

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: June 26, 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 staff

Spoke to, attended and/or met with:

- Reel in the Fun fishing tournament
- Individual agenda discussion meetings with commission
- City Commission CIP and Draft Budget workshop
- COVID-19 City Managers conference call
- Marc Bernier radio with senior staff

**PIO – Public Information**

- Press Releases/Media
  - General media inquiries and interview coordination
  - General citizen inquiries and comments
- Social Media
  - COVID-19 Mask Updates
  - Reel in the Fun
  - Juneteenth Holiday Announcement
- Attended
  - City Manager's Staff Meeting
  - Engineering/Planning Meeting
  - City Commission Budget Workshop
- Training
  - Police Webinar: PIO Communications Management

**Community Development**

**Planning**

- The Planning Board agenda for July 9, 2020 is available at: <https://www.ormondbeach.org/224/Planning-Board>. The agenda items include: (1) Ormond Memorial Art Museum, Inc. application for a Special Exception Redevelopment Plan to allow additional wall signage on the proposed building expansion and (2) land use and zoning amendments based upon annexation for the property at 350 Clyde Morris Boulevard.
- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>

Building Inspections, Permitting & Licensing

- 12 new business tax receipts issued.
- 404 inspections performed within the city (40 by private providers).
- 143 permits issued within the city, with a valuation of \$949,511 (6 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) has received a site plan application for a 296 unit multifamily development at the intersection of West Granada Boulevard and Tymber Creek Road on a 19.60 acre parcel. The site plan can be viewed at: <https://www.ormondbeach.org/247/Development-Projects> under the project name of Tymber Creek Apartments.
- The SPRC met this week with 431 Ocean Shore Boulevard, regarding a discussion of the calculation of building height for a flat roof new single-family house.
- The following projects have been approved by the SPRC:
  1. 1246 West Granada Boulevard, Starbucks: Site plan for the construction of a new 2,400 square foot freestanding Starbucks drive thru restaurant.
  2. 228 North Orchard Street, FPL Substation Expansion: Expansion to allow the transformation, regulation, and distribution of electricity.
  3. 2162 Ocean Shore Boulevard, Verona Oceanside. Volusia County project where Ormond Beach is the utility provider. Replat of 3.50 acres into 5 single-family lots and 18 multi-family townhome lots
- The SPRC conducted a final inspection of the Ormond Renaissance Condominium first residential building consisting of 28 units at 799 Sterthaus Drive.
- 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	15%
Calvary School Expansion	0%
Coolidge Avenue Office/Warehouse	25%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgwall Loading Dock	10%
Extended Stay America	50%
Granada Plaza sewer improvements	99%
Modern Wash	85%
OB Championship Softball Field	10%
Oceanside Golf and Country Club (seating)	95%
Oceanside Golf and Country Club (drop-off area)	2%
Publix remodel	60%

Salty Church	75%
Security First	99%
Stor-It	75%
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	100%
Ormond RC, Building 1C	99%

**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 and Home Based 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 the Governor's office for reopening the economy.
- 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 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.
- Staff has completed a comprehensive training and orientation course for the FAA's new NOTAM Manager Software system. Notices to Airmen (NOTAM) provide important information describing temporary changes to components of the National Airspace System. NOTAMs help the aviation community identify where to fly, any issues with departure/arrival airports, and other crucial aviation safety information. The new NOTAM Manager system is part of a phased approach designed to create a single technology gateway to enter, process, and retrieve all NOTAM data making it easier for pilots and other users of the airspace to access safety critical information. The system will improve the presentation of NOTAM information; prioritize or highlight the most important safety information; and optimize data, technology, and processes to help pilots find and retain the most relevant information. The new system also ensures that NOTAMS are compliant with standards set by the International Civil Aviation Organization (ICAO) and will align the NOTAM and aeronautical information systems under a single governing office with the authority to standardize and ensure compliance with FAA orders and ICAO requirements. Staff is now fully qualified and registered to use the new system for all NOTAMS pertaining to the Ormond Beach airport.
- The Precision Approach Path Indicator Lights (PAPIs) for Runway 27 remain out of service. Staff has diagnosed the problem and is working to acquire the components needed for repairs. A Notice to Airmen (NOTAM) has been issued to advise pilots that the Runway 27 PAPIs are not available.
- Staff has completed repairs to Gate 10 at the airport. The gate had been reported as partially operational due to a malfunction of the entry keypad.
- 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 216 Journal Entry Batches.
    - Utility Billing Meter Readers completed 446 work orders.
    - Approved 34 Purchase Requisitions totaling \$625,491.33.
    - Issued 30 Purchase Orders totaling \$541,988.08.
    - Issued 0 past due notices on utility accounts.
    - Prepared 77 Accounts Payable checks totaling \$66,822.02 and 34 Accounts Payable EFT payments totaling \$583,336.55.
    - Auto-called 0 utility customers regarding receipt of a past due notice.
    - Processed 507 payments through Interactive Voice Response System totaling \$40,381.09.
    - Processed 705 payments through City online payment portal totaling \$69,702.11.
    - Grant money 2019-20 fiscal year-to-date total received, \$2.85 million.
    - 2020-21 CIP/Budget workshop was presented to City Commission.

