

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 13, 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:

- General discussion meetings with senior staff
- Prep work for City Commission Parks & Rec Master Plan Workshop
- Reviewed City Commission meeting agenda packet

Spoke to, attended and/or met with:

- FCCMA Investment Committee meeting
- Eggs & Issues meeting, guest speaker Deric Feacher, Daytona City Manager

PIO – Public Information

- Press Releases/Media
 - Back to School: New Traffic Pattern FYI
 - General citizen updates
 - General media inquiries and interview coordination
- Social Media
 - EDC Programming
 - Parks & Rec Master Plan: Survey Follow-Up
- Attended
 - 9/11 Event Planning
 - Engineering/Planning Meeting
 - Back to School Coordination with PD
- Developing
 - City Admin Appreciation Day
 - State of the City Scripting and Brochure

Community Development

Planning

- Attended Planning Board meeting and presented the agenda items.
- 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. The information can be found at <https://www.ormondbeach.org/219/Historic-Landmark-Preservation-Board>
- 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.

- The Park and Recreation Master Plan update will conduct a review of the needs assessment and existing conditions on August 17, 2021 with a joint meeting of the Leisure Service Advisory Board and Quality of Life Advisory Board and a separate City Commission workshop. Information on the needs assessment and existing conditions, including survey results, is available at: <https://www.ormondbeach.org/984/Parks-and-Recreation-Master-Plan-Update>.

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued.
- 274 inspections performed within the city (44 by private providers).
- 114 permits issued within the city, with a valuation of \$1,095,629 (2 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) approved:
 1. 88 South Atlantic Avenue, Ocean Club. Construction of a new retail shop (8,596 square feet) and related site improvements.
 2. Falls Guard House Modification. Modification of the site's access to include a resident bypass lane and gated access.
- SPRC met with representatives of Riverbend Church, 2080 West Granada Boulevard regarding the concept of expanding the existing school from 200 students to 500 students. The 200 student limitation is part of a development order from 2000.
- The following projects under SPRC review:
 1. 100 North Halifax, The Cupola at Oceanside. 2nd review. 12 two story townhomes - previously Halifax 100- and associated site improvements.
 2. Plantation Oaks of Ormond Beach, Phase 1A. 3rd review. Development of 121 lots on 100.91 acres.
- 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	85%
Ormond Museum	50%
Paradise Pointe ALF	10%
Publix, 101 East Granada Boulevard	80%
Starbucks	95%
The Pumhouse	60%
Total Comfort	55%

US 1 Business Park amendment	30%
Waffle House	40%
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 continued work 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
 - Attended training on reporting requirements for American Rescue Plan Funding
 - Final preparation of Proposed FY 2021-22 Budget

- Completed Projects - Weekly
 - Processed 108 Journal Entry Batches.
 - Utility Billing Meter Readers completed 300 work orders.
 - Approved 11 Purchase Requisitions totaling \$73,802.32
 - Issued 15 Purchase Orders totaling \$31,528.16.
 - Prepared 100 Accounts Payable checks totaling \$399,894.25 and 44 Accounts Payable EFT payments totaling \$481,035.23.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Working with Leisure Services on a possible appeal to the Shuttered Venue Operators Grant.
 - Reviewing potential grant opportunities related to the Performing Arts Center lobby renovation (SVOG).
 - Grant reimbursement requests to date FY 20-21: \$1,812,666.91

- Other
 - Preparing files for storage.
 - Researching grant funded capital recreational projects for the Impact Fee Study.
 - Attended Shuttered Venue Operators Grant (SVOG) reconsideration informational session.

Risk Management Projects

- Attended WC settlement hearing
- Attended WC state mediation
- Claims handling

Fire Department

- Due to technical difficulties information is not available and will be provided next week.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer
 - Community Service Officer
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Part Time Events Leader (Community Events)
 - Part Time Events Tech (The Casements)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Plant/Pump Mechanic
 - Police Officer
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park)
 - 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
 - City Clerk

- Firefighter/EMT/Paramedic
- Meter Reader
- Police Officer

- Separations
 - Information Technology Manager
 - Treatment Plant Operator Trainee (Water Reclamation Facility)

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: 53
 - In progress: 28

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,012
 - Inbound E-Mails Blocked: 11,696
 - Delivered Inbound E-Mails: 23,659
 - Quarantined Messages: 346
 - Percentage Good Email: 63.92%
 - Virus E-Mails Blocked: 0

