

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 20, 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
- Staff meeting

Spoke to, attended and/or met with:

- City Commission Parks and Rec Master Plan Update Workshop
- City Commission Meeting
- Flagler County Board of Commissioners Meeting
- City Managers COVID-19 virtual meeting
- City/County Manager Virtual Think Tank

PIO – Public Information

- Press Releases/Media
 - Monoclonal Antibody Treatment Center Announcement
 - General citizen inquiries
 - General media questions and interview coordination
- Social Media
 - Monoclonal Antibody Treatment Center Announcement
 - Officer Raynor Dedication
 - September 11 Memorial Walk
 - September 9 Push-In
 - Kauffman FastTrac Program Enrollment
- Attended
 - City Manager's Virtual Staff Meeting
 - Volusia PIN Network
 - Community Partners Lunch & Learn
 - Governor's Press Conference at Monoclonal Antibody Treatment Center
- Developing
 - Crisis Communications 2022
 - Strategic planning for Q4 Social Media
 - Event planning for City Hall Employee Appreciation Day

Community Development

Planning

- Attended the Historic Landmark Preservation Board meeting for a Certificate of Appropriateness for porch renovations to the MacDonald House as part of the overall preservation project.

- Steven Buswell, P.E., R.L.A., of Parker Mynchenberg and Associates, Inc. shall conduct a neighborhood meeting for the Courtyard at Ormond project on August 25, 2021 from 6:00 pm to 7:00 pm. **Planning staff has been informed that the Ormond Beach Senior Center is closed until further notice. The Courtyards at Ormond neighborhood meeting scheduled for August 25 will be held in the Ormond Beach Performing Arts Center Auditorium. The Performing Arts Center is located at 399 North US Highway 1. There will be individuals to direct traffic and signage to direct people to the meeting location.** 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 Planning Board meeting for September 9, 2021 has been canceled based upon no applications.
- The September 1, 2021 Board of Adjustments and Appeals meeting shall include two cases:
 1. 110 Sawtooth Lane: A rear yard variance to allow construction of a screen enclosure over an existing swimming pool.
 2. 387 North Beach Street: Variance to the rear waterfront setback to construct a single-family home.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 276 inspections preformed within the city (37 by private providers).
- 117 permits issued within the city, with a valuation of \$3,616,563 (2 garage sales permits).

Development Services

- SPRC conducted a pre-construction meeting for the Cupola at Oceanside, 100 North Halifax Drive for the construction of 12 townhome residences.
- SPRC with the business owner for the property at 1141 North U.S. Highway 1 for site and building improvements.
- 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 Pumphouse	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 has started to market the next Ormond Beach Kauffman FastTRAC program. It will be a virtual led program starting on September 18. More information and sign-up is available at the following website: <https://www.ormondbeach.org/985/Kauffman-FastTrac>
- 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 met with representatives of the FAA and FDOT to review airport capital improvement projects contemplated for design and/or construction within the next five years. This annual meeting is intended to assist in planning for federal and state funding requests for airport projects.

- The grant agreement with the FAA under the American Rescue Plan Act, via Resolution 2021-134, was approved at the August 17 City Commission meeting.
- The grant agreement with the FAA under the Airport Improvement Program to fund construction and construction engineering services for the project to rehabilitate the pavement, electrical and lighting systems for Taxiways Bravo and Delta was approved at the August 17 City Commission meeting.
- 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.

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 315 Journal Entry Batches.
 - Utility Billing Meter Readers completed 357 work orders.
 - Approved 11 Purchase Requisitions totaling \$36,758.15.
 - Issued 6 Purchase Orders totaling \$64,462.90.
 - Issued 479 past due notices on utility accounts.
 - Auto-called 316 utility customers regarding receipt of a past due notice.
 - Processed 705 payments through Interactive Voice Response System totaling \$57,821.16.
 - Processed 1395 payments through City online payment portal totaling \$135,924.90.
 - Prepared 120 Accounts Payable checks totaling \$525,000 and 40 Accounts Payable EFT payments totaling \$250,000.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted an appeal to the Shuttered Venue Operators Grant (SVOG).
 - 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 weekly staff meeting.
 - Researching grant funded projects for the Impact Fee Study.

