

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: June 12, 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

Spoke to, attended and/or met with:

- Individual agenda meetings with the Mayor and Commissioners
- Team Volusia Finance Committee virtual meeting
- City Commission meeting
- City Managers COVID 19 conference call
- Reclaim meeting with senior staff, Commissioner Selby and Oceanside board members
- Planning Board meeting
- Team Volusia Board of Directors virtual meeting

**PIO – Public Information**

- Press Releases/Media
  - Home Rule Hero 2020
  - City Facilities Updates
  - General media inquiries
- Social Media
  - Home Rule Hero 2020
  - Hurricane Prep #OBPrepared
  - Ormond Grad Banners Promotion
- Attended
  - City Manager's Staff Meeting
  - Volusia PIN Network Meeting
  - Engineering/Planning Meeting
- Developing
  - Reclaimed Water Education Campaign
  - Materials for City projects

**Community Development**

**Planning**

- The Planning Board met on June 11, 2020 and reviewed the following items:
  1. Plantation Oaks Zoning map amendment: recommended approval.
  2. First amended North US 1 ISBA Amendment to official zoning map: recommended approval.
  3. Comprehensive Plan Amendment, 36 North Tymber Creek Road: recommended approval.

4. Land Development Code Amendment: cosmetic tattooing (permanent cosmetics): recommended approval.
  5. Comprehensive Plan Amendment, Volusia County parcel number 4125-00-00-0223, no address North Tymber Creek Road: recommended approval.
  6. Zoning Map Amendment, Volusia County parcel number 4125-00-00-0223, no address North Tymber Creek Road: recommended approval.
- The property at 350 Clyde Morris Boulevard has applied for annexation. The first reading for Ordinance #2020-34 was approved at the June 9, 2020 City Commission meeting. 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.
  - Attended the Ormond MainStreet Design Committee meeting to discuss capital improvement projects including the Downtown sidewalk renovations. Staff is working to provide two test areas along North Washington Street to demonstrate potential options to address the banding issues of the sidewalks within the downtown area.

Building Inspections, Permitting & Licensing

- 9 new business tax receipts issued.
- 423 inspections performed within the city (25 by private providers).
- 110 permits issued within the city, with a valuation of \$1,515,111.

Development Services

- The Site Plan Review Committee (SPRC) met this week with:
  1. 661 South Nova Road, pre-application meeting. Staff meet to discuss the concept of a child care facility at this location. As a change of use, the project would require certain site (landscaping) and building improvements.
- The SPRC conducted a final inspection at the Cypress Trails subdivision.
- 1246 West Granada Boulevard, Starbucks: 3<sup>rd</sup> review. Site plan for the construction of a new 2,400 square foot free standing Starbucks drive thru restaurant.
- Verona Oceanside, 2162 Ocean Shore Boulevard. 2<sup>nd</sup> review. Utility connection within Ormond by the Sea for a replat of 3.50 acres for four single-family lots and 18 multi-family townhome lots.
- 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%
Calvary School Expansion	0%
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%
Oceanside Golf and Country Club (drop-off area)	2%
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%
<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 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 Daytona Beach Chamber Zoom in Eggs and Issues: Economic Impact of the Outbreak.
  - Staff attended the monthly Ormond Mainstreet Economic Vitality Committee meeting on Thursday, June 11.
- Prospective Business Attraction/Retention/Expansion
  - Staff has been calling businesses in the business community including major employers, companies in the Airport Business Park, and many of the smaller business centers in the city. This will be an ongoing effort to assess the impact of COVID-19 on business operations.
  - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower as a result of COVID-19.
  - Publix has acquired the lease of 101 E. Granada (formerly Lucky's Market). Staff is in communication with Publix and will work with them as they move forward with their plans for the building.

