

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 8, 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:

- Virtual staff meetings
- COVID-19 planning
- Reopening planning discussions with staff

Spoke to, attended and/or met with:

- Various COVID-19 conference calls and virtual meetings
- Individual budget update meetings with commission members
- SMA Board of Directors meeting
- SMA Finance Committee meeting
- Called various citizens regarding their concerns

PIO – Public Information

- Press Releases/Media
 - Andy Romano Updates
 - City Updates
 - General media inquiries and high volume of citizen requests
- Social Media
 - Teacher Appreciation Week
 - National Nurses Day
 - International Firefighters Day
 - City updates on openings and closures
 - Census reminders (Ormond Beach in 2nd Place)
 - Business Webinar Rebroadcast
- Attended
 - City Manager's COVID-19 Meeting
 - City Manager's Reopening Meeting
 - Volusia PIN Network
 - Daily Volusia County Emergency Management Briefings
- Developing
 - Memorial Day Zoom Ideas
 - Do the Right Thing Video with OBPD

Community Development

Planning

- The Board of Adjustment and Appeals will meet on May 20, 2020. There are three applications scheduled for the meeting:

1. 327 North Beach Street. Waterfront variance to construct a new single-family house.
2. 143 Orchard Lane. Variance request to replace and maintain three driveways where the Land Development allows only two driveways.
3. 2 Moss Point. Variance request for an eight-foot fence along North Tymber Creek Road.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 340 inspections performed within the city (1 by private providers).
- 111 permits issued within the city, with a valuation of \$948,110.

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- SPRC conducted final inspections at 26 North Beach Street, FUGU restaurant and 1280 North U.S. Highway 1, S.R. Perrott expansion.
- The SPRC has two projects under review:
 1. 1687 West Granada Boulevard, Calvary Christian Church kids center expansion. Minor improvements to the existing kids center building including walkway and covered areas. There is no building square footage expansion.
- 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	5%
Coolidge Avenue Office/Warehouse	25%
Dunkin Donuts, 1535 North US Hwy 1	5%
Extended Stay America	25%
FUGU	100%
Go Juice	2%
Granada Plaza sewer improvements	98%
Modern Wash	60%
Oceanside Golf and Country Club (seating)	90%
OB Championship Softball Field	0%
Publix remodel	35%
Salty Church	70%
Security First	99%
S.R. Perrott expansion	100%
Stor-It	60%

The Pumphouse	30%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Utilities only	
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%
Residential	
Cypress Trails subdivision	95%
Ormond RC, Building 1C	70%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- Airport Business Park
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in weekly calls with Volusia County Division of Economic Development and local municipal economic developers to updates and efforts to support the business community.
 - Staff is working with the Ormond Chamber and Ormond Mainstreet to host weekly business continuity calls aimed at providing relevant business information. The fourth installment was Wednesday May 6, 2020 and focused on marketing for small business. Future Zoom meetings are in the works.
 - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs and anticipating the direction by Governor's office for reopening the economy.
- 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 roundtable webinar with the Southern Economic Development Council focused on best practices of using local resources to assist businesses during the COVID-19 crisis.
- Staff participated in a webinar focused on re-opening the Post-COVID-19 Economy hosted by Chmurra Economics.
- Staff has been calling businesses in the business community including Major Employers, companies in the Airport Business Park, many of the smaller business centers in the City. This will be an ongoing effort to assess the impact of COVID-19 on business operations.
- Staff has been working with a handful of companies that have the capacity to provide products or services to assist with response to COVID-19. Initiatives right now are helping the companies connect to supply chain networks and Emergency Management Personnel.
- Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower as a result of COVID-19.
- Publix has placed a bid to acquire 5 Lucky's Market stores, which includes the Ormond Beach location. Staff continues to monitor the transition from Lucky's Market and Publix. Staff continues to collaborate with local and regional partners to engage resources as needed. These will be ongoing discussions in the coming weeks.

