

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 3, 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
- COVID-19 planning

Spoke to, attended and/or met with:

- Participated in various conference calls throughout the week relating to COVID-19

PIO – Public Information

- Press Releases/Media
 - COVID-19 Messaging
 - Mayor's Message Filming & Development
 - General media and citizen inquiries
- Social Media
 - Hearts for Heroes
 - Beach Closure
 - General Closures and Cancellations Updates
 - Social Distancing Messaging
 - Stay at Home Messaging
- Developing
 - Community Communications for COVID-19

Community Development

Planning

- The Monthly Development Report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- An application for annexation of a 6.40-acre property at 36 North Tymber Creek Road has been submitted. As part of the annexation, a Volusia County stormwater retention area and a portion of the Tymber Creek Road right-of-way would also be proposed to be annexed. The City Commission hearing date is to be determined.
- An application for a variance at 2 Moss Point Drive has been submitted to allow an eight foot (8') fence abutting Tymber Creek Road. The fence is sought to reduce the roadway noise to the residential structure.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 392 inspections performed within the city (14 by private providers).
- 102 permits issued within the city, with a valuation of \$1,297,738.

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The Site Plan Review Committee (SPRC) has two projects under review:
 1. 500 Sterthaus Drive, YMCA -Phase 3 Improvements. 2nd review. Addition of a 3,800 SF after school program building, playground and associated site improvements
 2. 2960 Ocean Shore Boulevard, Seagate by the Shore. 1st review. 30 lot subdivision in Volusia County. Ormond Beach would be the water provider.
- Construction status of projects under construction:

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	3%
Coolidge Avenue Office/Warehouse	25%
Dunkin Donuts, 1535 North US Hwy 1	5%
Extended Stay America	20%
FUGU	60%
Go Juice	2%
Granada Plaza sewer improvements	98%
Modern Wash	60%
Oceanside Golf and Country Club (seating)	85%
Publix remodel	15%
Salty Church	50%
Security First	99%
S.R. Perrott expansion	75%
Stor-It	35%
SunTrust Bank	95%
The Pumphouse	30%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Utilities only	
101 Town & Country Lane	40%
Dunkin Donuts, 1190 Ocean Shore	85%
Deerfield Trace	95%

Independence Recycling of Volusia	98%
Huntington Green, Phase 2B	95%
Huntington Villas, Phase 2B	95%
Latitude Beach Club	5%
Lynnhurst sewer improvements	80%
Residential	
Cypress Trails subdivision	95%
Pineland residential subdivision, Phases 2&3	98%
Ormond RC, Building 1C	70%

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
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff is collaborating with the Chamber, and FLVEC to host Startup Grind 2020. Events anticipated to start in Q2 of this year.
- Prospective Business Attraction/Retention/Expansion
 - Staff participated in the ESF-18 conference call for private sector partners. These provide updates on initiatives taken by DEO, Enterprise Florida, SBDC, Florida Chambers, and others to understand available resources for the business community.
 - Staff participated in the International Economic Development Council (IEDC) two webinars: Demystifying Financial Programs & Resources for Businesses during COVID-19 & A Closer Look at the CARES Act.
 - Staff participated in webinars with Grow Florida, Florida Chamber, and James Moore Accounting to further understand the new federal programs for business community.
 - Staff has been calling businesses in the business community including major employers, companies in the Airport Business Park, many of the smaller business centers in the city. This will be an ongoing effort to assess the impact of COVID-19 on business operations.
 - Staff distributed a survey to the business community to assess impact of COVID-19 to businesses.
 - Staff has been working with a handful of companies that have the capacity to provide products or services to assist with response to COVID-19. Initiatives right now are helping the companies connect to supply chain networks and emergency management personnel.

- 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 placed a bid to acquire 5 Lucky's Market stores, which includes the Ormond Beach location. Staff continues to monitor the transition from Lucky's Market and Publix. Staff continues to collaborate with local and regional partners to engage resources as needed. These will be ongoing discussions in the coming weeks.

