

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 18, 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:

- General discussion with Susan Richmond, Art Museum Director
- As requested, general discussion meeting with Commissioner Littleton
- Managers' COVID-19 conference call
- Team Volusia Executive Committee meeting

PIO – Public Information

- Press Releases/Media
 - General media inquiries and interview coordination
 - General citizen requests and updates
 - Event schedule coordination
- Social Media
 - Flu Vaccine Before Halloween
 - #LivingTheOBLife
 - Flood Insurance Reminders #OBPrepared
 - 9.11 Memorial Remembrance
- Attended
 - City Manager's Virtual Staff Meeting
 - Engineering/Planning Meeting
 - COVID-19 PIN Meeting for Volusia County
 - Nextdoor Webinar
- Developing
 - State of the City Brochure and Program
 - COB Social Media Strategic Plan 20-21

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.
- The Ormond Memorial Art Museum & Gardens at 78 East Granada Boulevard will be conducting a neighborhood meeting at 78 East Granada Boulevard (museum building), Ormond Beach, Florida, 32176 on September 30, 2020 beginning at 6:00 p.m. The project seeks to construct a renovation and expansion that would allow a three (3) story building with a total of 13,803 square feet, within the approximate footprint of the existing building. All interested parties are invited to participate in the neighborhood meeting. Based upon COVID-19, individuals attending the meeting will need to wear face coverings. Individuals can also watch the neighborhood meeting via Zoom. It is requested that individuals provide an RVSP to the Museum if they are attending in person or to obtain the Zoom meeting link. The Museum contact is Susan Richmond, Museum Director who can be reached at srichmond@ormondartmuseum.org or by phone at 386-676-3347.
 - Attended the Ormond MainStreet Design Committee meeting.
 - There are three items tentatively scheduled for the October 8, 2020 Planning Board meeting:
 1. 1670 West Granada Boulevard: A Special Exception to allow two electronic changeable copy signs for the retail prices of gasoline at the RaceTrac convenience store located at 1670 West Granada Boulevard. There are no other site or building improvements proposed.
 2. Ormond Grande: Rezoning of the R-5 zoning designation to Planned Residential Development, issuance of a Development Order for 60 townhome units, and a Preliminary Plat for the subdivision of land.
 3. U.S.1 Business Park amendment: Rezoning and issuance of a development order for the US 1 business park property for addition of warehouse and miniwarehouse. Building 1 is proposed at 7,810 square feet and building 2 is proposed at 6,600 square feet.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 309 inspections performed within the city (64 by private providers).
- 95 permits issued within the city, with a valuation of \$4,090,438 (4 garage sales permits).

Development Services

- An interior remodel building permit has been submitted at 101 East Granada Boulevard for the Publix Super Market. The permit value is listed as \$3 million dollars.
- The Site Plan Review Committee (SPRC) conducted two pre-construction meetings:
 1. 228 North Orchard Street. FPL Substation expansion. Expansion to allow the transformation, regulation, and distribution of electricity.
 2. 1345 North U.S. Highway 1. Total Comfort. A phased development. Phase 1 is an RV and Boat facility of 150 spaces. Phase 2 is two 15,370 SF buildings with associated site improvements. Total site area is 11.47 acres.
- The following projects are under review of the SPRC:
 1. 1044 North U.S. Highway 1, U.S. Business Park amendment. 2nd review. Rezoning and issuance of a development order for the US 1 business park property for the addition of a warehouse and mini-warehouse. Building 1 is proposed at 7,810 square feet and Building 2 is proposed at 6,600 square feet.
 2. 15 Parkview Lane, Drainage & Utility release request. 1st review. Easement release request for the construction of a pool at an existing single-family residence.
 3. 1670 North U.S. Highway 1, Ormond Gateway Subdivision. 1st review. Development of a three-lot commercial subdivision of 15.63 acres and associated site improvements.

- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Calvary School Expansion	85%
Casements, Carriage House expansion	70%
Coolidge Avenue Office/Warehouse	60%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	20%
Extended Stay America	70%
FPL Substation Expansion	0%
Nova Road Climate Controlled Storage	0%
OB Championship Softball Field	95%
Publix remodel	75%
Salty Church	90%
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	86%
Upscale Nails	80%

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 the 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.
 - Staff attended the Ormond Mainstreet Economic Vitality Committee meeting.
- Prospective Business Attraction/Retention/Expansion
 - Staff has been calling businesses in the business community including major employers, companies in the Airport Business Park, 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 initiated improvements to the former Lucky's super market store.

