

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 6, 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

Spoke to, attended and/or met with:

- City Commission meeting
- Volusia County EOC Covid-19 Update with City Managers meeting (virtual)
- FCCMA webinar
- Team Volusia Board meeting

PIO – Public Information

- Press Releases/Media
 - General citizen requests
 - General media inquiries and interview coordination
- Social Media
 - Movies on the Halifax

Community Development

Planning

- The August 12, 2021 Planning Board meeting has been posted at <https://www.ormondbeach.org/224/Planning-Board> and includes the following items:
 1. Land Development Code (LDC) Amendment – Virtual Golf Centers.
 2. 148 North Yonge Street, Special Exception for Outdoor Activity.
 3. Land Development Code amendment: Section 2-50, Mobile food dispensing vehicles in residential community centers.
 4. Land Development Code amendment: Section 2-50, Off Road Recreational Vehicle Course, accessory use.
- A Public Hearing before the HLPB for a Certificate of Appropriateness review is scheduled on August 16, 2021, for porch renovations to the MacDonald House as part of the overall preservation project.
- Staff attended the neighborhood meeting associated with the proposed Interchange Depot project at 295 Interchange Boulevard. The Interchange Depot project seeks to allow a three (3) story indoor mini-storage facility of 111,825 square feet on a 2.94 acre parcel and associated site improvements. The project shall require a zoning map amendment with public hearings before the Planning Board and City Commission.
- Steven Buswell, P.E., R.L.A, of Parker Mynchenberg and Associates, Inc. shall conduct a neighborhood meeting for the Courtyard at Ormond project at the Ormond Beach Senior Center Art Room located at 351 Andrews Street, Ormond Beach, Florida, 32174 on August 25, 2021, from 6:00 pm to 7:00 pm. The Courtyard at Ormond project proposes to construct a 10,889 square foot

retail building (3 units) and a 48-unit multifamily apartment complex located at the north east corner of the intersection of North Yonge Street and Highland Avenue. The project shall require a zoning map amendment with review by the Planning Board and a final action by the City Commission.

Building Inspections, Permitting & Licensing

- 11 new business tax receipts issued.
- 308 inspections performed within the city (43 by private providers).
- 140 permits issued within the city, with a valuation of \$1,312,465.00 (6 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 875 Sterthaus Drive. Ormond Renaissance Condominiums. Project representatives discussed potential major amendments to modify the design of the multifamily development. Topics discussed were introducing multifamily rental units in addition to the existing condominium units and increasing the number of total units.
 2. 121 East Granada Boulevard. Discussion of redevelopment of a vacant parcel. Concepts discussed included a mixed use project with ground floor commercial uses and residential uses on additional floors.
 3. 1167 Old Tomoka Road. Discussion of a potential plat of one parcel into a three lot subdivision.
- The following project is under SPRC review:
 1. 86 Orchard Lane, lot split.^{1st} review. Subdivision of one lot into two lots.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	20%
Dunkin Donuts, 1535 North US Hwy 1	25%
Edgewell Loading Dock	95%
Germfree driveway addition	85%
KOMN Condominium Association	20%
McNamara Warehouse	0%
Nova Road Controlled Storage Climate	80%
Ormond Museum	45%
Paradise Pointe ALF	10%
Publix, 101 East Granada Boulevard	80%
Starbucks	95%
The Pumphouse	60%
Total Comfort	55%
US 1 Business Park amendment	30%
Waffle House	35%
Utilities only	

101 Town & Country Lane	40%
Forcemain -Huntington Green	0%
Verona Oceanside	0%
Residential	
Pineland, Phases 4 & 5	75%
Ormond Grande	85%
Plantation Oaks, 2B	2%

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.
 - Staff attended the Community Competitiveness Evaluation presented by VisionFirst, an initiative spearheaded by Team Volusia EDC.
 - Staff attended the morning session kicking off the Florida FAME Sunshine Chapter first cohort of students who will be on a career pathway to earn degrees as Advanced Manufacturing Technicians. Three Ormond Beach manufacturers are participating in the program including ABB, Germfree, and Hudson Technology.
- 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 on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- Staff participated in the virtual Airports Conference of the Americas, presented by the American Association of Airport Executives (AAAE), the South-Central Chapter AAAE, and the International Association of Airport Executives (IAAE). The conference included airport and aviation executives from Latin America, the Caribbean and the U.S.
- Staff has received confirmation from the St. Johns River Water Management District that the required wetland mitigation credits have been assigned for the project to construct new access roads in the southwest quadrant of the airport.
- Staff is working with AVCON, Inc. to develop a project to upgrade the environmental systems at the air traffic control tower. The proposed project will be 100% funded by an FAA grant that has been provided to the City under the Airport Coronavirus Response Grant Program (ACRGP).

