

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: September 11, 2020

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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:

- Staff meeting
- General discussion meetings with senior staff
- State of the City planning

Spoke to, attended and/or met with:

- Agenda review meetings with commission members
- City Commission meeting
- City/County Manager Virtual Think Tank committee meeting

**PIO – Public Information**

- Press Releases/Media
  - General citizen inquiries
  - General media requests and interview updates
  - 9/11 Memorial prep
- Social Media
  - Hurricane Preparedness
  - Supporting “Ducked” OBPD Campaign
  - Census Reminders
- Attended
  - City Manager’s Virtual Staff Meeting
  - Engineering/Planning Meeting
  - City Commission Meeting
- Developing
  - Social Media Strategic Plan Q4
  - State of the City Scripting and Brochure

**Community Development**

**Planning**

- Staff have received two variance applications for the October 7, 2020 Board of Adjustment and Appeals meeting as follows:
  1. 130 Riverside Drive: demolition of existing house and reconstruction of a new single-family residence requiring a variance to the calculated waterfront rear yard setback.
  2. 517 North Beach Street: demolition of existing house and reconstruction of a new single-family residence requiring a variance to the calculated waterfront rear yard setback.

- City staff are working to complete an application for a Florida Department of Environmental Protection (FDEP) Resilient Planning Grants (RPG) in the amount of \$45,000 to assist in preparation of amendments to the Coastal Element of the Comprehensive Plan in compliance with 163.3178, Florida Statutes, a hazard assessment specific to Ormond Beach and completion of a Resiliency Action Plan consistent with the City's Comprehensive Plan and the East Central Florida Regional Resiliency Action Plan (RRAP).

Building Inspections, Permitting & Licensing

- 11 new business tax receipts issued.
- 361 inspections performed within the city (47 by private providers).
- 96 permits issued within the city, with a valuation of \$923,466 (3 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week:
- There are no projects under review of the SPRC.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Calvary School Expansion	5%
Casements, Carriage House expansion	70%
Coolidge Avenue Office/Warehouse	40%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	20%
Extended Stay America	55%
FPL Substation Expansion	0%
Nova Road Climate Controlled Storage	0%
OB Championship Softball Field	90%
Publix remodel	70%
Salty Church	90%
The Pumphouse	30%
Total Comfort	10%
<b>Utilities only</b>	
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 underway with construction slated to commence later this year.
  - Design work for Runway Drive in the Airport Business Park is underway. 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, and many of the smaller business centers in the city. This will be an ongoing effort to assess the impact of COVID-19 on business operations.
  - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower as a result of COVID-19.
  - Publix has acquired the lease of 101 E. Granada (formerly Lucky's Market). Staff is in communication with Publix and will work with them as they move forward with their plans for the building.

Airport Operation and Development

- The FAA grant agreement to fund the design phase of the project to rehabilitate Taxiway Delta was approved at the September 9 City Commission meeting. Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the grant will provide 100% funding for this project.
- The Ormond Beach Composite Squadron of the Civil Air Patrol has again been selected to support Exercise American Shield (EAS). EAS is a joint operation involving advanced elements of the Civil Air Patrol's Florida Wing, the Army National Guard, the U.S. Air Force and other components of the U.S. Armed Forces. This training mission is a pre-deployment exercise in support of the National Capital Region Integrated Air Defense System, which protects Washington, D.C. and other locations from airborne attack. EAS will be conducted from October 11 through October 19 and will employ virtual meeting technology to minimize personnel interaction and comply with social distancing protocols.
- Staff responded to an inquiry from the FAA Orlando Airports District Office (ADO) regarding a private hangar development project at the airport. Staff provided the ADO with information about the airspace studies that have been submitted for the project, and also worked with the project

consultant to complete and submit certain environmental documentation in accordance with FAA guidelines.

