

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 27, 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:

- Teleconference with senior staff
- COVID-19 planning

Spoke to, attended and/or met with:

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

**PIO – Public Information**

- Press Releases/Media
  - Hearts for Heroes Campaign Launch
  - COB Updates
  - General media and citizen inquiries (high volume COVID-19 related)
- Social Media
  - Hearts For Heroes Campaign Launch
  - COVID-19 Safety Reminders
  - COVID-19 Emergency Messaging
- Attended
  - City Manager's Conference Call
  - Volusia PIN 3x weekly Calls
  - Florida PIO Network Call
- Developing
  - Hearts for Heroes Rollout
  - Messaging campaign for future COVID-19 related info

**Community Development**

**Planning**

- There was a telephone conference with City staff regarding the Volusia County Schools concept of the consolidation of Ortona and Osceola Elementary Schools into one new school. There is a School Board workshop (electronic/virtual) scheduled for April 14 and School Board staff are finalizing the packet. Three concepts were shared at the telephone conference:
  1. Osceola temporary site: Under this scenario, Ortona would be re-built and there would be temporary classrooms/portables to serve the re-located Ortona students.
  2. Osceola occupied site: Re-build of Osceola Elementary with the children at the school. The construction would be phased.

3. Osceola un-occupied site: Re-build of Osceola Elementary with the children relocated off-site for the construction period.

- Staff conducted the Program for Public Information (PPI) via telephone conference with other participating communities as part of the Community Rating System floodplain requirements.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 360 inspections performed within the city (26 by private providers).
- 98 permits issued within the city, with a valuation of \$1,760,218.

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The Site Plan Review Committee (SPRC) has one project under review. The project is FPL substation expansion: Expansion to allow the transformation, regulation, and distribution of electricity including a 314 square foot building.

<b>Project</b>	<b>% Complete</b>
101 Town & Country Lane	40%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Coolidge Avenue Office/Warehouse	25%
Dunkin Donuts, 1190 Ocean Shore	85%
Dunkin Donuts, 1535 North US Hwy 1	2%
Extended Stay America	20%
FUGU	40%
Granada Plaza sewer improvements	98%
Independence Recycling of Volusia	98%
Lynnhurst sewer improvements	80%
Modern Wash	40%
Oceanside Golf and Country Club (seating)	85%
Ormond RC, Building 1C	70%
Salty Church	40%
Security First	99%
S.R. Perrott expansion	75%
Stor-It	35%
SunTrust Bank	95%
The Pumphouse	30%

Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
<b>Residential</b>	
Cypress Trails subdivision	95%
Huntington Green, Phase 2B	95%
Huntington Villas, Phase 2B	95%
Pineland residential subdivision, Phases 2&3	98%
Deerfield Trace	95%

**Economic Development/Airport**

Economic Development

- Ormond Crossings
  - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection
- Airport Business Park
  - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Continued to meet with the regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  - Staff is collaborating with Chamber, FLVEC to host Startup Grind 2020. Events anticipated to start in Q2 of this year.
- Prospective Business Attraction/Retention/Expansion
  - Staff participated in the ESF-18 conference call for Private Sector Partners. These provide updates on initiatives taken by DEO, Enterprise Florida, SBDC, Florida Chambers, and others to understand available resources for the business community.
  - Staff participated in two economic development webinars focused on resources and best practices to assist the business community during the COVID-19 pandemic.
  - 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 distributed a survey to the business community to assess impact of COVID-19 to businesses.
  - Staff has been working with a handful of companies that have the capacity to provide products or services to assist with response to COVID-19. Initiatives right now are helping the companies connect to supply chain networks and emergency management personnel.
  - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower as a result of COVID-19.
  - Publix has placed a bid to acquire 5 Lucky's Market stores, which includes the Ormond Beach location. Staff continues to monitor the transition from Lucky's Market and Publix. Staff

continues to collaborate with local and regional partners to engage resources as needed. These will be ongoing discussions in the coming weeks.

