

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 15, 2021

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
- Reviewed city commission meeting agenda packet

Spoke to, attended and/or met with:

- Volusia County Elected Officials meeting
- Debbie Cotton, Chamber President, general discussion

PIO – Public Information

- Press Releases/Media
 - Mayor Partington Public Safety and Crime Prevention Appointment
 - General media inquiries
 - General citizen requests
- Social Media
 - COVID-19 Vaccine Events
 - 100th Birthday of Dorothy Engel
 - Safety Reminders for Pandemic
- Attended
 - City Manager Staff Meeting
 - Engineering/Planning Meeting
 - Government Social Media Webinar: Presented “By the Number” on Analytics
- Developing
 - Legislative Priorities Updates
 - Pandemic Language Guide

Community Development

Planning

- The Plantation Oaks zoning map amendment and issuance of a development order based upon annexation is scheduled for first reading on the January 19, 2021 City Commission meeting. The proposed City zoning actions seek the adoption of an Ormond Beach development order incorporating the existing Volusia County zoning approvals, and (2) authorization of an amendment to allow Phase 1 (669 lots) of the Plantation Oaks subdivision to delete the age-restriction that limits residents to those aged 55 years and over.
- The Special Exception for 2415 Durrance Lane for a riding stable is scheduled for the January 19, 2021 City Commission meeting.

- A small-scale comprehensive plan land use map amendment for a 0.32 acre parcel of property located partially in Volusia County and partially in Ormond Beach is scheduled for first reading on the January 19, 2021 City Commission meeting.
- Planning staff attended and presented the Preliminary Plat application for Ormond Gateway at 1662 and 1670 North U.S. Highway 1 to the Planning Board.
- Staff attended the Ormond MainStreet Design Committee meeting.
- The Historic Landmark Preservation Board is scheduled to meet on January 25, 2021 to review a Certificate of Appropriateness for alteration (new home and detached garage) at 88 Lincoln Avenue. The Certificate of Appropriateness is required because the property is within the Lincoln Avenue Overlay District.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 364 inspections performed within the city (102 by private providers).
- 96 permits issued within the city, with a valuation of \$3,788,789 (3 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) approved the Ormond Grande site plan and the project was issued a site engineering permit to start construction activities.
- The SPRC met with:
 1. Representatives of the properties at 194 and 200 North Yonge Street to review potential development options and scenarios.
 2. The owner's representatives of the Buschman building at 11 West Granada Boulevard to discuss the sidewalk banding project in relationship to the building improvements (tile additions).
 3. Preconstruction meeting for the exterior improvements at 101 East Granada Boulevard, Publix. A site engineering permit for the project was issued to start construction activities.
- The following projects are under review of the SPRC:
 1. 1670 North U.S. Highway 1, Ormond Gateway. 3rd review. Development of a three lot commercial subdivision and associated site improvements.
 2. Ormond Grande, final plat. 1st review. Construct 3,600 SF industrial building and 60 lot residential townhome development
 3. Pineland, final plat. 2nd review. Construction of 78 single family lots.
 4. 29 North Perrott Drive, Perrott Depot. 1st Review. Redevelopment of 1.86 acre site that has an existing 4,834 distribution/warehouse use to include 12,540 square feet of self-storage buildings.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	90%
Coolidge Avenue Office/Warehouse	85%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	30%
Extended Stay America	90%
FPL Substation Expansion	65%

Germfree driveway addition	5%
Nova Road Controlled Storage Climate	20%
Publix	0%
The Pumphouse	30%
Total Comfort	15%
Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	95%
Upscale Nails	90%
Residential	
Pineland, Phases 4 & 5	10%
Ormond Grande	0%

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
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
 - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Avenue creating a secondary ingress and egress to the business park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs.
 - Staff and the Ormond Beach Chamber of Commerce will host a webinar for the business community on the new Federal Coronavirus Stimulus Program. The Zoom webinar is scheduled for January 27 at 2pm.
 - Staff participated in the Ormond Mainstreet Economic Vitality Committee meeting.
- Prospective Business Attraction/Retention/Expansion
 - Staff is preparing new rounds of outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff worked with and provided information to personnel working with Florida Power and Light (FPL) in an effort to assist FPL's efforts to install new electrical poles in the vicinity of Sunshine Boulevard and Airport Road.
- Staff completed work to assist engineers for KOMN Hangar Investors, LLC (KHI) in completing the process to apply for permits from the St. Johns River Water Management District that are needed for KHI's project to construct ten new hangars adjacent to Taxiway Charlie at the airport.
- Staff continues to work with the owners of Cavalier Aviation, Inc. to complete and submit for approval their application for FBO Category 4 status. Cavalier Aviation is requesting FBO status in order to engage in the business of aircraft sales from their facility at 88 Hangar Way.
- Technicians from the FAA conducted work to maintain certain data and voice communications lines at the control tower this week.
- Staff participated in a meeting with representatives from AVCON, Inc. to review and discuss future airport projects.
- Staff has been advised that the Florida Department of Transportation will conduct the airport's annual licensing inspection on February 8, 2021.

