

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: May 22, 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
- Conducted CIP meetings with departments
- Reviewed commission meeting agenda packet

Spoke to, attended and/or met with:

- COVID-19 conference calls
- Ormond Beach Chamber Virtual Economic Prosperity Hour

**PIO – Public Information**

- Press Releases/Media
  - City Facilities Updates
  - Virtual Memorial Day
  - Light Up Labor Day Promotion
  - General media inquiries and citizen information requests
- Social Media
  - Census Reminders
  - Reopening Updates
  - Virtual Memorial Day
  - Drive-Thru COVID-19 Testing
  - Local Business Support
  - Light Up Labor Day
- Attended
  - City Manager Virtual Staff Meeting
  - Volusia Public Information Network Meeting
  - Florida Department of Health Testing Prep
- Developing
  - Reclaimed Water Public Education Campaign
  - Hurricane Season Prep Campaign

**Community Development**

**Planning**

- The Board and Adjustment and Appeals met on May 20, 2020. There are three applications that were approved as follows:
  1. 327 North Beach Street. Waterfront variance to construct a new single-family house.

2. 143 Orchard Lane. Variance request to replace and maintain three driveways where the Land Development allows only two driveways.
  3. 2 Moss Point. Variance request for an eight foot fence along North Tymber Creek Road.
- The zoning map amendment for the Plantation Oaks subdivision is scheduled for the June 11, 2020 Planning Board meeting. The amendment is based upon annexation, and seeks to **(1)** amend the City's Official Zoning Map for the Plantation Oaks subdivision from Volusia County Plantation Oaks of Ormond Beach Planned Unit Development (RPUD), Volusia County RR (Rural Residential), Volusia County R-3 (Urban Single Family Residential), Volusia County R-4 (Urban Single Family Residential) and Volusia County R-5 (Urban Single Family Residential) to City of Ormond Beach PRD (Planned Residential Development), **(2)** approve an Ormond Beach development order incorporating the existing Volusia County zoning approvals, and **(3)** authorize an amendment to allow Phase 1 (669 lots) of the Plantation Oaks subdivision to delete the age-restriction that limits residents to 55 years in age and over. The Phase 1 lots would be subject to Volusia County school concurrency. The property is approximately 1,055.80 acres being generally located along the east side of Interstate 95, south of Halifax Plantation subdivision, west of Old Dixie Highway, and north of U.S. Highway 1. Public hearing signs will be posted on May 26 and May 27.
  - Other tentative June 11, 2020 Planning Board items include:
    1. 36 North Tymber Creek Road Comprehensive Plan amendment: a Small Scale Comprehensive Plan Land Use Map amendment for a ±6.40-acre property at 36 North Tymber Creek Road from the existing land use designations of Volusia County "Environmental System Corridor" (ESC) to City of Ormond Beach "Open Space/Conservation" (OS/C) and Volusia County "Urban Low Intensity" (ULI) to Ormond Beach "Residential, Office, Retail" (ROR) as the result of annexation
    2. Cosmetic tattooing, also known as permanent cosmetics, Land Development Code amendment: to allow cosmetic tattooing, also known as permanent cosmetics, to allow the process of piercing and ingrain a pigment, dye, or ink to lips, eyebrows, or eyelids within certain commercial zoning districts.
    3. Tymber Creek Volusia County stormwater pond (parcel 4125-00-00-0223), Comprehensive Plan and zoning map amendments: Small Scale Comprehensive Plan Land Use Map amendment for a ±3.42-acre property at 40 North Tymber Creek Road (Volusia County stormwater pond) from the existing land use designations of Volusia County "Environmental System Corridor" (ESC) and Volusia County "Urban Low Intensity" (ULI) to City of Ormond Beach "Open Space/Conservation" (OS/C) as the result of annexation and zoning map amendment from Volusia County RC (Resource Corridor) and A-2 (Agriculture) to Ormond Beach SE (Special Environmental).
  - Attended the Ormond Beach MainStreet Board and Arts District meetings.

#### Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 327 inspections performed within the city (0 by private providers).
- 106 permits issued within the city, with a valuation of \$4,014,717.

#### Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The following projects are under SPRC projects review:
  1. S.R. 40/Airport Road Water Main Extension, 1<sup>st</sup> review. Capital improvement project for a water main extension to loop the water line from Airport Road to West Granada Boulevard.
  2. 1246 West Granada Boulevard, Starbucks, 2<sup>nd</sup> review. A 2,400 square foot Starbucks restaurant with drive thru service.
  3. 1687 West Granada Boulevard, Calvary Christian Church Kids Center Expansion, 2<sup>nd</sup> review. Exterior modifications to the kids center including a canopy and sidewalk modifications. No new building square footage.

4. 601 Fleming Avenue, Stormwater Pump Station & Force Main, 1<sup>st</sup> review. Capital improvement project for stormwater improvements.

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Casements, Carriage House expansion	5%
Coolidge Avenue Office/Warehouse	25%
Dunkin Donuts, 1535 North US Hwy 1	5%
Extended Stay America	30%
Go Juice	98%
Granada Plaza sewer improvements	99%
Modern Wash	65%
Oceanside Golf and Country Club (seating)	95%
OB Championship Softball Field	0%
Publix remodel	40%
Salty Church	70%
Security First	99%
Stor-It	60%
The Pumphouse	30%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
<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
  - 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
  - Staff is participating in weekly calls with Volusia County Division of Economic Development and local municipal economic developers to updates and efforts to support the business community.
  - 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.
  - Participated in the Chamber's Virtual Economic Prosperity Hour on Wednesday, May 20.
- Prospective Business Attraction/Retention/Expansion
  - Staff has been calling businesses in the business community including Major Employers, companies in the Airport Business Park, many of the smaller business centers in the City. This will be an ongoing effort to assess the impact of COVID-19 on business operations.
  - Staff has been working with a handful of companies that have the capacity to provide products or services to assist with response to COVID-19. Initiatives right now are helping the companies connect to supply chain networks 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. FDOT continues to coordinate with public use airports, the Department of Health and law enforcement agencies to implement directives from the State of Florida concerning response to the pandemic.
- Staff has been advised that two (2) Public Transportation Grant Agreements (PTGAs) between the City and the Florida Department of Transportation (FDOT) have been approved and executed by FDOT. These grant agreements provide funding 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, and were approved by the City Commission at their meeting on May 12. The total amount of funding provided under these agreements is \$514,073.
- Staff is in receipt of a grant agreement with the Federal Aviation Administration (FAA) offered to the City under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) for a grant of

federal funds for the airport. This grant has been provided in accordance with the CARES Act to provide eligible airports with funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency. The grant agreement provides funding for 100% of the allowable costs incurred as a result of and in accordance with the grant agreement up to \$69,000. The CARES Act grant agreement will be presented to the City Commission for approval at their meeting on May 26.

- Staff completed work to prepare and submit for approval 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. This Work Authorization is scheduled for presentation to the City Commission at their meeting on June 9.
- Staff responded to a request for information from the Florida Department of Transportation (FDOT) District 5 office. The District is seeking information to help coordinate planned joint funding efforts for airport projects between FDOT and the Federal Aviation Administration (FAA).
- Staff completed work with the Air Traffic Manager to review and revise procedures for the designation of movement/non-movement areas and control of vehicular traffic within the airport's movement areas and Runway Safety Areas (RSAs).

### **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 sheet 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 82 Journal Entry Batches.
  - Utility Billing Meter Readers completed 473 work orders.
  - Approved 9 Purchase Requisitions totaling \$340,960.73.
  - Issued 15 Purchase Orders totaling \$253,026.
  - Issued 0 past due notices on utility accounts.
  - Prepared 207 Accounts Payable checks totaling \$339,129.53 and 30 Accounts Payable EFT payments totaling \$295,469.76.
  - Auto-called 0 utility customers regarding receipt of a past due notice.
  - Processed 593 payments through Interactive Voice Response System totaling \$42,829.70.
  - Processed 577 payments through City online payment portal totaling \$46,556.78.
  - 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.
  - Transitioning closed grant files to storage for records retention.
  - The Coronavirus Emergency Supplemental Funding (CESF) application for the Police Department was approved in the amount of \$49,731. Funding will be used to purchase 1 long range drone and 2 short range drones as well as heavy duty pop cones for cordoning off

restricted areas due to the COVID-19 pandemic as needed. The acceptance package is underway and must be complete before any grant purchases may occur.

