

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 22, 2021

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

City Manager

Reviewed and prepared with staff as follows:

- Virtual staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Agenda review meetings with commission members
- City Commission Financial Forecasting Workshop
- City Commission Meeting
- Managers COVID-19 conference call
- City/County Manager Virtual Think Tank
- Virtual FDOT meeting on A1A medians

PIO – Public Information

- Press Releases/Media
 - FLC Special Committee Appointments
 - General citizen inquiries
 - General media interviews and update coordination
- Social Media
 - COVID-19 Vaccine Information
 - COVID-19 Vaccine Event Announcements
 - Publix Vaccine Information
 - Arbor Day Celebrations
- Attended
 - City Manager Staff Meeting
 - Volusia PIN Network Meeting
 - City Commission Meeting
 - Budget Advisory Board Work Shop: Economic Trends
- Training
 - OpenGov Webinar on Town Hall Improvements
 - Government Social Media Benchmarks for 2021

Community Development

Planning

- Staff attended the Ormond MainStreet Board and Arts District meetings and presented the concepts for the Downtown traffic cabinet traffic signal wraps.
- A neighborhood meeting has been scheduled for the Paradise Pointe proposed Assisted Living Facility at 350 Clyde Morris Boulevard. The project is located at 350 Clyde Morris Boulevard and

proposes 87 units with approximately 80,351 square feet of building area. The neighborhood meeting will be held at Radiology Associates at Twin Lakes located at 1890 LPGA Boulevard, Suite 110, Daytona Beach, Florida on Thursday, February 11, 2021, between 6 p.m. and 7 p.m.

- The Historic Landmark Preservation Board (HLPB) will conduct a public hearing on Monday, January 25, 2021, to review and act upon on a Certificate of Appropriateness for alteration to construct a new home and detached garage at 88 Lincoln Avenue. The property is located in the Lincoln Avenue Overlay District and all new structures are required to be reviewed for compatibility with the existing contributing structures in the District. The home has been designed similar to the original home and other homes in the District. The HLPB is also scheduled for an update on the MacDonald House exterior renovations.
- The Board of Adjustment and Appeals is scheduled for a meeting on Wednesday, February 3, 2021, with the following cases on the agenda:
 1. 342 North Beach Street: Variance 1: To allow a variance for an addition within the calculated front yard setback. Variance 2: To allow a variance in the rear yard to construct a detach accessory dwelling unit.
 2. 430 Andalusia Avenue. Continued from the January meeting. This is a request allow a six foot (6') high solid fence within the property's front yard.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 371 inspections preformed within the city (104 by private providers).
- 134 permits issued within the city, with a valuation of \$4,995,850 (5 garage sales permits).

Development Services

- The SPRC met with:
 1. Representatives of the Ormond Memorial Art Museum for a pre-construction meeting at 78 East Granada Boulevard.
 2. 551 North Tymber Creek Road. A pre-application meeting was held to discuss the process for the subdivision of land.
- The following projects are under review of the SPRC:
 1. 1670 North U.S. Highway 1, Ormond Gateway. 3rd review. Development of a three lot commercial subdivision and associated site improvements.
 2. Pineland, final plat. 2nd review. Construction of 78 single family lots.
 3. 29 North Perrott Drive, Perrott Depot. 1st review. Redevelopment of 1.86-acre site that has an existing 4,834 distribution/warehouse use to include 12,540 square feet of self-storage buildings.
 4. 460 Andalusia Avenue, McNamara Warehouse. 1st review. Construction of an 840 square foot warehouse and associated site improvements.
 5. 1570 North U.S. Highway 1, Waffle House renovations. 1st review. Remodel of the existing store to include parking lot repaving and additional landscape areas.
 6. 1662 North U.S. Highway 1 (part of Ormond Gateway). 1st review. Construction of an 8,100 travel center with 20 fueling positions for passenger cars and 8 fueling positions for trucks on a 5.47 acre parcel and associated site improvements.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	90%
Coolidge Avenue Office/Warehouse	85%

Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	30%
Extended Stay America	90%
FPL Substation Expansion	65%
Germfree driveway addition	5%
Nova Road Controlled Storage Climate	20%
Ormond Art Museum	0%
Publix	0%
The Pumphouse	30%
Total Comfort	15%
Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	95%
Upscale Nails	90%
Residential	
Pineland, Phases 4 & 5	10%
Ormond Grande	1%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.
- 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 is underway. This road will be designed to connect Tower Circle West to Pineland Avenue 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.
 - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs.