Airport Operation and Development

- Staff participated in the weekly teleconference setup for public use airports regarding the State of Florida's response to COVID-19. A briefing was presented by Secretary of Transportation Kevin J. Thibault and other state officials. Executive Order 20-86 was a topic of significant discussion. FDOT continues to coordinate with public use airports, the Department of Health and law enforcement agencies to implement the order. More than 7,500 traveler information survey forms have been collected so far at public use airports across the state.
- Staff is in receipt of two Public Transportation Grant Agreements (PTGAs) between the City and the Florida Department of Transportation (FDOT) for the design and construction phase of the project to create new access roads from the Airport Business Park into the southwest quadrant of the airport. FDOT has requested that both agreements be executed by May 1. Staff has requested an extension of this execution requirement until at least May 5 due to COVID-19 issues.
- Staff has completed work to request quotes from qualified firms to prepare an independent fee estimate (IFE) for the design phase of the Taxiway Delta Rehabilitation Project. American Infrastructure Development, Inc. submitted the most competitive quote and will be engaged to perform the IFE, which must accompany the federal grant application for this project.
- The Aviation Advisory Board meeting scheduled for April has been cancelled due to COVID-19 concerns. Staff is communicating with the board members to reschedule the meeting.
- Staff has completed work to install a secure mail/delivery box for the control tower outside of the gate on Hull Road. The new box will ensure that mail and other delivery services to the control tower may continue when access to the tower and sports complex is restricted.
- Staff attended a virtual meeting of the Continuing Florida Aviation System Planning Process (CFASPP) Statewide Steering Committee. CFASPP was established by the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT) in an effort to help maintain a viable statewide aviation environment. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) in step with constant changes by updating the FASP periodically. CFASPP is a method used within Florida to continually monitor the aviation environment and determine the development requirements needed to best meet projected aviation demands. This process is a component of the FAA Continuous Airport Systems Planning Process.

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 work sheet 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 work sheet for hurricane Irma. Due to this PW involving pier replacement (Cassen Park) EHP takes substantially longer. To-date the City has received \$2.5 million dollars for hurricane Irma reimbursement.
 - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the State to obtain reimbursement.
 - The City awaits obligation by FEMA for PW33183, Cassen Pier. The City has been awaiting EHP approval from FEMA
 - Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.

- Completed Projects - Weekly
 - Processed 187 Journal Entry Batches.
 - Utility Billing Meter Readers completed 317 work orders.
 - Approved 21 Purchase Requisitions totaling \$142,914.29.
 - Issued 13 Purchase Orders totaling \$56,750.91.
 - Issued 0 past due notices on utility accounts.
 - Prepared 170 Accounts Payable checks totaling \$178,849.71 and 34 Accounts Payable EFT payments totaling \$467,999.77.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 370 payments through Interactive Voice Response System totaling \$43,184.79.
 - Processed 1,106 payments through City online payment portal totaling \$101,853.58.
 - Grant money 2019-20 fiscal year-to-date total received, \$2.5 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Still waiting for CDBG application guidelines and application packet from Volusia County Community Assistance. Learned that the April 9 deadline will be extended, but have not yet received any specific details. In anticipation, working on potential CDBG FY 20-21 capital projects and public service requests.
 - Submitted legal descriptions for both the MacDonald House and Tennis Court Lighting ECHO grants for review and approval by ECHO staff. After approval of the legal descriptions, they must be included with the Restrictive Covenants for recording. The temporary signs are required to be installed within 90 days of the award.
 - Reviewed the guidance for the U.S. Department of Justice Coronavirus Emergency Supplement Funding (CESF). The application deadline is May 29, 2020. The City's eligible allocation is \$49,731. Agencies identified as eligible are those agencies eligible for funding under the FY 2019 Justice Assistance Grant (JAG). The funding is to assist in preventing, preparing for, and responding to the coronavirus. I have begun the online application and spoken with Chief Godfrey who is working with his staff to determine needs.
 - Grant reimbursement requests to date FY 19-20: \$952,836.78
- Other
 - Updated/added website items as needed.
 - Completed Employee Newsletter for April 2020
 - Attended weekly staff COVID conference calls.
 - Attended webinar for the Special Category Grant.

Risk Management Projects

- Insurance policy review & notifications
- Researched liability claims
- Implemented new prescription service for workers' compensation

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 5
 - Hazardous: 1
 - EMS: 73
 - Motor Vehicle Accidents: 4
 - Public Assists: 57
 - TOTAL CALLS: 142
- Aid provided to other agencies: 8 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (3)
- Total staff hours provided to other agencies: 8

- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 52
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 424

- Training Hours
 - NFPA 1001: Firefighting 35
 - NFPA 1002: Driver 5
 - NFPA 1500: Safety/Equipment 47
 - EMT/Paramedic 38
 - TOTAL TRAINING HOURS: 125

