

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 5, 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:

- General discussion meetings with senior staff
- Reviewed commission meeting agenda packet

Spoke to, attended and/or met with:

- COVID-19 conference calls
- Phone calls with various citizens regarding their concerns
- SMA Finance Committee meeting
- SMA Board of Directors meeting
- PACE Virtual Breakfast
- VCARD Volusia Real Estate Values Virtual Forum

PIO – Public Information

- Press Releases/Media
 - City Facilities Update and Summer Camp
 - Grad Banner
 - General media inquiries and rumor control
 - General citizen requests
- Social Media
 - Hurricane Tax Break Weekend
 - Rental and Mortgage Assistance
 - City Openings Updates
 - Reached 8,000+ followers on Facebook bringing total numbers across all platforms to \$14k+.
- Attended
 - City Manager's Weekly Staff Meeting
 - Volusia PIN Network Meeting
 - Government Social Media Webinar
- Developing
 - State of the City Outline
 - Strategic Plan Progress Report Design Template
 - Reclaimed Public Education Campaign

Community Development

Planning

- The Planning Board packet is available at: <https://www.ormondbeach.org/224/Planning-Board>.
- The property at 350 Clyde Morris Boulevard has applied for annexation. The application is scheduled for the June 9, 2020 City Commission meeting for first reading. The land use and zoning amendments are scheduled for the July 9, 2020 Planning Board meeting.

- The Ormond Memorial Art Museum, Inc. has applied for a Special Exception Redevelopment Plan to allow additional wall signage on the proposed building expansion. The application is scheduled for the July 9, 2020 Planning Board meeting.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 256 inspections performed within the city (4 by private providers).
- 118 permits issued within the city, with a valuation of \$1,173,073.

Development Services

- The Site Plan Review Committee (SPRC) met this week with:
 1. 1687 West Granada Boulevard, Calvary Christian Church Kids Center Expansion, pre-construction meeting.
 2. 148 Tomoka Avenue, pre-application meeting to a portion of the existing building into a gym use.
- There are no projects are under SPRC projects review.
- Construction status of projects under construction:

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Casements, Carriage House expansion	5%
Coolidge Avenue Office/Warehouse	25%
Dunkin Donuts, 1535 North US Hwy 1	5%
Extended Stay America	30%
Go Juice	98%
Granada Plaza sewer improvements	99%
Modern Wash	65%
Oceanside Golf and Country Club (seating)	95%
OB Championship Softball Field	0%
Publix remodel	40%
Salty Church	70%
Security First	99%
Stor-It	60%
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	95%
Deerfield Trace	95%
Independence Recycling of Volusia	98%
Huntington Green, Phase 2B	95%
Huntington Villas, Phase 2B	95%
Latitude Beach Club	70%
Residential	
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 airport access road project from the Airport Business Park into the southwest quadrant of the airport is projected to commence this summer with construction slated to commence in the fall.
 - Design work for Runway Drive in the airport business park will commence this summer. This road will be designed to connect Tower Circle West to Pineland Avenue creating a secondary ingress and egress to the business park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in weekly calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - Staff is assisting the County with the Relaunch Volusia Small Business Grant 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.
 - Attended the virtual Team Volusia Economic Development Practitioner Council meeting on Wednesday, June 03. An update on TVEDC activity was presented.
 - Staff attended the Daytona Chamber’s virtual Volusia Real Estate Values Forum 2020 on Friday, June 4.
- Prospective Business Attraction/Retention/Expansion
 - 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 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.
- 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 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 is scheduled for the City Commission meeting on June 9.
- The Precision Approach Path Indicator Lights (PAPIs) for Runway 27 have malfunctioned. Staff has diagnosed the problem and is working to acquire the components needed for repair. A Notice to Airmen (NOTAM) has been issued to advise pilots that the Runway 27 PAPIs are out of service.
- Staff responded to a request from Volusia County staff for information about the airport's current noise contour maps and the most recent environmental studies conducted for the airport.
- Staff responded to requests for information from the FAA about the planned replacement of the Automated Weather Observing Station (AWOS), and also coordination efforts with FAA Flight Procedures staff about the planned extension of the Runway 9 threshold.