### **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 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 132 Journal Entry Batches.
  - Utility Billing Meter Readers completed 308 work orders.
  - Approved 16 Purchase Requisitions totaling \$2,725,172.80.
  - Issued 21 Purchase Orders totaling \$293,888.21.
  - Issued 737 past due notices on utility accounts.
  - Prepared 106 Accounts Payable checks totaling \$563,174.40 and 30 Accounts Payable EFT payments totaling \$950,874.16.
  - Auto-called 288 utility customers regarding receipt of a past due notice.
  - Processed 629 payments through Interactive Voice Response System totaling \$48,614.50.
  - Processed 620 payments through City online payment portal totaling \$55,089.81.
  - Grant money 2019-20 fiscal year-to-date total received, \$4.2 million.

#### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Community Development Block Grant (CDBG) subrecipient agreements are typically released in October; however, due to Covid-19 and work related to the five-year consolidated plan and annual action plans, the timeframe has been adjusted and we will likely not receive a subrecipient agreement until January 2021.
  - Continued work with planning staff on a potential resiliency planning grant for submittal in October which will be on an upcoming City Commission agenda for consideration.
  - Continued working with Fire Department staff on a potential grant request from Fire House Subs for safety equipment which is due in November and will be scheduled for an upcoming City Commission agenda.
  - 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: \$1,883,207.20
- Other
  - Attended virtual staff meeting.

#### Risk Management Projects

- Attended ICMA webinar
- Finalized agenda item

- Processed subrogation claims

### **Fire Department**

- Weekly Statistics
    - Fires: 2
    - Fire Alarms: 11
    - Hazardous: 1
    - EMS: 79
    - Motor Vehicle Accidents: 7
    - Public Assists: 59
    - TOTAL CALLS: 159
  
  - Aid provided to other agencies: 7 Calls – Daytona Beach (2), Holly Hill (2), Volusia County (3)
  - Total staff hours provided to other agencies: 8
  - # of overlapping calls: 35
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
  - Total EMS patients treated: 59
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 83
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- Training Hours
    - NFPA 1001: Firefighting 10
    - NFPA 1002: Driver 10
    - NFPA 1021: Officer 2
    - NFPA 1500: Safety/Equipment 39
    - EMT/Paramedic 15
    - TOTAL TRAINING HOURS: 76
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- Station Activities
    - COVID precautions remain in effect at all stations
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- Significant Incidents
    - 9/5/20, 6:33 PM: N. US1 / Wall Ave. – Motor Vehicle Accident – Responded to a T-bone type collision – two patients transported as trauma alerts.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Accounting Technician (Payroll/Finance)
    - Applications Administrator (IT/Finance)
    - Firefighter/EMT (Fire)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker IV (Streets/Public Works)
    - Part Time Maintenance Worker II (Parks/Leisure Services)
    - Plant/Pump Mechanic (Public Works)
    - 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)
  
  - Applications Under Review
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)

- Interviews Scheduled
  - Account Clerk II (Finance)
  - City Engineer (Engineering)
  - Civil Engineer (Engineering)
- Background/Reference Checks/Job Offers
  - Police Officer (Police)
  - Part Time Evidence/Crime Scene Custodian (Police)
  - Maintenance Worker II (Stormwater/Public Works)
  - Maintenance Worker II (Streets/Public Works)
- Separations
  - Part Time Maintenance Worker II (Parks/Leisure Services)
  - Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works)
  - Maintenance Worker IV (Streets/Public Works)
  - Plant/Pump Mechanic (Public Works)
  - Accounting Technician (Payroll/Finance)
- 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: 44
    - Completed: 60
    - In progress: 45
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 29,964
    - Inbound E-Mails Blocked: 9,358
    - Delivered Inbound E-Mails: 20,606
    - Quarantined Messages: 262
    - Percentage Good Email: 68.8%
    - ATP/Virus E-Mails Blocked: 53
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 1
    - Changes: 1
    - Corrections: 0

- Map/Information Requests: 37
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 9 : Total in system = 2,741
- Meters GPS Located this week: 13: Total in system = 23,784; 22,974 potable, 799 irrigation, 11 effluent

## Leisure Services

### Administration

- Engineering meeting
- City Manager virtual staff meeting
- City Commission meeting
- Compiling content for 1-minute walk videos at parks
- Updating website and social media pages as needed

### Contract Manager – Grounds and Athletic Maintenance

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

### Environmental Discovery Center

- Continue to monitor safety and security of the EDC building and grounds.
- Enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Continued monitoring the re-installed beehive.
- Signage being created for the newly established Wildflower Garden.
- Developing additional nature videos for posting to social media 1 to 2 times week.
- Organizing content for next Livestream class.

### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1 pm daily.
- 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.
- Flag Football practices Tuesday through Friday, 5:30 pm and 7 pm, Sports Complex Quads 3 and 4, Kiwanis field and Wendelstedt Field #3
- NSA hosted a girls' softball tournament at the Sports Complex, Softball Quad on Saturday and Sunday from 8 am to 6 pm
- USSSA hosted a boys' baseball tournament at the Sports Complex, Wendelstedt Fields, Saturday and Sunday, 8 am to 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

- 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
- Prepared Quad 4 at the Sports Complex for coed softball games
- Preparing for weekend soccer games
- Put up new batting cage nets

#### Performing Arts Center/Tennis Center

- As performances/events at the PAC are not being held due to COVID-19, staff is temporarily assigned to the Tennis Center.
- Sent court conditions updates via text and email group message to 8 am players group
- Placed and tracked orders, received and delivered disinfection supplies to City departments
- Updated Ormond Beach Tennis Center Facebook page
- Updated the Performing Arts Center Facebook page
- Children's Musical Theatre Workshop fall classes resume at the Performing Arts Center

#### South Ormond Neighborhood Center

- Open gym to reservations only for basketball
- Cleaned and sanitized between players
- YMCA soccer practices on Monday, Tuesday, Thursday and Friday, 5:30 pm to 7:30 pm

#### 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 upcoming events:
  - Veteran's Day Luncheon, November 5
  - Hometown Heroes Banner Ceremony, November 7

#### 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 classes are being held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Monday, Wednesday and Thursday, 5:45 pm.
- Ms. Debby's Dance and Acting classes will be held on Tuesday and Friday from 4:30 to 6:30 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.
- Window restoration continued on the 2<sup>nd</sup> and 3<sup>rd</sup> floor this week.
- The kitchen will be painted this week along with replacing china and glassware.
- Tidbit Tuesday continues this week covering The Casements' kitchen floor renovations.
- Ora Yoga at The Casements on Tuesday and Thursday from 9 am to 10 am and at Bailey Riverbridge Park on Wednesday evening from 6 pm to 7 pm
- "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 to 9:30 am
- Greek Cooking class is held on Thursday from 4:30 pm to 8:30 pm
- Construction continued on the North Lawn and Carriage House expansion project.
- 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 all virus signs on bathroom doors
- Inspected signs at all playground equipment
- Replaced sign on boardwalk trail
- Installed new bench at Rockefeller Gardens
- Repaired railing at Birthplace of Speed

#### 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
- Installed water diverter in dehumidifier room at FS91
- Cleared dishwasher drain at FS91
- Repaired toilet in ladies' restroom at the Senior Center
- Repaired plumbing leak in bathroom at CP2
- Replaced ceiling tiles at City Hall
- Installed shower trim at FS92
- Replaced street light on Granada Bridge
- Remove toilet at FS92
- Replaced light bulbs at FS91
- Checked lights at Police Department

#### Police Department

##### Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff conducted recruiting efforts at Daytona State College
- Staff fulfilled the special assignments within the Agency for 2021
- Staff completed the personnel shift bid for shift year 2021
- Staff attended the protests on Wednesday

##### Community Outreach

- Youth Leadership Council (YLC) – Due to the start of school there were no YLC activities last week.
- OBPAL Basketball – Members of the basketball team participated in open gym practice following the facility guidelines listed 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. OBPAL Fall Educational 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 OBPAL at (386) 676-3505.