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

Finance

- On-going Projects
 - City staff working to finalize annual budget
 - Annual Capital Improvement Plan was presented to City Commission for approval and inclusion in FY 2021-22 budget.

- Completed Projects - Weekly
 - Processed 80 Journal Entry Batches.
 - Utility Billing Meter Readers completed 500 work orders.
 - Approved 28 Purchase Requisitions totaling \$137,645.30
 - Issued 23 Purchase Orders totaling \$245,926.77.
 - Prepared 112 Accounts Payable checks totaling \$460,158.25 and 41 Accounts Payable EFT payments totaling \$291.299.39.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Following the City Commission approval of online grant submittal at its meeting of July 20, 2021, submitted part two (final) in JustGrants for the Police Department FY 2021 Justice Assistance Grant for the purchase of an Automatic License Plate Reader (ALPR) and mobile speed trailer in one unit.
 - Reviewing potential grant opportunities related to the Performing Arts Center lobby renovation.
 - Grant reimbursement requests to date FY 20-21: \$1,812,666.91

- Other
 - Attended virtual weekly staff meeting.
 - Researching grant funded capital recreational projects for the Impact Fee Study.
 - Attended Shuttered Venue Operators Grant (SVOG) appeals process webinar.

Risk Management Projects

- Arranged payment of volunteer insurance premium
- Prepared subrogation demands
- File review with WC team

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 6
 - Hazardous: 5
 - EMS: 107
 - Motor Vehicle Accidents: 5
 - Public Assists: 60
 - TOTAL CALLS: 186

 - Aid provided to other agencies: 8 Calls – Holly Hill (2), Volusia County (6)
 - Total staff hours provided to other agencies: 9
 - # of overlapping calls: 58
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 82
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 94
-
- Training Hours
 - NFPA 1001: Firefighting 17
 - NFPA 1002: Driver 48

- NFPA 1021: Officer 15
 - NFPA 1500: Safety/Equipment 56
 - NFPA 1620: Preplanning 29
 - EMT/Paramedic 12
 - TOTAL TRAINING HOURS: 177
-
- Station Activities
 - Serviced 75 fire hydrants to include flowing and inspecting
 - Updated 10 pre-fire plans

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Community Service Officer (Police Department)
 - Engineering Inspector (Engineering)
 - Firefighter/EMT/Paramedic
 - Maintenance Worker II (Stormwater Drainage Maintenance)
 - Maintenance Worker II (Streets Maintenance)
 - Maintenance Worker II (Wastewater Collection/Reuse)
 - Meter Reader
 - Part Time Events Leader (Community Events)
 - Part Time Events Tech (The Casements)
 - Plant/Pump Mechanic
 - Police Officer
 - Treatment Plant Operator C, B, or A (Wastewater Treatment Plant)
 - Utilities Engineer
 - Water Distribution Operator 3, 2, 1 or Trainee
 - City Engineer
 - Information Systems Specialist
- Background/Reference Checks/Job Offers
 - City Clerk
 - Maintenance Worker II (Parks)
 - Tradesworker (Building Maintenance)
 - Police Officer
- Separations
 - Tradesworker (Building Maintenance)
 - Engineering Inspector
 - Police Officer
 - Water Distribution Operator

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: 31
 - Completed: 41
 - In progress: 39
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 38,919
 - Inbound E-Mails Blocked: 11,778
 - Delivered Inbound E-Mails: 25,331
 - Quarantined Messages: 419
 - Percentage Good Email: 65.08%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 34
 - Changes: 6
 - Corrections: 1
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,121
 - Meters GPS Located this week: 0 : Total in system = 24,060; 23,227 potable, 822 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- City Manager's staff meeting
- City Commission meeting
- National Night Out
- Master Plan team meeting
- Yellowstone weekly meeting
- Movies on the Halifax "Sonic the Hedgehog"

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 meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed airport tower exterior painting.
- Renovations in I.T. Department at City Hall.
- Sent out janitorial services performance questionnaire

Environmental Discovery Center

- Open for guided and self-guided tours from 10 am to 4 pm
- Enviro Camp at the EDC continues.
- Assisted with camp archery sessions.

