

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 2, 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:

- Staff meeting
- General discussion meetings with senior staff
- Continued budget prep work

Spoke to, attended and/or met with:

- Rotary meeting
- Meet and greet with new Daytona Beach City Manager

PIO – Public Information

- Press Releases/Media
 - General citizen inquiries
 - General media requests and interview coordination
- Social Media
 - Independence Day Celebration
- Developing
 - Independence Day Resident Guide

Community Development

Planning

- A variance application has been received from the property owner at 1 Palmetto Dunes Court. The variance request seeks a rear yard setback of 14'6" to construct a hard roof addition with screen walls on the existing slab, requiring a variance of 5'6" to the required 20' side yard setback. The Board and Adjustment Appeal hearing date is July 7, 2021.
- The Project Dox permitting system is undergoing a major software upgrade. As the software upgrade is implemented the Project Dox permitting system shall be off-line for 24 to 36 hours the week of July 12, 2021. Additional information shall be provided as the upgrade conversion occurs.
- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 383 inspections performed within the city (35 by private providers).
- 184 permits issued within the city, with a valuation of \$2,681,741 (10 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The following projects under SPRC review:

1. Plantation Oaks, Phase 1A. 3rd review. Development of 121 lots on 100.91 acres.
 2. 500 Sterthaus Drive, YMCA, Phase 3. 1st review. Redesign of playground area next to the existing YMCA playground.
 3. 135 North Yonge Street, Courtyards at Ormond. 1st review. A site plan for a 6.34-acre parcel that includes 48 multi-family residential units and 10,889 square feet of retail. The previous site plan submittal expired. The project would require a neighborhood meeting, Planning Board review and City Commission action. The date of the neighborhood meeting has not been set.
 4. 1 Falls Way, The Falls guardhouse modification. 2nd review. Modification of the site's access to include a resident bypass lane and gated access.
 5. 88 South Atlantic Avenue, Ocean Club. 3rd review. Construction of a new retail shop (8,596 square feet) and related site improvements.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	10%
Dunkin Donuts, 1535 North US Hwy 1	20%
Edgewell Loading Dock	95%
Germfree driveway addition	85%
KOMN Condominium Association	15%
McNamara warehouse	0%
Nova Road Controlled Storage Climate	75%
Ormond Museum	30%
Paradise Pointe	5%
Publix, 101 East Granada Boulevard	70%
Starbucks	80%
The Pumphouse	55%
Total Comfort	55%
US 1 Business Park amendment	20%
Waffle House	20%
Utilities only	
101 Town & Country Lane	40%
Huntington Villas, 2B	98%
Forcemain -Huntington Green	0%
Verona Oceanside	0%
Residential	
Pineland, Phases 4 & 5	80%
Pineland, Pineland Trail sidewalk	0%

Ormond Grande	80%
Plantation Oaks, 2B	0%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - The permanent traffic signal at the intersection of Broadway and N. US 1 is installed.
- 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 Trail 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.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Work continues this week on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- Staff conducted repairs to Gate 9 this week, which involved replacing the keypad.
- The City received a Grant Agreement Development Addendum from the FAA under the CARES Act for the design phase of the Taxiway Bravo rehabilitation project. This is on the agenda for the July 20 City Commission meeting.

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

Finance

- On-going Projects
 - City staff working on annual budget
 - City staff working on annual CIP
 - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
- Completed Projects - Weekly
 - Processed 120 Journal Entry Batches.
 - Utility Billing Meter Readers completed 451 work orders.
 - Approved 19 Purchase Requisitions totaling \$132,455.56.
 - Issued 24 Purchase Orders totaling \$182,728.20.
 - Issued 593 past due notices on utility accounts.
 - Auto-called 89 utility customers regarding receipt of a past due notice.
 - Processed 492 payments through Interactive Voice Response System totaling \$38,545.23.
 - Processed 1,180 payments through City online payment portal totaling \$102,189.97.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

- Working on an amendment to the Police Department's Coronavirus Emergency Supplement Fund (CESF) grant.
- Working with the Police Department on a FY 2021 Justice Assistance Grant.
- Reviewing potential grant opportunities related to the Performing Arts Center lobby renovation.
- Grant reimbursement requests to date FY 20-21: \$1,790,274.26
- Other
 - Attended weekly staff meeting.
 - Completed Employee Newsletter for July.