#### Airport Operation and Development

- 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 was approved at the City Commission meeting this week.
- 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 repairs. A Notice to Airmen (NOTAM) has been issued to advise pilots that the Runway 27 PAPIs are out of service.
- The air traffic control tower and the City's fire department responded to an emergency landing request this week. The pilot of the Cessna 152 aircraft was en route to Daytona Beach International airport, but declared an emergency and landed at Ormond Beach due to a rough running engine. The aircraft landed without incident and was able to taxi to the parking ramp under its own power.
- Staff participated in a meeting of the East Central Metro Area Continuing Florida Aviation Systems Planning Process (CFASPP) Steering Committee Thursday, June 11. The CFASPP was established by the FAA and the FDOT in response to the need for a method to help maintain a viable statewide aviation environment, with an objective to maintain and enhance the Florida aviation system. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) current by updating the FASP periodically. CFASPP is a method used within the state of 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's Continuous Airport Systems Planning Process.

- Staff responded to a request for information from the U.S. Government Accountability Office concerning a survey of fuel services at airports in the National Plan of Integrated Airport Systems (NPIAS). The NPIAS identifies nearly 3,330 existing and proposed airports that are included in the national airport system, the roles they currently serve, and the amounts and types of airport development eligible for federal funding. The NPIAS contains all commercial service airports, all reliever airports, and selected public-owned general aviation airports.
- The bi-annual application of herbicide to the airport's runways and taxiways is scheduled to take place on Friday, June 12, 2020. Staff has advised the airport's tenants and users of this activity.

### **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 103 Journal Entry Batches.
  - Utility Billing Meter Readers completed 519 work orders.
  - Approved 33 Purchase Requisitions totaling \$501,636.96.
  - Issued 20 Purchase Orders totaling \$162,887.67.
  - Issued 0 past due notices on utility accounts.
  - Prepared 115 Accounts Payable checks totaling \$618,224.32 and 19 Accounts Payable EFT payments totaling \$202,705.56.
  - Auto-called 0 utility customers regarding receipt of a past due notice.
  - Processed 549 payments through Interactive Voice Response System totaling \$48,248.98.
  - Processed 889 payments through City online payment portal totaling \$83,855.18.
  - 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.
  - Processed Hope Place request for reimbursement for operational costs for the month of May 2020. This represents the final reimbursement for this CDBG activity.
  - Submitted Grant Adjustment Notice for the Police Department's Coronavirus Emergency Supplemental Funding (CESF) with regard to the receipt of pilot certification as a grant requirement; awaiting approval before proceeding further.
  - Grant reimbursement requests to date FY 19-20: \$969,934.57
- Other
  - Continued working with the Economic Development Director to process the City's small business grant applications through Volusia County's CARES Act funding.
  - Attended weekly staff meeting.

### Risk Management Projects

- Attended web demonstration for driver-alertness tools
- Continued working to update Minimum Insurance Requirements

### Fire Department

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 8
  - Hazardous: 4
  - EMS: 71
  - Motor Vehicle Accidents: 7
  - Public Assists: 41
  - TOTAL CALLS: 132
  
- Aid provided to other agencies: 9 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 27
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 58
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 5
  
- Training Hours
  - NFPA 1001: Firefighting 22
  - NFPA 1002: Driver 14
  - NFPA 1021: Officer 11
  - NFPA 1500: Safety/Equipment 50
  - EMT/Paramedic 15
  - TOTAL TRAINING HOURS: 112
  
- Station Activities
  - Instructed CPR and First Aid to Leisure Services Camp Counselors
  - Participated in a drive-by parade for a birthday party in Hunter's Ridge Subdivision

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - City Engineer (Engineering)
    - Civil Engineer (Engineering)
    - Maintenance Worker II (Wastewater Collection and Reuse Distribution/Public Works)
    - Paralegal (Legal)
    - Plant/Pump Mechanic (Public Works)
    - Police Officer (Police)
    - Utilities Manager (Public Works)
    - Water Distribution Officer (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)

- Background/Reference Checks/Job Offers
  - Maintenance Worker IV (Stormwater/Public Works)
  - Police Officer (Police)
- Separations
  - Plant/Pump Mechanic (Public Works)
  - Police Officer (Police)
  - Senior Paralegal (Legal)
- 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: 31,981
    - Inbound E-Mails Blocked: 10,746
    - Delivered Inbound E-Mails: 21,235
    - Quarantined Messages: 336
    - Percentage Good Email: 66.4%
    - ATP/Virus E-Mails Blocked: 2
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 77
    - Changes: 3
    - Corrections: 1
  - Map/Information Requests: 8
  - 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: 0 (Flushing device meters) : Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

