

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 19, 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
- Preparation for Draft CIP/Budget workshop

Spoke to, attended and/or met with:

- Panelist for the FLCities Strong webinar, topic was COVID-19
- Phone calls with various citizens regarding their concerns
- Introductory meeting with Dr. Bessinger, Executive Director for the Historical Society
- COVID-19 conference call
- Individual meetings with commission members to review the draft budget
- Senior staff and consultant for Utilities Manager position

PIO – Public Information

- Press Releases/Media
 - Home Rule Hero Award
 - General citizen inquiries
 - Media interview requests and general inquiries
- Social Media
 - Hurricane Prep #OBPrepared
 - Volusia Home-Based Business Assistance Available
 - Reel in the Fun Tournament
 - Plantation Oaks Messaging
- Attended
 - Engineering/Planning Meeting
 - Volusia PIN Network Meeting
 - FDOH Call
- Developing
 - COVID-19 Reminders
 - Strategic Plan Progress Report Design

Community Development

Planning

- The property at 350 Clyde Morris Boulevard has applied for annexation. 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 Board 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.
- Attended the Ormond MainStreet Arts District Board meeting.
- The July 1, 2020 Board of Adjustment and Appeals meeting has been canceled based upon on no applications being submitted. The next Board of Adjustment and Appeals meeting is scheduled for August 5, 2020.

Building Inspections, Permitting & Licensing

- 11 new business tax receipts issued.
- 397 inspections performed within the city (8 by private providers).
- 110 permits issued within the city, with a valuation of \$1,318,741 (6 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met his week with:
 1. 3638 Ocean Shore Boulevard, pre-construction meeting. Utility connection for water only for a seven (7) lot subdivision within Ormond by the Sea.
- 1246 West Granada Boulevard, Starbucks: 3rd review. Site plan for the construction of a new 2,400 square foot free standing Starbucks drive thru restaurant.
- 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%
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%
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	99%
Ormond RC, Building 1C	80%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is 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 participated in the Chamber's Economic Prosperity Zoom Hour June 17 and provided an update on economic development activity.
- 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

- The next regularly scheduled meeting of the Aviation Advisory Board will be held on Monday, July 13 at 7:00 p.m. The meeting will be in Conference Room 103 at City Hall.
- The Precision Approach Path Indicator Lights (PAPIs) for Runway 27 remains out of service. Staff has diagnosed the problem and is working to acquire the components needed to effect repairs. A Notice to Airmen (NOTAM) has been issued to advise pilots that the Runway 27 PAPIs are not available.
- Staff has been advised that flight training traffic at the Ormond Beach Municipal Airport originating from the Daytona Beach International Airport may temporarily increase due to construction activity at the Daytona Beach airport. Some traffic from Daytona Beach is being directed to fly northbound over the Halifax River, which may result in more traffic over areas east and southeast of the Ormond Beach airport.
- Staff has been advised that the FAA may begin programming and issuing Airport Improvement Program (AIP) grants earlier this year than in previous years. An AIP grant to fund the design phase of the project to rehabilitate Taxiway Delta and Taxiway Bravo is pending issue by the FAA. Staff is working to prepare the necessary documentation to present this grant to the City Commission for approval.

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 the State for PW33183, Cassen Pier. The City was recently received obligation by FEMA for this project.
 - Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.
- Completed Projects - Weekly
 - Processed 117 Journal Entry Batches.
 - Utility Billing Meter Readers completed 464 work orders.
 - Approved 27 Purchase Requisitions totaling \$132,046.24.
 - Issued 33 Purchase Orders totaling \$486,863.74.
 - Issued 0 past due notices on utility accounts.

- Prepared 159 Accounts Payable checks totaling \$458,977.80 and 39 Accounts Payable EFT payments totaling \$611,190.56.
- Auto-called 0 utility customers regarding receipt of a past due notice.
- Processed 453 payments through Interactive Voice Response System totaling \$34,343.99.
- Processed 822 payments through City online payment portal totaling \$85,874.95.
- 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.
 - Working with the Bureau of Justice Assistance on the approval of the grant adjustment notice to purchase UAVs as part of the Coronavirus Emergency Supplemental Funding grant.
 - Grant reimbursement requests to date for FY 19-20: \$974,740.08
- 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.
 - Attended pre-construction meeting for the Riviera Park Parking Improvements project.
 - Attended SONC Fitness Station bid opening.

