

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 31, 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:

- Virtual staff meeting
- Agenda packet review
- Prep work for Hurricane Isaias

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- Tiger Bay webinar – Volusia Tax Collector Candidate Forum
- Virtual City Commission Operating Budget Workshop
- Virtual City Commission Meeting
- City Managers COVID-19 conference call

PIO – Public Information

- Press Releases/Media
 - Self-Serve Sand Distribution
 - General citizen inquiries
 - General media inquiries
- Social Media
 - Sandbag Info
 - #OBConnected
 - #OBPrepared Hurricane Prep
- Attended
 - City Manager’s Virtual Staff Meeting
 - Engineering/Planning Weekly Meeting
 - City Commission Budget Workshop
 - City Commission Meeting
- Training
 - Strategic Planning Webinar for Social Media

Community Development

Planning

- **Planning staff have been notified by the applicant that the Tymber Creek Apartment neighborhood meeting, scheduled for Thursday, August 6, 2020, has been postponed.** The applicant’s notice stated, “Once we have an approved method to provide for hearings and meetings safely, we will re-schedule the neighborhood meeting. We will provide notice of the new neighborhood meeting date pursuant to Ormond Beach law when it can be safely re-scheduled.” City staff will provide notice through the Planning website once a new date is set by the applicant.

- The monthly development report is available at: www.ormondbeach.org/247/Development-Projects.
- The August 13, 2020 Planning Board agenda and reports are available at: <https://www.ormondbeach.org/224/Planning-Board>. The applications for review include:
 1. 78 East Granada Boulevard, wall signage Special Exception.
 2. 350 Clyde Morris Boulevard, Large Scale Comprehensive Plan Amendment.
 3. 350 Clyde Morris Boulevard, Amendment to Official Zoning Map.
 4. 5 South Yonge Street, Mobil convenience store, electronic changeable copy signage for retail prices of gasoline, Special Exception.
- The August 5, 2020 Board of Adjustment and Appeals agenda and reports are available at: <https://www.ormondbeach.org/218/Board-of-Adjustment-Appeals>. The application for review include:
 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.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 386 inspections performed within the city (77 by private providers).
- 107 permits issued within the city, with a valuation of \$793,648 (4 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) conducted a pre-construction meeting with the project at 263 South Nova Road, Nova Road Climate Controlled Storage.
- 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	35%
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	55%

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 under design right now with construction estimated to commence this 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 Florida Airports Council's (FAC) Legal Committee this week. Topics of discussion included an update on FAC's education and training summits and member webinars, COVID-19 issues at airports, Turo ride sharing services at airports, and property appraiser/ad valorem tax issues for leased airport property. Staff participated in a discussion of the applicability of F.S. §718.401 to hangar condominium associations on airports.
- Staff has been advised that the FAA has awarded an Airport Improvement Program (AIP) grant to the City to provide federal funding for the design phase of the project to rehabilitate Taxiway Delta and a portion of Taxiway Bravo. The total federal share of this design project is expected to be \$191,412 which represents 90% of the total project cost. The FAA share may increase to 100% of the total project cost due to additional appropriations intended to offset the impact of COVID-19.
- Staff received 30% design plans for the southwest quadrant access roads project. Staff will review the plans and schedule a meeting with the design engineer to offer comments to be incorporated into the subsequent 60% design stage.
- The required tri-annual inspection and certification of the airport's automated weather observing station (AWOS) was accomplished this week.
- 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 submitted the initial estimates for FEMA public assistance for the COVID pandemic.
 - The City is compiling the CARES Act public assistance requests for submittal to the County.
 - The City set the tentative millage rate for FY 2020-21 and has submitted this information to the Volusia County Property Appraiser and State of Florida per the Truth in Millage requirements.
 - 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 was recently received obligation by FEMA for this project.
 - Bi-weekly meetings with FEMA have been taking place.