Risk Management Projects

- Webinar – Law Enforcement Compassion Fatigue
- WC claim file review
- Updating safety training schedule

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 10
 - Hazardous: 1
 - EMS: 103
 - Motor Vehicle Accidents: 5
 - Public Assists: 62
 - TOTAL CALLS: 183

- Aid provided to other agencies: 10 Calls – Daytona Beach (6), Holly Hill (1), Volusia County (3)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 58
- # of personnel sent with EVAC to assist with patient care during hospital transport: 9
- Total EMS patients treated: 77
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 88
- Training Hours
 - NFPA 1001: Firefighting 37
 - NFPA 1002: Driver 26
 - NFPA 1021: Officer 49
 - NFPA 1500: Safety/Equipment 102
 - EMT/Paramedic 7
 - TOTAL TRAINING HOURS: 221
- Station Activities
 - Serviced 92 fire hydrants to include flowing and inspecting
 - Updated 5 pre-fire plans

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Support Services)
 - Community Service Officer
 - Information Systems Specialist (Information Technology)
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Maintenance Worker III (Stormwater) - open internally only
 - Part Time Events Leader (Community Events)
 - Part Time Events Tech (The Casements)
 - Part Time Maintenance Worker II (Athletic Fields) - 2 openings
 - Part Time Maintenance Worker II (Parks)
 - 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
 - Background/Reference Checks/Job Offers
 - City Clerk
 - Meter Reader
 - Part Time Maintenance Worker II (Athletic Fields)
 - Police Officer
 - Treatment Plant Operator C (Water Reclamation Facility)
 - Separations
 - IT Manager
 - Treatment Plant Operator Trainee (Water Reclamation Facility)
 - Part Time Maintenance Worker II (Parks)
 - Maintenance Worker III (Stormwater)
 - Part Time Maintenance Worker II (Parks)
 - Part Time Evidence Tech/Crime Scene Analyst

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: 27
 - Completed: 38
 - In progress: 26
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,165
 - Inbound E-Mails Blocked: 11,712
 - Delivered Inbound E-Mails: 23,875
 - Quarantined Messages: 369
 - Percentage Good Email: 64.24%
 - Virus E-Mails Blocked: 1
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 0
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 6
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,121
 - Meters GPS Located this week: 0 : Total in system = 24,060; 23,227 potable, 822 irrigation, 11 effluent

Leisure Services

Administration

- Staff meeting
- Master Plan joint LSAB and QLB meeting
- Master Plan Visioning Workshops with stakeholders
- Master Plan City Commission Workshop
- Engineering projects coordination meeting
- City Manager staff meeting
- City Commission meeting
- Master Plan team meeting
- Impact fee reports
- Website/City calendar updates
- Update social media/websites/postings

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 10am-4pm; Monday through Friday from 10am-5pm.
- Post summer camp reorganization and reset of classroom and storage areas
- Honey Bee program scheduled for Saturday, August 21, 10am-11am
- Contacting and confirming speakers for September and October programming
- Collection and recording of plot rentals for 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 infields daily at Sports Complex and Nova (18)
- 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
- Prepped fields for Spikes and Seabreeze High School training and practices
- Prepped Quad for Coed Softball games
- Put out soccer goals on Fields 2,4,5,6 and 8
- Put down new hitting mats on fields and cages at Sports Complex and Nova Fields

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 continued practices this week Monday through Thursday at 5:30 pm on Multi-Purpose Fields 11 and 12.
- Coed Softball started games this week on Monday, Wednesday and Thursday nights at 6:20 pm, 7:30 pm, and 8:40 pm on Quad 4 at the Sports Complex.
- Spikes 9, 10, 11, 12, 13 and 14's continued practices this week on Nova fields 2-5 as well as on Wendelstedt Fields 2 and 3.
- Ormond Beach Soccer started competitive practices at the Sports Complex on Fields 2, 4, 5, 6 and 8 Monday through Thursday at 5:30 pm.

Performing Arts Center

- Continued e-trak and Wintix software training for new PAC box office attendants
- Performance of CMT Show, Disney's Camp Rock, The Musical, Saturday, August 14
- Assisted with A/V for the Park & Rec Master Plan meetings August 17 and 18
- Continued ordering and restocking COVID supplies

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
- Continuing cleanup and organization post summer camp
- Master Plan meetings August 17 and 18

Community Events

- Assisting with Park & Rec Master Plan meetings and meals on August 17 and 18
- 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 3 pm to 9 pm and on Sunday from 1 pm to 5:30 pm.

The Casements

- A shower rental was held at Bailey Riverbridge on Saturday from 10 am to 4 pm.
- A rental was held at Bailey Riverbridge on Sunday morning from 11 am to 1 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm-6:30 pm.
- The Casements was open for self-guided tours during regular business hours.
- 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 this Wednesday and Friday from 8:30 am-9:30 am in the Dance Room of The Casements.
- Members of The Casements Camera Club celebrated National Photography Day on Thursday evening taking photos in Rockefeller Gardens.