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 158 Journal Entry Batches.
 - Utility Billing Meter Readers completed 581 work orders.
 - Approved 44 Purchase Requisitions totaling \$584,666.63.
 - Issued 36 Purchase Orders totaling \$291,282.07.
 - Issued 0 past due notices on utility accounts.
 - Prepared 112 Accounts Payable checks totaling \$285,217.25 and 29 Accounts Payable EFT payments totaling \$356,571.77.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 460 payments through Interactive Voice Response System totaling \$34,096.51.
 - Processed 715 payments through City online payment portal totaling \$81,643.21.

- 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.
 - Received fully executed agreements and notice to proceed for ECHO funded projects – MacDonald House Restoration and Nova Tennis Court Lighting.
 - Processed Hope Place request for reimbursement for operational costs for the month of April 2020.
 - Attended pre-bid meeting for SONC Fitness Station.
 - Grant reimbursement requests to date FY 19-20: \$966,577.22
- Other
 - Continued working with the Economic Development Director to continue processing the City's small business grant applications through Volusia County's CARES Act funding.

Risk Management Projects

- Subrogation claims
- Managing workers' compensation claims

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 4
 - Hazardous: 0
 - EMS: 82
 - Motor Vehicle Accidents: 2
 - Public Assists: 44
 - TOTAL CALLS: 132
 - 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: 22
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 60
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 151
- Training Hours
 - NFPA 1001: Firefighting 6
 - NFPA 1002: Driver 4
 - NFPA 1021: Officer 5
 - NFPA 1500: Safety/Equipment 43
 - EMT/Paramedic 18
 - TOTAL TRAINING HOURS: 76
 - Station Activities
 - Participated in a drive-by parade for a WWII Veteran's 100th birthday at Ormond in the Pines.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - 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)
- Applications Under Review
 - Human Resources Manager (Human Resources)
- Interviews Scheduled
 - Police Officer (Police)
 - Utilities Manager (Public Works)
- Background/Reference Checks/Job Offers
 - Summer Camp Counselors (Leisure Services)
- Separations
 - Police Officer (Police)
- Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2020:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start 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: 24
 - Completed: 45
 - In progress: 44
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 31,027
 - Inbound E-Mails Blocked: 12,298
 - Delivered Inbound E-Mails: 18,729
 - Quarantined Messages: 373
 - Percentage Good Email: 60.4%
 - ATP/Virus E-Mails Blocked: 2
 - Notable Events: Assisted in replacing 38 multifunction machines in City facilities and departments as part of the new contract. Worked with the vendor to backup and restore configurations.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 10
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 014
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 3 : Total in system = 2,741
 - Meters GPS Located this week: 35 (Flushing device meters) : Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

Leisure Services

Administration

- VCRDA meeting conference call
- Budget preparation
- Budget meeting with Finance
- The Casements carriage house/drainage project meeting
- Summer camp prep
- Compiling content for 1-minute walk videos at parks
- Posting videos to LS and/or EDC Facebook pages daily
- 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

Environmental Discovery Center

- Resumed regular hours at 50% capacity
- Enhanced regular cleaning/disinfecting of surfaces and exhibits
- Continuing to monitor the status of the live exhibits to assure they function properly
- Coordinating with Beekeepers and Building Maintenance to complete a revision of the observation beehive entrance recommended by the Beekeepers
- Continued monitoring the community garden
- Program planning (updating/ creating lesson plans) for remainder of the calendar year
- Organizing data for ECHO report

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest 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 and infields
- Continued 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
- Preparing for upcoming USSSA Baseball Tournament
- Scheduling installation of new carpets in batting cages
- Bids on turf, batting cages, hitting mats, and carpets

- Placed additional social distancing signs at the Sports Complex

Senior Center

- Coordinated with Council Of Aging for restart of the Meals On Wheels program

Performing Arts Center

- Continued to process refunds for cancelled Performing Arts Center shows
- Created and posted content daily on Performing Arts Center Facebook page
- Reviewed and revised plan in conjunction with CMT for summer camp
- Communicated with show producers with updates on status of PAC closure