- EDC summer hours continue.
- Routine maintenance of Butterfly and Wildflower gardens.

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.
- SHS Baseball has Summer Training continues week on Wednesday, 10 am at Sport Complex on Wendelstedt Field 1
- Pride Football has Summer Training this week on Monday, Tuesday, and Thursday at 5:30 at Multi-Purpose Fields 11 & 12.
- Coed Softball held a pre-season practice on Tuesday night at 6 pm on Quad 4 at Sports Complex.

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
- Kept corners painted on flag football and soccer fields, as well as soccer parking lot
- Prepped Wendelstedt Fields for SHS Baseball Training
- Continued to paint fields at South Ormond for Summer Program

Performing Arts Center

- Delivered personal protection equipment to City departments.
- Began E-trak and Wintix software training for new PAC Box Office Attendants.
- Added new shows for sale to box office and internet ticketing platform.
- Updated information and added events to OBPAC Facebook page.
- Processed cash E-Trak cash reports and back deposits for the PAC
- 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 8th week
- Free play gym/weight room (6 pm until 8:50 pm)

Community Events

- Weekly administrative tasks, office work, and activities.
- Picked up signs for Summer Sounds from display areas in parks.
- Assisting with, and attended National Night Out, August 3
- Assisting with plans for the 2021 Senior Games. October 23-30.
- Preliminary planning tasks and assignments for fall and winter events.

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 will be offered Monday through Saturday 3 pm to 9 pm and Sunday 1 pm-5:30 pm
- Special Populations Summer Programs continues Monday through Friday.
- National Night Out was held on Tuesday from 5 pm to 8 pm

The Casements

- The Casements was open on Saturday for guided tours at 9:30 am and 10:30 am. On Tuesday through Friday self-guided tours were 8 am to 5 pm and guided tours at 1 pm, 2 pm and 3 pm.

- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- Enviro Camp began its 8th week at the EDC on Monday with 8 children attending.
- The Casements Coordinator met with a future rental on Monday afternoon.
- Ora Yoga classes met 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 was held Wednesday and Friday from 8:30 am to 9:30 am in The Casements Dance Room.
- Movies on the Halifax is scheduled for this evening at 7:30 pm, feature film is "Sonic the Hedgehog."

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 signs at all playground equipment
- Skate park concrete inspected
- Helped with archery net at the EDC
- Installed drain line at Nova Skate Park
- Osceola basketball rim replaced
- Filled cracks at Nova Skate Park
- Trimmed bushes at Magic Forest
- Installed parking signs at Main Street
- Replaced signs at Andy Romano Beachfront Park

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
- A/C work at The Casements
- Repair outlet at The Casements
- Repaired light in the Building Maintenance office
- Disconnected power/lock at the Performing Arts Center
- Repaired lights in the restroom at the Police Department
- Replaced fixtures at Rockefeller Park
- Replaced men's restroom hand dryer at Central Park II
- Strobe light replaced at Police Department
- Painted restroom at Central Park I
- Senior Center art room A/C repaired
- Air handler belts replaced at the Police Department
- Addressed water leak in PAC auditorium roof
- Checked shower valve at South Ormond Neighborhood Center
- Replaced soap dispenser at Cassen Park

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Attended City Manager staff meeting
- Attended Faith and Blue Webinar
- National Night Out radio interview on the VIBE
- Attended Volusia/Flagler Police Chief's meeting
- Attended the Florida Association of Police Explorers State Conference
- Assisting with updating policies with Unmanned Aerial Vehicles and Field Training Program
- Working with IT in reference to maintenance issues
- Assisting Training Unit with pistol qualifications
- Attended Crime View meeting