- Operations
 - Emergency Operation Center at Fire Station 92 continually monitoring COVID-19 situation
 - Crews are decontaminating stations morning and evening and performing self-monitoring temperature checks.
 - Crews are making hand sanitizer for City Departments
 - Orders have been placed for sprayers and decontamination solution for fire apparatus and equipment.
 - Received N95 masks, gloves, glasses and protective suits for crews

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Evidence/Crime Scene Technician (Police)
 - Police Officer (Police)
 - Summer Camp Counselors (Leisure Services)
 - Utilities Manager (Public Works)

 - Job Openings on Hold
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Rec Leader (Environmental Discovery Center/Leisure Services)
 - Part Time Rec Leader (Performing Arts Center/Leisure Services)
 - Part Time Rec Leader (SONC/Leisure Services)

 - Applications Under Review
 - Treatment Plant Operator C, B, A, or Trainee (Water Plant/Public Works)

 - Background/Reference Checks/Job Offers
 - Police Officer (Police)

 - Employee Events
 - Online Wellness Plan HSA contribution opportunities expanded due to COVID-19

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 spring 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: 75
 - Completed: 109
 - In progress: 34
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 42,230
 - Inbound E-Mails Blocked: 20,566
 - Delivered Inbound E-Mails: 21,664
 - Quarantined Messages: 713
 - Percentage Good Email: 51.3%
 - ATP/Virus E-Mails Blocked: 22
- Notable Events: IT brought a second Remote Desktop Server online to accommodate the additional number of Remote employees.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 22
 - Corrections: 0
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 1
 - 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: -3 (Flushing device meters) : Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

As all recreational facilities are closed at this time, below is an abbreviated report for Leisure Services. Closed facilities include, but are not limited to, the Environmental Discovery Center, The Casements, Performing Arts Center, Nova Community Center, Sports Complex, South Ormond Neighborhood Center, and Senior Center. Also closed are the Nova Community Center Park including the skate park, all splash pads, and all City playground structures.

Administration

- City Manager meeting conference call
- Staff meeting conference call
- Processing refunds for cancellations
- Updating website regarding cancellations
- Updating social media pages regarding cancellations
- Encouraging adherence to CDC guidelines on social media
- Promoting #HeartsForHeroes on social media
- Cross-posting announcements from City of OB page

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

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged and edged South Ormond & Osceola (2) Softball Fields
- Sodding holes in areas surrounding Nova Field 4/Batting Cages/Bullpen Mounds
- Weeding shuffleboard
- Scheduling installation of new carpets in batting cage
- Weeding infields
- Watering fields
- Zip tied wind screen
- Locked up all areas at Nova Community Park
- Building benches
- Replacing old soccer goals and nets

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Watched webinars on social media & regional virtual networking events and basic coronavirus prevention.
- Continue preliminary planning for Art in the Park, Saturday, May 2 and Sunday, May 3, Rockefeller Gardens

Parks Maintenance

- Citywide inspection of parks
- Delivered compost to Community Garden
- Installed Cassen Park operation hours sign
- City wide park inspections and cleaning
- Andy Romano Beachfront Park is closed.
- Installed rock and plaque at The Casements
- Installed brick patio at The Casements
- Replaced basketball hoop at Nova Community Center
- Installed bulletin board at Riverbend Park
- Posted COVID-19 signs on all bathroom doors and playground equipment
- Removed graffiti at Joyce Ebbets pier

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Drain cover replaced at Andy Romano Beachfront Park
- Replaced toilet paper dispenser at Andy Romano Beachfront Park
- Repaired Police Department CID door

- Repaired east gate at the Police Department
- Repaired shelf in kitchen at PW
- Replaced vent on pump box cover at Andy Romano Beachfront Park
- Repaired field house double doors at Sports Complex
- Replaced window unit A/C at Sports Complex
- Replaced bulbs at Sports Complex
- Repaired Fortunato Park ladies restroom leak
- Installed new sink and faucet at Performing Arts Center
- Repaired light WTP
- Installed mailbox at Police Department
- Cleared drain at Andy Romano Beachfront Park #4
- Installed gold kick plates in four restrooms at The Casements
- Troubleshoot Police Department A/C
- Airport – Taxiway – repaired lights
- Airport – Tower – repaired aircraft warning lights
- Relocated motion sensor in the south classroom at South Ormond Neighborhood Center
- Sports Complex – repaired lights in men’s restroom at Wendelstadt Field
- Sports Complex – Coed – removed scoreboard
- Sports Complex – troubleshot irrigation pump for Quad pond
- Sports Complex– provided power for new a/c wall unit at Wendelstadt Field