- Staff and the Ormond Beach Chamber of Commerce will host a webinar for the business community on the new Federal Coronavirus Stimulus Program. The Zoom webinar is scheduled for January 27 at 2:00 p.m.
- The first installment of Startup Grind Ormond Beach is a virtual fireside chat scheduled for Wednesday, February 03 at 2:00 p.m. Event is free but registration required.
- Prospective Business Attraction/Retention/Expansion
 - Staff is preparing new rounds of outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff has been advised that FDOT will conduct the airport's annual licensing inspection on February 9, 2021.
- Staff participated in a quarterly meeting of the Florida Airports Council's Legal Committee. Topics of discussion included a review of guidance received from the FAA about Section 163 of the FAA Reauthorization Act of 2018, recent FAA COVID-19 guidance, a second federal COVID-19 relief bill, recent CDC guidance relevant to airport operations, property appraiser/ad valorem tax issues, and publication of the 2020 FDOT Airport Land Use Guidebook.
- Staff is preparing for an upcoming meeting with the City's airport design engineers regarding bidding for the Taxiway Delta Rehabilitation Project.
- Staff provided the FAA with an update on airport operations this week as part of the FAA's annual Terminal Area Forecast (TAF) exercise.
- The airport served a total of 110,241 operations in 2020.

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

Finance

- On-going Projects
 - To-date the City has received \$7.3 million dollars for hurricane Matthew reimbursement.
 - To-date the City has received \$3 million dollars for hurricane Irma reimbursement.
 - The City closed hurricane Dorian at the FEMA level. Awaiting State obligation.
 - Finance is working on the annual audit.
 - To date the City received \$521,000 for Cassen Pier and anticipates to receive \$200,000 more for this event.
- Completed Projects - Weekly
 - Processed 124 Journal Entry Batches.
 - Utility Billing Meter Readers completed 337 work orders.
 - Approved 14 Purchase Requisitions totaling \$60,318.37.
 - Issued 22 Purchase Orders totaling \$113,210.86.
 - Issued 338 past due notices on utility accounts.
 - Auto-called 314 utility customers regarding receipt of a past due notice.
 - Processed 1,017 payments through Interactive Voice Response System totaling \$85,611.44.
 - Processed 543 payments through City online payment portal totaling \$39,854.21.
 - Prepared 151 Accounts Payable checks totaling \$332,124.06 and 30 Accounts Payable EFT payments totaling \$131,351.52.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - The draft agreement between the City and Halifax Urban Ministries for Hope Place public service funding has been reviewed and approved by County staff and HUM and is planned to appear on the Commission agenda of March 2.
 - Working on applications for the VOCA grant and the AFG grant, both of which are due February 12.

- Grant reimbursement requests to date FY 20-21: \$142,938.72
- Other
 - Served as staff liaison for the Neighborhood Improvement Advisory Board (NIAB) organizational meeting.

Risk Management Projects

- Final preparation for Safety Team meetings
- Prepared claims for Claims Committee meeting
- Managed subrogation files

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 6
 - Hazardous: 6
 - EMS: 72
 - Motor Vehicle Accidents: 5
 - Public Assists: 40
 - TOTAL CALLS: 131
 - Aid provided to other agencies: 5 Calls – Daytona Beach (2), Volusia County (3)
 - Total staff hours provided to other agencies: 12
 - # of overlapping calls: 37
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 12
 - Total EMS patients treated: 57
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 193
- Training Hours
 - NFPA 1001: Firefighting 58
 - NFPA 1002: Driver 5
 - NFPA 1500: Safety/Equipment 38
 - EMT/Paramedic 20
 - TOTAL TRAINING HOURS: 121

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Information Systems Specialist (IT/Finance)
 - Information Technology Manager (IT/Finance)
 - Neighborhood Improvement Officer (Police)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Plant/Pump Mechanic (Public Works)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Treatment Plant Operator (Water Reclamation Facility/Public Works)
 - Water Distribution Operator (Water Distribution/Public Works)
- Interviews Scheduled
 - Community Service Officer (Police)
 - Lead Records Specialist (Police)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)

- Separations
 - Police Officer (Police)
- Employee Events
 - Wellness incentives to be announced soon.