 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 11
 - Changes: 20
 - Corrections: 0
 - Map/Information Requests: 54
 - Information Requests from External Organizations: 3
 - 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

- Master Plan Committee meeting
- Engineering Project Coordination meeting
- 9/11 event discussion 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
- Follow up with 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
- Review of janitorial services questionnaire

Environmental Discovery Center

- Open for guided tours Saturday 10 am-4 pm; Monday through Friday from 10 am-5 pm.
- Post summer camp reorganization and reset of classroom and storage areas
- Develop and post flyer for upcoming Honey Bee program later this month
- Contact and confirm speakers for September and October programming
- Collection and recording of plot rentals for new Community Garden rental term beginning 9/1/21
- Routine maintenance of Butterfly and Wildflower Gardens

Athletics

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned handball, tennis, basketball courts, Magic Forest and Skateboard Park at Nova
- Cleaned all sports parks daily of debris and trash from events during the week
- Continued dragging and edging (18) infields daily at Sports Complex and Nova
- Dragged and edged South Ormond and Osceola Softball Fields (2)
- Kept corners painted on flag football and soccer fields as well as soccer parking lot
- Prepped Wendelstedt Fields for Seabreeze High School baseball training
- Built new home plate mats at bullpens at Wendelstedt Fields
- Continue to pump water off of Wendelstedt Field 3
- Picked up toters and trash
- Prepped fields for Spikes and Seabreeze High School training and practices
- Prepped Quad for Coed Softball practices

Athletics Field Maintenance

- Shuffleboard continues to hold practices on Monday, Wednesday and Friday at 1pm at the Sports Complex.
- Seabreeze High School Baseball had summer training this week on Tuesday and Thursday at 5:30 pm at the Sports Complex on Wendelstedt Field 1.
- Pride Football started practices this week Monday through Thursday on 5:30 pm on Multi-Purpose Fields 11 and 12.
- Ormond Beach Golden Spikes 13 tryouts were on Monday, Tuesday and Thursday nights at 5:30 pm at the Sports Complex on Kiwanis Field.
- Coed Softball had preseason practices on Tuesday and Thursday nights at 6 pm on Quad 4 at the Sports Complex.
- Spikes 9,10,11,12,13, and 14's began practices this week on Nova fields 2-5 as well as on Wendelstedt Fields 2 and 3.

Performing Arts Center

- Continued e-trak and Wintix software training for new PAC box office attendants
- Organized inventory of PAC audio, video and lighting equipment
- Installed new, moving light fixtures above stage in PAC auditorium
- Updated information on PAC Facebook page

South Ormond Neighborhood Center

- Splash pad is open through November 30

- Park is open dawn to dusk daily
- Gym and weight room are open during normal Center hours

Community Events

- Attend Senior Games Board meeting
- Planning for Master Plan meeting August 17 and 18 at SONC
- Assisting with the plans for the 2021 Senior Games on October 23-30
- Preliminary planning tasks and assignments for fall and winter events

Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am-10 am, and 5:45 pm-6:45 pm on Monday, Wednesday and Thursday in the Activity Room.
- FitGyms personal training sessions and tennis lessons were held at various times throughout the week.
- Pickleball was held in the gym Monday-Friday from 9 am-12:30 pm and Saturday from 9 am to 3 pm.
- Open Play Basketball was offered Monday from Saturday from 4 pm to 9 pm and on Sunday from 1 pm to 5:30 pm.
- Special Populations summer programming continues this week.

The Casements

- The Casements was open on Saturday for guided tours at 9:30 am and 10:30 am and for self-guided tours Monday through Friday from 8 am to 5 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30pm-6:30pm.
- The Casements Guild Executive and Administrative Boards met on Monday from 9:30 am to 11:30 am.
- New Guild members were trained on Monday from 10:00 am to 12:00 pm.
- A tour for AMI Kids was held on Tuesday at 10:00 am with 12 people attending.
- A meeting for the upcoming Gaslight Parade took place on Wednesday morning at 10:00 am.
- Ora Yoga classes met this week in The Casements Dance Room on Tuesday and Thursday mornings from 9:00 am to 10:00 am and Wednesday evening at Bailey Riverbridge from 6:00 pm to 7:00 pm.
- "Did You Know?" was posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place this Wednesday and Friday from 8:30a.m.-9:30a.m in the Dance Room of The Casements.
- A wedding and reception took place Friday on the North Lawn and inside The Casements.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected signs at all playground equipment
- Skatepark concrete inspected and repaired
- Repaired basketball hoop at Osceola
- Repaired barbeque grills at parks

