

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 28, 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
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Managers monthly meeting
- Virtual Ormond Beach Chamber Board meeting
- Claims committee meeting

PIO – Public Information

- Press Releases/Media
 - Drive-Thru Halloween announcement
 - General media inquiries
 - General citizen requests
- Social Media
 - Hurricane Prep
 - #ThankYouThursday for North Brunswick
 - Kitten Rescue
 - Safety Tips
 - Sandbag Reminders
- Attended
 - City Manager virtual staff meeting
 - Engineering/Planning meeting
 - Volusia PIN COVID-19 updates
 - State of the City planning meeting
- Developing
 - 20-21 Strategic Plan for Social Media Growth
 - Budget Fact Sheet 20-21

Community Development

Planning

- The Ormond Grande project proposes to construct a 3,600 square foot industrial building with associated parking and a 60 lot/unit residential fee simple townhome development located approximately 510 linear feet south of the intersection of U.S. Highway 1 and Ormond Lakes Boulevard. **The neighborhood meeting will be held by the property owner at Plantation Oaks of Ormond Beach Clubhouse located at 2380 Chretien Drive, Ormond Beach, Florida, 32174. The meeting will be held on September 3, 2020 from 6:00 p.m. to 7:00 p.m.**

- There is one variance application for the September 2, 2020 meeting. The variance application is at 88 Sounders Trail Circle and seeks to allow a constructed screen enclosure to remain with a five (5') foot setback where the Land Development Code requires ten (10') feet. The packet is at: <https://www.ormondbeach.org/218/Board-of-Adjustment-Appeals>.
- **The Planning Board meeting for September 10, 2020 has been canceled based on no agenda items to be heard.**

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 351 inspections performed within the city (31 by private providers).
- 110 permits issued within the city, with a valuation of \$1,948,647 (2 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The following project is in under review of the SPRC:
 1. Ormond Grande, Preliminary Plat, 2nd review. 3,600 square foot industrial building with associated parking and construct 60 lot/unit residential fee simple townhome development.
- Construction status of projects under construction:

Project	% Complete
Climate Controlled Storage	0%
Coolidge Avenue Office/Warehouse	35%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	20%
Extended Stay America	50%
OB Championship Softball Field	55%
Publix remodel	60%
Salty Church	75%
Stor-It	95%
The Pumphouse	30%
Total Comfort	10%
Utilities only	
101 Town & Country Lane	40%
Dunkin Donuts, 1190 Ocean Shore	95%
Deerfield Trace	95%
Huntington Villas, Phase 2B	95%
Latitude Beach Club	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 routine conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs.

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

Airport Operation and Development

- Staff participated in a virtual meeting with FDOT to discuss the City's FY2022 through FY2026 capital improvement plan for the airport and the funding scenarios that will be employed, with a focus on FY2022.
- Staff has prepared a Work Authorization for Hoyle, Tanner and Associates to begin the design phase of the Taxiway Delta Rehabilitation Project. The City is in receipt of a federal grant that will provide 100% funding for this project. The Work Authorization will be presented to the City Commission for approval at their meeting on September 23, 2020.
- Staff is in receipt of a proposal to repair the airport's AWOS (Automated Weather Observing System) and is working to schedule and facilitate repairs as soon as possible.
- Staff is in receipt of an application for Fixed Base Operator (FBO) status from K & G Aviation, LLC (K&G). K&G is located at 770 Airport Road, Hangar No. 27 at the airport, and is applying for FBO Category 4 and 5 status because the company intends to function as an independent aircraft sales, management and maintenance provider. Staff has prepared the application for consideration at the City Commission meeting on September 23, 2020.
- 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 received reimbursement for Cassen Pier. **The City recently received \$521,000 and anticipates to receive \$200,000 more for this event.**
 - Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.
- Completed Projects - Weekly
 - Processed 139 Journal Entry Batches.
 - Utility Billing Meter Readers completed 359 work orders.
 - Approved 19 Purchase Requisitions totaling \$180,394.70.
 - Issued 20 Purchase Orders totaling \$160,560.22.
 - Issued 240 past due notices on utility accounts.
 - Prepared 159 Accounts Payable checks totaling \$206,443.16 and 32 Accounts Payable EFT payments totaling \$802,671.82.
 - Auto-called 299 utility customers regarding receipt of a past due notice.
 - Processed 598 payments through Interactive Voice Response System totaling \$52,909.32.
 - Processed 736 payments through City online payment portal totaling \$55,659.26.
 - Grant money 2019-20 fiscal year-to-date total received, \$4.1 million.
 - Prepared 359 Direct Deposits totaling \$497,757.33.
 - Transferred IRS 941 payment of \$165,767.66.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Met with Fire Department staff regarding the implementation of the Assistance to Firefighters Grant 2019.
- Met with FDEP and staff regarding a potential resiliency planning grant.
- Beginning the migration process to the new JustGrants System which is aimed at unifying all US Department of Justice grants into one system.
- 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: \$1,826,833.22
- Attended virtual staff meeting.