## **Leisure Services**

### **Administration**

- VCRDA meeting conference call
- City Commission meeting
- Leisure Services Advisory Board meeting
- ECHO annual reports
- Phase 2 reopening prep for facilities
- 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

### **Environmental Discovery Center**

- Continuing to monitor safety and security of the EDC building and grounds
- Enhanced regular cleaning/disinfecting of surfaces and exhibits
- Continued orientation of new staff member
- Continued to monitor the status of the live exhibits to assure they function properly
- Coordinated/assisted with hanging of bimonthly nature art display by Florida Women's Art Association artists
- Coordinating with beekeepers and Building Maintenance to complete a revision of the observation beehive entrance recommended by the beekeepers
- Continued monitoring the Community Gardens
- Program planning (updating/ creating lesson plans) for remainder of the calendar year
- Organizing data for ECHO report

### **Athletics**

- The Ormond Beach Shuffleboard Club held their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1 pm daily.
- OBYBSA Tee Ball and Pinto hosted their first games on Wednesday, Thursday, and Friday, at 5:45 pm at the Sports Complex
- OBGS are holding practices on Tuesday and Thursday, at 9 am and 6 pm at the Nova fields
- Top Level Youth hosting the baseball tournament at Nova, 1 pm – 5 pm, Saturday and Sunday, 9 am – 6 pm

### **Athletics Field Maintenance**

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest Park 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
- Painting soccer fields corners 1- 6, 8 - 10
- Painting soccer parking lot corners
- Painting Championship Field 7 corners
- Painting flag football field corners
- Preparing for weekend baseball tournament at Nova fields



#### Performing Arts Center

- Continued to process refunds for cancelled shows
- Created and posted content daily on Facebook page
- Coordinated with Children's Musical Theatre Workshop to begin preparations for summer camp program.
- Updated show producers and facility rental clients on status of bookings.

#### South Ormond Neighborhood Center

- Summer camp started this week
- Open gym to reservations only for basketball

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attending Senior Games meeting at The Trails clubhouse
- Continue evaluation and preliminary planning of upcoming events through July:
  - Reel in the Fun, Free Fishing Tournament, Saturday, June 20
  - Summer Sounds Free Concert Celebration, Saturday, July 17, 24, 31
  - Light Up Labor Day, September 5

#### Nova Community Center and Special Populations

- Hosted a virtual Lunch Bunch
- Started making plans for updated virtual Lunch Bunch and future programs
- Continued taking reservations for pickleball by reservations only
- CPR and counselor orientation
- Monitored pickleball and outside areas
- Compiled a list of possible programs and activities for the summer

#### The Casements

- Welcoming guests into The Casements for self-guided tours
- Installed Birthplace of Speed Exhibit in the gallery
- Created a virtual gallery exhibit
- Filmed Tidbit Tuesday
- Created Instagram posts for Birthplace of Speed exhibit
- Created "Did You Know?"
- Finalized Boy Scout OnCell script
- Started working on ECHO Report
- Attended Zoom meeting with Guild Executive and Administrative Boards
- Filmed and posted another craft video to Facebook
- Worked on sample crafts for video
- Presented an estimate to the Guild for a project for arches on the south gate, fencing and archway around the courtyard.
- Replanting around south parking lot sitting area

#### Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks twice per day
- Inspected signs on bathroom doors and at all playground equipment
- Repaired Magic Forest slide
- Replace damaged mulch boarder at Rivera Park
- Installed bollard at South Ormond Neighborhood Center
- Installed three alligator signs at Riverbend Park
- Removed bike rack at Riviera Park
- Repaired retaining wall at Memorial Gardens

