

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 20, 2020

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting conference calls with senior staff

Spoke to, attended and/or met with:

- Special City Commission meeting
- Participated in various COVID-19 conference calls

PIO – Public Information

- Press Releases/Media
 - Event Cancellations/Updates
 - Walk-In Service Restricted at City Hall
 - Commission Meeting Cancellations
 - City Commission Emergency Meeting Called
 - General press and citizen inquiries
 - Rumor control management for COVID-19
- Social Media
 - Save A Trip To City Hall
 - #OBConnected Series Launch
 - COVID-19 Public Health Information
 - Utilities (No Disconnections) Update
- Attended
 - COVID-19 PIN Network Meetings (3)
 - City Manager's Weekly Meeting (Teleconference)
 - Emergency City Commission Meeting
 - COVID-19 Update Meetings
- Developing
 - #OBConnected Social Series
 - COVID-19 FAQs
 - City website updates

Community Development

Planning

- **The Board of Adjustment and Appeals (4/1), Planning Board (4/9), Brownfield Advisory Board (4/14), and Historic Landmark Preservation Board (4/20) have been canceled.**
- Staff attended remotely the Technical Coordinating Committee for Public School Facility Planning.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 399 inspections performed within the city (38 by private providers).
- 103 permits issued (9 garage sale permits) within the city, with a valuation of \$1,249,445.

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.
- Construction status of projects under construction:

Project	% Complete
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%
Residential	

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 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.
 - Staff attended the Team Volusia Real Estate Task Force final presentation by Quest Site Solutions and the Volusia Site Ready Program.
- 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 a conference call with Congressman Michael Waltz sponsored by the Daytona Chamber of Commerce. The Congressman shared an update on the response to COVID-19 at the Federal level including actions being considered and taken.
 - 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 newsletter to the business community with resources available at the local, state, and federal level. To date 75% of the target audience has read the e-mail.
 - 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 met with representatives from Sunrise Aviation and Infrastructure Consulting & Engineering to discuss plans to expand Sunrise Aviation's facilities at the airport.
- Staff has been advised that two Public Transportation Grant Agreements (PTGAs) between the City and the Florida Department of Transportation 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 are being prepared by FDOT. Staff anticipates that these grant agreements will be presented to the City this month, and may be presented for approval by the City Commission in late April or early May.
- Staff has successfully addressed an intermittent problem with the lighting control system for Runway 9/27. The runway lights have been restored to normal operation.
- Staff has been advised that the Federal Aviation Administration may conduct or require a traffic study at the airport to determine if changes to the operating hours of the air traffic control tower may be warranted.
- The Aviation Advisory Board meeting scheduled for April has been cancelled due to COVID-19 concerns. Staff is working with the board members to reschedule the meeting.

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
- Completed Projects - Weekly
 - Processed 110 Journal Entry Batches.
 - Utility Billing Meter Readers completed 350 work orders.
 - Auto-called 292 utility customers regarding receipt of a past due notice.
 - Processed 483 payments through Interactive Voice Response System totaling \$46,087.24.
 - 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 \$170,655.72.

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.
 - Notified the Neighborhood Improvement Advisory Board of the City Commission's direction to cancel all advisory board meetings until at least the week of April 20.
 - Still waiting for CDBG application guidelines and application packet which were scheduled for submission by April 9. At this time, a new deadline has not been established.
 - Received notification of ECHO grant award for the MacDonald House and am working through the process to receive the notice to proceed.

- Prepared agenda item for City Commission adoption of the 2020 Volusia Local Mitigation Strategy.
- Grant reimbursement requests to date FY 19-20: \$820,453.45
- Other
 - Citizen Contacts
 - Due to event and activity cancellations, the weekly events calendar ad for Ormond Observer was cancelled.
 - Updated/added website items as needed.
 - Attended weekly staff meeting conference call.