#### Airport Operation and Development

- Staff participated in the weekly teleconference setup for public use airports regarding the State of Florida's response to COVID-19. A briefing was presented by Secretary of Transportation Kevin J. Thibault and other state officials.
- Staff is in receipt of two (2) Public Transportation Grant Agreements (PTGAs) between the City and the Florida Department of Transportation (FDOT) for the design and construction phase of the project to create new access roads from the Airport Business Park into the southwest quadrant of the airport. Staff anticipates that these grant agreements will be presented for approval by the City Commission in late April, as FDOT has requested that both agreements be executed by May 1<sup>st</sup>.
- A second meeting with representatives from Infrastructure Consulting & Engineering to discuss plans to expand Sunrise Aviation's facilities at the airport has been postponed due to COVID-19 concerns.
- The Aviation Advisory Board meeting scheduled for April has been cancelled due to COVID-19 concerns. Staff is communicating with the board members to reschedule the meeting.
- Staff is working to install a secure mail/delivery box for the control tower outside of the gate on Hull Road. The box is needed to ensure that mail and other delivery services to the control tower may continue when access to the tower and sports complex is restricted.
- Staff responded to a request for information about the airport from the D.R. Horton Company. The company is building a new housing development not far from the airport, and was in need of certain information to satisfy lender requirements for the sale of a new home.

#### Finance/Budget/Utility Billing Services/Grants/Risk Management

##### Finance

- On-going Projects
  - The City continues to work with the State to achieve obligation on one (1) additional project work sheet for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
  - The City continues to work with the FEMA to achieve obligation on one (1) additional project work sheets 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 150 Journal Entry Batches.
  - Utility Billing Meter Readers completed 301 work orders.
  - Approved 18 Purchase Requisitions totaling \$71,294.49.
  - Issued 21 Purchase Orders totaling \$155,117.27.
  - Issued 0 past due notices on utility accounts.
  - Auto-called 0 utility customers regarding receipt of a past due notice.
  - Processed 366 payments through Interactive Voice Response System totaling \$32,986.53.
  - Processed 739 payments through City online payment portal totaling \$70,859.82.
  - Grant money 2019-20 fiscal year-to-date total received, \$2.5 million.
  - Prepared 377 Direct Deposits totaling 512,914.70.
  - Transferred IRS 941 payment of \$170,467.35.

### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Working on potential CDBG FY 20-21 capital projects and public service requests.
  - Still waiting for CDBG application guidelines and application packet from Volusia County Community Assistance. Learned that the April 9 deadline will be extended, but have not yet received any specific details.
  - Still waiting for notification of ECHO grant award for the Nova Tennis Court Lighting. We have received notification for the MacDonald House Restoration award. Requested legal descriptions for both the MacDonald House and Tennis Courts to include with the Restrictive Covenants. The legal descriptions will have to be reviewed and approved by ECHO staff before recording. The temporary signs are required to be installed within 90 days of the award.
  - Grant reimbursement requests to date FY 19-20: \$824,497.21
  
- Other
  - Citizen Contacts
  - Due to facilities and event/activity cancellations, the weekly events calendar ad for Ormond Observer was not published.
  - Updated/added website items as needed.
  - Attended weekly staff COVID conference calls.

### Risk Management Projects

- Investigating several liability claims
- Processing subrogation claims
- Continuing to update certificates of insurance in Tyler

### Fire Department

- Weekly Statistics
    - Fires: 1
    - Fire Alarms: 4
    - Hazardous: 5
    - EMS: 66
    - Motor Vehicle Accidents: 5
    - Public Assists: 52
    - TOTAL CALLS: 133
  
  - Aid provided to other agencies: 6 Calls – Daytona Beach (1), Volusia County (5)
  - Total staff hours provided to other agencies: 7
  - # of overlapping calls: 26
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
  - Total EMS patients treated: 42
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 370
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- Training Hours
    - NFPA 1001: Firefighting 18
    - NFPA 1002: Driver 6
    - NFPA 1500: Safety/Equipment 34
    - NFPA 1620: Preplanning 6
    - EMT/Paramedic 45
    - TOTAL TRAINING HOURS: 109
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- Station Activities
    - Emergency Operation Center (EOC) at Fire Station 92 has been activated to monitor COVID.
    - COVID procedures at each station are underway with crews deconning and self-monitoring temperature checks.