### 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
- Outside men's restroom unclogged at South Ormond Neighborhood Center
- A/C checks/troubleshooting at various City facilities
- Ice machine repaired at Police Department
- Toilet handle replaced at Central Park I
- Men's restroom faucet repaired at Nova Park
- Men's and ladies' restroom toilets unclogged at Fortunato Park
- Capped hose bib at Memorial Gardens
- Senior Center office carpet cleaned
- Flags replaced at Environmental Discovery Center
- Changed gates code at Sports Complex
- Assembled sanitizer stations at South Ormond Neighborhood Center
- Ceiling leak addressed at FS 93
- Ceiling tiles replaced at FS 91
- Replaced fountain pumps and timer for lights at City Hall
- Repaired receptacles in H.R. at City Hall
- Police Department, replaced exit lights
- City Hall second floor hallway, installed 3 LED lights

### Police Department

#### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff conducted interviews for the position of Police Officer
- Staff assisted organizers with peaceful protests in the City
- Staff participated in training with the Special Response Team
- Staff attended an inter-agency meeting concerning area events
- Staff attended a meeting regarding Thompson Creek Road
- Staff coordinated the police building needs regarding fire inspection

#### Community Outreach

- Youth Leadership Council (YLC) – Nine (9) YLC members participated in a virtual meeting and movie night. Six (6) Members of the YLC participated in a gym session.
- OBPAL Basketball – PAL staff and team families are reviewing the dates of late summer tournaments for possible participation. Staff contacted team families about gym resources available for practices.
- Educational programs
  - PAL summer educational programs will be offered in partnership with the South Ormond Neighborhood Center Summer Connections program. The PAL component begins on July 15.
- 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.

Registration information is available at: <https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K?remMeAttempt=>

#### Community Services & Animal Control

- Animal Calls responded to: 34
- Animal Reports: 3
- Trap Neuter Release: 1
- Animal Bites: 1
- Animals to Halifax: 2
- Wildlife Calls: 1
- Found Property Reports: 1

#### Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 4
- Inactive: 6
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 6
- Grand Theft: 4
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 1
- Baker Act: 3
- Vandalism: 1

#### Records

- Walk - Ins / Window: 28
- Phone Calls: 46
- Arrest / NTA'S: 17
- Reports Generated: 117
- Reports Entered: 100
- Citations Issued: 30
- Citations Entered: 27
- Warnings Entered: 48
- Trespass Warnings: 14
- CORF Entered: 90
- Mail / Faxes / Request: 6

#### Patrol

- Total Calls: 1,626
- Total Traffic Stops: 116

#### Operations

- Crime Opportunity Report Forms: 182

6/3/20

- Carbreak, 907 Buena Vista Avenue. Subject advised that her unlocked vehicle was entered, cash and personal items were removed.
- Sexual Offense, 192 Midway Avenue. Subject advised that her husband forces himself on her and has unwanted sex with her.

6/4/20

- Carbreak, 500 Sterthaus Drive. An unknown suspect entered an unlocked vehicle and stole the victim's wallet.
- Theft, 175 Interchange Boulevard #321 (Baymont Inn & Suites). The victim said a person known to her is suspected of stealing numerous items from the room that they were sharing. The total amount of stolen items is \$2,575.00. The victim could not provide any serial numbers.
- Theft, 246 Washington Place. The victim stated that a person known to her is suspected of stealing the victim's EBT Card, Medicare Card and \$2,800.00 in cash.
- Battery Domestic Violence Arrest, 484 S. Atlantic Ave #240 (Scottish Inns & Suites). Subject was arrested for punching his girlfriend and her sister.

6/5/20

- Stolen Bicycle, 4000 Saint Georges Road #105 (Bermuda Estates Apartments). The victim advised that his black/white, Motobecan Fathom DSX4, bicycle worth approximately \$1,395 was stolen. The bicycle cable wire that secured the bicycle was cut.
- Carbreak, 187 Country Club Drive. Unlocked vehicle entered, nothing taken.
- Carbreak, 195 Country Club Drive. Unlocked vehicle entered, nothing taken.
- Warrant Arrest, 170 West Granada Boulevard (OBPD). Subject contacted when turning herself in due to having a warrant.
- Trespass Arrest, 21 Lincoln Avenue. Subject contacted and found to have been previously trespassed from the location.

