

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 14, 2022

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Elected Officials Roundtable meeting
- Parks and Recreation Master Plan meeting
- FDOT public meeting on A1A safety improvements
- Tiger Bay meeting on redistricting
- VLOC annual banquet

**PIO – Public Information**

- Press Releases/Media
  - New Year Event Info Guide
  - General citizen requests
  - General talking points and media inquiries
- Social Media
  - Law Enforcement Appreciation Day
  - Housing Assistance
  - Covid-19 Testing Centers (in coordination with County)
- Attended
  - Remote attendance into Volusia PIN Network Call
- Training
  - Recruiting Utilizing Social Media: Gov't Social Media

**Community Development**

**Planning**

- The following items are scheduled for the January 18, 2022 City Commission meeting:
  1. **Tattersall at Tymber Creek:** This is a request for a Planned Residential Development (PRD) amendment for the issuance of a development order for the Tattersall at Tymber Creek Planned Residential Development. The PRD development order seeks to allow 143 single-family lots on approximately 84.14 acres and associated subdivision improvements at 304 North Tymber Creek Road, 370 North Tymber Creek Road and 2099 Airport Road.
  2. **Regal Center, 215 Williamson Boulevard:** This is a request for a zoning map amendment from B-8 (Commercial) to PBD (Planned Business Development) and the issuance of a development order. The Planned Business Development zoning map amendment seeks to (1)

create an outparcel along Williamson Boulevard, (2) allow additional uses within the PBD, and (3) create a framework for future redevelopment. The subject property is 12.00+ acres and is located at 215 Williamson Boulevard.

3. **Preliminary Plat, Cupola at Oceanside:** This is a request for a preliminary plat for a 1.48-acre property located at 100 North Halifax Drive for a twelve (12) unit townhome development.
4. **Property Rights Element, Comprehensive Plan amendment:** An administrative request for a Comprehensive Plan Amendment creating the Property Rights Element, adding a Goal, Objective and Policies to ensure that private property rights are considered in local decision-making in accordance with Florida Statutes Section 163.3177(6)(i).

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued.
- 303 inspections preformed within the city (18 by private providers).
- 132 permits issued within the city, with a valuation of \$5,871,171 (10 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:  
385 South Yonge Street. Pre-application meeting. Meeting to add parking to the existing developed property for a retail use.
- There are currently no site plans under SPRC review.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	50%
Dunkin Donuts, 1535 North US Hwy 1	45%
GPR1	5%
KOMN Condominium Association	35%
McNamara Warehouse	0%
Ormond Museum	60%
Paradise Pointe ALF	50%
Revella	0%
The Pumphouse	90%
Total Comfort	75%
US 1 Business Park amendment	85%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Forcemain -Huntington Green	70%
Ocean Village Townhomes	30%
Verona Oceanside	90%
<b>Residential</b>	
Cupola at Oceanside	10%

Pineland, Phases 4 & 5	95%
Plantation Oaks, Phase 1A	5%
Plantation Oaks, Unit 2B	5%
Plantation Oaks, Unit 2C	0%
Plantation Oaks, Unit 2D	0%

**Economic Development/Airport**

Economic Development

- 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 officially launched SizeUp Ormond Beach on the City’s website. It can be accessed at [www.sizeup.info/ormondbeach](http://www.sizeup.info/ormondbeach). This tool makes market research and business intelligence available to small and medium sized businesses so they can make informed decisions as they start and grow their business.
- 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 generated via direct contact with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- The Aviation Advisory Board met on Monday, January 10.
- Staff updated airport traffic data on the City’s website. The total amount of traffic served in 2021 was 4.6% less than the previous year.
- Work continues on the construction of ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- Staff is working with the City’s aviation consultants on the replacement of the airport’s automated weather observing system (AWOS). Replacement of this system is in the airport CIP and will be funded primarily via entitlement funds from the FAA.
- Repairs to Gate 9 have been completed.