Risk Management Projects

- Organized subrogation demands for several utility repairs
- Updating insurance in Tyler
- Preparing a WC file for litigation

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 6
 - Hazardous: 2
 - EMS: 81
 - Motor Vehicle Accidents: 8
 - Public Assists: 43
 - TOTAL CALLS: 144
- Aid provided to other agencies: 10 Calls – Daytona Beach (1), Volusia County (9)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 37
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 62
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 302
- Training Hours
 - NFPA 1001: Firefighting 33
 - NFPA 1002: Driver 7
 - NFPA 1021: Officer 9
 - NFPA 1500: Safety/Equipment 31
 - EMT/Paramedic 31
 - TOTAL TRAINING HOURS: 111
- Station Activities
 - Updated 5 pre-fire plans
 - Activated Emergency Operation Center (EOC) at Fire Station 92. Fire Department staff are monitoring Covid-19 situation.
- Significant Incidents
 - 3/11/20, 4:27 PM: 400 Block Pineland Trail – Motor Vehicle Accident – Upon arrival found one motorcycle down in ditch – one patient transported as a trauma alert – a firefighter assisted EVAC during transport.
 - 3/14/20, 7:34 PM: 1631 Ocean Shore Blvd. – Motor Vehicle Accident – Assisted Volusia County with a two vehicle head-on collision – heavy damage to vehicles – extensive extrication was performed – two patients transported as trauma alerts with one patient by Air 1.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Rec Leader (Environmental Discovery Center/Leisure Services)
 - Part Time Rec Leader (Performing Arts Center/Leisure Services)
 - Police Officer (Police)
 - Summer Camp Counselors (Leisure Services)
 - Treatment Plant Operator C, B, A, or Trainee (Water Plant/Public Works)
 - Utilities Manager (Public Works)
 - Applications Under Review
 - Part Time Recreation Leader (SONC/Leisure Services)
 - Background/Reference Checks/Job Offers
 - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
 - Police Officer (Police)
 - Separations
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - 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: 22
 - Completed: 64
 - In progress: 28
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 48,100
 - Inbound E-Mails Blocked: 27,909
 - Delivered Inbound E-Mails: 20,191
 - Quarantined Messages: 669
 - Percentage Good Email: 42.0%%
 - ATP/Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing

- Additions: 9
- 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: 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 staff meeting conference call
- Met with Lori Tolland to discuss Gymnastics
- Met with City Manager to discuss the Leisure Services events
- NIMS training
- Monthly attendance evaluation
- Program surveys
- Park inventory for Master Plan
- Updated social media, website calendar and OpenGov
- Visited parks to take pictures for social media
- Registration refunding pavilion cancellations
- Registration refunding youth volleyball fees due to cancellation

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

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Contacting 2020 Mayor's Health & Fitness Challenge Partners and Participants of closures, and event postponements
- Preliminary planning of 2020 events through May:
 - 140th City Incorporation Celebration
 - Art in the Park
 - Memorial Day Remembrance Service

Parks Maintenance

- Inspected and maintained city wide parks at an increased service level due to increased usage
- Inspected and posted for reservations at pavilions
- Delivered compost to the Community Garden
- Installed sign at Cassen Park
- Installed hand wash signs at all parks
- Replaced dog station at Fortunato Park
- Repaired stones at the Skate Park
- Removed two backboards at South Ormond Neighborhood Center
- Installed new basketball nets at Nova Community Park
- Repaired boards at Fortunato Park dock
- Installed AED sign at Andy Romano Beachfront 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
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired Cassen Park men's restroom, clogged
- Repaired Nova men's restroom, clogged
- Repaired Fortunato men's restroom, clogged
- Repaired Fleet Systems 93 Bay
- Replaced Andy Romano Beachfront Park #6 mag lock
- Replaced board at Sports Complex Quad 4
- Repaired Andy Romano Beachfront Park #4 toilet
- Repaired Nova Park A/C not working
- Repaired South Ormond Neighborhood Center toilet clogged
- Repaired Airport 9/27 lights
- Re-secured Fleet Systems wind screen
- Repaired foot bath, water constantly flowing, at Andy Romano Beachfront Park
- Repaired gate not closing at Water Treatment Plant
- Repaired water bubbler leak at the Water Treatment Plant