##### Community Services & Animal Control

- Animal Calls responded to: 47
- Animal Reports: 6

- Trap Neuter Release: 5
- Animal Bites: 0
- Animals to Halifax: 1
- Wildlife Calls: 0
- Found Property Reports: 1

#### Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 3
- Inactive: 7
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 5
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 0
- Battery: 1
- Baker Act: 1

#### Records

- Walk - Ins / Window: 29
- Phone Calls: 62
- Arrest / NTA'S: 10
- Reports Generated: 85
- Reports Entered: 70
- Citations Issued: 80
- Warnings Entered: 49
- Trespass Warnings: 10
- CORF Entered: 107
- Mail / Faxes / Request: 34

#### Patrol

- Total Calls: 1,674
- Total Traffic Stops: 181

#### Operations

- Crime Opportunity Report Forms: 125

#### 9/2/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by Loss Prevention stealing \$106.74 worth of merchandise by using the skip scan method.
- Battery Domestic Violence Arrest, 1567 North United States Highway One #238 (Econo Inn). Subject got into a verbal argument that turned physical.

9/3/20

- Stolen Vehicle, 18 Sounders Trail Circle (Saddlers Run subdivision). The victim's 2009 Lexus RX 350 was stolen from this location.
- Carbreak, 88 Sounders Trail Circle (Saddlers Run subdivision). Unlocked vehicle was entered a blue iPod Touch was stolen.
- Carbreak, 17 Fisherman Circle #6 (Fisherman's Landing Apartments). Unlocked vehicle was entered, a bank statement was stolen.
- Carbreak, 51 Sounders Trail Circle (Saddlers Run subdivision). Unlocked vehicle was entered with garage door opener stolen. The item was recovered at another residence in the area.
- Carbreak, 57 Orchard Lane. The homeowner stated he observed multiple males enter his truck in the front driveway as well as the one in the rear of the house.

9/4/20

- Burglary Residential, 672 Alcazar Avenue. Victim believes a subject entered the residence and stole two antique Winchester flintlock pistols and three leather Harley Davidson jackets.
- Burglary Residential, 509 Collins Street. Reporting person entered their late mother's trailer that has been abandoned for months. A window air conditioning unit, and a drum set are said to have been taken.
- Carbreak, 19 Chippingwood Lane. Unlocked vehicle entered where miscellaneous papers and an old purse were taken.
- Sex Offense, 170 Williamson Boulevard (Sleep Inn.) Offense took place at this hotel involving two males and a female. Victim Advocate was notified, case is under investigation.

9/5/20

- Theft, 2099 North Beach Street (Tomoka State Park). Unknown suspect(s) stole multiple kayaks from this location.
- Warrant Arrest, 26 Byron Ellinor Drive. Subject contacted and found to have an open warrant.
- Warrant Arrest, 100 Chelsea Place. Subject contacted and found to have an open warrant.

9/6/20

- Child Neglect Arrest, 913 Village Drive. A two-year old child wearing a diaper and shirt was found in the roadway near this location. Officers attempted to make contact at the door, with no answer. Mother returned home after some time. Father was inside, unaware of the whereabouts of the child.
- Traffic Arrest, 251 South Atlantic Avenue. Subject contacted and found to be a habitual traffic offender.

9/7/20

- Aggravated Assault Domestic Violence Arrest, 846 West Lindenwood Circle. Subject was involved in a verbal argument with his mother. During the argument the subject took possession of a kitchen knife, chasing after her until she exited the house through the front door.
- Sexual Battery, Woodland Avenue/North Yonge Street. Victim arrived at the Port Orange Police Department and advised that she was raped approximately two years ago by a coworker in the area of Woodland Avenue and North Yonge Street.

9/8/20

- Vehicle Theft, 500 Shadow Lakes Boulevard #152 (Shadow Lakes Apartments). Unknown suspects removed a gray scooter from the area.
- Car Break, 431 Ocean Shore Boulevard. Unknown subject removed a Stihl chainsaw from the bed of a pickup truck that was parked at this location.
- Carbreak, 3 Forest Oak Drive (Tomoka Oaks). Unlocked vehicle was entered, a wallet was taken.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 38
  - Number of Citations issued: 42

- Number of Written Warnings Issued: 27
- Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 3
  - Number of Crashes with Injuries: 2
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
  - Zone 2: 0 Cases initiated
  - Zone 3: 3 Cases initiated
  - Zone 4: 1 Case initiated
  - 8 signs have either been removed or sign cases created.
  - 9 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in's and sixty-seven (67) telephonic inquiries.