- Completed Projects - Weekly
 - Processed 120 Journal Entry Batches.
 - Prepared 98 Accounts Payable checks totaling \$908,692.84 and 35 Accounts Payable EFT payments totaling \$834,845.07.
 - Auto-called 90 utility customers regarding receipt of a past due notice.
 - Grant money 2019-20 fiscal year-to-date total received, \$3.4 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 virtual staff meeting.
 - Attended Virtual Operating Budget Workshop.
 - Attended Virtual City Commission Meeting.
 - Attended part five of FEMA's BRIC Summer Engagement Series: BRIC and Nature-Based Solutions.
 - Completed August 2020 Employee Newsletter.

Risk Management Projects

- WC ADA meeting with HR
- Paid self-insured assessment for WC
- Attended online seminar on Minimize Retaliation

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 9
 - Hazardous: 4
 - EMS: 85
 - Motor Vehicle Accidents: 9
 - Public Assists: 36
 - TOTAL CALLS: 144
 - Aid provided to other agencies: 7 Calls – Daytona Beach (3), Volusia County (4)
 - Total staff hours provided to other agencies: 6
 - # of overlapping calls: 39
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 61
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 173
- Training Hours
 - NFPA 1001: Firefighting 4
 - NFPA 1002: Driver 16
 - NFPA 1500: Safety/Equipment 26
 - EMT/Paramedic 6
 - TOTAL TRAINING HOURS: 52

- Station Activities
 - COVID precautions remain in effect at all stations
- Significant Incidents
 - 7/25/20, 4:08 PM: W. SR40 / Pinto Ln. – Motor Vehicle Accident – Responded to a multi vehicle accident – one person extricated – two patients transported.
 - 7/28/20, 8:45 PM: N I-95 / Mile Marker 268 – Motor Vehicle Accident – Responded to a two vehicle accident – one patient pronounced on-scene – one patient transported.

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)
 - Maintenance Worker III (Stormwater Drainage Maintenance/Public Works)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - 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 (Building Maintenance/Leisure Services)
 - Part Time Recreation Leader (Performing Arts Center/Leisure Services)
 - Applications Under Review
 - Part Time Evidence/Crime Scene Custodian (Police)
 - Interviews Scheduled
 - Administrative Assistant (Support Services)
 - Paralegal (Legal)
 - Background/Reference Checks/Job Offers
 - Administrative Assistant (Support Services)
 - Paralegal
 - 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: 25
 - Completed: 49
 - In progress: 36
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,817
 - Inbound E-Mails Blocked: 10,733
 - Delivered Inbound E-Mails: 20,084
 - Quarantined Messages: 347
 - Percentage Good Email: 65.2%
 - ATP/Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 7
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 21
 - Information Requests from External Organizations: 3
 - 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: 7 (Flushing device meters) : Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- City Manager virtual staff meeting
- Virtual City Commission meeting
- Virtual City Commission Operating Budget Workshop
- VCRDA conference call
- Updating City website and social media pages

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work weekly administrative assignments and activities

Environmental Discovery Center

- Continued to monitor safety and security of the EDC building and grounds.
- Enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Continued to monitor newly established wildflower garden.
- Developing additional nature videos for posting to social media 1 to 2 times week.

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 held practices on Monday and Tuesday, Nova Field 2, at 6 pm

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging, dragging and weeding fields/infields
- Painted soccer fields corners 1- 6, 8 - 10
- Painted soccer parking lot corners
- Painted Championship Field 7 corners
- Painted flag football field corners
- Clean up after weekend USSSA Baseball Tournament

Performing Arts Center

- Placed orders, received, and delivered pandemic disinfection supplies
- Created and posted content daily on PAC Facebook page
- Supervised CMT Summer Camp operation
- Preparing for the reopening of the Tennis Center
- Provided updates to Tennis Center partners
- Continued to update show producers and facility rental clients on the status of the PAC 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 and preliminary planning of upcoming events.
- Assisted with meal for city commission workshop.
- Contacted sister cities and discussed their plans/cancellations of upcoming events.
- Toured tennis facility to learn programs, will temporarily fill in while staff person is on vacation.