Risk Management Projects

- Attended webinar on Drug Free Workplace
- Pre-deposition review of records
- Final edit of Minimum Insurance Requirements

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 1
 - Hazardous: 3
 - EMS: 75
 - Motor Vehicle Accidents: 4
 - Public Assists: 53
 - TOTAL CALLS: 139
- Aid provided to other agencies: 12 Calls – Daytona Beach (6), Volusia County (6)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 30
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 53
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 79
- Training Hours
 - NFPA 1001: Firefighting 28
 - NFPA 1002: Driver 43
 - NFPA 1021: Officer 12
 - NFPA 1500: Safety/Equipment 47
 - NFPA 1620: Preplanning 7
 - EMT/Paramedic 8
 - TOTAL TRAINING HOURS: 145
- Significant Incidents
 - 6/24/21, 11:26 PM: I-95 / Mile Marker 268 – Vehicle Fire – Responded to a large tractor trailer fire – truck located in southbound lane of overpass with heavy fire in cargo area – assistance received from Volusia County – crews cleared scene at 1:04 AM.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer
 - City Clerk
 - Firefighter/EMT/Paramedic
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Meter Reader
 - Part Time Box Office Attendant (Performing Arts Center)

- Part Time Events Leader (Community Events)
- Part Time Events Tech (Casements)
- Part Time Performing Arts Center Tech
- Plant/Pump Mechanic
- Police Officer
- Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
- Utilities Engineer
- Water Distribution Operator 1, 2, 3, or Trainee

- Background/Reference Checks/Job Offers
 - Community Service Officer
 - Information Technology Manager
 - Maintenance Worker II (Streets)
 - Police Officer
 - Records Specialist
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)

- Separations
 - Police Officer (3)
 - Treatment Plant Operator C (Water Reclamation Facility)
 - Part Time Events Tech (Casements)
 - Maintenance Worker II (Streets)
 - Fire Captain
 - Information Systems Specialist
 - Water Distribution Operator III
 - IT Manager

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 summer 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: 46
 - Completed: 74
 - In progress: 37

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,017
 - Inbound E-Mails Blocked: 15,286
 - Delivered Inbound E-Mails: 21,659
 - Quarantined Messages: 430
 - Percentage Good Email: 55.51%
 - Virus E-Mails Blocked: 0

 - Notable Event: The multi-year project to fiber connect Fire Station 91 has been completed. On Monday, June 28, the last fiber connection and network configuration changes were made, and the fire station is connected to the City's private fiber infrastructure. The existing wireless

link will serve as a redundant backup. The Casements was connected to the private fiber infrastructure earlier this year. Beachside Utilities SCADA controls will be being brought on line in July. This was a collaborative effort by Engineering, Public Works, Finance, CIP Project Management, and Information Technology.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 1
 - Corrections: 1
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,101
 - Meters GPS Located this week: 0 : Total in system = 24,033; 23,200 potable, 822 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Staff meeting
- Movies on the Halifax
- Master Plan meeting
- Independence Day Celebration meeting
- FRPA Virtual Education Webinar
- Yellowstone weekly meeting

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

Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.

Environmental Discovery Center

- Open for guided and self-guided tours from 10 am to 4 pm
- Continue enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Enviro Camp continued this week.
- Completing the grant report to the Florida Wildflower Foundation for the EDC Wildflower Demonstration Garden.
- Beginning work on annual ECHO grant report.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1 pm daily.
- OBYBSA Baseball All Star practices on Wednesday and Friday, Nova and Quad Fields at 6 pm.
- SHS Baseball summer training on Monday, Tuesday and Wednesday, 8:30 am at Sport Complex on Wendelstedt Fields 2/3
- Pride Football summer training on Monday, Tuesday, and Thursday at 5:30 at Multi-Purpose Fields 11 & 12.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Corners painted on flag football and soccer fields, as well as soccer parking lot
- Prepped Nova fields 2/3/4 for Recreation All Star practices
- Prepped Wendelstedt fields for SHS Baseball training
- Continued to paint fields at South Ormond for Summer Program
- Repaired batting cages
- Removed goals, toters, benches from soccer fields and put up closed signs