Airport Operation and Development

- Staff has been advised by the Orlando Airports District Office (ADO) of the FAA that grant funding to replace the airport's Automated Weather Observing System (AWOS) may not be available in FY2021. Staff continues work to repair the airport's existing AWOS.
- Staff has been advised that industrial cranes will be operating at a height of up to 131 feet and a distance of 1.8 miles west of the airport until December 28. A Notice to Airmen (NOTAM) has been issued to notify pilots of this activity.
- Staff met this week to review new procedures established by the FDOT to request reimbursement for airport project costs covered by Public Transportation Grant Agreements (PTGAs).
- Staff has been advised by FDOT that the agency may soon issue a PTGA to provide funding for the design phase of the Taxiway Bravo rehabilitation project. If issued and executed by the City, this grant will afford Taxiway Bravo design work concurrent with design work that will soon be underway for the Taxiway Delta rehabilitation project. This will in turn facilitate concurrent construction of both taxiway rehabilitation projects, which will be more cost effective for the airport than two separate construction projects.

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 138 Journal Entry Batches.
 - Utility Billing Meter Readers completed 389 work orders.
 - Approved 19 Purchase Requisitions totaling \$599,583.
 - Issued 24 Purchase Orders totaling \$1,585,399.
 - Issued 785 past due notices on utility accounts.
 - Prepared 194 Accounts Payable checks totaling \$355,893.72 and 30 Accounts Payable EFT payments totaling \$208,056.22.
 - Auto-called 299 utility customers regarding receipt of a past due notice.
 - Processed 699 payments through Interactive Voice Response System totaling \$59,599.02.
 - Processed 678 payments through City online payment portal totaling \$47,890.00.
 - Grant money 2019-20 fiscal year-to-date total received, \$4.3 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - 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 Firehouse Subs for safety equipment which is due in November and will be scheduled for an upcoming City Commission agenda.
 - Grant reimbursement requests to date FY 19-20: \$1,886,145.55
- Other
 - Attended South Ormond Neighborhood Center Pre-Construction Meeting for the fitness station. Work is expected to begin in early November.
 - Attended virtual staff meeting.
 - Attended conference call on Victims of Crime Act (VOCA) 2020-2021 awards.

Risk Management Projects

- Continued investigation for a liability claim
- Continued update for insurance requirements
- Assembled safety training resources for distribution

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 8
 - Hazardous: 7
 - EMS: 69
 - Motor Vehicle Accidents: 10
 - Public Assists: 53
 - TOTAL CALLS: 151
- Aid provided to other agencies: 8 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (5)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 48
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 7

- Training Hours
 - NFPA 1001: Firefighting 33
 - NFPA 1500: Safety/Equipment 34
 - NFPA 1620: Preplanning 4
 - EMT/Paramedic 26
 - TOTAL TRAINING HOURS: 97
- Station Activities
 - COVID precautions remain in effect at all stations
- Significant Incidents
 - 9/11/20, 4:36 AM: 170 N. Yonge St. – Structure Fire – Upon arrival found a single wide mobile home with heavy smoke showing – flames were located under the trailer – all occupants exited safely – crews were able to stop fire and minimize loss quickly – Red Cross was notified and made contact with the homeowner.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution) /Public Works)
 - Maintenance Worker III (Streets/Public Works)
 - Part Time Maintenance Worker II (Buildings/Leisure Services)
 - Plant/Pump Mechanic (Public Works)
 - Police Officer (Police)
 - 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 Recreation Leader (Performing Arts Center/Leisure Services)
 - Applications Under Review
 - Accounting Technician (Payroll/Finance)
 - Applications Administrator (IT/Finance)
 - Maintenance Worker IV (Wastewater Collection Reuse Distribution/Public Works)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Interviews Scheduled
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Utilities Manager (Public Works)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Part Time Evidence/Crime Scene Custodian (Police)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker IV (Streets/Public Works)
 - Maintenance Worker II (Stormwater /Public Works)
 - Account Clerk II (Finance)
 - Separations
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Accounting Technician (Payroll/Finance)

- Part Time Maintenance Worker II (Parks/Leisure Services)
- Maintenance Worker IV (Streets/Public Works)
- Employee Events
 - Wellness Plan HSA contribution opportunities through 12-31-2020:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities
 - Make-up PHA and Flu Vaccines November 10 and 12