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 was held on Monday, Wednesday, Friday and Saturday, at 9 am, and on Monday, Wednesday and Thursday, at 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

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Repaired flag poles at Memorial Gardens
- Installed new swing and made various wood repairs at Magic Forest
- Repaired bottom of beehive at the Environmental Discovery Center
- Installed ECHO sign at Memorial Gardens

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
- A/C work/maintenance in various City facilities
- Installed ceiling fan and trimmed out receptacles at Fire Station 91
- Installed new pump in fountain at the Performing Arts Center
- Troubleshoot submersible pump at the Tennis Center
- Repaired all lights in the men's restroom at South Ormond Neighborhood Center
- Repaired all lights in City Hall parking lot
- Nova Community Center, pavilion #1, troubleshoot for breaker tripping
- Troubleshoot and repaired alarm at Environmental Discovery Center
- Repaired ice drain at The Casements

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended a town hall meeting regarding reform. Ormond Beach Police Department has many of the inclusions already in place.
- Staff attended the Communications Meeting with Communications International
- Staff monitored City parks and collaborated with Leisure Services for resolution where needed.
- Staff attended in-service training – tactical decision-making scenarios

Community Outreach

- Educational programs
 - The PAL Summer educational program partnership with the Summer Connections program at the South Ormond Neighborhood Center continued last week. Thirty-five (35) students participated in science, reading, math and summer art/craft classes.
- Upcoming Special Events
 - OBPAL Annual Golf Tournament 2020 – The OBPAL Annual Golf Tournament, Golfing for Youth is currently scheduled for Saturday, November 14 at River Bend Golf Course. For additional information about sponsorship, opportunities and participation please call the OBPAL House at (386) 676-3505.

- 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: 28
- Animal Bites:1
- Animal Reports: 3
- Animals to Halifax Humane: 2
- Dogs:2 Cats: 2
- Trap Neuter Return: 2
- Pets at Vaccination Clinic:
- Found Property: 2
- Wildlife: 1

Criminal Investigations

- Cases Assigned: 12
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 10
- Inactive: 15
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Battery: 1
- Police Information: 0
- Assist: 1

Records

- Walk - Ins / Window: 32
- Phone Calls: 47
- Arrest / NTA'S: 22
- Reports Generated: 106
- Reports Entered: 90
- Citations Issued: 30
- Citations Entered: 29
- Warnings Entered: 28
- Trespass Warnings: 20
- CORF Entered: 13
- Mail / Faxes / Request: 46

Patrol

- Total Calls: 1,370
- Total Traffic Stops: 92

Operations

- Crime Opportunity Report Forms: 76

7/22/20

- Battery on Law Enforcement Officer, 1521 North United States Highway One (Racetrac Gas Station). Victim came to this location to report a battery that occurred earlier at 1128 Benton Street (VSO Jurisdiction). OBPD unit assisted VSO in making contact and securing the suspect who had kicked an OBPD officer in the face.
- Battery Domestic Violence Arrest, 144 Black Hickory Way. Subject threw a metal towel holder at her father hitting him after a verbal argument.

7/23/20

- Stolen Vehicle Arrests (2), 747 Buena Vista Avenue. Two subjects were observed on video surveillance walking into the driveway and try the door handles on both vehicles. One vehicle was locked with no entry made and the other was unlocked with the key fob inside. Both subjects left in the vehicle. OBPD worked with OnStar and Daytona Beach PD to recover the vehicle. The two subjects were arrested.
- Shoplifting Arrests (2), 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed two subjects attempt to steal \$208.20 worth of merchandise via skip scanning.
- Battery Domestic Violence Arrest, 187 South Atlantic Avenue #222 (Plantation Island). Subject got into a verbal argument with his pregnant girlfriend in the motel room. The victim stated that the defendant pushed her in the chest making her lose her balance.
- Battery Domestic Violence Arrest, 657 South Atlantic Avenue #308 (Driftwood Motel). Subject and her boyfriend got into a verbal argument about not having any marijuana. Both parties had been drinking and the argument escalated. Subject then pulled out her loaded handgun from her purse and pointed it at the victim. The victim was able to get the gun away from her and hid it in the stove. After running the gun in teletype it was discovered to be stolen out of Atlanta, Georgia.