Airport Operation and Development

- Staff participated in the weekly teleconference setup for public use airports regarding the State of Florida's response to COVID-19. 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 directives from the State of Florida concerning response to the pandemic and current efforts to re-open the state economy.
- Staff participated in a quarterly meeting of the Florida Airports Council's Legal Committee this week. Topics of discussion included COVID-19 issues, property appraiser/ad valorem tax issues, impostor airport websites, member airport webinars, and an update on a planned education and training summit.
- Staff participated in a teleconference and training session sponsored by the Florida Airports Council. The purpose of the teleconference was to provide training for airport staff on recent changes and updates that have been made to the Joint Automated Capital Improvement Program (JACIP) module located in the Florida Aviation Database (FAD).
- Staff has completed work with Florida Department of Transportation (FDOT) District 5 personnel to complete the closeout of two airport projects that have been completed and for which state funds were allocated; the rehabilitation of Runway 9/27 and the construction of improvements for the public use heliport.
- Staff is working with the Orlando Airports District Office of the Federal Aviation Administration (FAA) to complete and submit an application for FAA funding of a project to design the rehabilitation of Taxiway Bravo and Taxiway Delta. Design and construction work to rehabilitate these taxiways is included in the City's approved capital improvement plan for the airport. It is possible that some portion of the design phase of this project may be eligible for 100% FAA funding under the CARES Act.
- 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. Both grants are on the agenda for the May 12 City Commission 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
- Bi-weekly meetings with FEMA regarding hurricane Dorian have been taking place.

- Completed Projects - Weekly
 - Processed 73 Journal Entry Batches.
 - Utility Billing Meter Readers completed 451 work orders.
 - Approved 18 Purchase Requisitions totaling \$54,622.69.
 - Issued 19 Purchase Orders totaling \$108,724.87.
 - Issued 0 past due notices on utility accounts.
 - Prepared 143 Accounts Payable checks totaling \$340,277.51 and 33 Accounts Payable EFT payments totaling \$444,528.94.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 748 payments through Interactive Voice Response System totaling \$54,795.33.
 - Processed 1,156 payments through City online payment portal totaling \$131,817.75.
 - Grant money 2019-20 fiscal year-to-date total received, \$2.85 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted final documentation required by Volusia County ECHO for the City's 2019 grant funded projects for the MacDonald House and the Nova Tennis Lighting. Projects can begin once the Notice to Proceed has been received.
 - Grant reimbursement requests to date FY 19-20: \$962,978.84

- Other
 - Attended weekly staff COVID conference calls.
 - Attended Airport Grant training for updates.
 - Attended Meeting for County COVID-19 Business Grants
 - Attended Grants webinar regarding COVID-19 grants for public safety.

Risk Management Projects

- Attended virtual risk management state conference education sessions
- Attended WC claim interviews
- Organized certificates of insurance

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 2
 - Hazardous: 3
 - EMS: 64
 - Motor Vehicle Accidents: 4
 - Public Assists: 44
 - TOTAL CALLS: 119

- Aid provided to other agencies: 2 Calls to Volusia County
- Total staff hours provided to other agencies: 2
- # of overlapping calls: 19
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3

- Total EMS patients treated: 43
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 380

- Training Hours
 - NFPA 1001: Firefighting 34
 - NFPA 1002: Driver 16
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 50
 - EMT/Paramedic 9
 - TOTAL TRAINING HOURS: 113

- Station Activities
 - COVID precautions continue at all stations. Crews are decontaminating stations and apparatus in the morning and evening and performing self-monitoring temperature checks.
 - All stations received new digital thermometers and face shields
 - Crews participated in drive-by's with the fire engine at Avante nursing facility and a birthday party in the Hunter's Ridge subdivision.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Paralegal (Legal)
 - Plant/Pump Mechanic (Public Works)
 - Police Officer (Police)
 - Utilities Manager (Public Works)

 - Job Openings on Hold
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Part Time Rec Leader (Environmental Discovery Center/Leisure Services)
 - Part Time Rec Leader (Performing Arts Center/Leisure Services)
 - Part Time Rec Leader (SONC/Leisure Services)

 - Separations
 - Part Time Maintenance Worker II (Building Maintenance/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: 34
 - Completed: 55
 - In progress: 49
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,381
 - Inbound E-Mails Blocked: 18,527
 - Delivered Inbound E-Mails: 20,854
 - Quarantined Messages: 453
 - Percentage Good Email: 53%
 - ATP/Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 8
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 55
 - Information Requests from External Organizations: 5
 - 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
- Staff meeting conference call
- VCRDA meeting conference call
- Contacted VCRDA regarding fireworks/4th of July events
- Preparing online platform for registration
- Worked with Coordinators to develop plan to re-open facilities and programs
- US Conference of Mayors conference call regarding summer and recreation programs