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

Finance

- On-going Projects
  - Annual Audit for the 2021-2021 fiscal year is ongoing
  - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
  - City is undergoing a systemwide upgrade to the Enterprise Resource System, Munis.
- Completed Projects - Weekly
  - Process 112 Journal Entry Batches.
  - Utility Billing Meter Readers completed 398 work orders.
  - Approved 21 Purchase Requisitions totaling \$130,567.24.
  - Issued 10 Purchase Orders totaling \$29,183.54

- Issued 570 past due notices on utility accounts.
- Auto-called 228 utility customers regarding receipt of a past due notice.
- Processed 825 payments through Interactive Voice Response System totaling \$68,120.94.
- Processed 1,222 payments through City online payment portal totaling \$99,868.39.
- Prepared 121 Accounts Payable checks totaling \$349,836.44 and 27 Accounts Payable EFT payments totaling \$1,352,667.70.

#### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Grant reimbursement requests FY 21-22: \$487,024.65
- Other
  - Attended webinar for Bureau of Justice Assistance (BJA) Reporting system Overview Navigation and FAQs.
  - Attended Victims of Crime Act (VOCA) webinar with regard to the new software being implemented.
  - Attended Volusia County ECHO Advisory Committee meeting virtually.

#### Risk Management Projects

- Leadership program planning meeting
- Preparing claims for Claims Committee meeting

#### Fire Department

- Weekly Statistics
    - Fires: 3
    - Fire Alarms: 3
    - Hazardous: 2
    - EMS: 86
    - Motor Vehicle Accidents: 6
    - Public Assists: 60
    - TOTAL CALLS: 160
  - Aid provided to other agencies: 22 Calls – Daytona Beach (5), Holly Hill (3), Volusia County (14)
  - Total staff hours provided to other agencies: 20
  - # of overlapping calls: 43
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 6
  - Total EMS patients treated: 61
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 197
- Training Hours
    - NFPA 1001: Firefighting 30
    - NFPA 1002: Driver 10
    - NFPA 1500: Safety/Equipment 62
    - NFPA 1620: Preplanning 8
    - EMT/Paramedic 22
    - TOTAL TRAINING HOURS: 132
  - Station Activities
    - Conducted 4 fire Inspections
    - Updated 6 pre-fire plans

### **Human Resources**

- Staffing Update
  - Accounting Tech (Pension/Payroll)
  - Administrative Assistant (Support Services)
  - Civil Engineer (Engineering)
  - Environmental Improvement Officer (Arborist)
  - Firefighter/EMT
  - Maintenance Worker II (Stormwater)
  - Maintenance Worker II (Streets)
  - Maintenance Worker (Wastewater Collection/Reuse Distribution)
  - Neighborhood Improvement Officer
  - Part Time Maintenance Worker II (Athletic Fields)
  - Police Officer
  - Senior Staff Accountant
  - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
  - Utilities Engineer
  - Water Distribution Foreman
- Background/Reference Checks/Job Offers
  - Maintenance Worker II (Streets)
  - Mechanic III (Fleet)
  - Part Time Evidence Custodian
  - Part Time Maintenance Worker II (Parks)
  - Permit Technician (Planning)
  - Police Officer
  - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
- Separations
  - Neighborhood Improvement Officer
  - Garage Supervisor
  - Office Assistant III
  - Water Distribution Supervisor

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation in process.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
  - Work Orders
    - New: 46
    - Completed: 79
    - In progress: 57
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 33,113
    - Inbound E-Mails Blocked: 10,079
    - Delivered Inbound E-Mails: 21,329
    - Quarantined Messages: 714
    - Percentage Good Email: 64.41%
    - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 2
    - Changes: 2
    - Corrections: 0
  - Map/Information Requests: 10
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 1 : Total in system = 3,140
  - Meters GPS Located this week: 4 : Total in system = 24,075; 23,240 potable, 824 irrigation, 11 effluent

## **Leisure Services**

### **Administration**

- Engineering meeting
- Staff meeting
- American Legion meeting
- Leisure Services Advisory Board meeting
- Growth Award
- Arbor Day Ceremony
- Master Plan Meeting
- Downtown Median Landscaping Proposals meeting
- VCDRA meeting
- 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.
- Completed interior and exterior painting at Fortunato Park restrooms.
- Completed painting of Bailey Riverbridge Gardens entrance sign.
- Walk through of city hall facility with janitorial operations manager.

### **Environmental Discovery Center**

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Project Wild-Flying Wild Virtual Bird Program, Tuesday, 3 pm.
- Volusia Master Gardener Program, Wednesday, 10 am to 11 am.
- Community Gardens Board Meeting, Thursday, 3 pm.
- Little Learners – Black Bears program, Friday, 10 am to 11 am.
- Right Whales program with Frank Gromling, Saturday, 11 am to 12 pm

### **Athletics**

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- CCA Soccer will host practice this week on Friday afternoon from 3 pm to 5 pm.
- SHS Girls and Boys Soccer teams home games on Monday, Tuesday, and Friday, at Championship Field #7 at the Sports Complex at 5 pm and 7 pm.