Risk Management Projects

- Organize mental health counselors for police department
- Process several subrogation claims
- Manage several Workers' Compensation cases

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 4
 - Hazardous: 1
 - EMS: 64
 - Motor Vehicle Accidents: 7
 - Public Assists: 57
 - TOTAL CALLS: 133
- Aid provided to other agencies: 11 Calls – Daytona Beach (4), Volusia County (7)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 54
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 85
- Training Hours
 - NFPA 1001: Firefighting 77
 - NFPA 1002: Driver 19
 - NFPA 1500: Safety/Equipment 59
 - EMT/Paramedic 9
 - TOTAL TRAINING HOURS: **164**
- Significant Incidents
 - 6/16/20, 8:17 PM: N. Halifax Dr. / E. Granada Blvd. – Motor Vehicle Accident – Responded to a car vs. motorcycle collision – one patient transported as a trauma alert – a firefighter assisted EVAC during transport.

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)
 - 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)
 - Part Time Recreation Leader (Performing Arts Center/Leisure Services)
 - Applications Under Review
 - Human Resources Manager (Human Resources)
 - Interviews Scheduled
 - Plant/Pump Mechanic (Equipment Maintenance/Public Works)
 - Police Officer (Police)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Separations
 - Maintenance Worker IV (Stormwater/Public Works)
 - 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: 40
 - Completed: 71
 - In progress: 44

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 31,672
 - Inbound E-Mails Blocked: 10,845
 - Delivered Inbound E-Mails: 20,827
 - Quarantined Messages: 356
 - Percentage Good Email: 65.8%
 - ATP/Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 22
 - 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

- FRPA Camp meeting conference call
- Work with Coordinators on plans to reopen facilities and programs
- Park inventory and photos for Master Plan
- Compiling content for 1-minute walk videos at parks
- Posting videos to LS and/or EDC Facebook pages daily
- Curating relevant content to share on social media pages
- Updating website and social media pages as needed

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

- Continue to monitor safety and security of the EDC building and grounds
- Enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Continue 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 bee hive entrance recommended by the beekeepers
- Continued monitoring of the Community Gardens.
- Program planning for remainder of the calendar year
- Organizing data for ECHO report and began work on 2020 ECHO report.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1 pm daily.

- OBYBSA Pinto hosted games on Monday, Wednesday and Friday nights, Sports Complex Quad, 5:45 pm
- OBGS is holding practices on Tuesday and Thursday, Nova Fields, 9 am and 6 pm
- OBYBSA tee Ball played games on Thursday, Sports Complex Tee Ball fields, 5:45 pm
- OBYBSA Tee Ball games, Saturday, Sports Complex Tee Ball fields, 9:00 am

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 Community Center
- 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/infields
- Painted soccer fields corners 1- 6, 8 - 10
- Painted soccer parking lot corners
- Painted Championship Field 7 corners
- Painted flag football field corners
- Cleaned up from weekend baseball tourney at Nova Fields

Performing Arts Center

- Continued to process refunds for cancelled Performing Arts Center shows
- Placed orders and receive pandemic disinfection supplies
- Created and posted content daily on Performing Arts Center Facebook page
- Prepared Performing Art Center opening of CMT summer camp
- Updated show producers and facility rental clients on status of Performing Arts Center.

South Ormond Neighborhood Center

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

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Continued evaluation and planning of upcoming events:
 - Reel in the Fun, Free Fishing Tournament, Saturday, June 20
 - Summer Sounds Free Concert Celebration, Saturday, July 17, 24, 31
 - Light Up Labor Day, Saturday, September 5
- Developing plan to re-open events

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
- Cleaned and sanitized between players
- Attended the four day Milestones Autism virtual conference
- Attended Everything's Virtual Camp webinar
- 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
- House of Healing, Bailey Riverbridge, Sunday, 4:30 pm - 6:30 pm
- Coordinator attended Zoom Guild Administrative meeting on Tuesday.
- Coordinator met on Wednesday with Guild President and Gala Chairman to discuss upcoming Gala.
- Coordinator met with potential bride and groom to discuss rental options on Wednesday.