Performing Arts Center

- Set-up, tear down, and assisted with joint City/OB Chamber Startup Grind event.
- Sent out email update about the PAC to internal show group leaders.
- Updated information and added events to OBPAC Facebook page.
- Set-up internet ticketing site and started online sales for PAC shows.
- Booked engagements for the PAC.

South Ormond Neighborhood Center

- Open park and pavilion
- Splash pad is open from dawn to dusk daily until December 1
- Summer Camp Connection continues for the 3rd week
- Free play gym/weight room (6:00 pm until 8:50 pm)

Community Events

- Weekly administrative tasks, office work, and activities.
- Assisting with plans for the 2021 Senior Games, October 23- 30.
- Clean up of supplies and equipment from the Reel in the Fun Fishing Tournament.
- Preparation for the Independence Day Celebration, Sunday, July 4.
- Preliminary planning for the Summer Sounds Concert Series

Nova Community Center and Special Populations

- FitGyms personal training sessions and tennis lessons at various times throughout the week.
- Pickleball from 9 am to 12:30 pm Monday through Friday and 9 am to 3 pm on Saturday.
- Adult Jazzercise from 9 am to 10 am Monday through Friday and 5:45 pm to 6:45 pm Monday, Wednesday and Thursday in Activity Room.
- Open Play Basketball on Monday through Saturday 3 pm to 9 pm and Sunday 1 pm-5:30 pm
- Special Populations Summer Programs continued Monday through Friday.

The Casements

- The Casements was open on Saturday for guided tours.
- A wedding ceremony took place at Ames Park on Sunday from 3 pm to 7 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements was open for self-guided tours Monday through Friday from 8 am to 5 pm with guided tours at 1 pm, 2 pm and 3 pm.
- Enviro Camp week 4 took place this week at the EDC from 9 am to 3 pm Monday through Friday. Camp currently has 8 students enrolled for all 8-week sessions.
- The Casements Camera Club is featured this month in The Casements Gallery with their 8th Annual Spring Exhibit.
- Ora Yoga classes met this week in The Casements Dance Room on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place Monday, Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.

- Movies on the Halifax featured movie is “The Secret Life of Pets 2” showing this evening at 8 pm.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in parks
- Bathroom checks twice per day
- Inspected signs at all playground equipment
- Helped with archery net setup at the EDC
- Replaced wood fence and bolts on swing set at Magic Forest Playground
- Repaired swings at Sanchez Park
- Loose boards repaired at Central Park I
- Installed plaque on 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
- Installed toilet paper holders in upstairs bathrooms at City Hall
- Unclogged restroom at Fortunato Park
- Replace battery in thermostat backstage at the Performing Arts Center
- Replace toilet at Andy Romano Beachfront Park
- Repaired water fountain at South Ormond Neighborhood Center
- Repaired leaking sink at Fleet
- Water heater replaced at City Hall
- Lock replaced at Memorial Gardens
- Woman’s indoor restroom repaired at South Ormond Neighborhood Center
- A/C repaired at FS93
- Repaired seats at the Performing Arts Center
- Repaired lights in HR at City Hall
- Replaced exit light at Ames Park

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended the Volusia Flagler Police Chief’s Meeting
- Staff conducted supervisor’s meeting
- Staff monitored new hire process with new trainees

Community Outreach

- Youth Leadership Council (YLC) – The next community service project the YLC is assisting with is National Night Out.
- OBPAL Basketball – Eight (8) players of the OBPAL Bruins team participated in a tournament at the Midtown Cultural & Education Center in Daytona Beach. The team played Saturday, June 26 and Sunday, June 27. The Bruins finished as the runner-up in their division.
- PAL Educational Programs – The OBPAL/ Summer Connections program partnership at the South Ormond Neighborhood Center began Monday, June 21. Forty (45) students ages 6-11 explored science, art, reading and computer skills.