South Ormond Neighborhood Center

- Preparing for summer camp
- Open gym to reservations only for basketball

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Continued evaluation and preliminary planning of all upcoming events through July:
 - Reel in the Fun, Free Fishing Tournament, Saturday, June 20
 - Summer Sounds Free Concert Celebration, Saturday, July 17, 24, 31
- Developing plan to re-open events

Nova Community Center and Special Populations

- Hosted a virtual Lunch Bunch
- Attended various webinars through FRPA and other sources
- Continued taking reservations for pickleball
- Monitored pickleball and outside areas
- Worked on lesson plans for camp

The Casements

- Started Pilates classes for Monday, Wednesday and Friday
- Prepared list of virtual craft projects to post on Facebook
- Worked on mailing all scholarship participants a goody packet
- Staff meeting on social distancing procedures and games/activities
- Finished Week 8 Enviro Camp planning
- Posted "Did You Know"
- Installed Birthplace of Speed Park photos in gallery
- Made virtual video tour of Birthplace of Speed Park gallery exhibit for Facebook
- Completed submission letter and packet to FFEA for "Once Upon a Storytime"
- Met with contractor, engineers and architect regarding North Lawn Drainage and Carriage House Expansion Project
- Met with Guild President regarding Zoom meetings and Gala preparations
- Met with tentative Mainland High School reunion coordinator for possible 2021 rental

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Restroom checks twice per day
- Inspected signs on restroom doors and playground equipment citywide
- Reinstalled downed canopy at Andy Romano Beachfront Park
- Inspected swings citywide
- Worked on new beehive entrance
- Secured Andy Romano Beachfront Park for new playground equipment
- Replaced Beach Street sidewalk boards

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
- Replaced hand dryer in the men's restroom at Cassen Park
- Removed Quad #4 scoreboard at Sports Complex
- Repaired front gate at WTP
- Repaired water cooler at Fortunato Park
- City Hall, troubleshoot fountain pump
- Unclogged toilet at Andy Romano Beachfront Park
- Repaired lock for conference room 103 at City Hall
- Fortunato Park ladies restroom toilet unclogged
- Dog bowl flow adjusted at Fortunato Park
- Install 2 sanitizers stations at Environmental Discovery Center
- Troubleshoot drain odor in the locker room at the Police Department
- Replace soap dispenser at PW

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff met with neighboring agencies regarding Civil Unrest Situations
- Staff monitored COVID-19 preparedness/precautions
- Staff attended several graduation parades for area students
- Staff began preparations for Hurricane Season

Community Outreach

- Youth Leadership Council (YLC) – Nine members attended the YLC Senior Celebration on Friday, May 29 for Seniors Keyona Rivera and Jordan Glenn. Jordan Glenn will be leaving later this summer to join the Air Force. Keyona Rivera received a scholarship to attend Edward Water College this fall. Congratulations to our amazing YLC Seniors!
- OBPAL Basketball – PAL staff and team families are reviewing the dates of late summer tournaments for possible participation.
- Educational programs
 - Tutors R Us – Tutoring has concluded. Students in the program will receive a coupon for a small pizza as a celebration for working hard to complete their Distance Learning goals. Thank you to Theresa Brooks from SPB Pizza Inc. for donating 30 coupons for a small one topping Domino's pizza. PAL staff will be taking small groups of students to pick up their pizza and have a picnic to celebrate a job well done.
- Special Events
 - OBPAL Annual Golf Tournament 2020 – The OBPAL Annual Golf Tournament, Golfing for Youth is currently scheduled for Saturday, November 14 at River Bend Golf Course. For additional information on sponsorship opportunities and participation please call the OBPAL House at (386) 676-3505.
 - Donut Dash 5K 2021 – The OBPAL Donut Dash registration page has been 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 are: 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: 40
- Animal Reports: 10
- Trap Neuter Release: 3
- Animal Bites: 4
- Animals to Halifax: 1
- Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 35
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 3
- Inactive: 0
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 4
- Larceny Car break: 12
- Grand Theft: 0
- Auto Theft: 3
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Baker Act: 4
- Battery: 2
- Stalking: 1
- Medical Incident: 1