Police Department

Administrative Services

- Staff hosted a virtual Weekly Staff Meeting
- Staff adjusted personnel assignments in reference to COVID-19
- Staff managed an Officer Involved Shooting incident
- Staff managed COVID-19 Activities
- Staff arraigned the critical stress debriefing for officers

Community Outreach

- Youth Leadership Council (YLC)
 - The next tentative meeting for the YLC is Sunday, April 5, the meeting will be held through face time or other remote platforms.
- OBPAL Basketball has been postponed due to continuing developments related to the coronavirus (COVID-19). Practice will resume when more information is available.
- The following activities/events have been postponed due to continuing developments related to the coronavirus (COVID-19).
 - OBPAL Basketball practice for all basketball teams
 - R.E.A.D. Reading, Exploration, Adventure and Discovery partnership with Ormond Beach Elementary School
 - Tutors R Us at South Ormond Neighborhood Center. OBPAL is offering remote tutoring assistance to students currently registered in this program.
 - Reading with a Cop
 - OBPAL Donut Dash 5K (originally scheduled for Saturday, April 25, 2020)

Community Services & Animal Control

- Animal calls responded to : 42
- Animal Bites: 1
- Animal Reports: 6
- Animals to Halifax Humane: 2 (Dogs:1 Cats: 1)
- Trap Neuter Return: 0
- Pets at Vaccination Clinic:
- Found Property: 1

Criminal Investigations

- Cases Assigned: 33
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 4
- Inactive: 3
- Fraud: 5
- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 15
- Grand Theft: 1
- Auto Theft: 3
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 2
- Police Information: 1
- Homicide: 1

Records

- Walk - Ins / Window: 46
- Phone Calls: 74
- Arrest / NTA'S: 15
- Reports Generated: 114
- Reports Entered: 110
- Citations Issued: 28
- Citations Entered: 361
- Warnings Entered: 502
- Trespass Warnings: 7
- CORF Entered: 176
- Mail / Faxes / Request: 18

Patrol

- Total Calls: 1,664
- Total Traffic Stops: 67

Operations

- Crime Opportunity Report Forms: 189

3/25/20

- Burglary Residence, 762 Hand Avenue. An unknown suspect entered the victim's open garage and stole a \$200 bicycle. The victim immediately began checking the area and located the bicycle abandoned.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject stole \$66.27 in merchandise. The offense was witnessed by loss prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject stole \$76.25 in merchandise. The offense was witnessed by loss prevention.
- Carbreak, 116 Three Bears Trail (Bear Creek). An unknown suspect entered the victim's unsecure vehicle. A Garmin GPS was taken.
- Warrant Arrest, 21 Park Terrace. Subject contacted and found to have an open warrant.

3/26/20

- Burglary, 20 Tomoka Oaks Avenue (Tomoka Oaks Clubhouse). An unknown suspect entered this location through an unsecure rear window.
- Homicide, 825 North Beach Street. Officers responded to a shooting call in reference to a shooting that took place. FDLE responded on scene to investigate and the situation is still under investigation. Command Staff were notified and on scene. No Officers were injured.
- Carbreak, 520 Crowne Loop #227. An unknown suspect entered the victim's unsecure vehicle and stole \$50 and 3 pairs of Nike shoes.
- Inhale Harmful Chemicals Arrest, 1478 West Granada Boulevard (Publix) Officers contacted an unknown female laying on cans of air dusters behind this location. The unknown female inhaled from one of the cans in the presence of officers.
- Dealing in Stolen Property Arrest, 729 South Nova Road. Subject was in possession of stolen magic cards and also in possession of heroin and paraphernalia
- Battery Domestic Violence Arrest, 33 Oak Brook Drive. Subject advised he was scratched, head butted and kicked in the groin area. Injuries were consistent with what he advised took place.

3/27/20

- Theft, 1462 West Granada Boulevard (Dollar General). Manager at this location advised that two weeks ago he lost the \$1,776.28 that he was supposed to deposit. Suspicious circumstances.
- Bicycle Thefts, 20 Beaver Lake Circle (Aberdeen). Two bicycles were stolen from this location. One "Black English", cruiser style bicycle with fenders and the other one is a burgundy, lady "Schwinn" cruiser style bicycle with no fenders.
- Stolen Vehicle, 460 South Atlantic Avenue (7-11). Subject drove off in his ex-girlfriends vehicle after a verbal argument.
- Stolen Vehicle, 1521 West Granada Boulevard (Walmart). Unknown female drove off with the victim's green and silver 2000 Isuzu Trooper.
- Warrant Arrest, 570 Collins Street. Subject contacted and found to have an open writ.