Finance/Budget/Utility Billing Services/Grants/Risk Management

Finance

- On-going Projects
 - To-date the City has received \$7.3 million dollars for hurricane Matthew reimbursement.
 - To-date the City has received \$3 million dollars for hurricane Irma reimbursement.
 - The City closed hurricane Dorian at the FEMA level. Awaiting State obligation.
 - Finance is working on the annual audit.
 - To date the City received \$521,000 for Cassen Pier and anticipates to receive \$200,000 more for this event.
- Completed Projects - Weekly
 - Processed 140 Journal Entry Batches.
 - Utility Billing Meter Readers completed 454 work orders.
 - Approved 37 Purchase Requisitions totaling \$182,064.31.
 - Issued 35 Purchase Orders totaling \$347,040.66.
 - Issued 740 past due notices on utility accounts.
 - Auto-called 232 utility customers regarding receipt of a past due notice.
 - Processed 724 payments through Interactive Voice Response System totaling \$59,373.29.
 - Processed 1,178 payments through City online payment portal totaling \$129,074.98.
 - Prepared 72 Accounts Payable checks totaling \$295,765.85 and 30 Accounts Payable EFT payments totaling \$666,611.79.
 - Prepared 375 Direct Deposits totaling \$551,502.12.
 - Transferred IRS 941 payment of \$190,718.39.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- The draft agreement between the City and Halifax Urban Ministries for Hope Place public service funding has been reviewed and approved by County staff and HUM and is planned to appear on the Commission agenda of March 2.
- Working on applications for the VOCA grant and the AFG grant, both of which are due February 12.
- Grant reimbursement requests to date FY 20-21: \$142,938.72
- Other
 - Attended virtual weekly staff meeting.
 - Attended webinar for Assistance to Firefighters Grant (AFG).

Risk Management Projects

- Attended Covid-19 webinar
- Paid State Assessment for Workers' Compensation
- Filed Payroll report to the State for CY2020

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 7
 - Hazardous: 1
 - EMS: 76
 - Motor Vehicle Accidents: 6
 - Public Assists: 48
 - TOTAL CALLS: 140

 - Aid provided to other agencies: 6 Calls – Daytona Beach (2), Volusia County (4)
 - Total staff hours provided to other agencies: 6
 - # of overlapping calls: 31
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 8
 - Total EMS patients treated: 50
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 184
-
- Training Hours
 - NFPA 1001: Firefighting 113
 - NFPA 1500: Safety/Equipment 24
 - EMT/Paramedic 18
 - TOTAL TRAINING HOURS: 155
-
- Station Activities
 - Held Oath of Office ceremony for two newly hired firefighters
-
- Significant Incidents
 - 1/5/21, 4:37 PM: Bella Vita Way – Structure Fire – Upon arrival found light smoke showing from multi-family two story unit – cause found to be a grease fire – damage to microwave and upper cabinets – residence was ventilated – missing cat located in upstairs and reunited with owner unharmed.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Information Systems Specialist (IT/Finance)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Plant/Pump Mechanic (Public Works)
 - Police Officer (Police)
 - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant/Public Works)
 - Water Distribution Operator (Public Works)

 - Job Openings on Hold
 - Part Time Box Office Attendant (Performing Arts Center/Leisure Services)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker I (Senior Center/Leisure Services)
 - Part Time Recreation Leader (Performing Arts Center/Leisure Services)

- Applications Under Review
 - City Engineer (Engineering)

- Interviews Scheduled
 - Community Service Officer (Police)
 - Lead Records Specialist (Police)
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
- Separations
 - Police Officer (Police)
 - Treatment Plant Operator Trainee (Water Reclamation Facility/Public Works)