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
- Skatepark concrete inspected and repaired
- Replaced pickets at Magic Forest
- Repaired barbeque grill at Andy Romano Beachfront Park
- Installed trail wildlife signs
- Repaired roadway guardrail sign at Central Park I
- Trimmed tree branches at Sanchez Park

Building Maintenance

- Evaluate kitchen repair/replacement at Fire Station 94
- Repaired Fortunato dog bubbler not cooling
- Unclogged men's restroom at Fortunato
- A/C maintenance and/or repair in various City facilities
- Installed new signs at Environmental Discovery Center and Community Gardens
- Unclogged toilet at Fortunato

- Unclogged ladies' and men's restroom toilet at Cassen Park
- Repaired water fountain at Cassen Park
- Repaired urinal at Police Department
- Replaced ceiling tiles in Green Room at Performing Arts Center
- Change ceiling tiles in I/T office at City Hall
- Installed Memorial Garden bench
- Replaced light fixtures at The Casements on the portico
- Replaced light bulbs at City Hall
- Removed track lighting in PAC stairway

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff held departmental budget meeting
- Staff is working with Leisure Services in reference to transient issues
- Staff assisting the training unit with Glock sight modifications and pistol qualifications
- Staff worked on school zone monitoring and enforcement for first week back to school

Community Outreach

- Youth Leadership Council (YLC) – Five (5) Members of the YLC participated in a backpack giveaway on Saturday in Daytona.
- 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
 - 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: 35
- Animal Reports: 5
- Return to Field: 1
- Animal Bites: 0
- Animals to Halifax: 1
- Injured Wildlife Calls: 1
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 7
- Inactive: 17
- Fraud: 2
- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 1

- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 2
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Weapons/Bomb: 4:
- Stalking: 2
- Vandalism: 1

Records

- Walk - Ins / Window: 91
- Phone Calls: 134
- Arrest / NTA'S: 23
- Reports Generated: 98
- Reports Entered: 96
- Citations Issued: 38
- Citations Entered: 38
- Warnings Entered: 83
- Trespass Warnings: 13
- CORF Entered: 86
- Mail / Faxes / Request: 35

Patrol

- Total Calls: 1,272
- Total Traffic Stops: 97

Operations

- Crime Opportunity Report Forms: 54

08/11/21

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified male attempted to steal merchandise, the incident was witnessed by loss prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male suspect stole merchandise, the offense was witnessed by loss prevention. Suspect was also found to be in possession of narcotics, narcotic paraphernalia and was on felony probation.
- Theft, 151 South Ridgewood Avenue. A known suspect stole a few purses from the victim's residence while visiting.
- Narcotics Arrest, 1290 West Granada Boulevard (Chipotle Mexican Grill). A female suspect was arrested for huffing compressed air (Duster).

08/12/21

- Business Burglary, 305 West Granada Boulevard (All Aboard Storage). An unidentified suspect burglarized the compound.
- Theft, 270 South Interstate 95. An unidentified suspect stole batteries from multiple construction message boards.
- Theft, 1950 West Granada Boulevard (7Eleven). An unidentified suspect stole the victim's wallet after it was dropped on the ground while the victim was pumping gas.
- Domestic Violence Battery Arrest, 238 Kenilworth Avenue. A female shoved her husband multiple times during an argument.
- Traffic Arrest, Cumberland Avenue/North Beach Street. A male refused to pull over after a traffic stop was initiated. The vehicle was involved in a crash and the driver was arrested.

08/13/21

- Domestic Violence Battery Arrest, 3000 Saint Georges Road #207B (Bermuda Estates). A male struck his boyfriend multiple times during an argument.
- Narcotics Arrest, South Saint Andrews Drive/Tomoka Oaks Boulevard. A male suspect was found to be in possession of narcotics.

08/14/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male suspect stole merchandise, the offense was witnessed by loss prevention.

08/15/21

- Domestic Violence Battery Arrest, 354 West Granada Boulevard (Public Storage). A female struck her boyfriend and the incident was caught on video surveillance.
- Written Threats to Kill Arrest, 170 West Granada Boulevard (Ormond Beach Police Department). A male has been making multiple bomb threats towards family members and the police department.
- Domestic Violence Battery Arrest, 19 North Yonge Street #18 (Granada RV Park). A male slapped his girlfriend in the face during an argument.
- Prowling Arrest, 570 Collins Street. A male was found inside a vacant residence and he was on probation.

08/16/21

- Shoplifting/Aggravated Assault Arrest, 1340 West Granada Boulevard (Lowe's). A male suspect stole merchandise, the offense was witnessed by loss prevention. Once in the parking lot, the male attacked a customer with a cinder block.
- Panhandling Arrest, North Yonge Street/West Granada Boulevard. A male suspect was soliciting in the roadway.
- Driving Under the Influence Arrest, North Beach Street/Sterling Circle. A crash investigation revealed that the driver was intoxicated.

