

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: May 29, 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:

- Virtual staff meeting
- General discussion meetings with senior staff
- Completed CIP meetings with departments

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- COVID-19 conference calls
- Virtual Memorial Day
- Claims Committee meeting

**PIO – Public Information**

- Press Releases/Media
  - City Facilities Updates
  - Summer Camp Updates
  - Senior Banner Campaign
  - Virtual Memorial Day
  - General citizen and media inquiries
- Social Media
  - Senior Banners Campaign #OBGrad2020
  - Rental and Mortgage Assistance
  - Community Donation Thank You
  - Virtual Memorial Day
  - Thank You Thursday
- Attended
  - City Manager's Virtual Staff Meeting
  - City Commission Meeting
  - Volusia Public Information Network Meeting
- Developing
  - Reclaimed Water Educational Campaign
  - Virtual July 4<sup>th</sup> Video
  - Hurricane Prep During COVID-19

**Community Development**

**Planning**

- The monthly development report is available at:  
<https://www.ormondbeach.org/247/Development-Projects>.

- The Planning Board packet is available at: <https://www.ormondbeach.org/224/Planning-Board>.
- Planning staff has received an application for impact fee preservation for the building at 100 North Halifax Drive. The application is scheduled for the June 9, 2020 City Commission meeting.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 377 inspections performed within the city (13 by private providers).
- 91 permits issued within the city, with a valuation of \$1,224,752.

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The following projects are under SPRC projects review:
  1. S.R. 40/Airport Road Water Main Extension, 1<sup>st</sup> review. Capital improvement project for a water main extension to loop the water line from Airport Road to West Granada Boulevard.
  2. 1246 West Granada Boulevard, Starbucks, 2<sup>nd</sup> review. A 2,400 square foot Starbucks restaurant with drive thru service.
  3. 601 Fleming Avenue, Stormwater Pump Station & Force Main, 1<sup>st</sup> review. Capital improvement project for stormwater improvements.
  4. 228 North Orchard Street, FPL Substation Expansion, 4<sup>th</sup> review. Expansion to allow the transformation, regulation, and distribution of electricity.
  5. Ocean Village Townhomes, 1<sup>st</sup> review. 19 unit townhome development on 3.75 acres in Volusia County.

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
The Casements, Carriage House expansion	10%
Coolidge Avenue Office/Warehouse	25%
Dunkin Donuts, 1535 North US Hwy 1	5%
Extended Stay America	35%
Modern Wash	75%
Oceanside Golf and Country Club (seating)	95%
Oceanside Golf and Country Club (drop-off)	10%
OB Championship Softball Field	10%
Publix remodel	45%
Salty Church	70%
Security First	99%
Stor-It	65%

The Pumphouse	30%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Dunkin Donuts, 1190 Ocean Shore	95%
Deerfield Trace	95%
Independence Recycling of Volusia	98%
Huntington Green, Phase 2B	95%
Huntington Villas, Phase 2B	95%
Latitude Beach Club	70%
<b>Residential</b>	
Cypress Trails subdivision	95%
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
  - The design phase for the project to create new access roads from the Airport Business Park into the southwest quadrant of the airport is projected to commence this summer with construction slated to commence in the fall.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is participating in weekly calls with Volusia County Division of Economic Development and local municipal economic developers to updates and efforts to support the business community.
  - Staff is assisting the County with the Relaunch Volusia Small 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 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. FDOT continues to coordinate with public use airports, the Department of Health and law enforcement agencies to implement official policy regarding the pandemic.
- A CARES Act grant agreement was approved by the City Commission at their May 26 meeting. The grant agreement with the Federal Aviation Administration (FAA) was offered to the City under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). This grant has been provided in accordance with the CARES Act to provide eligible airports with funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency. The grant agreement provides funding for 100% percent of the allowable costs incurred as a result of and in accordance with the grant agreement, up to \$69,000.
- A pending Work Authorization for Hoyle, Tanner and Associates to begin work on the design phase of the project to create new access roads from the Airport Business Park into the southwest quadrant of the airport has been finalized. This Work Authorization is on the agenda for the City Commission meeting on June 9.
- Staff is coordinating with McMillen Surveying, Inc. to commence survey work in the near future for the design phase of the project to create new access roads from the Airport Business Park into the southwest quadrant of the airport.
- Staff worked with the FAA Weather and Aeronautical Services office to schedule final training on the FAA's new NOTAM Manager software.
- Components needed to finalize repairs in the airport's electrical vault were received this week. Staff is working to schedule installation and testing of the components.