6/6/20

- Residential Burglary Arrest, 95 Dix Avenue. Known subject went to this address uninvited and attacked the victim with a lit cigarette. Subject was located at her residence, arrested and transported to the Branch Jail.
- Residential Burglary, 96 Sundance Trail. Attempted burglary, pry marks were located by the dead bolt on front door. No items were missing and no apparent entry made.
- Battery Domestic Violence Arrest, 591 South Atlantic Avenue #303 (Tropic Sun Towers). Subject struck his girlfriend in the head while they were working at this location. Additional charge for Violation of Probation added.
- Narcotics Arrest, 1183 North United States Highway One. Subject got into a fight with her boss who was giving her a ride in his vehicle, upon contact, she was found to be in possession of heroin and narcotic paraphernalia.

6/7/20

- Trespass Arrest, 110 Williamson Boulevard (Denny's). Two subjects were located sleeping at this location and both had been previously trespassed from this location.
- Narcotics Arrest, North Ridgewood Avenue/Lincoln Avenue. Subject was stopped for riding his bicycle with no lights. K-9 alerted on the subject's backpack where fentanyl, heroin, methamphetamine and paraphernalia were found.
- Loitering & Prowling Arrest, 521 South Yonge Street (Mario's). Subject contacted at the location and could not dispel the alarm of officers as to why he was in the area.

6/8/20

- Auto Theft, 156 Melrose Ave. Unknown suspect(s) stole the victim's red 2018 Ford F150. The vehicle was recovered, and found to have been used in an occupied burglary.
- Burglary (Multiple) Residence, 275, 279, 283, 287, 291, 298, 299 Cypress Trail Drive. Unknown suspects stole six dishwashers and five oven vent hoods from homes under construction.

- Theft, 50 Thompson Creek Road. An unknown male with tattoos stole the victim's backpack. The victim does not wish to pursue charges.
- Carbreak, 221 Rosewood Avenue. Unknown suspect(s) entered the victim's unsecured vehicle and took a purse from the vehicle.
- Burglary Residence, 535 John Anderson Drive. Victim advised two fishing poles were missing from inside the garage.
- Carbreak, 66 Greenwood Avenue. Unsecured vehicle was entered where a box with six dresses inside valued at approximately \$100 was taken.
- Warrant Arrest, 148 Deer Lake Circle. Subject contacted and found to have an active warrant.

#### 6/9/20

- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). Subject attempted to steal \$99.98 in merchandise from this location.
- Burglary Business, 330 Hand Avenue. Subject was seen on the FPL compound video surveillance inside FPL's property and found to have property belonging to FPL when contacted.
- Armed Robbery, 1478 West Granada Boulevard (Publix.) Subject entered the Publix and asked for help from one of the managers. When a manager approached him, the subject brandished a firearm and demanded to be taken to the cash office. Cash was placed into the subject's bag and he exited the store, proceeding on foot behind the building before going out of camera view.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was caught on video at the register scanning one item and placing non-scanned items in her shopping bag.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 9
  - Number of Citations Issued: 8
  - Number of Written Warnings Issued: 0
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 5
  - Number of Crashes with Injuries: 4
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 4 Cases initiated
- 1 sign has either been removed or sign case created.
- 13 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and sixty-five (65) 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 successfully passed its demonstration period, and the west slaker is now being demolished.
    - Breakaway Trails Storage and Pumping Improvements – Contractor continues final site restoration.

- WWTP Sludge Dewatering Improvements – Installation of centrifuge 2 is in process.
- HVAC Replacements – City Hall, SONC, The Casements – Control system final connection and programming conducted on June 10.
- Granada Median Landscape Improvements (Orchard Street to I-95) – The four I-95 overpass side slopes are 95% complete.
- 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 occurred on June 10.
- WTP Chemical Feed System Upgrades – Shade structure shop drawings are being submitted.
- Broadway/US1 Traffic Signal – Mast arms are in production.
- 2019 Stormwater Rebuild – Construction is underway.
- Casements North Side Improvements – Storm water recharge chamber installation is complete. Drain pipe work and site restoration is ongoing. Historic tree protection coordination meeting held on June 9.
- 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. A pre-construction meeting is scheduled for June 15.
- Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – Equipment is being ordered.
- Nova Landfill Liner Repair – A pre-construction meeting was held on June 11.
- Bidding:
  - 2020 Microsurfacing – Bid awarded at the June 9 City Commission meeting. Project will be advertised on June 14.
  - 2020 Repaving – Bid awarded at the June 9 City Commission meeting. Project will be advertised on June 14.
  - 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 – A second neighborhood meeting is being coordinated for the end of June or beginning of July.
  - 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 23-25 Pebble Beach Drive directional bore, per Brighthouse request.
  - Updated 2020 Roadway Resurfacing map, per Project Manager's comments.