#### 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 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 weekly staff meeting
  - Attended City Commission Budget/CIP workshop.

#### Risk Management Projects

- Attended Claims Committee meeting
- Attended WC hearing

#### Fire Department

- Weekly Statistics
  - Fires: 4
  - Fire Alarms: 5
  - Hazardous: 3
  - EMS: 79
  - Motor Vehicle Accidents: 7
  - Public Assists: 48
  - TOTAL CALLS: 146
- Aid provided to other agencies: 1 Calls – Daytona Beach (5), Flagler County (1), Volusia County (5)
- Total staff hours provided to other agencies: 38
- # of overlapping calls: 43
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6

- Total EMS patients treated: 73
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 133
  
- Training Hours
  - NFPA 1001: Firefighting 25
  - NFPA 1002: Driver 8
  - NFPA 1500: Safety/Equipment 40
  - EMT/Paramedic 22
  - TOTAL TRAINING HOURS: **95**
  
- Station Activities
  - Inspected 9 fire hydrants
  - Provided a drive-by parade for boys 2<sup>nd</sup> birthday party
  
- Significant Incidents
  - 6/18/20, 10:46 AM: 655 Dylan Trl. – Motor Vehicle Fire – Assisted Flagler County – arrived to find a motorhome fully involved emitting a large black column of smoke – fire located in tires with large propane tank fueling fire – 1,500 gallons of water and foam used to extinguish fire.
  - 6/19/20, 11:18 AM: 1267 Buckeye Rd. – Structure Fire – Upon arrival found light smoke coming from garage – located an electrical fire involving dryer – one resident exited home with no injuries – five dogs removed safely from garage.
  - 6/22/20, 12:21 AM: 400 Block S. Atlantic Ave. – Motor Vehicle Accident – Upon arrival found one vehicle upright on top of a tree that was pushed over – fire hydrant also hit – one patient transported to hospital.

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - City Engineer (Engineering)
    - Civil Engineer (Engineering)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Wastewater Collection and Reuse Distribution/Public Works)
    - Part Time Evidence/Crime Scene Technician (Police)
    - 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
    - Paralegal (Legal)
  
  - Background/Reference Checks/Job Offers
    - Plant/Pump Mechanic (Public Works)
    - Police Officer (Police)
  
  - Separations
    - Maintenance Worker IV (Stormwater/Public Works)
    - Plant/Pump Mechanic (Public Works)

- 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 summer 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: 26
    - Completed: 64
    - In progress: 36
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 30,740
    - Inbound E-Mails Blocked: 10,564
    - Delivered Inbound E-Mails: 20,176
    - Quarantined Messages: 296
    - Percentage Good Email: 65.6%
    - ATP/Virus E-Mails Blocked: 1
  - Geographical Information Systems (GIS)
    - Addressing
      - Additions: 3
      - Changes: 0
      - Corrections: 0
    - Map/Information Requests: 9
    - 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: 10 (Flushing device meters) : Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

### **Leisure Services**

#### **Administration**

- City Manager virtual meeting
- City Commission Workshop
- Working with Coordinators to develop plan to re-open facilities and programs
- Park inventory and photos for Master Plan
- Compiling content for 1-minute walk videos at parks
- Updating website and social media pages