- Hand sanitizer dispensers have been mounted by all fire station entry doors.
- Crews are making hand sanitizer in-house due to national shortage. Sanitizer is being distributed to City departments.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Police Officer (Police)
    - Summer Camp Counselors (Leisure Services)
    - Treatment Plant Operator C, B, A, or Trainee (Water Plant/Public Works)
    - Utilities Manager (Public Works)
  - Job Openings on Hold
    - Part Time Events Leader (Events/Leisure Services)
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
    - Part Time Rec Leader (Environmental Discovery Center/Leisure Services)
    - Part Time Rec Leader (Performing Arts Center/Leisure Services)
    - Part Time Rec Leader (SONC/Leisure Services)
  - Background/Reference Checks/Job Offers
    - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
    - 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: 44
    - Completed: 76
    - In progress: 36
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 42,958
    - Inbound E-Mails Blocked: 21,046
    - Delivered Inbound E-Mails: 21,912
    - Quarantined Messages: 605
    - Percentage Good Email: 51%
    - ATP/Virus E-Mails Blocked: 1

- Notable Events: COVID-19: New virtual servers were built, configured, and implemented, more than doubling the capacity of usable remote connections. IT has been working with staff to test and train teleworking processes. Training laptops have been re-purposed to supplement some of the new telecommuting workforce that did not have sufficient equipment.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 5
    - Changes: 4
    - Corrections: 0
  - Map/Information Requests: 9
  - Information Requests from External Organizations: 0
  - 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 : Total in system = 23,787; 22,974 potable, 802 Irrigation, 11 Effluent

### **Leisure Services**

As all recreational facilities are closed at this time, below is an abbreviated report for Leisure Services. For those facilities that are closed, staff is working on various tasks to ensure they are well maintained and ready to greet visitors when they reopen. The parks remain open at this time, as well as the skate park, most playgrounds, ball courts and picnic areas.

Closed facilities include, but are not limited to, the Environmental Discovery Center, The Casements, Performing Arts Center, Nova Community Center, Sports Complex, South Ormond Neighborhood Center, and Senior Center. Also closed are a select number of areas deemed high-traffic such as the Nova Community Center's Magic Forest playground with the adjacent pavilions, all splash pads, and the Limitless Playground at the Ormond Beach Sports Complex.

### **Administration**

- City Manager meeting via conference call
- Staff meeting
- Refunding customers for City cancelled sports
- Updating website/OpenGov
- Updating Leisure Services social media
- Posting content to all facilities pages
- Cross-posting info from OB City page
- Developing surveys
- Park inventory/photos

### **Contract Manager – Grounds and Athletic Maintenance**

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

### **Athletics Field Maintenance**

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Magic Forest and the common area of Nova Park
- Scheduling installation of new carpets in batting cages

- Field Work at Osceola Elementary and South Ormond
- Removing bases from Baseball, Softball, and Tee Ball fields
- Removing trash cans, benches, and sand bags from Soccer Fields
- Moved bleachers from Coed Field 7 to behind Maintenance Building
- Continue to paint Soccer Fields, Baseball Foul lines, and Flag Football Field at stadium
- Sodding holes in areas surrounding Nova Field 4/Batting Cages/Bullpen Mounds
- Paint soccer fields 1- 6, 8 - 10
- Paint soccer parking lot
- Put up temp fence to close up South Ormond Neighborhood Center
- Painted soccer fields at South Ormond Neighborhood Center for YMCA
- Painted Championship Field 7 for SHS Flag Football
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged and Edged South Ormond & Osceola (2) Softball Fields

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Continue preliminary planning of all upcoming events through May:
  - 140<sup>th</sup> City Incorporation Celebration, Tuesday, April 21, 6:15 pm, City Hall Atrium
  - Art in the Park, Saturday, May 2 & Sunday, May 3, Rockefeller Gardens
  - Memorial Day Remembrance Service, Monday, May 25, Rockefeller Gardens
  - Reel in the Fun, Free Fishing Tournament, Saturday, June 20, Ocean Shore Blvd. & Neptune Beach Approach
  - Independence Day Celebration, Saturday July 4, Rockefeller Gardens, Cassen Park, City Hall

#### Parks Maintenance

- Citywide inspection of parks
- Delivered compost to community garden
- Installed Cassen Park hours open sign
- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Formed slab at Fortunato Park water fountain
- Blocked off Magic Forest Park
- Glued down loose block caps at Andy Romano Beachfront Park
- Formed bench slab at Central Park II

#### 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
- Installed 3 new pumps in fountain at City Hall
- Replace ladies restroom soap dispenser at Central Park II
- Unclogged Nova Community Center outside men's restroom
- Installed 4 sinks at The Casements
- Replace men's restroom soap dispenser at Nova Community Center
- Installed new gym bulletin board at Nova Community Center
- Repaired both bathroom doors at Ames Park
- Troubleshoot leaking drain pipe in evidence vault at Police Department
- Repair clogged drain at Andy Romano Beachfront Park #8
- Attempted to clear drain at Andy Romano Beachfront Park #1, needed to call plumber
- Relocated power for projector screen at Fire Station 91
- Closed Splash pads at Andy Romano Beachfront Park and South Ormond Neighborhood Center.

