

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 15, 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
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- COVID-19 conference calls
- Individual agenda review meetings with commission members
- City Commission meeting
- PACE virtual board meeting
- Team Volusia virtual executive committee meeting

PIO – Public Information

- Press Releases/Media
 - COVID-19 Testing in Ormond Beach
 - July 4th Celebration Postponed
 - Andy Romano Updates/City Services
 - General media requests and citizen inquiries
- Social Media
 - Small Business Grant Reminders
 - Census Updates
 - Light Up Labor Day Announcement
 - Library Questions
 - Mayor's Message
 - Rental Assistance
- Attended
 - City Manager's Virtual Meeting COVID-19
 - Volusia PIN Meeting
- Developing
 - Virtual Memorial Day Celebration

Community Development

Planning

- The Board and 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.
- The zoning map amendment for the Plantation Oaks subdivision is scheduled for the June 11, 2020 Planning Board meeting. The amendment is based upon annexation, and seeks to **(1)** amend the City's Official Zoning Map for the Plantation Oaks subdivision from Volusia County Plantation Oaks of Ormond Beach Planned Unit Development (RPUD), Volusia County RR (Rural Residential), Volusia County R-3 (Urban Single Family Residential), Volusia County R-4 (Urban Single Family Residential) and Volusia County R-5 (Urban Single Family Residential) to City of Ormond Beach PRD (Planned Residential Development), **(2)** approve an Ormond Beach development order incorporating the existing Volusia County zoning approvals, and **(3)** authorize an amendment to allow Phase 1 (669 lots) of the Plantation Oaks subdivision to delete the age-restriction that limits residents to 55 years in age and over. The Phase 1 lots would be subject to Volusia County school concurrency. The property is approximately 1,055.80 acres being generally located along the east side of Interstate 95, south of Halifax Plantation subdivision, west of Old Dixie Highway, and north of U.S. Highway 1. Public hearing signs will be posted on May 26 and May 27.
 - Met with the Ormond Beach Design Committee.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 372 inspections preformed within the city (0 by private providers).
- 77 permits issued within the city, with a valuation of \$1,230,848.

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- SPRC conducted final inspections at 760 South Atlantic Avenue, GoJuice and 125 East Granada Boulevard, Granada Plaza sewer improvements.
- There are SPRC projects under review:
- 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	30%
Go Juice	98%
Granada Plaza sewer improvements	99%
Modern Wash	65%
Oceanside Golf and Country Club (seating)	95%
OB Championship Softball Field	0%
Publix remodel	40%
Salty Church	70%

Security First	99%
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 business continuity calls aimed at providing relevant business information. 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 Governor's office for reopening the economy.

- Prospective Business Attraction/Retention/Expansion
 - 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.
- Two (2) 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 were approved by the City Commission this week at their meeting on May 12.
- Staff is in receipt of a grant agreement with the Federal Aviation Administration (FAA) offered to the City under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) for a grant of federal funds for the airport. This grant has been provided in accordance with the CARES Act to provide eligible airports with funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency. The grant agreement provides funding for 100% percent of the allowable costs incurred as a result of and in accordance with the grant agreement, up to \$69,000. The CARES Act grant agreement will be presented to the City Commission for approval at their meeting on May 26.
- Staff completed work to prepare and submit to the FAA an Airport Improvement Program (AIP) grant application requesting federal funds for the design phase of the project to reconstruct Taxiway Bravo and reconstruct and realign Taxiway Delta. Staff has requested federal participation in the amount of \$191,412 or 90% of the estimated project cost. The FDOT and the airport will share the remainder of the project cost at the rates of 8% and 2%, respectively.
- Staff completed work with the FAA's Aviation Weather and Aeronautical Services Division to qualify for and initiate use of the FAA's new NOTAM Manager System. (NOTAM is an acronym for Notice to Airmen.) The FAA is implementing the NOTAM Manager program at public use airports throughout the National Airspace System (NAS) in order to be in compliance with applicable policy and guidance and to make the process of issuing NOTAMs faster, more accurate, and more efficient.