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: 19
 - Completed: 45
 - In progress: 52
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 27,554
 - Inbound E-Mails Blocked: 8,543
 - Delivered Inbound E-Mails: 19,011
 - Quarantined Messages: 305
 - Percentage Good Email: 69%
 - ATP/Virus E-Mails Blocked: 8
 - Notable Events: received 40 new computers to distribute and replace older models.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 5
 - 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: 0: Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- City Manager virtual staff meeting
- Organizational meeting with Pride Football and Pop Warner
- Garden Community Tour

- RFP meeting
- Work with Coordinators to develop plan to re-open facilities and programs
- Vadner Park meeting
- Adopt a Park updates
- Updating website and social media pages

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct 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
- Weekly meeting with Janitorial Services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed installation of safety glass at city hall first floor information desk and at The Casements.
- Completed installation of new flooring in the kitchen at The Casements.
- Met with Engineering staff to discuss scope of Central Park II fitness stations.
- Began restroom renovations at Central Park I & II, Ames Park, Sanchez Park, Fortunato Park, and Nova Recreation outside restrooms

Environmental Discovery Center

- Continued to monitor safety and security of the EDC building and grounds.
- Enhanced cleaning/disinfecting of surfaces and exhibits.
- Monitoring the re-installed beehive. Communicating with Master Beekeeper(s) on a regular basis.
- Signage for wildflower garden is complete, arranging for installation.
- Reassigning available Community Garden plots for next term.
- Developing additional nature videos for posting to social media 1 to 2 times week.
- Coordinating date and finalizing 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 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
- Flag Football practices Tuesday thru Friday, 5:30 pm and 7 pm, Sports Complex, Quads 3 and 4, Kiwanis field, and Wendelstedt Field #3
- Tee Ball, Thursday, 5:45 pm at Sports Complex, Tee Ball Fields.
- Halifax Academy hosted their 2nd Home Game of the Season on Friday night at the Sports Complex, at 6 pm on Championship Field 7.
- OBSC Recreational Soccer hosted Opening Day Fall Recreational Games on Saturday at 8:30 am at the Sports Complex, Soccer Fields.

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
- Repaired batter's eye on Wendelstedt Field 3
- 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
- Visited Oceanside Country Club Ballroom to layout AV set-up for State of the City.
- Greater Volusia Tennis League Ladies Team began play three days a week at Ormond Beach Tennis Center.
- Updated Ormond Beach Tennis Center and Performing Arts Center Facebook pages.
- Children's Musical Theatre Workshop fall classes resumed at the Performing Arts Center.

South Ormond Neighborhood Center

- Open gym to reservations only for basketball
- Cleaned and sanitized between players
- Jazzercise was held on Monday at 5:45 pm
- 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.
- Continue 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 is being held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Wednesday and Thursday, 5:45 pm

The Casements

- Welcoming guests into The Casements for self-guided tours
- House of Healing at Bailey Riverbridge from 4:30 pm - 6:30 pm on Sunday.
- The window restoration project was completed.
- "Get to Know the Guild" was posted on Facebook, the last of the series.
- Staff worked on creating a new series "The Guild Giving Back"
- Tidbit Tuesday continued this week covering The Casements Kitchen floor renovations.
- Ora Yoga, 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.

- 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 all virus signs on bathroom doors
- Inspected signs at all playground equipment
- Cassen Pier signs installed
- Repaired wood posts on bridge at Central Park I
- Repaired pavilion grill at Andy Romano Beachfront Park
- Built and installed park bench at Riviera Park

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Installed additional water diverter in dehumidifier room at FS91
- Replaced trim and toilet in ladies' restroom at FS92
- Replaced ceiling tiles in City Hall
- Check pressure and temperatures at City Hall
- Remove dividers and toilets at Ames Park, Fortunato Park, Nova Park, Sanchez Park, Central Park I and Central Park II
- Repaired wall at FS 94
- Cleaned sensor windows at the Airport

Police Department

Administrative Services

- Staff hosted the weekly staff meeting
- Staff participated in the Tour de Force bicycle ride with the Daytona Beach Police Department
- Staff met with several citizens/businesses for community relations
- Staff monitored protests activities
- Staff continued to follow up with City parks and transient issues