- Fleet – Car Vacuum – installed timer switch
- Ames Park – Outside baths – repaired mag locks
- City Hall – Fountain - installed new pumps
- WWTP – Front gate – repaired
- Fire Station 91 – installed power and data for remodel

### **Police Department**

#### **Administrative Services**

- Staff hosted the Weekly Staff Meeting, by remote access
- Staff hosted procedural meeting for the Police Department
- Staff conducted walk through of the Police Department
- Staff attended a meeting at the City Emergency Operations Center
- Staff attended a meeting regarding National Night Out 2020
- Staff prepared and implemented precautionary procedures for Police Building

#### **Community Outreach**

- Youth Leadership Council (YLC)
  - The next tentative meeting for the YLC is Sunday, April 5. The meeting will be held through face time or other remote platforms.
- The following activities/events have been postponed due to continuing developments related to the coronavirus (COVID-19)
  - OBPAL Basketball practice for all basketball teams
  - R.E.A.D. Reading, Exploration, Adventure and Discovery partnership with Ormond Beach Elementary School
  - Tutors R Us at South Ormond Neighborhood Center (OBPAL is reviewing the possibility of remotely providing services to help currently registered students who need academic assistance). Volusia County Schools will begin an e-learning platform on March 30, 2020
  - Reading with a Cop
  - OBPAL Donut Dash 5K (originally scheduled for Saturday, April 25, 2020)

#### **Community Services & Animal Control**

- Animal calls responded to : 23
- Animal Bites: 2
- Animal Reports: 2
- Animals to Halifax Humane: 3
- Dogs: Cats: 3
- Trap Neuter Return: 0
- Pets at Vaccination Clinic: 0
- Found Property: 2

#### **Criminal Investigations**

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 8
- Inactive: 6
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 16
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0

- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0

#### Records

- Walk - Ins / Window: 69
- Phone Calls: 116
- Arrest / NTA'S: 17
- Reports Generated: 111
- Reports Entered: 93
- Citations Issued: 35
- Citations Entered: 144
- Warnings Entered: 150
- Trespass Warnings: 9
- CORF Entered: 195
- Mail / Faxes / Request: 26

#### Patrol

- Total Calls 1,560
- Total Traffic Stops 97

#### Operations

- Crime Opportunity Report Forms: 174

#### 3/18/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject skip scanning items at self-checkout for a theft of \$54.42.
- Shoplifting Arrest, 353 West Granada Boulevard (Winn-Dixie). The manager observed a subject fill a bag with miscellaneous items worth \$500 and leave the store without paying for them.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject concealed \$7.40 worth of lighters.
- Carbreak, 2 Sounders Trail Circle. Unlocked vehicle entered overnight, a firearm and accessories were taken.
- Carbreak, 27 Spring Meadows Drive (Spring Meadows Subdivision). Unlocked vehicle entered and a bottle of Adderall was stolen.
- Carbreak, 56 Spring Meadows Drive (Spring Meadows Subdivision). Unlocked vehicle entered and a pair of glasses were stolen.
- Carbreak, 144 Creek Forest Lane. Unlocked vehicle entered and garage door opener was stolen.
- Carbreak, 152 Creek Forest Lane. Unlocked vehicle entered. Vehicle appeared to have been gone through, nothing appeared to be missing.
- Trespass Arrest, 20 South Nova Road (Verizon Wireless). Subject was found to be at this location after being trespassed on 10/23/2019. He was arrested and transported to the Branch Jail.
- Carbreak Arrest, 105 Willow Bend Lane. Officers responded to 425 Sandcreek Lane in reference to information regarding a carbreak. The investigation revealed a suspect who was contacted and arrested for the carbreak as well as other crimes in the County jurisdiction.