- Prepared “Did you know?” Wednesday and Friday on The Casements Facebook page.
- Pilates, Monday, Wednesday and Friday, 8:30 am - 9:30 am
- Construction continued on the North Lawn carriage house expansion.
- Staff has added three stops onto the Oncell tour app and is working on a new page “Birthplace of Speed.”
- Staff worked on the ECHO report.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Removed old and constructed/delivered new picnic table at Birth Place of Speed
- Repaired fence at Rivera Park
- Installed new base on sway platform at Boundless Park
- Swings repaired at Sanchez 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
- Repaired thermostats at South Ormond Neighborhood Center
- Repaired gate 9 and troubleshoot gate 10 keypad at airport
- Constructed and installed computer shelf at WTP
- Installed storage cabinet at South Ormond Neighborhood Center
- Replaced ceiling tile at the Performing Arts Center
- Repaired leak at the Performing Arts Center
- Side door light replaced at PW
- Toilet unclogged at Ames Park
- Splash pad reset at Andy Romano Beachfront Park
- Door closer adjusted at City Hall
- Repaired front door latch at Ames Park
- Repaired leaking water valve at PW
- Troubleshoot A/C at the Performing Arts Center
- Men’s restroom toilet unclogged at Fortunato Park
- Ladies restroom unclogged at Central Park I
- Gate repair work at PW and Fleet
- Replaced spot light bulbs at Environmental Discovery Center
- Replace dryer at FS 91
- Install bollard at South Ormond Neighborhood Center

Police Department

Administrative Services

- Staff hosted the virtual Weekly Staff Meeting
- Staff advertised the availability of Mental Health Counselors
- Staff interviewed candidates for Police Officer
- Staff coordinated an upgrade to essential programs
- Staff coordinated enforcement efforts within City parks

Community Outreach

- Youth Leadership Council (YLC) – Seven (7) YLC members participated in a virtual meeting on Sunday, June 14.

- OBPAL Basketball – PAL staff contacted team families about gym facilities that are now open and the guidelines listed for individual or small group practice.
- Educational programs - PAL summer educational programs will be offered in partnership with the South Ormond Neighborhood Center Summer Connections program. Currently, lessons and schedules are being reviewed.
- Special Events
 - OBPAL Annual Golf Tournament 2020 – The OBPAL Annual Golf Tournament, Golfing for Youth is currently scheduled for Saturday, November 14th at River Bend Golf Course. For additional information about 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 race will be held on Saturday, April 24 at The Trails Shopping Center. Thank you to Krispy Kreme for sponsoring our Donut Stations. Registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal calls responded to: 40
- Animal Reports: 2
- Animal Bites: 1
- Animals to Halifax Humane: 2 sick kittens
- Trap Neuter Release: 2
- Pet's vaccinated at clinic: 128
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 8
- Inactive: 10
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 7
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 1
- Vandalism: 1
- Baker Act: 2

Records

- Walk - Ins / Window: 39
- Phone Calls: 76
- Arrest / NTA'S: 20
- Reports Generated: 118
- Reports Entered: 100

- Citations Issued: 31
- Citations Entered: 24
- Warnings Entered: 121
- Trespass Warnings: 15
- CORF Entered: 97
- Mail / Faxes / Request: 26

Patrol

- Total Calls: 1,516
- Total Traffic Stops: 141

Operations

- Crime Opportunity Report Forms: 209

6/10/20

- Stolen Firearm, 151 South Halifax Drive. The victim had .357 caliber Smith & Wesson revolver handgun stolen from this location.
- Car Break, 839 South Atlantic Avenue (Andy Romano Beachfront Park). Forced entry to rear passenger window. Purse, beach bag, cash and other personal items taken.
- Child Neglect, 295 South Atlantic Avenue #215 (Quality Inn & Suites). Subject left her minor child in her hotel room while she went down to the pool for over 30 minutes.
- Battery Domestic Violence Arrest, 621 South Atlantic Avenue #319 (Casa Del Mar). Subject struck his girlfriend in the head during an altercation.

6/11/20

- Battery Domestic Violence Arrest, 175 Interchange Boulevard (Baymont Inn). Subject jumped on her live-in boyfriend's back during an altercation over medicine.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by Loss Prevention to fill a suitcase with \$324.52 worth of merchandise and exit the store without attempting to pay for the items.
- Car Break, 113 Riverview Drive. Unlocked vehicle entered where an unfilled prescription was the only item taken.
- Car Break, 103 Lorillard Place. Unlocked vehicle was entered where \$1,500.00 was taken.
- Car Break, 790 Cordova Avenue. Unlocked vehicle entered, no items taken.
- Burglary Residence, 7 Crossings Trail. Officers responded to a burglary in progress where the reporting person advised that her husband confronted two adult males inside the home who ran out of the garage. Items that were stolen were tracked and some were recovered.