- Reviewed Canine Policy

Community Outreach

- Youth Leadership Council (YLC) – The YLC is assisted with National Night Out on August 3.
- OBPAL Basketball – Ten (10) players of the OBPAL Bruins teams participated in practice Tuesday and Thursday last week. Practices are held from 6:00–8:00 pm at the South Ormond Neighborhood Center. The boys 16U OBPAL Bruins team participated in the Super Basketball Tournament in Winter Park July 31-August 1, 2021.
- PAL Educational Programs – The OBPAL/ Summer Connections program partnership at the South Ormond Neighborhood Center concluded July 29. Thirty-eight (38) students ages 6-11 explored science, art, reading and computer skills last week.
- Special Events
 - The Annual OBPAL Golf Tournament is scheduled for Sunday, November 7 at the Halifax Plantation Golf Club. For additional information please call the PAL House (386) 676-3505 for additional information.

Community Services & Animal Control

- Animal Calls responded to: 38
- Animal Reports: 5
- Return to Field: 1
- Animal Bites: 1
- Animals to Halifax: 3
- Injured Wildlife Calls: 1
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 2
- Inactive: 7
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Baker Act/RPO: 1
- Assist: 1
- Vandalism: 1

Records

- Walk - Ins / Window: 75
- Phone Calls: 135
- Arrest / NTA'S: 22
- Reports Generated: 129
- Reports Entered: 112
- Citations Issued: 61
- Citations Entered: 61

- Warnings Entered: 67
- Trespass Warnings: 18
- CORF Entered: 20
- Mail / Faxes / Request: 35

Patrol

- Total Calls: 1,214
- Total Traffic Stops: 141

Operations

- Crime Opportunity Report Forms: 44

07/28/21

- Business Burglary, 5 East Tower Circle (Palm Coast Engineering). Unidentified suspects forced entry into a storage container. Nothing was reported as missing.
- Warrant Arrest, 715 South Nova Road (Wash Up Laundromat). Subject was contacted and found to have an open warrant.
- Warrant Arrest, 294 West Granada Boulevard (Kentucky Fried Chicken). Subject was contacted and found to have an open warrant.
- Warrant Arrest, 1608 North United States Highway 1 (Days Inn). Subject was contacted and found to have an open warrant.
- Warrant Arrest, 1608 North United States Highway 1 (Days Inn). Subject was contacted and found to have an open warrant.

07/29/21

- Stolen Trailer, 337 Parque Drive. An unidentified suspect stole the victim's black enclosed trailer.
- Carbreak, 591 Arroyo Parkway. An unidentified suspect forced entry by shattering the window on the victim's vehicle. Nothing was reported to be missing.
- Carbreak, 730 Santa Fe Avenue. An unidentified suspect entered the victim's unlocked vehicle. Nothing was reported to be missing.
- Sex Offense Arrest, 1506 San Marco Drive #201 (San Marco Apartments). An adult suspect was found to be having relations with a juvenile.
- Warrant Arrest, 1608 North United States Highway 1 (Ormond Extended Stay). Subject was contacted and found to have an open warrant.
- Carbreak, 760 East Lindenwood Circle. An unidentified suspect was seen trying to open car doors. Vehicles were locked and no entry was made.

07/30/21

- Theft, 143 Rockefeller Drive #A. An unidentified suspect stole the victim's social security card and Walmart visa debit card from a dresser in the residence.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A juvenile stole merchandise. The offense was witnessed by loss prevention.
- Resisting without Violence Arrest, 503 Crowne Sunset Drive (Reserve at Ormond Beach). Officers assisted the Florida Highway Patrol with a crash. The male driver of one of the involved vehicles resisted officers when he fled on foot across the barbed wire fence and into the Reserve apartment where he was detained.

07/31/21

- Battery Arrest, 570 South Atlantic Avenue (Accurate Automotive). A male walked up behind the victim and jumped him from behind.
- Theft, 231 Parrulli Drive. An unidentified suspect stole a \$33,000 ring. Suspect is thought to be a worker that recently completed repairs at the residence.
- Shoplifting Arrest, 205 East Granada Boulevard (Walgreens). A female stole merchandise. The offense was witnessed by an employee for the store.
- Carbreak, 325 Thackery Road. An unidentified suspect entered two vehicles that were left unlocked. A tablet was stolen from one vehicle.