Community Services & Animal Control

- Animal Calls responded to: 35
- Animal Reports: 4
- Return to Field :1

- Animal Bites: 1
- Animals to Halifax: 1
- Injured Wildlife Calls: 2
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 8
- Inactive: 2
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 0
- Auto Theft: 1
- Death Undetermined: 2
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 1
- Vandalism: 1
- RPO: 1

Records

- Walk - Ins / Window: 101
- Phone Calls: 131
- Arrest / NTA'S: 26
- Reports Generated: 109
- Reports Entered: 94
- Citations Issued: 48
- Citations Entered: 48
- Warnings Entered: 60
- Trespass Warnings: 9
- CORF Entered: 59
- Mail / Faxes / Request: 18

Patrol

- Total Calls 1,256
- Total Traffic Stops 97

Operations

- Crime Opportunity Report Forms: 94

06/23/21

- Stolen Vehicle, 1521 West Granada Boulevard (Wal-Mart). The victim reported his vehicle stolen from the business parking lot. Victim stated that he initially left it there for a friend, however, they never picked the vehicle up.
- Carbreak, 27 South Saint Andrews Drive. Entry made to the unlocked passenger door, paper items scattered from the glove compartment, no items reported stolen.
- Officer Shot, 133 Kingston Avenue, Daytona Beach. A Daytona Beach Police Officer was shot while on a suspicious vehicle call. Multiple OBPD units including OBPD Command Staff responded to the call to provide for any assistance needed by Daytona Beach Police Department.

- Warrant Arrest, 51 South Atlantic Avenue (Royal Floridian Resort.) Subject contacted and found to have an open warrant.
- Public Disturbance Arrests, 485 South Atlantic Avenue (Maverick Resort.) Two subjects were arrested for disturbing the peace.

06/24/21

- Theft, 12 Aviator Way (WR Kershaw Inc). The victim advised 14 to 15 wood pallets were taken over night.
- Narcotics Arrest, 600 West Granada Boulevard. A traffic stop was conducted, the driver was found to be in possession of narcotics and paraphernalia.

06/25/21

- Burglary, 21 Stratford Place. A Trek bicycle was stolen from the garage.
- Battery Domestic Violence Arrest, 8 Oak Brook Drive. Subject shoved her father twice in the chest area and scratched his right arm.
- Battery Domestic Violence Arrest, 1608 North United States Highway 1 #107. Subject appeared to be out of control and was under the influence of alcohol or drugs when she battered her father and another female.
- Driving Under the Influence Arrest, SR40/North Nova Road. Subject was asleep behind the wheel and was found to be under the influence of alcohol.

06/26/21

- Theft, 1458 West Granada Boulevard (Publix). An unknown male stole \$425 in groceries.
- Theft, 275 Interchange Boulevard #217 (Extended Stay). The victim lost his wallet at this location yesterday. This morning, he was notified of an attempted fraudulent charge.
- Resisting an Officer without Violence Arrest, 801 South Nova Road. Subject failed to obey officer verbal commands to stay away from another group to prevent a physical altercation.
- Warrant Arrest, Hand Avenue/South Yonge Street. Subject had an open felony warrant out of Hillsborough County.

06/27/21

- Warrant, 1506 San Marco Dr #203. Subject contacted and found to have an open warrant.
- Battery Domestic Violence Arrest, 18 Moss Point Drive. Subject was placed under arrest for throwing a wine bottle at her fiancé.
- Battery Domestic Violence Arrest, 170 Williamson Boulevard. Subject was placed under arrest for striking her live-in boyfriend.
- Driving While License Suspended Arrest, North United States Highway 1/Melrose Avenue. Subject was placed under arrest for driving while license suspended. License was suspended out of Michigan.

06/28/21

- Burglary Residence, 731 John Anderson Drive. Power tools were taken from the unlocked garage.
- Domestic Violence Battery Arrest, 308 Nottinghill Street (Chelsea Place Subdivision). Subject was in a verbal argument with her daughter when she pushed her in a hallway.