- Grant reimbursement requests to date FY 19-20: \$966,577.22
- Other
  - Attended weekly staff conference calls.
  - Worked with the Economic Development Director to process the City's small business grant applications through Volusia County's CARES Act funding.

#### Risk Management Projects

- Preparing files for Claims Committee meeting
- Workers' Comp records review

#### Fire Department

- Weekly Statistics
  - Fires: 0
  - Fire Alarms: 6
  - Hazardous: 5
  - EMS: 79
  - Motor Vehicle Accidents: 6
  - Public Assists: 42
  - TOTAL CALLS: 138
- Aid provided to other agencies: 4 Calls – Daytona Beach (3), Holly Hill (1)
- Total staff hours provided to other agencies: 2
- # of overlapping calls: 27
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 70
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 439
- Training Hours
  - NFPA 1001: Firefighting 31
  - NFPA 1002: Driver 5
  - NFPA 1500: Safety/Equipment 79
  - EMT/Paramedic 20
  - TOTAL TRAINING HOURS: 135
- Station Activities
  - Emergency Operation Center at Fire Station 92 continues to be staffed and monitoring COVID-19 situation
  - COVID-19 precautions continue at all stations
  - Participated in drive-by parade at Granada Plaza Shopping Center for recognition of fire and police. Thai Erawan Restaurant and Jimmy Hula's provided lunch.
  - Participated in drive-by parade at Pathways Elementary in recognition of retiring employees
  - Participated in a drive-by parade at Hunter's Ridge Subdivision for resident's 60<sup>th</sup> birthday
- Significant Incidents
  - 5/18/20, 9:16 PM: Hand Ave. / Clyde Morris Blvd. – Motor Vehicle Accident – Responded to a two vehicle T-bone collision – three patients with one being extricated from vehicle – a firefighter paramedic assisted EVAC during transport.

#### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - City Engineer (Engineering)

- Civil Engineer (Engineering)
- Human Resources Manager (Human Resources)
- Paralegal (Legal)
- Plant/Pump Mechanic (Public Works)
- Police Officer (Police)
- Utilities Manager (Public Works)
- Job Openings on Hold
  - Part Time Events Leader (Events/Leisure Services)
  - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
  - Part Time Rec Leader (Environmental Discovery Center/Leisure Services)
  - Part Time Rec Leader (Performing Arts Center/Leisure Services)
  - Part Time Rec Leader (SONC/Leisure Services)
  - Summer Camp Counselors (Leisure Services)
- Separations
  - Human Resources Manager (Human Resources)
- 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: 33
    - Completed: 57
    - In progress: 48
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 36,519
    - Inbound E-Mails Blocked: 14,997
    - Delivered Inbound E-Mails: 21,522
    - Quarantined Messages: 327
    - Percentage Good Email: 58.9%
    - ATP/Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 2
    - Changes: 2
    - Corrections: 1

- Map/Information Requests: 13
- Information Requests from External Organizations: 3
- 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 = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

### Leisure Services

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

#### Administration

- City Manager meeting conference call
- Staff meeting conference call
- CIP Facilities & Recreation meeting
- VCRDA meeting conference call
- Preparing online platform for registration
- Working with Coordinators to develop plan to re-open facilities and programs
- Coordinated Dept. of Health COVID-19 testing at the PAC
- CDC Camp conference call

#### Contract Manager – Grounds and Athletic Maintenance

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

#### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park

#### Community Events

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

#### Parks Maintenance

- Citywide inspection of parks
- Check all parks for unemptied trash cans
- Restroom checks twice per day
- Inspected virus signs on restroom doors
- Inspected signs on all playground equipment
- Replaced paver at Andy Romano Beachfront Park
- Repaired decking and spindles at Riverbend Park
- Worked on new bee hive entrance at Environmental Discovery Center
- Repair 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
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- 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 A/C at Fire Station 92
- Repaired sun shade at Andy Romano Beachfront Park
- Broken pipe repaired at Andy Romano Beachfront Park
- Door repaired at the Performing Arts Center
- Sanitizer stands installed at City Hall
- Repaired Riverbend Park faucet
- Bath #3 repaired hand dryer at Andy Romano Beachfront Park
- Streetscape Granada beach approach - installed turtle shield in fixture
- Fire Station 93 bunk room- repaired lights
- Repaired light at Cassen Pier
- Birthplace of Speed Park- troubleshoot power outage with FPL
- Replaced outlets on poles at the Tennis Center
- Repaired lights at Sports Complex

