

**of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 1, 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:

- City Commission virtual meeting
- Various COVID-19 conference calls and virtual meetings

PIO – Public Information

- Press Releases/Media
 - Art in the Park Cancellation
 - Facebook Live with Mayor and Dr. Cohen (AdventHealth)
 - General media inquiries and resident questions
 - OrmondBeach.org/Coronavirus website updates
- Social Media
 - COVID-19 Public Safety
 - #OBConnected positive messaging
 - Facebook LIVE Event Announcements
 - Census messaging
- Attended
 - City Manager COVID-19 Meetings
 - Volusia PIN Network Meetings
 - Ormond MainStreet Business Recovery Meeting
- Developing
 - Teacher Appreciation Week promo and shout-outs to all Ormond Beach schools
 - Do the Right Thing (with PD) video shoot

Community Development

Planning

- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>. The report includes the tentative dates of public hearing items to be heard by the City Commission and Planning Board.
- Advertisements were published for the May 20, 2020 Board and Adjustment and Appeals meeting. There are three applications scheduled for the meeting:
 1. 327 North Beach Street. Waterfront variance request 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.
- 331 inspections preformed within the city (39 by private providers).
- 99 permits issued within the city, with a valuation of \$2,040,672.

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- SPRC approved the Huntington Green, force main project which is an extension of a force main within the Flagler County portion of the Hunter's Ridge Development of Regional Impact.
- The SPRC has two projects under review:
 1. 228 North Orchard Street. 3rd review. Expansion to allow the transformation, regulation, and distribution of electricity.
 2. 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	85%
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	98%
Stor-It	60%

SunTrust Bank	100%
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%
Lynnhurst sewer improvements	100%
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 is scheduled for May 6, 2020 and will focus on marketing for small business. Future Zoom meeting are in the works.
 - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs and anticipating the direction by the Governor's office for reopening the economy.

- Prospective Business Attraction/Retention/Expansion
 - Staff 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: Rebuilding Municipalities Across the Globe, a sharing of best practices on how international cities are coping with the effect of COVID-19 on their communities.
 - Staff participated in the US Conference of Mayors Zoom call: How Mayors Can Assist Small Business 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.
- The Aviation Advisory Board meeting scheduled for April was cancelled due to COVID-19 concerns. Staff is communicating with the board members to reschedule the meeting for an appropriate future date.
- Staff is working with 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 consulted with the Orlando Airports District Office of the FAA about employing an option agreement with prospective lessees of aeronautical use land at the airport.
- Staff is working with the Air Traffic Manager and the FAA to review an updated map of the airport that the FAA has created for use as part of the FAA's new NOTAM Manager (NM) application. The NM application is a web-based user interface that enables authorized NOTAM originators to manage NOTAMs. NOTAM is an acronym for Notice to Airmen and is a published, written notice containing information essential to personnel concerned with flight operations.
- Staff is in receipt of two Public Transportation Grant Agreements (PTGAs) between the City and the 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 scheduled to appear on the May 12 City Commission Agenda.
- Staff has completed work with the Orlando Airports District Office of the FAA to request CARES Act funds that have been allocated for the airport. Staff has been advised that the airport has been allocated \$69,000 in CARES Act funds that may be used for any purpose for which airport funds may lawfully be used, as found in the FAA's Office of Airports Revenue Use Policy.

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 239 Journal Entry Batches.
 - Utility Billing Meter Readers completed 451 work orders.
 - Approved 19 Purchase Requisitions totaling \$53,465.52.
 - Issued 18 Purchase Orders totaling \$101,534.64.
 - Issued 0 past due notices on utility accounts.
 - Prepared 87 Accounts Payable checks totaling \$64,096.95 and 31 Accounts Payable EFT payments totaling \$578,524.75.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 521 payments through Interactive Voice Response System totaling \$39,193.17.
 - Processed 723 payments through City online payment portal totaling \$64,428.49.
 - Grant money 2019-20 fiscal year-to-date total received, \$2.8 million.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted the CDBG FY 20-21 Annual Plan including the individual project applications along with the Five-Year Program Schedule for FY 20-21 through FY 24-25 to Volusia County Community Assistance in order to meet the May 1 deadline.
 - Finalized and submitted the Coronavirus Emergency Supplemental Funding (CESF) application for Police Department equipment. The allocation of the grant would be \$49,731.
 - Grant reimbursement requests to date FY 19-20: \$956,811.39