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 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 140 Journal Entry Batches.
 - Utility Billing Meter Readers completed 779 work orders.
 - Approved 17 Purchase Requisitions totaling \$84,456.05.
 - Issued 20 Purchase Orders totaling \$373,970.33.
 - Issued 0 past due notices on utility accounts.
 - Prepared 86 Accounts Payable checks totaling \$578,857.17 and 26 Accounts Payable EFT payments totaling \$108,056.67.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 394 payments through Interactive Voice Response System totaling \$36,537.50.
 - Processed 504 payments through City online payment portal totaling \$51,218.89.
 - 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.
 - Began process for transitioning closed grant files to records retention storage.
 - Grant reimbursement requests to date FY 19-20: \$966,577.22
- Other
 - Attended weekly staff COVID conference calls.
 - Attended City Commission meeting.
 - Attended staff meeting for the County small business grant verification process to begin reviewing applications when the application goes live.

Risk Management Projects

- Attended liability claim mediation
- Attended WC claim mediation
- Assembled/submitted subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 2
 - Hazardous: 3
 - EMS: 69
 - Motor Vehicle Accidents: 2
 - Public Assists: 37
 - TOTAL CALLS: 115
- Aid provided to other agencies: 9 – Daytona Beach (3), Holly Hill (1), Volusia County (5)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 20
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 51
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 387
- Training Hours
 - NFPA 1001: Firefighting 43
 - NFPA 1002: Driver 6
 - NFPA 1500: 59

- EMT/Paramedic 23
- TOTAL TRAINING HOURS: 131

- Station Activities
 - Emergency Operation Center at Fire Station 92 staffed and monitoring COVID-19 situation
 - COVID-19 precautions continue at all stations. Crews are decontaminating stations and apparatus in the morning and evening and performing self-monitoring temperature checks.
 - Received an order of 15 infrared thermometers for distribution to City departments.

- Significant Incidents
 - 5/7/20, 8:55 a.m.: 767 Espanola Ave. – Structure Fire – Quint 93, Engine 92, and Battalion 90 assisted Volusia County – upon arrival found smoke showing from a mobile home – forced entry and primary search conducted – fire extinguished with no injuries – crews cleared scene at 9:49 a.m.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer (Engineering)
 - Civil Engineer (Engineering)
 - Human Resources Manager
 - 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
 - Human Resources Manager
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works)
 - Part Time Box Office Attendant (Performing Arts Center/Leisure Services)
 - Part Time Maintenance Worker I (Performing Arts Center/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Water Distribution Operator 3 (Water Distribution/Public Works)

 - 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: 31
 - Completed: 65
 - In progress: 43
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 32,993
 - Inbound E-Mails Blocked: 10,417
 - Delivered Inbound E-Mails: 20,690
 - Quarantined Messages: 322
 - Percentage Good Email: 62.7%
 - ATP/Virus E-Mails Blocked: 3
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 21
 - Changes: 1
 - Corrections: 1
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 4
 - 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 virtual staff meeting
- Staff meeting conference call
- Commission meeting
- LS Department reopening meeting
- COVID-19 testing site meeting
- VCRDA meeting conference call
- Preparing online platform for registration
- Working with coordinators to develop a plan to re-open facilities and 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
- Continue to paint soccer fields, baseball foul lines, and soccer parking lot
- Bid work for turf, batting cages, hitting mats, carpets
- Removing all soccer goals
- Scheduling installation of new carpets in batting cages

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Continue evaluation 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
- Developing a plan to re-open events

Parks Maintenance

- Citywide inspection of parks
- Restroom checks twice per day
- Inspecting all virus signs on restroom doors
- Inspecting signs on all playground equipment
- Repaired Fortunato Park playground barrier
- Andy Romano Beachfront Park opened
- Repair two wood benches at Fortunato Park
- Met at Environmental Discovery Center about new bee hive entrance
- Repaired Riverbend Park wood walkway
- Installed picnic table, bench and trash can at Cassen Park
- Installed new backboards at South Ormond Neighborhood Center
- Installed bench at Central Park III

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired hand dryer at Andy Romano Beachfront Park
- Repaired and unclogged restroom toilets as needed at various parks
- Bathroom fixture replaced at Police Department
- Police Department receptacle replaced
- Set up light repair station in maintenance shop
- Andy Romano Beachfront Park concession, troubleshoot A/C
- Andy Romano Beachfront Park, replaced all sink aerators
- Unclogged both bathrooms at Environmental Discovery Center
- Andy Romano Beachfront Park, safety screen built and installed at concession
- Replaced soap dispenser in the ladies restroom at Nova Park
- Concession lights replaced at Andy Romano Beachfront Park
- Stair light replaced at Andy Romano Beachfront Park
- Covered open receptacle in room 205 at The Casements

