

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 17, 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 meeting
- COVID-19 planning
- Budget discussion with Finance Director

Spoke to, attended and/or met with:

- Participated in various conference calls throughout the week relating to COVID-19
- Phone calls with commission on commission meeting agenda
- Virtual city commission meeting
- Attended Federal CARES Act webinar
- SMA Board of Directors virtual meeting
- SMA Finance Committee virtual meeting

PIO – Public Information

- Press Releases/Media
 - Cancellations Update Through May 8
 - Press pitches for Ormond Beach businesses
 - High volume of citizen inquiries and press coordination
- Social Media
 - COVID-19 Safety Updates
 - Citizen Reminders to Lock Doors, Avoid Fraud, etc.
 - 2020 Census Updates
 - #LivingTheOBLife series update (stay at home shots)
- Attended
 - City Manager Staff Meeting
 - Facebook Live Q&A with Mayor and Police Chief
 - Volusia PIN network updates call
 - Government Social Media Best Practices Webinar
 - Training Webinar for Zoom platform

Community Development

Planning

- The Planning Board and Historic Landmark Preservation Board meetings for May have been canceled. The Board of Adjustment and Appeals has been moved from May 6, 2020 to May 20, 2020.
- On April 14, 2020, the Volusia County School Board conducted a discussion regarding the consolidation of Osceola and Ortona Elementary schools. The discussion indicated a desire to construct a K-8 school on the beachside. School Board members directed school board staff to

seek additional input from parents, teachers, and administrators via e-mail and survey links on the K-8 concept. It was stated that the school consolidation plan would be scheduled as an action item on May 12, 2020, for a decision of which school site to redevelop. The school site not selected would be used for a Volusia County function, which has not been determined to date.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 269 inspections performed within the city (12 by private providers).
- 81 permits issued within the city, with a valuation of \$2,180,643.

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The SPRC conducted final inspections at the Pineland subdivision, Phases 2 and 3 and the S.R. Perrott building expansion.
- The SPRC has one project under review:
 1. Verona Villas Oceanside, 2nd review. An Ormond by the Sea development where Ormond Beach is the utility provider.
- 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%
Coolidge Avenue Office/Warehouse	25%
Dunkin Donuts, 1535 North US Hwy 1	5%
Extended Stay America	20%
FUGU	60%
Go Juice	2%
Granada Plaza sewer improvements	98%
Modern Wash	85%
Oceanside Golf and Country Club (seating)	85%
Publix remodel	15%
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%
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	5%
Lynnhurst sewer improvements	80%
Residential	
Cypress Trails subdivision	95%
Pineland residential subdivision, Phases 2&3	100%
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, MainStreet, Team Volusia, and Volusia County
 - Staff is participating in weekly calls with Volusia County Division of Economic Development and local municipal economic developers on 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 first call was on 4/08/2020 and featured an update by the Mayor, and insight on the SBA loans.
 - The second business continuity call was held on Tuesday 4/14/2020 with the Chamber with a presentation on the CARES Act and the Payment Protection Program.
 - The next business call is tentatively scheduled for 4/22/2020 and will feature an update from the City and include CareerSource Volusia/Flager to discuss employer and employee programs.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues to participate 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: Boost your COVID-19 Tech Toolbox.
 - Staff participated in webinars with Florida Redevelopment Association: Best practices for CRA Business Assistance Programs.
 - 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 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.
- Staff participated in a teleconference on balancing airports' legal and financial obligations in the COVID-19 crisis. The teleconference was sponsored by the Florida Airports Council and was hosted by the aviation law firm of Kaplan, Kirsch, and Rockwell. The teleconference included a presentation titled "Responding to COVID-19: Legal and Financial Challenges for Airports."
- Staff participated in a program briefing by the Federal Aviation Administration (FAA) and the U.S. Department of Transportation on the approximately \$10 billion in economic relief to airports as part of the CARES Act Airport Grants Program. Presenters included U.S. Department of Transportation Secretary Elaine L. Chao, FAA Associate Administrator for Airports Kirk Shaffer, FAA Deputy Associate Administrator for Airports Winsome Lenfert, and Director of Airport Planning and Programming Robert Craven.
- 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 been advised by the Aviation Communications Office of the Florida Department of Transportation that they wish to feature the Ormond Beach Municipal Airport in an upcoming issue of "Florida Flyer" magazine. Staff has been requested to supply a brief article and several photographs for publication.
- Staff has requested an official determination from the FAA concerning the magnetic variation for Runway 17/35. Current data suggests that the runway numbers may have to be changed based upon the degree of variation.
- The annual review and discussion of planned airport projects required by the FAA and FDOT was conducted via teleconference this week. Funding scenarios and project schedules were reviewed for projects proposed or under consideration within the next five (5) years.