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 early 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: 1,487
 - Completed: 3,001
 - In progress: 2,187
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 31,787
 - Inbound E-Mails Blocked: 10,547
 - Delivered Inbound E-Mails: 21,240
 - Quarantined Messages: 237
 - Percentage Good Email: 66.8%
 - Virus E-Mails Blocked: 11
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 3
 - Information Requests from External Organizations: 7
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 21 : Total in system = 2,902
 - Meters GPS Located this week: 37 : Total in system = 24,006; 23,176 potable, 819 irrigation, 11 effluent

Leisure Services

Administration

- Engineering Meeting
- City Manager Staff meeting
- City Commission meeting
- Work with Coordinators to develop plan to re-open facilities and programs
- Updating website and social media pages as needed

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Site inspections of Grounds Maintenance service areas

- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work

Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continue enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Continue to monitor safety and security of the EDC building and grounds.
- Birds of Prey Zoom presentation by Joan Tague, co-sponsored with Ponce Inlet Historical Museum.
- Conducted EDC tour and provide info for visitors from City of Palm Coast.
- Conducted Community Gardens Board meeting via Zoom.
- Coordinating with sign vendor for install of additional educational signs for exhibit tanks.
- Developing nature videos for posting to social media 1 to 2 times a week.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1 pm daily.
- Wendelstedt Umpire School continued this week, Monday through Friday, 9 am to 5 pm, at the Wendelstedt Fields 1/2/3 at Sports Complex.
- SHS Soccer had practices this week on Tuesday and Thursday and games on Friday, Sports Complex, Soccer Fields 5/6/8 and the Championship Field 7.
- SHS Baseball and Softball both have tryouts/practices this week, Tuesday through Friday, Softball at Quad 2 & Baseball at Kiwanis Field.
- Wendelstedt Umpire School continues on Saturday from 9 am to 5 pm at the Sports Complex, Wendelstedt Fields 1/2/3.
- Ormond Beach Golden Spikes are having tryouts on Saturday at 9 am at Nova Fields 1-5.
- OBSC are having three games Saturday at 9 am on Fields 3 & 4.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging, dragging, weeding fields/infields
- Painted Soccer Fields
- Painted corner on Multi-Purpose Fields 11/12
- Corners painted on Flag Football Fields
- Prepped daily Wendelstedt Fields for Umpire School
- Prepped Championship Field 7 for SHS Soccer
- Prepped Nova Fields for Spikes tryouts on Saturday
- Prep Quad 2 and Kiwanis daily for SHS Softball and Baseball tryouts/practices

Performing Arts Center

- Ordered and delivered PPE supplies to City departments.
- Met with performing arts groups representatives to update on re-opening status.
- Responded to telephone inquiries from residents regarding status of shows.
- Responded to inquiries from existing and potential new clients about status of re-opening.

South Ormond Neighborhood Center

- Park and pavilion open
- Work is going well on the workout station area
- Basketball and gym use by reservation only
- Boy Scouts Pinewood Derby Friday and Saturday (all day event)

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Assisted with meal for City Commission workshop.
- Clean up and organization of holiday decorations and storage areas.
- Updating spring and summer event and sponsor flyers.
- Updating ongoing sponsor lists and contacts from Ormond Chamber list.

Nova Community Center and Special Populations

- Continued taking reservations for pickleball and basketball
- Monitored pickleball, basketball and outside areas
- Cleaned and sanitized between players
- Attended webinars to increase learning.
- Jazzercise class is held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Monday, Wednesday and Thursday, 5:45 pm
- Ms. Debby's Dance and Acting classes are held on Tuesday and Friday from 4:30 pm to 6:30 pm
- Virtual Lunch Bunch Wednesday at 11 am to 2 pm

The Casements

- The Casements opened on Saturday 8 am to 12 pm and Tuesday through Friday 8 am to 5 pm for self-guided tours.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- Ora Yoga class met at Bailey Riverbridge on Tuesday and Thursday from 9 am to 10 am.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place Monday, Wednesday from 8:30 am to 9:30 am at Bailey Riverbridge.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Check trash cans in all parks
- Bathroom checks twice per day
- Inspected all virus signs on bathroom doors
- Inspected signs at all playground equipment
- Repaired basketball brace at Central Park I
- Installed bike rack at South Ormond Neighborhood Center
- Installed bench at Cassen Park
- Repaired bench at Magic Forest
- Repaired walkway at Magic Forest
- Rebuilt walk ramp at Magic Forest
- Replaced boards on pier at Riverbend Park

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at the Performing Arts Center, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Retrieved tire from river at Fortunato Park
- Cleared drains at City Hall
- Front doors repaired at the Police Department
- Reset chiller at City Hall
- Toilet unclogged at Fortunato Park
- Airport Gate # 9 repaired
- Changed keys at the Skate Park
- Checked heat at the Performing Arts Center
- Unclogged toilet at Andy Romano Beachfront Park
- Repaired lights on the runway at the airport
- Lobby bathroom at the Police department unclogged