Contract Manager – Grounds and Athletic Maintenance

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

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond

- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging, dragging and weeding fields
- Painting soccer fields, baseball foul lines, and soccer parking lot
- Weeding shuffleboard court
- Repairing soccer goals
- Putting in new hitting mats at batting cages where needed

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Continued evaluation of and preliminary planning of all upcoming events through July:
 - Reel in the Fun, Free Fishing Tournament, Saturday, June 20
 - Independence Day Celebration, Saturday July 4
 - Summer Sounds Free Concert Celebration, Saturday, July 17, 24, 31
- Completed cleaning and organization of Community Events upstairs storage area and sound room

Parks Maintenance

- Citywide inspection of parks
- Checked all parks for unemptied trash cans
- Restroom checks twice per day
- Inspect all virus signs on restroom doors
- Inspected signs on all playground equipment
- Added park bench to Rockefeller Gardens
- Opened Andy Romano Beachfront Park
- Repair Central Park I playground barrier

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
- Andy Romano Beachfront Park railings removed
- FS 91 ceiling tile replaced
- Replaced The Casements emergency light in rotunda
- City Hall emergency door alarm replaced
- Fortunato Park repaired dog water bowl
- Assembled cabinet at Police Department
- Troubleshoot gate at WWTP
- Fabricated keys for The Casements
- South Ormond Neighborhood Center thermostat covers replaced
- Defibrillator pads replaced at The Casements
- Ventilation check in uniform room at FS 91

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff maintained safety supplies related to COVID-19
- Staff attended webinar training concerning the Ring doorbell
- Staff issued guidelines on overdose death responses
- Staff initiated parking enforcement signage at Cassen Park
- Staff conducted a virtual supervisor's meeting

Community Outreach

- Youth Leadership Council (YLC) - Eight (8) YLC members attended a virtual meeting on April 29. Four (4) YLC members participated in a socially distanced walk to stay connected and build team spirit.
- OPBAL Basketball - Last week, OPBAL coaches called basketball participants to check on their progress with distance learning and encourage them to reach their academic goals. May 15 and 16 have been set as the deadline for members of the OPBAL basketball boys' and girls' teams to upload photos and videos for the participant skills competition. The competition is for OPBAL team members only. The top three players who complete the most free throws, lay-ups and 3 pointers in 2 minutes will received an award.
- Educational programs
 - Tutors R Us - Thirty-one (31) students participated in the Tutors R Us remote tutoring opportunity last week, which were held on Monday through Thursday from 3:00 p.m. to 6:00 p.m. Remote tutoring was implemented to continue service to at-risk students registered in the 2020 spring Tutors R Us program. The program will continue through Thursday, May 21.

Community Services & Animal Control

- Animal Calls responded to: 30
- Animal Reports: 3
- Trap Neuter Release:
- Animal Bites: 1
- Animals to Halifax: 1
- Wildlife Calls: 2
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 8
- Inactive: 5
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 3
- Grand Theft: 0
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 2
- Battery: 1
- Baker Act: 1
- Vandalism: 2
- Disturbance: 2

Records

- Walk - Ins / Window: 29
- Phone Calls: 63

- Arrest / NTA'S: 17
- Reports Generated: 97
- Reports Entered: 80
- Citations Issued: 21
- Citations Entered: 24
- Warnings Entered: 21
- Trespass Warnings: 20
- CORF Entered: 169
- Mail / Faxes / Request: 18

Patrol

- Total Calls: 1,480
- Total Traffic Stops: 52

Operations

- Crime Opportunity Report Forms: 206

4/29/20

- Dating Violence False Imprisonment/Battery Arrest, 1608 N Us Hwy 1 #248 (Extended Stay). A subject got into a verbal argument with his girlfriend at this address. When she tried to leave the room he blocked the door with his body and a table. He then pushed and shoved her to keep her inside.
- Burglary Residence Arrest, 396 Collins Street. Subject was observed by neighbors walking around the residence. When officers arrived they witnessed him searching through the wooden shed on the property where he stated that he had lived there for years. After it was determined he was not the homeowner, officers attempted to secure the subject, who then resisted.