Risk Management Projects

- Attended Insurance Program Committee meeting
- Attended Claims Committee meeting

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 8
 - Hazardous: 3
 - EMS: 74
 - Motor Vehicle Accidents: 7

- Public Assists: 49
- TOTAL CALLS: 145

- Aid provided to other agencies: 17 Calls – Daytona Beach (7), Holly Hill (3), Volusia County (7)
- Total staff hours provided to other agencies: 39
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 60
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 60

- Training Hours
 - NFPA 1001: Firefighting 11
 - NFPA 1002: Driver 89
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 49
 - NFPA 1620: Preplanning 6
 - EMT/Paramedic 9
 - TOTAL TRAINING HOURS: 168

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

- Significant Incidents
 - 8/21/20, 6:09 PM: W. Granada Blvd. / Shadow Crossings Blvd. – Motor Vehicle Accident – Upon arrival found one vehicle into concrete light pole – four passengers were out of vehicle – one passenger was extricated and pronounced on-scene – four patients transported with two as trauma alerts.
 - 8/23/20, 12:12 PM: W. Granada Blvd. / N. Nova Rd. – Animal Rescue – Responded to animal trapped in storm drain – bystanders heard kitten meowing in drain near Green Tea Restaurant – firefighter went down and was able to retrieve kitten – family who found trapped kitten took it home.
 - 8/24/20, 10:01 AM: W. Granada Blvd. / N. Nova Rd. – Motor Vehicle Accident – Responded to a vehicle vs. bicyclist – one patient transported as a trauma alert – a firefighter assisted EVAC during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Maintenance Worker II (Stormwater/Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Police Officer (Police)
 - Utilities Manager (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)

- Interviews Scheduled
 - Accounting Tech – Utility Billing Specialist (Finance)
 - Part Time Evidence/Crime Scene Custodian (Police)

- Background/Reference Checks/Job Offers
 - Maintenance Worker III (Wastewater Collection - Reuse Distribution/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: 25
 - Completed: 40
 - In progress: 68
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 31,197
 - Inbound E-Mails Blocked: 10,787
 - Delivered Inbound E-Mails: 20,410
 - Quarantined Messages: 227
 - Percentage Good Email: 65.4%
 - ATP/Virus E-Mails Blocked: 3
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 2
 - Corrections: 19
 - Map/Information Requests: 0
 - Information Requests from External Organizations: 10
 - 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: 1 (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
- Park inventory and photos for Master Plan
- Compiling content for 1-minute walk videos at parks
- 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
- Conducted 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.
- Monitoring the re-installed beehive, communicating with Master Beekeeper(s) on a regular basis.
- Developing additional nature videos for posting to social media 1 to 2 times week.
- Organizing content for next Livestream class, topic is reptiles.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily.
- OBGS is practicing on Tuesday and Thursday at 6 pm at Nova Field #4, Wednesday at 6 pm at Wendelstedt Field #2.
- OBSC Competitive teams practicing Monday through Thursday, 6 pm, Soccer Fields 4 and 5
- Pride Football practices on Monday, Tuesday, and Thursday, 5:30 pm, Sports Complex MP Fields 11 and 12
- OBYBSA Baseball/Softball practices Monday, Wednesday, and Friday, 6 pm, Nova Fields, Softball Quad at Sports Complex at 6 pm.
- Coed Softball practices Tuesday and Thursday, Sports Complex, Quad 4, 6 pm
- Top Level Youth baseball tournament Saturday and Sunday, Nova fields, 8 am to 5 pm
- Flag Football Skill Assessments will be held at the Sports Complex, Quad 1, 9 am to 2 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
- Preparing for weekend soccer games
- Installed new batting cage nets
- Painted soccer fields at South Ormond for YMCA fall season