- Door handle repaired at FS91
- A/C in gear room repaired at FS93
- Water fountain leak repaired at Tennis Center

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff attended the Florida Police Chief's Conference
- Staff hosted a meeting to plan an open house for recruiting efforts
- Staff is in the process of completing technical compliance audits
- Staff worked on the Lieutenant selection process

Community Outreach

- Youth Leadership Council (YLC) – Six members of the YLC attended a basketball game at Mainland High School to support YLC members.

Six YLC members participated in a virtual YLC meeting to review new officer positions in preparation the State of Florida Association of PAL all regional training in February.

- PAL Educational Programs – OBPAL Tutors R Us is scheduled to begin February 1 at the South Ormond Neighborhood Center. READ, Reading, Exploration, Adventure and Discovery is scheduled to begin February 8 at Ormond Beach Elementary School. Science on Patrol at Ormond Beach Middle School will begin the third week of February.
- Donut Dash 5K 2021 – The OBPAL Donut Dash registration page has been updated with information for the 2021 race. The Donut Dash 5K 2021 will be held Saturday, April 24th at the Trails Shopping Center. Registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 35
- Animal Reports: 6
- Trap Neuter Release: 0
- Animal Bites: 1
- Animals to Halifax: 7
- Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 3
- Inactive: 6
- Fraud: 2
- Burglary Business: 2
- Burglary Residential: 4
- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 2
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1

- Suspicious Incident: 0

Records

- Walk - Ins / Window: 65
 - Phone Calls: 109
 - Arrest / NTA'S: 15
 - Reports Generated: 91
 - Reports Entered: 89
 - Citations Issued: 40
 - Citations Entered: 42
 - Warnings Entered: 52
 - Trespass Warnings: 22
 - CORF Entered: 171
 - Mail / Faxes / Request: 29
- Patrol
 - Total Calls 1,468
 - Total Traffic Stops 95

Operations

- Crime Opportunity Report Forms: 189

1/13/21

- Burglary Residence, 117 Bonita Place. Unknown suspect entered the residence through an unsecure patio door. Many audio-visual components were taken as well as a safe with cash inside.
- Carbreak, 657 South Atlantic Avenue (Driftwood Beach Motel). Unknown suspect entered the victim's vehicle through an open window and stole a Florida registration and Florida temp tag.
- Warrant Arrest, 746 South Atlantic Avenue. Subject contacted and found to have an open warrant.
- Burglary Business, 500 Sterhaus Drive. Victim advised while he was working out at the YMCA an unknown subject broke into his locker and took \$75 in cash and a credit card.

1/14/21

- Burglary Residence, 247 Cypress Trail Drive. A burglary was discovered to have occurred at this location while an investigator was following up with a different case.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$47.82 in merchandise from this location. The incident was witnessed by Loss Prevention.
- Narcotics Arrest, 195 South Beach Street. Two subjects were parked after hours at Ames Park. Both were contacted and found to be in possession of narcotics.

1/15/21

- Stolen Trailer, 480 Andalusia Avenue. The victim's enclosed utility trailer was stolen.

1/16/21

- Dealing in Stolen Property/Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject taking items off the shelves and attempted to return them for an amount of \$34.77. Search incident to arrest revealed that suspect was in possession of narcotics.
- Battery Domestic Violence Arrest, 707 South Atlantic Avenue (Makai Hotel). Officers responded in reference to a disturbance. Upon arrival, the manager advised that he wished for the parties involved to be removed from the room. Contact was made where the female half was found to have battered the male half.

1/17/21

- Carbreak, 615 South Yonge Street (Trident Ju-Jitsu). Unlocked vehicle was entered, a Sony camera, Macbook Pro, lenses and other photography equipment were stolen.
- Burglary Residence, 169 Ponce De Leon Drive. Entry was made through a locked rear porch door, \$100 cash taken from a wallet.

