

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: April 24, 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
- COVID-19 planning
- Various COVID-19 conference calls
- General discussions with senior staff

Spoke to, attended and/or met with:

- Chamber of Commerce Board virtual meeting
- Claims Committee meeting

**PIO – Public Information**

- Press Releases/Media
  - Business COVID-19 Discussion Announcements
  - General media inquiries and citizen questions
  - May 8 Cancellation Extensions
- Social Media
  - COVID-19 Safety Reminders
  - Mayor's Weekly Message
  - Local Business Support Messaging
  - 140<sup>th</sup> Anniversary
  - Business Recovery Resources
  - Weather Alerts
- Attended
  - Volusia PIN Network Meeting
  - City Manager COVID-19 Meeting
  - Webinar Vyond Video Development
- Developing
  - Teacher Appreciation Social Campaign

**Community Development**

**Planning**

- Planning staff has received an annexation application for the property at 350 Clyde Morris Boulevard. The site is located on the west side of Clyde Morris Boulevard, approximately 600' south of the intersection of Clyde Morris Boulevard and Hand Avenue. The site is 18.47 acres.
- Planning staff have received two requests for Building Improvement Grant extensions at 100 West Granada Boulevard and 11 West Granada Boulevard. The grant extension for 100 West Granada Boulevard was able to be performed administratively to May 21, 2021. The grant extension for 11

West Granada Boulevard requires City Commission approval and has been scheduled for the May 26, 2020 City Commission agenda.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 387 inspections preformed within the city (39 by private providers) for a four-day work week.
- 88 permits issued within the city, with a valuation of \$3,263,268 for a four-day work week.

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The SPRC has one projects under review:
  1. 228 North Orchard Street. 3<sup>rd</sup> review. Expansion to allow the transformation, regulation, and distribution of electricity.
  2. Huntington Green, force main. Extension of a force main within the Flagler County portion of the Hunter's Ridge Development of Regional Impact.
- Construction status of projects under construction

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	3%
Casements, Carriage House expansion	5%
Coolidge Avenue Office/Warehouse	25%
Dunkin Donuts, 1535 North US Hwy 1	5%
Extended Stay America	25%
FUGU	60%
Go Juice	2%
Granada Plaza sewer improvements	98%
Modern Wash	85%
Oceanside Golf and Country Club (seating)	85%
OB Championship Softball Field	0%
Publix remodel	35%
Salty Church	50%
Security First	99%
S.R. Perrott expansion	95%
Stor-It	35%
SunTrust Bank	95%
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	5%
Lynnhurst sewer improvements	100%
<b>Residential</b>	
Cypress Trails subdivision	95%
Pineland residential subdivision, Phases 2&3	100%
Ormond RC, Building 1C	70%

**Economic Development/Airport**

**Economic Development**

- Ormond Crossings
  - The Volusia County Council approved the City's request to extend the Ormond Crossings CRA until it sunsets in 2034.
  - 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.
  - Staff is working with the Ormond Chamber and Ormond Mainstreet to host weekly business continuity calls aimed at providing relevant business information. The third installment was on 4/22/2020 and featured an update from the City and included an overview of programs available through CareerSource Volusia/Flagler for employers/employees. Future Zoom meeting are in the works.

- 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 the International Economic Development Council (IEDC) webinar: The Great Reset: Strategies and Data for Recovery.
  - Staff participated in the Florida Chamber's Conference Call/webinar Florida 2030 Blueprint: A Framework for Florida's COVID-19 Economic Recovery.
  - 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 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. FDOT continues to coordinate with public use airports, the Department of Health and law enforcement agencies to implement Executive Order 20-86.
- Staff is in receipt of two Public Transportation Grant Agreements (PTGAs) between the City and the Florida Department of Transportation (FDOT) for the design and construction phase of the project to create new access roads from the Airport Business Park into the southwest quadrant of the airport. FDOT had requested that both agreements be executed by May 1. Staff has requested and received approval from FDOT for an extension of this execution requirement until later in May due to COVID-19 issues. Both grants are scheduled to appear on the May 12 City Commission Agenda.
- The Aviation Advisory Board meeting scheduled for April has been cancelled due to COVID-19 concerns. Staff is communicating with the board members to reschedule the meeting.
- Staff has completed work to acquire quotes and issue a purchase order for the performance of an independent fee assessment (IFE) for the design phase of the project to rehabilitate Taxiway Delta. The IFE must be included with the application for federal grant funds for this project.
- Staff is working with the Orlando Airports District Office of the Federal Aviation Administration to request CARES Act funds that have been allocated for the Ormond Beach airport. Staff has been advised that the airport has been allocated \$69,000 in CARES Act funds.
- Staff worked with the City's GIS Department to respond to an inquiry regarding the City's water tower located at 301 Leeway Trail. A resident inquired about the need to install lights on the tower to alert passing aircraft to its position. The tower was constructed in 1990 at a height that does not appear to penetrate the horizontal nor conical airspace areas of the airport, and as such does not require special lighting. Staff is working with the City's airport engineering consultants to verify that the tower is in compliance with all current airport-related guidelines.

