

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 21, 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:

- Individual agenda review meetings with commission
- City Commission meeting
- Claims Committee meeting
- Team Volusia EDC Compensation Committee meeting

**PIO – Public Information**

- Press Releases/Media
  - Parade Winners Publication
  - General media inquiries and interview pieces
  - General citizen inquiries and special event coordination
- Social Media
  - Covid-19 Testing Kit Orders
  - Covid-19 Testing Availability
  - Reel in the Fun
  - Volusia League of Cities Employee of the Year Awards
- Attended
  - Engineering/Planning Meeting
  - City Manager's Staff Meeting
  - City Commission Meeting
  - Volusia PIN Network Meeting
  - Event Coordination Meeting
- Developing
  - Communications planning for 2022
  - Templated designs for 2022

**Community Development**

**Planning**

- Attended and presented at the January 18, 2022 City Commission meeting.
- There are no applications for the February 2, 2022 BOAA meeting and this meeting has been canceled.
- The following items are scheduled for the February 10, 2022 Planning Board meeting:

1. **722 South Atlantic Avenue (parcel number 4223-10-02-0050):** An administrative request for a small-scale Comprehensive Plan Land Use Map amendment for a 0.34± acre property located at 722 South Atlantic Avenue Volusia County Parcel ID 4223-10-02-0050. The proposed amendment is to amend the Future Land Use Map from “Low Density Residential” (LDR) to “Tourist Commercial” (TC). This request is to correct an inconsistency with the adopted Zoning District of B-7 (Highway Tourist Commercial).
2. **Benjamin Drive rezonings:** An administrative request for four Zoning Map Amendments for the following properties: (1) 215 Benjamin Dr., (2) 225 Benjamin Dr., (3) 229 Benjamin Dr., (4) 233 Benjamin Dr. to amend the city zoning designation from B-7 (Highway Tourist Commercial) to R-3 (Single-Family Medium Density). These Zoning Map Amendments are to correct an inconsistency with the adopted Future Land Use designation of “Low Density Residential” (LDR). These properties are all developed as residential homes and the amendment would made the zoning consistent with the land use.
  - City attended a kick-off meeting for the conversion to Tyler Munis for building permits, site plans, engineering permits and code enforcement. Conversion is anticipated in late summer of 2023.

Building Inspections, Permitting & Licensing

- 10 new business tax receipts issued.
- 404 inspections preformed within the city (66 by private providers).
- 131 permits issued within the city, with a valuation of \$2,820,695 (8 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The SPRC is reviewing 1141 North U.S. Highway 1 for a conversion to a retail store for spas.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	55%
Dunkin Donuts, 1535 North US Hwy 1	50%
GPR1	10%
KOMN Condominium Association	35%
McNamara Warehouse	0%
Ormond Museum	65%
Paradise Pointe ALF	55%
Revella	0%
The Pumphouse	94%
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.
  - Staff participated in the VMA FAME Board Meeting and VMA Education Committee meetings this week collaborating on initiatives to promote workforce development and manufacturing locally and regionally.
  - Staff participated in the Ormond Mainstreet Economic Vitality Committee Meeting this week.
  
- 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**

- A work authorization is being prepared for the design and bidding phases of the replacement of the airport’s automated weather observing system (AWOS). This project is in the airport CIP and will be funded primarily via entitlement funds from the FAA.
- Staff participated in a quarterly meeting of the Florida Airports Council’s Legal Committee this week.
- Staff is working with engineering consultants to explore a potential stormwater drainage issue in the southeast quadrant of the airport.

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

**Finance**

- On-going Projects
  - Annual Audit for the 2020-2021 fiscal year is ongoing
  - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
  
- Completed Projects - Weekly
  - Process 116 Journal Entry Batches.

- Utility Billing Meter Readers completed 372 work orders.
- Approved 7 Purchase Requisitions totaling \$37,596.53.
- Issued 23 Purchase Orders totaling \$182,915.27
- Issued 489 past due notices on utility accounts.
- Auto-called 304 utility customers regarding receipt of a past due notice.
- Processed 669 payments through Interactive Voice Response System totaling \$54,115.88.
- Processed 1,153 payments through City online payment portal totaling \$119,249.28.
- Prepared 125 Accounts Payable checks totaling \$567,188.46 and 37 Accounts Payable EFT payments totaling \$279,335.83.