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting

Community Outreach

- The Youth Leadership Council meeting, along with OBPAL basketball, and OBPAL educational programs will not be held during the Volusia County Schools spring break.
- OBPAL clean-up day for homes on Willow Place & Railroad Street was postponed and will be rescheduled for a future date.
- The Fourth Annual OBPAL Donut Dash 5K is scheduled for Saturday, April 25, 2020. The event will begin and end at the back of the Trails Shopping Center. Registration will begin at 7:00 a.m. with a race start at 8:00 a.m. Thank you to our Platinum Advertising Sponsor Hometown News. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html> For more information and sponsorship opportunities please call (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 35
- Animal Reports: 5
- Trap Neuter Release: 1
- Animal Bites: 2
- Animals to Halifax: 1
- Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 2
- Inactive: 6
- Fraud: 1
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 1
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 4
- Suspicious Incident: 1
- Found Property: 1

Records

- Walk - Ins / Window: 54
- Phone Calls: 97
- Arrest / NTA'S: 16
- Reports Generated: 126
- Reports Entered: 106
- Citations Issued: 81
- Citations Entered: 83
- Warnings Entered: 164
- Trespass Warnings: 7
- CORF Entered: 308
- Mail / Faxes / Request: 12

Patrol

- Total Calls: 1,679
- Total Traffic Stops: 328

Operations

- Crime Opportunity Report Forms: 238

3/11/20

- Stolen Vehicle, 253 Destination Daytona Lane (J&P Cycles). Occurring overnight, a black 1998 Honda motorcycle was stolen from the parking lot of this location.
- Theft, 300 Airport Road (Pine Trail Elementary). Medicines are missing from the nurse's locked medicine cabinet. No evidence or suspects at this time.

- Carbreak, 28 Baymeadow Court. An unknown suspect entered the victim's unlocked vehicle, nothing was taken.
- Carbreak, 170 West Granada Boulevard. An unknown suspect entered the victim's unlocked vehicle where a Cracker Ranch identification card was taken.
- Trespassing Arrest, 1466 W Granada Blvd (Ormond Towne Square.) Subject contacted and found to have been previously trespassed from the location.
- Warrant Arrest, 51 S Atlantic Ave (The Royal Floridian.) Subject contacted and found to have an open warrant.
- Stolen Tag, 364 Destination Daytona Lane. The vehicle was parked for approximately 2 hours and when the driver came out he noticed the license plate was missing from the truck.
- Warrant Arrest, 51 South Atlantic Avenue. Subject contacted and found to have an active felony warrant for violation of probation with no bond and nationwide pickup.
- Warrant Arrest, 110 Williamson Boulevard. Subject contacted and found to have an active Volusia County Warrant for Violation of Pretrial Release.

3/12/20

- Stolen Vehicle, 621 South Atlantic Avenue (Casa Del Mar). An unknown male stole a black 2006 Harley Davidson Road King from this location.
- Robbery By Sudden Snatching, 372 West Granada Boulevard (Quest Diagnostics). During a disturbance between staff and the victim at this location, a staff member snatched the victim's phone because she was recording. She may have deleted the video before throwing the phone into the victim's vehicle.
- Auto Theft and Trespassing Arrest, 1637 North United States Highway 1. A previously trespassed subject came onto the property in possession of a stolen vehicle out of DeLand.
- Warrant Arrest, 914 Willow Run. Subject contacted who was found to have an active warrant for violation of parole.