#### 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 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 75 Journal Entry Batches.
  - Utility Billing Meter Readers completed 522 work orders.
  - Approved 19 Purchase Requisitions totaling \$245,793.67.
  - Issued 6 Purchase Orders totaling \$188,351.00.
  - Issued 0 past due notices on utility accounts.

- Prepared 86 Accounts Payable checks totaling \$48,515.81 and 30 Accounts Payable EFT payments totaling \$770,986.22.
- Auto-called 0 utility customers regarding receipt of a past due notice.
- Processed 443 payments through Interactive Voice Response System totaling \$32,069.86.
- Processed 572 payments through City online payment portal totaling \$55,833.96.
- Grant money 2019-20 fiscal year-to-date total received, \$2.85 million.

#### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Sent four boxes containing 22 completed and closed grant files to storage for records retention.
  - Processed Hope Place request for reimbursement for operational costs for the month of April 2020.
  - Grant reimbursement requests to date FY 19-20: \$966,577.22
- Other
  - Attended weekly staff meeting conference call.
  - Worked with the Economic Development Director to continue processing the City's small business grant applications through Volusia County's CARES Act funding.
  - Completed Employee Newsletter for June 2020.

#### Risk Management Projects

- Attend Claims Committee meeting
- Site inspection for injury & broken picnic table
- Propose safety checklist to accompany telecommuting guidelines

#### Fire Department

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 7
  - Hazardous: 5
  - EMS: 74
  - Motor Vehicle Accidents: 12
  - Public Assists: 40
  - TOTAL CALLS: 140
- Aid provided to other agencies: 7 Calls – Daytona Beach (3), Volusia County (4)
- Total staff hours provided to other agencies: 5
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 60
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 401
- Training Hours
  - NFPA 0472: 6
  - NFPA 1001: Firefighting 38
  - NFPA 1002: Driver 2
  - NFPA 1021: Officer 2
  - NFPA 1500: Safety/Equipment 58
  - EMT/Paramedic 20
  - TOTAL TRAINING HOURS: 126
- Station Activities
  - Emergency Operation Center at Fire Station 92 continues to monitor COVID-19
  - COVID-19 precautions continue at all stations
  - Crews participated in drive-by parades at Pathways Elementary 5<sup>th</sup> Grade graduation and

Brookdale Assisted Living for Memorial Day.

- Significant Incidents
  - 5/19/20, 4:07 p.m.: Pine Bluff Trl. – Water Accident – Responded to a jet ski vs. dock - person crashed into dock estimated at 30 mph – patient transported as a trauma alert with a firefighter assisting EVAC during transport.
  - 5/19/20, 8:44 p.m.: N. Beach St./Inglesa Ave. – Motor Vehicle Accident – Responded to a single vehicle vs. tree – four patients transported – Volusia County Air-1 assisted – one fatality on scene.
  - 5/23/20, 4:11 p.m.: 241 N. US1 – Motor Vehicle Accident – Responded to a motorcycle vs. parked car – one fatality on scene.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - City Engineer (Engineering)
    - Civil Engineer (Engineering)
    - Human Resources Manager (Human Resources)
    - Paralegal (Legal)
    - Plant/Pump Mechanic (Public Works)
    - Police Officer (Police)
    - Utilities Manager (Public Works)
  - Job Openings on Hold
    - Part Time Events Leader (Events/Leisure Services)
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
    - Part Time Rec Leader (SONC/Leisure Services)
  - Background/Reference Checks/Job Offers
    - Summer Camp Counselors (Leisure Services)
  - Separations
    - Human Resources Manager (Human Resources)
  - Employee Events
    - Wellness Plan HSA contribution opportunities through 12/31/2019:
      - 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 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: 33
    - Completed: 63

- In progress: 40
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 34,783
  - Inbound E-Mails Blocked: 13,236
  - Delivered Inbound E-Mails: 21,547
  - Quarantined Messages: 414
  - Percentage Good Email: 61.9%
  - ATP/Virus E-Mails Blocked: 2
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 3
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 10
  - 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: 44 (Flushing device meters) : Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

### **Leisure Services**

Below is an abbreviated report for Leisure Services. Staff plans to have all facilities re-opened by June 1, a more comprehensive report will be provided after this date.

