

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 24, 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
- Reviewed commission meeting agenda packet

Spoke to, attended and/or met with:

- FCCMA Investment Committee virtual meeting
- FCCMA City Manager Think Tank with Rob Duncan (virtual)
- Managers weekly COVID-19 conference call
- Managers monthly meeting (virtual)
- Claims committee meeting (virtual)

PIO – Public Information

- Press Releases/Media
 - General media inquiries
 - General citizen inquiries
 - Interview coordination
- Social Media
 - Census Reminders
 - Mask Distribution
 - Local Business: Christmas in July Promo
 - #OBProud Community Support Items
- Attended
 - Engineering/Planning Meeting
 - Volusia PIO Meeting
 - Hurricane Prep Communications Webinar with FEMA
- Developing
 - Hurricane Season Communications Prep Guide

Community Development

Planning

- Attended and presented for the Historic Landmark Preservation Board. The Board approved 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 Board meeting.
- A Special Exception has been submitted to allow two (2) electronic changeable copy signs for the retail prices of gasoline at the Mobil convenience store located at 5 South Yonge Street. There are no other site or building improvements proposed. The Special Exception is scheduled to be heard at the August 13, 2020.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 334 inspections performed within the city (77 by private providers).
- 132 permits issued within the city, with a valuation of \$4,672,170 (4 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The following projects are in review of the SPRC:
 1. Ormond Renaissance Condo, Final Plat: 1st Review, final plat for the Ormond Renaissance Condo project.
- 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%
Casements, Carriage House expansion	15%
Calvary School Expansion	2%
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 Villas, Phase 2B	95%
Latitude Beach Club	70%
Upscale Nails	60%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is projected to commence this summer with construction slated to commence in the fall.
 - Design work for Runway Drive in the airport business park will commence this summer. This road will be designed to connect Tower Circle West to Pineland Avenue creating a secondary ingress and egress to the business park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - Staff is assisting the County with the Relaunch Volusia Small Business Grant and Home Based Business grant application process and notifying the business community of the program.
 - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs and anticipating the direction by Governor's office for reopening the economy.
- 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

- Staff attended a quarterly meeting of the East Central Metro Area CFASPP Committee at the Daytona Beach International Airport this week. The Continuing Florida Aviation Systems Planning Process (CFASPP) was established by the FAA and the FDOT in response to the need for a method to help maintain a viable, statewide aviation environment. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) in step with ongoing changes by updating the FASP periodically. CFASPP is a method used within Florida to continually monitor the aviation environment and determine the development requirements needed to best meet projected aviation demands. This process is a component of the FAA's Continuous Airport Systems Planning Process.
- Staff participated in a teleconference with representatives of Gale Associates, Inc. concerning the City's capital improvement plan for the airport. Gale Associates is under contract with the City to provide design engineering and consulting services for the airport, and has recently assisted staff with the development of a conceptual airport security upgrade plan.
- Staff participated in a pre-construction meeting for a large road project that consists of milling and resurfacing, base work, shoulder treatment, drainage improvements, curb and gutter, traffic signals, lighting, highway signage, guardrail, landscaping, sidewalk improvements, retaining walls, and other incidental construction on SR 5/US1 in Ormond Beach and Volusia County from south of Woodland Avenue to the Flagler County Line. Because this project will be conducted at times within proximity to the approach areas for Runways 27 and 17, staff has requested that the airport be notified of any equipment or operations that may constitute a hazard to aircraft operations.
- 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 119 Journal Entry Batches.
 - Utility Billing Meter Readers completed 446 work orders.
 - Approved 12 Purchase Requisitions totaling \$68,313.54.
 - Issued 13 Purchase Orders totaling \$315,415.79.
 - Issued 239 past due notices on utility accounts.
 - Prepared 143 Accounts Payable checks totaling \$348,339.21 and 41 Accounts Payable EFT payments totaling \$355,307.85.
 - Auto-called 329 utility customers regarding receipt of a past due notice.
 - Processed 535 payments through Interactive Voice Response System totaling \$47,609.