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 early 2021.
 - 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: 18
 - Completed: 57
 - In progress: 45
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 21,973
 - Inbound E-Mails Blocked: 9,174
 - Delivered Inbound E-Mails: 12,799
 - Quarantined Messages: 239
 - Percentage Good Email: 67.5%
 - ATP/Virus E-Mails Blocked: 8
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 2
 - Corrections: 1
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,827
 - Meters GPS Located this week: 11: Total in system = 23,940; 23,116 potable, 813 irrigation, 11 effluent

Leisure Services

Administration

- Engineering Meeting
- City Manager Staff meeting
- Park and Recreation Master Plan meeting
- Work with Coordinators to develop plan to re-open facilities and programs

- Updating website and social media pages as needed

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

Contract Manager – Facilities Maintenance

- Weekly site visits to evaluate janitorial services.
- Completed annual floor refinishing at the South Ormond Neighborhood Center gymnasium.
- Weekly meeting with janitorial services operations manager.
- Solicited bids for floor refinishing at the Ormond Beach Sports complex

Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continued enhanced regular cleaning/ disinfecting of surfaces and exhibits.
- Continued to monitor safety and security of the EDC building and grounds.
- Prepared individual craft supply bags for Arbor Day event.
- Conducted EDC tour and provided info for visitors from the City of Palm Coast.
- Prepped planting site for DAR tree planting at the EDC on Arbor Day.
- Coordinating with sign vendor for install of more education signs for exhibit tanks.
- Developing additional nature videos for posting to social media 1 to 2 times/ week.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily.
- Wendelstedt Umpire School continued this week, Monday through Friday, 9 am to 5 pm, at the Wendelstedt Fields 1/2/3 at Sports Complex.
- SHS Soccer had practices this week on Monday and Tuesday and games on Wednesday and Friday, Sports Complex, Soccer Fields 5/6/8 and the Championship Field 7.
- Wendelstedt Umpire School continues on Saturday from 9 am to 5 pm at the Sports Complex, Wendelstedt Fields 1/2/3.
- Ormond Beach Golden Spikes are having a clinic on Saturday at 9 am at Nova Fields 1-5.

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, Cleaned handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging, dragging, weeding fields/infields
- Painted soccer fields 1/4/10
- Put up new batting cage nets
- Painted Championship Field 7 for SHS soccer games
- Kept corners painted on soccer fields 2/3/5/6/8/9, soccer parking lot, multi-purpose fields 11/12 and flag football fields
- Added goals for soccer fields 5/6/8
- Prepped Wendelstedt Fields for Umpire School daily
- Prepped Nova Fields for Spikes Clinic on Saturday

Performing Arts Center

- Delivered PPE supplies to City departments.
- Prepared theater reopening and COVID-19 protocol survey.
- Met performing arts groups representatives to update on re-opening status.
- Answered email correspondence and telephone inquiries from residents regarding status of shows.
- Answered email correspondence and telephone inquiries from existing and potential new clients about status of re-opening.

South Ormond Neighborhood Center

- Open park and pavilion
- Work is going well on the workout station area
- Basketball and gym use by reservation only

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Clean up and organization of holiday decorations and storage areas.
- Updating spring and summer event and sponsor flyers.
- Update ongoing sponsor lists and contacts from Ormond Chamber list.
- Continued planning of tree planting for Arbor Day, January 15

Nova Community Center and Special Populations

- Continued taking reservations for pickleball and basketball
- Monitored pickleball, basketball and outside areas
- Cleaned and sanitized between players
- Attended webinars to increase learning.
- Jazzercise is held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Monday, Wednesday and Thursday, 5:45 pm
- Ms. Debby's Dance and Acting classes are held on Tuesday and Friday from 4:30 pm to 6:30 pm

The Casements

- The Casements was open on Saturday 8 am to 12 pm and on Monday- Friday 8 am to 5 pm for self-guided tours.
- Bailey Riverbridge rental, Saturday, 12 pm to 2 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm-6:30 pm.
- Ora Yoga class met at Bailey Riverbridge on Tuesday and Thursday from 9 am to 10 am.
- "Did You Know?" was posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place this Monday, Wednesday from 8:30 am to 9:30 am at Bailey Riverbridge.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Changed locks at golf course
- Installed no trespassing signs at golf course

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato Park and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Repaired and added a fence at the golf center
- Inspected golf center, repaired fence
- Tower gate repaired at Airport

- Checked for water leak at Ames Park
- Bay door repaired at FS93
- Repaired The Casements 2nd floor toilet
- Light switch and light bulbs replaced at FS92
- Gate #9 repaired at Airport
- Sink repaired at Fortunato Park