7/24/20

- Assault Domestic Violence Arrest, 1567 North United States Highway One. Subject violated an injunction by being around his ex-girlfriend and was seen on a video surveillance throwing a full can of beer at his ex-girlfriend and raising a fist at her as he was going to punch her.
- Violation of Pretrial Arrest, 55 Vining Court #101, Subject was within 500 feet of the protected person and texted her several times. The pretrial stipulation advised no contact and could not be within 500 feet.
- Liquor Law Arrest, 145 North Yonge Street. Subject committed the act of possession of an open alcoholic beverage on public sidewalk, drinking in broad daylight. Contact was made with defendant who was openly drinking a bottle of beer in front of the Dollar General.
- Warrant Arrest, 205 East Granada Boulevard. Subject was contacted then placed under arrest for an active warrant out of Osceola County.

7/25/20

- Occupied Residential Burglary, 164 Melrose Avenue. Victim advised sometime overnight an unknown suspect(s) entered into a closed storage room in their carport and took various tools valued over \$1,000.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by Loss Prevention exiting the store with a shopping cart of unpaid items totaling \$769.59.
- Theft of Utilities, 125 Mound Avenue. Homeowner attempted to use an outside spigot, which did not produce any water. Homeowner checked the meter at the street to find it missing. Homeowner advised he does not have outstanding balance with the city.
- Traffic Arrest, 405 Lincoln Avenue. Traffic stop was initiated and a subject was found to be in possession of narcotics.
- Aggravated Assault Arrest, 18 Castle Manor Drive. A subject held a knife to the victim's throat and slapped him with an open hand across his face.

- Bicycle Theft, 51 South Atlantic Avenue (Royal Floridian). Victim went to the parking garage where his bicycle is stored to discovered it was missing.
- Fleeing Vehicle Arrest, 300 Block West Granada Boulevard. Vehicle fled from Ormond officers who were able to give out a detailed description of the subject. Holly Hill Police Department were familiar with the subject who contacted him where he was later arrested.

7/26/20

- Battery Domestic Violence Arrest, 1634 North United States Highway One #235. Subject was in a physical altercation with his live-in girlfriend that was witnessed by a neighbor.
- Battery Domestic Violence Affidavit, 170 Williamson Boulevard #301. Two subjects that have a child in common were in a physical altercation.
- Narcotics Arrest, 1628 West Granada Boulevard. Subject was in possession of fentanyl and drug paraphernalia. Another was driving without a license and was also detained.

7/27/20

- Domestic Violence Aggravated Battery Arrest, 1 North Beach Street (Bailey Riverbridge Gardens). The victim and her fiancé flagged down officers in reference to a physical altercation that took place the night prior.
- Burglary Bicycle Theft, 621 South Atlantic Avenue (Casa Del Mar). The victim's bicycle was stolen from the underground garage at this location.