4/30/20

- Stolen Vehicle, 1635 North United States Highway One (Clarion Inn). The victim advised that last night she was tired and left a box in the hallway. A subject was seen on video surveillance digging through the box and taking a car key fob. Vehicle was taken from the parking lot.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by Loss Prevention at this location to steal approximately \$300 worth of merchandise. Subject was also found to have been trespassed from this location in January 2020 and was in possession of narcotic paraphernalia.
- Resisting without Violence Arrest, 1614 North US Highway 1 (Econo Lodge.) Subject contacted during an investigation where he resisted officers.

5/1/20

- Carbreak, 400 South Nova Road (DB Pickles). The selective catalyst reductant (similar to catalytic converter) was removed from the victim's vehicle.
- Warrant Arrest, 1635 North United States Highway One (Clarion Inn). Subject contacted and found to have an open warrant.
- Carbreak, 487 South Nova Road. Victim advised that his delivery vehicle had a catalytic converter cut out of the exhaust system.

5/2/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject stole approximately \$50 in merchandise from this location. The offense was witnessed by loss prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject stole approximately \$250 in merchandise from this location. The offense was witnessed by loss prevention.

5/3/20

- Carbreak, 401 North Beach Street (Melrose Park). An unknown suspect forced entry (broken window) into the victim's vehicle and stole her purse.

5/4/20

- Burglary Business, 509 South Nova Road #9136 (All Aboard Storage). Forced entry to lock on storage unit door. A motorized bicycle was removed from the storage unit, but left on the storage facility property (attempted theft).
- Shoplifting Arrest, 290 Wilmette Avenue (Mower Depot). Subject stole a Stihl blower from this location and fled the scene. An employee tackled the subject and retrieved the stolen property. Subject was later located at North Beach Street/Lincoln Avenue.
- Assault Domestic Violence Arrest, 116 North Saint Andrews Street (Tomoka Oaks subdivision). Subject got into a verbal argument with her mother and started throwing objects at her. The victim dodged the items to avoid from being struck by them. The victim then came to OBPD to report the incident
- Battery Domestic Violence Arrest, 404 Flormond Avenue. Juvenile got into a physical altercation with her mother. During the altercation, a ceramic mug broke and was used as a weapon.

5/5/20

- Bicycle Theft, 1 John Anderson Drive (Ormond Heritage). Subject was observed on video surveillance stealing a bicycle (white, specialized hybrid bicycle worth approximately \$700) from the underground garage at this location.
- Warrant Arrest, 1657 North United States Highway One (Love's Truck Stop). Contact was made with a subject in reference to a trespass at this location. He was found to have an open felony warrant out of Ohio for child neglect.
- Battery Arrest, 1614 North United States Highway One (Econo Lodge). The manager was advised that someone was sleeping on the side of the business. When the manager went to wake up the subject they got into an argument. The manager turned his back to walk away to call the police when the defendant pushed him in the back and spit on him.
- Resisting without violence Arrest, 10 Lake Walden Trail. Intoxicated subject was contacted while sleeping on the lawn at this location and fought with officers.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 9
 - Number of Citations issued: 12
 - Number of Written Warnings Issued: 5
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 8 Cases initiated
- Zone 4: 0 Cases initiated
- 28 signs have either been removed or sign cases created.
- 16 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in and sixty-three (63) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor has been asked to hold off on further work until further notice.
 - Water Plant Upgrades – Work continues on the Sodium Hypochlorite system.
 - Breakaway Trails Storage and Pumping Improvements – FPL is scheduled to move an overhead line to facilitate demolition of the old.
 - WWTP Sludge Dewatering Improvements – Centrifuge 1 is operational and in a two week testing phase. Progress meeting was held on 5/5.
 - HVAC Replacements – City Hall, SONC, The Casements – Operation, maintenance and control system final connection and training will be scheduled when the contractor has access to the server room at City Hall.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Work on the four I-95 overpass side slopes has begun.
 - WTP Sludge Residuals Facility Improvements – Centrifuge is ordered, tentatively scheduled to ship in August.
 - OBSC Improvements – Championship Field 7 – Demo of the existing field is underway.
 - Nova Community Park Underground Electric Utilities – Outdoor electrical equipment is scheduled for shipment on May 7. Overhead electrical wiring will be switched over to the underground wiring upon installation and energization of the outdoor switchgear.
 - WTP Chemical Feed System Upgrades – Soliciting proposals to furnish and install the shade structure.
 - Broadway/US1 Traffic Signal – A progress meeting is being scheduled.
 - 2019 Stormwater Rebuild – Construction is underway.
 - Casements North Side Improvements – Drainage system installation is scheduled for completion on May 29.
 - Fiber Optic Connectivity – Work Authorization approval for connecting FS 92 to the fiber network has been submitted for approval at the June 9 City Commission meeting.
 - 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 26 City Commission meeting.
 - North US1 Water Main and Force Main Improvements – A disposition item for approval to bid is on the May 12 City Commission agenda.
 - Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – A Work Authorization for Construction Management services is scheduled for City Commission approval at the May 26 meeting.
 - Nova Landfill Liner Repair – A Work Authorization for the design, permitting and repair is scheduled for approval at the May 26 City Commission meeting.
 - Design Projects:
 - Fleming Ave Stormdrain Improvements – The plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
 - Secondary Raw Water Main – 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 plans and all grant requirements have been submitted to the Florida Department of Emergency Management.
- Airport Road/SR40 Water Main Loop – 60% plan revisions scheduled for submittal from the Engineer on May 8.
- Rockefeller Room Renovations – Soliciting contractors for window restoration pricing.
- 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 plan and created approved Work-in-the-Right-of-Way permit for South Forty Trail at Hand Avenue directional bore, per Brighthouse request.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 1458 West Granada Blvd directional bore, per Century Link request.
 - Continued to update the City's Standard Construction Detail drawings, per staff comments.
 - Researched Engineering files for any correspondence related to 49 Hernandez Drive, per Risk Management request.
 - Began topographic survey of South Beach Street from Arroyo Parkway south to Plaza Grande.
 - Assisted Planning Department with documents for the traffic signal box wrap project.
 - Field located and recorded depth measurements of a manhole uncovered during the on-going drainage excavation for The Casements North Side Improvements project.