3/28/20

- Warrant Arrest, 524 South Yonge Street #1A. While investigating a disturbance call at this location, contact was made with a subject who was found to have an open Volusia County warrant.
- Battery Domestic Violence Arrest, 7 Highland Falls Drive. The adult female victim reported a physical altercation with her boyfriend.
- Carbreak, 1 Ramsey Terrace. The victim reported that the vehicle was entered but no items were taken.
- Warrant Arrest, 910 South Atlantic Avenue. Subject contacted and found to have an open warrant.
- Aggravated Assault Arrest, 1950 West Granada Boulevard (7-11.) Officers responded to a subject pointing a firearm at people in the area and then at his own head. The gun that was used was located in the suspect's truck and identified as a C02 pellet gun.

3/29/20

- Carbreak, 526 Sandy Oaks Boulevard. Unlocked vehicle entered with a Springfield XD9 handgun and a \$50 Wawa Gift Card stolen.
- Carbreak, 104 Roble Lane. Unlocked vehicle entered with a purse, vehicle manual, wallet and \$40 cash taken.
- Carbreak, 14 Spiveys Court. Unlocked vehicle entered and nothing appeared to be missing.
- Carbreak, 470 Tomoka Avenue. Unlocked vehicle entered and paperwork was removed but left in driveway.
- Carbreak, 460 Tomoka Avenue. Unlocked vehicle entered with \$6 in change stolen.
- Carbreak, 16 Spiveys Court. Unlocked vehicle entered, a makeup bag and change purse were removed.
- Carbreak, 1 Windsail Circle. Unlocked vehicle entered and nothing appeared to be missing.
- Carbreak, 556 Woodgrove Street. Attempted entry, but no entry was actually made. Video surveillance obtained. Latent prints collected and submitted for processing.

- Stolen Vehicle, 175 Interchange Boulevard. The victim reported that his gray 2009 Acura 4 door, was stolen from the parking lot.

3/30/20

- Stolen Trailer, 275 South Yonge Street (T&M Floors). An unknown suspect stole the victim's trailer. The trailer is described as a black/rusted flatbed with white wheels.
- Burglary Business, 350 West Granada Boulevard (Rinker Materials). An unknown suspect wearing dark clothing forced entry into the back gate of this location. Once inside, the suspect stole six tires and rims from two company trucks.
- Traffic Arrest, South Nova Road/Woodlands Boulevard. Subject was involved in a crash and left the scene of an accident.

3/31/20

- Carbreak, 21 Queen Ann Court. An unknown suspect entered the victim's unlocked vehicle and stole approximately \$5.00 in change.
- Warrant Arrest, 466 Bryant Street. Subject contacted and found to have an open warrant.
- Carbreak, 10 Kingsgate Court. Unlocked vehicles were entered and cash was taken.
- Loitering and Prowling Arrest, 1478 West Granada Boulevard. Subject was in the Publix parking lot and was thought to be touching other vehicles in the area.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 64
 - Number of Uniform Traffic Citations Issued: 19
 - Number of Written Warnings Issued: 30
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries:12
 - Number of Crashes with Injuries: 1
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 5 Cases initiated
- 3 signs have either been removed or sign cases created.
- 8 tree removal permit requests
- Administrative staff assisted with two (2) walk-in and fifty-seven (57) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor has been asked to hold off on further work until further notice.
 - Water Plant Upgrades – Work continues on the sodium hypochlorite system.
 - Breakaway Trails Storage and Pumping Improvements – The contractor has begun pump start-up, system has been switched over to the new system. Staff is monitoring operation and will identify any punch list items.
 - WWTP Sludge Dewatering Improvements – Centrifuge 1 is installed, however start-up is delayed due to current travel restrictions. Walkway grating is in process.