- Other
 - Attended weekly staff COVID conference calls.
 - Attended Assistance to Firefighters Grant Prevention and Safety Grants Webinar.
 - Completed Employee Newsletter for May.

Risk Management Projects

- Paying quarterly workers' compensation assessment to the State
- Continuing to track/evaluate repairs to damaged utility systems

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 6
 - Hazardous: 1
 - EMS: 69
 - Motor Vehicle Accidents: 5
 - Public Assists: 44
 - TOTAL CALLS: 125

- Aid provided to other agencies: 2 Calls – Daytona Beach and Volusia County
- Total staff hours provided to other agencies: 2
- # of overlapping calls: 20

- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 55
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 348

- Training Hours
 - NFPA 1001: Firefighting 31
 - NFPA 1002: Driver 2
 - NFPA 1021: Officer 2
 - NFPA 1500: Safety/Equipment 101
 - EMT/Paramedic 22
 - TOTAL TRAINING HOURS: 158

- Station Activities
 - Emergency Operation Center continues to be staffed for monitoring COVID situation
 - COVID precautions in effect at all stations. Crews decontaminating stations and apparatus morning and evening and performing self-monitoring temperature checks.
 - Large order placed for safety face shields
 - Crews participated in drive-by's with the Fire Engine for 2 birthday parties

- Significant Incidents
 - 4/25/20, 9:59 AM: Crestwood Ct. – Emergency Medical – Staged for attempted suicide while Police Department secured scene – patient was evaluated and pronounced on scene by paramedic.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - 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 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)

 - 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: 21
 - Completed: 47
 - In progress: 47
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,607
 - Inbound E-Mails Blocked: 17,476
 - Delivered Inbound E-Mails: 20,131
 - Quarantined Messages: 441
 - Percentage Good Email: 53.5%
 - ATP/Virus E-Mails Blocked: 3
- Notable Events: Staff is upgrading server operating systems to the current Windows server version 2019, the upgrades are performed during nights and weekends to minimize the impact to users.
- IT staff continues to work on proactive infrastructure maintenance.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 0
 - Corrections: 1
 - Map/Information Requests: 22
 - 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
- VCRDA meeting conference call
- FRDA meeting conference call
- Preparing online platform for registration
- Working on plan to re-open facilities and programs
- Making/posting Mother's Day crafts videos
- Compiling content for 1 minute walk videos at parks
- Planning/coordinating park feature videos with staff and staging content
- Posting videos to LS and EDC Facebook pages daily
- Updating website and 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
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Scheduling installation of new carpets in batting cages
- Edging, dragging and weeding fields
- Continued to paint soccer fields, baseball foul lines, and soccer parking lot
- Weeding shuffleboard court
- Building soccer goals
- Repairing batter's eyes and windscreen at Sport Complex, Nova tennis court and shuffleboard court
- Repairing soccer goals
- Installed new hitting mats at batting cages where needed

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.
- Continue evaluation and preliminary planning of all upcoming events through July:
 - Memorial Day Remembrance Service, Monday, May 25
 - 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
- Checked all parks for unemptied trash cans
- 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
- Weekly inspection of the water wheel and sump pumps at The Casements
- Replaced two wall lights at South Ormond Neighborhood Center
- Replaced three wall lights at WWTP
- Replaced all switches and outlets in the kitchen at The Casements
- Repaired all field lights at Nova Community Center