### Police Department

#### Administrative Services

- Staff hosted the virtual Weekly Staff Meeting
- Staff attended the City Commission Meeting
- Staff assisted with a parade for Horizon Elementary Students
- Staff collaborated to create an operations plan for a Covid-19 testing site
- Staff collaborated with the Planning Department for the Avalon Project
- Staff began updating Trespass Affidavits within the City
- Staff organized the recalibration of Police equipment

#### Community Outreach

- Youth Leadership Council (YLC) – All YLC members participated in individual virtual meetings on distance learning. Four members participated in a socially distanced bridge walk to stay connected and build team spirit.
- OBPAL Basketball – Basketball team members continue to work on skills while maintaining social distancing. Videos are currently being reviewed for the May 15 and 16 OBPAL Virtual Basketball competition. The top three players who complete the most free throws, lay-ups and 3 pointers in 2 minutes will receive an award.
- Educational programs
  - Tutors R Us – Thirty students participated in the *Tutors R Us* remote tutoring opportunity last week. Tutoring sessions are Monday through Thursday from 3:00 p.m. to 6:00 p.m.

#### Community Services & Animal Control

- Animal calls responded to : 51
- Animal Bites: 1
- Animal Reports: 9
- Animals to Halifax Humane: 2

- Dogs: Cats: 2
- Trap Neuter Return: 2
- Pets at Vaccination Clinic:
- Found Property: 2
- Wildlife: 1

#### Criminal Investigations

- Cases Assigned: 13
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 1
- Inactive: 9
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0
- Baker Act: 1

#### Records

- Walk - Ins / Window: 41
- Phone Calls: 72
- Arrest / NTA'S: 15
- Reports Generated: 121
- Reports Entered: 110
- Citations Issued: 25
- Citations Entered: 25
- Warnings Entered: 47
- Trespass Warnings: 22
- CORF Entered: 89
- Mail / Faxes / Request: 34

#### Patrol

- Total Calls: 1,498
- Total Traffic Stops: 74

#### Operations

- Crime Opportunity Report Forms: 147

#### 5/13/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was caught by Loss Prevention skip scanning items.
- Stolen Vehicle RECOVERED, 201 West Granada Boulevard (Shell Gas Station). The 2018 Ford Explorer that taken from this location was recovered today at 1133 Ocean Shore Boulevard. The vehicle was unoccupied.

5/14/20

- Stolen Vehicle, 20 Aston Circle. The victim left her 2013 Green Ford Explorer unlocked, it had a spare key inside.
- Grand Theft, 1450 Hand Avenue (Tomoka Christian Church). A medium sized palm tree was taken. The estimated value of the tree is approximately \$1,000. No video surveillance of the incident.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject observed by Loss Prevention to steal \$299.10 worth of merchandise.
- Battery Domestic Violence Arrest, 827 West Lindenwood Circle. Subject got into an argument with his wife and then threw and hit her with a picture frame.
- Traffic Arrest, Winding Woods Trail and West Granada Boulevard. Officers conducted a traffic stop where a subject was in possession of narcotics.

5/15/20

- Stolen Tag, 8 Oak Brook Drive. Occurred sometime since 5/15/20. An unknown suspect removed a Florida tag from the victim's trailer.
- Larceny, 1478 West Granada Boulevard. Victim advised someone took her wallet from her shopping cart and the suspect used her credit card shortly after at the 7-11 at Williamson Blvd/ LPGA. The card was also used at a Publix in Lakeland, Florida. The incident was documented.
- Assault Law Enforcement Officer, 19 North Yonge Street #26. Subject placed under arrest for possession of alcohol (city ordinance violation) and threatened to kill an officer.
- Battery Law Enforcement Officer Arrest, 1 Tomahawk Trail. Subject was intoxicated and was in a verbal argument with a family friend, clenched his fist and appeared as if he was going to punch her. Officers grabbed the subject's arm to stop the punch and the subject battered the officer.