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 76 Journal Entry Batches.
 - Utility Billing Meter Readers completed 247 work orders.
 - Approved 21 Purchase Requisitions totaling \$95,981.94.
 - Issued 12 Purchase Orders totaling \$60,026.14.
 - Issued 0 past due notices on utility accounts.
 - Prepared 95 Accounts Payable checks totaling \$450,821.87 and 28 Accounts Payable EFT payments totaling \$136,287.89.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 576 payments through Interactive Voice Response System totaling \$47,267.72.
 - Processed 941 payments through City online payment portal totaling \$89,734.40.
 - Grant money 2019-20 fiscal year-to-date total received \$2.5 million.

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. In anticipation, working on potential CDBG FY 20-21 capital projects and public service requests.
 - Attended COPS webinar relative to The Stafford Act and Other COVID-19 Funding Resources.
 - Attended Federal CARES Act – Mayor Provisions/Implementation/Resources webinar.
 - Grant reimbursement requests to date FY 19-20: \$956,811.39
- Other
 - Attended weekly staff COVID conference calls.
 - Attended City Commission Zoom meeting.

Risk Management Projects

- Managed subrogation claims
- Attended webinars
- Paying self-insured assessment for workers' compensation

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 2
 - Hazardous: 3

- EMS: 77
- Motor Vehicle Accidents: 1
- Public Assists: 50
- TOTAL CALLS: 133

- Aid provided to other agencies: 9 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 24
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 48
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 429

- Training Hours
 - NFPA 1001: Firefighting 78
 - NFPA 1002: Driver 3
 - NFPA 1500: Safety/Equipment 55
 - EMT/Paramedic 4
 - TOTAL TRAINING HOURS: 140

- Station Activities
 - Emergency Operation Center (EOC) continues to operate at Fire Station 92 and monitor the COVID-19 situation.
 - The EOC has purchased a product to disinfect surfaces and is intended to work against COVID-19. Station 92-C crew made a video on how to properly mix and use the product to decontaminate the fire stations and apparatus.
 - Decontamination boxes were constructed with UV lights for sanitizing N95 masks. Each station received a box to sanitize their masks when needed. A training PowerPoint guide was created to assist with the sanitation process.
 - Crews continue making hand sanitizer for City departments
 - Crews performing self-monitoring temperature checks
 - Firefighters hosted a blood drive at Fire Station 92 to increase supplies during pandemic.

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)

 - Applications Under Review
 - 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: 57
 - Completed: 65
 - In progress: 56
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 36,148
 - Inbound E-Mails Blocked: 16,199
 - Delivered Inbound E-Mails: 19,949
 - Quarantined Messages: 360
 - Percentage Good Email: 55.2%
 - ATP/Virus E-Mails Blocked: 1
 - Notable Events: Collaborated with the City Clerk and staff to prepare for hosting the first ever virtual City Commission meeting held 4/14/2020 using the ZoomSeminar service. Continuing to support the Work from Home (WFH) staffing efforts with user helpdesk support and some repurposed loaner equipment for specific functions such as Police Department personnel.
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 2
 - Corrections: 2
 - Map/Information Requests: 9
 - 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
- Staff meeting conference call
- Compiling content for posting one minute walk videos at parks
- Shooting gardening tutorial video with master gardener
- Coordinating park feature videos with staff and staging content
- Posting videos to Leisure Services and EDC pages daily
- Curating relevant content to share on social media pages
- Updating social media pages as needed
- Encouraging adherence to CDC guidelines on social media