#### 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 186 Journal Entry Batches.
  - Utility Billing Meter Readers completed 322 work orders.
  - Approved 6 Purchase Requisitions totaling \$71,299.97.
  - Issued 17 Purchase Orders totaling \$58,920.21.
  - Issued 0 past due notices on utility accounts.
  - Prepared 125 Accounts Payable checks totaling \$446,443.88 and 37 Accounts Payable EFT payments totaling \$431,027.40.
  - Auto-called 0 utility customers regarding receipt of a past due notice.
  - Processed 626 payments through Interactive Voice Response System totaling \$47,943.15.
  - Processed 923 payments through City online payment portal totaling \$84,849.41.
  - Grant money 2019-20 fiscal year-to-date total received, \$2.55 million.
  - Prepared 374 Direct Deposits totaling \$540,821.73.
  - Transferred IRS 941 payment of \$186,857.67.

#### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - On April 9, 2020, received CDBG application/guidelines packet and other related documents from Volusia County Community Assistance. The April 9 deadline has been extended to May 1. Working on staff recommendations for potential CDBG FY 20-21 capital projects and public service requests.
  - Working on the Coronavirus Emergency Supplemental Funding (CESF) application with the Police Department. The allocation of the grant would be \$49,731.
  - Submitted signed documents to Volusia County for the City's ECHO grants for the MacDonald House Restoration and the Nova Tennis Courts Lighting projects. The Restrictive Covenants for both projects are in the process of being recorded by the Clerk of Court. Following receipt of all required documents, Volusia County will issue a Notice to Proceed for both projects.
  - Grant reimbursement requests to date FY 19-20: \$956,811.39
  
- Other
  - Attended weekly staff COVID conference call.

#### Risk Management Projects

- Attended WC deposition
- Attended WC webinar
- Continued to work on subrogation claims

#### Fire Department

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 8
  - Hazardous: 3
  - EMS: 62

- Motor Vehicle Accidents: 0
- Public Assists: 40
- TOTAL CALLS: 114
  
- Aid provided to other agencies: 7 Calls – Daytona Beach (2), Volusia County (5)
- Total staff hours provided to other agencies: 19
- # of overlapping calls: 21
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 37
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 436
  
- Training Hours
  - NFPA 1001: Firefighting 84
  - NFPA 1002: Driver 4
  - NFPA 1021: Officer 3
  - NFPA 1500: Safety/Equipment 73
  - EMT/Paramedic 33
  - TOTAL TRAINING HOURS: 197
  
- Station Activities
  - Emergency Operation Center continues to be staffed for monitoring COVID situation
  - Crews decontaminating stations morning and evening
  - Crews continue making hand sanitizer for City departments
  - Crews wearing masks and protective gear on calls
  - Crews performing self-monitoring temperature checks daily
  
- Significant Incidents
  - 4/21/20, 11:42 AM: 761 Pineland Tr. – Structure Fire – Battalion 90, Engine 93, Engine 94 and Tanker 94 assisted Volusia County – upon arrival found visible smoke showing from a single family home – fire contained to bedroom – heat lamp possible cause of fire - residents exited structure with no injuries – last crew cleared scene at 1:07 PM.