Performing Arts Center

- Placed orders, received and delivered disinfection supplies to City departments
- Coordinating with CMT regarding their fall after-school program
- Temporarily filling in at the Tennis Center, activities included:
 - Sent court conditions updates via text and email group message to 8 am players group
 - Coordinated with USTA to bring Greater Volusia Tennis League teams to the Tennis Center for future league play
 - Updated Ormond Beach Tennis Center Facebook page

South Ormond Neighborhood Center

- Open gym to reservations only for basketball
- Cleaned and sanitized between players

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Preliminary planning tasks and assignments for October's "Trunk or Treat" event.
- Continued evaluation and preliminary planning of all upcoming events.

Nova Community Center and Special Populations

- Hosted a virtual Lunch Bunch
- Continued taking reservations for pickleball and basketball by reservations only
- Cleaned and sanitized between players
- Attended webinars to increase learning
- Monitored pickleball and outside areas
- Jazzercise Class is being held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Monday, Wednesday and Thursday, 5:45 pm
- Assisted in handing out sandbags for upcoming hurricanes

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.
- Window restoration continued on the 2nd and 3rd floor.
- New kitchen floor being installed.
- Tidbit Tuesday continues this week covering The Casements Kitchen floor renovations.
- "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.
- Casements staff continued to assist with Park restroom sanitation Monday, Wednesday, and Friday.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Installed bench at Riviera Park
- Remove fallen tree at Central Park I
- Replaced locks at 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
- Hooked up temporary chiller at the Police Department
- Replaced lights at the airport on runway 17/35
- Replaced light at the outside women's restroom at Ames Park
- Assist contractor with light repairs at South Ormond Neighborhood Center
- Installed wind cut off switch at the splash pad in Andy Romano Beachfront Park
- Disconnected and removed appliances in the kitchen at The Casements
- Replaced emergency and exit lights at the Tennis Center
- North tower shower repair at Andy Romano Beachfront Park
- Andy Romano Beachfront Park #6 floor drain cleared

- Replaced the ladies restroom door handle at FS92
- Bay door repaired at WWTP
- Troubleshoot The Casements back door
- Checked A/C at the Tennis Center
- Auto flusher in restroom repaired at WTP
- Replace sanitizer on wall at the Tennis Center
- Ladies room stall door repaired at the Police Department
- Repaired door at FS 94

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff attended the planned protest on Wednesday afternoon
- Staff conducted interviews for the Evidence Custodian opening
- Staff solicited interest for the Training Officer position
- Staff assisted DeLand Police Department with interviews
- Staff coordinated additional traffic details

Community Outreach

- Youth Leadership Council (YLC) – On Saturday, August 29, YLC members will be assisting at Daytona One with a drive-by school supply event.
- OBPAL Basketball – Team members participated in open gym practice following the facility's guidelines for individual or small group practice.
- Educational programs – Schedules are currently being reviewed for OBPAL fall educational programs. Remote learning platforms will be used to offer educational programs if COVID restrictions at partner schools and organizations do not allow onsite programming. The programming is currently scheduled to begin in October.
- 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. Thank you to Bruce Rossmeyer's Harley-Davidson for sponsoring our hole-in-one. For additional information about sponsorship opportunities and participation please call the OBPAL House at (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 34
- Animal Reports: 3
- Trap Neuter Release: 6
- Animal Bites: 1
- Animals to Halifax: 1
- Wildlife Calls: 0
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 5
- Inactive: 6
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 0
- Grand Theft: 2

- Auto Theft: 1
- Weapons complaint: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 1
- Police Information: 0
- Suspicious Incident: 1
- Medical call: 1

Records

- Walk - Ins / Window: 53
- Phone Calls: 57
- Arrest / NTA'S: 27
- Reports Generated: 127
- Reports Entered: 100
- Citations Issued: 43
- Citations Entered: 43
- Warnings Entered: 127
- Trespass Warnings: 40
- CORF Entered: 82
- Mail / Faxes / Request: 52

Patrol

- Total Calls: 1,523
- Total Traffic Stops: 140

Operations

- Crime Opportunity Report Forms: 108

8/19/20

- Open Container Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject contacted and found to have an open container.
- Stolen Vehicle, 1545 North United States Highway One (Dollar General). Vehicle was stolen when the owner got out to put away trash.