#### 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
  - Staff attended the following:
    - PAC Plan Review meeting for Lobby/Entryway Renovations.
    - FEMA Go quarterly status briefing.
    - City Commission meeting.
    - USDOJ webinar on 2022 funding opportunities.
    - USDOJ webinar on JustGrants reporting platform.
    - Neighborhood Improvement Advisory Board (NIAB) meeting and served as liaison.

#### Risk Management Projects

- Attended Claims Committee meeting
- Attended risk management webinar
- Processing subrogation claims

#### Fire Department

- Weekly Statistics
    - Fires: 2
    - Fire Alarms: 2
    - Hazardous: 5
    - EMS: 100
    - Motor Vehicle Accidents: 7
    - Public Assists: 43
    - TOTAL CALLS: 159
  - Aid provided to other agencies: 9 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (4)
  - Total staff hours provided to other agencies: 7
  - # of overlapping calls: 45
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
  - Total EMS patients treated: 77
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 194
- Training Hours
    - NFPA 1001: Firefighting 64
    - NFPA 1002: Driver 5
    - NFPA 1021: Officer 6
    - NFPA 1500: Safety/Equipment 51
    - NFPA 1620: Preplanning 20
    - EMT/Paramedic 6
    - TOTAL TRAINING HOURS: 152

- Station Activities
  - Conducted 3 fire Inspections
  - Updated 5 pre-fire plans

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Account Clerk II (Utility Billing/Finance)
    - Accounting Tech (Pension/Payroll)
    - Civil Engineer (Engineering)
    - Environmental Improvement Officer (Arborist)
    - 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
    - Seasonal Part Time Maintenance Worker II (Parks/ARBP)
    - Senior Staff Accountant
    - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
    - Utilities Engineer
  - Background/Reference Checks/Job Offers
    - Administrative Assistant (Support Services)
    - Firefighter/EMT
    - Maintenance Worker II (Streets)
    - Mechanic III (Fleet)
    - Part Time Evidence Custodian
    - Part Time Maintenance Worker II (Parks)
    - Police Officer
    - Water Distribution Foreman

### **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: 45
    - Completed: 49
    - In progress: 53
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 37,918
    - Inbound E-Mails Blocked: 12,545
    - Delivered Inbound E-Mails: 23,470
    - Quarantined Messages: 893
    - Percentage Good Email: 61.90%
    - Virus E-Mails Blocked: 8
- Geographical Information Systems (GIS)
  - Addressing

- Additions: 20
- Changes: 2
- Corrections: 0
- Map/Information Requests: 12
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 18 : Total in system = 3,159
- Meters GPS Located this week: 24 : Total in system = 24,099; 23,264 potable, 824 Irrigation, 11 Effluent

## **Leisure Services**

### **Administration**

- Engineering meeting
- City Commission meeting
- Performing Arts Plan Review meeting
- Master Plan Committee meeting
- Pinewood Derby
- YMCA Dog Park Reports
- 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.
- Walk through of WWTP 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.
- Right Whales program with Frank Gromling, Marineland Right Whale Project. Saturday, January 15, 11 am to 12 pm.
- Private event - Halifax River & Southwest Volusia Audubon Walk, January 20, 3 pm.
- Manatee program with Debbie Wright, Volusia Manatee Protection Program. Friday, January 21, 10 am to 11am.

### **Athletics**

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- CCA Soccer practiced this week on Tuesday and Thursday afternoons 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 on Monday through Friday, 8 am to 5 pm, at Sports Complex, Wendelstedt Fields 1-3 and Kiwanis Field.
- OBYBA Basketball continues this week, Tuesday through Friday, at both the Nova and South Ormond Gym, 5:45 pm to 6:45 pm.
- OBGS Baseball start practices this week at Nova Fields 2-5 at 6 pm.
- CCA soccer hosting games on Saturday at 11 am and 1 pm on soccer field 6.

