Warrant Arrest, 3 Cypress Circle #A. Subject contacted and found to have an open warrant.
- Burglary Business, 175 Interchange Boulevard. Hotel guest advised someone came into his hotel room and took his wallet that contained old debit cards and a social security card.
- Battery Domestic Violence Arrest, 15 Cypress Circle. Subject got into a physical altercation with her ex-girlfriend.

7/12/20

- Stolen Vehicle Arrest, 1670 West Granada Boulevard (Racetrac). Subject stole the victim's 1998 Ford F150 from this location. The vehicle was unlocked with the keys within.
- False Imprisonment/Battery/Criminal Mischief Arrest, 100 Tomoka Meadows Boulevard. Subject became upset after finding photos of another male on the victim's phone. An argument ensued which escalated to punching several holes in the walls of the victim's residence. When the victim attempted to leave, the subject grabbed a hold of her, pushed her down, and prevented her from leaving.
- Trespass Arrest, 1950 West Granada Boulevard (7-11). Officer dispatched to this location in reference to a suspicious person. The reporting party advised that a white female was talking to herself in the parking lot and harassing employees. Upon arrival, the female quickly entered her vehicle and refused to communicate with officers. After being trespassed from the location, the subject still refused to leave or communicate successfully.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$747.15 in merchandise by swiping his card twice, both transactions declined. Subject then proceeded to swipe his card a third time and attempted to leave the store, passing all points of sale and making no further attempts to pay for the items. The offense was witnessed by Loss Prevention.
- Shoplifting, 205 East Granada Boulevard (Walgreens). An unknown subject stole multiple items, some of which the witness is unsure of, but is certain that the suspect stole approximately \$127.84 dollars in laundry detergent by passing all points of sale with the items in bags. No attempts for payment made.
- Battery Domestic Violence Arrest, 285 Roosevelt Drive. Subject arrested for striking her live in boyfriend in the face causing his eyebrows to split open.

7/13/20

- Carbreak, 499 South Nova Road. Unknown suspect(s) cut the locks to the victim's trailer and stole lawn equipment.

- Strong Arm Robbery, 1340 West Granada Boulevard (Lowe's). An unknown suspect stole two Husqvarna weed eaters. Loss Prevention confronted the suspect and attempted to recover the merchandise. The suspect pushed the employee with the stolen merchandise before fleeing on foot.

7/14/20

- Warrant Arrest, 300 Block of John Anderson Drive. A traffic stop conducted for unlawful speed where the driver was found to have an open warrant.
- Burglary Residence, 5 Sunwood Trail (The Trails). Officers responded to an alarm call at the residence. While checking the rear of the residence a family room rear window was discovered to be broken, jewelry was missing from the home.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 39
 - Number of Citations issued: 43
 - Number of Written Warnings Issued: 43
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 8
 - 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: 11 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Cases initiated
- 4 signs have were removed or sign cases created.
- 25 tree removal permit requests
- Administrative staff assisted with two (2) walk-in and eighty-one (81) 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 – Site restoration is 95% complete.
 - WWTP Sludge Dewatering Improvements – Both centrifuges are installed.
 - HVAC Replacements – City Hall, SONC, The Casements – Construction is complete.
 - 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 – Notice to Proceed was issued for July 20.
 - 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 – Carriage House addition plan revisions are being coordinated with the architect.
- Fiber Optic Connectivity – Fiber optic cable installation to FS – 92 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 – Construction is anticipated to begin the end of July.
- 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 – Kompan is selected vendor. Contract approval scheduled for August 4 City Commission meeting.
 - North US1 Water Main and Force Main Improvements – Bid award is scheduled for the August 4 City Commission meeting.
 - Gazebo Replacement CP II – Project award is scheduled for the August 4 City Commission meeting.
 - Rockefeller Room Renovations – A Construction Management Work Authorization is scheduled for the July 28 City Commission meeting.
 - Birthplace of Speed Overlook Replacement – A Construction Management Work Authorization is scheduled for the August 4 City Commission meeting.
- Design Projects:
 - Secondary Raw Water Main – Bid documents are being finalized.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.
 - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
 - Airport Road/SR40 Water Main Loop – Design is 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 is underway.
- Departmental Activities
 - Reviewed daily Engineering permit applications through the ProjectDOX system.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for multiple wood pole replacements along Fleming Avenue, per FPL request.
 - Reviewed proposed lot grade and fill and retaining wall plan options at 6 Fernwood Trail, per homeowner's request.
 - Reviewed plans and provided permitting/construction options for boatlift addition at 542 John Anderson Drive, per dock builder's request.
 - Continued to update the construction drawing set for the proposed South Beach Street water main project.
 - Completed Tree-in-the-Right-of-Way locates at 932 Village Drive and 111 Capri Drive, per Neighborhood Improvement Division request.
 - Continued the multiple sketch and legal descriptions for Aberdeen phases 3, 4, and 5 utility easements, per Planning Department request.
 - Compiled Wastewater Treatment Plant testing data, per Deputy City Engineer's request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Removed broken sidewalk, ground roots, formed on Thomas St.
- Removed broken walk, excess dirt and ground at Aaron Cir & Fleming Ave.
- Cleaned up mulch and formed walks at Fleming Ave & Thomas St.
- Removed mulch and dirt at Southern Pines

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 Melrose Ave, Aaron Cir, Ormond Business Park, McIntosh (all)
- Picked up large limb on Fred Gamble Way
- Removed dead Magnolia on Tomoka Meadows; dead Oak on Village Dr

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 on Wilmette and US1; ditch mowing US1
- Placed Jersey barrier for PD on Pineland Trl
- Locates citywide
- Equipment maintenance
- Gates & pumps citywide
- Ditch spraying citywide
- Pond mowing on Wilmette Ave
- Basin repair on Sauls & Fleming
- Ditch & pond mowing citywide

Vactor

- Cleared dry wells in The Trails
- Main Trl & Shady Branch Trl
- Line cleaning on Kimberly Dr
- Sauls & Fleming – line cleaning

Street Sweeping/Streetsweeper (2 days)

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

Fleet

- Mileage traveled by all departments for the week: 23,014
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 8
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 5,546 gallons unleaded, 10,780 gallons diesel
 - Fuel used in one week: 2,456 gallons of unleaded and 694 gallons of diesel.
 - Fleet completed 48 work orders this week.