### Public Works

#### Engineering

- Projects Summaries
  - Construction Projects:
    - Granada Median Landscape Improvements (Orchard Street to I-95) – Planting of the Medjool palms and understory plants in medians east of Nova Road began this week.
    - WTP Sludge Residuals Facility Improvements – Contractor mobilizing to begin next week.
    - OBSC Improvements – Championship Field 7 – Construction is 90% complete.
    - Nova Community Park Underground Electric Utilities – Metering cabinet installation is being coordinated with FPL.
    - WTP Chemical Feed System Upgrades – Building permit is under review.
    - Broadway/US1 Traffic Signal – Mast arms have been delivered, installation is in process.
    - 2019 Stormwater Rebuild – Waiting for FPL assistance for work to be complete.
    - Casements North Side Improvements – Carriage house wall construction is ongoing.
    - Fiber Optic Connectivity – Fiber optic cable installation is being scheduled.
    - CDBG Riviera Park Parking Improvements – The project is substantially complete.
    - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – Exercise equipment has been delivered, installation is being scheduled.
    - 2020 Microsurfacing – Construction is underway.
    - 2020 Repaving – Construction is underway.
    - Landscape Renovations – Contractor is scheduled to begin work September 21.
    - Rockefeller Room Renovations – Window frame repairs are complete, window re-installation is scheduled to be completed by September 21.
    - Gazebo Replacement CP II – Pre-construction meeting is scheduled for September 15.
    - CDBG SONC Fitness Station – Pre-construction meeting is scheduled for September 14.
    - North US1 Water Main and Force Main Improvements – Pre-construction meeting was held on September 10.
  - Bidding:
    - Granada Banner Pole Replacement – Project was advertised on August 23, a pre-construction meeting was held on September 9, bids are due on September 22.
    - Granada Mid-Block Lighting Improvements - A disposition item for approval to bid was approved at 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 – Consultant is finalizing plans and specs, and permitting.
  - 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 – Six proposals were received on September 3, ranking committee met on September 10.
  - Business Park Drive Phase II – Design is in process.
- Departmental Activities
    - Reviewed daily Engineering Permit applications through the ProjectDOX system.
    - Approved work-in-the-right-of-way permit for SR40/Airport Road Directional bore, per FPL request.
    - Approved work-in-the-right-of-way permit for 3 Indian Springs Drive/SR40 directional bore, per Spectrum request.
    - Researched for right-of-way location at 3 Timberlake Lane cul-de-sac, per Neighborhood Improvement Division request.
    - Research project for 1644 North US1, and a portion of Oak Street, per Planning Department request.
    - Completed property line stakeout at 119 Rio Pinar for code violation case, per Neighborhood Improvement Division request.
    - Completed tree-in-the-right-of-way locate at 533 Hand Avenue, per Neighborhood Improvement Division request.
    - Research project to determine storm water pipe maintenance for the Shadow Crossings subdivision, per Stormwater Division request.
    - Researched and made site visit to 88 Sounders Trail to determine if the construction of a pool/patio will negatively impact neighboring houses with storm water runoff.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Concrete pour for sidewalk at Fleming & S. Ridgewood; removed form boards; stress cuts, sod
- Filled in potholes at Cassen Park; Fir St; Division & S. Beach, Lacosta Dr
- Poured bench pad at Riviera Park
- Filled in asphalt patch on Andrews St; Lakebluff Rd

##### 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
- Picked up debris on Seton Trl
- Trimming on Fernery Trl

##### 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
- Trimmed sidewalk at 700 block of N Halifax

#### 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

- Landfill repair
- Locates, gates & pumps citywide
- FDOT ponds citywide
- Reach out on Arroyo Pkwy
- Ditch mowing on Gowers/US1

#### Vactor

- Lone Tree Look
- Willis Dr

#### Street Sweeping/Streetsweeper (sweeper down)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 22,209
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 13,552 gallons unleaded, 4,405 gallons diesel
  - Fuel used in one week: 2,122 gallons of unleaded and 582 gallons of diesel.
  - Fleet completed 50 work orders this week.