Community Outreach

- Youth Leadership Council (YLC) – No YLC meeting last week.
- OBPAL Basketball – Members of the basketball team participated in open gym practice following the facility guidelines listed for individual and small group practice.
- Educational programs
 - OBPAL Fall Educational programming is scheduled to begin in October. Applications for Tutors R Us are being collected.
- Upcoming Special Events
 - OBPAL Annual Golf Tournament 2020 – The OBPAL Annual Golf Tournament, Golfing for Youth tournament is currently scheduled for Saturday, November 14 at River Bend Golf Course. Thank you to Bruce Ross Meyer'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: 35

- Animal Reports: 4
- Trap Neuter Release:2
- Animal Bites:1
- Animals to Halifax: 1
- Wildlife Calls: 0
- Found Property Reports:2

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 4
- Inactive: 3
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 1
- Grand Theft: 0
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 2
- Baker Act: 1

Records

- Walk - Ins / Window: 53
- Phone Calls: 86
- Arrest / NTA'S: 15
- Reports Generated: 86
- Reports Entered: 80
- Citations Issued: 45
- Citations Entered: 100
- Warnings Entered:166
- Trespass Warnings: 15
- CORF Entered: 78
- Mail / Faxes / Request: 32

Patrol

- Total Calls: 1,787
- Total Traffic Stops: 172

Operations

- Crime Opportunity Report Forms: 144

9/9/20

- Larceny, 145 South Atlantic Avenue #507 (Cove 1). An unknown suspect stole a bicycle from this location.
- Larceny, 229 North Orchard Street (Sikorski Landscaping). An unknown suspect stole an Echo back pack leaf blower.
- Larceny, 350 South Ridgewood Avenue (Bridgeview Center). An unknown suspect stole the victim's gold necklace.
- Trespassing Arrest, 1634 North United States Highway One #125. Subject contacted and found to have been trespassed from this address.

9/10/20

- Battery Domestic Violence, 1608 North United States Highway One (Super 8 Motel). Two subjects were in a physical altercation at this location. One party was arrested for battery.
- Trespass, Open Container Arrest, 701 South Nova Road (Tomoka Plaza). Subject contacted and found to have previously been trespassed from this location.
- Burglary Residence (Attempted), 4 Inverray Court. An unknown suspect attempted to gain entry via the garage door by prying the bottom of the door.

9/11/20

- No part one activity

9/12/20

- Battery Domestic Violence Arrest, 59 Sounders Trail Circle. Two subjects were arguing when it escalated, one smacked and punched the other in the face.
- Attempted Burglary Structure, 520 Pine Bluff Trail. The victim advised she observed a subject trying to get into a detached garage side door. The victim's dog barked and the suspect fled. No entry was made.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). Subject was observed by Loss Prevention Officers attempting to conceal and carry out \$537.56 worth of tools.
- Armed Robbery, 103 Rockefeller Drive #A. The victim advised that he was at this location hanging out on Monday, 09/07/2020, in the evening. He advised that a firearm was taken from him at this location.
- Narcotics Arrest, 103 Rockefeller Drive #A. Subject contacted and found to be in possession of narcotics and also had an open warrant.

9/13/20

- Battery Domestic Violence Arrest, 34 Meadow Ridge View (Hunter's Ridge subdivision). Subject hit another purposely with a door. Subject was arrested and transported to the Branch Jail.
- Stolen Vehicle, 100 block South Beach Street. The victim stated he was driving his truck in the 100 block of South Beach Street. When he stopped to get a soda from the bed of the truck the passenger slid over in the seat and drove off.
- Battery Domestic Violence Arrest, 295 South Atlantic Avenue (Quality Inn). Subject intentionally struck his live-in girlfriend multiple times.

9/14/20

- Loitering & Prowling Arrest, Stonehaven Trail/Rocky Ridge Trail. Subject was observed walking through backyards along Rocky Ridge Trail.
- Sex Offense, 124 Pergola Place. Two 13-year-olds were caught in a sexual act during a sleep over. The parent/reporting person of one of subject does not wish to pursue charges.