#### Contract Manager – Grounds and Athletic Maintenance

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

#### Environmental Discovery Center

- Continued to monitor safety and security of the EDC building and grounds.
- Regular days and hours at 50% capacity.
- Enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Coordinating with Landscape Contract Manager and Parks for wildflower garden plot.
- Continued to monitor the status of the live exhibits to assure they function properly.
- Continued monitoring of Community Gardens.
- Organize data for ECHO report and begin 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 1pm daily.
- OBYBSA Pinto hosted games on Monday, Wednesday and Friday nights, Sports Complex Quad, 5:45 pm
- OBGS are 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
- Lacrosse practices on Tuesday and Thursday, Sports Complex field 11, 6 pm (rental)
- OBYBSA Tee Ball games, Saturday, Sports Complex Tee Ball fields, 9:00 am
- USSSA Baseball Tournament held on Saturday and Sunday at the Nova fields and Wendelstedt fields, 8 am – 8 pm

#### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park
- 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
- Marking Quad and Tee Ball fields for nightly games
- Put out soccer goals on fields 4 and 5 for OBSC Competitive tryouts
- Prepped for USSSA Baseball Tourney at Nova and Wendelstedt fields

#### Performing Arts Center

- Placed orders and receive pandemic disinfection supplies
- Created and posted content daily on Performing Arts Center Facebook page
- CMT summer camp program including parent pick-up and drop-off
- Ordered and restocked peacetime emergency supplies
- Updated show producers and facility rental clients on status of Performing Arts Center and Senior Center bookings



#### South Ormond Neighborhood Center

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

#### Community Events

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

#### Nova Community Center and Special Populations

- Planned and hosted a virtual Lunch Bunch
- Continued taking reservations for pickleball and basketball
- Cleaned and sanitized between players
- Attended webinars to increase learning
- Monitored pickleball, basketball and outside areas
- Jazzercise offered four mornings and three evenings a week

#### The Casements

- Welcoming guests for self-guided tours
- House of Healing, Bailey Riverbridge, Sunday, 4:30 pm - 6:30 pm
- Coordinator attended Zoom Guild administrative meeting.
- Coordinator attended a meeting for the window restoration project for the Rockefeller Room and third floor west wing.
- Greek Cooking Class, Wednesday, 4:30 pm - 8:30 pm
- 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
- Staff worked on Enviro Camp craft video to post on Facebook
- Construction continued on the North Lawn carriage house expansion.
- Staff is working on a new page for Oncell tour app "Birthplace of Speed."
- Staff has added three stops onto the Oncell tour app.
- Staff worked on the ECHO report.

#### Parks Maintenance

- Citywide 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
- Built and installed new wood fenders at Magic Forest
- Replaced step at Bailey Riverbridge 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
- Toilet repaired at Cassen Park
- Repaired shower at Andy Romano Beachfront Park
- Troubleshoot back gate at Fleet
- Replaced/added hand sanitizers at various City facilities

- Replaced gym light at Nova Community Center
- Repaired leaking faucet at Performing Arts Center
- Installed changing table at Andy Romano Beachfront Park
- Troubleshoot gate at WTP
- Exit lights replaced at the Police Department
- Repaired clogged drain at WTP
- Painted office in City Hall
- Sink unclogged at WTP
- Outside restroom repaired at Environmental Discovery Center
- Outside restroom unclogged at South Ormond Neighborhood Center
- Replaced airport keypad at gate 10
- Repaired scoreboard at Sports Complex

### **Police Department**

#### **Administrative Services**

- Staff hosted the Weekly Virtual Staff Meeting
- Staff is reviewing policies regarding National Events
- Staff attended the Emergency Operation Center Activation Meeting
- Staff collaborated for upcoming radio upgrades
- Staff hosted the quarterly Citizen's Law Enforcement Advisory Board Meeting
- Staff managed Trespassing issues on Thompson Creek and at I95.