- Processed 742 payments through City online payment portal totaling \$62,458.36.
- Grant money 2019-20 fiscal year-to-date total received, \$3.2 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.
- 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 four of FEMA's BRIC Summer Engagement Series: BRIC and Community Lifelines.

Risk Management Projects

- Attended Claims Committee meeting
- Assisted City Attorney's Office with Finance agreement for lease/purchase
- Continued investigating claims

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 5
 - Hazardous: 1
 - EMS: 88
 - Motor Vehicle Accidents: 8
 - Public Assists: 52
 - TOTAL CALLS: 156

- Aid provided to other agencies: 19 Calls – Daytona Beach (10), Holly Hill (1), Volusia County (8)
- Total staff hours provided to other agencies: 21
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 78
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 338

- Training Hours
 - NFPA 1001: Firefighting 12
 - NFPA 1002: Driver 15
 - NFPA 1021: Officer 2
 - NFPA 1500: Safety/Equipment 35
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 74

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

- Significant Incidents
 - 7/16/20, 11:58 AM: N. I95 / Mile Marker 273 – Motor Vehicle Accident – Motor vehicle struck pedestrian – patient pronounced on-scene.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection - Reuse Distribution/Public Works)
 - 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
 - Administrative Assistant (Support Services)
 - Paralegal (Legal)
 - Background/Reference Checks/Job Offers
 - Plant/Pump Mechanic (Public Works)
 - Police Officer (Police)
 - Temporary Neighborhood Improvement 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: 26
 - Completed: 37
 - In progress: 55

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,940
 - Inbound E-Mails Blocked: 10,843
 - Delivered Inbound E-Mails: 20,097
 - Quarantined Messages: 309
 - Percentage Good Email: 65.0%
 - ATP/Virus E-Mails Blocked: 7
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 0
 - Corrections: 1
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: **9** : Total in system = 2,753
 - Meters GPS Located this week: 0 : Total in system = 23,884; 23,064 potable, 809 Irrigation, 11 Effluent.

Leisure Services

Administration

- Engineering meeting
- 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

- Continued 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 bee hive.
- Continued to monitor newly established wildflower garden and posting information on social media to promote the garden.
- Developing additional nature videos for posting to social media 1 to 2 times week.
- Soliciting presenters for onsite programming.

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
- OBYBSA Pinto Boys All Stars are holding practices on Monday, Wednesday, and Friday, Nova Field 2, 6 pm
- USSSA Baseball Tournament, Saturday and Sunday, Wendelstedt Fields, 8 am – 8 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
- 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
- Painted Championship Field 7 corners
- Painted flag football field corners
- Prepped for USSSA Baseball Tournament at Wendelstedt Fields
- Put out Pride Football practice equipment on fields 11 and 12

Performing Arts Center

- Placed orders, received, and delivered pandemic disinfection supplies
- Created and post content daily on Performing Arts Center Facebook page
- Supervised CMT Summer Camp operation
- Preparing for the reopening 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.
- Continued evaluation of and preliminary planning of upcoming events.
- Developing plan for drive-in movie/bingo.

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
- 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 Monday through Friday.
- Staff worked on a craft video
- Casements staff continued to assist with Park restroom sanitation Monday, Wednesday, and Friday.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected all virus signs on bathroom doors

- Inspected signs at all playground equipment
- Replaced belt swings at South Ormond Neighborhood Center
- Installing park hours signs through the City
- Replacing signs at the Environmental Discovery Center
- Repaired walkway at the Tennis Center
- Swings and hardware replaced Magic Forest
- Performed daily court maintenance at Ormond Beach Tennis Center

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
- Troubleshoot cycling system at Andy Romano Beachfront Park splash pad
- Repaired lights at various City facilities
- Troubleshoot gate at Fleet
- A/C work at various City facilities
- Unclogged men's restroom at Fortunato Park
- Replaced soap dispenser at Nova Community Center
- Unclogged men's restroom at Andy Romano Beachfront Park
- Unclogged restroom at Cassen Park
- Repaired toilet at the Performing Arts Center
- Replaced water filter at PW
- Unclogged ladies restroom at South Ormond Neighborhood Center
- Repaired the toilet at the Bait Shop