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - City Engineer (Engineering)
    - Civil Engineer (Engineering)
    - Police Officer (Police)
    - Summer Camp Counselors (Leisure Services)
    - Utilities Manager (Public Works)
  
  - Job Openings on Hold
    - 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)
    - Part Time Rec Leader (SONC/Leisure Services)
  
  - Interviews Scheduled
    - Evidence/Crime Scene Technician (Police)
  
  - Background/Reference Checks/Job Offers
    - Police Officer (Police)
  
  - Employee Events
    - Wellness Plan HSA contribution opportunities through 12-31-2020:

- Non-tobacco use affidavits accepted
- Skin cancer screenings offered
- Wellness Action Team activities

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start spring 2020.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
  - Enterprise Infrastructure
    - iSeries system (CentralSquare Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 35
    - Completed: 83
    - In progress: 40
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 34,306
    - Inbound E-Mails Blocked: 13,559
    - Delivered Inbound E-Mails: 20,747
    - Quarantined Messages: 475
    - Percentage Good Email: 60.5%
    - ATP/Virus E-Mails Blocked: 0
  - Geographical Information Systems (GIS)
    - Addressing
      - Additions: 23
      - Changes: 0
      - Corrections: 22
    - Map/Information Requests: 8
    - Information Requests from External Organizations: 0
    - CIP Related Projects (pavement management, project tracking map): 0
    - Reclaim Connections Located this week: 0 : Total in system = 2,741
    - Meters GPS Located this week: 0 (Flushing device meters) : Total in system = 23,784; 22,974 potable, 799 Irrigation, 11 Effluent

### **Leisure Services**

As all recreational facilities are closed at this time, below is an abbreviated report for Leisure Services. 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 the Nova Community Center Park including the skate park, all splash pads, and all City playground structures.

### **Administration**

- City Manager meeting conference call
- Working with Coordinators to develop a plan to re-open facilities and programs.
- Compiling content for 1 minute walk videos at parks
- Planning/coordinating park feature videos with staff
- Posting videos to LS and EDC Facebook pages daily

- 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

#### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Magic Forest and the common area of Nova Park
- Scheduling installation of new carpets in batting cages
- Edging and dragging fields
- Weeding infields and shuffleboard court
- Cleaning maintenance buildings
- Continued to paint soccer fields, baseball foul lines, and soccer parking lot
- Building soccer goals
- Replacing old soccer goals and nets
- Repairing batter's eyes and windscreen at Nova tennis and shuffleboard courts
- Cleaning scoreboard on Quad 4
- Developing plan to re-open the fields

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Spoke with sister cities to find out what their plans are for reopening, precautions that will be taken, what events they are still planning. Letter written to send to Stefan when I hear back from a couple more people.
- Contacted sponsors, and entertainers about Art in the Park cancellation.
- Continue preliminary planning of all upcoming events through July:
  - Memorial Day Remembrance Service, Monday, May 25
    - Conference call with Memorial Day Committee on Wednesday, April 21st, to further discuss the service in the Rockefeller Gardens with a scaled down version of the ceremony.
  - Reel in the Fun, Free Fishing Tournament, Saturday, June 20
  - Independence Day Celebration, Saturday July 4
- Developing plan to re-open events

#### Parks Maintenance

- Citywide inspection of parks
- Installed Cassen Park hours of operation sign
- Checked trash cans in all parks
- Restroom checks twice per day
- Inspected all virus signs on restroom doors
- Inspected signs on all playground equipment

#### 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
- Fortunato Park men's restroom unclogged
- Replaced Cassen Park ladies restroom soap dispenser
- Installed shields for public contact at Performing Arts Center and City Hall
- FS 94 water sprinkler issue repaired
- McDonald House - bait boxes checked
- Repaired CID door not closing properly at Police Department
- Addressed water leak at South Ormond Neighborhood Center
- Construct shields for public contact City Wide
- FS 93 drain unclogged
- A/C trouble shooting at FS93
- Replaced eight wall packs at Public Works
- Repaired lights on fields at Sports Complex
- Assisted contractor with new power feed and hook up at the fountain on Old Kings Road
- Assisted contractor with the North Nova fountain
- Installed new light fixture at WTP
- Installed motion light pointing at outside restrooms at Ames Park
- Repaired lights at Rockefeller Gardens
- Repaired staircase riser lights at City Hall

### **Police Department**

#### **Administrative Services**

- Staff hosted the Weekly Virtual Staff Meeting
- Staff managed COVID related issues throughout the week
- Staff assisted OBFD with relocating residents from Coquina Center
- Staff conducted interviews for the Crime Scene position