#### **Community Outreach**

- Youth Leadership Council (YLC) – There were no activities for YLC last week.
- 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. PAL summer educational programs begin Monday, June 29.
- Special Events
  - OBPAL Annual Golf Tournament 2020 – The OBPAL Annual Golf Tournament, Golfing for Youth is currently scheduled for Saturday, November 14 at River Bend Golf Course. For additional information 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 Donut Dash 5K 2021 will be held Saturday, April 24<sup>th</sup> 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 : 46
- Animal Bites: 1
- Animal Reports: 5
- Animals to Halifax Humane: 1
- Dogs:1 Cats: 6
- Trap Neuter Return: 1
- Pets at Vaccination Clinic: 142
- Found Property: 1
- Wildlife: 2

### Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 1
- Inactive: 5
- Fraud: 6
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 8
- Grand Theft: 2
- Auto Theft: 3
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Battery: 1
- Police Information: 0
- Shooting: 1
- Vandalism: 1

### Records

- Walk - Ins / Window: 83
- Phone Calls: 121
- Arrest / NTA'S: 16
- Reports Generated: 135
- Reports Entered: 122
- Citations Issued: 51
- Citations Entered: 67
- Warnings Entered: 127
- Trespass Warnings: 7
- CORF Entered: 50
- Mail / Faxes / Request: 43

### Patrol

- Total Calls: 1,622
- Total Traffic Stops: 174

### Operations

- Crime Opportunity Report Forms: 88

#### 6/17/20

- Warrant Arrest, Hand Avenue and Oak Brook Drive. Subject contacted and found to have an open warrant.
- Narcotics Arrest, 145 East Granada Boulevard. Subject was found sleeping on a bench in the Granada Plaza. Subject refused to give his full name and was placed under arrest for resisting an officer without violence. Officers also located drug paraphernalia in the subject's property.
- Warrant Arrest, 171 Magnolia Drive. Subject contacted and found to have an open warrant.

#### 6/18/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject took \$79.60 in merchandise. The offense was witnessed by Loss Prevention.
- Carbreak, 49 New Britain Avenue. Unknown suspect(s) entered the victim's unsecured vehicle and stole machinery and miscellaneous keys. No latent prints recovered.

- Carbreak, 1657 North United States Highway One (Love's). Unknown suspect(s) entered the victim's unsecured vehicle and stole a purse containing a cell phone, \$1,800, driver's license, checks, and credit cards.
- Burglary Residence, 84 Cardinal Drive #B. Victim advised he came home, he laid his keys on the counter and took a nap. When he got up the keys were missing and front door was unlocked, nothing else was taken.

6/19/20

- Stolen Vehicle, 20 Fox Hollow Drive. Unlocked vehicle with keys left inside was stolen from this location. The vehicle is a 2007, black, 4-door, Mercedes Benz E350.
- Car Break, 12 Meadowmist Court (Spring Meadow Subdivision). Unlocked vehicle was entered at this location, nothing taken. Unknown subject was located in the vehicle and scared off by a neighbor.
- Battery Domestic Violence Arrest, 1614 North United States Highway 1 #127 (Econo Lodge). Subject got into a physical altercation with his girlfriend in a hotel room.
- Shooting, Palmetto Avenue/Ponce De Leon Drive. The occupant of a maroon Chevrolet pickup fired multiple rounds into the air from a pistol then fled the area. Officers made contact with multiple residents to make sure no one was injured.

6/20/20

- Stolen Firearm, 3 Meadowmist Court (Spring Meadows Subdivision). The victim left his gun case containing his S&W M&P45 pistol FDE (tan) colored with black slide outside in the driveway.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). Loss Prevention at this location observed a subject steal a drill worth approximately \$299.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Contact was made with a subject who was found to have an open Volusia County warrant for his arrest.

6/21/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject skip scanning items and steal approximately \$215.14 worth of merchandise.
- Narcotics Arrest, 1340 West Granada Boulevard (Lowes). A subject attempted to steal two drills valued at approximately \$400. Subject was found to also be in possession of fentanyl.
- Battery Domestic Violence Arrest, 41 Ocean Pines Drive. Subject was intoxicated and pushed her husband during an argument.
- Burglary Business, 1132 West Granada Boulevard (Sally Nails & Spa). The alarm company called in a glass break alert, officers responded and cleared the building. Unknown if anything was taken.
- Burglary Business, 1136 West Granada Boulevard (Brooke Cleaners). Front glass door found broken, \$700 cash was removed from the cash register till.
- Battery Domestic Violence Arrest, 11 Foxhunter Flat (Hunter's Ridge). Subject pushed his stepfather, then grabbed the victim by his legs and threw him to the ground.