- Drywall repaired at The Casements
- Replaced fountain lights at City Hall
- Splash pad pump seal replaced at South Ormond Neighborhood Center
- Replaced emergency lights at The Casements
- Replaced exits lights at City Hall
- Repaired outlets in the Police Department drying room
- Assisted vendor with repairs to controls at Sports Complex

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff finished quarterly Audits
- Staff attended the City Commission Meeting
- Completed records and accreditation documentation requests
- Staff worked on grant funding
- Staff coordinated and escort for COVID patients and planned a traffic pattern for remote testing
- Staff attended teleconferences regarding COVID updates
- Staff assisted with promotional testing for an adjacent agency

Community Outreach

- Youth Leadership Council (YLC) - Seven YLC members attended a virtual meeting last Thursday. Four members participated in a socially distanced bike ride to stay connected and build team spirit.
- OBPAL Basketball - Basketball team members continue to work on skills while maintaining social distance. May 15 and 16 are the deadlines for members of the OBPAL basketball boys' and girls' teams to upload photos and videos for the participant skills competition. The competition is for OBPAL 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 students participated in the remote tutoring opportunity last week. Tutoring sessions are Monday through Thursday from 3:00 p.m. to 6:00 p.m. The program will continue through Thursday, May 21.

Community Services & Animal Control

- Animal Calls responded to: 42
- Animal Reports:8
- Trap Neuter Release: 2
- Animal Bites: 1
- Animals to Halifax: 2
- Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 3
- Inactive: 8
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 2
- Auto Theft: 0
- Death Undetermined: 2
- Missing Persons: 1

- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Agg Battery: 1
- Police Information: 4
- Suspicious Incident: 3
- RPO: 1
- Battery: 1
- Disturbance: 1

Records

- Walk - Ins / Window: 17
- Phone Calls: 47
- Arrest / NTA'S: 21
- Reports Generated: 111
- Reports Entered: 105
- Citations Issued: 35
- Citations Entered: 32
- Warnings Entered: 43
- Trespass Warnings: 13
- CORF Entered: 64
- Mail / Faxes / Request: 16

Patrol

- Total Calls: 1,581
- Total Traffic Stops: 72

Operations

- Crime Opportunity Report Forms: 148

5/6/20

- Burglary, 509 South Nova Road #8045 (All Aboard Storage). It is unknown what, if anything, is missing at this time as the victim is out of state.
- Stolen Tag, 26 Carriage Creek Way. An unknown suspect stole a Florida motorcycle tag from this location.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject stole \$80.73 in merchandise by concealing items. The offense was witnessed by loss prevention.
- Robbery by Sudden Snatching Arrest, 1622 North United States Highway One (Exxon). Two males approached the victim and asked her to buy them cigarettes. The victim agreed, and upon exiting the store, one of the males snatched her wallet.
- Battery Domestic Violence Arrest, 252 South Washington Street. While being taken into custody by VSO for an order to show cause, a subject flicked a lit cigarette at his father.

5/8/20

- Theft, 353 West Granada Boulevard (Winn Dixie). Homeless male said he was sleeping near the shopping carts and advised that his bag contained his wallet, Florida ID, Samsung cell phone, Samsung watch and \$250 cash were taken.
- Burglary Residence, 450 Tomoka Avenue #113. The victim claimed someone gained access somehow and stole a case of Girl Scout cookies and \$40. There were no signs of forced entry and no latent prints recovered.

5/9/20

- Shoplifting Arrests (X2), 1521 West Granada Boulevard (Wal-Mart). Two subjects observed by the loss prevention officer skipped scanning items and attempted to flee. They were located in the back parking lot, arrested and transported to the Branch Jail.