### **Administration**

- City Manager virtual staff meeting
- Staff meeting conference call
- City Commission meeting
- VCRDA meeting conference call
- Preparing online platform for registration
- Work with Coordinators to develop plan to re-open facilities and programs

### **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
- Edging, dragging and weeding fields
- Continue to paint soccer fields, baseball foul lines, and soccer parking lot
- Repairing batter's eyes and windscreen at Sports Complex, Nova Tennis, and Shuffleboard due to wind
- Adding soccer goals, sandbags, and toters on two fields
- Repairing bullpens as needed

### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended virtual Economic Prosperity Hour meeting
- Continue evaluation and preliminary planning of all upcoming events through July:
  - Reel in the Fun Free Fishing Tournament, Saturday, June 20
  - Independence Day Celebration, rescheduled to Saturday, September 5
  - Summer Sounds Free Concert Celebration, Saturday, July 17, 24, 31
- Developing plan to re-open events

### Parks Maintenance

- Citywide inspection of parks
- Checked trash cans in all parks
- Restroom checks twice per day
- Inspected virus signs on restroom doors
- Inspected signs on playground equipment
- Repaired Riverbend Park decking and spindles
- Continued to work on new bee hive entrance at the Environmental Discovery Center
- Removed trash tote from under Ebbets Pier in Central 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
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired outside bathroom lights at the Environmental Discovery Center
- Repaired emergency lights per fire inspection at Ames Park
- Repaired lights at various City facilities
- Replaced smoke detector per fire inspection at Fleet
- Replaced broken fixture under the bridge at Fortunato Park
- Fire Station 94 – replaced outlets in kitchen and at bay doors
- Tennis Center – provided power for submersible pump
- Andy Romano Beachfront Park and South Ormond Neighborhood Center, prepared the slash pads to re-open
- Repaired mag lock and replaced exit button in restroom at Andy Romano Beachfront Park
- Repaired mag locks on outside restrooms at South Ormond Neighborhood Center
- Installed park and splash pad signs citywide
- Ground concrete at ladies restroom door at Fortunato Park
- Changing table installed at Andy Romano Beachfront Park
- Replaced bump edge on dock at Cassen Park
- Plexiglas barrier constructed and installed at The Casements
- Troubleshoot all bathrooms at Andy Romano Beachfront Park
- AC repaired at Ames Park
- Installed screens at Nova Community Center and at South Ormond Neighborhood Center
- Added sanitizers at Nova Community Center, South Ormond Neighborhood Center and at Environmental Discovery Center
- Replaced dog bowl at Fortunato Park
- Ceiling tile replaced at Nova Community Center

### Police Department

#### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended a Public Records Meeting with Clerk's Office, Legal and HR.
- Staff attended an Employee Relations Meeting.



- Staff updated Tip Soft reporting software so that it is now properly reporting.
- Staff participated in drive by parade at Pathways for 5<sup>th</sup> grade graduation.

#### Community Outreach

- Youth Leadership Council (YLC) – Four YLC members participated in socially distanced bridge walk. Six members participated in a socially distanced meeting and game time to build team communication and look at future goals for YLC projects.
- OBPAL Basketball – Sixteen (16) basketball team members participated in virtual skills training. Training and communication was offered by text, phone and TeamReach. The video deadline for the Virtual Basketball Shooting Contest was extended due to technical difficulties for some parents in uploading videos. The top three players who complete the most free throws, lay-ups and three-pointers in two minutes will received an award.
- Educational programs
  - Tutors R Us – Thirty students participated in the remote tutoring opportunity last week. The program concluded on May 21.
- Special Events
  - Donut Dash 5K 2021 – The OBPAL Donut Dash registration page was updated with information for the 2021 race. The Donut Dash 5K 2021 will be held Saturday, April 24 at The Trails Shopping Center. Thank you to Krispy Kreme for sponsoring our Donut Stations. Sponsors for next year to date: Platinum Sponsor-Hometown News Media Group, Gold Sponsors-Heaster Family Properties and Every & Stack, Silver Sponsors: Rick and Delia Boehm, Donut Friends Sponsors: Reality Pro Title and Politis and Matovina

#### Community Services & Animal Control

- Animal Calls responded to: 44
- Animal Reports: 5
- Trap Neuter Release: 2
- Animal Bites: 1
- Animals to Halifax: 4
- Wildlife Calls: 1
- Found Property Reports: 1