8/20/20

- Theft, 185 East Granada Blvd (Peach Valley Café). The victim reported leaving her wallet behind, unknown suspect may have stolen the items.
- Battery Domestic Violence Arrest, 94 Ellsworth Avenue. Subject head-butted his father-in-law, with whom he lives.
- Narcotics Arrest, Fleming Avenue/Mainsail Circle. Subject contacted and found to be in possession of narcotics.

8/21/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by Loss Prevention attempting to steal \$150 worth of clothing.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by Loss Prevention at this location stealing \$38.91 worth of merchandise.
- Vandalism Arrest, 4 Cypress Circle #A. Subject smashed the windshields on both of his mother's vehicles at this address. Total damage amount was \$1,587.71.
- Trespass Arrest, 723 South Nova Road (Tomoka Plaza). Subject was found at this location intoxicated and to be in possession of open alcoholic beverages.

- Driving Under the Influence Arrest, 1500 West Granada Boulevard. Subject was involved in a minor crash and showed signs of intoxication. After the crash investigation was completed, officers initiated a separate investigation and found the subject to be intoxicated.

8/22/20

- Theft, 1545 North United States Highway One (Dollar General). An unknown suspect stole the victim's wallet and contents from her purse while she was loading her car.
- Loitering and Prowling Arrest, 50 Putnam Avenue. Subject was observed running from the backyard by the homeowner. He was also observed hiding behind a tree by another neighbor. He was located sitting in the dark on the front porch of 31 Putnam Avenue.
- Driving Under the Influence Arrest, Wilmette Avenue/North United States Highway One. Subject was involved in a hit and run crash and was seen running from her vehicle. She was found in the area walking away from the crash scene, identified and detained.
- Harvesting Endangered Plant Arrest, 500 Crowne Loop (Crowne Apartments). Subject was seen harvesting palmetto berries. She did not have a permit for the harvesting of the berries and was placed under arrest.
- Narcotics Arrest, 500 Crowne Loop (Crowne Apartments). A different subject was seen harvesting palmetto berries. He did not have a permit for the harvesting of the berries and was found to be in possession of narcotics.
- Driving Under the Influence Arrest, 5 South Yonge Street. Subject was operating a motor vehicle and was stopped in the middle of the road in the area of 5 South Yonge Street. Operator showed signs of impairment and was detained.
- Trespass Arrest, 21 Ocean Shore Boulevard. Subject was placed under arrest for trespass after warning.
- Warrant Arrest, 11 Ramsey Terrace. Subject contacted and found to have an open warrant.

8/23/20

- Warrant Arrest, 530 South Atlantic Avenue. Subject contacted and found to have an open warrant.
- Loitering and Prowling Arrest. Subject was found behind a home with 2 window screens removed that the homeowner said he did not remove. There were hand prints on the windows.

8/24/20

- Burglary Residence, 7 Birchwood Trail (The Trails Subdivision). Forced entry was made to the rear glass door of the residence. Silver HP laptop and iPad mini were stolen.

8/25/20

- Battery Domestic Violence Arrest, 1567 North United States Highway One (Econo Inn). Officers responded to a disturbance involving two adults with a child in common. An argument about assisting with childcare turned physical which resulted in the victim being pushed and scratched.
- Battery Domestic Violence Arrest, 188 Fairway Drive. Officers responded to a disturbance involving two adults in a romantic relationship who are living together. An argument about a vehicle led to the suspect throwing a full can of beer at the victim.

Traffic Unit

- Number of Traffic Stops: 14
 - Number of Citations issued: 18
 - Number of Written Warnings Issued: 13
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 3 Cases initiated
- 12 signs have either been removed or sign cases created.
- 15 tree removal permit requests