#### 3/19/20

- Vandalism Arrest, 910 South Atlantic Avenue (Planet Fitness). Subject was observed to throw a bicycle rack at the front window of this business causing \$1,000 in damages.
- Theft, 353 West Granada Boulevard (Winn-Dixie). On 03/17/2020, between 1100-1200 hours, someone stole the victim's bicycle lights and wallet from his bicycle.
- Carbreak, 22 Grizzly Bear Path (Bear Creek Subdivision). Time lapse was overnight. Nothing taken.

- Carbreak, 45 Grizzly Bear Path (Bear Creek Subdivision). Time lapse was overnight. \$8-\$10 in change taken.
- Carbreak, 165 Bear Foot Trail (Bear Creek Subdivision). Time lapse overnight, unlocked vehicle entered, a computer and several other personal items were taken.
- Carbreak, 51 Grizzly Bear Path (Bear Creek Subdivision). Unlocked vehicle entered and nothing appeared to be missing.
- Carbreak, 15 Grizzly Bear Path (Bear Creek Subdivision). Unlocked vehicle, no items missing.
- Assault Arrest, 139 Fairway Drive. Subject arrived home intoxicated and attempted to open his roommate's bedroom door. He punched the bedroom door causing damage as well as saying he would kill the victim.
- Burglary/Motel Room, 1608 North US Highway 1 #269. While the victim was at work, someone gained access to his room and took three Bluetooth speakers, \$20 in quarters and approximately \$20 worth of groceries.

#### 3/20/20

- Battery Domestic Violence Arrest, 3 Foxcroft Run. Officers responded to this location to investigate a battery. A subject was detained who attempted to pull away from officers and spit on them.
- Grand Theft Arrest, 353 West Granada Boulevard (Winn Dixie). Employee has stolen over \$1,500 over the course of more than 300 transactions.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was witnessed taking \$84.23 in merchandise by skip scanning at the self-checkout.
- Carbreak, 8 Laurel Oaks Circle. Unlocked vehicle entered overnight, nothing was taken.
- Aggravated Assault Domestic Violence Arrest, 4 La Jolla Court. Subject threatened her sister with a kitchen knife and struck her guardian with a wooden bowl, they all live together as a family unit.
- Trespassing Arrest, 1458 West Granada Boulevard (Beall's). Subject was placed under arrest for trespassing and was transported to the Branch Jail.

#### 3/21/20

- Aggravated Assault Arrest, Thompsons Creek Road. Subject was placed under arrest for going after two males with a pair of hedge clippers.

#### 3/22/20

- Burglary Residence, 260 Pine Street. An unknown suspect entered the victim's open garage and stole an orange and black Echo brand weed eater.
- Carbreak, 169 Bear Foot Trail (Bear Creek). Likely occurred in the early morning hours of 03/19/2020. An unknown suspect entered the victim's unlocked vehicle, credit cards were taken.
- Larceny Carbreak, 1340 West Granada Boulevard. Subject advised that his locked vehicle was entered and the radio components were taken.

#### 3/23/20

- Burglary Residence, 25 Cherokee Trail (The Trails subdivision). Husqvarna backpack blower, Ryobi chainsaw and a 24 pack of beer was stolen from the open garage.
- Carbreak, 100 Cotton Seed Trail (The Trails subdivision). Unlocked vehicle entered with (3) packs of cigarettes and a bottle of perfume missing.
- Carbreak, 7 Crossings Trail (The Crossings subdivision). Unlocked vehicle was entered where a pair of Oakley sunglasses and an Invicta watch was stolen.
- Warrant Arrest, 328 North Nova Road (Dairy Queen). Contact was made with a subject that was found to have an open warrant for Violation of Parole with No Bond.
- Carbreak Arrest, 596 Bryant Street. VCSO Deputy conducted a traffic stop at this location for a traffic violation. The occupants were found to have property in their possession from a carbreak.
- Warrant Arrest, 1515 San Marco Drive #205 (San Marco Apartments). Subject was seen at this address and he had multiple felony warrants out of Flagler County for his arrest. Contact was made with the subject and he was taken into custody

3/24/20

- Trespass Arrest, 3 North Yonge Street (7 Eleven). Subject was found at this location after having been previously trespassed on 03/11/2020.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 9
  - Number of Citations issued: 7
  - Number of Written Warnings Issued: 8
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 7
  - Number of Crashes with Injuries: 4
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 1