9/15/20

- Warrant Arrest, 659 North Halifax Drive. Subject contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 37
 - Number of Citations issued: 31
 - Number of Written Warnings Issued: 12
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injury: 1
 - 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 Case 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) – The remaining Medjool palms have been planted, finishing up understory planting and mulch. A final inspection is schedule for September 21 with FDOT.
 - WTP Sludge Residuals Facility Improvements – Construction is underway.
 - OBSC Improvements – Championship Field 7 – A final inspection was held on September 10. The contractor is working through the punch list items.
 - Nova Community Park Underground Electric Utilities – Metering cabinet has been installed, final shutdown is being scheduled with FPL.
 - WTP Chemical Feed System Upgrades – Shade structure building permit is under review.
 - Broadway/US1 Traffic Signal – Mast arm installation is in process.
 - 2019 Stormwater Rebuild – Waiting for FPL assistance for work to be complete.
 - Casements North Side Improvements – Carriage House wall framing is complete, roof work is ongoing.
 - Fiber Optic Connectivity – FS 92 fiber optic cable installation is scheduled for the last week of September. John Anderson Drive fiber optic Work Authorization is on the October 6 City Commission meeting agenda for approval. FS 91 fiber optic Work Authorization is being prepared.
 - 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 being 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 – Shop drawings have been submitted, pre-construction meeting scheduled for September 22.
 - CDBG SONC Fitness Station – A pre-construction meeting was held on September 14, Notice to Proceed issued for November 9.
 - North US1 Water Main and Force Main Improvements – A Notice to Proceed is tentatively scheduled for September 28.
 - Bidding
 - Granada Banner Pole Replacement – Project was advertised on August 23, pre-construction meeting was held on September 9, bids are due on September 22.
 - Granada Mid-Block Lighting Improvements – Project was advertised on September 13, pre-bid meeting is scheduled for October 8, bids are due on October 28.
 - Florence St On-Street Parking – Request to bid is scheduled for approval at the October 6 City Commission meeting.
 - Storm & Sewer Lining – Request to bid is scheduled for approval at the October 6 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 – Ranking committee met on September 10, selected consultant contract award is scheduled for the October 20 City commission meeting.
 - Business Park Drive Phase II – Design is in process.
- Departmental Activities
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Vining Court directional bore, per AT&T request.
 - Continued site visits to City parks for the purpose of updating the Inventory & Analysis for Parks & Recreation Master Plan, per Landscape Architect's request.
 - Updated and finalized the 1644 North US1 & Oak Street annexation sketch and legal descriptions, per Planning Department request.
 - Researched grade and fill options and permit requirements for homeowner at 473 Hammock Lane, per Neighborhood Improvement Division request.
 - Completed Tree-in-the-Right-of-Way locate at 170 Center Street, per Neighborhood Improvement Division request.
 - Researched drainage easement information for 307 North Beach Street, per Planning Department request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Removed limerock & filled in with asphalt 4x5 patch, pothole filled in at 1000 block of Ocean Shore Blvd, La Costa Ct
- Utility cut for fill in with concrete on Stratford Pl; concrete small 2x2 job; repaired small utility cut
- Filled in potholes on La Costa & Cassen Park; Airport Rd in front of Pathways School
- Removed form boards at Seminole Ave & Seton Tr
- Asphalt side of road at Neptune Ave by John Anderson Dr
- Remove broken walk at Neptune & N Halifax
- Cleaned up and formed walk for pour on S Center St
- Assisted Forestry with grinding tree roots on S Center St

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
- Removed tree on Ormond Lakes Blvd
- Trimming at Fleming & Parque; The Trails subdivision

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 Gowers – US1; Pineland Trl; Wilmette Ave
- Ditch maint – Gowers – US1
- Inlet cleaning in Hidden Hills
- Locates, gates & pumps Citywide
- Inlets inspected & cleaned Citywide
- Pond mowing at Airport; SR40
- Trouble call – Foxfords Chase
- Ditch spraying Citywide

Vactor

- Willis Dr

Street Sweeping/Streetsweeper (sweeper down)

- miles of road cleaned
- cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,114
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 11,203 gallons unleaded, 10,977 gallons diesel
 - Fuel used in one week: 2,349 gallons of unleaded and 942 gallons of diesel.
 - Fleet completed 51 work orders this week.

Utilities

- Projects Summary
 - SPRC Projects
 - 1670 North U.S. Highway 1, Ormond Gateway subdivision: under review.