- HVAC Replacements – City Hall, SONC, The Casements – Casements HVAC start-up was held on April 3.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Work is on-going and proceeding on schedule.
- Granada Blvd Medians – Irrigation Reuse Connection – The connection to the existing reuse line has been completed, contractor is currently installing new irrigation main line.
- WTP Sludge Residuals Facility Improvements – Shop drawing review is complete.
- OBSC Improvements – Championship Field 7 – Permits are anticipated next week.
- Nova Community Park Underground Electric Utilities – Outdoor electrical equipment and transformer delivery scheduled for late April.
- WTP Chemical Feed System Upgrades – Shade structure coordination meeting was held on March 31.
- Broadway/US1 Traffic Signal – A pre-construction meeting was held on April 2.
- 2019 Stormwater Rebuild – Shop drawings are under review.
- The Casements North Side Improvements – Building permits and shop drawings are under review.
- Fiber Optic Connectivity – Contractor is preparing a scope of work for connecting FS-92 and the Casements to the fiber network.
- Bidding
 - CDBG Riviera Park Parking Improvements – The apparent low bidder is Sanderson Concrete Construction. Bid award is scheduled for a future City Commission meeting.
 - 2020 Microsurfacing – The bid opening has been postponed to April 22.
 - 2020 Repaving – The bid opening has been postponed to April 22.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – Final plans have been received. A disposition item for approval to bid is being prepared.
 - Fleming Ave Stormdrain Improvements – The plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
 - Secondary Raw Water Main – Comments on the 90% plans have been returned to the consultant. Bid plans are being finalized.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans have been received and are under review by FDOT.
 - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
 - Fleming Avenue Stormwater Pump Station – The consultant is finalizing plans and specifications for bidding.
 - Airport Road/SR40 Water Main Loop – 60% plans review complete, comments sent to the engineer.
 - Rockefeller Room Renovations – Coordination meeting with the architect and contractor is being scheduled.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – These two small projects have been combined for economy of scale. Work authorization for construction management services is scheduled for City Commission approval at a future meeting.
 - CDBG SONC Fitness Station – A disposition item for approval to advertise the RFP is being prepared for a future City Commission meeting agenda.
 - Downtown: Cassen Park Improvements – Concept plan will be presented to the Mainstreet Board for their review and input.
 - Granada Streetscape Pavers - Received construction manager quote, which is under review.
 - Update Parks & Recreational Master Plan – A disposition item for City Commission approval to advertise is being prepared a future City Commission agenda.

- Birthplace of Speed Overlook Replacement – A purchase order has been issued for structural drawings required for the building permit. A work authorization for the project will be on a future City Commission agenda for approval.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering permit applications through the ProjectDOX system.
 - Located SR-40 raw water main as-builts and Launch Credit Union as-builts, per project manager's request.
 - Began updating the City Standard Construction Detail Drawings, per Planning Department request.
 - Completed the requested North Tymber Creek Road parcels sketch and legal descriptions, per Planning Department request.
 - Began research for the requested Nova Community Park tennis courts and the MacDonald House areas sketch and legal descriptions, as requested by Grants Coordinator.

Environment Management

Street Maintenance - Asphalt/Concrete

- Poured pad for park bench at The Casements
- Sidewalk grinding sidewalk in Forest Hills
- Painted restrooms at PW Shop
- Concrete patch on Seaview
- Dug up base and lay asphalt on Oleeta St
- Patch asphalt on Ponce De Leon

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming on Pineland Trl, Division Ave

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Changed out banners on SR40
- Checked for litter citywide
- Graded Sanchez Park

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

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

Stormwater Maintenance

- Cleaned up fill on W. Tower Cir
- Cleaned gutter on Riverside Dr
- Reach out/ditch mowing on US1
- Gates and pumps citywide
- Locates citywide
- Basins inspected and cleaned on Zone #1; Zone #2
- FDOT ditch & pond mowing on SR40
- Pond mowing at Airport
- Ditch maintenance at Arroyo Pkwy & US1
- Pond maintenance at the Water Plant

Street Sweeping/Streetsweeper

- 160 miles of road cleaned
- 86 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,945
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 5,715 gallons unleaded, 5,268 gallons diesel
 - Fuel used in one week: 1,978 gallons of unleaded and 623 gallons of diesel.
 - Fleet completed 62 work orders this week.