Building Maintenance

- Screwed ceiling back into place at Performing Arts Center
- Repaired handicap stall door in women's restroom at City Hall
- Filled hand sanitizers at City Hall
- Repaired leak in shower tower at Andy Romano
- Replaced air filters at Police Department
- Cleaned back roof gutters at City Hall
- Repaired bathroom restroom sink faucet at City Hall
- Replaced men's restroom soap dispenser at Fortunato Park

- Repaired urinal at Cassen Park and at Andy Romano
- Replaced outside restroom soap dispenser at Nova Park
- Replaced outside restroom toilet at Nova Community
- Installed message boards at both Community Garden sheds
- Replaced insulation on outside a/c lines at the Tower
- Check leaking window at Performing Arts Center
- Replace handle on kitchen faucet at Fire Station 93
- A/C maintenance and repair work at various City facilities
- Checked for leaks in various City buildings
- Repaired lights in Nova Activity Room
- Repaired lights at WWTP Leeway Pumping Station
- Repaired Fire Station 93 bay door safety switch
- Replaced LED lights at Police Department gun range

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff suspended volunteer programs due to Covid-19
- Staff assisted Support Services and Accreditation with updating policies
- Staff assisting training unit with Glock sight modifications and pistol qualifications
- Staff attended Glock Armorer recertification Thursday at Daytona Beach Police Department
- Staff completed documents needed for upcoming CLEAB meeting

Community Outreach

- OBPAL Basketball – Open gym practice was held for the OBPAL Bruins teams on Tuesday and Thursday last week. Practices are held from 6:00 – 8:00 pm at the South Ormond Neighborhood Center.
- PAL Educational Programs
 - OBPAL staff participated in the end of Summer Connections Camp Challenge last week and helped with the Friday cookout. Thank you to the PD/Outreach Unit for hamburgers, hotdogs and buns for the cookout.
 - The Fall Tutors R Us program is tentatively scheduled to begin the first week in October. Tutors R Us will be offered Monday – Thursday from 3:30 pm to 6:30 pm. Science on Patrol at Ormond Beach Middle School has been moved to the Spring of 2022.
- Special Events
 - The Annual OBPAL Golf Tournament is scheduled for Sunday, November 7th 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: 36
- Animal Reports: 2
- Return To Field: 1
- Animal Bites: 1
- Animals to Halifax: 1
- Injured Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 9
- Inactive: 4
- Fraud: 1

- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 2
- Auto Theft: 2
- Death Undetermined: 3
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 2
- Vandalism: 1

Records

- Walk - Ins / Window: 89
- Phone Calls: 121
- Arrest / NTA'S: 20
- Reports Generated: 113
- Reports Entered: 109
- Citations Issued: 34
- Citations Entered: 34
- Warnings Entered: 43
- Trespass Warnings: 12
- CORF Entered: 26
- Mail / Faxes / Request: 32

Patrol

- Total Calls: 1,290
- Total Traffic Stops: 107

Operations

- Crime Opportunity Report Forms: 93

08/04/21

- Stolen Vehicle, 101 Clyde Morris Boulevard (Ormond in the Pines). An unidentified suspect stole the victims' vehicle from the parking lot.
- Residential Burglary, 707 South Atlantic Avenue #123 (Makai Motel). An unidentified suspect stole the victims' wallet, iPhone, and \$600 cash from her motel room while she was taking a shower.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified male stole merchandise from this location in the past that was caught on video surveillance.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified male stole merchandise, the offense was witnessed by loss prevention for the store.
- Grand Theft, 101 Clyde Morris Boulevard (Ormond in the Pines). An unidentified suspect stole the victims' three wheeled electric bike from the side entrance of the building.
- Traffic Arrest, Hand Avenue/South Nova Road. A male was operating his vehicle in a reckless manner. He was contacted and found to have a suspended driver's license.

08/05/21

- Stolen Vehicle, 707 South Atlantic Avenue #123 (Makai Motel). The unidentified suspect that broke into the victim's motel room yesterday returned and stole the victim's vehicle.
- Theft, 1410 Hand Avenue (Golden Choice Assisted Living Facility). The facility advised that money was missing from the petty cash box.
- Warrant Arrest, 601 Hammock Lane (Central Park). A subject was contacted and found to have an open warrant.