Environment Management

Street Maintenance - Asphalt/Concrete

- Ground sidewalk, patched asphalt – Main Trails & Fox Croft

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 – Pine Valley
- Trimming overhead – Main Trail

Maintenance

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

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

Stormwater Maintenance

- Utility locates – citywide
- Storm basin cleaning, gates, & pumps – Zones 1, 2, 4
- Mow grass around ponds – Nova Rd
- Mow ditch easements – Hand Ave, RR Track, Water Plant
- Mow grass around pond – Main Trail
- Depression investigation – Harvard & Main Trail
- Gates & pumps – Citywide
- Baffle box cleaning – Hand Ave
- Ditch spraying – Wilmette Ave
- Hot spots basin inspection – Citywide

Vactor

- Vac Truck – Hand Ave

Street Sweeping/Streetsweeper (Sweeper down)

Fleet

- Mileage traveled by all departments for the week: 18,140
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 12,454 gallons unleaded, 10,434 gallons diesel
 - Fuel used in one week: 2,364 gallons of unleaded and 431 gallons of diesel.
 - Fleet completed 30 work orders this week.

Utilities

- Projects Summary
 - WTP & WRF Needs Assessment - Substantially complete
- Utilities Projects: Preliminary Planning
 - Granada Sanitary Sewer Pipe Rehabilitation – Awaiting Engineering Services Fee proposal from different firm relying on open cut methods. Target commence design FY19/20 and Construction FY20/21.
- Utilities Projects: Design & Bidding
 - WRF Clarifier #3 Rehab complete rehabilitation - Sole source agenda item \$54k scheduled for June 9 commission meeting.
 - 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 minor comments on proposed operating protocol and plans.

SPRC Projects

- SPRC Annexations
 - 350 Clyde Morris Blvd – Responded to Planning indicating that PW or Utilities staff has no objections to or issues with the proposed annexation.
- SPRC Projects: Planning & Design
 - Tymber Creek Apartments – Project design engineer is requesting Utility guidance on some aspects of the project.
 - 3638 Ocean Shore Boulevard, Ocean Sunrise, utility connection – Reviewed plans and requested revisions, sharing concerns with design engineer and County Utilities
 - Avalon Park – Received conceptual plan and draft DB Land Use Amendment for review and comment. 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.
- SPRC Projects: Substantially Complete
 - 26 North Beach Street, FUGU Restaurant – Reviewed and approved as built plans. Final inspection scheduled.
 - 1280 North US 1, SR Perrot Site Expansion – Reviewed and approved as built plans. Final inspection scheduled.