- Shoplifting Arrest, 795 West Granada Boulevard (CVS). Subject stole a phone from this location worth \$39.99.
- Narcotics Arrest, 1546 West Granada Boulevard (Sunoco gas station). Female advised the store clerk at this location that she was kidnapped and needed help. After a lengthy investigation, and a K-9 sniff from the Pt. Orange PD, the subject was found to be in possession of methamphetamines. The abduction was unfounded.
- Warrant Arrest, 1500 Crowne Ormond Lane #414 (The Crowne Apartments). Subject contacted at this location in reference to him having an open felony warrant for Aggravated Stalking and Assault.

5/10/20

- Domestic Violence Battery Arrest, 5 Larisa Terrace. Subject got into a physical altercation with his wife while he was trying to get the keys and drive away intoxicated in their vehicle. He also resisted the officers and was stunned to gain compliance.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject removed tags from cheaper items and then scanned those tags in the self-checkout. She then attempted to leave the business without paying the proper price for the items.
- Traffic Arrest, South Center Street/Division Avenue. A traffic stop initiated for an equipment violation. Driver found to be a habitual traffic offender.

5/11/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject paid \$11.56 for \$60.11 in merchandise by scanning UPC stickers of items with a lesser value at the self-checkout. The offense was witnessed by loss prevention.
- Grand Theft Firearm, 1634 North United States Highway One #238 (Super 8). The victims suspect that known subjects stole a black SCCY 9mm handgun cash while in their hotel room.
- Larceny, 234 Pine Cone Trail. Subject allegedly stole \$15,000 in artwork from the victim. The victim does not wish to pursue charges at this time.
- Carbreak, 29 Sherrington Drive. An unknown white male wearing a mask and hoodie entered the victim's unlocked vehicle. No items taken.
- Narcotics Arrest, 145 east Granada Boulevard. Two subjects found to be in possession of methamphetamine and placed under arrest for those charges as well as having an open warrant.
- Warrant Arrest, 555 West Granada Boulevard. Subject contacted and was found to have an active warrant out Volusia County.
- Warrant Arrest, 145 east Granada Boulevard. Subject contacted and placed under arrest for an open warrant out of Santa Rosa County.

5/12/20

- Theft, 308 Chelsea Place Avenue. An unknown male stole two fifty pound dumbbells from this location. The incident captured on surveillance video.
- Sex Offense, 205 South Atlantic Avenue (Best Western Castillo Del Sol). The victim suspects that she was the victim of being drugged and sexually battered at this location by at least one known suspect. Due to issues in determining jurisdiction, three different law enforcement agencies were involved to some extent.
- Carbreak, 274 Timberline Trail. Subject advised her vehicle was unlocked, but nothing taken out and it did not seem disturbed. A zip-lock plastic baggy with pretzels inside was located inside the vehicle that does not belong to the vehicle owner.
- Violation of Pretrial Release Arrest, 170 Williamson Boulevard #218. Subject placed under arrest for violating her pretrial release.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 17
 - Number of Citations issued: 16
 - Number of Written Warnings Issued: 22
 - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 0 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 1 Case initiated
- 5 signs have been removed or sign cases created.
- 4 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in and seventy-seven (77) 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 – Demolition of the old tank is in process, upon completion contractor will begin final site restoration.
 - WWTP Sludge Dewatering Improvements – Centrifuge manufacturer is on-site to troubleshoot issues and complete start-up.
 - HVAC Replacements – City Hall, SONC, The Casements – Operation, maintenance and control system final connection and training to be scheduled.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Contractor is working on the four I-95 overpass side slopes.
 - WTP Sludge Residuals Facility Improvements – Centrifuge was 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 – Overhead electrical wiring will be switched over to the underground wiring upon installation and energization of the outdoor switchgear.
 - WTP Chemical Feed System Upgrades – Preparing a work authorization to construction manager to furnish and install the shade structure.
 - Broadway/US1 Traffic Signal – Mast arms are in production.
 - 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 – Bid awarded to Sanderson Concrete Construction at the May 12 City Commission meeting.
 - 2020 Microsurfacing – Bids were opened on May 11 and are under review.
 - 2020 Repaving – Bids were opened on May 11 and are under review.
 - CDBG SONC Fitness Station – The project was approved for bidding at the May 12 City Commission meeting and will be advertised on 5/17.
 - 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 – The project was approved for bidding at the May 12 City Commission meeting and will be advertised on 5/17.
- 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 have been provided to the consultant. Bid documents are being finalized.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – FDOT is reviewing design plans.
 - 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% plans are under staff review.
 - Rockefeller Room Renovations – Meeting with historic window restoration contractor is being scheduled.
 - Downtown: Cassen Park Improvements – Requested a proposal from design consultant to revise plans based on comments received.
 - Granada Streetscape Pavers – Requested quotes for decorative material options.
 - Birthplace of Speed Overlook Replacement – A purchase order has been issued for structural drawings required for the building permit. A work authorization for the project will be on a future City Commission agenda for approval.

- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Hand Avenue wood power pole replacement, per FPL request.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 420 South Nova Road directional bore, per Century Link request.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 275 Interchange Blvd directional bore, per TECO Gas request.
 - Reviewed plan and created approved Work-in-the-Right-of-Way permit for 24-28 Laurel Oaks Circle directional bore, per Bighthouse request.
 - Discussed options and provided homeowner at 452 Triton Road information for storm water management requirements regarding the demo/rebuilding of new home.
 - Reviewed provided survey for 2260 Airport Road to assist the lot owner with site development for a proposed home that impacted the wetland set back buffer and the location on the required Stormwater Management Plan.
 - Located and provided copies of the Cassen Park bait house construction plans, per Landscape Architect's request.
 - Researched older Engineering files related to South Beach Street at Lorillard Avenue right-of-way, per consultant's (Mead Hunt) request.
 - Continued topographic survey of South Beach Street, from Arroyo Parkway south to Plaza Grande Avenue.
 - Researched and provided PDF copies of the survey benchmark locations at Airport Sports Complex, per surveyor's (Sliger) request.
 - Marked ECHO Grant proposed sign locations at Nova Community Park tennis courts and MacDonald House.

- Completed Tree-in-the-Right-of-Way locate at 49 Hernandez Avenue, per Risk Manager request.
- Researched Engineering as-builts and provided AutoCAD drawings and PDF copies of any drainage improvements in the vicinity of SR40/Tymber Creek Road intersection, per Consultant (Pegasus Engineering) request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Ground sidewalk on Foxcroft; City Hall
- Laid asphalt – removed broken sidewalk at SR40 and Clyde Morris-N Ridgewood

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 in Hidden Hills, Cumberland

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

- Gates & pumps, locates citywide
- Basin inspected & cleaned in Zone 2
- Ditch maintenance on Jeanette Dr. citywide
- Ditch spraying on US1
- TV truck for WW on SR40
- Equipment maintenance in PW yard
- Ditch mowing on SR40

Vactor

- Baffle box on Hand Ave
- Maintenance – PW yard

Street Sweeping/Streetsweeper (3 days)

- 74 miles of road cleaned
- 26 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 18,322

- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 10,309 gallons unleaded, 9,914 gallons diesel
 - Fuel used in one week: 2,145 gallons of unleaded and 520 gallons of diesel.
 - Fleet completed 28 work orders this week.

Utilities

- Projects Summary
 - WTP & WRF Needs Assessment
 - WTP & WRF CIP Needs Assessment: City staff provided comments to consultant.
 - Preliminary Planning
 - Granada Sanitary Sewer Pipe Rehabilitation – Proposal from GAI submitted for approval at May 26 commission meeting.
 - Beach Street Water Main – Replaced and upsized main along southern city limits. In-house survey commenced.
 - Design & Bidding
 - WRF Clarifier #3 Rehab complete rehabilitation – Sole source agenda item for \$54k scheduled for June 9 commission meeting.
 - Under Construction
 - SCADA Integration Verification – Meeting held with staff, engineer, and contractor at WTP. Collections & Maintenance superintendents to develop list of concerns to forward to consultant.
 - SPRC Projects
 - Planning & Design
 - Avalon Park – 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.
 - 2960 Ocean Shore Blvd, Varona Subdivision in OBTS – Reviewed and approved plat.
 - Under Construction
 - 1170 Ocean Shore Blvd, B-Tran Salon – Received for review revised lift station calculations.
 - 8 Coolidge Avenue Warehouse – Received revised site plan proposing use of second existing water service uncovered in field. Approved contingent upon proper meter and BFP retrofitted.
 - Substantially Complete/Complete
 - Granada Plaza Sanitary Sewer – Final inspection May 13. Requested system videos.
 - 762 South Atlantic, Go Juice – Received as-built and provided comments.
 - 26 North Beach Street, FUGU Restaurant – Final inspection May 5.
 - 1280 North US 1, SR Perrot Site Expansion – Final inspection May 5.
 - Deerfield Trace – Processed engineer's FDEP application to place sanitary sewer & lift station into service (private system).