Records

- Walk - Ins / Window: 71
- Phone Calls: 118
- Arrest / NTA'S: 20
- Reports Generated: 143
- Reports Entered: 120
- Citations Issued: 52
- Citations Entered: 48
- Warnings Entered: 131
- Trespass Warnings: 25
- CORF Entered: 209
- Mail / Faxes / Request: 26

Patrol

- Total Calls: 1,427
- Total Traffic Stops: 73

Operations

- Crime Opportunity Report Forms: 135

05/28/20

- Battery, 2 John Anderson Drive (Fortunato Park.) Victim confronted a subject spray-painting the sandbags underneath the Granada Bridge. The victim made verbal contact with the subject who responded by punching the victim.
- Narcotics Arrest, 800 South Nova Road. Officers conducted a traffic stop for a moving violation. Narcotics and paraphernalia were discovered in the center console; driver arrested.
- Stolen Tag, 681 North Halifax Drive. The victim stated there was a tag stolen out of his garage.
- Bicycle Theft, 1657 North United States Highway 1 (Loves Truck Stop). The victim left his bicycle unsecured at the business entrance and went inside. When the victim came out, his bicycle was gone.

05/29/20

- Stolen Vehicle, 43 Misners Trail. An unknown suspect stole the victim's blue 2013 Toyota Rav4.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject stole \$102.83 in merchandise by scanning items of lesser value at the self-checkout.
- Theft, 50 Thompson Creek Road. The victim states that a known subject stole his cell phone.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject paid \$3.92 of his \$62.17 total by skip scanning at the self-checkout.
- Theft, 333 West Granada Blvd (Golds Gym). An unknown suspect stole the victim's wallet and cell phone from the locker room.
- Carbreak, 128 Sawtooth Lane. An unknown suspect entered the victim's unsecured vehicle and stole approximately \$20.
- Battery, 48 West Granada Boulevard (Ormond Garage restaurant) Subject advised that a male was sitting on her vehicle in the parking lot of the restaurant talking to another subject. The person head-butted the subject and as she fell to the ground he then punched her several times in the face. The victim sustained an injury to her lip, a lump and laceration to her forehead.
- Battery Domestic Violence Arrest, 1635 North United States Highway 1 #1218 (Destination Daytona). Subject was contacted and detained in reference to domestic violence and also had two active warrants.

05/30/20

- Stolen Boat/Trailer, Mile Marker 270 South I-95. A 1997 18' Sunbird center console boat and trailer parked at this location due to a flat tire. When the victim returned, the boat and trailer were gone.
- Stolen Vehicle, 901 West Granada Boulevard. Subject stole a maroon GMC Yukon from this location.
- Carbreak, 207 Warwick Avenue. An unknown suspect entered an unsecure vehicle at this location. Nothing missing from the vehicle.
- Carbreak, 350 Greenwood Avenue. An unknown suspect entered two unsecured vehicles at this location. Nothing taken, paper items collected for processing.
- Carbreak, 351 Greenwood Avenue. An unknown suspect entered two unsecured vehicles at this location. A pink wallet was removed and was recovered across the street.
- Carbreak, 342 Greenwood Avenue. An unknown suspect entered an unsecured vehicle at this location.
- Battery Domestic Violence Arrest, 1292 Royal Road. Subject bit her live in boyfriend leaving teeth marks.

05/31/20

- Stolen Vehicle, 66 South Center Street. An unknown suspect stole the victim's 2002 Chevy four door.
- Occupied Burglary Residence, 118 Ormwood Drive. An unknown suspect entered the victim's garage by prying open the garage door.
- Burglary Residence, 39 Mound Avenue. An unknown suspect entered the residence through an unsecure door and stole a computer and other items.
- Shoplifting, 790 West Granada Boulevard (Walgreens). An unknown female stole \$87.95 in beauty products. An unknown male accompanied the female; both left the area in a gold older model passenger car.