6/12/20

- Larceny, 205 East Granada Boulevard (Walgreens). Two unidentified females stole 32 cases of 5 hour energy drinks, totaling \$408.
- Stolen Tag, 1360 North United States Highway One #105 (Lan Co Leasing Inc). Unknown suspect(s) removed a FL tag from a 1997 white International truck.
- Carbreak, 15 Pine Shadows Trail. Unknown suspect(s) entered the victim's unsecured vehicle. Nothing was taken.
- Battery Domestic Violence Arrest, 133 Mill Spring Place. Subject poked his father in the forehead with his cane 4-5 times during an argument.
- Violation of Probation Arrest, 790 S. Atlantic Ave. (Dimitri's Bar). Subject was contacted and found to be in violation of probation.
- Warrant Arrest, Valencia Drive at South Atlantic Avenue. Subject contacted and found to have an open warrant.

6/13/20

- Stolen Vehicle Arrest, 432 S Atlantic Avenue (Pizza Hut). The victim reported a red Chevy Cavalier stolen, which was located by County Deputies and stopped. Subject was taken into custody for the theft.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject took \$94.19 in merchandise from this location.
- Battery Arrest, 1243 Vanderbilt Drive. Subject got into an argument with his roommate which turned physical.
- Battery Domestic Violence Arrest, 900 South Nova Road. Subject bit her mother on the arm.
- Larceny, 440 North Nova Road. Subject advised he was missing \$14 from his backpack while at the Skate Park. His parent didn't want to press charges, but would like the incident documented.
- Loitering and Prowling Arrest, 281 Ocean Shore Boulevard. Officers got a flag down reference a failure to pay a taxi-cab fare and one of the subjects shattered the rear window of the cab before running off. Two subjects were located hiding near area residences and were arrested.
- Trespass Arrest, 155 East Granada Boulevard. Subject that was previously trespassed from the location was contacted on the property.

6/14/20

- Carbreak, 45 Shadowcreek Way. Unknown suspect(s) removed a set of \$2,800 golf clubs from the victim's unsecure vehicle.
- Battery Domestic Violence Arrest, 39 Pinehurst Circle. Subject got into a physical altercation with his elderly father after fighting over prescription medication.
- Battery Domestic Violence Arrest, 955 South Nova Road #36. Subject choked his brother who lives with him at the residence.
- Battery Domestic Violence Arrest, 204 Carib Drive. Subject got into a physical altercation with his live-in girlfriend whom he has two children in common.
- Larceny, 1670 West Granada Boulevard (Race Trac). Subject advised she lost her Apple air pods at the Race Trac or possibly Walmart. She tracked her air pods with her iPhone which led to the area of 4 Willow Oak Trail and 4 Twelve Oaks Trail. Residents were contacted but the items were not located.
- Narcotics Arrest, 530 South Atlantic Avenue. Subject contacted and was in possession of a controlled substance without a prescription.
- Tamper with Firefighter Equipment Arrest, 1628 West Granada Boulevard. Subject was seen by Dunkin Donut's employee tossing trash cans and disturbing the gas pumps. Officers arrived on scene and found the subject hiding on the west side of the Dunkin Donuts building.

6/15/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to leave Wal-Mart without paying for all the items she had in her cart, stolen items were valued at \$76.03.
- Trespassing Arrest, Granada Plaza. Subject contacted in the plaza after having been previously trespassed from the location.