3/13/20

- Burglary Residence, 1 Tomoka Oaks Boulevard #112 (Escondido Condos). An unlocked door to an exterior small storage room was entered. An air compressor, ladder and recycling bin were stolen.
- Bicycle Theft, 333 West Granada Boulevard (Ace Hardware). A specialized bicycle with fenders, black saddle bags, and black book rack was stolen from this location.
- Battery Domestic Violence Arrest, 161 Pergola Place. Subject pushed his mother and sister during an argument over the family vehicle.
- Resisting without Violence Arrest, 460 South Atlantic Avenue (7-Eleven). Subject attempted to run from an officer while being trespassed from the property.
- Aggravated Assault Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was fighting with a female when a witness attempted to intervene. The subject then pointed a firearm at the witness, then threatened with a machete once he was disarmed.
- Theft, Resisting without Violence Arrest, 1151 North United States Highway One. Subject contacted for shoplifting who resisted officers.

3/14/20

- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject was observed by Loss Prevention stealing \$481.91 worth of merchandise.
- Burglary Residence, 279 South Washington Street #B. Front door was kicked open. Bedroom drawers open and clothes strewn around everywhere. Nothing appears to be missing.
- Battery Domestic Violence Arrest, 711 South Atlantic Avenue. Subject punched his wife in the face and placed his hands around her neck causing her to be unable to breathe.
- Battery Domestic Violence Arrest, 281 South Atlantic Avenue. Subject pushed his girlfriend during an argument.

3/15/20

- Burglary Residence Arrest, 24 Park Place. Subject was observed on video surveillance to dump trash in the victim's front yard and steal a video surveillance camera that was attached to the outside of the residence.
- Burglary Residence, 211 South Halifax Drive. Vacant residence had an A/C unit and aluminum shutters that were left under back deck. Entire home under full repair. There were a lot of broken items within the residence.
- Trespass Arrest, 1521 West Granada Boulevard (Wal-Mart). While conducting a walk-and-talk at this location, subject was observed to be on the property after being previously trespassed.
- Warrant Arrest, 405 N Us Hwy 1 (Café One). Subject was contacted at this location and found to have an open warrant.
- Ex Parte Order Arrest, 116 South Nova Road (Paganos Pizza). Subject was contacted and found to have an open Ex Parte Order.
- Warrant Arrest, 1225 Hand Ave. Subject contacted and found to have an open warrant.

3/16/20

- Carbreak, 5 Fernmeadow Lane. An unknown suspect took a fishing pole and two packs of cigarettes from the victim's vehicle.

3/17/20

- Occupied Burglary Residence, 101 Clyde Morris Boulevard #135 (Ormond in the Pines). An unknown suspect entered a room and rifled through the bedside table, taking four CD's and \$200 cash.
- Burglary Residence, 14 Havenwood Trail. A male teenager took a women's bicycle from an open garage that was later recovered.
- Traffic Arrest, Hernandez Avenue and North Yonge Street. Subject contacted during a traffic stop and found to be driving while license was suspended.
- Burglary Domestic Violence Arrest, 26 Pine Trail. Subject broke into his former residence and struck his former girlfriend.
- Habitual Traffic Offender Arrest, Hand Avenue/Center Street. Subject contacted and found to be a habitual traffic offender, operating a motor vehicle and causing a crash.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 133
 - Number of Citations issued: 92
 - Number of Written Warnings Issued: 68
 - Number of Parking Tickets Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 7
 - Number of Crashes with Serious Bodily Injury: 1
 - Number of Fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 1 Case initiated
- 14 signs have either been removed or sign cases created.
- 12 tree removal permit requests
- Administrative staff assisted with two (2) walk-in and sixty-eight (68) 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 – The centrifuges are being installed and work (handrail, walkways, etc.) is being finalized at the re-aeration basin. A progress meeting was held on March 19.
 - HVAC Replacements – City Hall, SONC, The Casements – Casements HVAC substantial completion is scheduled for the first week 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 April 13.
 - WTP Chemical Feed System Upgrades – Engineer is designing the shade structure.
 - Broadway/US1 Traffic Signal – Contracts are being executed.
 - 2019 Stormwater Rebuild – Shop drawings are under review.
 - The Casements North Side Improvements – Shop drawing submittals are under review.
 - 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 project was advertised on February 23, a pre-bid meeting was held on March 4, and bids are due on March 24.
 - 2020 Repaving – The project was advertised on February 23, a pre-bid meeting was held on March 4, and bids are due on March 24.
 - 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 – 90% plans have been received and are under review.
 - 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 consultant to review their preliminary findings.
 - Airport Road/SR40 Water Main Loop – Survey complete, design is on-going.