06/29/21

- Stolen Trailer, 873 Hull Road (Kimble Electric). The victim advised that his black, open cargo 12ft X 6ft trailer was stolen.
- Carbreak, 738 Alden Drive. Unlocked vehicle was entered, victim's wallet was stolen.
- Battery Domestic Violence Arrest, 833 Airport Road. Subject got into a verbal argument with her husband and wanted out of the vehicle, she started hitting her husband and pulling on the steering wheel.
- Battery Domestic Violence Arrest, 485 South Atlantic Avenue #211 (Maverick). Subject was intoxicated and got into a verbal argument with her adult daughter which became physical.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 26
 - Number of Citations issued: 8
 - Number of Written Warnings Issued: 38
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - 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: 5 Cases initiated
- Zone 2: 12 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 5 Cases initiated
- 3 signs have either been removed or sign cases created.
- 14 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and sixty-seven (67) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - Fiber Optic Connectivity – John Anderson Drive fiber optic conduit repairs at Ocean Terrace West and Halifax Drive are complete. Wilmette fiber optic plans are being created.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – Materials required to finish south wall have been delivered, work is ongoing. Progress meeting #10 was held on June 24.
 - Granada Mid-Block Lighting Improvements – Long lead time materials are on order.
 - 2021 Sewer Lining/Manhole Repair – Construction is ongoing.
 - Riviera Park Pedestrian Signals – County Use Permit modification approved. Soliciting quotes for crosswalk signs and stop bars.
 - Wilmette Stormwater Pump Station – Shop drawings are under review.
 - Downtown Banner Pole Replacement Re-Bid – Long lead time materials are on order.
 - WRF Chlorine Contact Improvements – Shop drawings are under review.
 - Nova Community Park Tennis Court Lighting Improvements – Long lead time materials have been ordered.
 - Bidding:
 - SONC Gym – Bid award is scheduled for the July 20 City Commission meeting.
 - CDBG Fleming Playground – The RFP was advertised on June 6, a pre-submittal meeting was held on June 22, proposals are due on July 8.
 - 2021 Roadway Resurfacing – The project was advertised on June 6, a pre-bid meeting was held on June 24, and bids are due on July 6.
 - Design Projects:
 - Stormwater Master Plan Update - 2019 – The Consultant continues working on the master plan update.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Granada Streetscape Pavers – A paver banding selection has been made, working with Construction Manager.

- Update Parks & Recreational Master Plan – Master Plan update is in process.
 - Business Park Drive Phase II – Design is in process.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in in process.
 - Water Main Replacement Ph IV – Mainland – Design is in process.
 - Water Main Replacement Ph IV – Peninsula – Design is in process.
 - Facility Hardening – Architectural/structural design is in process.
 - Doug Thomas Way Extension Design – Design is in process.
 - South Beach Street Water Main Replacement – In-house design is nearing completion.
 - WRF Upgrades – A Work Authorization for design was approved at the June 1 City Commission meeting.
- Departmental Activities
 - Reviewed 41 Engineering Permit applications through the ProjectDOX system, and created and approved 2 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Strip forms, stress cut, backfill in Fiesta Heights
- Park bench pour at Riviera Park; Ames Park
- Recycle at PW shop
- Put down sod on Fiesta Dr
- Rip out sidewalk at PW building on N Orchard St; grade and formed sidewalk

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
- Removed trees on Ormond Lakes Blvd; Pines on Woodland Trl

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
- Stripped forms, backfill, cleanup at Sports Complex

Sign Shop

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

Stormwater Maintenance

- Pipe repair on Benjamin Dr
- TV WW lines at Ponce DeLeon/Interchange
- Sweeper Citywide
- Reachout mower on SR40; FDOT ponds; Lakebridge; Arroyo Pkwy
- Gates & pumps Citywide
- TV truck maintenance at Fleet

- Ditch maintenance Citywide
- Pond maintenance at ABC, S Division Rec, Airport
- Gates and pumps Citywide
- Hot spots Citywide

Vactor

- Line cleaning on Benjamin Dr
- Maintenance at PW yard
- System inspect/basins cleaned on Lincoln Ave