- Completed Trees-in-the-Right-of-Way locate at 772 North Beach Street, per Neighborhood Improvement Division request.
- Continued South Beach Street topographic survey for future water main replacement project.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Installed drain at Ormond PD
- Removed sidewalk on Valencia Dr
- Stripped forms, backfilled and cleaned up on Southern Pines
- Pulled out sidewalk at Central Park I

##### 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 Ormond Lakes Blvd
- Picked up storm debris citywide

##### 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
- CDL training at Airport Sports Complex

##### 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
- Reinstalling Pedestrian Crossing at The Casements

##### Stormwater Maintenance

- Reach out ditch mowing on Pineland Trl, Arroyo Pkwy, citywide
- Inlets inspected & cleaned in Zones 1 & 2, Zone 3, Zone 4
- Ditch cleaning on SR40
- Gates and pumps citywide
- Sidewalk weed spraying citywide
- Basin repair on Riverview, Brook Station Dr
- FDOT spraying sidewalk citywide

##### Vactor

- Vac truck line cleaning Timberline Trl
- Basin cleaning at Fleet, in The Trails subdivision

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

- 139 miles of road cleaned

- 36 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 20,146
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 9,374 gallons unleaded, 6,999 gallons diesel
  - Fuel used in one week: 2,106 gallons of unleaded and 997 gallons of diesel.
  - Fleet completed 46 work orders this week.

#### Utilities

- Projects Summary
  - Preliminary Planning
    - Granada Sanitary Sewer Pipe Rehabilitation –Engineering Services Fee was approved at the June 9 commission meeting. Target commence design FY19/20 and construction FY20/21.
    - Granada Plaza Water Main –In-house design circulated to Distribution Superintendent for comment.
    - 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 was approved at the June 9 commission meeting. Awaiting vendor to return executed contract.
    - 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.

#### Water Treatment Plant

- Delivered 39.92 million gallons for the week ending June 6, 2020 (5.70 MGD).
- Backwashed 10 filters for a total of 654,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 6, 2020 @ 6.93 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~129.6 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.
- Odyssey contractors are onsite for new projects.
- LPRO #1 VFD is out of service. Ops flushing every other day. Contractor scheduled for this week to repair.
- Wells 29, 30, 31,32 are having electrical issues. Maintenance is working on the issues.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.41 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.63 MGD.
- Produced 32.41 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)
- New centrifuge started-up and in operation. Auto feed control continues to be erratic.