Utilities

- Projects Summary
 - WTP & WRF Needs Assessment
 - WTP & WRF CIP Needs Assessment: Virtual meeting held 3/24 to discuss separate draft reports for WTP & WRF CIP prioritization. Follow up meeting set for 4/7 to discuss priorities with staff. Items include:
 - WTP Chemical Feed Caustic System & Bypass (originally part of static mixer including odor control)
 - WTP Aeration Structure Rehab – Design budgeted 19/20. Construction 21/22.
 - WRF Filter – “Diamond” filter supplied quote to Mead Hunt at \$1.06M per filter plus installation, engineering, design, permitting, bidding, engineering construction inspection. Likely cost estimate at over \$4M for two filters.
 - WRF Clarifier #3 Rehab – Dec 2019, proposal obtained for complete rehabilitation
 - Preliminary Planning
 - Granada Sanitary Sewer Pipe Rehabilitation – Awaiting Engineering Services Fee proposal from different firm relying on open cut methods. Target commence design FY19/20 and Construction FY20/21.
 - Design & Bidding
 - Western Service Area Master Plan – Utilities staff in coordination with Mead Hunt to update based on most recent projected development by Avalon Park
 - Holly Hill Reuse Interconnect: Cost Estimate of \$92,400. Project to be included with North US1 Improvements. Draft resolution & interlocal agreement under review by OB Legal. Holly Hill staff reviewing operating protocol.

- Under Construction
 - SCADA Integration Verification – (McKim Creed & STAR) Meeting with staff, engineer, and contractor at WTP on 3/23. Collections & Maintenance superintendents to develop list of concerns to forward to consultant.
- Substantially Complete
 - Airport Business Park Emergency Sewer Repair – Construction work substantially completed weekend of March 28/29. Restoration and final inspection required to close out.
- Contracts for Miscellaneous Services and Supplies (including bidding, award & renewal)
 - Treatment Plant Operator (TPO) Services – Contacted 5 firms, secured quotes and worked with Engineering to obtain information for 2 vendors (Engineering Solution International [ESI] as primary and US Water Services Corp as secondary). Firms may provide TPO Services on emergency basis, if needed.
 - Miscellaneous Brass – Actively reviewing. Will be used by Distribution & Collections.
 - Wastewater Biosolid Sludge Hauling, Treatment and Disposal – Contract expires May 16, 2020. Plan to piggyback Daytona bid once awarded by DB. In meantime, working with Legal and Finance to put EPO in place, which vendor verbally agreed to via phone on 3/30.
 - PEP Tank Installation Piggyback: GEMStone supplying vendor info to be placed into City system. Kickoff meeting to be scheduled with new vendor and City staff once business returns to normal.
 - Laboratory Testing Services 2020, Bid No. 2020-23: Bid specs finalized. Permission to bid tentatively on May 5 commission meeting, prebid May 26, bid opening June 10. Agenda item to be processed by July 1 for July 28 commission meeting (same day existing contract expires).
 - Water and Wastewater Chemical Purchases 2020 - Annual contract will expire at end of FY. New bid spec is 75% complete and was sent to WTP/WRF chiefs on 3/30 for finalization (update usage requirements and add new chemicals).
- SPRC Projects
 - Planning & Design
 - Avalon Park – Received conceptual plan and draft Daytona Beach land use amendment for review and comment.
 - 500 Sterthaus Drive, YMCA Phase III Improvements – received revised plans for review.
 - 2960 Ocean Shore Blvd, Sea Gate Subdivision – 30 SF lots in the unincorporated county with City water. County has asked City to cost participate in force main. Plans reviewed. Revisions requested.
 - Under Construction
 - 1170 Ocean Shore Blvd, Nail Salon – Verbally OK'd 4" FM connecting to existing 4" FM rather than directional drill to connect to 12" FM.
 - Substantially Complete
 - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Final inspection 11/12. Awaiting final acceptance before transferring ownership to City.
 - A-1-A Surf Shop – Formal final inspection to be scheduled.
 - Pineland Subdivision, Phases II & III: Final acceptance requested. Staff visited site and provided punch list items to attention of Planning engineer to be addressed before final acceptance.
 - Lynnhurst Sewer Improvements: Received and reviewed as-built survey and provided comments to be addressed. Need to verify that Wells Fargo lateral is connected.

Water Treatment Plant

- Delivered 42.69 million gallons for the week ending March 28, 2020 (6.10 MGD).

- Backwashed 11 filters for a total of 667,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 28, 2020 @ 6.81 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~97.2 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Flushed distribution system 352,500 gallons.