Fleet

- Mileage traveled by all departments for the week: 22,780
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 9,754 gallons unleaded, 4,961 gallons diesel
 - Fuel used in one week: 1,979 gallons of unleaded and 650 gallons of diesel.
 - Fleet completed 45 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 Plant Status Report

- Delivered 38.92 million gallons for the week ending June 26, 2021 (5.56 MGD).
- Backwashed 8 filters for a total of 444,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 26, 2021 @ 6.81 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 81.0 wet tons of sludge (80% solids).
- Flushed distribution system 206,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.63 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.66 MGD
- Produced 26.24 Million Gallons of Reclaim water.
- Produced 6.39 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (June 1, 2020 – May 31, 2021) (MGD)):
 - Influent 4.62 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.28 (Permit 6 MGD);
 - Reuse 3.58 (Permit 10 MGD)

Water Distribution

- Responded to 9 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 9 calls from customers concerning leaking water.
- Replaced 2 residential water meters per request by the Finance Department.
- Installed 5 new residential water services.
- Performed pressure testing on 6 City owned backflow prevention devices, all passed inspection.

- Replaced 4 residential water services due to pressure concerns or leaks.
- Performed accuracy testing on a 4" & 3" commercial water meters.
- Scheduled 4 commercial meters for testing.
- Repair a leaking 2" GSP water main on Cumberland Ave., Bonnie View Dr. and at the Water Treatment Plant.
- Replaced 2 broken water meter boxes.
- Located 3 water services for customers' performing plumbing repairs.
- Replaced & relocated the fire hydrant at 880 S. Atlantic Ave.
- Continued fire hydrant maintenance per yearly contract with Volusia County in Ormond-by-the-Sea, 19 fire hydrants checked for operability.
- Assisted WW Collections with a reclaim water main leak.
- Locate and actuate 6 gate valves for scheduled shut downs and leaks.
- Assist Century Fire Controls with a shut down on the fire system at 2600 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 133 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.
- Flushed Nova Community Center
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Replaced and rewired PEP pump at 32 Tomoka Ridge Way, and 6 Sounders Trail Cir.
- Repaired PEP discharge at 8 Foxhunter Flat.
- Follow up inspection of sanitary lateral at 739 S. Atlantic Ave. Pipe is broken, scheduled for repair.
- Cleared main stoppage on N. Yonge St between Kenilworth Ave. and Wilmette Ave.
- Located sanitary and reclaimed services at 18 Winding Creek Way.
- Located and raised C/O at 357 N Ridgewood Ave.
- TV'ed 8 sanitary laterals on the PM list.

Reuse

- Responded to 1 reuse trouble call.
- Test shutdown for reclaim repairs at 3 Pleasantwood Way. Removed and replaced broken solenoid valve at 3 Pleasantwood Way.

Wastewater Plant – Lift Stations

- Alum System – installed filtration strainer.
- 5M – received new MCC equipment, began installation.
- Plantation Oaks #1 – cleaned valve box of debris and sludge, replaced wash down hose.
- Chlorine Contact Tanks – installed floodlight at south entry stairs.
- Decant Timer – not working in auto, replaced HOA switch, placed back in auto.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 8D, 12D, 4D – not communicating; replaced fiber card in fiber switch @ 4D & 5D, re-established communication to 4D & 8D. 12D RTU lost program, redownloaded program, restated RTU & fiber switch.
- Well 8D – replaced motor saver module.
- Well 39R – RTU not communicating, UPS dead in RTU panel, bypassed UPS, will install new.
- Raw Water Sample Rack – installed pole light.
- Casements – installed cabinet for fiber optics connection.
- Aerator Structure – installed pole light and switch.
- Perform operational checks at various locations.

Honorable Mayor and City Commissioners

July 2, 2021

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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:

- Assistant City Clerk attended City Manager staff meeting.
- Agenda packet preparation for:
 - July 13, 2021 Capital Improvements Program and Draft Budget Workshop
 - July 20, 2021 Operating Budget Workshop and City Commission Meeting