#### 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
- Cleaned 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
- Prepped/painted Championship Field #7 for SHS soccer games
- Prepped Wendelstedt Field for Umpire School every day, Monday through Saturday
- Prepped Nova Fields 2-5 for OBGS 9/10/11/12's for practices this week

#### Performing Arts Center

- Hosted PAC Friends fundraiser concert with John Ford Coley on January 15.
- Prepared for Glenn Miller Orchestra show on January 21.
- Prepared for Orlando Transit authority show on January 22.
- Rescheduled Alborea Dances Phantom, A Flamenco Story, from January 29 to April 2.
- Prepared for Rat Pack, Together Again show on January 23.
- Compiled statistical data for ECHO grant application for PAC renovation project.
- Responded to email correspondence and telephone inquiries about PAC and Senior Center rentals.
- Updated information on OBPA Facebook page and Internet ticketing site.

#### South Ormond Neighborhood Center

- MLK Event, Monday 1/17
- Jazzercise Monday evening, 5:45 pm to 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)
- Pinewood Derby, Friday evening 1/21 and Saturday 1/22

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended HoHo Parade awards at City Commission meeting, January 18.
- Set up, work and breakdown for the Arbor Day tree planting, January 21.
- Planning for the following events:
  - Riverbend Park ribbon cutting, January 22
  - Reel in the Fun, February 19
  - Art in the Park April 30 and May 1
  - Memorial Day Remembrance Service, May 30
- 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 in the Activity Room.
- 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 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.

- Challenger Basketball Tuesday from 5 pm to 6 pm.
- A Popcorn Party for Spec Pops will be held on Friday from 6 pm to 8 pm.

#### The Casements

- The Casements was open for guided and self-guided tours on Saturday from 8 am to 12 pm, and on Tuesday to Friday 8 am to 5 pm.
- Seaside Herb Society Meeting, Bailey Riverbridge, Saturday 9 am to 12 pm
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm with 35 attending.
- Janet Rogers Art Workshop, Tuesday through Friday, 9 am to 4 pm
- Casements Gala Wrap Up Meeting, Tuesday, 9:30 am to 11 am
- Greek Cooking, Kitchen, Thursday 4 pm to 8:30 pm
- Ora Yoga classes met 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.
- Rental, Casements, Saturday 11 am to 2 pm
- Memorial Rental, Bailey Riverbridge, Saturday 10 am to 2 pm
- Rental, Ames Park, Saturday 1 pm to 5 pm

#### 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
- Replace sand in sand box at Limitless Playground
- New nets installed at Central Park I
- Relocated "hours" sign, installed kiosk box, moved bike rack, and assisted with water feature install at Vadner Park.

#### Building Maintenance

- Troubleshoot gate 10 at the airport
- Repaired shower spray at Andy Romano Beachfront Park
- Repaired toilet in men's restroom at The Casements
- Cleaned and organized lighting items outside at the shop
- Cleaned up and organized from Christmas at the shop
- Move 35 boxes from the Finance Department to Fleet
- Investigated elevator display not working at the Performing Arts Center

#### Police Department

##### Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff attended the City Manager staff meeting
- Staff attended the Crime Stoppers Board meeting
- Staff conducted interviews for candidate police officers
- Staff visited Daytona State College for recruiting efforts
- Staff attended a dedication ceremony for Officer Jason Raynor
- Staff met with a citizen regarding neighborhood issues

#### Community Outreach

- OBPAL Basketball – OBPAL Basketball practice will resume in late January. Team selection and team practices will begin in February.



- PAL Educational Programs – OBPAL educational programs will resume for the Winter/Spring semester in February. Tutors R Us will begin Monday, February 7. Science on Patrol at Ormond Beach Middle School will begin February 22. The proposed schedule for R.E.A.D., Reading, Exploration, Adventure and Discovery at Ormond Beach Elementary School is still under review with administrative staff at OBE. It is tentatively scheduled to begin February 8.
- Special Events
  - 2022 Annual Donut Dash 5K – The 5th Annual Donut Dash 5K is scheduled for Saturday, April 23, 2022. The race will begin and end at the back of the Trails Shopping Center. Registration can be completed at the link below:  
<https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>

#### Community Services & Animal Control

- Animal Calls responded to: 44
- Animal Reports:4
- Return To Field :2
- Animal Bites: 2
- Animals to Halifax:1
- Injured Wildlife Calls:2
- Found Property Reports: 1

#### Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 6
- Inactive: 9
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 4
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 8
- Suspicious Incident: 0