- Robbery by Sudden Snatching/Criminal Mischief/Battery, 1340 W Granada Blvd (Lowe's). Subject snatched the victim's phone, threw it to the ground, and pushed the victim into his vehicle during a road-rage type disturbance. There was damage to the victim's vehicle and phone.
- Shoplifting/Resisting without Violence Arrest, 1545 North United States Highway One. Subject stole \$264.65 in merchandise.
- Child Neglect Arrest, 1304 Overbrook Drive. Officers contacted a subject after his children reported that they fled the home due to his demeanor/drunkenness. The subject also had an open Writ.
- Carbreak, 210 South Atlantic Avenue (European Café & Snitzel House). The victim reported staying at the Best Western and was advised to park his moving truck at this location. When the victim returned to the truck, it had 6 flat tires, a broken driver side window and the lock was removed from the back of the truck.
- Carbreak, 502 Cherrywood Drive (Hammock Trace). Subject entered through the unlocked door and took \$20.

06/01/20

- Burglary Residence, 466 Bryant Street. Forced entry through front door; nothing appeared to be stolen, just a large amount of damage done to interior of the residence.
- Carbreak, 1 North Beach Street (Bailey Riverbridge Garden). Forced entry to the victim's passenger side window. Purse and contents stolen.
- Carbreak, 1 North Beach Street (Bailey Riverbridge Garden). Forced entry to the victim's passenger side window. Purse stolen.
- Carbreak, 839 South Atlantic Avenue (Andy Romano Beachfront Park). Forced entry to rear driver's side window. Purses, sunglasses and personal items taken.
- Carbreak, 1570 North United States Highway 1 (Waffle House). Possible entry through unlocked window. TV, CB radio and miscellaneous paperwork taken.
- Narcotics Arrest, 715 South Nova Road (Wash-Up Laundromat). Subject was located sleeping in the bathroom at this location and in possession of narcotics.
- Battery Domestic Violence Arrest, 487 Bryant Street. Subject twisted his wife's wrist and hand to take the cigarette away from her.
- Battery Domestic Violence Arrest, 759 South Atlantic Avenue #512 (Georgian Inn). Subject picked up her cell phone and threw it, striking her sister.
- Assist Agency, Stolen Vehicle Recovery Arrest, Wilmette Avenue/North United States Highway 1. Stolen vehicle identified and a traffic stop conducted.
- Warrant Arrest, 387 N. Beach St. Subject contacted and found to have an open warrant.
- Trespass Arrest, 387 N. Beach St. Subject contacted and found to have been trespassed from the property previously.

06/02/20

- Battery Dating Violence Arrest, 192 Central Avenue (Waldo O'Berry Park). Subject was in a verbal then a physical altercation with her boyfriend over relationship issues. Subject struck the victim's head with an open hand several times.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Loss Prevention Officers observed a subject filling a suitcase with merchandise worth approximately \$374.29 and exiting the store without paying for the merchandise.
- Warrant Arrest, Rockefeller Drive/Bayberry Court. Subject contacted and found to have an open warrant.
- Battery Domestic Violence Arrest, 55 Vining Court #101. Subject got into a physical altercation with his sister and grabbed her by the neck.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject concealed items and left the store without paying.
- Carbreak, 11 Cypress Circle #B. Unlocked trunk was entered and multiple tools taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 4
 - Number of Citations issued: 5