#### Criminal Investigations

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

### Records

- Walk - Ins / Window: 28
- Phone Calls: 39
- Arrest / NTA'S: 20
- Reports Generated: 119
- Reports Entered: 100
- Citations Issued: 42
- Citations Entered: 7
- Warnings Entered: 19
- Trespass Warnings: 8
- CORF Entered: 39
- Mail / Faxes / Request: 26

### Patrol

- Total Calls: 1,722
- Total Traffic Stops: 153

### Operations

- Crime Opportunity Report Forms: 208

#### 5/20/20

- Shoplifting, 1521 W Granada Blvd (Walmart). An unknown male wearing a gray t-shirt, black shorts, and black backpack stole a Schwinn mountain bike from this location.
- Shoplifting Arrest, 1545 North United States Highway One (Dollar General). Subject took \$23.50 in merchandise from this location.
- Larceny Bicycle, 748 Flamingo Drive #B. Stolen bicycle out of the front yard, a mint green Schwinn trike valued at \$350.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) The subject was in possession of stolen merchandise and gave a false name to officers who made contact with him.
- Warrant Arrest, 707 South Atlantic Avenue. Subject contacted and found to have an open warrant.
- Warrant Arrest, 145 East Granada Boulevard. Subject contacted and found to have an open warrant.

#### 5/21/20

- Stolen Vehicle, 443 Sauls Street. An unknown subject took the victim's 2005 Chevy Silverado. The vehicle was later recovered.
- Carbreak, 125 S Orchard St #112. An unknown suspect entered the victim's unlocked vehicle and stole a 9mm handgun and an iPad.
- Carbreak, 125 S Orchard St #108. An unknown suspect entered the victim's unsecured vehicle and stole several items as well as a cell phone.
- Disorderly Intoxication, 300 Clyde Morris Blvd (Florida Health Care Plans). Subject was contacted and detained at this location for acting disorderly in public.
- Criminal Mischief Arrest, Ocean Shore Boulevard/San Jose Street. During a Baker Act evaluation, a subject kicked a police cruiser and dented the front driver's side quarter panel.
- Resisting Without Violence Arrest, 839 South Atlantic Avenue. Juvenile contacted by officers at the Andy Romano Park after hours and fled on foot. Subject later contacted at his residence and taken into custody.
- Larceny, 19 North Yonge Street#76. Subject advised an unknown amount of hydrocodone pills taken from her lock box that was in her bedroom.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject placed under arrest for stealing, items were recovered from the parking lot. Felony theft due to third subsequent arrest for theft.
- Narcotics Arrest, 176 Division Avenue. Subject placed under arrest for possession of meth and paraphernalia.

- Driving Under the Influence Arrest, 350 West Granada Boulevard. Subject fell asleep behind the wheel of his vehicle at 350 W Granada Blvd. Officers made contact and found subject to be under the influence.

5/22/20

- Carbreak, 759 South Atlantic Avenue. A "Giant" brand bicycle stolen from the bed of the victim's truck at this location.
- Narcotics Arrest, Grove Street/Fairview Avenue. Officers dispatched to a female sitting in the roadway at this location, crying and yelling. Subject contacted and found to have syringes/bottle caps and an empty bag with heroin residue.
- Carbreak, 822 Buena Vista Avenue. Unlocked vehicle doors opened, witnessed by the victim's boyfriend who happened to be on his porch, nothing taken.
- Animal Cruelty Arrest, 807 Loyola Drive. Officers dispatched to the Animal Clinic at 696 South Yonge Street in reference to a cat shot with a pellet gun. Subject arrested after the investigation revealed intent.

5/23/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject observed by Loss Prevention exiting Wal-Mart without paying for items he had placed in his backpack. After contact, arrested for theft and the Possession of Ammunition by a Convicted Felon.
- Narcotics Arrest, 833 North Beach Street. Subject was located at this location near his vehicle, partially parked in the roadway after a call of a reckless driver. Subject was in possession of cocaine, heroin, alprazolam and a loaded syringe.
- Battery Domestic Violence Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject slapped his daughter in the face and pulled her hair.

5/24/20

- Stolen Bicycle, 204 Oleeta Street. 24" black Mongoose Excursion bicycle with "Mongoose" in pink lettering taken from this location.
- Crash Driving Under the Influence Arrest, 233 South Beach Street. Single vehicle crash into a tree at this location. Subject found to be the driver and intoxicated.
- Battery Domestic Violence Arrest, 195/West Granada Boulevard. Subject struck his girlfriend in the forehead and grabbed her hand as she tried to get away from him to get help.
- Warrant Arrest, 500 Sterthaus Drive (YMCA). Subject was located at this location and found to have an open Volusia County warrant reference to failure to appear for identity theft.