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
  - Zone 2: 4 Cases initiated
  - Zone 3: 2 Cases initiated
  - Zone 4: 2 Cases initiated
  - 2 signs have either been removed or sign cases created.
  - 14 tree removal permit requests
- Administrative staff assisted with two (2) walk-in and fifty-nine (59) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining – Phase 2 – The contractor is on-site making corrections to the sewer lining.
    - Water Plant Upgrades – Work continues of the sodium hypochlorite system.
    - Breakaway Trails Storage and Pumping Improvements – Lightning protection is being installed, and contractor is completing electrical start-up.
    - WWTP Sludge Dewatering Improvements – Centrifuge 1 is installed, however start-up is delayed due to current travel restrictions. Work (handrail, walkways, etc.) is being finalized at the re-aeration basin.
    - HVAC Replacements – City Hall, SONC, The Casements – The Casements HVAC start-up will be scheduled in April.
    - Granada Median Landscape Improvements (Orchard Street to I-95) – Work is on-going and proceeding on schedule.
    - Granada Blvd Medians – Irrigation Reuse Connection – The connection to the existing reuse line has been completed, Contractor is currently installing new irrigation main line.
    - WTP Sludge Residuals Facility Improvements – Shop drawings are being reviewed. Construction is expected to begin in April due to the long lead time (24 weeks) for the centrifuge.
    - OBSC Improvements – Championship Field 7 – Permits are anticipated next week.
    - Nova Community Park Underground Electric Utilities – Meeting to coordinate final equipment layout was held on March 17. Outdoor electrical equipment and transformer delivery scheduled for late April.
    - WTP Chemical Feed System Upgrades – Engineer is designing the shade structure.
    - Broadway/US1 Traffic Signal – Contracts are executed, a preconstruction meeting is being scheduled.

- 2019 Stormwater Rebuild – Shop drawings are under review.
- Casements North Side Improvements – Building permit application has been filed.
- Fiber Optic Connectivity – Work Authorization for connecting FS-92 and The Casements to the fiber network is being prepared.
  
- Bidding:
  - CDBG Riviera Park Parking Improvements – The apparent low bidder is Sanderson Concrete Construction. Bid award is scheduled for a future City Commission meeting.
  - 2020 Microsurfacing – The bid opening has been postponed to April 22.
  - 2020 Repaving – The bid opening has been postponed to April 22.
  
- Design Projects:
  - North US1 Water Main and Force Main Improvements – Final plans have been received. A disposition item for approval to bid is being prepared.
  - Fleming Ave Stormdrain Improvements – The plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
  - Secondary Raw Water Main – Comments on the 90% plans have been returned to the consultant. Bid plans are being finalized.
  - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans have been received and are under review by FDOT.
  - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
  - Fleming Avenue Stormwater Pump Station – The consultant is finalizing plans and specifications for bidding.
  - Police Station/EOC Relocation Study – Staff is scheduling a meeting with the consultant to review their preliminary findings.
  - Airport Road/SR40 Water Main Loop – 60% plans are under review.
  - Rockefeller Room Renovations – Coordination meeting with the architect and contractor is being scheduled.
  - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – These two small projects have been combined for economy of scale. Work authorization for construction management services is scheduled for City Commission approval at a future meeting.
  - CDBG SONC Fitness Station – A disposition item for approval to advertise the RFP is being prepared for a future City Commission meeting.
  - Downtown: Cassen Park Improvements – Concept plan will be presented to the Mainstreet Board for their review and input.
  - Granada Streetscape Pavers - Received construction manager quote, which is under review.
  - Update Parks & Recreational Master Plan – A disposition item for City Commission approval to advertise is being prepared a future City Commission agenda.
  - Birthplace of Speed Overlook Replacement – A purchase order has been issued for structural drawings required for the building permit. A work authorization for the project will be on a future City Commission agenda for approval.
  
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering permit applications through the ProjectDOX system.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Breakaway Trails directional bore, per Mid Florida Directional Drilling/Breakaway Trails HOA request.
  - Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits for 459 Pine Bluff Trail, 1614-1622 North US HWY 1, 240-260 Williamson Blvd, 1005-1009 Ocean Shore Blvd, and 1327-1385 North US HWY 1 directional bores, per Bright house request.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Clyde Morris Blvd/West Granada Blvd. intersection concrete pole replacement, per FPL request.