6/22/20

- Stolen Vehicle, 926 North United States Highway One (Ormond RV Storage). Victim arrived at this location to pick up their 2018 Ford Winnebago 29' recreational vehicle to find it missing.
- Burglary Business, 1345 West Granada Boulevard (Wok N Roll). Maintenance worker of this plaza located the front door of Wok N Roll shattered. Owner responded and advised \$20 cash and a woman's bicycle valued at \$120 were missing.
- Car Break, 1280 North United States Highway One (SR Perrott). Two (2) catalytic converters were cut off work trucks from this location valued at \$350 each.
- Narcotics Arrest, North Ridgewood Avenue/New Britain Avenue. A traffic stop was conducted for an expired tag as of 2018. Canine alerted to the presence of narcotics and heroin was located inside the vehicle.
- Carbreak, 926 North United States Highway 1. Subject advised his recreational vehicle (RV) was broken into, but nothing was taken. The suspect broke the passenger window to make entry into the RV.

- Loitering and Prowling Arrest, 145 East Granada Boulevard. Subject was placed under arrest behind the Granada Plaza closed businesses.

6/23/20

- Stolen Vehicle, 12 Arrowhead Cir. Unknown suspect(s) stole the victim's black 2020 Dodge Challenger. A separate stolen vehicle from Daytona Beach was located in front of this location.
- Burglary Arrest, 621 S. Atlantic Ave (Casa Del Mar). While searching the area for a subject in reference to an injunction violation, subject tried to hide and was found in a secured, prohibited area.
- Larceny, 105 Interchange Boulevard (McDonald's). The victim is an employee at this location and her phone was taken last week.
- Carbreak/Attempted Auto Theft, 926 North United States Highway 1 (Ormond RV Storage). Unknown suspect(s) entered the victim's motor home through the driver side window. A Garmin GPS and Dust Devil vacuum were taken from the vehicle.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 31
  - Number of Citations issued: 42
  - Number of Written Warnings Issued: 15
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 13
  - Number of Crashes with Injuries: 4
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 0 Cases initiated
- 1 sign has either been removed or sign case created.
- 11 tree removal permit requests
- Administrative staff assisted with seven (7) walk-ins and seventy-nine (79) 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 – Both centrifuges are installed.
    - HVAC Replacements – City Hall, SONC, The Casements – Control systems final programming was performed on June 23.
    - Granada Median Landscape Improvements (Orchard Street to I-95) – Contractor is planting in the medians.
    - WTP Sludge Residuals Facility Improvements – Centrifuge is ordered, tentatively scheduled to ship in August.

- OBSC Improvements – Championship Field 7 – Construction is progressing on schedule.
- 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 – Site restoration is ongoing. The carriage house addition foundation is being excavated.
- Fiber Optic Connectivity – Work to connect The Casements to the fiber optic network is ongoing. Fiber optic connection to FS92 is being scheduled.
- CDBG Riviera Park Parking Improvements – Construction is scheduled to begin early July.
- Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – Equipment is on order.
- Nova Landfill Liner Repair – Shop drawings are under review.
- 2020 Microsurfacing – Contracts are being executed.
- 2020 Repaving – Contracts are being executed.
- Bidding
  - 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.
  - Gazebo Replacement CP II – Project award is on the July 28 CC meeting agenda.
- 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 was held on June 24.
  - Airport Road/SR40 Water Main Loop – Design is in process.
  - Rockefeller Room Renovations – Design coordination meeting was held on June 24.
  - 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 79 Shadow Creek Way directional bore, per Spectrum request.
  - Provided SWMP Land Development Code requirements and checklist for 327 North Beach Street proposed residence, per engineering consultant's request.
  - On-site meeting related to neighbor's concerns at 350 Riverside Drive to inspect the construction site for unpermitted lot grading.
  - Researched Engineering drawing files and provided PDF copies of 200 Seton Trail sanitary sewer connection options and associated costs to Utilities Division, per request.
  - Began creating the plan drawing set of the survey data for South Beach Street water main project.
  - Started research for the Aberdeen Utility Easements, per Planning Department request.
  - Prepared and distributed Fairway Drive road closure notices.
  - Created exhibit map for Reclaimed Remote Operated Valves and Augmentation project.
  - Created exhibit map for Secondary Raw Water Main project.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Remove forms and clean up at CPII
- Removed sidewalk in Southern Pines
- Graded & formed sidewalk on Cross Vine
- Graded for generator pad at Fleet