5/25/20

- Battery Domestic Violence, 20 Lorillard Place. Subject picked his girlfriend up and threw her down on the driveway after an argument. The victim sustained a minor scrape on her right elbow.

5/26/20

- Burglary Residence, 47 Misty Falls Drive. Residence entered through unlocked door, nothing taken but a threatening letter was left behind.
- Throwing a Deadly Missile Arrest, 175 Ormond Parkway. Subject threw a full can of white claw beverage and struck the victim's vehicle.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 5
  - Number of Citations issued: 16
  - Number of Written Warnings Issued: 6
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 7
  - Number of Crashes with Injuries: 7

- Number of Crashes with Serious Bodily Injury: 1
- Number of Fatal Crashes: 2

### Neighborhood Improvement

#### Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 9 Cases initiated
- Four signs removed or sign cases created.
- 14 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in and eighty-two (82) telephonic inquiries.

### Public Works

#### Engineering

- Projects Summaries
- Construction Projects:
  - Storm and Sewer Lining – Phase 2 – The contractor has been asked to hold off on work until further notice.
  - Water Plant Upgrades – Work continues on the Sodium Hypochlorite system.
  - Breakaway Trails Storage and Pumping Improvements – Contractor is working on final site restoration.
  - WWTP Sludge Dewatering Improvements – New centrifuge is fully operational, demo of second centrifuge is in process.
  - HVAC Replacements – City Hall, SONC, The Casements – Operation, maintenance and control system final connection and training is being scheduled.
  - Granada Median Landscape Improvements (Orchard Street to I-95) – Contractor continues working on the four I-95 overpass side slopes.
  - WTP Sludge Residuals Facility Improvements – Centrifuge is ordered, tentatively scheduled to ship in August.
  - OBSC Improvements – Championship Field 7 – Construction of the new field and the concession stand is underway.
  - Nova Community Park Underground Electric Utilities – Outdoor switchgear installed, new underground feeds to existing panels are being installed.
  - WTP Chemical Feed System Upgrades – Shade structure pre-construction meeting was held on May 26.
  - Broadway/US1 Traffic Signal – Mast arms are in production.
  - 2019 Stormwater Rebuild – Construction is underway.
  - Casements North Side Improvements – Drainage system installation work is ongoing.
  - Fiber Optic Connectivity – Work Authorization for connecting FS-92 to the fiber network has been submitted for approval at the June 9 City Commission meeting. Work Authorization for fiber connection from City Hall to The Casements is being executed.
  - CDBG Riviera Park Parking Improvements – Contracts are being executed.
- Bidding:
  - 2020 Microsurfacing – Bid award is scheduled for June 9.
  - 2020 Repaving – Bid award is scheduled for June 9.
  - CDBG SONC Fitness Station – The project was advertised on May 17, a pre-bid meeting is scheduled for June 4, and bids are due on June 18.
  - North US1 Water Main and Force Main Improvements – A pre-bid meeting was held on May 28, bids are due on June 18.
  - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – A Work Authorization for Construction Management services was approved at the May 26 City Commission meeting.
  - Nova Landfill Liner Repair – A Work Authorization for the design, permitting and repair was approved at the May 26 City Commission meeting.