- Number of Written Warnings Issued: 2
- 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: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 0 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 0 Cases initiated
- 0 signs have either been removed or sign cases created.
- 1 tree removal permit request
- Administrative staff assisted with one (1) walk-in and twenty-nine (29) 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 – The east slaker has been installed, testing and training is scheduled.
 - Breakaway Trails Storage and Pumping Improvements – Contractor continues final site restoration.
 - WWTP Sludge Dewatering Improvements – Demo of the existing second centrifuge is in process, new centrifuge was delivered on Monday.
 - HVAC Replacements – City Hall, SONC, The Casements – Control system final connection and The Casements final inspection 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 is underway.
 - Nova Community Park Underground Electric Utilities – Shutdown for high voltage utility connection is being scheduled with FPL.
 - WTP Chemical Feed System Upgrades – Shade structure pre-construction meeting was held on May 26. Shop drawings are being submitted.
 - 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, a progress meeting was held on June 2.
 - Fiber Optic Connectivity – Work Authorization for connecting FS-92 to the fiber network was approved at the June 9 City Commission meeting. Fiber connection from City Hall to The Casements is being scheduled.
 - CDBG Riviera Park Parking Improvements – Contracts are being executed.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – Equipment is being ordered.
 - Nova Landfill Liner Repair – The work is being scheduled.

- Bidding:
 - 2020 Microsurfacing – Bid award is scheduled for June 9.
 - 2020 Repaving – Bid award is scheduled for June 9.
 - CDBG SONC Fitness Station – A pre-bid meeting was held on June 4, 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.

- 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 – Staff had a conference call with the consultant to review current stormwater operations.
 - Airport Road/SR40 Water Main Loop – Design is in process.
 - 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 plan and created approved Work-in-the-Right-of-Way permit for 3-6 Alexander Court directional bore, per Brighthouse request.
 - Completed site visit and continued to assist homeowner with Engineering Permit requirements at 321 Cumberland Avenue for work without a permit violation, per Neighborhood Improvement Division request.
 - Researched wetland and flood zone locations and provided PDF maps to homeowner of 6 Fernwood Trail to assist with obtaining an Engineering permit for placing fill in the backyard.
 - Researched and provided as-built drawing copies for sewer connection at 475 Cedar Street, per realtor's request.
 - Completed Tree-in-the-Right-of-Way locate at 293 Greenwood Avenue per Streets Division request.
 - Researched files for easement/right-of-way location to determine ownership and maintenance responsibilities for the 60" storm pipes under the driveway entrance at 1425 West Granada Blvd., per Stormwater Division request.
 - Researched as-builts for fiber optic on the beach-side, per Engineer's request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete patch for Water Distribution on S. Lindenwood
- Removed sidewalk on N. Ridgewood Ave
- Graded concrete patch at PD
- Poured sidewalk at Southern Pines
- Poured concrete sidewalk in Ormond Lakes

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 Iglesia 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

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
- Installing 3 orange delineators at Memorial Gardens
- Installing orange delineators on Fluhart

Stormwater Maintenance

- Basins inspected & cleaned in Zone 3
- Basin repair on Knollview Blvd
- Outfall cleaning on S Beach
- Locates, gates & pumps, hot spots
- Gates and pumps citywide
- Hotspots citywide
- Reach out on Pineland Trl
- Basin repair on Choctaw Trl & Knollview; removed form boards

Vactor

- Timberline Trail line cleaning
- Vac truck on Cardinal Dr

Street Sweeping/Streetsweeper

- 62 miles of road cleaned
- 14 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,449
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 11,480 gallons unleaded, 7,996 gallons diesel
 - Fuel used in one week: 2,490 gallons of unleaded and 1,190 gallons of diesel.
 - Fleet completed 40 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.
- Beach Street Water Main – Replace and upsize main along southern city limits. In-house survey commenced week of May 11.

- Design & Bidding
 - Holly Hill Reuse Interconnect: Project included with North US1 Improvements. Draft resolution & interlocal agreement under review by OB Legal. Holly Hill PWD staff supplied minor comments on proposed operating protocol and plans.

- SPRC Projects
 - Conceptual Plan
 - Avalon Park – City utility engineering consultant provided preliminary results of modeling requirements. Awaiting formal Engineering Services proposal.

 - 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 – approved sanitary sewer videos.

 - Completed
 - Granada Plaza Sanitary Sewer – Final Inspection completed May 13. Requested as-built revisions and system videos.