- Domestic Violence Aggravated Battery, 2250 Warden Trail. A male struck his ex-wife in the arm with a metal object.
- Traffic Arrest, East Granada Boulevard/South Halifax Drive. A male suspect was found to have a suspended driver's license and provided a false name to officers during a traffic stop.

08/01/21

- Dating Violence Battery Arrest, 392 South Atlantic Avenue (Aliko Plaza). A female became upset with her boyfriend, started screaming and scratched his neck.
- Shoplifting, 328 North Nova Road (Dairy Queen). Four juveniles entered the business and left with their order without paying.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise from this location by skip scanning items. The offense was witnessed by loss prevention for the store.
- Sex Offense Arrest, 170 Williamson Boulevard (Sleep Inn). An adult suspect was found to be having relations, providing alcoholic beverages, and narcotics to two juveniles.
- Bicycle Theft, 1425 West Granada Boulevard (Starbucks). An unidentified suspect stole the victim's bicycle.
- Warrant Arrest, 170 Williamson Boulevard (Sleep Inn). Subject was contacted and found to have an open warrant.

08/02/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise. The offense was witnessed by loss prevention for the store.
- Warrant Arrest, 385 South Old Kings Road. Subject was contacted and found to have an open warrant.
- Battery Arrest, 7 Byron Ellinor Drive Apartment #A. A male was in a physical altercation with the victim. The male also violated his probation.

08/03/21

- Stolen Tag, 70 Bear Creek Path (Bear Creek Mobile Home Park). The victim had the tag from their vehicle stolen.
- Domestic Violence Battery Arrest, 420 Lakebridge Plaza Drive #1106 (Oaks of Lakebridge Apartments). The victim was involved in a physical altercation with her live-in boyfriend.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 21
 - Number of Citations issued: 30
 - Number of Written Warnings Issued: 11
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 6
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 0 Cases initiated
- Zone 3: 4 Case initiated
- Zone 4: 2 Cases initiated
- 10 signs have either been removed or sign cases created.
- 12 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and sixty (60) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Fiber Optic Connectivity – Wilmette fiber optic plans are complete, awaiting a proposal from Contractor.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – Front porch drawings will be presented to the Historic Landmark Preservation Board August 16. Progress meeting #13 scheduled for August 12.
 - Granada Mid-Block Lighting Improvements – Long lead time materials are on order.
 - Riviera Park Pedestrian Signals – Construction is in process.
 - Wilmette Stormwater Pump Station – Shop drawings are under review.
 - Downtown Banner Pole Replacement Re-Bid – Long lead time materials are scheduled for delivery next week.
 - WRF Chlorine Contact Improvements – Shop drawings are under review.
 - Nova Community Park Tennis Court Lighting Improvements – Notice to Proceed issued on July 26. Construction has commenced.
 - Bidding
 - SONC Gym – Bid awarded at the August 4 City Commission meeting.
 - CDBG Fleming Playground – The proposal selected by the ranking committee on July 16 is scheduled for contract approval at the August 17 City Commission meeting.
 - 2021 Roadway Resurfacing – Bid awarded at the August 4 City Commission meeting.
 - Design Projects:
 - Stormwater Master Plan Update - 2019 – The Consultant continues working on the master plan update.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Update Parks & Recreational Master Plan – A City Commission Workshop to review existing conditions and Needs Assessment findings is scheduled for August 17.
 - Business Park Drive Phase II – Design is in process.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design 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.
 - WRF Upgrades – Design is in process.
 - Departmental Activities
 - Reviewed 33 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

- Removed old sidewalk and replace with temp sidewalk on Ormond Parkway
- Removed damaged sidewalk on Interchange Blvd
- Lay asphalt berm on Live Oak Ave
- Poured sidewalk on Sauls St; stripped forms, backfilled
- Removed damaged sidewalk on Eileen Butts St; ripped out slabs & formed
- Removed sidewalk at Bailey Park

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 city wide
- Hauled debris to Nova/Transfer Station

- Ground stumps city wide
- Trimming on Hunter's Ridge Blvd, Rocky Creek Trl
- Picked up debris from call outs Seton Trl & Bosarvey Dr, La Vista Ave

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 city wide
- DOT weed control on all state roads
- Trimming in various areas city wide