#### **Community Outreach**

- Youth Leadership Council (YLC)
  - Nine (9) YLC members attended a virtual YLC meeting on Sunday, April 19. YLC members continue to participate in a virtual workout challenge to stay connected and build team spirit.
- OBPAL Basketball
  - OBPAL basketball coaches and staff are using TeamReach to communicate with parents about remote training and upcoming program schedules. Last week, OBPAL called basketball team members and families who are not currently using TeamReach to encourage them to stay safe and let them know about the TeamReach platform.
- Educational programs
  - Fifteen (15) 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. *Tutors R Us* remote tutoring was implemented to continue service to at-risk students registered in the 2020 spring program.
- The April 22 *Reading with a Cop* program offered in partnership with the Ormond Beach Library has been postponed due to current group activity restrictions at the Ormond Beach Library. The next Reading with a Cop is tentatively scheduled for May 20, 2020 at 3:00 p.m.

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

- Animal calls responded to : 25
- Animal Bites: 1
- Animal Reports: 3
- Animals to Halifax Humane: 0
- Dogs: Cats:
- Trap Neuter Return: 0

- Pets at Vaccination Clinic:
- Found Property: 2
- Wildlife: 1

#### Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 10
- Cases Exceptionally Cleared: 5
- Inactive: 3
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Vandalism: 1
- RPO: 1
- Vandalism: 1

#### Records

- Walk - Ins / Window: 18
- Phone Calls: 27
- Arrest / NTA'S: 19
- Reports Generated: 86
- Reports Entered: 66
- Citations Issued: 5
- Citations Entered: 9
- Warnings Entered: 17
- Trespass Warnings: 8
- CORF Entered: 77
- Mail / Faxes / Request: 14

#### Patrol

- Total Calls: 1,652
- Total Traffic Stops: 63

#### Operations

- Crime Opportunity Report Forms: 243

#### 4/15/20

- Burglary Structure Arrest, 99 South Atlantic Avenue (Oceanside 99). Subject was walking through the underground parking garage at this location pulling on vehicle door handles
- Carbreak, 56 Pleasant Drive. The left rear window was left partially down. A computer bag containing one Canon camera, two camera lenses, cash and a passport were stolen.

#### 4/16/20

- Grand Theft, 250 Riverside Drive. Victim lost \$4,200 in an organized scheme to defraud. Victim received a check in the amount of \$11,000 from the suspect for the purchase of a horse. Victim

was advised to cash the check and use \$4,200 to pay another subject for the shipping of the horse. After victim paid for the shipping using a cashier's check, the victim's bank notified her that the \$11,000 was fraudulent. Victim still has possession of the horse.

- Trespass Arrest, 353 West Granada Boulevard (Winn Dixie Bus Stop). Subject contacted and found to have previously been trespassed from the location.

#### 4/17/20

- Carbreak, 159 Ponce De Leon Drive. An unknown suspect forced entry into the side compartment of the victim's truck and stole an earth auger valued at \$1,057. Two latent prints were collected and submitted for processing.
- Narcotics Arrest, 1462 W Granada Blvd (Dollar General). Subject contacted and found to be in possession of narcotics.
- Warrant Arrest, 1462 W Granada Blvd (Dollar General). Subject contacted and found to have an open warrant.
- Loitering and Prowling Arrest, 2 Sunshine Boulevard #B. Subject was seen in the area pulling on business doors on Sunshine Boulevard.

#### 4/18/20

- Theft, 523 Collins Street. An unknown suspect stole two barrels, two racks, clippers, and a hose.
- Theft, 795 West Granada Blvd (CVS). An unknown suspect stole the victim's bicycle from this location.
- Warrant/Fraud Arrest, 24 Sugarberry Circle. Contact was made with a subject that was involved with multiple cases concerning counterfeit currency.
- Narcotics Arrest, 56 Tropical Falls Drive. Subject was under the influence of narcotics and went outside to smoke a cigarette, disturbing the peace outside. He was found to have violated his probation being in possession of narcotics and was placed under arrest.
- Narcotics/Warrant Arrest, 1670 West Granada Boulevard. Subject was contacted and found to have an active warrant and was also charged with possession of narcotics.