- 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. A 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 agenda.
- 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 meeting.
- 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.
 - Completed required quarterly gas monitoring at Nova landfill.
 - Modified plans for Florence Street on-street parking improvements project.
 - Prepared demolition, sod, and possible shell parking construction plans for 56 North Beach Street.
 - Prepared and distributed road closure notice for Santa Lucia Avenue sewer line repair to impacted addresses.
 - Completed the requested sketch and legal descriptions for multiple Plantation Oaks subdivision parcels, per Planning Department request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Poured sidewalk on N. Ridgewood; stripped forms, backfilled, cleaned up
- Removed driveway apron on Hunter's Run Cir
- Graded for sidewalk and compact at The Casements; poured sidewalk

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed fallen tree on Division Ave, City yard, Fortunato Park, and Northbrook (picked up debris)
- Trimming at Nova Community Center, Collins St

Maintenance

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

- Trimming in various areas citywide

Sign Shop

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

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

Stormwater Maintenance

- Locates, basins inspected/cleaned citywide
- Basin cleaning in The Trails
- Gates & pumps citywide
- FDOT sidewalk spraying citywide
- Reach out FDOT ponds; ditch mowing on RR street
- Spraying right of way citywide
- Outfalls inspected, hot spots citywide
- Spillway cleaning on Lakeview Cir
- Pipe replacement on Oleeta St

Vactor

- The Trails; pipe replacement on Oleeta St

Street Sweeping/Streetsweeper (sweeper out of service due to repairs)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,419
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 10,294 gallons unleaded, 6,522 gallons diesel
 - Fuel used in one week: 2,302 gallons of unleaded and 659 gallons of diesel.
 - Fleet completed 59 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 being set to discuss priorities with staff.
 - 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.

- 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 Legal. Holly Hill staff reviewing operating protocol.
 - Airport Business Park Emergency Sewer Repair – Construction purchase order issued and vendor notified. Contractor tentatively targeting construction March 21-22 following advance notice to businesses.
- Under Construction
 - WTP Lime Sludge Dewatering & Residuals Facility Improvements – [Carter, McKim Creed & SGS] Utilities Engineer & Project Engineer reviewing latest centrifuge shop drawings. Contractor mobilization delayed due to centrifuge fabrication plus shipping; 180 day construction; contract final completion 8/31/20.
 - WWTP Sludge Dewatering Improvements – [Carter, Mead Hunt & SGS] centrifuge on site but SGS received factory recall on drives. Correction proposed for alum mixing zone short circuit. Awaiting cost. Progress meeting rescheduled from March 26 to March 19.
 - SCADA Integration Verification – Consultant tracking issues and concerns provided by City staff at WTP & WRF in order to develop troubleshooting plan and verify completion. Meeting with staff, engineer, and contractor scheduled for March 24. Collections & Maintenance Superintendents to develop list of concerns to forward to consultant.
- SPRC Projects
 - Planning & Design
 - 376 Bostrom Lane – 2nd Preapplication meeting held March 11.
 - 45 Doug Thomas Way Softball Field – received Final Plans for review.
 - 228 North Orchard Street, Ormond FPL Substation – received final plans for review
 - Under Construction
 - No specific issues
 - 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.