Water Treatment Plant

- Delivered 43.49 million gallons for the week ending May 9, 2020 (6.21 MGD).

- Backwashed 9 filters for a total of 591,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 9, 2020 @ 6.89 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 26.55 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.79 MGD.
- Produced 26.55 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 80.87 wet tons of dewatered residual solids (14% to 18% solids)
 - Current weekly sludge hauling ending 05-08-2020
 - 4 trailer loads of treated sludge went to processing facility.
- There was 1 fecal detection for the weekly reporting period and 1 out of 6 for the month of May 2020 for an 83% 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 #1 and #3 filters running reliably.
- New centrifuge started-up and operator training conducted, however, having issues with sludge flow/meter and manual operation issues. Centrifuge vendor due on site this week.
- New air mixing lines installed in reaeration distribution chamber on 4/22. 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 water fleas and began hypo dosing on sand filter influent on 4/28 and discontinued on 5/5.

Water Distribution

- Responded to 11 reports of customer concerns regarding low pressure, Colored water or assistance with other plumbing needs.
- Responded to 17 calls for from customers concerning leaking water.
- Replaced 4 broken meter boxes.
- Replaced 3 water service due to leaks form rusted piping or low pressure concerns.
- Performed accuracy testing on a 3" commercial water meter.
- Replaced 3 water meters per Finance Dept. work orders.
- Installed 11 new residential water services/meters.
- Located 3 water meters for customers.
- Assisted a customer that was concerned about a high water bill, a leak was found on the property.
- Lowered a valve box that was protruding from a sidewalk in Deer Creek subdivision.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 162 regular & 2 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Follow up TV at 59 Wye Dr. Line is clean and clear.
- Follow up TV at 73 New Britain Ave. Line is clean and clear.
- Replaced C/O cap at 200 Windward Ln.

- Removed broken manhole cover from bottom of manhole and cleaned debris from line at 1035 W. Granada Blvd.
- Rewired PEP pump at 5 Fawn Pass Way.
- Repaired broken 1½" discharge line from PEP tank at 18 Meadow Ridge View.
- Replaced bad alarm speaker and checked system at 73 Grey Dapple Way.
- Located all services at 47 Shadow Creek Way for contractor work.
- Cleaned rocks and mud from sanitary service at 155 Ocean Shore Blvd. Flushed and TV'ed line, all clear to main.
- Flushed and TV'ed sanitary lateral at 905 Willow Run. Roots in line, removed. Will schedule line for repair.
- Replaced and rewired PEP pump at 23 Foxfords Chase.
- Replaced and rewired PEP pump and rebuilt C/O at 159 Black Hickory Way.
- Replaced and rewired PEP pump at 15 Old Bridge Way.

Reuse Distribution

- Responded to 2 reuse trouble calls.
- Located and raised reclaimed box at 82 University Cir.
- Installed 1" curb stop at 30 Thornhill Chase.
- Responded to reclaimed leak at 116 Hillside Ave. Leak on customer side. Customer informed.
- Responded to no reclaimed water at 95 Black Hickory Way. Discovered ball valve off on customer side. Customer informed.
- Located reclaimed service for customer at 639 John Anderson Dr.
- Located reclaimed connection at 1 Silver Lake Way.
- Located and installed box on reclaimed service at 30 Old Bridge Way.

Wastewater Plant – Lift Stations

- Pineland – follow up from trouble call, station in bypass mode, reset and placed station back in RTU mode, will continue to monitor for possible warranty call.
- 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.
- West Chlorine storage – repaired chlorine leak as needed.
- 12% Chlorine storage – repaired leak at tank.
- R.O. skid 3 – leak at concentrate meter, will repair when new meter is received.
- 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 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.

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;

Honorable Mayor and City Commissioners

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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 May 12, 2020, City Commission Meeting.
- Agenda packet preparation for May 26, 2020, City Commission Meeting.