#### 4/19/20

- Stolen Vehicle Arrest, 790 West Granada Boulevard (Walgreens). Subject stole the victim's unsecure vehicle from this location. The vehicle was recovered a short time later.
- Warrant Arrest, 1290 West Granada Boulevard. Subject was contacted and found to have an open warrant.
- Driving Under the Influence Arrest, North Halifax Drive/East Granada Boulevard. Subject was parked on North Halifax Drive in the southbound lane facing northbound. Officers made contact but the subject was initially not responsive and then would not obey commands. Subject refused to do field sobriety exercises and refused to give a breath sample.
- Warrant Arrest, 295 South Atlantic Avenue #201. Subject was contacted and found to have an open warrant.

#### 4/20/20

- Burglary Business, 1450 West Granada Boulevard #2 (LTG Inc.). Unknown suspect stole parts out of the A/C control box that is mounted to the wall on the backside of the building.
- Aggravated Assault Domestic Violence Arrest, 279 Selden Avenue. Subject threatened to kill his wife with a kitchen knife during an argument.

#### 4/21/20

- Carbreak, 509 South Nova Road (All Aboard Storage). Forced entry was made by breaking a combination lock to a trailer and stealing different types of construction equipment. Ten latent fingerprints submitted for processing.
- Battery Domestic Violence Arrest, 39 Pinehurst Circle. Subject slapped his father during an argument.
- Trespassing Arrest, 3 North Yonge Street (Sunoco). Subject contacted and found to have been previously trespassed from the location.

### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 63
  - Number of Citations issued: 5
  - Number of Written Warnings Issued: 16
  - Number of Parking Tickets Issued: 26
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 11
  - Number of Crashes with Injuries: 1
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

### Neighborhood Improvement

#### Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 2 Cases initiated
- 2 signs have either been removed or sign cases created.
- 19 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in and sixty (60) 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 – The project is substantially complete; new tank and pump station are operational and being utilized. Demolition of the old tank has been delayed due to travel restrictions and will be completed when they are lifted.
    - WWTP Sludge Dewatering Improvements – Centrifuge 1 is installed, start-up, which is being done remotely, began on 4/15. Walkway grating is in process.
    - HVAC Replacements – City Hall, SONC, The Casements – Construction is substantially complete. Operation, maintenance and control system training is being scheduled.
    - Granada Median Landscape Improvements (Orchard Street to I-95) – Planting of the four I-95 overpass side slopes will begin early May.
    - 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 drawing review is complete. An updated schedule is being compiled by the contractor.
    - OBSC Improvements – Championship Field 7 – Permits and a notice to proceed have been issued.
    - Nova Community Park Underground Electric Utilities – Outdoor transformer installation complete, electrical equipment delivery and installation scheduled for next week.
    - WTP Chemical Feed System Upgrades – Soliciting proposals to furnish and install the shade structure.
    - Broadway/US1 Traffic Signal – A pre-construction meeting was held on April 2.
    - 2019 Stormwater Rebuild – Shop drawings are under review.
    - The Casements North Side Improvements – Drainage system installation is underway.

- 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 May 12 City Commission meeting.
  - 2020 Microsurfacing – The bid opening has been rescheduled to May 11.
  - 2020 Repaving – The bid opening has been rescheduled to May 11.
  - CDBG SONC Fitness Station – A disposition item for approval to advertise is scheduled for the May 12 City Commission meeting.
  - Update Parks & Recreational Master Plan – A disposition item for approval to advertise is scheduled for the May 12 City Commission meeting.
  - 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 12 meeting.
  - North US1 Water Main and Force Main Improvements – A disposition item for approval to bid is on the May 12 City Commission agenda.
  - 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 – Comments on the 90% plans have been returned to the consultant. Bid plans are being finalized.
  - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans have been received and are under review by FDOT.
  - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
  - Fleming Avenue Stormwater Pump Station – The consultant is finalizing plans and specifications for bidding.
  - Airport Road/SR40 Water Main Loop – 60% plans comments sent to the Engineer.
  - Rockefeller Room Renovations – Scope of work is being clarified with the contractor and architect.
  - Downtown: Cassen Park Improvements – Requested a proposal from design consultant to revise plans based on comments received.
  - Granada Streetscape Pavers – Requested quotes for decorative material options.
  - Birthplace of Speed Overlook Replacement – A purchase order has been issued for structural drawings required for the building permit. A work authorization for the project will be on a future City Commission agenda for approval.
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits for 650 West Granada Blvd, 520 West Granada Blvd, and 1899 North US1 directional bores, per Brighthouse request.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Benton Street soil borings, per Goesyntec/FDOT request.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for John Anderson Drive aerial fiber installation, per Spectrum request.
  - Researched old documents and provided PDF copies of Central Park warranty deeds, per consultant's request.
  - Completed tree-in-the-right-of-way locate at 24 Magnolia Avenue, per Neighborhood Improvement Division request.