- Completed installation of poles and fixtures of Thompson Creek streetlights
- Assisted FPL with power outage at the Sports Complex
- Assisted contractor with repairs to controllers 1, 2, and 3 at Sports Complex
- New lights ready for installation for the fountain at City Hall
- Police Department evidence room safe broken, troubleshooting with contractor
- Replaced sprinkler cap in the second floor men's restroom at City Hall
- Reattached airport tower address number
- Repaired second floor toilet at WWTP
- Installed slide locks on chambers back room doors at City Hall
- Replaced hand sanitizer at Performing Arts Center

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff continued to monitor Covid-19 precautions and procedures
- Staff conducted interviews for Crime Scene Technician position
- Staff accomplished quarterly audits, inspections and inventories
- Staff explored enforcement measures related to EO 20-91

Community Outreach

- Youth Leadership Council (YLC)
 - Six members attended a virtual YLC meeting on Tuesday, April 21 and seven attended the virtual meeting on Sunday, April 27. YLC members continue to participate in a virtual workout challenge to stay connected and build team spirit.
- OBPAL Basketball
 - Basketball coaches and staff are using TeamReach to communicate with parents about remote training and future program schedules. Last week, OPBAL called basketball team members to let them know about an up-coming virtual basketball skills challenge.
- Educational programs
 - Tutors R Us - twenty-six students participated in the remote tutoring opportunity last week. Tutoring sessions are Monday through Thursday from 3:00 pm to 6:00 pm. Tutors R Us remote tutoring was implemented to continue service to at-risk students registered in the 2020 Spring program.
 - Do the Right Thing - The students who are recognized for the award are selected by administrators and teachers for making positive choices that show exemplary citizenship. The next Do the Right Thing celebration for students at Ormond Beach Middle School will be held remotely on May 20, 2020. Due to the fact that VCS will not return to in-school classes this year, all honorees will be mailed their award items along with a thank you video from the Chief.

Community Services & Animal Control

- Animal calls responded to : 29
- Animal Bites: 1
- Animal Reports: 1
- Animals to Halifax Humane: 0
- Trap Neuter Return: 0
- Pets at Vaccination Clinic: N/A
- Found Property: 1
- Wildlife: 1

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 3

- Inactive: 1
- Fraud: 1
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 0
- Auto Theft: 3
- Death Undetermined: 5
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 1
- Vandalism: 1
- Threats: 1

Records

- Walk - Ins / Window: 32
- Phone Calls: 72
- Arrest / NTA'S: 15
- Reports Generated: 83
- Reports Entered: 73
- Citations Issued: 13
- Citations Entered: 12
- Warnings Entered: 23
- Trespass Warnings: 13
- CORF Entered: 180
- Mail / Faxes / Request: 17

Patrol

- Total Calls: 1,722
- Total Traffic Stops: 41

Operations

- Crime Opportunity Report Forms: 369

4/22/20

- Assault Domestic Violence Arrest, 33 Timucuan Drive. Subject threw a cup at her mother during an altercation.

4/23/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject stole \$121.75 in merchandise by concealing items in a plastic shopping bag and within her purse. The offense was witnessed by Loss Prevention.
- False Imprisonment/Witness Tampering/Battery/Violation of Pre-Trial Release Conditions Arrest, 161 Pergola Place. Subject prevented other family members from leaving a bedroom. One victim stated that the subject wanted her to change her statement regarding a previous domestic violence case.
- Warrant Arrest, 2 John Anderson Drive (Fortunato Park). Subject contacted and found to have an open warrant.

4/24/20

- Stolen Vehicle Arrest, 1458 West Granada Boulevard (Publix). The suspect from this case was located walking in front of this location.

- Battery Domestic Violence Arrest, 43 Black Pine Way (Breakaway Trails). Subject got into a verbal argument with his wife about texting on her cell phone. The verbal argument turned physical when he grabbed his wife in the chest.