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended the Departmental monthly budget meeting
- Staff attended the Rotary Club Meeting as a guest speaker
- Staff conducted telephone interviews with Police Officer candidates
- Staff completed quarterly reviews and audits
- Staff focused on transient issues within the City

Community Outreach

- OBPAL Basketball – Members are practicing during open gym time at the Nova Community Center and SONC.
- PAL Summer Program – The programs are ongoing at the SONC, Monday - Thursday in conjunction with the Leisure Services Summer Connection camp. Thirty-three students participated in science, reading and math classes last week.
- 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 at 386-676-3505. We will continue to monitor and update information regarding COVID-19 precautions with the River Bend Golf Course management team.

Community Services & Animal Control

- Animal calls responded to: 28
- Animal Bites: 2
- Animal Reports: 2
- Animals to Halifax Humane: 6
 - Dogs: 2 Cats: 4

- Trap Neuter Return: 1
- Pets at Vaccination Clinic: 87
- Found Property: 1
- Wildlife: 2

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 15
- Inactive: 4
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 11
- Grand Theft: 0
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2
- Robbery: 0
- Vandalism: 1
- Police Information: 2
- Suspicious Incident: 2
- Civil: 1

Records

- Walk - Ins / Window: 42
- Phone Calls: 62
- Arrest / NTA'S: 17
- Reports Generated: 100
- Reports Entered: 85
- Citations Issued: 40
- Citations Entered: 44
- Warnings Entered: 76
- Trespass Warnings: 22
- CORF Entered: 77
- Mail / Faxes / Request: 38

Patrol

- Total Calls: 1,651
- Total Traffic Stops: 113

Operations

- Crime Opportunity Report Forms: 104

7/15/20

- Battery Domestic Violence Arrest, 194 Central Avenue. Subject arrested for smacking and biting her boyfriend after a verbal dispute turned physical.

7/16/20

- Larceny, 1 South Beach Street (Cassen Park). An unknown suspect stole a bicycle from this location.
- Carbreak, 1521 West Granada Boulevard (Wal-Mart). An unknown suspect entered the victim's unsecure vehicle and stole several items.

- Carbreak, 2 John Anderson Drive. An unknown suspect entered the victim's unsecure vehicle and stole six bank cards and \$300 cash.
- Battery Domestic Violence Arrest, North Beach Street/Woodridge Drive. Subject pulled his girlfriend's hair during an argument.
- Traffic Arrest, North Beach Street/Lincoln Avenue. Subject contacted during a traffic stop and found to be a habitual traffic offender.

7/17/20

- Auto Theft Attempt, 1688 West Granada Boulevard (Halifax Medical Center Oncology Center). Property Security advised that the Center's vehicle had the driver side front door locked popped, entry made to the vehicle and the ignition punched in an attempt to steal the van.
- Warrant Arrest, 46 Hunt Master Court. Subject contacted and found to have an open warrant.
- Warrant Arrest, 616 South Atlantic Avenue. Subject contacted and found to have an open warrant.
- Carbreak, 822 Buena Vista Avenue. Unlocked vehicle entered but nothing taken.
- Carbreak, 420 Lake Bridge Plaza Drive #917. Unlocked vehicle was entered and nothing taken.

7/18/20

- Warrant Arrest, 1634 North United States Highway One #245 (Super 8). Subject contacted and found to have an open warrant.
- Bicycle Theft, 37 Wilmette Avenue. Bicycle taken from the residence and recovered nearby.
- Battery Domestic Violence Arrest, 502 Collins Street. Subject touched his sister under her skirt with a hammer handle and then later on did the same with a broomstick. The victim claimed it was unwanted but not sexual in nature.
- Carbreak, 140 Lincoln Avenue (Ormond Shore Apartments). Unlocked driver door nothing appears to have been taken.
- Narcotics Arrest, Laurel Drive/Hand Avenue. A traffic stop found a subject in possession of narcotics and drug paraphernalia.