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended the Florida Police Chief's Conference
- Staff is organizing an open house for recruitment efforts
- Staff is completing quarterly and annual audits
- Staff partnered with Leisure Services on security solutions at Riverbend Golf Course
- Staff is monitoring the weekly protests near City Hall

Community Outreach

- Youth Leadership Council (YLC) – Five (5) members of the YLC attended a basketball game at Mainland High School to support YLC members. YLC members will be reviewing upcoming community service projects and selecting new officer positions in preparation the State of Florida Association of PAL all Regional training in February. This year's training will be virtual.
- OBPAL Basketball - There was no basketball practice last week.
- PAL Educational Programs – OBPAL Tutors R Us is scheduled to begin February 1 at the South Ormond Neighborhood Center. READ, Reading, Exploration, Adventure and Discovery is scheduled to begin February 8 at Ormond Beach Elementary School.
- Donut Dash 5K 2021 – The OBPAL Donut Dash registration page has been updated with information for the 2021 race. The Donut Dash 5K 2021 will be held Saturday, April 24 at The Trails Shopping Center. Registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 26
- Animal Reports: 6
- Trap Neuter Release: 1
- Animal Bites: 0
- Animals to Halifax: 3
- Wildlife Calls: 1
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 3
- Inactive: 6
- Fraud: 5
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Car break: 0
- Grand Theft: 1
- Auto Theft: 2
- Death Undetermined: 3
- Missing Persons: 0
- Recovered Missing Persons: 0

- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Weapons Complaint: 1
- Vandalism: 1
- Disturbance: 1

Records

- Walk - Ins / Window: 75
- Phone Calls: 98
- Arrest / NTA'S: 14
- Reports Generated: 98
- Reports Entered: 95
- Citations Issued: 48
- Citations Entered: 39
- Warnings Entered: 100
- Trespass Warnings: 11
- CORF Entered: 54
- Mail / Faxes / Request: 15

Patrol

- Total Calls 1,491
- Total Traffic Stops 138

Operations

- Crime Opportunity Report Forms: 149

1/6/21

- Warrant Arrests, 910 North United States Highway One. Officers responded to a nearby location in reference to a disturbance. The subject was found to have two open warrants out of Illinois.

1/7/21

- Aggravated Assault/Domestic Violence, 1608 North United States Highway One #234 (Days Inn). Subject got into a verbal argument with his girlfriend. The argument escalated until the subject held a knife to the victim's throat.

1/8/21

- Shoplifting/Dealing in Stolen Property Arrest, 1521 West Granada Boulevard (Wal-Mart). Two subjects stole \$107.98 in merchandise from this location and took it to Customer Service to obtain a refund. The offense was witnessed by loss prevention.
- Carbreak, 520 Crowne Loop #223. Unknown suspect entered the victim's vehicle, nothing was taken.
- Narcotics Arrest, 421 Arroyo Parkway. Subject contacted and found to be in possession of narcotics.
- Shoplifting/Battery on a Law Enforcement Officer Arrest, 460 South Atlantic Avenue (7-Eleven). Subject was asked to leave the location by staff who the subject had exchanged words with. Arriving officer realized the subject was the suspect in a shoplifting incident earlier that day at a different location. When the subject was detained, the subject punched the officer and tried to take his taser from his duty belt. The officer took the subject to the ground where he was secured and taken into custody.
- Diving Under the Influence Arrest, 361 West Granada Boulevard (Taco Bell). Subject was found passed out behind the wheel of his work truck in the drive through lane of the Taco Bell. When contacted, he was found to be unresponsive and under the influence.

1/9/21

- Stolen Trailer, 55 Hidden Hills Drive. Unknown suspect stole a black single axle enclosed trailer. The trailer was full of tools and lawn equipment.
- Theft, 1478 West Granada Boulevard (Publix). An employee recognized two males as suspects from a previous distraction type theft. Subjects fled the area and were not located.
- Diving Under the Influence Arrest, 6000 St Georges Boulevard. Subject was involved in an accident, crashing his vehicle into a parked vehicle. Subject was detained for being under the influence.
- Diving Under the Influence Arrest, 867 South Atlantic Avenue. Subject was operating his car at a high rate of speed when they lost control of the vehicle, striking a curb. The vehicle came to rest in the opposite traffic lanes with major damage. Subject was detained for being under the influence.