4/25/20

- Stolen Vehicle, 1567 N Us Hwy 1 (Econo Inn). Vehicle was taken by two subjects that the victim allowed to stay in his motel room.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by Loss Prevention at this location to skip scan \$129 worth of merchandise.
- Carbreak Arrest, 790 South Atlantic Avenue (Dimitri's Bar & Grill). Victim left his Orbea Triathlon bicycle valued at \$3,000 in the bed of his truck at this location while he went to the beach. When he returned, the bicycle was stolen and another bicycle (black, Electra Townie bicycle) was located in the parking lot. The bicycle was later recovered in another jurisdiction where an arrest was made.
- Aggravated Battery Domestic Violence Arrest, 295 South Atlantic Avenue (Quality Inn). Subject battered his pregnant girlfriend prior to her locking herself inside the motel bathroom. Subject was hitting the bathroom door causing damage to it as officers arrived on scene.

4/26/20

- Theft, 1608 North United States Highway 1 #243 (Extended Stay). Management at this address called and advised that they found this room to be damaged (\$500 worth) and items stolen (43" TV, shower curtains and sheets: total value \$300).
- Stolen Vehicle, 783 South Nova Road (Tomoka Medical Labs). A 2013 white Chevrolet Cruze was stolen from this location.

4/27/20

- Burglary, 321 Hand Avenue #5117 (All Aboard Storage). The victim reported that he located several of his unique electronic guitar pedals for sale on Facebook Marketplace.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Two subjects stole \$189.43 in merchandise. The offense was witnessed by loss prevention.
- Grand Theft/Dealing in Stolen Property, 880 Airport Road #110 (Habitech Systems). Two employees are suspected of stealing over \$15,000 in manufactured merchandise and selling the items on eBay. The employees have since been terminated.
- Stolen Tag, 2 John Anderson Drive (Fortunato Park). Florida motorcycle tag was stolen from the victim's motorcycle.
- Theft, 217 Forest Hills Boulevard. Ex-roommates are suspected of taking some of the victim's electronics when they moved out.
- Sex Offense Aggravated Battery with a Deadly Weapon Arrest, 1521 West Granada Boulevard (Walmart). Subject attempted to sexually assault an adult victim in the parking lot of this location. The victim's son intervened and during the struggle, the subject presented a knife. Subject was located and arrested.
- Warrant Arrest, 1521 West Granada Boulevard (Walmart). Subject contacted and found to have an open warrant.
- Narcotics Arrest, 1521 West Granada Boulevard (Walmart). Subject contacted and found to be in possession of narcotics.

4/28/20

- Child Neglect Arrest, 110 Briargate Look. Subject was reported to be looking for her children in the area of this location, near a body of water. She advised officers that her 8 year old daughter and 5 year son were last seen in a canoe. Subject appeared impaired from narcotics/alcohol. Numerous law enforcement recourses were notified to initiate a search, to include Air1 and Beach Safety. Both children were found safe at their residence. The children were home alone, without supervision.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 42
 - Number of Citations issued: 12
 - Number of Written Warnings Issued: 16
 - Number of Parking Tickets Issued: 12
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 17
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 3 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 3 Cases initiated
- 0 signs have either been removed or sign cases created.
- 18 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in and fifty-six (56) 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 operational and in a two week testing phase. Progress meeting was held on Thursday, 4/30.
 - 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 project is complete.
 - WTP Sludge Residuals Facility Improvements – An updated schedule is being compiled by the contractor.
 - OBSC Improvements – Championship Field 7 – Demo of the existing field is underway.
 - Nova Community Park Underground Electric Utilities – Outdoor electrical equipment shipment has been delayed to mid-May.
 - 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 scheduled to begin this week.
 - 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.
 - 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 and 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.
 - Continued Certified Survey Technician continuing education on-line training.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 1082 Hand Avenue, directional bore, per Brighthouse request.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 1521 West Granada Blvd, directional bore, per Century Link request.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 11 Aviator Way/15 Sunshine Blvd. directional bore, per Van Data request.
 - Completed Tree-in-the-Right-of-Way locate at 574 Cameo Drive, per Neighborhood Improvement Division request.
 - Researched as-built drawings to determine benchmark elevation data for upcoming South Beach Street survey between Arroyo Parkway and Plaza Grande.
 - Provided reclaimed water information to Homeowner at 188 River Beach Drive.
 - Assisted Homeowner at 1202 Parkside Drive with the steps and requirements to obtain Engineering permits for grading and filling, and also for the construction of the associated retaining wall.