Administrative staff assisted with zero (0) walk-in's and seventy-six (76) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Water Plant Upgrades – Project is substantially complete.
 - 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) – Understory plants are being installed in the medians west of Nova Road.
 - 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 – Metering cabinet installation is being coordinated with FPL.
 - WTP Chemical Feed System Upgrades – Permit has been filed.
 - Broadway/US1 Traffic Signal – Mast arms are in production.
 - 2019 Stormwater Rebuild – Restoration is in process.
 - Casements North Side Improvements – Carriage House addition work is ongoing.
 - Fiber Optic Connectivity – Fiber optic conduit installation for FS92 is complete. Fiber optic cable installation began this week.
 - CDBG Riviera Park Parking Improvements – Contractor is working on the east parking area.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – Long lead time, equipment is on order.
 - 2020 Microsurfacing – Work is scheduled to begin early September.
 - 2020 Repaving – Construction is underway.
 - Landscape Renovations – Contractor is scheduled to begin work in September.
 - Rockefeller Room Renovations – All windows have been removed and are being restored, window frame repairs are ongoing.
 - Gazebo Replacement CP II – Contracts have been executed.
 - CDBG SONC Fitness Station – A pre-construction meeting is scheduled for September 14.
 - North US1 Water Main and Force Main Improvements – Contracts are being executed.
 - Bidding:
 - Granada Banner Pole Replacement – Project was advertised on August 23, a pre-construction meeting is scheduled for September 9, bids are due on September 22.
 - Granada Mid-Block Lighting Improvements – A disposition item to approve advertising the bid is scheduled for the September 9 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 – Final design review meeting was held on August 25.
- Downtown: Cassen Park Improvements – A Work Authorization for Final Site Plan modifications is scheduled for approval at the September 23 City Commission meeting.
- Granada Streetscape Pavers – Project is in design.
- Update Parks & Recreational Master Plan – The RFP was advertised on August 2, a pre-proposal meeting was held August 19, and proposals are due on September 3.
- Business Park Drive Phase II – Design is underway.
- Departmental Activities
 - Reviewed daily Engineering permit applications through the ProjectDOX system.
 - Reviewed and approved work in the right-of-way permits for 56 North Halifax Drive wood pole replacement, Pineland Trail directional bore, and 55 Lorillard Drive wood pole removal, per FPL request.
 - Reviewed and approved work in the right-of-way permit for 11-15 Lake Vista Way directional bores, per Brighthouse request.
 - Continued park inventory and analysis for Parks & Recreation master plan.
 - Completed site visit at US1 and Southland Drive to investigate resident's drainage concern.
 - Completed tree in the right-of-way locate at 11 Twelve Oaks Drive, per Neighborhood Improvement Division request.
 - Researched maintenance responsibilities of the landscaped islands on Indian Head Drive, per Neighborhood Improvement Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Cut out broken asphalt repair on Wedgewood Cir
- Formed walk and built up with recycled materials at Hernandez & N Ridgewood; prepped walk for concrete
- Built up bench at Riviera Park; pad for Parks Dept
- Poured bench slab at Central Park I
- Filled utility cut with asphalt on Dianne Dr
- Dug out old asphalt fill in with new in the Village subdivision
- Cleaned up & formed sidewalk for concrete pour at Fleming Ave & S Ridgewood
- Filled in pothole at Cassen Park & 1 Lacosta Ct

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
- Trimmed trees at City Hall; over road at John Anderson Drive & Dormont; Fleming Ave. and Fairview Ave.; N Ridgewood; 200 block of N. Halifax

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

- State agriculture inspections at PW yard

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations

Stormwater Maintenance

- Reachout on US1; ponds & ditches; SR40
- Locates, gates & pumps citywide
- Ditch spraying cCitywide
- Pond maintenance Lakebridge, Division, Old Kings
- FEC inspection at PW yard

Vactor

- Lincoln Ave; Rosewood; Lucky Dr.
- System inspect and cleaning
- Vining Ct
- Baffle boxes inspected on Willis Dr

Street Sweeping/Streetsweeper

- 149 miles of road cleaned
- 48 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,914
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 9,517 gallons unleaded, 5,421 gallons diesel
 - Fuel used in one week: 2,763 gallons of unleaded and 1,262 gallons of diesel.
 - Fleet completed 51 work orders this week.