### 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 Neptune Ave

### Maintenance

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

### Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations

### Stormwater Maintenance

- Reachout on SR40
- TV lines at Country Club & Fairway
- FDOT ditch mowing on SR40
- Ditch spraying on Wilmette Ave
- Locates, gates & pumps on Wilmette Ave
- Pipe replacement on Tanglewood Cir
- Locates citywide
- Assist Water Div at A1A & Harvard
- Pond maintenance in multiple locations (ABC pond, Division Rec, Mainsail, Bennett Ln)

### Vactor

- Line cleaning on Brookwood Dr
- Basin & line cleaning on Tanglewood Cir

### Street Sweeping/Streetsweeper

- 112 miles of road cleaned
- 24 cubic yards of debris removed

## Fleet

- Mileage traveled by all departments for the week: 21,394
- 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: 12,649 gallons unleaded, 5,387 gallons diesel
  - Fuel used in one week: 1,974 gallons of unleaded and 921 gallons of diesel.
  - Fleet completed 48 work orders this week.

#### Utilities

- Projects Summary
  - Design & Bidding
    - Granada Sanitary Sewer Pipe Rehabilitation – Under design by GAI.
    - Beach Street Water Main – In house survey completed. Target base map completion by June 29.
    - WRF Clarifier #3 Partial Rehab – Requisition submitted.
    - Holly Hill Reuse Interconnect: Legal agreement under consideration.
- SPRC Projects
  - Conceptual Plan
    - Paradise Point at 350 Clyde Morris (adjacent to Aberdeen) – provided email to Planning clarifying utility service availability to site. Engineer provided flow data while requesting data for existing lift station (in Aberdeen).
  - Under Design
    - Tymber Creek Apartments – coordinated design assistance information and forwarded to design engineer.
  - Under Construction
    - 3638 Ocean Shore Blvd., Ocean Sunrise single family in OBTS (water connection only) – Attended preconstruction meeting regarding protection of existing 8" PVC water main while new gravity sanitary sewer is constructed.
  - Completed
    - Ormond Renaissance Phase 1 – Reviewed and provided comments to design engineer regarding utility as-builts.
    - Deerfield Trace aka Deerfield Ct – At request through Planning, provided email verifying Utility does not want responsibility to operate and maintain gravity sanitary sewer, lift station or force main.

#### Water Treatment Plant

- Delivered 42.04 million gallons for the week ending June 20, 2020 (6.01 MGD).
- Backwashed 10 filters for a total of 525,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 20, 2020 @ 6.93 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~64.8 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- New east slaker in operation, running smoothly.
- Two new bleach tanks installed, filled north tank with 5,500 gal 12% bleach.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 34.27 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.90 MGD.
- Produced 34.26 Million Gallons of Reuse.
- Produced 0.01 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)
- There were 0 fecal detections for the weekly reporting period and 5 out of 15 for the month of June 2020 for a 67% non-detection reporting value.
- New centrifuge #2 started-up and in operation and is working with no issues including flow meter.