- Design Projects:
  - Fleming Ave Stormdrain Improvements – The plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
  - 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.
  - Fleming Avenue Stormwater Pump Station – The plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
  - Airport Road/SR40 Water Main Loop – 60% plans are under review.
  - Rockefeller Room Renovations – Working with a historic window restoration contractor.
  - Downtown: Cassen Park Improvements – Project is in design.
  - Granada Streetscape Pavers – Project is in design.
  - Birthplace of Speed Overlook Replacement – A Work Authorization for construction of the project will be on a future City Commission agenda for approval.
- Departmental Activities
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - Reviewed multiple plans and created approved Work-in-the-Right-of-Way permits for Fleming Avenue, Harmony Avenue, and Hull Road wood power pole replacements, per FPL request.
  - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 65 Tomoka View Way directional bore, per Spectrum request.
  - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 200 North Beach Street, directional bore, per Costal Cable Construction request.
  - Continued to work with the owner of vacant parcel at 2260 Airport Road to develop a working storm water management plan.
  - Reviewed plans and consulted with lot owner at 2265 Warden Trail regarding the required storm water management plan, and concrete driveway, for the proposed home to be built on the lot.
  - Discussed options and provided Engineering Permit requirements to homeowner at 321 Cumberland Avenue for work without a permit violation, per Neighborhood Improvement Division request.
  - Researched and provided pdf copies of old Engineering files for information related to the lift station at 275 Williamson Blvd., per Planning Department request.
  - Researched and provided pdf copies of old Engineering files for information related to the Ormond Beach FBO 2 hangar area, per Airport Manager's request.
  - Continued to update the City's Standard Detail drawings, per staff comments.
  - Updated Florence Street improvements plan set per project manager's comments.
  - Researched files and provided information on planters along Granada Blvd., per Landscape Architect's request.
  - Researched Engineering as-built drawings for area surrounding Ormond-in-the-Pines, per public information request.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Poured concrete at Ormond PD
- Graded and formed sidewalk at Southern Pines
- Removed damaged sidewalk on Lakebluff Dr

##### 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 piles at Central Park III
- Trimming on JAD & Amsden Rd

#### 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 back overgrown vegetation on Division Ave

#### 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

- Reachout on US1 - ballfields
- FDOT pond mowing on SR40
- Locates and ditch spraying citywide
- Gates, pumps and locates citywide
- Basins/hotspots citywide
- Depression on W Granada Blvd (1400 block)
- Pond maintenance and mowing at airport
- Basins inspected/cleaned in Zone #1; #2 & #4

#### Vactor

- Assisted Water Div. with line cleaning
- Basin cleaning citywide
- The Trails

#### Street Sweeping/Streetsweeper (4 days - holiday)

- 126 miles of road cleaned
- 32 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 21,245
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 5,528 gallons unleaded, 8,725 gallons diesel
  - Fuel used in one week: 2,374 gallons of unleaded and 645 gallons of diesel.
  - Fleet completed 49 work orders this week.

### Utilities

- Projects Summary
- Preliminary Planning
  - Granada Sanitary Sewer Pipe Rehabilitation – Engineering services fee scheduled for June 9 commission meeting. Target commence design FY19/20 and Construction FY20/21.
  - Granada Plaza Water Main – Possible in-house design to replace 6” main behind plaza connect at A1A where valve is currently broken closed.
  - Beach Street Water Main – Replace and upsize main along southern city limits. In-house survey commenced week of May 11.
- Design & Bidding
  - WRF Clarifier #3 Partial Rehab – Sole source agenda item for \$54k scheduled for June 9 commission meeting.
  - Secondary Raw Water Main – Provided comments on Granada connection. Project likely to be built in two phases to comply with budget constraints. Easement ultimately needed along south boundary of parcel 4125090000070.
  - Airport Road-SR40 Water Main Loop – 60% plans reviewed and comments submitted to project manager. Awaiting field review before finalizing comments.
  - North US1 Water Main and Force Main Improvements – Prebid May 28. Includes Holly Hill reuse additive alternate.
  - Holly Hill Reuse Interconnect: Project included with North US1 Improvements. Draft resolution & interlocal agreement under review by OB Legal. Holly Hill staff supplied minor comments on proposed operating protocol and plans.
- Under Construction
  - WTP Improvements (Lime Slaker and Sodium Hypo Upgrades) – One slaker received May 1. Demo of east slaker commenced on May 4. Target startup of first slaker week of May 25.
  - WTP Lime Sludge Dewatering & Residuals Facility Improvements – Shop drawings approved. Due to fabrication, delivery not anticipated until August. Contractor mobilization delayed due to centrifuge fabrication plus shipping; 180-day construction; contract completion August 31.
  - WWTP Sludge Dewatering Improvements – First centrifuge complete and in use. Demo of second centrifuge in progress. Contractor to follow up on factory recall on drives. Alum mixing zone bubbler complete. Cost for second DO probe received, waiting until end of project before making decision.
  - Breakaway Trails Reuse Storage Tank and Pumping Improvements – City staff continue troubleshooting operation of new 2 MG tanks and pump station. Demo of two old tanks complete.