#### Utilities

- Projects Summary
  - SPRC Projects
    - Cloud 10 Car Wash – Final inspection conducted.
    - There was no SPRC meeting this week.

#### Water Treatment Plant

- Delivered 41.00 million gallons for the week ending September 5, 2020 (5.86 MGD).
- Backwashed 8 filters for a total of 495,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 5, 2020 @ 6.93 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~64.8 wet tons of dewatered sludge (65 - 70% solids).

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 36.22 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.17 MGD.
- Produced 27.06 Million Gallons of Reuse.
- Most recent annual period ADF Rates (September 1, 2019 – August 31, 2020) (MGD):

- Influent 4.12 MGD (Permit 8 MGD);
- Surface Water Discharge 0.28 (Permit 6 MGD);
- Reuse 4.38 (Permit 10 MGD)

#### Water Distribution

- Responded to 16 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 15 calls from customers concerning leaking water.
- Replaced 4 residential water meters due to Finance Dept. work orders.
- Installed 3 new residential water meters/services.
- Replaced 7 broken meter boxes.
- Replaced 6 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 6 City owned backflow prevention devices.
- Continued with contractual fire hydrant maintenance activities in Ormond-by-the-Sea, 9 fire hydrants inspected, repaired and/or painted.
- Repaired an 8" water main behind Publix in the Trails Shopping Center.
- Performed valve maintenance on 10 main line valves.
- Replaced a 2" water main and 2 water services serving Emerald Isle Cir. residents in Ormond-by-the-Sea due to a leak under a large tree.
- Relocated the water service at 144 N. Ridgewood Ave per customer request.
- Performed a shut down on the 16" raw water main due to a leak, leak was repaired by Hazen Construction.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 144 utility locates for the previous week.

#### Wastewater Collection - Reuse

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 0 in the conventional system service area.
- Added riser and replaced and rewired PEP pump at 42 Canterbury Woods.
- Adjusted high level alarm at 82 Westland Run.
- Replaced and rewired PEP pump at 10 Double Palm Way.
- Repaired broken 8" sanitary gravity main at 600 S. Atlantic Ave. (Grandview Ave. side).
- Located utility services at 1 Wild Creek Way.
- Rewired PEP pump, raised j-box and installed new control panel at 18 Lake Vista Way.
- Installed new J-box, conduit, wire and PEP pump at 74 Saddlers Run
- Responded to 1 reuse trouble call.
- Installed new ball valve at 35 River Chase Way. Located and marked service.
- Turned off reclaimed service at 132 Royal Dunes Rd., 9 Huntmaster Ct. and 3 March Ridge Watch per customer request.
- Responded to reclaimed leak at 111 Deep Woods Way. Leak on customer side, customer aware.
- Located reclaimed service at 42 Winding Creek Way per customer request.
- Dug up leak at Neptune near golf course. Discovered unknown 3" PVC line leaking. Turned off tapping valve. Will repair later if necessary.

#### Wastewater Plant – Lift Stations

- Centrifuge Conveyer Belt – new belt received and installed by contractor.
- Mainland pump station – connected soft starts for plant reuse distribution.
- 4M – triplex controller not functional, replaced with new stock.
- SCADA monitor/response: Responded to multiple equipment alerts at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.

- Lime Silo Shakers – control panel switches not functional, cleaned wiring and installed new switches.
- Main PLC – CPU's have been ordered by Emerson, lead time approximately 3 weeks.
- LPRO PLC – assisted Rocha controls with program install.
- Responded to equipment alerts at the Water Plant and offsite locations.
- Performed operational checks at various locations.
- Lift Station 6M Reuse – installed 50 feet of conduit and wire for connection of reuse pressure transmitter; Melrose Park, continued site work for connection of pressure and flow meter.

**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 Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for September 9, 2020 City Commission Meeting.
- Agenda packet preparation for September 23, 2020 City Commission Meeting.