Water Treatment Plant

- Delivered 43.28 million gallons for the week ending March 14, 2020 (6.18 MGD).
- Backwashed 11 filters for a total of 637,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 14, 2020 @ 6.70 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~81.0 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Flushed distribution system 145,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.77 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.11 MGD.
- Produced 28.77 Million Gallons of Reuse.
- Produced 0.00 Million Gallons 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 135.24 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 03-12-2020
 - 7 trailer loads of treated sludge went to processing facility.

- There were 0 fecal detections for the weekly reporting period and 2 out of 10 for the month of March 2020 for an 80% non-detection reporting value. The monthly fecal detections are possibly attributable to CCT #2 mixer being shut off since February 13 as there is noticeable settled debris in CCT #2.
- Sand filters #2 was on-line since February 26 and staff is back to past practice of cleaning every 2 weeks.
- All four secondary clarifiers were pressured washed last week and all flow was diverted to sand filter #1 to not foul on-line filter. Switched to sand filter #3 and cleaned #2 on 3/13.
- Maintenance dosing of product for red worm per manufacturer's instructions in reaeration tanks and secondary clarifier troughs which has been effective. However, 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.

Water Distribution

- Responded to 23 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 20 calls for water service leaks.
- Replaced 6 broken meter boxes.
- Replaced 6 water service due to leaks or low pressure concerns, 1 casing directionally drilled for water services under roads.
- Installed 15 new residential water service.
- Replaced 4 water meters due to Finance Dept. work orders.
- Performed 10 scheduled pressure tests of City owned backflow prevention devices. One of which needed repair.
- Performed commercial water meter accuracy testing on two 3", one 4" and one 6" water meters. Scheduled 6 commercial water meters for future testing.
- Assisted 2 customers with locating water meter boxes.
- Performed valve maintenance on 10 valves for shutdown to repair water main leaks.
- Performed maintenance on 12 fire hydrants.
- Assisted utility locator with utility locate in heavy traffic areas.
- Installed an automatic flushing device on Buckthorn Look.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 192 regular & 3 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Responded to depression in street at 1 Santa Lucia Ave. FPL contractor bored thru 8" VCP gravity main twice. City unable to repair, contractor contacted.
- Replaced audible alarm at 60 Doug Thomas Way
- Follow up on PEP alarms from weekend at 11 Brook Crest Way and 11 Dartmouth Trace. All looks good.
- Repaired broken sanitary lateral hit by FPL contractor at 725 N. Ridgewood Ave.
- Flushed 103 Hickory Hills Cir.
- Replaced PEP pump and alarm breaker at 25 Carriage Creek Way. Rewired PEP pump.
- Repaired broken sanitary lateral hit by FPL contractor at 675 N Ridgewood Ave.
- Follow up TV at 475 S. Ridgewood Ave. Roots in line under Bell South duct bank.
- Located and raised C/O at 783 Knollview Blvd.
- Located 114 PEP tanks in Breakaway Trails.

Reuse Distribution

- Responded to 2 reuse trouble calls.
- Reclaimed levels very low due to severe demand.
- Verified that customer had reclaimed water available at 79 Carriage Creek Way.

Wastewater Plant – Lift Stations

- Centrifuge #2 – Scroll VFD failed, replaced with new unit and programmed, contractor shorted conveyor control wire during centrifuge #1 replacement, replaced control blown fuses returned to service.
- Reaeration Tank South Submersible Aerator – not working, found bad motor, out of service with no replacement at this time.
- Clarifier Splitter Box – continuing repairs to gear box assembly.
- 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

- 21 SR – wiring and main breaker burnt, replaced with new stock.
- 24H – assisted with trouble shooting of damaged main feeder to downstream wells.
- Back washed transfer pump #2 – replaced worn check valve and isolation valve.
- 39R – replaced blown lightning surge arrestor.
- Breakaway high service pumps – reset tripped soft starter.
- 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.
- Water Reclamation Facility Permit Renewal – Staff is continuing to work with the City's consultants to finalize the permit renewal. The permit notice will be published in the newspaper this week in order to proceed to renewal.

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 weekly City Manager Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for March 16, 2020, City Commission Special Meeting.