1/10/21

- Burglary Business, 275 Interchange Boulevard. Unknown suspect entered the hotel at this location (which is under construction) and attempted to steal an ice maker.
- Theft, 440 North Nova Road (Nova Community Center). Subject stole a scooter but later returned with the scooter while the investigating officer was still on scene.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$213.58 in merchandise from this location. The offense was witnessed by loss prevention.

1/11/21

- No part one activity reported.

1/12/21

- Business Burglary, 610 South Yonge Street #1137 (Simply Storage). The lock was cut the victim's storage unit, rings, bracelets, charms and miscellaneous jewelry were taken.
- Residential Burglary, 260 Cypress Trail Drive (Cypress Trail subdivision). The residence is under construction, with no garage door at this time. A 50 gallon hot water heater was stolen.
- Theft, 50 Allwood Green Boulevard (Aberdeen Mobile Home Park). Several chainsaws and a string trimmer at a total value of \$1,625 were stolen from the maintenance shed.
- Narcotics Arrest, Oleander Place/South Yonge Street. Subject was contacted and found to be in possession of narcotics.
- Fleeing Vehicle, Spring Meadows Drive/Hand Avenue Arrest. A traffic stop was attempted on a vehicle containing many items considered to be "scrap." The vehicle fled but was later found at the registered owner's home. Driver was located and the vehicle was secured.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 17
 - Number of Citations issued: 19
 - Number of Written Warnings Issued: 15
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 8 signs have either been removed or sign cases created.

- 9 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and forty-six (46) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - WTP Chemical Feed System Upgrades – Shade structure construction ongoing.
 - Broadway/US1 Traffic Signal – Mast arm installation is in process.
 - Casements North Side Improvements – Project scheduled for substantial completion February 12.
 - Fiber Optic Connectivity – FS 91 fiber optic conduit repairs ongoing. Work Authorizations are being prepared for repairs to fiber optic conduit on John Anderson Drive to Standish Tank and Lift Station 8P.
 - Landscape Renovations-Various City Parks & Facilities – Construction is ongoing.
 - Gazebo Replacement CP II – Permit has been approved, construction is rescheduled to start January 18 due to manufacturer delay.
 - CDBG SONC Fitness Station – Construction is 75% complete.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Restoration – A pre-construction meeting was held on January 14.
 - Granada Mid-Block Lighting Improvements – Contracts are being executed.
 - 2021 Storm Lining – Contracts are being executed.
 - 2021 Sewer Lining/Manhole Repair – Contracts are being executed.
 - Bidding
 - Florence St On-Street Parking – Bids award is scheduled for City Commission approval at the January 19 meeting.
 - Wilmette Stormwater Pump Station – Preparing for bid award at the February 16 City Commission meeting.
 - Downtown Banner Pole Replacement Re-Bid – Project was advertised on January 10, a pre-bid meeting is scheduled for January 27, and bids are due on February 11.
 - Facility Hardening – Preparing a disposition item for City Commission approval to bid.
 - Design Projects:
 - Secondary Raw Water Main – Bid documents are being finalized.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.
 - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
 - Airport Road/SR40 Water Main Loop – Consultant has completed plans and specs, permits are approved.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Granada Streetscape Pavers – Paver color has been selected, a mock-up will be installed on Washington Street near the Chamber of Commerce.
 - Update Parks & Recreational Master Plan – A project kickoff meeting was held on January 12.
 - Business Park Drive Phase II – Design is in process.
 - Police Station Chiller – 60% design comments returned to consultant for revisions.
 - CDBG Fleming Avenue/CP I Playground – Disposition item for approval to advertise is on hold until CDBG funding is approved and released.
 - Riviera Park Pedestrian Signals – Bid documents are finalized, soliciting quotes for the project.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Work Authorization for design is scheduled for City Commission approval at the January 19 meeting.

- Departmental Activities
 - Reviewed 34 Engineering Permit applications through the ProjectDOX system, and created and approved 0 Franchise Utility permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Asphalt Ormond Green, Northshore, Florida Ave, Beachside - South
- Graded and poured sidewalk on Airport Rd
- Assembled barricades in shop
- Installed new sidewalk on Trina St

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimmed at streetlight on Old McDuffie Cir
- Assist Fleet Maint moving equipment; trimmed and removed old fencing (around perimeter fence)
- Ground roots for new sidewalk on Trina St

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 citywide

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations

Stormwater Maintenance

- Installed/poured concrete around end of pipe on Sugar Creek; lay sod
- Locates – inspected & cleaned inlets citywide
- Pond maintenance – ABC, South Division Rec, Mainsail
- Installed pipe guards on Sugar Creek

Vactor

- Country Club Dr
- Line cleaning citywide
- Cleaning baffle boxes citywide

Fleet

- Mileage traveled by all departments for the week: 22,749
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5

- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 9,784 gallons unleaded, 8,165 gallons diesel
 - Fuel used in one week: 2,049 gallons of unleaded and 779 gallons of diesel.
 - Fleet completed 41 work orders this week.