- Collected as-builts for Osceola Elementary expansion for Planning Department.
- Created a permit plan for North Beach Street sewer repair.
- Received Softball Field 7 Lighting FAA Notices.
- Located as-builts of the Nova Landfill closure for the Liner Repair project.
- Researched old files and provided pdf copies of the South Ormond Neighborhood Center boundary surveys/Division Ave right-of-way, per surveyor's (ATS) request.
- Updated pdf of Plantation Oaks annexation parcel, per Planning Division request.
- Researched and provided AutoCAD drawings of the current and future airport layout plans, per Airport Manager's request.
- Began research needed to create sketch and legal descriptions for Tymber Creek Road parcel annexations, per Planning Department request.

### Environment Management

#### Street Maintenance - Asphalt/Concrete

- Poured water fountain pad at Fortunato Park
- Poured for park bench at Bailey's; Rockefeller Gardens
- Drilled dowels and poured sidewalk at Nova Park

#### 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 Collins St, Bryant St, Grove St, Pineland Tr.

#### Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Trimmed palms for sign on Orchard St; cut back Brazilian Pepper for signs on Neptune Ave

#### Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Installed speed trailer sign for PD on Hand Ave.

#### Stormwater Maintenance

- Reach out mowing on Wilmette Ave; US1
- Pipe replacement on Oleeta St
- Locates & hotspots citywide
- Gates & pumps/basin cleaning citywide
- Ditch spraying in the ballfields
- Depression investigation at Harvard & Stanford
- Ditch mowing on US1
- Dumpsite clean-up on Airport Rd
- Ditch maintenance on Booth Rd

Vactor

- Oleeta St; The Trails; Water Dept

Street Sweeping/Streetsweeper (2 days)

- 60 miles of road cleaned
- 54 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,981
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 7,693 gallons unleaded, 5,891 gallons diesel
  - Fuel used in one week: 2,601 gallons of unleaded and 631 gallons of diesel.
  - Fleet completed 60 work orders this week.

Utilities

- Projects Summary
  - WTP & WRF Needs Assessment
    - WTP & WRF CIP Needs Assessment: On 3/9, Mead Hunt submitted separate draft reports for WTP & WRF CIP prioritization. Meeting held on 3/24 to discuss priorities with staff. Items include:
  - Preliminary Planning
    - Granada Sanitary Sewer Pipe Rehabilitation – After discussion with “pipe bursting” contractor, staff soliciting Engineering Services Fee proposal from different firm relying on open cut methods. Target commence design FY19/20 and Construction FY20/21.
    - Ormond Beach/Daytona Beach Utility Rate Study – Draft RFP in progress.
  - Design & Bidding
    - Holly Hill Reuse Interconnect: Cost Estimate of \$92,400. Project to be included with North US1 improvements. Draft resolution & interlocal agreement under review by OB legal. Holly Hill staff reviewing operating protocol.
    - Airport Business Park Emergency Sewer Repair: Construction work schedule modified to weekend of March 28/29 to allow for additional dewatering of the work area.
  - Under Construction
    - SCADA Integration Verification – [McKim Creed & STAR] Consultant tracking issues and concerns provided by City staff at WTP & WRF in order to develop troubleshooting plan and verify completion. Meeting held with staff, engineer, and contractor on 3/23. Collections & Maintenance superintendents to develop list of concerns to forward to consultant.
- SPRC Projects
  - Planning & Design
    - 2960 Ocean Shore Blvd, Sea Gate Subdivision – 30 SF lots in the unincorporated county with City water. County has asked City to cost participate in force main. Plans reviewed, revisions requested.
    - 45 Doug Thomas Way Softball Field – Plans reviewed, revisions requested.
    - 228 North Orchard Street, Ormond FPL Substation – Plans reviewed & approved with minor revisions requested.

- Under Construction
  - 1170 Oceanshore Blvd, Nail Salon – Verbally OK'd 4" FM connecting to existing 4" FM rather than directional drill to connect to 12" FM.
- Substantially Complete
  - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Final inspection 11/12. Awaiting final acceptance before transferring ownership to City.
  - A-1-A Surf Shop – Formal final inspection to be scheduled
  - Pineland Subdivision, Phases II & III: Final acceptance requested. Staff visited site and provided punch list items to Planning Department to be addressed before acceptance.