- Narcotics Arrest, 601 Hammock Lane (Central Park). A subject was contacted and found to be in possession of narcotics.
- Traffic Arrest, South Halifax Drive/Byron Ellinor Drive. A traffic stop was conducted and the driver was found to have a habitually suspended driver's license.
- Narcotics Arrest, Bryant Street/Burns Street. A subject was contacted and found to be in possession of narcotics.

08/06/21

- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified male attempted to steal drill bits. The offense was witnessed by loss prevention and the merchandise was recovered.

08/07/21

- Prowling Arrest, 242 Arlington Way. A male was found inside a vacant residence, but the owner declined to pursue charges. He was unable to dispel the officer's alarm, so he was arrested for loitering and prowling.
- Warrant Arrest, 1502 San Marco Drive #207 (San Marco Apartments). A subject was contacted and found to have an open warrant.

08/08/21

- Business Burglary, 49 South Yonge Street (Sparkle and Shine). An unidentified suspect made entry and vandalized several areas inside the business. Two large yellow/red Igloo coolers, change, and hand sanitizer was taken.
- Residential Burglary, 350 Collins Street. An unidentified suspect stole a bicycle from the garage.
- Theft, 21 Park Terrace. Known suspects are alleged to have stolen a guitar from the victim.
- Aggravated Assault, 112 Nature Trail. A male suspect pointed a firearm at the victim during an argument.
- Fleeing/Eluding Arrest, 112 Nature Trail. Officers attempted a traffic stop on a vehicle at this location. The vehicle failed to stop. The driver was later located.

08/09/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise, the offense was witnessed by loss prevention for the store.
- Aggravated Battery Arrest, 595 Collins Street. A male showed up at this address and confronted the victim about some items of his he believed she had. The male struck the victim with his fists and with a flashlight.
- Domestic Violence Battery Arrest, 436 South Nova Road #89 (Camelot Mobile Home Park). A male subject was in a verbal argument with his wife when he struck her in the face with a newspaper.
- Warrant Arrest, 200 East Granada Boulevard (Donnie's Donuts). A subject was contacted and found to have an open warrant. That subject was also found to be in possession of narcotics and someone else's identification cards.
- Carbreak, 122 Northbrook Lane. Two unidentified subjects were trying car doors at this location, but were scared off by a neighbor before any entry to the vehicles could be made

08/10/21

- Stolen Vehicle, 1520 North United States Highway One (Chevron). The victim had an employee fail to return a rented U-Haul. The vehicle was returned later, but money was still owed.
- Domestic Violence Battery Arrest, 1227 Vanderbilt Drive. A female suspect struck her boyfriend in the face during an argument.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). Two unidentified males stole merchandise from this location in the past. The offense was witnessed by loss prevention.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). Two unidentified males stole merchandise from this location in the past. The offense was witnessed by loss prevention.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified female stole merchandise from this location. The offense was witnessed by loss prevention.
- Carbreak, 710 West River Oak Drive. An unidentified suspect made entry into an unlocked vehicle. Nothing was reported to be missing.

- Carbreak, 426 McIntosh Road. An unidentified suspect made entry into an unlocked vehicle. A laptop with case was removed from the vehicle.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 29
 - Number of Citations issued: 22
 - Number of Written Warnings Issued: 19
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 6
 - 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: 9 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 7 Cases initiated
- 4 signs have either been removed or sign cases created.
- 2 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in's and sixty-five (65) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Fiber Optic Connectivity – Awaiting a proposal from Contractor for the Wilmette fiber optic cable installation.
 - 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 19.
 - Granada Mid-Block Lighting Improvements – Crossing poles have been delivered, awaiting additional materials.
 - 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 were delivered and construction is in process.
 - WRF Chlorine Contact Improvements – Shop drawings are under review.
 - Nova Community Park Tennis Court Lighting Improvements – Construction is in process.
 - SONC Gym – Contracts are being executed.
 - 2021 Roadway Resurfacing – Contracts are being executed.
 - Bidding:
 - 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.
 - 385 South Old Kings Road: Approval to advertise an RFP for Phase 2 Site Remediation and Debris Removal of the property is scheduled for the August 17 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 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 39 Engineering Permit applications through the ProjectDOX system, and created and approved 4 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Removed sidewalk on Interchange Blvd, graded
- Formed and graded sidewalk on Tomoka Ave
- Patched hole on Dix Ave
- Poured sidewalk at Bailey Park; Tomoka Ave
- Patched with asphalt holes in Cassen Park, Wilmette Ave, Old Ridgewood