5/16/20

- Battery by Strangulation / False Imprisonment / Domestic Violence Arrest, 76 Domicilio Avenue. Subject and the victim got into an argument over vehicle keys. The argument escalated and turned physical as the victim attempted to leave.
- Shoplifting Arrest, 1521 W Granada Boulevard (Wal-Mart). Subject stole \$185.34 in merchandise.
- Narcotics Arrest, 1930 W Granada Blvd (Guacamole). Subject contacted and found to be in possession of narcotics.
- Burglary Residence, 199 Ponce de Leon Drive. Victim advised an unknown subject pried open his back door with a pry bar and took several hand guns and other items from the home.
- Carbreak, 839 S Atlantic Ave (Andy Romano Beach Front Park). An unknown suspect entered the victim's unsecure vehicle and stole a wallet containing cash and other items.

5/18/20

- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject contacted during a shoplifting investigation where she gave a false name. Subject was identified and found to have an open Volusia County warrant.
- Battery Domestic Violence Arrest, 1193 Old Tomoka Road. Juvenile got into a physical altercation with his mother.
- Warrant Arrest, 205 South Atlantic Avenue #416 (Best Western). Subject contacted and found to have an open warrant.

5/19/20

- Larceny/Carbreak, 1608 North US Highway 1 (Days Inn). Unlocked vehicle entered, a cell phone was taken.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 11
  - Number of Citations issued: 14
  - Number of Written Warnings Issued: 11
  - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
  - Number of Crashes without Injuries: 2
  - Number of Crashes with Injuries: 5
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 11 Cases initiated
- Zone 4: 4 Cases initiated
- 0 signs have been removed or sign cases created.
- 14 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in and seventy-eight (78) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining – Phase 2 – The contractor has been asked to hold off on work until further notice.
    - Water Plant Upgrades – Work continues on the Sodium Hypochlorite system.
    - Breakaway Trails Storage and Pumping Improvements – Demolition of the old tank is complete, contractor is working on final site restoration.
    - WWTP Sludge Dewatering Improvements – New centrifuge is fully operational, demo of second centrifuge will begin next week.
    - HVAC Replacements – City Hall, SONC, The Casements – Operation, maintenance and control system final connection and training is being scheduled with the controls Contractor.
    - Granada Median Landscape Improvements (Orchard Street to I-95) – Contractor is working on the four I-95 overpass side slopes.
    - WTP Sludge Residuals Facility Improvements – Centrifuge is ordered, tentatively scheduled to ship in August.
    - OBSC Improvements – Championship Field 7 – Demo of the existing field is underway.
    - Nova Community Park Underground Electric Utilities – Outdoor switchgear installed, new underground feeds to existing panels are being installed.
    - WTP Chemical Feed System Upgrades – Shade structure pre-construction meeting is being scheduled.
    - Broadway/US1 Traffic Signal – Shop drawings have been approved, mast arms are in production.
    - 2019 Stormwater Rebuild – Construction is underway.
    - Casements North Side Improvements – Met with Yellowstone Landscaping on-site May 18 to look at reconnection of the irrigation system. Drainage system installation is scheduled for May 29.
    - Fiber Optic Connectivity – Work Authorization for connecting FS-92 to the fiber network has been submitted for approval at the June 9 City Commission meeting. Work Authorization for fiber connection from City Hall to The Casements is being prepared.
    - CDBG Riviera Park Parking Improvements – Bid awarded to Sanderson Concrete Construction at the May 12 City Commission meeting. Contracts are being prepared.
  - Bidding:
    - 2020 Microsurfacing – Bid award is scheduled for June 9.
    - 2020 Repaving – Bid award is scheduled for June 9.