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 Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Scheduling installation of new carpets in batting cages
- Edging, dragging and watering fields
- Weeding infields and shuffleboard court
- Continuing 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 court and shuffleboard court

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Organizing storage areas.
- Assisted with video of Easter Bunny sighting
- Continue preliminary planning of all upcoming events through May:
 - Memorial Day Remembrance Service, Monday, May 25, Rockefeller Gardens
 - Reel in the Fun, Free Fishing Tournament, Saturday, June 20, Neptune Beach Approach
 - Independence Day Celebration, Saturday July 4, Rockefeller Gardens, Cassen Park, City Hall

Parks Maintenance

- Citywide inspection of parks
- Installed Cassen Park hours of operation sign
- Checked all parks for unemptied trash cans
- Restroom checks twice per day
- Inspected virus-related signs on restroom doors and 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

- North Nova Fountain – Installed new controls in anticipation of arrival of new pump
- Repaired west gate at the Police Department
- Front gate repaired at the WWTP
- Installed new up lights streetscape – Vining Court
- Repaired lights in the restroom at the Police Department.
- Replaced fixtures and installed dimmer at Performing Arts Center office
- Gutter cleaning completed at the South Ormond Neighborhood Center
- Assembled two chair racks and cart at South Ormond Neighborhood Center
- Installed hand sanitizer dispenser at Police Department
- Fortunato Park men's restroom soap dispenser replaced

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff attended a field meeting regarding license plate readers
- Staff organized a supervisors' meeting via the Zoom application
- Staff conducted several quarterly and annual inspections

Community Outreach

- Youth Leadership Council (YLC)
 - Nine (9) YLC members participated in a virtual exercise program on Monday through Friday to stay connected as a team and encourage each other to stay healthy. The virtual workouts will continue until Volusia County School resumes classes.
- OBPAL Basketball
 - OBPAL is remotely continuing services for the OBPAL Bruins Basketball travel team families through "TeamReach." "TeamReach" is a communication app that allows parents to stay informed about practices and program schedules. Last week, 17 team members participated in virtual basketball training. The training allows players to practice basic basketball skills at home while encouraging them to stay healthy and active until team sports can resume.
- Educational programs
 - Twenty (24) students participated in the *Tutors R Us* remote tutoring opportunity. 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. Currently, all students who registered for the program are participating remotely. Parents have shared how thankful they are for tutoring assistance during the VCS Continuing Education Plan.
 - The April 22 *Reading with a Cop* program offered in partnership with the Ormond Beach Library was cancelled due to current group activity restrictions at the Ormond Beach Library. The next *Reading with a Cop* is currently scheduled for May 20, 2020 at 3:00 p.m.
 - Students and families in the READ (Reading, Exploration Adventure and Discovery) program are being sent postcards from OBPAL. The postcards provide a way to support students and their families during the new online learning platforms. Once school resumes, a pick-up day will be offered for students to collect their READ program notebooks and select two new books provided by a First Book grant. The books are given to students to encourage reading during school breaks. This year 25 students are enrolled in READ.

Community Services & Animal Control

- Animal Calls responded to: 21
- Animal Reports: 3
- Trap Neuter Release: 0
- Animal Bites: 1
- Animals to Halifax: 1
- Wildlife Calls: 0

- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 9
- Cases Exceptionally Cleared: 1
- Inactive: 8
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 4
- Larceny Car break: 2
- Grand Theft: 3
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 3
- Vandalism: 0

Records

- Walk - Ins / Window: 22
- Phone Calls: 36
- Arrest / NTA'S: 14
- Reports Generated: 89
- Reports Entered: 89
- Citations Issued: 4
- Citations Entered: 165
- Warnings Entered: 9
- Trespass Warnings: 6
- CORF Entered: 38
- Mail / Faxes / Request: 18

Patrol

- Total Calls: 1,828
- Total Traffic Stops: 51

Operations

- Crime Opportunity Report Forms: 255

4/8/20

- Burglary Residence, 8 Stonequarry Trail. An unknown suspect entered the victim's open garage and stole a green Gravity mountain bike.
- Warrant Arrest, 217 Forest Hills Boulevard. Subject was contacted and found to have an open warrant.
- Larceny, North Yonge Street/Putnam Avenue. Subject lost her phone while out for a walk. She attempted to track the phone's location.
- Sex Offense, 187 South Atlantic Avenue. Subject reported that her juvenile daughter had inappropriate contact with a known person.