Utilities

- Projects Summary
 - Utilities CIP projects are listed under the Engineering section as this division manages those projects and to avoid duplication of information.

Water Treatment Plant

- Delivered 39.24 million gallons for the week ending January 9, 2021 (5.61 MGD).
- Backwashed 9 filters for a total of 564,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 9, 2021 @ 6.89 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled ~48.6 wet tons of dewatered sludge (65 - 70% solids).
- SGS is mobilized onsite to replace centrifuge.
- Flushed distribution system 70,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.38 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.05 MGD.
- Produced 22.58 Million Gallons of Reuse.
- Produced 5.80 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2020 – December 31, 2020) (MGD):
 - Influent 4.46 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.94 (Permit 6 MGD);
 - Reuse 3.90 (Permit 10 MGD)

Water Distribution

- Responded to 22 reports of customer concerns regarding low pressure or assistance with other plumbing concerns.
- Responded to 17 calls from customers concerning leaking water.
- Replaced 3 malfunctioning residential water meters.
- Replaced 7 broken meter boxes.
- Installed 4 new residential water services.
- Accuracy tested a 4" commercial water meter, tested accurate.
- Replaced 2 water service due to leaks from rusted piping or low-pressure concerns.
- Removed 2 water services located on McIntosh Ave. and disconnected a 2" water main on Cumberland Ave. that was not abandon upon completion of a 2" water main replacement. Tapped new water service on existing 6" water main on McIntosh Ave.
- Performed pressure testing on 6 City owned backflow prevention devices.
- Repaired pipe located between the water meter and BFP device at lift station 4M.
- Repaired a leak on a 2" GSP water main on Carol Rd.
- Repaired a crack on a 6" water main on S. Center St.
- Assist Wiginton Fire Company with a fire main shut down at 1275 Ocean Shore Blvd.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 140 utility locates for the previous week.

Wastewater Collection & Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Crews performed a pep tank locate @ 4 locations per customer request.

- Crews replaced broke back lid on a pep tank @ 75 Deep Woods Way.
- Performed onsite inspection of both Oceanside Country Club and Tomoka Oaks Country Club lake levels.
- Crews flushed 103 Hickory Hills service lateral (weekly maintenance).
- Crews investigated a depression in the road in front of 1527 Oak Forest Dr.
- Crews investigated a possible reuse service leak @ 40 Winding Creek Way. Found leak to be on the homeowners' side.
- Crews relocated a reuse service out of the driveway @ 127 Neptune Dr.

Wastewater Plant – Lift Stations

- SCADA – began to configure alarms and tie in wiring at lift stations.
- Halifax Medical Center – follow up from call outs, pump controls failed, installed new duplex controller, replaced all 4 floats with new inventory, replaced pump #2 with new inventory, installed high head 6.5hp pump as experimental, performed assorted repairs at control cabinet.
- Bisulfite pumps – replaced both pumps at skid with new inventory – repaired wiring issues with cannon plugs – turned over to Chief Operator to go back online in fully automatic mode.
- Chlorine Building – storage tanks crystalizing product due to cold weather, set up heaters.
- 54 Winding Creek Way – replaced pep tank control panel.
- Conducted plant and lift station PMs.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Ammonia rack - installed new box, wire, G.F.C.I. and cover.
- Sample rack - installed new light pole with fixtures.
- Lime softening clear well - re-established level into SCADA.
- PLC RIO 1-3 – replaced UPS batteries.
- South Raw Water and South Clari-Cone – calibrated flow meters.
- Perform Operational Checks at various locations.

Support Services/City Clerk

In addition to routine departmental activities such as coordinating the City Commission agenda packet process, managing official documents, processing public records requests, managing elections, records management, website administration, drafting proclamations, providing advisory board administration, administrative support and research services, and assisting citizens and directing calls at City Hall, the following occurred this week:

- City Clerk attended City Manager staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for January 19, 2021 Financial Forecasting Workshop and City Commission Meeting.