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection city wide
- Hauled debris to Nova/Transfer Station
- Ground stumps city wide
- Trimming in Hunter's Ridge; over ROW in Shadow Crossings; streetlight on Seton Trl; trees at Center & Fleming
- Ground roots for concrete crew on Interchange Blvd

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

- Pond mowing on SR40
- Inlet cleaning city wide
- Plugged drain on Andrew St
- Basin repair on Standish Dr
- Gates & pumps city wide

- Pump station maintenance at Bennett Ln & Mainsail
- Locates city wide
- Clean spillways at Lakeview & Green Fern

Vactor

- Line cleaning on Benjamin Dr
- Standish Dr
- Benjamin to Palmetto Ave

Fleet

- Mileage traveled by all departments for the week: 22,748
- 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: 10,809 gallons unleaded, 8,926 gallons diesel
 - Fuel used in one week: 2,083 gallons of unleaded and 794 gallons of diesel.
 - Fleet completed 54 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 37.95 million gallons for the week ending August 7, 2021 (5.42 MGD).
- Backwashed 19 filters for a total of 1,114,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 7, 2021 @ 6.80 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 97.2 wet tons of sludge (80% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 54.76 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 7.82 MGD
- Produced 22.85 Million Gallons of Reclaim water.
- Produced 31.91 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 13 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 9 calls from customers concerning leaking water.
- Installed 7 new residential water services.
- Replaced 3 residential water meters due to operational concerns.
- Performed pressure testing on 6 city owned backflow prevention devices, one needed repair.
- Replaced 2 residential water services due to pressure concerns or leaks.
- Relocated a water service at 30 Wisteria Dr. due to a driveway widening.
- Replaced 6 broken water meter boxes.
- Locate 4 water services for customers performing plumbing repairs.

- Repaired a fire hydrant hit by a vehicle at the Hull Rd. sports complex.
- Continued to perform fire hydrant maintenance per Volusia County contract in Ormond-by-the-Sea, 15 hydrants were inspected.
- Performed water main flushing in Hidden Hills subdivision.
- Repaired landscaping to all excavation sites.
- Assist the Utility Locator with locates in heavy traffic at the intersection of I95 & S.R. 40.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 137 utility locates for the previous week.

Wastewater Collection

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 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 6,000 gallons of effluent off of Hunter's Ridge force main.
- Replace PEP pump at 49 Tomoka Ridge Way, 32 Circle Creek Way, 83 Carriage Creek Way, 85 Carriage Creek Way
- Located sanitary and reclaimed at 6 Sounders Trail Cir., 85 Saddlers Run, 16 Crescent Lake Way, 42 Circle Creek Way,
- Replaced broken back lid on PEP tank at 66 Tomoka Ridge Way.
- Repaired broken C/O at 89 Levee Ln. & 104 Chelsea PL.
- Flushed sanitary lateral for Mario's Restaurant, 521 S. Yonge St.
- Cleaned 138' of sanitary gravity main on Ponce de Leon.
- Repaired broken PEP tank risers run over by contractor at 83 & 85 Carriage Creek Way
- TV'ed 4 sanitary laterals on the PM list.

Reuse

- Responded to 1 reuse trouble calls.
- Turned on reclaimed service at 41 Hunt Master Ct. per customer request
- Located reclaimed tap at 67 Abacus Ave. per customer request.
- Located and installed new box on reclaimed service at 57 Abacus Ave.

Wastewater Plant – Lift Stations

- 1P – Power Failure – Station was without power, contacted FPL to report power outage, switched to generator power, will return and reconnect to FPL.
- Dewatering Station – installed Unistrut rack to mount level floats.
- Recycle Room – # 2 internal recycle pump VFD main breaker tripped and not resetting, drive section is bad, pump is out of service, new VFD will be ordered.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Wells – address repairs as noted on Sanitary Survey.
- 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:

- Agenda packet preparation and distribution for August 17, 2021 Parks and Recreation Master Plan Workshop and City Commission Meeting.