Sign Shop

- City wide 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

- TV truck on Bramblewood
- Slope mower FDOT ponds
- Road repair on Lucky Dr
- Locates city wide
- Checked pump station on Bennett Ln
- Inlets inspected & cleaned city wide
- System inspection at Ponce & Benjamin Dr
- Inlet cleaning on Washington, Fluhart, Tomoka
- Hotspots city wide

Vactor

- Bramblewood
- Line cleaning on N Yonge St

Fleet

- Mileage traveled by all departments for the week: 22,411
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 12,892 gallons unleaded, 6,920 gallons diesel
 - Fuel used in one week: 2,251 gallons of unleaded and 703 gallons of diesel.
 - Fleet completed 42 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

- Delivered 37.59 million gallons for the week ending July 31, 2021 (5.37 MGD).
- Backwashed 10 filters for a total of 622,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 31, 2021 @ 6.79 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 64.8 wet tons of sludge (80% solids).
- Flushed distribution system 60,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 40.90 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.84 MGD
- Produced 20.55 Million Gallons of Reclaim water.
- Produced 20.35 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (August 1, 2020 – July 31, 2021) (MGD):
 - Influent 4.65 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.47 (Permit 6 MGD);
 - Reuse 3.39 (Permit 10 MGD)

Water Distribution

- Responded to 14 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 14 calls from customers concerning leaking water.
- Installed 6 new residential water services.
- Performed pressure testing on 7 City owned backflow prevention devices, one needed repair.
- Replaced 3 residential water services due to pressure concerns or leaks.
- Relocated a water service at 820 John Anderson Dr due to a wall being installed on the property line.
- Replaced 12 broken water meter boxes.
- Located 1 water service for a customer performing plumbing repairs.
- Repaired a 6" water main/ fire hydrant leak at the corner on N. Beach St. & New Britain Ave.
- Performed water main flushing in the Aberdeen subdivision.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 109 utility locates for the previous week.

Wastewater Collection

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Flushed Nova Community Center
- Flushed sanitary lateral at 103 Hickory Hills Cir., 300 Center St. and 524 Fred Gamble Way
- Removed three, 2,000 gallon load off of Hunter's Ridge force main.
- Replaced Broken PEP tank at 41 Carriage Creek Way.
- Demolished 130 Country Club Dr.
- Checked screens at 3 Staghound Look, everything looks good.
- Located reclaimed and PEP tank at 4 Canterbury Woods, and 10 Double Palm Way
- Replaced PEP pump at 3 Staghound Look, 2 Circle Creek Way, 9 Huntsman Look, 12 Westland Run, 9 Crescent Lake Way, and 23 Forestview Way.
- Located sanitary services at 302 River Bluff Dr. and 260 Tropical Ln per customer request.
- Cleared main line stoppage at 8 Cypress Cir. Found lots of flushable wipes in line. Line very septic. Replaced C/O.
- Spoke with customer at 10 Queensgate Ct. and explained that the water she saw was ground water due to the rains over the last month.
- Follow up TV' at 156 New Britain Ave. Raised C/O to grade. City side clear.
- Cleaned 800+ linear feet of sanitary gravity mains in Elinor Village due to excessive flushable wipes.
- Flushed drainage line at Nova Rec. Skateboard park.

Reuse

- Responded to 1 reuse trouble call.
- Turned reclaimed off and then back on at 500 Shadow Lakes Blvd. for break on customer side.

Wastewater Plant – Lift Stations

- Chlorine Building – completed installation of basket strainer at hypochlorite system.
- Breakaway Trails – follow up from call out, replaced damaged floats and level transducer.
- Micro “C” Containment Area – repaired sump pump, cleaned debris and trapped sludge.
- Fermentation Submersible Mixer #1 – keeps tripping breaker in MCC, switched circuits with Fermentation #2 to troubleshoot.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Centrifuge Building – integrated lime sludge control PLC into SCADA network & installed VTSCADA on local HMI.
- Standish Booster Station – not reporting correctly, reprogrammed RTU, fixed AIN spans.
- Shadow Crossings – reset VFDS sequence, added SCADA control for 60HP.
- Performed 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:

- Staff attended and provided support for August 4, 2021 City Commission Meeting.
- Agenda packet preparation for August 17, 2021 Operating Budget Workshop and City Commission Meeting.