7/28/20

- Bicycle Theft, 500 Shadow Lakes Boulevard #110 (Shadow Lakes Apartments). Victim advised the bicycle was stolen from the bicycle rack at this location.
- Carbreak, 25 Byron Ellinor Drive #A (Ellinor Village). Entry made through unlocked passenger door, no items were taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 5
 - Number of Citations issued: 9
 - Number of Written Warnings Issued: 2
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 5 Cases initiated
 - Zone 2: 9 Cases initiated
 - Zone 3: 6 Cases initiated
 - Zone 4: 2 Cases initiated
 - 2 signs have been removed or sign cases created.
 - 6 tree removal permit requestsAdministrative staff assisted with two (2) walk-in and sixty-three (63) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Water Plant Upgrades – Both slakers have been successfully installed, the chlorine pump replacements continue.
 - Breakaway Trails Storage and Pumping Improvements – A final inspection is being scheduled with the contractor.
 - 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) – 85% of the Medjool palms have been planted in the medians.
 - WTP Sludge Residuals Facility Improvements – Contractor is mobilizing to begin work on the project.
 - OBSC Improvements – Championship Field 7 – Construction is progressing on schedule.
 - Nova Community Park Underground Electric Utilities – New utility pole was installed, metering cabinet installation is being coordinated with 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 anticipated to be completed this week, restoration is in process.
 - Casements North Side Improvements – Carriage House addition work is ongoing.
 - 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 is working on the curved parking area.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – Equipment is on order.
 - Nova Landfill Liner Repair – Construction underway.
 - 2020 Microsurfacing – A pre-construction meeting was held on July 29.
 - 2020 Repaving – A pre-construction meeting is being coordinated.
 - Landscape Renovations – Contractor is scheduled to begin work in September.
 - 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 approval at the August 4 City Commission meeting.
 - Gazebo Replacement CP II – Bid award is scheduled for approval at the August 4 City Commission Meeting.
 - Rockefeller Room Renovations – A Construction Management Work Authorization was approved by the City Commission at the July 28 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 18 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 an RFP was approved at the July 28 City Commission meeting, the project will be advertised on 8/2.
 - 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 2 Sugar Creek Court, 3 Blockhouse Court, and 8-10 Blockhouse Court directional bores, per Brighthouse request.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 400 West Granada Blvd. directional bore, per AT&T request.
 - Reviewed proposed stormwater management plan and finished floor elevation requirements for proposed home at 311 South Orchard Street, per contractor's request.
 - Continued to update and create the multiple sketch and legal descriptions for Aberdeen phases 3, 4, and 5 utility easements, per Planning Department request.
 - Began City park inventory & analysis for Parks & Recreation Master Plan, per Landscape Architects request.
 - Researched and provided PDF copies of the blueprints of the MacDonald House to the Ormond Beach Historical Society.
 - Created a construction plan set for a use permit for the proposed Clyde Morris Blvd./Strickland Road, and Granada Blvd. license plate reader installations.
 - Modified SONC fitness station plan, per Project Manager's request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete pour and formed walks on Aaron Cir & Fleming Ave; cleaned up area
- Asphalt utility cuts at Kenilworth & N Yonge, Saddlers Run & misc areas citywide

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 Grove St; Airport Business Park; West Tower Cir; Fleming; Woodland

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 Pineland Trl, Wilmette; ditch mowing on Arroyo Parkway
- TV storm lines at Kimberly & Lindenwood
- Basin repair at 200 block of JAD
- Gates and pumps citywide
- Pond maintenance at ABC, Division Rec
- Dirt to landfill – Nova landfill
- Outfall cleaning on Willis Dr
- Basin and inlet cleaning in Zone 1, Zone 2

Vactor

- Lindenwood
- Ridge Trl
- Basin cleaning – The Trails

Street Sweeping/Streetsweeper (1 day – sweeper down)

- 28 miles of road cleaned
- 6 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,140
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 9,098 gallons unleaded, 9,181 gallons diesel
 - Fuel used in one week: 2,357 gallons of unleaded and 768 gallons of diesel.
 - Fleet completed 44 work orders this week.

Utilities

- Projects Summary
 - Granada Sanitary Sewer Pipe Rehabilitation – Temporary bypass installed with traffic lanes restored to full functionality. City staff is coordinating permanent repair with contractor, FDOT, and Volusia County.
 - 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 completed review of 90% design plans & specs.
 - North US1 Water Main and Force Main Improvements – Received 11 bids. Low bid \$2.7M includes a) Holly Hill Reuse and b) US1 utility adjustment work for FDOT project as additive alternates. Award scheduled for August 4 City Commission meeting.
 - Holly Hill Reuse Interconnect: Interlocal agreement scheduled for July 28 City Commission meeting.
 - WTP Lime Sludge Dewatering & Residuals Facility Improvements – Kickoff meeting held July 9. Centrifuge delivery anticipated early August.
 - WTP Improvements (Lime Slaker and Sodium Hypo Upgrades) – Next progress meeting August 20.
 - WWTP Sludge Dewatering Improvements – First and second centrifuge in use. Walk-through inspection held July 2. Punch list items being addressed.
 - Breakaway Trails Reuse Storage Tank and Pumping Improvements – Programming of VFD's required to resolve operational concerns.