- Wendelstedt Umpire School continued this week, Monday through Friday, 8 am to 5 pm, at Sports Complex, Wendelstedt Fields 1-3 and Kiwanis Field.
- Ormond Beach Golden Spikes held their 13/14's tryouts on Saturday and Sunday at 10 am at Nova Field #1.

#### 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
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sport Complex/Nova Fields
- Continued edging infields (18) weekly at Sport Complex/Nova Fields
- Dragged and edged South Ormond and Osceola (2) Softball Fields
- Corners painted on flag football and soccer fields, as well as soccer parking lot
- Prepped Wendelstedt fields for Spikes baseball training
- Prepped Quad 4 for Coed Softball playoff games
- Put out soccer goals on 1/9/10
- Painted soccer fields 1/2/6/8/9/10
- Prepared Championship Field #7 for SHS soccer games
- Prepared Wendelstedt Field for Umpire School daily, Monday through Saturday
- Prepared Soccer #2 & #3 for upcoming OBSC winter mini season
- Prepared Nova Fields 2-5 for OBGS tryouts this week

#### Performing Arts Center

- Preparing for John Ford Coley performance on 1/15.
- Prepared materials for ECHO grant application for PAC renovation project.
- Responded to inquiries about Performing Arts Center and Senior Center rentals.
- Updated information on OBPA Facebook page and Internet ticketing site.

#### South Ormond Neighborhood Center

- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- Youth basketball games on Monday, Wednesday, and Friday from 5:45 pm to 6:45 pm
- Open park and playground (sunrise until 11 pm)
- Open gym and weight room (center hours)
- Prep for MLK event this week
- Ongoing construction project (new gym) Monday through Friday

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended Senior Games Board meeting.
- Attended Memorial Day Committee meeting.
- Planning for the following events:
  - Arbor Day ceremony on Jan 21.
  - Riverbend Park ribbon cutting on Jan 22.
- Updating Spring and Summer event and sponsor flyers.
- Art in the Park applications to be sent this week.
- Continuing to recruit partners and sponsors for Mayor's Health and Fitness Challenge.

#### Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am to 10 am, and 5:45 pm to 6:45 pm on Wednesday and Thursday.
- Pickleball was held in the gym Monday-Friday 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.
- Ms. Debby's Dance and Acting classes on Monday, Tuesday and Friday, 3 pm to 7:30 pm

- Basketball League practices/games on Monday through Friday from 5:30 pm to 8:30 pm.

#### The Casements

- The Casements was open for guided and self-guided tours on Saturday from 8 am to 12 pm and on Monday through Friday from 8 am to 5 pm.
- A memorial service took place at The Casements on Saturday from 12:30 pm to 4:30 pm with 150 attending.
- A wedding ceremony took place at the Ormond Memorial Gazebo from 2 pm to 3 pm with 15 in attendance.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm with 35 attending.
- The Casements Guild Executive and Administrative Boards met on Monday from 9:30 am to 11:30 am with 12 in attendance.
- A tour group visited on Monday for a guided tour at 2:30pm.
- Tuesday's Once Upon a Storytime featured Officer Rossi who read to the children, helped with their police hat craft and posed for group pictures. Over 60 were in attendance with 42 children.
- The Memorial Day Committee met on Wednesday from 11:30 am to 1:30 pm to prepare for the upcoming program.
- The Casements Coordinator met with Ormond Strong to plan for their fundraising event in February.
- Staff prepared the art room for the upcoming Janet Rogers Art Workshop.
- A rental took place on Thursday evening from 4 pm to 8 pm with 50 in attendance.
- Ora Yoga classes met this week on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- Pilates classes met on Monday, Wednesday and Friday mornings from 8:30 am to 9:30 am.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- The 32<sup>nd</sup> annual Starry, Starry Night will take place on Friday from 5 pm to 8 pm. The Casements and the gift shop will be open, and docents will be available to provide historical information. The featured watercolor artist, Joe Costanzo, will be in attendance with his exhibit.

#### Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks twice per day
- Inspected signs at all playground equipment
- Skatepark concrete inspected
- Trails blown off
- Removed graffiti at Nova
- Removed two park benches at South Ormond Neighborhood Center
- Cassen bike station pump repaired
- Replaced deck section at Magic Forest

#### Building Maintenance

- Repaired Fortunato Park gazebo lights
- Demolished outside basketball court at South Ormond Neighborhood Center
- Repaired gate at Fleet
- Unclogged restroom at WWTP
- Repaired light at WWTP
- Toilet repaired at Cassen Park
- Light replaced at Ames Park
- FS 93 – replaced burnt out lights in bay, bathrooms and living areas.

#### Police Department

##### Administrative Services

- Staff attended City Manager meeting.
- Staff met with the Ormond Beach Observer concerning golf carts/utility vehicles being operated within the city.



- Staff attended the Florida Police Chiefs Conference.
- Staff conducted Police Officer interviews.
- Staff worked on Quarterly and Annual inspections/audits.

#### Community Outreach

- Youth Leadership Council (YLC) – Meetings resume in February.
- OBPAL Basketball – Team practice will resume in late January.
- PAL Educational Programs – educational programs will resume in February.
- Special Events
  - The 5th Annual Donut Dash 5K is scheduled for Saturday, April 23. The race will begin and end at the back of the Trails Shopping Center. Registration can be completed at the link: <https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>.

#### Community Services & Animal Control

- Animal Calls responded to: 42
- Animal Reports: 3
- Return to Field: 3
- Animal Bites: 1
- Animals to Halifax: 3
- Injured Wildlife Calls: 2
- Found Property Reports: 2

#### Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 11
- Inactive: 23
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 5
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 3
- Suspicious Incident: 0

#### Records

- Walk - Ins / Window: 102
- Phone Calls: 126
- Arrest / NTA's: 18
- Reports Generated: 133
- Reports Entered: 125
- Citations Issued: 38
- Citations Entered: 43
- Warnings Entered: 78
- Trespass Warnings: 17

- CORF Entered: 21
- Mail / Faxes / Request: 32

#### Patrol

- Total Calls: 1,238
- Total Traffic Stops: 132

#### Operations

- Crime Opportunity Report Forms: 50

#### 01/05/22

- Carbreak, 1 North Beach Street (Bailey Riverbridge Gardens). An unidentified suspect forced entry into the victim's vehicle by breaking a window and stole her purse.
- Carbreak, 1 South Beach Street (Cassen Park). An unidentified suspect forced entry into the victim's vehicle by breaking window and stole her purse.
- Carbreak, 601 Fleming Avenue (Central Park Fleming). An unidentified suspect forced entry into the victim's vehicle by breaking a window and stole her purse.
- Carbreak, 999 Old Tomoka Road. An unidentified suspect forced entry into the victim's vehicle by breaking a window and stole her wallet.
- Warrant Arrest, 700-Block of Riverside Drive. A subject was contacted and found to have an open warrant.
- Domestic Violence Battery Arrest, 109 Willow Bend Lane (Tymber Run subdivision). A male was in a verbal altercation with his father. During the altercation the male hit his father with a cup of water.

#### 01/06/22

- Theft, 170 West Granada Boulevard (Ormond Beach Police Department). The victim received a package at this location. The package was supposed to contain a phone. When she opened the package, the phone was not inside.
- Theft, 101 Clyde Morris Boulevard. A Ring door bell was stolen from room 324.
- Driving Under the Influence Arrest, 100-Block West Granada Boulevard. A hit and run crash occurred at this location. The driver and vehicle were located shortly after the incident. The driver was found to be intoxicated.
- Warrant Arrest, 460 South Atlantic Avenue (7-11). A subject was contacted and found to have an open warrant.

#### 01/07/22

- Stolen Vehicle Attempt and Recovery Arrests, 77 West Granada Boulevard (Complete Health). Officers responded to a call where juvenile subjects were abandoning a stolen vehicle from another jurisdiction and attempting to steal a second vehicle. Subjects were interrupted by the vehicle owner and fled on foot. The three subjects were later located behind the 7-11 store on South Nova Road and arrested. Two of the subjects had multiple warrants from outside agencies.
- Strong Arm Robbery Arrest, 601 Fleming Avenue (Central Park I). A juvenile approached three other juveniles and threatened to beat them up if they didn't give him their money.
- Shoplifting Arrest, 1521 North United States Highway 1 (Racetrac Gas Station). A male was placed under arrest for stealing a pack of cigarettes.