4/9/20

- Narcotics Arrest, 1545 North United States Highway One. (Dollar General) Subject contacted and found to be in possession of narcotics.

- Battery Domestic Violence Strangulation Arrest, 1608 United States Highway 1 #212, Subject advised she was in a verbal argument that turned physical.

4/10/20

- Burglary Residence Arrest, 630 John Anderson Drive. Subject was observed by an OBPD officer walking from the roadway into the backyard of the residence. Upon contact, the subject was in possession of items from inside the house. The homeowners confirmed the burglary.
- Burglary Structure, 1641 West Granada Boulevard. Forced entry to a shed door on the back part of the property.
- Theft, 1287 West Granada Boulevard (Zaxby's). An employee at this location was stealing money out of the cash register.
- Bicycle Theft, 353 West Granada Boulevard (Winn-Dixie). Victim went into this location leaving his Black 28" "specialized" bicycle locked up outside while shopping. The bicycle was missing when the victim returned after shopping.

4/11/20

- Burglary Residence, 10 Ridge Trail (The Trails subdivision). Juvenile that was fleeing from DCF custody took a bicycle from an open garage.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by loss prevention to steal \$62.72 in merchandise. He was also found to be on probation and in possession of narcotic paraphernalia.
- Battery Domestic Violence Arrest, 80 Tomoka Avenue. Subject made physical contact with his grandmother while attempting to take her phone.

4/12/20

- Warrant Arrest, 620 Andrews Street. Subject was contacted and found to have an open warrant.

4/13/20

- Burglary Residence, 620 Andrews Street. Known suspect entered through a bedroom window and stole methadone.
- Shoplifting Arrest (x2), 1521 West Granada Boulevard (Walmart). Two subjects were observed skip scanning at the self-checkout. The offense was witnessed by loss prevention.
- Carbreak, 30 Stallion Way. An unknown suspect made entry into the victim's unsecure vehicle where \$10 in loose change and a pack of gum was taken.
- Carbreak, 279 River Vale Lane. An unknown suspect made entry into two unsecure vehicles at this location. The suspect took \$100 from one vehicle, and \$10 from the other.
- Warrant Arrest, 34 Byron Ellinor Drive #B. Subject contacted and found to have an open warrant.

4/14/20

- Battery Domestic Violence by Strangulation, 596 Collins Street. Subject accused of battering and placing his girlfriend in a chokehold. During the investigation, the subject advised that he is under quarantine due to being in direct contact with a female who tested positive for COVID-19.
- Theft of Utilities, 732 Orchard Avenue. Person is suspected of tampering with the water line, stealing \$137 in water services.
- Theft of Utilities, 703 Montana Terrace. Subject is suspected of stealing/tampering with the water meter since 2018, stealing over \$1,000 in water services.
- Warrant and Narcotics Arrest, 690 South Nova Road. Subject had an active warrant out of Volusia County and was found to be in possession of narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 51
 - Number of Citations issued: 4
 - Number of Written Warnings Issued: 10
 - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 0
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 1 Case initiated
- 0 signs have either been removed or sign cases created.
- 0 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in and thirty-six (36) 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 – 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) – Work is ongoing and proceeding on schedule.
 - Granada Blvd Medians – Irrigation Reuse Connection – The connection to the existing reuse line is complete. 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 electrical equipment and transformer delivery scheduled for late April.
 - 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.
 - Casements North Side Improvements – Notice to Proceed was issued on April 8, 2020.
 - 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 bid opening has been postponed to April 22.
 - 2020 Repaving – The bid opening has been postponed to April 22.