6/16/20

- Stolen Vehicle, 46 Rocky Bluff Drive (Ormond Lakes subdivision). The victim's unlocked Volkswagen Tiguan, with its keys left inside, was stolen from this address. The vehicle was later recovered.
- Burglary Business, 220 North Nova Road (RV Storage Lot). Forced entry by cutting rear fence near walking trail. Then forced entry into three different vehicles within the compound with a flat screened TV stolen.
- Bicycle Theft, 353 West Granada Boulevard (Winn Dixie). The victim stated he left his unsecured metallic olive green Huffy mountain bike on the west side of the building while he went in to shop. The victim stated when he returned the bicycle was gone.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 141
 - Number of Uniform Traffic Citations Issued: 31
 - Number of Written Warnings Issued: 141
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries:18
 - Number of Crashes with Injuries:5
 - Number of Crashes with serious bodily injuries: 1
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 2 Cases initiated
- 2 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and seventy-two (72) 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 – Centrifuge 2 is installed, start-up is beginning.
 - HVAC Replacements – City Hall, SONC, The Casements – Control systems final programming is being scheduled.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – The four I-95 overpass side slopes are complete. Contractor has begun installing Medjool palms within the medians.
 - 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 switchover to new electric circuits scheduled for June 26.
 - WTP Chemical Feed System Upgrades – Shade structure shop drawings and permits are in process.
 - Broadway/US1 Traffic Signal – Mast arms are in production.
 - 2019 Stormwater Rebuild – Construction is underway on Country Club Drive.
 - Casements North Side Improvements – Storm water recharge chamber installation is complete. Trenches are being backfilled and site restoration is ongoing.
 - Fiber Optic Connectivity – Fiber connections to FS – 92 and The Casements are being scheduled.
 - CDBG Riviera Park Parking Improvements – A pre-construction meeting was held on June 15, a Notice to Proceed will be issued for June 22.
 - 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. Contracts are being prepared for execution.
 - 2020 Repaving – Bid awarded at the June 9 City Commission meeting. Contracts are being prepared for execution.
 - CDBG SONC Fitness Station – Bids were opened on June 18 and are under review.
 - North US1 Water Main and Force Main Improvements – An addendum has been issued and bid opening is extended to June 30.
- 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 scheduled for June 24.
 - 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 2001 North Beach Street installation of new switch cabinet, per FPL request.
 - Completed trees-on-City-property locate at 1118 Northside Drive, per Streets Division request.
 - Completed South Beach Street topographic survey and began creating drawing plan set from the survey data for future water main replacement project.
 - Researched Engineering files and provided PDF copies of the FBO 2 Airport Lease area SPRC documents, per Airport Manger's request.
 - Completed the required quarterly gas monitor sampling and report for the Nova Landfill.
 - Started research for the Aberdeen utility easements, per Planning Department request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Installed shell in low areas at Cassen Park; filled in holes in parking lot
- Set up form boards at Central Park I; stripped forms
- Cleaned up walks and built up for concrete on Cardinal Dr.
- Removed sidewalk on Old Ridgewood; graded and formed
- Poured pad at Ormond PD; stripped form clean up
- Poured sidewalk on Laurel Oaks Circle

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed (2) trees in Ormond Lakes; trimming
- Removed dead tree on Seton Trl; dead Sycamore on Northbrook at OBMS

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 No Trespassing signs at Thompson Creek
- Installed Stonehaven/Main Trl street name signs

Stormwater Maintenance

- Reach out ditch mowing Division Ave; FDOT ponds
- FDOT sidewalk spraying citywide
- Locates & Gates/Pumps citywide
- Sidewalk weed spraying citywide
- FDOT pond mowing citywide
- Ditch & pond mowing at SR40
- System inspection on Cardinal Dr
- Reachout/ditch mowing on Thompson Creek/Hand Ave & RR tracks
- Pond mowing on SR40, WW Plant

Vactor

- Pipe repair on New Britain
- Line cleaning in The Trails
- Assisted Streets Div. at Thompson Creek

Street Sweeping/Streetsweeper

- 151 miles of road cleaned
- 46 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,146
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 6,861 gallons unleaded, 6,308 gallons diesel
 - Fuel used in one week: 2,513 gallons of unleaded and 691 gallons of diesel.
 - Fleet completed 44 work orders this week.

Utilities

- Projects Summary
 - Preliminary Planning
 - Granada Plaza Water Main – Design forwarded to Distribution Superintendent for comment.
 - Beach Street Water Main – In-house survey completed. Target base map completion by June 29.
 - Design & Bidding
 - WRF Clarifier #3 Partial Rehab – Sole source purchase awarded to Ovivo at the June 9 commission meeting.
 - SPRC Projects
 - Under Design
 - 855 Nova Road MHP Sewer Connection – providing assistance to design engineer to expedite connection.
 - Completed
 - Granada Plaza Sanitary Sewer – Final inspection completed May 13. Still awaiting requested as-built revisions and system videos.