#### 01/08/22

- Domestic Violence Battery Arrest, 23 Fair Oaks Circle. A male threw a cell phone at his live in girlfriend, striking in her the face.
- Battery Arrest, 49 West Granada Boulevard (The Grind). A male was in a fight with another patron at this location.
- Resisting an Officer without Violence Arrest, 49 West Granada Boulevard (The Grind). A female was placed under arrest for not adhering to Officer's commands during a Battery investigation.
- Warrant Arrest, 1546 West Granada Boulevard. A subject was contacted and found to have an open warrant.

01/09/22

- Theft, 1608 North United States Highway One (Days Inn). The victim, who is an employee at the business, reported that a known male was observed on video to take someone else's belongings from this location.
- Theft, 709 Alcazar Avenue. Victim reported a Sig semi-auto gun with two magazines were taken from the residence in the past. Possible known suspect.

01/10/22

- Burglary/Grand Theft Arrest, 1571 North United States Highway One (Majestic Guardians). A male was found to have entered through a window and stole toiletries and was attempting to steal forty televisions that he had loaded onto a cart.
- Warrant Arrest, 1000 West Granada Boulevard. A subject was contacted and found to have an open warrant.
- Warrant Arrest, 1608 North United States Highway One (Days Inn). A subject was contacted and found to have an open warrant.

01/11/22

- Theft, 783 South Nova Road. An unidentified female stole the victim's bag from this location.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 15
  - Number of Citations issued: 19
  - Number of Written Warnings Issued: 10
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 9
  - 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: 1 Case initiated
- Zone 2: 0 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 3 Cases initiated
- 3 signs have either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and fifty-nine (59) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
  - Construction Projects:
    - Riviera Park Pedestrian Signals – Asphalt striping was completed this week.
    - Wilmette Stormwater Pump Station – Long lead time equipment/materials delivery has been delayed until late January 2022.
    - WRF Chlorine Contact Improvements – Construction is ongoing.
    - SONC Gym – Construction is in process.
    - CDBG Fleming Playground – Long lead time materials delivery has been re-scheduled again for March due to supply chain issues.
    - ARBP ADA Ramp Repair – Materials have been ordered.
    - Gazebo Replacement 2 CP II – Contracts are being prepared for execution.

- Facility Hardening Re-Bid - Contracts are being prepared for execution.
- Shadow Crossings Ground Storage Tank Maint/Repairs – Work is being coordinated with the Contractor.
- Bidding
  - 385 South Old Kings Road – An agenda item for contract approval is scheduled for the February 15 City Commission meeting.
  - Stormwater Flap gates – Bids came in significantly higher than budgeted, rejection of bids is on January 18 City Commission meeting agenda.
  - Shell Parking Lot Restoration – Bid award is scheduled for the January 18 City Commission meeting.
  - 2022 Storm & Sewer Lining – Project was advertised on January 9, a pre-bid meeting is scheduled for January 26, and bids are due on February 8.
  - PD Access Control Replacement – RFP was advertised on January 9, a pre-proposal meeting is scheduled for January 27, and proposals are due on February 8.
- Design Projects:
  - Stormwater Master Plan Update - 2019 – The Consultant continues working on the master plan update.
  - Downtown: Cassen Park Improvements – A City Commission workshop has been scheduled for February 15.
  - Update Parks & Recreational Master Plan – The Consultant continues working on the master plan update.
  - 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.
  - Doug Thomas Way Extension Design – Design is in process.
  - WRF Upgrades – Design is in process.
  - Leeway Storage Tank & Pump Station Rehabilitation – Design revisions are in process.
  - CDBG 2022 Sidewalk Improvements – Design is in process.
  - Downtown Sidewalk Renovations – Project drawings and specifications are being prepared.
  - Downtown – East Granada Utility Undergrounding – FPL will begin electric utility survey later this month.
- Departmental Activities
  - Reviewed 39 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

- Asphalt patch on River Bluff, Wilmette, Ridgewood
- Stripped forms North A1A
- Sidewalk work on Lincoln Ave
- Removed sidewalk on Buena Vista

### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Assisted Stormwater by hauling debris out of pond at Business Park

#### Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

#### Sign Shop

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

#### Stormwater Maintenance

- Pond cleaning at landfill
- FDOT pond maint mowing and ditch mowing on SR40
- Inlet cleaning Citywide
- Gates and pumps/locates citywide
- System inspection in yard
- Ditch maintenance on Lincoln Ave
- Reachout Airport Rd
- TV storm line at South Ormond Neighborhood Center
- Pipe repair on Ponce De Leon
- Basin repair on Northbrook

#### Vactor

- Water Plant
- Airport Rd

#### Fleet

- Mileage traveled by all departments for the week: 21,849
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 12,675 gallons unleaded, 3,280 gallons diesel
  - Fuel used in one week: 2,003 gallons of unleaded and 828 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 37.20 million gallons for the week ending January 8, 2022(5.31 MGD).
- Backwashed 7 filters for a total of 394,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 8, 2022 @ 6.28

- MGD SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 64.80 wet tons of sludge (80% solids).

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 31.38 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.48 MGD
- Produced 21.52 Million Gallons of Reclaim water.
- Produced 9.86 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2021 – December 31, 2021) (MGD)):
  - Influent 4.50 (Permit 8 MGD);
  - Surface Water Discharge 1.33 (Permit 6 MGD);
  - Reuse 3.38 (Permit 10 MGD)
- Hauled 16 loads in December 2021 for a total of 368.65 wet tons through December 23, 2021.
- Sludge numbers are the most recent reported values.

#### Water Distribution

- Responded to 14 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 21 calls from customers concerning leaking water.
- Replaced 5 residential water meter due to operational concerns.
- Performed pressure testing on 2 city owned backflow prevention devices.
- Replaced 5 residential water services due to pressure concerns or leaks.
- Replaced 5 broken water meter boxes.
- Repaired 2 main breaks. One was on Silver Fox Trail and the other at the entrance to the transfer station.
- Performed valve maintenance on 3 main line valves.
- Flushed fire hydrants in areas including, Santa Fe, Calle Grande, and Manderley Ln.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 160 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 8 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 1,200 gallons of effluent off of Hunter's Ridge force main.
- Located sanitary service and installed C/O at 1266 Biltmore Dr.
- TV'ed sanitary service at 342 Warwick Ave. Heavy roots, cleared.
- Raised and reset sewer valve and reclaimed boxes at 5 & 7 Wild Creek Way.
- Replaced PEP pump at 35 Tomoka Ridge Way, 18 Coquina Ridge Way.
- Follow up TV at 458 S Beach St. Roots in line, cleared.
- Set well points for demo at 726 Riverside Dr.
- Repaired broken C/O at 93 Bella Vita Way
- Repaired broken discharge line at 1 Lake Vista Way.
- TV'ed 7 sanitary laterals on the PM list.

#### Reuse

- Responded to 5 reuse trouble calls.
- Fixed irrigation line where it was leaking over j-box at 38 Creek Bluff Way.
- Located, marked and raised isolation valve for Creek Bend Way.
- Located all PEP tanks and reclaimed services on Creek Bend Way and Wild Creek Way.
- Located sanitary and reclaimed for contractors at 64 Shadow Creek Way, and 63 Sounders Trail Cir.
- Repaired broken reclaimed service at 209 Royal Dunes Blvd.

- Responded to reclaimed break at 212 Sunset Point Dr. Issue is on customer side. Turned reclaimed off per customer request.
- Turned off reclaimed at 45 Levee Ln at customer request.

#### Wastewater Plant – Lift Stations

- Fleet – begin hauling scrap metal to Fleet for proper disposal.
- Bar Screens – Ragging at side rails, de-rag as needed.
- Bisulfite Lines – repaired leak at temporary line for use during construction, will return when Operations can allow for down time to complete repairs.
- Shadow Crossings – staged trailer mounted generator inside pump house for west end emergency use.
- Shadow Crossings – rebuilt motor starter #2, replaced pump #2 due to frequent overload tripping.
- Conducted Plant and Lift Station PMs for pumps, motors.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 19SR – frequent overload tripping, contractor will pull pump to troubleshoot.
- 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:

- City Clerk attended City Manager Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.
- City Clerk attended ICMA Emerging Leaders Development Program Class of 2023 monthly virtual class session.
- Agenda packet preparation and distribution for January 18, 2022 City Commission Meeting.