- CDBG SONC Fitness Station – A disposition item for approval to advertise the RFP will be scheduled for a future City Commission meeting.
- Update Parks & Recreational Master Plan – A disposition item for approval to advertise will be scheduled for a future City Commission meeting.
- Exercise Equipment Replacement at Central Park II & OBSC Playground Surfacing – A Work Authorization for Construction Management services will be scheduled for City Commission approval at a future meeting.

- Design Projects:
 - North US1 Water Main and Force Main Improvements – Final plans have been received. A disposition item for approval to bid is on the Commission agenda.
 - 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 – Coordination meeting with the architect and contractor is being scheduled.
 - 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.
 - 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 North US1 at I-95, New Britain Avenue at North Beach Street, and 33-37 Sherrington Drive directional bores, per Spectrum request.
 - Reviewed plans and created approved engineering grade and fill permit for 331 Mound Avenue.
 - Created a site plan for 56 North Beach Street using the existing asphalt parking.
 - Completed property line stakeout at 34 China Moon Drive, per Neighborhood Improvement Division request.
 - Updated Standard Construction Detail Drawings to 2020 specifications.
 - Completed Harmony Avenue drainage pipe survey drawing.
 - Prepared and distributed road closure notices for South Orchard Street, and Harvard Drive.
 - Completed the sketch and legal descriptions for the Nova Community Park Tennis Courts and the MacDonald House, per Grants Coordinator's request.
 - Completed Engineering request for flood protection letters to assist Planning Department in maintaining 2020 Community Rating System (CRS) certification.
 - Provided documents and assisted The Trails North 40 Homeowner's Association in the steps required to submit engineering permit for work in the right-of-way.
 - Started AutoCAD Civil 3D training.

Environment Management

Street Maintenance - Asphalt/Concrete

- Ground sidewalks citywide
- Graded for concrete at police department

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
- Trimmed on Oak Forest Dr

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

Stormwater Maintenance

- Basin repair on Sycamore Cir
- Removed litter at FDOT pond on Lakebridge Dr
- Locates citywide
- Mowed ponds and ditches on State Road 40
- Basin checks citywide
- Gates and pumps, debris clean up in ditches citywide
- Install Plexiglas shields in PW office
- Mowed grass around pond at Mainsail and Ormond Shores
- Clean catch basins citywide
- Mowed storm easements at Wilmette Ave, Hand Ave
- Storm basin clean up citywide
- Pump check in Zone 1

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: 18,210
- 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: 10,364 gallons unleaded, 11,445 gallons diesel
 - Fuel used in one week: 1,820 gallons of unleaded and 601 gallons of diesel.
 - Fleet completed 39 work orders this week.

Utilities

- Projects Summary
 - WTP & WRF Needs Assessment
 - WTP & WRF CIP Needs Assessment: Virtual meetings held 3/24 & 4/7 to discuss separate draft reports for WTP & WRF CIP prioritization. Follow up Skype meeting on 4/15 to discuss priorities with staff
 - 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.
 - 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 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
 - Western Service Area Master Plan – On February 24, finalized report & maps shared with City internal engineering team. Staff met by conference call with Mead Hunt to update model based on most recent submittal for Avalon Development to City of Daytona Beach.
 - Completed
 - Airport Business Park Emergency Sewer Repair – Final Payment Approved.

SPRC Projects

- Planning & Design
 - Varona Oceanside Subdivision in OBTS – 4/14 received revised plans for utility review
 - Avalon Park – Received conceptual plan and draft Daytona Beach Land Use Amendment for review and comment. Soliciting Mead Hunt proposal for participation in water and sewer 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.
 - Hunting Green Force Main – Provided directions via email to Zev Cohen to finalize design.
- Under Construction
 - 99 Portland Street, Stor It Boat & RV – April 6 received water as-builts, under review.
- Substantially Complete
 - Pineland Subdivision, Phases II & III: Final inspection scheduled.
 - Lynnhurst Sewer Improvements: Received, reviewed, and accepted as-built survey. Need to verify Wells Fargo lateral is connected.

- Completed
 - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Subdivision finalized.
 - A-1-A Surf Shop – Project finalized.