- Completed rear property line/ID locate at 509 Cherrywood Circle, per Streets Division request.
- Updated City's Standard Construction Detail drawings per staff comments.
- Began Level 1 Certified Survey Technician continuing education on-line training.
- Researched and provided citizen the proper DEP contact information for regulations pertaining to residential wetland development.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Stripped forms, backfill, clean-up – N Ridgewood Ave
- Hauled recycle from Public Works complex
- Asphalt – Rockefeller
- Cleaned basins citywide

##### 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 Sycamore Cir, N Ridgewood 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
- Cleaned at City Hall

##### 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 & posts citywide

##### Stormwater Maintenance

- Cleaned catch basins – Zones 1, 2, 3
- Utility locates – citywide
- Assist Water Div. with hydro excavation – Pine Look Pass
- Baffle boxing – S. Beach St
- Basin inspection – Zones 1, 2, 3
- Gates & pumps – citywide
- Basin inspection & clean locates – citywide
- Basin & pipe inspection – Loyola St

##### Vactor

- Basin cleaning – Granada Approach
- Baffle box cleaning – S Beach St
- Basin cleaning – City Hall parking lot

Street Sweeping/Streetsweeper (sweeper down)

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

Fleet

- Mileage traveled by all departments for the week: 19,320
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 0
  - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 8,079 gallons unleaded, 8,583 gallons diesel
  - Fuel used in one week: 2,285 gallons of unleaded and 630 gallons of diesel.
  - Fleet completed 29 work orders this week.

Utilities

- Projects Summary
  - WTP & WRF Needs Assessment
    - WTP & WRF CIP Needs Assessment: Virtual meetings held 3/24, 4/7 and 4/15 to discuss separate draft reports for WTP & WRF CIP prioritization.
  - Design & Bidding
    - WRF Clarifier #3 Rehab complete rehabilitation - Received updated quote 4/8 for \$55k. Staff preparing sole source agenda item for future commission.
    - 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 supplied comments on proposed operating protocol and plans.
  - Under Construction
    - SCADA Integration Verification – [McKim Creed & STAR] Meeting with staff, engineer, and contractor at WTP on 3/23. Collections & Maintenance superintendents to develop list of concerns to forward to consultant.
  - Substantially Complete/Complete
    - Western Service Area Master Plan – On February 24 finalized report & maps shared with Engineering team. Commission workshop date TBD.
    - Airport Business Park Emergency Sewer Repair – Final Payment Approved. 4/14 Commission approved EPO.

SPRC Projects

- Planning & Design
  - Varona Oceanside Subdivision in OBTS – 4/20 reviewed and approved revised plans. Alerted consultant of status.
  - Hunting Green Force Main – 4/20 reviewed and approved revised plan. Alerted consultant of status.
  - Avalon Park – Received conceptual plan and draft DB Land Use Amendment for review and comment. Staff soliciting Mead Hunt proposal for participation in W&S projections.
  - 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.

- Under Construction
  - 99 Portland Street, Stor It Boat & RV – April 6 received water as-builts & Bac-T's with request for clearance. Approved for submittal to DOH-VC.
- Substantially Complete/Complete
  - Lynnhurst Sewer Improvements: Received, reviewed, and accepted as-built survey. Need to verify that Wells Fargo lateral is connected.
  - Pineland Subdivision, Phases II & III: Final inspection completed 4/15. Field verified that the requested utilities revisions were completed.