Water Treatment Plant

- Delivered 39.75 million gallons for the week ending May 30, 2020 (5.68 MGD).
- Backwashed 11 filters for a total of 689,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 30, 2020 @ 6.94 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.
- 12% blended Hypochlorite system, a 12 to 1 ratio is working extremely well.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.73 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.25 MGD.
- Produced 27.08 Million Gallons of Reuse.
- Produced 0.00 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (June 1, 2019 – May 31, 2020) (MGD)):
 - Influent 4.11 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.22 MGD (Permit 6 MGD);
 - Reuse 4.40 MGD (Permit 10 MGD)
- Hauled 61.67 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 05-30-2020
 - 3 trailer loads of treated sludge went to processing facility.
- New centrifuge started-up and in operation; auto feed control has been erratic. Made changes to reconfigure speed pot as that was found to be the issue.

Water Distribution

- Responded to 9 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 8 calls for from customers concerning leaking water.
- Replaced 8 broken meter boxes.
- Installed 2 new residential water meters/ services for new construction.
- Replaced 5 water service due to leaks from rusted piping or low pressure concerns. Three casings were installed for the water service replacements under roads.
- Upgrade a water service on Royal Palm Dr from ¾" to 1".
- Performed pressure testing on 3 City owned backflow prevention devices.
- Repaired the 2" water meter for the flushing device on Ridge Ave.
- Located 2 water meter boxes for customers.
- Disconnected a residential water service due to demolition.
- Repaired a fire hydrant on Destination Daytona Dr. due to a motor vehicle accident.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 186 regular & 3 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area.
- Flushed sanitary lateral at 103 Hickory Hills Cir.
- Repaired cut 1½" discharge line at 7 Double Branch Way
- TV'ed line at 6 Crooked Branch Way. Clear at this time.
- Replaced and rewired PEP pump at 47 Shadow Creek Way, 78 Saddlers Run and at 93 Grey Dapple Way.
- Replaced PEP pump at 191 Black Hickory Way.
- Cleaned & TV'ed sanitary lateral at 792 N Beach St. and 70 Highlands Ave.
- Located PEP tank at 12 Forestview Way and at 65 Tomoka Ridge Way.
- Located and flagged PEP tank at 80 Shadow Creek Way and at 4 Slow Stream Way.
- Investigated depression at 803 Knollview Blvd. TV'd main, does not appear to be sanitary related. Filled in and turned over to Streets.
- Cleaned & TV'd 7 sanitary laterals from PM list.

Reuse Distribution

- Responded to 2 reuse trouble calls.
- Checked no reclaimed water at 130 Country Club. City side good, customer has broken ball valve.
- Checking for reclaimed connects in S Peninsula
- Turned off Reclaimed at 930 John Anderson Dr. per customer request.
- Connected 10" HDPE Reclaimed line from Orchard St. Pump Station to 6" reclaimed line at Deer Creek subdivision.
- Responded to no water complaint at 73 Foxcroft Run. Discovered customers ball valve was off. Spoke with customer.

Wastewater Plant – Lift Stations

- Digester Mixer #1 – deragged mixer and prepared for contractor to reinstall.
- Clarifier #4 – replaced rubber squeegee at sweep arm flight.
- Effluent Pump #3 – pump faulting at SCADA, pump air locked, worked with operational staff to purge air, returned to operation.
- 4M – connected mobile generator to support ATS replacement.
- 1P, 5M – corrected problems with run status wiring for SCADA updates.
- 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 – programmed and tested VFD, transferred to operations for startup.
- Lime Slurry Building – repaired/replaced broken light fixtures.
- R.O. VFD #1 – purchase order requested, awaiting approval.
- 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. 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 working closely with the Volusia County Health Department to finalize the report. The report will be available both electronically and hard copies.
- WRF Permit – Staff is reviewing the new permit to implement the new criteria and sampling.

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 meeting with Assistant City Manager.
- City Clerk attended a budget meeting with Finance.
- Staff attended and provided support for June 4, 2020, Quality of Life Advisory Board Meeting.
- Agenda packet preparation and distribution for June 9, 2020, City Commission Meeting.