08/17/21

- Shoplifting, 1340 West Granada Boulevard (Lowe's). A male suspect stole merchandise from this location, the offense was witnessed by loss prevention.
- Stolen Vehicle/Fraud, 175 Interchange Boulevard (Baymont Inn and Suites). Two known suspects have been using the victim's car and credit cards without her consent.
- Shoplifting, 5 South Yonge Street (Mobil Gas Station). A male suspect stole lottery tickets, the offense was witnessed by the store employee.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 3
 - Number of Citations issued: 5
 - Number of Written Warnings Issued: 0
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 3
 - Number of Crashes with Injuries: 2
 - 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: 4 Cases initiated
- Zone 3: 2 Cases initiated

- Zone 4: 5 Cases initiated
- 32 signs have either been removed or sign cases created.
- 8 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and seventy-four (74) 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 were presented to the Historic Landmark Preservation Board on August 16. Progress meeting #13 was held on August 19. A Work Authorization for Restoration of the north elevation is scheduled for approval at the September 8 City Commission meeting.
 - 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 – 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 – Contract approved at the August 17 City Commission meeting.
 - 385 South Old Kings Road: An RFP for Phase 2 Site Remediation and Debris Removal of the property was approved for advertisement at 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 was held on 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 15 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

- Graded, formed and poured sidewalk at Bailey Park; stripped forms, backfilled, cleaned up
- Graded boat ramp at Fortunato Park
- Removed roots and graded for sidewalk on Interchange Blvd; poured sidewalk

- Cleaned up lime at Water Plant

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 Spring Meadows; ROW on Leeway 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 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

- Inlets inspected and cleaned city wide
- System inspected at Southern Trace
- Picked up mower deck in Daytona
- Inlet cleaning city wide
- Sand to Nova Community Center
- Cleaned and inspected inlets Zones 1, 2, 3, 4
- Checked and cleaned pumps and gates city wide
- Cleaned Cherrywood Dr spillway and filled in hole
- Follow up on complaint at Capri Dr South
- Reachout mower on US1

Fleet

- Mileage traveled by all departments for the week: 22,887
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,40 gallons unleaded, 7,910 gallons diesel
 - Fuel used in one week: 2,408 gallons of unleaded and 1,016 gallons of diesel.
 - Fleet completed 52 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 37.97 million gallons for the week ending August 14, 2021(5.42 MGD).
- Backwashed 9 filters for a total of 512,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 14, 2021 @ 6.79 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 50.57 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 7.22 MGD
- Produced 23.02 Million Gallons of Reclaim water.
- Produced 27.551 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, assistance with other plumbing concerns.
- Responded to 15 calls from customers concerning leaking water.
- Installed 1 new residential water service.
- Performed pressure testing on 1 City owned backflow prevention device.
- Repaired 3 water main leaks.
- Installed new 2 inch brass ball valve to isolate north section of Espanola Ave.
- Replaced 3 residential water services due to pressure concerns or leaks.
- Replaced 4 broken meter boxes/lids.
- Tested 4 inch commercial meter for accuracy.
- Exercised 4 main line valves due to water main leaks or scheduled outages.
- Flushed hydrants on Granada Blvd from Interchange Blvd to Tymber Creek Rd.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 189 utility locates for the previous week.

Wastewater Collection

- Crews responded to 15 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 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 4,000 gallons of effluent off of Hunter's Ridge force main.
- Removed heavy roots from chamber, replaced lid and PEP pump at 21 Laurel Ridge Break.
- Installed new PEP pump at 3 Mystic Lake Way, 4 Foxfords Chase, 1 Creek Branch Way, 27 Creek Bluff Way,
- Demo'ed 517 Collins St.
- Repaired broken C/O at 212 Fairway Dr.
- Repaired broken check valve at 31 Forestview Way.
- Re Tv'ed 761 Lindenwood Cir E. per customer request. No issue with sanitary service.
- Set well points and replaced PEP tank at 87 Sounders Trail Cir.
- Tv'ed 612 S. Ridgewood Ave. per customer request. Line is clean and clear.
- Tv'ed 14 sanitary laterals on the PM list.

Reuse

- Responded to 2 reuse trouble calls.
- Replaced broken reclaimed lid at 5 Crescent Lake Way.
- Locate Sewer and Reclaimed at 31 Deep Woods Way, 51 Carriage Creek Way, 2 Whipper-in Cir.
- Turned off reclaimed per customer request at 25 Lake Vista Way and 11 Pine Hollow Way.

Wastewater Plant – Lift Stations

- 2P, IM, 4M responded to high level alarms, stations are pumping at full capacity due to rain event.
- Ormond Lakes high level alarm, pumps not running, found blown fuse and replaced phase monitor. Pump 1 was locked up, #2 starter not working, able to fix one pump only.
- Camelot manhole backup. Found tripped control breaker and bad fuse at phase monitor from lightning strike.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricate 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:

- Assistant City Clerk attended City Manager staff meeting.
- Staff attended and provided support for August 17, 2021 Parks and Recreation Master Plan Workshop and City Commission Meeting.
- Staff attended City Hall Safety Team meeting.
- Agenda packet preparation for September 8, 2021 City Commission Meeting.