- CDBG SONC Fitness Station – The project was advertised on May 17, a pre-bid meeting is scheduled for June 4, and bids are due on June 18.
- North US1 Water Main and Force Main Improvements – The project was advertised on May 17, a pre-bid meeting is scheduled for May 28, and bids are due on June 18.
- Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – A Work Authorization for Construction Management services is scheduled for City Commission approval at the May 26 meeting.
- Nova Landfill Liner Repair – A Work Authorization for the design, permitting and repair is scheduled for approval at the May 26 City Commission meeting.
- Design Projects:
  - Fleming Ave Stormdrain Improvements – The plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
  - Secondary Raw Water Main – Bid documents are being finalized.
  - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.
  - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
  - Fleming Avenue Stormwater Pump Station – The plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
  - Airport Road/SR40 Water Main Loop – 60% plans are under review.
  - Rockefeller Room Renovations – Met with historic window restoration contractor on May 13.
  - 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
  - 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 Airport Road wood power pole replacement, per FPL request.
  - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 99 Portland Street directional bore, per contractor's request.
  - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 263 Lincoln Avenue, directional bore, per TECO Gas request.
  - Continued working with the owner in reviewing proposed SWMP for 2260 Airport Road to assist with site development for a proposed home.
  - Researched old files and provided PDF copies of the plumbing plans for the Makai Hotel, per contractor's request.
  - Completed the search for files for related to South Beach Street at Lorillard Avenue Right-of-Way, and completed sketch and legal description for the proposed Lorillard Place right-of-way, east of South Beach Street, per consultant's (Mead Hunt)request.
  - Continued topographic survey of South Beach Street, from Arroyo Parkway south to Plaza Grande Avenue.
  - Completed Tree-in-the-Right-of-Way locate at 409 Cherrywood Dr., per Streets Division request.
  - Created Granada Bridge graduation banner exhibit map, per Leisure Services Department's request.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Removed forms on sidewalk – City Hall
- Removed old and poured sidewalk – N Ridgewood Ave and Southern Pines

- Graded for concrete slab – Ormond P.D.

#### 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

#### Maintenance

- 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 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
- Straightened, installed, & replaced signs and posts – citywide
- Installing bus stop signs – citywide
- Lettering AM wrap – Fleet

#### Stormwater Maintenance

- Ditch & pond mowing – State Road 40
- Locates – citywide
- Gates & pumps – citywide
- Ditch maintenance – Wilmette Ave
- Basin inspection & hot spots – citywide
- Ditch maintenance & basin – Division Ave – West of RR tracks
- Ditch maintenance spraying – citywide
- Locates & outfall inspection – citywide
- Reach out – US 1
- Cleaned basin – Havenwood Trl
- Gradall (assisted Parks Dept.) Cassen Park
- TV Truck (assisted Waste Water) – W Granada Blvd

#### Vactor

- Vac truck – baffle box – Hand Ave
- Vac truck – Basin & line cleaning – Main Trl

#### Street Sweeping/Streetsweeper (5 days)

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

#### Fleet

- Mileage traveled by all departments for the week: 20,412
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1

- Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 7,902 gallons unleaded, 9,370 gallons diesel
  - Fuel used in one week: 2,407 gallons of unleaded and 544 gallons of diesel.
  - Fleet completed 38 work orders this week.

#### Utilities

- Projects Summary
  - Preliminary Planning
    - Granada Sanitary Sewer Pipe Rehabilitation –Engineering Services Fee tracking to June 9, 2020 Commission. Target commence design FY19/20 and Construction FY20/21.
    - Beach Street Water Main – Replace and upsize main along southern City Limits. In-house survey commenced week of 5/11.
  - Design & Bidding
    - Holly Hill Reuse Interconnect: Project included with North US1 Improvements. Draft Resolution & Interlocal Agreement under review by OB Legal. Holly Hill staff supplied minor comments on proposed operating protocol and plans.

#### SPRC Projects

- Planning & Design
  - Avalon Park – Reviewed conceptual plan and draft Land Use Amendment. Provided feedback to Planning Director.
  - 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.
  - 2162 Ocean Shore Blvd, Verona Subdivision in OBTS – FDEP Permit received.
  - Fleming Stormwater Pump Station Site Plan – Reviewed and approved plans.
  - 1246 West Granada Blvd, Starbucks – Reviewed plans. Requested minor revisions.
- Under Construction
  - 1170 Ocean Shore Blvd, B-Tran Salon – Reviewed and approved revised lift station calculations.
- SPRC Projects: Substantially Complete/Complete
  - Granada Plaza Sanitary Sewer – Final Inspection completed May 13. Requested as-built revisions and system videos.