1/18/21

- Stolen Vehicle, 136 West Granada Boulevard (Dunn's Attic). A seventeen-foot trailer was stolen from the parking lot. The trailer contained approximately \$5,000 worth of furniture and equipment to deliver furniture.
- Stolen Vehicle, 175 Interchange Boulevard (Baymont Inn). A known suspect took the victim's rental car.
- Petty Theft, 175 Interchange Boulevard (Baymont Inn). A known suspect stole miscellaneous personal items.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to pay for a misdemeanor amount of merchandise. Subject was stopped by Loss Prevention who witnessed the incident.
- Warrant Arrest, 169 Ponce De Leon Drive. Subject contacted and found to have an open warrant.
- Warrant Arrest, 175 Interchange Boulevard. Subject contacted and found to have an open warrant.
- Warrant Arrest, Williamson/West Granada. Subject contacted and found to have an open warrant.
- Warrant Arrest, 795 West Granada. Subject contacted and found to have an open warrant.
- Theft, 250 East Granada Boulevard (CVS). An unknown suspect stole the victim's gray Trek 700 cruiser-street style bicycle.

1/19/21

- Grand Theft, 12 Little Bear Path (Bear Creek). Lawn equipment was taken for repair and has not been returned.
- Disorderly Intoxication Arrest, 190 Williamson Boulevard (Chili's). Subject was causing a disturbance by screaming, yelling profanities and throwing things inside the establishment.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 20
 - Number of Citations issued: 25
 - Number of Written Warnings Issued: 4
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - 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: 5 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 8 Cases initiated
- Zone 4: 2 Cases initiated
- 4 signs have either been removed or sign cases created.
- 10 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and sixty-six (66) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - WTP Chemical Feed System Upgrades – Shade structure installation ongoing.
 - Broadway/US1 Traffic Signal – Mast arm installation is in process.

- Casements North Side Improvements – Project scheduled for substantial completion February 12.
- Fiber Optic Connectivity – FS 91 fiber optic conduit was found to be damaged beyond repair, new conduit installation is being coordinated. Replacement of damaged fiber optic conduit on John Anderson Drive to Standish Tank and Lift Station 8P began on January 21.
- Landscape Renovations-Variou City Parks & Facilities – Construction is ongoing.
- Gazebo Replacement CP II – Construction is underway, scheduled for completion February 23.
- CDBG SONC Fitness Station – Construction is 75% complete.
- North US1 Water Main and Force Main Improvements – Construction is ongoing.
- MacDonald House Restoration – Construction is scheduled to begin on January 25.
- Granada Mid-Block Lighting Improvements – Contracts are being executed.
- 2021 Storm Lining - Contracts are in being executed.
- 2021 Sewer Lining/Manhole Repair – Contracts are in being executed.
- Birthplace of Speed Park Observation Deck Replacement – Construction is scheduled to start on January 25.
- Bidding
 - Florence St On-Street Parking – Bid awarded at January 19 City Commission meeting.
 - Wilmette Stormwater Pump Station – Bid award is scheduled for the February 16 City Commission meeting.
 - Downtown Banner Pole Replacement Re-Bid – Project was advertised on January 10, a pre-bid meeting is scheduled for January 27, and bids are due on February 11.
 - Facility Hardening – A disposition item for City Commission approval to bid is scheduled for the February 2 meeting.
- Design Projects:
 - Secondary Raw Water Main – Bid documents are being finalized.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.
 - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
 - Airport Road/SR40 Water Main Loop – Consultant has completed plans and specs, permits are approved.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Granada Streetscape Pavers – Paver color has been selected, a mock-up will be installed on Washington Street near the Chamber of Commerce.
 - Update Parks & Recreational Master Plan – A project kickoff meeting was held on January 12.
 - Business Park Drive Phase II – Design is in process.
 - Police Station Chiller – 90% design documents are under review.
 - CDBG Fleming Avenue/CP I Playground – Disposition item for approval to advertise is on-hold until CDBG funding is approved and released.
 - Riviera Park Pedestrian Signals – Bid documents are finalized, soliciting quotes for the project.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Work Authorization for design was approved by City Commission at the January 19 meeting.
- Departmental Activities
 - Reviewed 43 Engineering Permit applications through the ProjectDOX system, and created and approved 4 Franchise Utility permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Ripped out concrete & formed – Granada Blvd

- Shop maintenance
- Barricades – N Beach St & Granada Blvd
- Poured concrete – Center St
- Formed & pour sidewalk – Memorial Gardens

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
- Trim & remove at fence line – N Orchard St

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
- Clean up – City Hall
- Trash on R.O.W. – US 1 & SR 40
- Trash picked up in median – US 1 from Wilmette to Hull Rd
- Debris pickup – US 1 from Wilmette to Pineland Trl

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightening, replacing, & installing signs & posts – citywide