#### Water Treatment Plant

- Delivered 40.17 million gallons for the week ending April 18, 2020 (5.74 MGD).
- Backwashed 11 filters for a total of 742,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 18, 2020 @ 6.84 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.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Flushed distribution system 223,000 gal.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.26 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.89 MGD.
- Produced 27.26 Million Gallons of Reuse.
- Produced 0.00 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (April 1, 2019 – March 31, 2020) (MGD):
  - Influent 4.26 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.25 MGD (Permit 6 MGD);
  - Reuse 4.52 MGD (Permit 10 MGD)
- Hauled 95.40 wet tons of dewatered residual solids (14% to 18% solids)
  - Current weekly sludge hauling ending 04-17-2020
  - 5 trailer loads of treated sludge went to processing facility.
- There was 1 fecal detection for the weekly reporting period and 2 out of 13 for the month of April 2020 for an 85% non-detection reporting value.
- Continuing maintenance dosing of product for red worm per manufacturer's instructions in reaeration tanks and secondary clarifier troughs which has been effective.
- Sand Filter #3 bridge drive failed on 3/24, switched to SF #2. Removed drive gears from SF #1 and installed in SF#3, which was semi-successful as it would drive intermittently. Notified Maintenance to order needed parts/equipment to get both #1 and #3 filters running reliably.
- New centrifuge is in the process of troubleshooting for start-up. Anticipating start-up and training during the week of 4/20/20.

#### Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 13 calls for water service leaks.
- Replaced 5 broken meter boxes.
- Replaced 2 water service due to leaks or low pressure concerns.
- Performed 3 scheduled pressure tests of City owned backflow prevention devices, 1 of which needed repair.
- Replaced the valve box on a fire hydrant isolation valve on US1 at S.R. Perrott.
- Assisted WTP with the isolation of Leeway elevated water tank.
- Repaired the blow-off on Carib Dr.
- Repaired a 2" service to a flushing device located at 250 Williamson Blvd.
- Repaired landscaping due to excavations.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 180 regular & 4 emergency utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 10 in the conventional system service area.
- Cleared stoppage at 26 Rio Pinar. Cleaned & TV'ed to main. Line is good at this time.
- Dug up lateral and installed C/O at 1298 Scottsdale Dr. Cleared stoppage on city side. TV'ed to main line, clear.
- Cleaned sanitary gravity main after contractor repaired break caused by FPL contractor. Removed 9 yards of sand.
- Checked depression near manhole at 205 Hernandez Ave. Does not appear to be related to sanitary system.
- Checked on punch list items for Pineland subdivision phase II & III. All items corrected.
- Assisted WRF personnel in clearing blockage at centrifuge.
- Replaced and rewired PEP pump at 27 Creek Bluff Way
- Repaired broken 1½" discharge line from PEP system at 6 Echo Woods Way.
- Replaced and rewired PEP pump at 37 Meadow Ridge View.
- Cleaned and TV'ed sanitary lateral at 153 Lindenwood Cir S. Back up was on customer side.
- Replaced and rewired PEP pump at 24 Allenwood Look.
- Cleared blockage at 252 Selden Ave. Will follow up with TV.
- Cleared Blockage at 598 Andrews St. Will follow up with TV
- Located C/O at 65 Tropical Falls Dr. City side clear
- Responded to blockage at 17A Byron Ellinor Dr. C/O had no cover, flushed line. Line is now clear.
- Cleared sanitary main blockage at 460 S. Atlantic Ave.
- Located and TV'ed sanitary lateral at 47 Brookwood Dr. Line is clear.
- Replaced and rewired PEP pump at 12 Laurel Ridge Break.
- Replaced C/O cap at 1 Avenue La Vista
- Replaced and rewired PEP pump at 85 Shadow Creek Way.
- Replaced and rewired PEP pump at 18 Dartmouth Trace

#### Reuse Distribution

- Responded to 3 reuse trouble calls.
- Reclaimed levels very low due to severe demand.
- Turned off 180 Ellicott Dr. per customer request
- Located various irrigation boxes
- Repaired broken 4" blow off at 5 Pine Look Pass

#### Wastewater Plant – Lift Stations

- Centrifuge #1 – CEC Controls/SGS commenced start up and troubleshooting. Centrifuge # 2 is still functional for manual operation.
- 5M – pump 3 not operating, replaced motor with shop stock, repaired guide rails, motor starter not operational, scheduled to replace.
- 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.
- Leeway elevated tower - replaced drain pump coupler.
- Chlorine pump 6 – replaced failed O-ring gasket.
- Hudson Wells – lost SCADA communications due to trees heavy with rainwater blocking signal. Signal returned and operation verified after trees dried. Trees owned by others, will need to seek permission for trimming.

- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform operational checks at various locations.

**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.
- City Clerk attended Claims Committee conference call.
- Agenda packet preparation and distribution for April 28 Special Virtual City Commission Meeting.