Environment Management

Street Maintenance - Asphalt/Concrete

- Stripped forms back fill clean up on SR40
- Remove concrete sidewalk at Main Trail and Stonehaven/poured sidewalk
- Road repair on Main Trail

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
- Chainsaw training
- Tree trimming in Northbrook subdivision
- Trimming on Cumberland Ave; Santa Lucia

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
- Replaced sign at Stonehaven & Main Trail

Stormwater Maintenance

- Inlet cleaning on Loyola Ave
- Locates citywide
- Basins inspected & cleaned in zones 1-3
- Gates and pumps Citywide
- Mechanical mowing around ponds at Ormond Shores, South Ormond Rec, and Mainsail
- Cleaned catch basins in zone 1
- Repair trails bridge erosion issue

Vactor

- Basin cleaning – City Hall

Street Sweeping/Streetsweeper (2 days)

- 76 miles of road cleaned
- 18 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: 6,356 gallons unleaded, 10,865 gallons diesel
 - Fuel used in one week: 2,188 gallons of unleaded and 580 gallons of diesel.
 - Fleet completed 36 work orders this week.

Utilities

- Projects Summary
 - WTP & WRF Needs Assessment
 - Final assessment report delivered by Mead Hunt.
 - Design & Bidding
 - WRF Clarifier #3 Rehab complete rehabilitation - Received updated quote 4/8 for \$55k. Prepared sole source agenda item for June 9 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 minor 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 – Mead Hunt reviewing updated development plan from Avalon Park Group.
 - SPRC Projects
 - Annexations
 - 350 Clyde Morris Blvd – Utility service is in the vicinity but NOT immediately adjacent to site.
 - Planning & Design
 - 1687 West Granada Blvd, Calvary Christian Church Expansion – Reviewed and approved plans.
 - 1899 N. US 1 (former US Foods) – supplied utility information to Design Engineer
 - Ocean Village Townhomes near Marden & Watchtower Drive in Ormond-by-the-Sea – Supplied comments to Volusia County regarding utilities.
 - 228 N. Orchard Street, FPL Substation Site Expansion – Reviewed and approved plans.
 - Varona Oceanside Subdivision in OBTS – 4/20 reviewed and approved revised plans.
 - 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.
 - Under Construction
 - 99 Portland Street, Stor It Boat & RV – Received Water as-builts and DOH-VC clearance.
 - 1170 Ocean Shore Blvd, B-Tran Salon – Coordinated with Collections to provide FM pressures for design engineer to assist with pump selection for private lift station

- Completed
 - Lynnhurst Sewer Improvements: Received, reviewed, and accepted as-built survey. Verified 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 40.24 million gallons for the week ending April 25, 2020 (5.75 MGD).
- Backwashed 11 filters for a total of 639,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 25, 2020 @ 6.87 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.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.25 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.89 MGD.
- Produced 27.25 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 99.38 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 04-24-2020
 - 5 trailer loads of treated sludge went to processing facility.
 - There were 0 fecal detections for the weekly reporting period and 2 out of 18 for the month of April 2020 for an 89% 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, having issues with sludge flow/meter issues.
 - Local beer distributor was approved to dump 1,000 gals of expired beer on 4/22/20 with special sampling conducted and plant observed for adverse effects, none were noticed. They are now allowed to dump in that quantity intermittently until complete.
 - New air mixing lines installed in reaeration distribution chamber on 4/22/20 and subsequently noticed abundant red worms within MLSS and sand filters on 4/23/20. Added dose of Aquabac to sand filter influent channel, continuing observation of red worms.