Water Treatment Plant

- Delivered 39.87 million gallons for the week ending May 2, 2020 (5.70 MGD).
- Backwashed 9 filters for a total of 553,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 2, 2020 @ 6.86 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.
- Odyssey contractors are onsite for new projects.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 26.70 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.81 MGD.
- Produced 26.70 Million Gallons of Reuse.
- Produced 0.00 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (May 1, 2019 – April 30, 2020) (MGD):
 - Influent 4.17 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.23 MGD (Permit 6 MGD);
 - Reuse 4.45 MGD (Permit 10 MGD)
- Hauled 65.66 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 04-30-2020
 - 3 trailer loads of treated sludge went to processing facility.
- There were 0 fecal detections for the weekly reporting period and 2 out of 22 for the month of April 2020 for a 91% non-detection reporting value.
- Continued maintenance dosing of product for red worm per manufacturer's instructions.
- 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 started-up and operator training conducted, however, having issues with sludge flow/meter issues.
- New air mixing lines installed in reaeration distribution chamber on 4/22 and noticed abundant red worms within MLSS and sand filters on 4/23. Added dose of Aquabac to sand filter influent

channel and continuing observation of red worms. Also observed the water fleas and began hypo dosing on sand filter influent on 4/28.

Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 7 calls for water service leaks.
- Replaced 3 broken meter boxes.
- Replaced 1 water service due to leaks or low-pressure concerns.
- Performed accuracy testing on a 3" commercial water meter.
- Replaced 2 water meters.
- Located 2 water meters for customers.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 156 regular & 3 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Replaced broken manhole cover at 1035 W Granada Blvd. Broken cover is in bottom of manhole.
- Located and marked C/O at 34 Plaza Grande Ave.
- Replaced broken ring and cover on pig port on Airport Rd. force main near Sunshine Blvd.
- Repaired broken C/O at 200 Windward Ln.
- Dressed up area and prepped for sod at 3 Tiffany Cir.
- Attempted to locate C/O at 91 Brookwood Dr. Unable to locate at this time.
- Rewired PEP system at 18 Little Tomoka Way.
- Replaced and rewired PEP pump at 29 Foxhunter Flat
- Located C/O at 200 Windward Ln per plumber request.
- Replaced and rewired PEP pump at 23 Foxfords Chase.
- Flushed sanitary lateral at 73 New Britain Ave.
- Cleared back up in C/O at 59 Wye Dr., roots are coming from customer side. Advised to contact plumber for repairs.

Reuse Distribution

- Responded to 2 reuse trouble calls.
- Reclaimed levels very low due to severe demand.
- Verified that reclaimed services were open at various locations.
- Locate and mark reclaimed box at 37 Hunt Master Ct.
- Turned off reclaimed at 214 Hamlet Trace per customer request due to broken line.
- Turned off reclaimed at 494 John Anderson Dr. per customer request.

Wastewater Plant – Lift Stations

- Centrifuge #1 – CEC Controls/SGS continuing with startup and Troubleshooting, Centrifuge # 2 is still functional for manual operation.
- Removed plumbing from Alum room and reconnected Alum line to header pipe and installed new Alum line wash down.
- 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 – lubricate as needed.
- Well 15D – not responding remotely, RTU related – scheduled for repair when SCADA Tech. returns – available for local operation.

- Well 25D – well is out of service, motor windings shorted.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform Operational Checks at various locations.

Regulatory Compliance Activities

- Cross Connection Control Program Management Services Contract – Staff continues to collaborate with water customers concerning their backflow device testing, while working with the new data management company to ensure completeness.
- Risk and Resilience Vulnerability Assessment – Staff is reviewing the assessment report received from FRWA. The 50 page report is extremely comprehensive to all aspects of the Utility. The assessment will assist the Utility in identifying points of concern.
- Wetlands Monitoring Report – Staff is developing graphs for the Wetlands report to demonstrate the rainfall effects on the water levels in the Rima Ridge well field. The report is a part of the Consumptive Use Permit (CUP) issued by the SJRWMD.
- Water Quality Report – Staff is developing the WQR for the 2019 calendar year. The report is required to highlight the analytical data over the year at the WTP.
- Coordinate Local Wastewater Stream – Staff continues to monitor the special waste stream and its impact on the WRF. The system has been beneficial to the local business.

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 Conference Calls.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for May 12, 2020, City Commission Meeting.