#### Water Treatment Plant

- Delivered 44.46 million gallons for the week ending May 16, 2020 (6.35 MGD).
- Backwashed 9 filters for a total of 545,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 16, 2020 @ 6.91 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.
- Flushed distribution system 121,500 gallons.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 26.63 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.80 MGD.
- Produced 26.63 Million Gallons of Reuse.

- Produced 0.00 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (May 1, 2019 – April 30, 2020) (MGD):
  - Influent 4.17 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.23 MGD (Permit 6 MGD);
  - Reuse 4.45 MGD (Permit 10 MGD)
- Hauled 96.89 wet tons of dewatered residual solids (14% to 18% solids)
  - Current weekly sludge hauling ending 05-15-2020
  - 5 trailer loads of treated sludge went to processing facility. (Shelley's contract ended on 5/16 and Merrell Bros. began on 5/17/20)
- Continued maintenance dosing of product for red worm per manufacturer's instructions.
- New centrifuge started-up and in operation.
- New WRF Permit Received from FDEP and began preparations for sampling and reporting requirements.

#### Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 8 calls from customers concerning leaking water.
- Replaced 11 broken meter boxes.
- Replaced 4 water service due to leaks from rusted piping or low pressure concerns.
- Installed a 2" water meter for the Ormond Sports Complex softball field project.
- Replaced 1 water meters per Finance Dept. work orders.
- Installed 5 new residential water services/meters.
- Performed pressure testing on 2 City owned backflow prevention devices.
- Repaired a 6" water main leak on Juniper Dr. in Ormond-by-the-Sea.
- Installed a 2" isolation valve on the 2" water main on Juniper Dr.
- Exercised 6 valves for isolations to repair leaks on Juniper Dr. & Mariner Dr.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 138 regular & 2 emergency utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area.
- Follow up TV at 72 Lorillard Pl. Discovered roots at 18' cleared with Harban. Will place on PM list.
- Attempted to TV main line on Granada Blvd. at Perrott Dr. Line needs cleaning, will follow up next week.
- Flushed sanitary lateral at 103 Hickory Hills Cir.
- Located PEP tank for contractor at 57 Black Hickory Way.
- Replaced and rewired PEP pump at 61 Creek Bluff Way and at 73 Grey Dapple Way.

#### Reuse Distribution

- Responded to 2 reuse trouble calls.
- Responded to 8 complaints for no water or low pressure at various addresses.
- Located and marked reclaimed boxes at 73 Foxcroft Run and 3 Lost Springs Way
- Called locates for reclaimed connection job at Airport Rd and Leeway Tr.
- Repaired reclaimed service hit by customer at 591 N. Halifax Dr.

#### Wastewater Plant – Lift Stations

- RAS/WAS pumps 1 & 2 – changed seal packing on #1 pump, adjusted packing on #2.
- 1P – motor starter #2 failed, began locating replacement parts, will install when received.
- 4M – modify wiring to accept new power supply, replace damaged level probe.
- Influent Pump #1 - loud rattling noise noted at pump, greased pump, noise problem was due to rags, cleaned volute and installed new automatic blow off device, pump returned to service.



- Flottweg Centrifuge – began reviewing and documenting PM schedule.
- SCADA monitor/response – Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Lime Slurry pumps – lubricated as needed.
- Well 30H – installed new check valve and VFD, disconnected roof fan and installed floor fan due to resident noise complaint, installation of check valve limit switch is scheduled.
- Well 40R – failed to respond, PS failed, installed replacement, returned to service.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform operational checks at various locations.

#### Regulatory Compliance Activities

- Cross Connection Control Program Management Services Contract – Staff continues to collaborate with water customers concerning their backflow device testing, while working with the new data management company to ensure completeness.
- Risk and Resilience Vulnerability Assessment – Staff is reviewing the assessment report received from FRWA. The report is extremely comprehensive to all aspects of the Utility. The assessment will assist the Utility in identifying points of concern.
- Wetlands Monitoring Report – Staff is developing graphs for the wetlands report to demonstrate the rainfall effects on the water levels in the Rima Ridge well field. The report is a part of the Consumptive Use Permit (CUP) issued by the SJRWMD.
- Water Quality Report – Staff is developing the WQR for the 2019 calendar year. The report is required to highlight the analytical data at the WTP.

#### Support Services/City Clerk

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

- City Clerk attended City Manager virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for May 26, 2020, City Commission Meeting.