- SCADA Integration Verification – Draft memo report received and distributed for comment.

Water Treatment Plant

- Delivered 45.60 million gallons for the week ending July 25, 2020 (6.51 MGD).
- Backwashed 8 filters for a total of 497,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 25, 2020 @ 6.97 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~97.2 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 586,500 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.96 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.28 MGD.
- Produced 29.96 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 14 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 6 calls for from customers concerning leaking water.
- Repaired a 2" water main on S. Yonge St.
- Replaced 4 broken meter boxes.
- Located 3 meter boxes/water meters for customers.
- Installed 3 new residential water meters/services for new construction.
- Installed a 1" irrigation water service and backflow prevention in a median on W. Granada Blvd.
- Replaced 4 water services due to leaks from rusted piping or low pressure concerns. Three casings were installed for water service replacements crossing under roads.
- Performed pressure testing on 5 City owned backflow prevention devices.
- Initiated yearly contracted fire hydrant maintenance in Ormond-by-the-Sea, 49 fire hydrants properly maintained.
- Performed valve maintenance on 9 main line valves.
- Performed accuracy testing on two 3", one 4" and one 6" commercial water meters. Scheduled 6 commercial water meters to be tested.
- Flushing activities included Airport Rd. (west of Tymber Creek Rd.), Heron Wing Dr., Hunters Ridge Blvd., Huntington Pl.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 268 regular utility locates for the previous week.

Wastewater Collection & Reuse

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 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.
- Attempting to locate sanitary service at 64A Cardinal Dr.
- Located all services at 11 Highwood Ridge Trail, 52 Cambridge Trace, 2 Saddlers Run, 2 Whipper-in Cir., 45 Carriage Creek Way
- Called locates for PEP tank repair at 2 Clydesdale Dr.
- Restoration at 156 Magnolia St.
- Follow Up at 7 Canter Ct., system operational

- TV'ed 300 S. Center St. – Line is clear at this time.
- Replaced PEP Pump at 167 Deep Woods Way, 5 New Forest Look, 32 Coquina Ridge Way, 20 Peruvian Way, 32 Foxfield Look, 22 Winding Creek Way
- Cleaned and TV'ed 4 sanitary laterals on the PM list
- Responded to 39 reuse trouble calls.
- Verifying reclaimed connections on S. Peninsula
- Located reclaimed connection at 6 Deep Woods Way, 70 Creek Bluff Way, 60 Thornhill Chase
- Located and tested isolation valve between Briargate and Breakaway Trails

Wastewater Plant – Lift Stations

- Deer Creek – SCADA shows pump 1 stuck on, pump controller not functional, replaced controller and returned to service.
- Centrifuges 1 and 2 – Worked with CEC controls to troubleshoot communication pathway for SCADA.
- Surface Water Alarm – Installed 200ft of conduit and wire to connect an additional audible alarm at the operations building.
- Sludge pump #2 – Installed new VFD and connect controls to new centrifuge.
- Halifax Medical Center – both pumps not able to pump against static force main pressure, worked with Collections to bleed accumulated air from system, pumps now functional.
- Ormond Mall – float installation in progress.
- 6M – Flygt pump controller not functioning, station is operating in bypass, controller replacement is scheduled.
- Effluent Transfer Pumps – Losing prime and tripping out, found all pumps mechanically operational. SCADA operational controls evaluated and adjusted to maintain prime.
- 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.
- Shadow Crossings – installed timer switch and low voltage cable for automatic control of pumps, installation in progress, ran new electric circuit for RTU cabinet.
- Bennett Lane – reboot PLC for lake level controls.
- High Service pump 1 – began installation of rotating assembly.
- 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.

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 weekly City Manager virtual staff meeting.
- City Clerk and HR conducted interviews for Administrative Assistant position.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for July 28, 2020, Virtual Operating Budget Workshop and Virtual City Commission Meeting.
Agenda packet preparation and distribution for August 4, 2020, City Commission Meeting.