#### Records

- Walk - Ins / Window: 75
- Phone Calls: 114
- Arrest / NTA'S: 4
- Reports Generated: 84
- Reports Entered: 84
- Citations Issued: 38
- Citations Entered: 23
- Warnings Entered: 66
- Trespass Warnings: 10
- CORF Entered: 35
- Mail / Faxes / Request: 40

Patrol

- Total Calls 1,328
- Total Traffic Stops 157

Operations

Crime Opportunity Report Forms: 55

- 01/12/2022
  - Shoplifting Arrests, 1521 West Granada Boulevard (Walmart). Loss prevention observed a subject attempt to steal three televisions, but was able to recover the property. Officers contacted the subject who had fled in a U-Haul and made two arrests.
  - Bicycle Theft, 530 South Atlantic Avenue. A subject exchanged one bicycle for another at this location.
  - Warrant Arrest, 500 South Center Street. Subject was placed under arrest for possession of narcotics (methamphetamine) and a drug paraphernalia as well as a warrant.
- 01/13/2022
  - No part one crime reported.
- 01/14/2022
  - Burglary Auto Theft, 330 Lincoln Avenue. Unknown suspects cut the lock to the enclosed parking area and stole the victim's 14' black dump trailer.
  - Aggravated Battery, 812 West Victoria Circle. Subject battered another using a pool cue.
- 01/15/2022
  - Carbreak, 2 China Moon Drive. Unknown suspect entered the victim's unsecure vehicle and took a phone charger.
  - Carbreak, 950 North United States Highway One (River Grille). The victim's rear driver side window was broken, nothing was taken.
  - Carbreak, 241 North United States Highway One (Pirana Grill). The victim's vehicle had its passenger side window broken and his back pack stolen.
- 01/16/2022
  - Carbreak Attempt, 6 Stonehaven Trail. An unknown male attempted to gain entry to a vehicle at this location. The incident was captured on video.
  - Carbreak, 3 Glen Arbor Park. Unknown suspect(s) entered two unsecure vehicles, taking a laptop, pocket knife, and vehicle owner's manual.
- 01/17/2022
  - Theft, 1521 West Granada Boulevard. Victim reported that an unknown person stole her wallet and cell phone from her shopping cart.
- 01/18/2022
  - Carbreak, 640 North Nova Road #511. Victim's Glock handgun was removed from her vehicle sometime overnight.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 25
  - Number of Citations issued: 29
  - Number of Written Warnings Issued: 24
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 6
  - 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: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 0 Cases initiated
- 18 signs have either been removed or sign cases created.
- 11 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and forty-three (43) telephonic inquiries.

### Public Works

#### Engineering

- Projects Summaries
  - Construction Projects:
    - Riviera Park Pedestrian Signals – Construction is complete.
    - Wilmette Stormwater Pump Station – Construction is scheduled to begin on January 31.
    - WRF Chlorine Contact Improvements – Construction is ongoing.
    - SONC Gym – Construction is ongoing.
    - CDBG Fleming Playground – Long lead time materials delivery has been re-scheduled again for March due to supply chain issues.
    - ARBP ADA Ramp Repair – Building permit has been issued, construction is being scheduled.
    - Gazebo Replacement 2 CP II – Contracts are being prepared for execution.
    - Facility Hardening Re-Bid - Contracts are executed and a pre-construction meeting is being scheduled.
    - Shadow Crossings Ground Storage Tank Maint/Repairs – Work is being scheduled 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 was approved at the January 18 City Commission meeting.
    - Shell Parking Lot Restoration – Bid awarded at 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 is performing an electric utility survey to determine the scope of work.
- PD HVAC Upgrades – Consultant is preparing scope of work for design.
- Departmental Activities
  - Reviewed 23 Engineering Permit applications through the ProjectDOX system, and created and approved 0 Franchise Utility Work-in-the-Right-of-Way permits.