Water Treatment Plant

- Delivered 40.55 million gallons for the week ending June 13, 2020 (5.79 MGD).
- Backwashed 11 filters for a total of 693,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 13, 2020 @ 6.93 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~81.0 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.
- Wells 29, 30, 31, 32 are experiencing electrical issues. Maintenance is working on them.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 35.07 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.01 MGD.
- Produced 35.07 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 and auto feed control continues to be erratic.

Water Distribution

- Responded to 13 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 7 calls for from customers concerning leaking water.
- Replaced 11 broken meter boxes.
- Located 2 meter boxes/water meters for customers.
- Replaced 5 residential water meters per Finance Dept. work orders.
- Installed 2 new residential water meters/services for new construction.
- Replaced 2 water service due to leaks from rusted piping or low pressure concerns.
- Performed pressure testing on 6 City owned backflow prevention devices.
- Repaired the dual check valve protecting the water service at 287 N. Beach St.
- Located 2 water meter boxes for customers.

- Repaired a 2" water service at the South Ormond Neighborhood Center.
- Repaired a 1.5" water main on Sugarberry Cir.
- Replaced a leaking 2" gate valve at 1 Tomoka Oaks Blvd.
- Performed valve maintenance on 12 valves for scheduled shut downs and/or emergency leaks.
- Assisted Utility Locator on W. Granada Blvd. & I-95 in locating the 10" water main crossing the road at Wal-Mart.
- Flushed the water main to remove color on S. Yonge St., Castilla St. & Ridgewood Ave.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 83 regular & 1 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Flushed sanitary lateral at 103 Hickory Hills Cir.
- Replaced and rewired PEP pump at 11 Noblewoods Way
- Repaired cracked riser at 10 Creek Bluff Way
- Cleared stoppage and cleaned main on Emerald Cir. Pipe damaged by FPL boring contractor.
- Installed sod at 3 Tiffany Cir, 411 Harbour Lights Dr., and Airport Rd.
- Locate all PEP services at 34 Old Bridge Way.
- Contractor broke ring and cover at 503 Lake Bridge Dr. Area stabilized, will repair next week.
- Filled in excavation of manholes at 675 N. Ridgewood Ave and 91 Sanchez Ave.
- Located sanitary service for customer at 875 Peninsula Dr.
- Filled in settling at 302 Military Blvd.
- Cleaned & TV'ed 6 sanitary laterals from PM list.

Reuse Distribution

- Responded to 1 reuse trouble call.
- Located reclaimed service at 39 Deep Woods Way.
- Verified that customer at 117 Pergola had good reclaimed pressure.
- Repaired 1½" pipe at 23 Tomoka Cove Way.
- Investigated leak report at 211 Carib Dr. No evidence of leak.
- Dug 80' trench and installed two 2" conduit for electrical service to third well at BAT.

Wastewater Plant – Lift Stations

- Sludge Holding Tank #1 - corrected wiring problem at blower switch.
- Digester Mixer #1 – installed stainless steel lifting cable extension.
- Lift Station Generators – prep work for hurricane season – filled fuel tanks at 6P, 4P, 4M, 5M, 6M, 8M, Breakaway Trails, and Shadow Crossings.
- Shadow Crossings – continue test and repair corroded circuits at control cabinet.
- SCADA monitor/response: Responded to various alerts for 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 – electrical repair complete, tested and returned to service.
- Shadow Crossings reuse – added a second time clock function for tank fill.
- Hudson Wells – SCADA control functions not responding, poor radio signal caused by rain soaked trees, trees scheduled for trimming, operating in local control.
- Reuse well 4 – install 200 feet of 2" conduit to replace power and control circuits.
- R.O. VFD #1 – Rockwell field engineer identified problem, repair parts ordered and received, engineer scheduled for 6/16 to install parts.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform Operational Checks at various locations.

Regulatory Compliance (Wastewater Collection/Treatment/Disposal Regulatory 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.
- Water Quality Report – The contract lab is printing copies for distribution to key locations and bulk water customers such as apartment complexes.
- Coordinate Local Wastewater Stream – The local company has completed the necessary waste stream contributions to the sewer system.
- 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.
- Agenda packet preparation and distribution for June 23, 2020, Capital Improvements Program and Draft Budget Workshop.