Stormwater Maintenance

- Inlet inspection & clean hot spots – citywide
- Gates & pumps – citywide
- Pond maintenance – Tomoka Ave
- Basin inspections, clean, & locates – Zone 1
- Fleet – N Orchard St
- Installing basins and pipe – Sugar Creek
- Pipe replacement – Oak Dr & Windwood Cir

Vactor

- Vac-Truck – Inlet cleaning – Citywide
- Vac-Truck – Baffle box cleaning – Royal Palm

Fleet

- Mileage traveled by all departments for the week: 22,145
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0

- Quick Fleet Facts:
 - Fuel on hand: 7,758 gallons unleaded, 8,636 gallons diesel
 - Fuel used in one week: 2,026 gallons of unleaded and 529 gallons of diesel.
 - Fleet completed 38 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 Plant

- Delivered 39 million gallons for the week ending January 16, 202 (5.57 MGD).
- Backwashed 9 filters for a total of 607,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 16, 2021 @ 6.61 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 16.2 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 215,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.06 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.01 MGD.
- Produced 23.88 Million Gallons of Reuse.
- Produced 4.18 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2020 – December 31, 2020) (MGD):
 - Influent 4.46 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.94 (Permit 6 MGD);
 - Reuse 3.90 (Permit 10 MGD)

Water Distribution

- Responded to 21 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 28 calls from customers concerning leaking water.
- Replaced 2 malfunctioning residential water meters.
- Replaced 1 broken meter box.
- Installed 1 new residential irrigation water service.
- Replaced 7 water service due to leaks from rusted piping or low-pressure concerns.
- Repaired a 6" water main on Berkley Rd., and at the corner of Morning Star Ave & Oakview Cir.
- Repaired a 2" water main on Roberta Rd., Brook Station Dr. and on Stratford Place.
- Performed pressure testing on 1 City owned backflow prevention device.
- Installed a dual check valve on a residential water service (122 River Lane) to eliminate thermal expansion creating backward movement of potable water through meter/ water service.
- Replaced the fire hydrant body damaged by a large mower cutting high grass in a ditch at 1870 N. Highway US1.
- Performed valve maintenance on 10 valves with water main leaks.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 241 utility locates for the previous week.

Wastewater Collection

- Responded to 13 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 9 in the conventional system service area.
- Performed a Pep Tank locate @ 2 locations per customers' requests.
- Located and marked in the curb the inline reuse valve in front of 46 Deep Woods Way.
- Crews followed up on the weekend calls on the east & west sides of town.
- Performed onsite inspection of both OSCC and TOCC lake levels.
- Televised 31 sanitary service laterals from the ongoing PM. List.

- Checked broken meter box for 364 Putnam Ave.
- Flushed 103 Hickory Hills service lateral. (weekly maint.).
- Investigated a depression in the road in front of 1527 Oak Forest Dr. televised their sanitary service found no problem.
- Readjusted the floats @45 Carriage Creek.
- Locates for leak found in front of 31 Circle Creek Way, spoke with the home owner.
- Installation of a new pump and 12" riser @ 4 Tropic Lake Way
- Sanitary service verifications @ 74 N. St. Andrews, 1084 Roberts St. and 100 Huntington Place.
- Performed a project check of all (5) LPS subdivisions.

Wastewater Plant – Lift Stations

- SCADA – Configuring alarms and tie in wiring at lift stations.
- Effluent Transfer Pumps – installed pump seal cooling water manifold from source found near pump location.
- Bisulfite Tanks – filled fuel tanks on heaters and provide fuel containers for Operations staff.
- Effluent Transfer Pump #3 – installed new mechanical pump seal.
- Centrifuge Sludge Feed Pump #2 – adjusted pump packing as needed.
- Fermentation Submersible Mixer #10 – noisy operations noted, checked mixer, operating properly at time of inspection, left in service.
- Sludge Holding Tanks – installed signal cable between tanks and PLC #2 for connection of level transmitters to SCADA.
- Conducted plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 8D – removed old 3305 RTU, replaced with control wave micro.
- Aerator Transfer Pump 1 – installed and programmed new VFD.
- Lime Sludge Thickener – installed new rake drive motor.
- Well 41 – removed pump and motor for assessment, motor and wiring tested bad, awaiting repair quote.
- Well 38 – repair completed and well returned to operations.
- 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:

- City Clerk attended City Manager Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for January 19, 2021 Financial Forecasting Workshop.
- Staff attended and provided support for January 19, 2021 City Commission Meeting.
- Agenda packet preparation for February 2, 2021 City Commission Meeting.