Utilities

- Projects Summary
 - Granada Sanitary Sewer Pipe Rehabilitation – Under design by GAI.
 - Beach Street Water Main – Survey & base map completed. Began in-house design.
 - Holly Hill Reuse Interconnect: Interlocal agreement scheduled for July 28 City Commission.

SPRC Projects

- Tymber Creek Apartments – Review completed. Comments provided.

Water Treatment Plant

- Delivered 42.57 million gallons for the week ending July 11, 2020 (6.08 MGD).
- Backwashed 10 filters for a total of 599,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 11, 2020 @ 6.94 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~81.0 wet tons of dewatered sludge (65 - 70% solids).
- Odyssey contractors are onsite for new projects.
- Remediating corrosion and paint around the claricone at the Water Plant.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.91 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.70 MGD.
- Produced 32.91 Million Gallons of Reuse.
- Produced 0.00 (NOD) 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)

Water Distribution

- Responded to 15 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 3 residential water meters per Finance Dept. work orders.
- Repaired a stopped 1½" irrigation meter.
- Replaced 9 broken meter boxes.
- Located 4 meter boxes/water meters for customers.
- Installed 7 new residential water meters/ services for new construction.
- Replaced 5 water service due to leaks from rusted piping or low pressure concerns.
- Relocated a residential water service due to tree growing next to the meter.
- Performed pressure testing on 5 City owned backflow prevention devices, 2 needed repairs.
- Performed maintenance on 3 fire hydrants on city beachside.

- Performed valve maintenance on 12 main line valves.
- Repaired a 1½" valve serving the water meter at 2800 Ocean Shore Blvd.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 108 regular & 1 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 5 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.
- Follow up TV of sanitary service at 8 Petrea Ter. Roots in joints, placed on PM list until repairs can be made.
- TV'ed depression at 46 River Ridge Trl. Appears to be broken service, will schedule for repair.
- Raised C/O to grade at 24 Allenwood Look
- Investigated "chirper" at 18 Deep Woods Way. No sound upon arrival, system appears to be working correctly.
- Responded to back up at 11 Brookwood Dr. City side is clear.
- Responded to a backup at 300 S. Center St. Stoppage was on City side, cleared with Harban. TV'ed line – roots placed on PM list.
- Located services at 36 Black Pine Way, 67 Carriage Creek Way, 20 Lake Vista Way
- PEP alarm light is on at 5 Creekview Way. This is a private PEP tank that pumps to gravity service. Gravity service is connected to City cul-de-sac tank. Customer responsibility, customer aware. They are not experiencing a backup.
- Flushed drain line at WRF.
- Follow up TV at 275 Riverside Dr. TV'ed line from customer C/O to manhole. Out line is clear and clean.
- Replaced and rewired PEP pumps at 8 Huntmaster Ct.
- Replaced broken back lid on PEP tank at 19 Coquina Ridge Way.
- Cleaned and TV'ed 4 sanitary laterals on the PM list.

Reuse Distribution

- Responded to 4 reuse trouble calls.
- Located reclaim service at 73 Foxcroft Run.
- Pressure/flow tested reclaimed service at 44 Thornhill Chase Cir. Discovered blockage in line and removed blockage.
- Pressure tested reclaim service at 7 Dartmouth Trace.
- Spoke with customers at 6 & 8 Noble Woods Way, water leaking out of sprinklers. Turned off reclaim service at 8 Noble Woods Way to let area dry up. Will follow up.
- Locked off reclaim service that was not connected at customer request.

Wastewater Plant – Lift Stations

- Screw Pump #2 – motor #2 failed, electrical and roofing contractors have been contacted for assistance with rigging and building preparation.
- Centrifuge Conveyer Belt – freed up and greased rollers as needed, spare parts will be requested.
- 1P – pump 1 seal not fully operational and pump 2 impeller failed, backup diesel pump is connected to maintain station.
- 7M – repaired pump guide rails, removed failed pump 2 and replaced. Pump 1 not fully functional, backup diesel pump is connected to maintain station.
- 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.
- Breakaway reuse – constructed junction box for future automation of control valves.
- Wells 24 – replaced failed radio for Hudson wellfield SCADA
- R.O. VFD #1 – installation and programming is complete and unit returned to service.
- Responded to equipment alerts at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Regulatory Compliance Activities

- Cross Connection Control Program Management Services Contract – Staff continues to collaborate with water customers concerning their backflow device testing, while working with the new data management company to ensure completeness.
- 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 staff distributed them to bulk metered customers such as apartment complexes and assisted living facilities and well as public spaces such the City Hall and the Library. Staff also fielded questions from water customers concerning the report. Staff is preparing the certificate of delivery to the FDOH for the water quality report.
- WRF Permit – Staff is implementing the new requirements of the permit and ensuring compliance.

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