#### Water Distribution

- Responded to 14 reports of customer concerns regarding low pressure, colored water or other plumbing needs.
- Responded to 9 calls from customers concerning leaking water.
- Replaced 7 broken meter boxes.
- Located 1 meter box/water meter for a customer.
- Installed 3 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 8 City owned backflow prevention devices.
- Repaired 3 City owned backflow preventers.
- Installed a new 6" gate valve to assist future outages at Juniper Dr. & Wisteria Dr.
- Replaced a broken 6" gate valve at the intersection of Ocean Shore Blvd. & Wisteria Dr.
- Performed valve maintenance on 11 valves for scheduled shut downs and/or emergency leaks.
- Flushed the water main to remove color on Ocean Shore Blvd., San Jose Dr. & Wisteria Dr.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 126 regular & 1 emergency utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 25 trouble calls in the Breakaway/Hunter's Ridge PEP System service area and 3 in the conventional system service area.
- Flushed sanitary lateral at 103 Hickory Hills Cir.
- Removed and replaced broken ring and cover at 503 Lakebridge Dr.
- Vacuumed gravity main on Emerald Cir. due to damage from FPL contractor.
- Replaced PEP control panel, replaced and rewired PEP pump at 91 Carriage Creek Way.
- Replaced bad PEP control panel on Creekview Way.
- Replaced broken manhole cover at 926 Northbrook Dr.
- Responded to report of exposed wires at 19 Pine Hollow Way. Found that wires had nothing to do with City facilities, advised homeowner to contact HOA.
- Located all services at 41 Creek Bluff Way, 79 Shadow Creek Way, 2 Double Branch Way, and 5 Creekview Way.
- Attempted to clean 2" line at Water Treatment plant. Cannot get hose past 90°.
- Rewired J box at 39 Laurel Ridge Break
- Rewired J box and removed splice at 41 Huntmaster Ct.
- Replaced and rewired PEP pumps at 14 Stallion Way, 6 Lone Tree Look, 58 Tomoka Ridge Way, 99 Tomoka Ridge Way, 79 Sounders Trail Cir., 167 Deep Woods Way, 109 Grey Dapple Way, and 82 Westland Run.
- Inspected manholes in 4M system for rehab program.
- Replaced broken check valve at 58 Tomoka Ridge Way.
- Located all services at 6 Double Palm Way and 4 Slow Stream Way.
- Inspected depression at 46 Wood Haven Cir., does not appear to be sanitary, will do additional follow up.
- Vacuumed manhole at 6 Emerald Cir. Line is plugged by FPL bore, waiting for FPL contractor to repair.
- Replaced audible alarm in PEP control panel at 6 Stagden Look.
- Serviced 6 sanitary laterals on PM list.

#### Reuse Distribution

- Responded to 1 reuse trouble call.
- Located reclaimed service at 116 Atwood Ln
- Verified that reclaimed service was on at 10 Echo Woods Way
- Repaired broken reclaimed service at 64 Country Club Dr.
- Turned off reclaimed at 7 Circle Creek Way at customer request.

#### Wastewater Plant – Lift Stations

- 1P – motor #2, replaced damaged electrical connector on flexible conduit.
- Post Anoxic – installed PVC junction box for metering cables.
- 7M – installed new starter contacts and pump controller.
- Reaeration Blower – identified bad check valve, replacement is on order.
- BAT – backup floats damaged, installed replacements and tested.
- SCADA monitor/response – responded to various alerts at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs.

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

- Lime Slurry pumps – lubricated as needed.
- Well 29H – underground electrical feed is shorted between wells 29 and 30, replacement is needed, awaiting quotes.
- Shadow Crossings reuse – installed and tested new replacement pump #2.
- Reuse well 4 – installed electrical rack for control and power wiring.
- R.O. VFD #1 – assisted with installation of repair parts, issues continue, VFD identified as not repairable, PO has been requested for replacement unit.
- Responded to various alerts 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 the hard copies for distribution to key locations and bulk water customers such as apartment complexes.
- Industrial Pretreatment Annual Report – The FDEP sent notice to the Utility that the 2019 IPP report fulfills the requirements of the FAC 62-625.
- 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 coordinating the City Commission agenda packet process, managing official documents, processing public records requests, managing elections, records management, website administration, drafting proclamations, providing advisory board administration, administrative support and research services, and assisting citizens and directing calls at City Hall, the following occurred this week:

- City Clerk attended City Manager staff meeting.
- Staff attended and provided support for June 23, 2020, Capital Improvement Program and Draft Budget Workshop.
- City Clerk attended meeting with Assistant City Manager.
- City Clerk attended Claims Committee meeting on June 25, 2020.  
Agenda packet preparation for July 28, 2020, Operating Budget Workshop and City Commission Meeting.