7/19/20

- Occupied Burglary Residence/Stolen Vehicle, 109 Roble Lane. Garage door left open, keys stolen from inside garage and vehicle stolen from driveway. The vehicle was later recovered by FHP while they were conducting a motor vehicle hit & run crash in DeLeon Springs.
- Carbreak, 9 Spiveys Court. Unlocked vehicle was entered in the driveway with nothing taken.
- Carbreak, 420 South Nova Road (Davita Kidney Center). Unlocked vehicle was entered with a purse and its contents stolen from the front seat.
- Carbreak, 8 Spiveys Court. The victim's unlocked vehicle was entered and nothing appeared to be missing.
- Prowler Arrest, 474 Fleming Avenue. Subject was located in this area, walking up and down the street between South Center Street and Sauls Street. He was going in and out of yards and appeared to be under the influence of narcotics.
- Trespass Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was located at this location to be intoxicated and causing a scene with employees. He was also previously trespassed from this location.
- Battery Domestic Violence Arrest, 205 South Atlantic Avenue. Subject hit his girlfriend in the head and spit on her
- Shoplifting Arrest, 1670 West Granada Boulevard (RaceTrac). Subject placed wine bottles inside of his backpack and walked out of the store after paying only for beer.
- Battery Domestic Violence Arrest, 32 Stratford Place. Subject contacted after a physical altercation occurred.

7/20/20

- Auto Theft, 926 North United States Highway One (Ormond RV Storage). Unknown suspect(s) stole the victim's 2017 black/white camper trailer. An unknown make/model pistol was also inside the camper.

- Carbreak, 51 South Center Street. Unknown suspect(s) entered the victim's unsecure vehicle and change was taken.
- Carbreak, 54 South Center Street. Unknown suspect(s) entered the victim's unsecure vehicle. Nothing was taken.
- Warrant Arrest, 107 Benjamin Dr. Subject contacted and found to have an open warrant.
- Warrant Arrest, 37 Wilmette Avenue. Subject contacted and found to have an open warrant.

7/21/20

- Robbery/Aggravated Battery/Domestic Violence Strangulation, 1614 North United States Highway One (Econo Lodge). Subject slapped the victim in the face, knocking a tooth loose, he continued punching until she fought back. Subject then attempted to take the victim's wallet and knocked her to the ground in the struggle. Subject fled the scene but was located during the next shift and arrested.
- Trespassing Arrest, 761 South Nova Road (Tomoka Plaza.) Subject contacted and found to have been previously trespassed from the location.
- Larceny, 138 Wilmette Avenue. Victim advised a female was walking westbound on Wilmette Avenue and pulled up two political campaign signs out of the ground and left the area.
- Violation of Pretrial Release Arrest, 39 Pinehurst Circle. Subject advised his son was evicted from the residence and is on the property. Officers made contact where the party was found to be in violation of his pretrial conditions.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 25
 - Number of Citations issued: 32
 - Number of Written Warnings Issued: 10
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 5
 - 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: 7 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 5 Cases initiated
- 24 signs have been removed or sign cases created.
- 15 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and sixty-two (62) 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 – Construction is 97% complete, the contractor is working on punch-list items.