Water Treatment Plant

- Delivered 41.36 million gallons for the week ending April 11, 2020 (5.91 MGD).
- Backwashed 11 filters for a total of 744,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 11, 2020 @ 6.85 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~97.2 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.
- Effective April 11, 2020 the plant is operating on a skeleton crew due to COVID-19

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 26.33 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.76 MGD.
- Produced 26.33 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 124.90 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 04-10-2020
 - 6 trailer loads of treated sludge went to processing facility.
- There were 0 fecal detections for the weekly reporting period and 1 out of 8 for the month of April 2020 for an 88% 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 #2 taken off-line for cleaning and returned to service. Cleaned #3 and on standby due to unreliable gearbox issues.

Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 17 calls for water service leaks.
- Replaced 6 broken meter boxes.
- Replaced 5 water service due to leaks or low pressure concerns.
- Installed 4 new residential water service.
- Performed maintenance on 5 fire hydrants.
- Tested and made repairs when needed on 9 backflow preventers.
- Responded to 2 cloudy water calls and flushed services until clear.
- Performed 3 inch meter test.
- Assisted with locate for sewer force main and water main on the corner of Ocean Shore Blvd. and Tropical Dr.
- Replaced 15' of galvanized pipe with new schedule 80 pvc pipe on Jeannette Dr.
- Serviced all flushing devices throughout the city.

Wastewater Collection

- Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.

- Follow up to trouble call at 67 Merrywood Cir. Flushed & TV'ed sanitary service. City side is good. Customer needs to repair broken C/O on his side.
- Flushed 103 Hickory Hill Cir.
- Verified that force main valves on Forest View Way are open in conjunction with issue at Echo Woods tank.
- Pumped down cul-de-sac tank on Echo Woods Way 3 times this week. Pump working good.
- Repaired broken 1½" discharge line from PEP tank at 6 Silver Lake Way.
- Replaced PEP control panel at 26 Shadow Creek Way.
- Repaired broken C/O at 49 & 53 Bella Vita Way.
- Met with customer at 127 Riverside Dr. concerning new tap for mother-in-law cottage.

Reuse Distribution

- Responded to 1 reuse trouble call.
- Reclaimed levels very low due to severe demand.
- Replaced broken lid on reclaimed box at 32 Coquina Ridge Way
- Located and checked pressure at 553 Riverside Dr. Good pressure at point of connection, customer issue, customer aware.
- Turned off reclaimed service at 5 Crescent Lake Way at customer request. Customer has zone stuck on. Informed to call sprinkle repair person.
- Located and turned off reclaimed service at 195 Hamlet Trace per customer request.

Wastewater Plant – Lift Stations

- Centrifuge #2 - noisy operation, severe imbalance at rotating assembly, swapped rotating assembly with Centrifuge # 1.
- Pine Trail – replace all 4 level floats with new inventory.
- Plantation Oaks – sealed conduits at control cabinet to prevent corrosion.
- Castle Gate – repaired jammed motor starter.
- 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

- Wells 33H, 34H – confirmed operation and rate of flow.
- Slaker #2 – replaced bad water control solenoid.
- Slaker #1 – troubleshoot and repaired safety switch.
- Breakaway Reuse – wells 2 and 3, installed temporary manual on/off switch to control operation.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed 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 assessment will assist the Utility in identifying point of concern.
- Wetlands Monitoring Report – Staff is compiling information to construct the report once the City's consultant completes their wetlands health assessment. The report is a part of the Consumptive Use Permit (CUP) issued by the SJRWMD.
- Water Quality Report – Staff received the approval of the analytical data from the Volusia County Health Department. The data was submitted to the City's consecutive system, Tymber Creek Utility, as required by FDEP. The report is a summary of year's analytical testing on the potable water and will be approved by the Volusia County Health Department before becoming available to water customers electronically.

- Staff reported an SSO to the FDEP on Thursday, April 9, after a transfer switch failed to deliver power to the pumps at lift station 4M. Staff responded to the event quickly, corrected the power supply, and remediated the affected area. Fleet was contacted to install a permanent fix.

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 virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for April 14, 2020, virtual Special City Commission Meeting.