Water Treatment Plant

- Delivered 39.07 million gallons for the week ending September 12, 2020 (5.58 MGD).
- Backwashed 12 filters for a total of 813,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 12, 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 37.68 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.38 MGD.
- Produced 25.10 Million Gallons of Reuse.
- Produced 12.58 Million Gallons of Surface Water Discharge.
- 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 15 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 12 calls for from customers concerning leaking water.
- Replaced 3 residential water meters due to Finance Dept. work orders.
- Installed 8 new residential & a 2" commercial water meters/services.
- Replaced 4 broken meter boxes.
- Replaced 3 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 6 City owned backflow prevention devices. Repaired 1 BFP due to vehicle accident.
- Continued with contractual fire hydrant maintenance activities in Ormond-by-the-Sea, 24 fire hydrants inspected, repaired and/or painted.
- Repaired a 2" GSP water main on Stratford Place.
- Relocated the water service at 3 Sunset Blvd per customer request.
- Disconnected a water service due to a residential demolition.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 113 utility locates for the previous week.

Wastewater Collection and Reuse

- Crews responded to 13 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Rewired J-box at 49 Huntmaster Ct. 14 Laurel Ridge Break and 8 Peruvian Ln.
- Located all services at 5 Stagden Look and 26 Carriage Creek Way.
- Follow up at 92 Black Hickory Way, 59 Black Hickory Way, 29 Foxhunter Flat, 5 New Forest Look, and 3 Mystic Lake Way, systems are working properly.
- Replaced and rewired PEP pump at 22 Foxfords Chase, 7 Whipper-In Cir., 2 Marsh Ridge Watch and 57 Creek Bluff Way
- Follow up at 20 Foxfords Chase, discovered breaker tripped in house.
- Replaced PEP pumps at 8 Peruvian Ln., 14 Laurel Ridge Break, 22 Foxfords Chase, 30 Saddlers Run, 4 Mystic Lake Way, 17 Huntsman Look, 5 Huntsman Look and 29 Forest View Way.
- Dug up C/O in concrete driveway and removed piece of broken pipe from stack. Adjusted C/O and repaired concrete.
- Investigated depression in yard at 5 Shadow Creek Way. Depression is not near PEP tank but over drainage line. Advised homeowner to contact HOA.
- Responded to back up at 486 Cedar St. TV'ed line to main, City side is clear.
- Flushed sanitary lateral at 103 Hickory Hills Cir.
- Installed 12" riser on PEP tank at 14 Laurel Ridge Break. Customer requested to keep excavated dirt.
- Located PEP tank at 4 High Bluff Way. Also verified that reclaimed service was off per customer request.
- Tested alarm at 17 Huntmaster Ct. All is working well.
- Located C/O and called locates for DEMO at 610 Riverside Dr.
- TV'ed and flushed sanitary lateral at 300 Center St.

- Investigated depression near PEP tank at 35 Deep Woods Way. Appears PEP tank is broken. Area marked in white.
- Responded to 4 reuse trouble calls.
- Located and marked reclaimed service at 99 Carriage Creek Way.
- Turned off reclaimed service at 31 Foxcroft Run per customer request.
- Reset reclaimed box at 141 Dianne Dr.
- Removed palmetto roots, raised and reset reclaim box at 275 John Anderson Dr.
- Investigated reclaim leak at 18 Dartmouth Trace. Leak is on customer side, customer was informed. Turned reclaim off per customer request.
- Investigated reported reclaim leak at 45 Tomoka Ridge Way. Water is leaking from customer French drain, customer aware.
- Investigated reclaim leak at 16 Circle Creek Way. Leak is on customer side, hung tag and left message with HOA.
- Turned off reclaim service at 133 Dawn Dr., reclaim was running continuously.

Wastewater Plant – Lift Stations

- Softball complex – assisted electrical contractor with PEP tank control wiring.
- 4M – controls not responding, troubleshooting found that rodents chewed through level control wiring, replaced level probe and returned to service.
- Effluent pump 2 – pump coupling failed, new coupling has been ordered and will be installed when received.
- SCADA monitor/response: Responded to alerts at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 29H and 30H – electrical contractor has begun installing new conduit and wiring between wells.
- Responded to equipment alerts at the Water Plant and offsite locations.
- Perform Operational Checks at various locations.
- Reuse – Melrose park/LS3M underground conduit for pressure and flow meter is complete.

Support Services/City Clerk

In addition to routine departmental activities such as overseeing the City Commission agenda packet process, including managing resolutions, ordinances, agreements, legal notices, and official documents; processing public records requests; transcribing minutes; managing elections; performing document imaging and records management; handling website administration; providing contract management; drafting proclamations; providing advisory board administration; assisting citizens and directing calls at City Hall; and providing administrative support and research services to other departments; the following occurred this week:

- City Clerk attended weekly City Manager virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for September 23, 2020, City Commission Meeting.