Utilities

- Projects Summary
 - SPRC Projects (Utilities Engineering Involvement)
 - 1044 N US Hwy 1 – Added comments to site plan review (1st submittal).
 - 906 N US Hwy 1 – Window World – Reviewed plans. Revisions requested (1st submittal).
 - 78 E Granada Blvd – Ormond Memorial Art Museum – Reviewed plans. Revisions requested.
 - Ormond Grand Preliminary Plat – Reviewed and approved plans.
 - Cloud 10 Car Wash – Reviewed, requesting one minor revision.
 - Participated in SPRC pre-application meetings for 835 Hull Road and Ormond Crossings

Water Treatment Plant

- Delivered 41.00 million gallons for the week ending August 22, 2020 (5.86 MGD).
- Backwashed 9 filters for a total of 542,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 22, 2020 @ 6.93 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~64.8 wet tons of dewatered sludge (65 - 70% solids).
- Odyssey contractors are onsite and in the final stages of completion of projects.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 42.03 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 6.00 MGD.
- Produced 25.23 Million Gallons of Reuse.
- Produced 16.80 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (August 1, 2019 – July 31, 2020) (MGD):
 - Influent 4.08 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.19 (Permit 6 MGD);
 - Reuse 4.42 (Permit 10 MGD)

Water Distribution

- Responded to 23 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 25 calls from customers concerning leaking water.
- Replaced 4 residential water meters due to Finance Dept. work orders.
- Installed 5 new residential water meters/services.
- Replaced 8 broken meter boxes.
- Replaced 6 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 10 City owned backflow prevention devices, 1 needed repair.
- Performed accuracy testing on an 8" commercial water meter, tested accurate.
- Continued with contractual fire hydrant maintenance activities in Ormond-by-the-Sea, 47 fire hydrants inspected, repaired and/or painted.
- Located a water service due for a customer.
- Repaired a 6" water main on Dianne Dr.
- Disconnected 3 water services, 1 due to demolition, 2 due to theft/tampering.
- Assisted a plumber with water main/fire line shut down at the Ormond Mall on A1A.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 171 regular utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP system service area and 7 in the conventional system service area.
- TV'ed 271 McIntosh Rd. per customer request.
- Replaced PEP pump at 20 Foxhunter Flat. Second pump in a week, discovered broken check valve and replaced.
- Replaced and rewired PEP pump at 5 Silver Lake Way.
- Follow up at 700 Riverside Dr. Tv'ed sanitary lateral, found roots at 14' and cleared. Will place on PM list.
- Responded to back up call at 271 McIntosh Rd. City side clear, Tv'ed at customer request, line is clean and clear.
- Follow up at 105 Ormond Parkway. Tv'ed sanitary lateral, line looks good. Partially TV'ed gravity main found roots 14' in line and cleared.
- Met with property owner and Tv'ed sanitary lateral at 30 Cypress Cir. City side clear, issue is on customer side.
- Replaced alarm relay at 21 Circle Creek Way
- Replaced broken cast iron valve box at River Chase Way and Coquina Ridge Way.
- Replaced PEP control panel at 6 Crescent Lake Way.
- Flushed sanitary lateral at 103 Hickory Hills Cir.
- Cleaning manholes in South Forty subdivision.
- Responded to 1 reuse trouble call.
- Replaced broken reclaim box at 444 N Halifax Dr.
- Backflows leaking at 84 Black Hickory Way and 144 Deep Woods Way. Explained to customers at both addresses on how to alleviate issue.

Wastewater Plant – Lift Stations

- Centrifuge Conveyer Belt – temporary repairs as needed at rollers.
- MPS Room – installed pump motor 3 and made temporary electrical connection, soft starter will be installed for proper control.
- Dewatering pump #2 – controls not responding, cleaned control relay contacts, returned to service, monitoring.
- Recycle Pump #1 – pump motor failed, pulled pump to ship to vendor for repairs.
- SCADA monitor/response: Responded to 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.
- Main PLC – backup LPRO processor failed and will not connect to the master. Quotes have been requested for replacement parts, corrective actions will be reviewed when new equipment is available.
- PLC High Service building – Fiber optic switch upgraded.
- Master Radio – out of service, replacement unit available by 8/28 for install.
- Melrose Park – located buried wiring for monitoring and dewatering of reuse meter vault, installed junction boxes for connection to lift station 3M SCADA.
- Responded to equipment alerts at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Support Services/City Clerk

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

- City Clerk attended City Manager virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- City Clerk attended Insurance Program Committee Meeting on August 27, 2020.
- City Clerk attended Claims Committee Meeting on August 27, 2020.
- Agenda packet preparation for September 9, 2020, City Commission Meeting.