#### Environmental Management

##### Street Maintenance - Asphalt/Concrete

- Sidewalk repair on Benjamin Dr.
- Speed bumps on Neptune Ave.
- Removed old and poured new sidewalk in Ormond Lakes
- Removed sidewalk on Lincoln Ave; graded & formed sidewalk
- Patched hole on Robin Rd

##### 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
- Trimming on Warwick Ave; fence line at SR40 pond #8

##### 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

- Inlet repair on Northbrook Dr
- Gates & pumps/locates citywide
- Reachout on Pineland Trl
- Inlets inspected and cleaned citywide

##### Vactor

- MES cleaning on Airport Rd
- Line cleaning on Doug Thomas Way

#### Fleet

- Mileage traveled by all departments for the week: 22,201
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 10,3673 gallons unleaded, 2,815 gallons diesel
  - Fuel used in one week: 2,032 gallons of unleaded and 465 gallons of diesel.
  - Fleet completed 47 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 37.90 million gallons for the week ending January 15, 2022 (5.41 MGD).
- Backwashed 5 filters for a total of 278,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 15, 2022 @ 6.47 MGD or 81.6% of SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 81.0 wet tons of sludge (80% solids).

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.57 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.22 MGD
- Produced 20.69 Million Gallons of Reclaim water.
- Produced 8.88 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 21 loads in December 2021 for a total of 485.95 wet tons through December 31, 2021. Hauled 3 loads in January 2022 for a total of 70.56 wet tons through January 7, 2022.
- Sludge numbers are the most recent reported values.

#### Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 13 calls from customers concerning leaking water.
- Replaced 2 residential water meter due to operational concerns.
- Performed pressure testing on 6 city owned backflow prevention devices.
- Replaced 3 residential water services due to pressure concerns or leaks.
- Replaced 9 broken water meter boxes.
- Assisted Water Plant staff by removing concrete/asphalt and excavating around a pipe near the polymer building.
- Repaired 2 water main breaks. One 8" main at 1772 John Anderson Dr., and another on the corner of Lauren Ct. & River Bluff Dr. that a contractor directional drilled through.
- Performed valve maintenance on 7 main line valves.
- Installed 8 new residential meters for new construction.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 120 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 7 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 5,000 gallons of effluent off of Hunters Ridge force main.
- Installed C/O at 215 Kimberly Dr.
- Replaced PEP control box, j-box and rewired PEP system at 18 Coquina Ridge Way.
- Located C/O at 90 Benjamin Dr. per customer request.
- Located C/O and dye tested to verify building was connected at 445 S. Young St.
- Located PEP tank at 51 Black Hickory Way.
- Sealed manhole covers to stop rattling at 45 & 88 Greenwood Ave.
- Replaced C/O cap at 127 S Halifax Dr.
- TV'ed 604 N Yonge St. No issues found.
- Replaced PEP pumps 28 Carriage Creek Way, 25 Forestview Way, 64 Coquina Ridge Way

#### Reuse

- Responded to 5 reuse trouble calls.
- Turned reclaimed off at 911 John Anderson Dr. per customer request.
- Relocated reclaimed service at 208 Royal Dunes Cir.
- Investigated possible reclaimed break at 5 Mystic Lake Way. Line was a water line, turned over to Water Division.
- Repaired broken 3" reclaimed line at 55 Carriage Creek Way
- Verified reclaimed water is available at 70 Tomoka Ridge Way.
- Replaced broken reclaimed box lid at 65 Tomoka Ridge Way.

#### Wastewater Plant – Lift Stations

- Scum Well #1 & #2 – installation of new winch assembly at Davit Crane.
- Tea Cup #3 – began installation of new blow down valve actuator.
- Bar Screens – Large rag bundle at “Y” channel, broke up and removed with assistance from VacCon Crew.
- Dewatering Station – met vendor on site to review possible inboard pump upgrade and conduct draw down tests.
- Influent Flow Meter – relocated and installed new meter.
- Internal Recycle Pump #2 – installed new 75 hp VFD. PLC integration is being scheduled.
- Conducted Plant and Lift Station PMs.

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

- Lime Slurry pumps – lubricated as needed.
- Well 19SR – Contractor removed pump and motor, shaft seal caused damage to motor, warrantied replacement is on order.
- Standish Booster Station – refreshed RTU program, verified SCADA spans and offsets.
- Well 8D – Contractor replaced damaged underground conduit and wiring.
- 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.
- Staff attended and provided support for January 18, 2022 City Commission Meeting.

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- City Clerk attended Claims Committee Meeting.
- Agenda packet preparation for February 1, 2022 City Commission Meeting.