- Granada Median Landscape Improvements (Orchard Street to I-95) – 80% 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 – New utility pole and metering cabinet installed by FPL on July 21.
- 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 on-hold temporarily, awaiting FPL assistance on Country Club Drive.
- Casements North Side Improvements – Carriage house addition foundation is formed and scheduled to be poured this week.
- Fiber Optic Connectivity – Fiber optic cable installation to FS – 92 is on-going.
- CDBG Riviera Park Parking Improvements – North and south parking areas are completed, contractor will be working on the curved parking area next.
- Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – Equipment is on order.
- Nova Landfill Liner Repair – Construction is anticipated to begin July 27.
- 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 is scheduled for approval at the August 4 City Commission meeting.
 - North US1 Water Main and Force Main Improvements – Bids award is scheduled for approval at the August 4 City Commission meeting.
 - Gazebo Replacement CP II – Project award is on the August 4 City Commission meeting agenda.
 - Rockefeller Room Renovations – A Construction Management Work Authorization is scheduled for approval at the July 28 City Commission meeting.
 - Birthplace of Speed Overlook Replacement – A Construction Management Work Authorization is scheduled for approval at the August 4 City Commission meeting.
 - MacDonald House Improvements – An RFP is scheduled for approval to advertise at 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.
 - Granada Banner Pole Replacement – Specifications are being prepared for approval to bid late August.
- Departmental Activities
 - Reviewed daily Engineering permit applications through the ProjectDOX system.

- Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits for 420 South Nova Road, 30-31 Queen Ann Court, Chelsea Place Avenue, 547 Sandy Oaks Drive, and 175 Interchange Blvd., directional bores, per Brighthouse request.
- Reviewed plan and created approved Work-in-the-Right-of-Way permit for 275 Interchange Blvd. directional bore, per AT&T request.
- Reviewed plan and created approved Work-in-the-Right-of-Way permit for 2 Cross Creek Way directional bore, per Spectrum request.
- Reviewed proposed storm water management plan and finished-floor elevation requirements for proposed home at 2260 Airport Road, per the homeowner's request.
- Continued the multiple sketch and legal descriptions for utility easements for Aberdeen phases 3, 4, and 5, per Planning Department request.
- Sent in Part 2 data to complete FAA permits for Softball Field 7 lighting.
- Completed on-site visit to 21 Ridge Trail to investigate stormwater erosion complaint, per homeowner's request.
- Researched and field-verified Right-of-Way line location at US1 & SR40, per Neighborhood Improvement Division request.
- Completed 30' sight triangle stakeout at Choctaw/Iroquois Trail intersection, per Neighborhood Improvement Division request.
- Researched the City's LDC and Florida Statutes to determine Landscape Architect qualifications to design and sign/seal Stormwater Management Plans, relating to a local landscape architect's inquiry/complaint.
- Researched old SPRC files to determine maintenance responsibilities for paved parking areas within the Right-of-Way in the Ocean Village Villas Subdivision, per Streets Division request.
- Completed Tree-in-the-Right-of-Way locate at 515 Hand Avenue, per Neighborhood Improvement Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Remove dirt and roots from walkway at Aaron Cir & Fleming Ave.
- Formed and cleaned up extra dirt on repairing of walks and ground roots at Tymber Crossings; formed walk, concrete pour; removed form boards, backfill

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 in Trails subdivision; McIntosh; Grove St; Ormond Green
- Removed tree on 800 block of Fleming Ave; Elm tree on 800 block of Fleming Ave

Maintenance

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

Sign Shop

- Citywide locations, checked for signs that might need attention

- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations

Stormwater Maintenance

- Reachout mowing on US1; Ball fields
- Bush hog/ditch & pond mowing
- Slope mower on Bennett Ln
- Locates, gates and pumps Citywide
- Pump station maintenance at Bennett and Mainsail

Vactor

- Line cleaning on Kimberly Dr; Lindenwood Cir W

Street Sweeping/Streetsweeper

- 148 miles of road cleaned
- 30 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,946
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 10,959 gallons unleaded, 9,949 gallons diesel
 - Fuel used in one week: 2,655 gallons of unleaded and 831 gallons of diesel.
 - Fleet completed 51 work orders this week.

Utilities

- Projects Summary
 - Granada Sanitary Sewer Pipe Rehabilitation – GAI under contract. Surveying to be scheduled.
 - Beach Street Water Main – Survey & base map completed. Began in-house design.
 - WRF Clarifier #3 Partial Rehab – PO issued. Vendor notified July 3. Approximately three weeks to build plus two weeks to install. Target completion mid-August.
 - Airport Road-SR40 Water Main Loop – Staff reviewing 90% design plans & specs.
 - Holly Hill Reuse Interconnect: Interlocal agreement scheduled for July 28 City Commission meeting.
 - SCADA Integration Verification –Draft memo report received.
- SPRC Projects
 - Tymber Creek Apartments – Review completed. Comments provided.