Water Distribution

- Responded to 15 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to 13 calls for water service leaks.
- Replaced 2 broken meter boxes.
- Replaced 3 water service due to leaks or low pressure concerns.
- Rebuilt three 2" water meters serving city flushing devices.
- Replaced 3 water meters.
- Changed out 2 broken meter boxes.
- Located 2 water meters for customers.
- Repaired a 2" GSP water main on Pine Look Pass.
- Repair the flushing device on Santa Ana Ave.
- Assist the Utility Locator with locates in a heavy traffic area on US1.

- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 201 regular & 1 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 3 in the conventional system service area.
- Investigated depression at 20 Foxcroft Run. Possible broken back lid, will follow up.
- Follow up clean & TV at 598 Andrews St. Line is clear.
- Follow up TV at 252 Selden Ave. Line is clear
- Vacuumed out 1½" force main from cul-de-sac tank on Echo Woods Way. Removed blockage in line. Tank appears to be working fine at this time.
- Replaced alarm silence button on PEP control panel at 167 Deep Woods Way.
- Replaced PEP control panel at 6 Stallion Way.
- Repaired broken sanitary lateral at 1208 Oak Forest Dr. Assisted Water Distribution with repairing broken corp stop at same address. Corp stop was broken prior to our work.
- Depression in road near manhole. Placed camera in line, filled depression with water and dye. No evidence of leak into sanitary system.
- Repaired broken 1½" PEP discharge line at 34 Carriage Creek Way. Installed 6" riser on chamber.
- Replaced and rewired PEP pump at 77 Tomoka Ridge Way and 33 Meadow Ridge View.
- Replaced broken back PEP tank lid and installed 24" riser at 20 Foxcroft Run.
- Cleaned, dried and rewired all connections in junction box at 18 Stallion Way.
- Raised C/O and replaced cap at 209 River Beach Dr.
- Replaced E1 PEP pump at 18 Clydesdale Dr.
- Installed new sod at 32 Black Hickory Way after PEP tank replacement.
- Cleaned & TV'ed 4 sanitary laterals from PM list.

Reuse Distribution

- Responded to 3 reuse trouble calls.
- Reclaimed levels very low due to severe demand.
- Installed new 1" curb stop at 128 Briargate Look
- Verified that there was good reclaimed pressure at 75 Deep Woods Way when reclaimed available.
- Verified that reclaimed was available to customer at 127 Driftwood Dr.
- Shut off reclaimed service at 183 University Cir. Leak on customer side.
- Investigated leak at 72 Deep Woods Way. No leak residual pressure from system.
- Attempted to locate reclaimed service at 4 Canterbury Woods. Customer needed to change zone valves. Informed him system was off and he changed valves. Will go back later to try and locate service.

Wastewater Plant – Lift Stations

- Centrifuge #1 – CEC Controls/SGS continuing with startup and Troubleshooting, Centrifuge # 2 is still functional for manual operation.
- Alum Feed Pump #1 – Flushing hose not compatible with new equipment installed with centrifuge project, replaced can lock fittings with shop inventory. Alum leak at manifold, hose blew off of manifold, replaced hose with new inventory, corrected problems, manifold now flowing properly.
- 5M – Pump 3, replaced bad motor starter, level transducer non-operational replaced with new, station back in service.
- 2M – Pump 2 not pumping, replaced worn impeller and returned to service.
- IL Villagio –replaced worn thermal overloads on 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

- Lime Slurry pumps – lubricated as needed.
- Lime Slaker 1- replaced bad speed control switch.
- Well 22H – reset tripped starter.
- Well 25H – tripped and will not reset, further testing is scheduled.
- Well15D – not responding to SCADA commands, troubleshooting is scheduled.
- 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 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 the 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.
- Coordinate Local Wastewater Stream – Staff is communicating with a local business to coordinate a special waste stream to the WRF. Staff set up the waste stream and is monitoring the flow.

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 a meeting with Assistant City Manager.
- Staff attended and provided support for April 28, 2020, Special Virtual City Commission Meeting.
- Agenda packet preparation for May 12, 2020, City Commission Meeting.