### SPRC Projects

- Planning & Design
  - 2960 Ocean Shore Blvd, Sea Gate Subdivision – 30 SF lots in unincorporated county. City will not cost participate to upsize 800 LF of 4” FM to 8” south to Beau Rivage Dr.
  - 1246 West Granada Blvd Retail (Starbucks) – Reviewed plans. Requested minor revisions.
  - Ocean Villas Townhomes on Watchtower Drive – Reviewed plans. Requested minor revisions.
- Under Construction
  - 275 Interchange Blvd, Extended Stay America – received sanitary sewer videos for review.

### Water Treatment Plant

- Delivered 45.09 million gallons for the week ending May 23, 2020 (6.44 MGD).
- Backwashed 9 filters for a total of 757,000 gallons backwash water.

- Raw water average daily withdrawal rate from all wells through May 23, 2020 @ 6.95 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~64.8 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Flushed distribution system 115,000 gallons.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Odyssey contractors are onsite for new projects.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.08 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.87 MGD.
- Produced 27.08 Million Gallons of Reuse.
- Produced 0.00 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (May 1, 2019 – April 30, 2020) (MGD):
  - Influent 4.17 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.23 MGD (Permit 6 MGD);
  - Reuse 4.45 MGD (Permit 10 MGD)
  - As of May 17, Merrell Brothers is hauling the sludge for processing. The current tons are not available at this time.
- There were 3 fecal detections for the weekly reporting period and 6 out of 16 for the month of May 2020 for a 63% non-detection reporting value.
- New centrifuge started-up and in operation. Crossover piping installed for operational redundancy, vibration sensor went bad and had to take from storage new centrifuge and auto feed control now erratic.

#### Water Distribution

- Responded to 16 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 6 calls for from customers concerning leaking water.
- Replaced 9 broken meter boxes.
- Replaced 3 residential water meters.
- Installed 2 new residential water meters/services for new construction.
- Replaced 5 water service due to leaks from rusted piping or low pressure concerns. Five casings were installed for the water service replacements under roads.
- Relocated the water service at 17 Seacrest Dr. due to septic tank replacement.
- Performed pressure testing on 8 City owned backflow prevention devices.
- Installed a 2" blow off on the western 6" water main on Juniper Dr.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 152 regular & 2 emergency utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Replaced and rewired PEP pump at 82 Westland Run.
- Responded to back up at 44 Carrolwood Cir. Clear on City side.
- Located PEP tank for customer at 54 Winding Creek Way
- Responded to back up at 263 Jefferson St. Clear on City side
- Flushed 103 Hickory Hills Cir.
- Replaced and rewired PEP pump at 42 Winding Creek Way
- Locate all services for contractor at 41 Tomoka Ridge Way.
- Talked with customer at 51 Coquina Ridge Way about PEP tank replacement.
- Dressed up settling area around PEP tank at 3 Dartmouth Trace. Needs sod.
- Located all services at 18 & 20 Meadow Ridge View for pool contractor.
- Responded to back up 189 Lincoln Ave. Clear on city side.
- Demo'ed services at 100 N. Halifax Ave.



#### Reuse Distribution

- Responded to 14 complaints for no water or low pressure at various addresses.
- Located and marked reclaimed service at 350 Riverside Dr.
- Performed reclaimed flow test at 19 Pine Hollow Way. Static Pressure 55psi 18.5 gpm wide open.
- Marked reclaimed service at 87 Abacus Ave.
- Repaired broken 3" reclaimed main hit by contractor 47 Shadow Creek Way.

#### Wastewater Plant – Lift Stations

- 1P – motor starter #2 replaced with reconditioned stock, vacuum system cleaned and serviced, pump #1 pulled and foreign object removed from volute.
- Post Anoxic – installed pull string D.O. sensor conduit for future repair by others.
- E1 lift station – 42 Winding Creek, replaced cord connector.
- 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

- Lime Slurry pumps – lubricated as needed.
- Well 30H – installation of check valve limit switch complete, programming is scheduled.
- R.O. VFD #1 – faulted and out of service, service contractor is being contacted for troubleshooting and repair.
- 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 points of concern.
- Wetlands Monitoring Report – Staff is developing graphs for the wetlands report to demonstrate the rainfall effects on the water levels in the Rima Ridge well field. The report is a part of the Consumptive Use Permit (CUP) issued by the SJRWMD.
- Water Quality Report – Staff is developing the WQR for the 2019 calendar year. The report is required to highlight the analytical data over the year at the WTP.

#### **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 meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for May 26, 2020, City Commission Meeting.
- City Clerk attended Claims Committee meeting on May 28, 2020.
- Agenda packet preparation for June 9, 2020, City Commission Meeting.