Water Treatment Plant

- Delivered 43.10 million gallons for the week ending July 18, 2020 (6.16 MGD).
- Backwashed 12 filters for a total of 702,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 18, 2020 @ 6.95 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~97.2 wet tons of dewatered sludge (65 - 70% solids).
- Odyssey contractors are onsite for new projects.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.13 Million Gallons.

- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.59 MGD.
- Produced 32.13 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 10 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 10 calls for from customers concerning leaking water.
- Repaired a 6" water main on Juniper Dr.
- Replaced 7 broken meter boxes.
- Located 7 meter boxes/water meters for customers.
- Installed 2 new residential water meters/services for new construction.
- Replaced 4 water service due to leaks from rusted piping or low pressure concerns.
- Performed pressure testing on 7 City owned backflow prevention devices. 1 BFP needed repairs.
- Installed 1 new 1" backflow prevention device on City owned irrigation.
- Performed maintenance on 6 fire hydrants on beachside.
- Performed valve maintenance on 8 main line valves.
- Repaired a 1½" valve serving the water meter at 431 Ocean Shore Blvd.
- Install a City owned irrigation service on Indianhead Dr. for island irrigation.
- Performed a scheduled shut down on Country Club Dr. to remove a 6" water main stub to facilitate a new storm drain manhole.
- Assisted a utility locator with 3,600 ft locate through Hudson wellfield.
- 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 & Reuse

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Crews performed a pep tank locate @ 5 locations per customers request.
- Used Vaccon to remove debris from 6 Emerald Dr.
- Project check of all 5 LPS systems.
- Crews opened and closed reuse main line valves as outlined in new summer time reuse distribution plan.
- Crews replaced and rewired 4 pep tank pumps to the new style pumps. Changed out the control panel @167 Deep Woods Way.
- Verifying all reuse tie ins on the South Penn.
- Crews located 4 reuse service shut off valves per customers' requests.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters, and west Ormond AM all normal.
- Crews performed 3 pep tank locates for Sunshine Blvd.
- Crews investigated a low psi complaint @ 131 Briar Gate.
- Crews repaired a broken clean outs @ 96 Dawn Dr. and @ 171 Fair Way Dr.
- Crews followed up on a leak @ 8 Noble Woods, leak was on the customer side.
- Crews located the clean outs @ 69 Timucuan Dr. & @ 885 Linden wood Cir.
- Crews responded to 4 reuse complaints. Found all to be set for the wrong start/run time notified homeowners.
- Crews flushed 103 Hickory Hills service lateral. (Weekly Maint.).

Wastewater Plant – Lift Stations

- Wal-Mart – local alarm reported, FPL power down, set up generator to power station during interim, FPL restored power, station now operating in automatic.
- Ormond Mall – VTSCADA, multiple high level alarms, probe extremely greasy, cleaned probe, station now operating. Watched station pump down and cycle through, will replace probe with floats due to high amount of incoming grease.
- 1P – repairs complete on pumps 1 and 2, station is running in full automatic.
- SCADA monitor/response: Responded to multiple 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.
- Well 24H – Replaced radio to restore communication to Hudson wellfield.
- Well 15D – corrected communications programming error.
- Wells40R & 41R – communication not operational, radio signal strength below operational standard, planning repairs.
- Responded to equipment alerts at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Regulatory Compliance (Wastewater Collection/Treatment/Disposal Regulatory 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.
- Industrial Pretreatment Program – Staff completed two IPP inspections of the City's four permittees. No deficiencies were discovered at either location. Additionally, kits were requested from the lab for an upcoming sampling event at all permitted facilities.

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.
- City Clerk attended Claims Committee meeting on July 23, 2020.
- Agenda packet preparation and distribution for July 28, 2020, Operating Budget Workshop and City Commission Meeting.