Water Reclamation Facility 03/22/20-03/28/20

- Domestic and Industrial Wastewater flow was 26.97 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.85 MGD.
- Produced 26.97 Million Gallons of Reuse.
- Produced 0.00 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (March 1, 2019 – February 29, 2020) (MGD):
 - Influent 4.30 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.26 MGD (Permit 6 MGD);
 - Reuse 4.57 MGD (Permit 10 MGD)
- Hauled 102.16 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 03-27-2020
 - 5 trailer loads of treated sludge went to processing facility. Centrifuge issues.
- There was 1 fecal detection for the weekly reporting period and 4 out of 20 for the month of March 2020 for an 80% non-detection reporting value.
- Maintenance dosing of product for red worm per manufacturer's instructions in reaeration tanks and secondary clarifier troughs which has been effective.
- Sand Filter #3 bridge drive failed on 3/24, switched to SF #2 and removed drive gears from SF #1 and installed in SF#3, which was semi-successful as it would drive intermittently. Notified Maintenance to order needed parts/equipment to get both #1 and #3 filters running reliably.

Water Distribution

- Responded to 21 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 18 calls for water service leaks.
- Replaced 8 broken meter boxes.
- Replaced 6 water service due to leaks or low pressure concerns.
- Installed 12 new residential water service.
- Performed 13 scheduled pressure tests of City owned backflow prevention devices, 4 needed repairs.
- Performed valve maintenance on 8 valve for shut downs to repair water main leaks.
- Performed maintenance on 6 fire hydrants.
- Removed debris that buried a flushing device on Watchtower Dr. in Ormond-by-the-Sea.
- Assist utility locator with utility locate in heavy traffic areas.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 159 regular & 2 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Verified C/O was located at 444 Riverside Dr. Verified that line was clear showed homeowner.
- Replaced broken back lid at 67 Deep Woods Way.
- Investigated broken sidewalk and hole by curb at 411 Riverside Dr. Does not appear to be sanitary related.
- Repaired sanitary lateral broken by FPL Contractor at 805 N Ridgewood Ave.
- Located C/O at 57 S. St. Andrews Dr.
- Located C/O and TV'ed line at 781 River Oak W.

- Tv'ed 4 sanitary laterals from PM list.
- Located 212 PEP tanks in Breakaway Trails.

Reuse Distribution

- Responded to 5 reuse trouble calls.
- Reclaimed levels very low due to severe demand.
- Talked with homeowner about reuse at 3 Foxhunter Flat. Homeowner was trying to irrigate on a day the system was off.
- Talked to homeowner about why backflow on reclaimed was leaking. System was off.
- Tested pressure at 111 Fairway Dr. Pressure is good, customer informed.
- Repaired broken blow off at 6 Crescent Lake Way.
- Responded to no reuse at 15 Country Club Dr. System was down due to low tank level.
- Responded to no reclaim call at 62 Seton Trl. System working fine.
- Responded to leaking backflow at 50 Canterbury Woods. Explained to customer that it will leak when system is down.
- Turned off reclaimed at customer's request at 19 Foxfords Chase

Wastewater Plant – Lift Stations

- Centrifuge #2 – Controls failed, CEC controls responded to troubleshoot and repair, problem corrected and unit placed into service.
- R.A.S. Pump #1 – replaced priming water valve with new inventory.
- Sand Filter #3 – replaced secondary gear box with unit from filter #1, will need factory repairs for replacement of primary gearbox.
- 4M – installed control wiring for connection of new pump controller.
- SCADA monitor/response: Responded to multiple equipment malfunctions 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

- 30 H – picked up valves and pipe for repairs at well 30H.
- R.O pump 4 VFD – replaced bad cooling fan.
- Lime Building switch gear – retrieved old switch gear components and placed into shop stock for future use.
- Backwash pump # 4 – replaced worn check valve and butterfly valve with new inventory.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform Operational Checks at various locations.

Regulatory Compliance Activities

- Cross Connection Control Program Management Services Contract – Staff continues to collaborate with water customers concerning their backflow device testing, while working with the new data management company to ensure completeness.
- Risk and Resilience Vulnerability Assessment – Staff is reviewing the assessment report received from FRWA. The assessment will assist the Utility in identifying point of concern.
- Wetlands Monitoring Report – Staff is compiling information to construct the report once the City's consultant completes their wetlands health assessment. The report is a part of the Consumptive Use Permit (CUP) issued by the SJRWMD.
- Water Quality Report – Staff received the approval of the analytical data from the Volusia County Health Department. The data was submitted to the City's consecutive system, Tymber Creek Utility, as required by FDEP. The report is a summary of year's analytical testing on the potable water and will be approved by the Volusia County Health Department before becoming available to water customers electronically.

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 staff virtual meeting.
- City Clerk attended Clerks' Association webinar on virtual public meetings.
- City Clerk attended meeting with Assistant City Manager.