#### Water Distribution

- Responded to 7 reports of customer concerns regarding low pressure, discolored water or assistance with other plumbing needs.
- Responded to 7 calls from customers concerning leaking water.
- Replaced 14 broken meter boxes.
- Located various meter boxes/water meters for customers.
- Performed 1 disconnect due to building demolition.
- Replaced 3 residential water meters due to Finance Dept. work orders.
- Installed 2 new residential water meters/ services for new construction.
- Replaced 1 water service due to leaks from rusted piping or low pressure concerns. One casing was installed for the water service replacements under roads.
- Rebuilt the stopped 2" water meter at the flushing device on Ivanhoe Dr.
- Performed pressure testing on 5 City owned backflow prevention devices.
- Repaired the dual check valve protecting the water service on Buena Vista Ave.
- Repaired the 2" water meter for the flushing device on Ridge Ave.
- Disconnected a residential water service due to demolition.
- Repaired a fire hydrant on at 299 N. Nova Rd. due to a motor vehicle accident.
- Buried 20' of exposed 1" water service piping on Orchard Ln.
- Relocated the water service at 153 Dix Ave. due to oak tree growth crushing the service.
- Relocated the water service for a customer expanding a driveway at 321 Nottinghill Dr.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 107 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
- Flushed sanitary lateral at 103 Hickory Hills Cir.
- Located PEP tank at 1 Crooked Bridge Way.
- Installed C/O and TV'ed sanitary lateral at 339 Chardon Rd. Line is clear and clean.
- Drove by 85 Shadow Creek Way and discovered irrigation contractor had dug up and disconnected customer's PEP system. Staff had to replumb entire system. Ran and tested system. All working good at departure.
- Responded to back up at 6C West Tower Rd. Issue is on customer side. Root ball growing into broken pipe.
- Located all services at 67 Carriage Creek Way, 17 Tomoka Cove Way and 6 Double Branch Way.
- Investigated possible broken back lid at 31 Lake Vista Way. Area had only settled, filled with dirt and replaced sod.
- Raised 8" C/O at back of OBPD prior to concrete pour. TV'ed line. Line is a storm line.
- Disconnected sanitary sewer at 39 Crystal Cir.
- Replaced PEP pump at 47 Shadow Creek Way
- Replaced and rewired PEP pump at 136 Grey Dapple Way and at 2 Double Branch Way.
- Adjusted PEP floats and repaired broken sprinkler line at 5 Staghound Look.
- Responded to overflow at 8 Tomoka Cove Way. Pool contractor at 5 High Bluff had turned off breaker to pump. Repaired broken stack replaced and rewired PEP pump.
- Responded to PEP alarm at 10 Creek Bluff Way. Contractor had turned off breaker to pump and hit tank riser breaking it. Replaced pump.
- Cleaned & TV'ed 3 sanitary laterals from PM list.

#### Reuse Distribution

- Located Reclaimed tap at 9 Shadow Creek Way. Discussed with customer new water times.

- Turned off Reclaimed at 25 Foxhunter Flat at customer request.
- Responded to low pressure complaint at 36 Thornhill Chase. Ran system with customer watching. Pressure is good, explained watering timed to customer, customer is satisfied.
- Talked to customer about watering times at 54 Winding Creek Way.
- Investigating low pressure complaint at 117 Pergola Pl. Will have to follow up on next watering day.
- Responded to low pressure complaint at 163 Sandcastle Dr. Customer had pressure gauge on his system. Orchard St. pump station pumping 58psi customer's gauge was reading 54psi. Tested a zone, it had good flow. Customer is requesting a new service, it was explained that a new service would not help the pressure. Customer doesn't want to change watering times to a lower demand time.
- Turned off reclaimed at 29 Pergola Pl. per customer request.

#### Wastewater Plant – Lift Stations)

- Digester Mixer #1 – deragged mixer and prepared for contractor to reinstall.
- 4M – ATS replaced by contractor.
- Shadow Crossings – tested and repaired corroded circuits at control cabinet.
- MPS System – trench in new feed line for re-use conductivity meter.
- 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.
- Hudson wells 32, 31, 30, 29 – Lost power, main breaker tripped, identified shorted wires at well 29 and 30, repaired/replaced shorted wires at 30, isolated wiring at well 29 and have scheduled troubleshooting and repair.
- Backwash Transfer pump – rebuild complete.
- Well 23H – replaced flowmeter batteries.
- R.O. VFD #1 – purchase order received, requesting service visit.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed 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 50 page report is extremely comprehensive to all aspects of the Utility. The assessment will assist the Utility in identifying points of concern.
- Industrial Pretreatment FDEP Inspection – Staff received a letter of compliance from the FDEP regarding the inspection of the Industrial Pretreatment Program which took place in May.
- Water Quality Report – Staff received approval from Volusia County Health Department to publish the Consumer Confidence Report (WQR). The report will be available both electronically and by hard copy to customers and the public.
- 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:

Honorable Mayor and City Commissioners

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- City Clerk attended weekly City Manager Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for June 9, 2020, City Commission Meeting.
- City Clerk and Assistant City Clerk met with candidates for election qualifying.
- Agenda packet preparation for June 23, 2020, Capital Improvements Program and Draft Budget Workshop.