#### Water Treatment Plant

- Delivered 42.38 million gallons for the week ending March 21, 2020 (6.05 MGD).
- Backwashed 12 filters for a total of 736,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 21, 2020 @ 6.76 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~ 64.0 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Commencing planned change in disinfection for distribution system maintenance on March 23, 2020. The change will last for 21 days.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.45 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.06 MGD.
- Produced 28.45 Million Gallons of Reuse.
- Produced 0.00 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (March 1, 2019 – February 29, 2020) (MGD):
  - Influent 4.30 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.26 MGD (Permit 6 MGD);
  - Reuse 4.57 MGD (Permit 10 MGD)
- Hauled 139.33 wet tons of dewatered residual solids (14% to 18% solids)
  - Current weekly sludge hauling ending 03-19-2020
  - 7 trailer loads of treated sludge went to processing facility.
- The CCT's were taken off-line and pressured washed on 3/18 and both mixers were restarted to keep settled debris from occurring.
- Maintenance dosing of product for red worm per manufacturer's instructions in reaeration tanks and secondary clarifier troughs which has been effective. However abundant Daphnia were found in the on-line sand filter on 3/11 and began chlorine dosing of sand filter influent in an attempt to eliminate, which appears to be successful. BSF chlorination discontinued on 3/20.

#### Water Distribution

- Responded to 19 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 17 calls for water service leaks.
- Replaced 4 broken meter boxes.
- Replaced 4 water service due to leaks or low pressure concerns, 1 casing directionally drilled for water service under road.
- Installed 18 new residential water service.
- Replaced 1 water meters due to Finance Dept. work order.
- Performed 11 scheduled pressure tests of City owned backflow prevention devices, one needed repair.
- Performed commercial water meter accuracy testing 1-3", 2-4", and 1-8" water meters. Scheduled 7 commercial water meters for future testing.
- Performed valve maintenance on 10 valve for shut downs to repair water main leaks.
- Performed maintenance on 6 fire hydrants.
- Assisted utility locator with utility locate in heavy traffic areas.

- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 182 regular & 1 emergency utility locates for the previous week.

#### Wastewater Plant – Lift Stations

- Centrifuge #2 – Controls failed, CEC Controls responded to troubleshoot and repair, problem corrected and unit placed into service.
- Poly Blend Skid – assisted contractors as needed with steam cleaner and with modifications to poly tote manifold.
- 5M – pump #1 noisy, attempted to reverse pump to clear blockage at volute & impeller with no success. Took pump #1 out of service, and pulled pump, repaired gate,
- SCADA monitor/response: Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted Plant and lift station PMs for pumps, motors.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- 30 H - removed old check valve assembly, installed electrical outlet for ventilation fan.
- 24H – main breaker for wells 29 through 30 tripped, no problem found, breaker reset, will monitor..
- Lime Slurry Pump 2 – changed worn feed tube.
- Polyphosphate pump – repaired pipe leaks.
- Backwash pump # 4 – prepped bolts for valve removal.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform operational checks at various locations.

#### Regulatory Compliance Activities

- Cross Connection Control Program Management Services Contract – Staff continues to collaborate with water customers concerning their backflow device testing, while working with the new data management company to ensure completeness.
- Risk and Resilience Vulnerability Assessment – Staff submitted the assessment to the Florida Rural Water Association representative to produce the vulnerability assessment as required by the EPA. The assessment will assist the Utility in identifying point of concern.
- Wetlands Monitoring Report – Staff escorted a botanist from the City's continuing consultants to perform the evaluation of the wetlands in Rima Ridge. The report is a part of the Consumptive Use Permit (CUP) issued by the SJRWMD.
- Earth Day 2020 Event – Event cancelled, staff has notified the presenters and the students.
- Water Quality Report – Staff began compiling the analytical data for the annual Water Quality Report (Consumer Confidence Report) for the 2019 calendar year. The report is a summary of the year's analytical testing on the potable water and will be approved by the Volusia County Health Department before becoming available to water customers electronically.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as overseeing the City Commission agenda packet process, including managing resolutions, ordinances, agreements, legal notices, and official documents; processing public records requests; transcribing minutes; managing elections; performing document imaging and records management; handling website administration; providing contract management; drafting proclamations; providing advisory board administration; assisting citizens and directing calls at City Hall; and providing administrative support and research services to other departments; the following occurred this week:

- City Clerk attended City Manager Staff Meeting via teleconference.
- City Clerk attended meeting with Assistant City Manager.