

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 19, 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:

- Individual agenda review meetings with commission members
- City Commission meeting
- Managers COVID-19 conference call
- Claims committee meeting
- City Manager Virtual Think Tank
- As requested, general discussion meeting with Councilmember Post

PIO – Public Information

- Press Releases/Media
 - COVID-19 Vaccination Updates
 - Reel in the Fun Fishing Tournament
 - General citizen updates and media inquiries
- Social Media
 - COVID-19 Vaccine Event Changes
 - National Kindness Day
 - Retirement and Standing O Celebrations
- Attended
 - City Manager's Staff Meeting
 - Engineering/Planning Meeting
 - Volusia PIN Conference Call
 - City Commission Meeting
- Developing
 - Cassen Park Survey Plan
 - Social Media Communications Updates

Community Development

Planning

- There are two (2) applications for the March 3, 2021 Board of Adjustment and Appeals (BOAA) meeting as follows:
 1. 14B Oriole Circle: Rear and side yard variances to allow the re-construction of a destroyed hard roof screen porch.

2. 325 South Atlantic Avenue. Front and side yard variances to allow the construction of a new single-family house and garage with living area.
- Staff attended the Ormond MainStreet Board of Directors meeting.
 - Staff attended the Ormond Beach Arts District Board meeting.
 - Staff attended the neighborhood meeting for the Perrott Depot project at 29 North Perrott Drive. The Perrott Depot project seeks to modify the existing distribution and warehouse facility to add 12,540 square feet of storage/mini-storage buildings and associated site improvements.
 - Staff attended and presented at the Planning Board meeting regarding a Small Scale Comprehensive Plan (from "Open Space/Conservation" to "Medium Density Residential" with a condition of a maximum of 18 residential units) and Zoning Map amendment (from SE (Special Environmental) to R-4 (Single Family Cluster & Townhouse)) for the property at 1190 West Granada Boulevard.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 285 inspections performed within the city (90 by private providers).
- 110 permits issued within the city, with a valuation of \$2,344,645 (5 garage sales permits).

Development Services

- The SPRC met regarding the following items:
 1. Airport Road and Tymber Creek Road (former Marshside subdivision) and 475 North Tymber Creek Road (former Enclave subdivision). The discussion included a review of a conceptual plan for development as a residential subdivision.
 2. Parcel along Fleming Avenue. A discussion regarding the subdivision process, including the lots split process, preliminary plat, and final plat.
 3. 1141 North U.S. 1. The property owner discussed future plans for the development of property into an office building and potential storage.
- There are no projects under SPRC review at this time.
 1. 1480 North U.S. Highway 1, Ormond Ace Hardware. 2nd review. Construction of 16,853 square foot building for Ormond Ace Hardware with a garden center and associated site improvements.
 2. Internal Alley – 15’ ROW Vacation – 1480 N. U.S. Highway 1, Ormond Ace Hardware. 1st review. Right-of-way vacation for an ally internal to the property at 1480 N. U.S. Highway 1.
 3. Portion of Flagler Road – 5’ ROW Vacation – 1480 N. U.S. Highway 1, Ormond Ace Hardware. 1st review. Right-of-way vacation for a five (5’) foot portion of the Flagler Road right-of-way abutting the property at 1480 N. U.S. Highway 1.
 4. 1670 North U.S. Highway 1, Ormond Gateway. 3rd review. Development of a three lot commercial subdivision and associated site improvements.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	95%
Coolidge Avenue Office/Warehouse	95%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	95%

Extended Stay America	90%
FPL Substation Expansion	95%
Germfree driveway addition	15%
Nova Road Controlled Storage Climate	30%
Ormond Art Museum	5%
Publix	15%
Starbucks, Shoppes on Granada, Phase 2	15%
The Pumphouse	50%
Total Comfort	20%
Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	95%
Upscale Nails	90%
Residential	
Pineland, Phases 4 & 5	25%
Ormond Grande	10%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - The permanent traffic signal at the intersection of Broadway and N. US 1 is currently being installed.
- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
 - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland 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 participated in a Volusia Manufacturers Association Education Committee, which is responsible for providing VMA grants to schools to advance knowledge and learning about manufacturing.

- Staff presented at the Chamber's Economic Prosperity Hour on Wednesday, February 17 providing attendees an update on economic development activity in the City.
- Prospective Business Attraction/Retention/Expansion
 - Staff is conducting 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 notified that the City has been allocated \$57,162 under the Federal Aviation Administration's (FAA) Airport Coronavirus Response Grant Program (ACRGP). The ACRGP program is funded under the Coronavirus Response and Relief Supplemental Appropriations Act of 2020. Most ACRGP funds are intended to help keep people safe and employed by reimbursing operational expenses, debt service payments and costs related to combating the spread of pathogens at the airport. The program also includes funds to support FAA contract towers for items such as cleaning and sanitizing facilities affected by COVID-19 cases.
- Staff completed work with the Orlando Airports District Office (ADO) of the FAA to review and respond to auditor information requests pertaining to Airport Improvement Program grants received by the City from the FAA.
- Staff is working with Hoyle, Tanner and Associates, Inc. to respond to a Request for Additional Information (RIA) from the St. Johns River Water Management District (SJRWMD) pertaining to the Westside Development Area of the airport and the airport access roads project.
- The annual runway safety meeting for airport tenants and users will be held on February 26 at 10:00 a.m. The meeting will be conducted by Mr. Steve Brockett, of RVA Inc., Air Traffic Manager, and will be held at Tomlinson Aviation.

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 \$3.23 million dollars for hurricane Irma reimbursement.
 - The City closed hurricane Dorian at the FEMA level. Awaiting State obligation.
 - The annual audit was presented at the February 16 City Commission meeting.
- Completed Projects - Weekly
 - Processed 126 Journal Entry Batches.
 - Utility Billing Meter Readers completed 246 work orders.
 - Approved 21 Purchase Requisitions totaling \$490,973.23.
 - Issued 29 Purchase Orders totaling \$694,345.21.
 - Issued 582 past due notices on utility accounts.
 - Auto-called 335 utility customers regarding receipt of a past due notice.
 - Processed 537 payments through Interactive Voice Response System totaling \$42,809.
 - Processed 1,090 payments through City online payment portal totaling \$97,800.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
Grant reimbursement requests to date FY 20-21: \$1,639,312.00
- Other
 - Attended virtual weekly staff meeting.
 - Attended Neighborhood Improvement Advisory Board (NIAB) mandatory public hearing and served as the City's liaison to the Board.

Risk Management Projects

- Prepare files and attended Claims Committee meeting
- Attend webinar – FEMA disaster recovery

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 4
 - Hazardous: 3
 - EMS: 76
 - Motor Vehicle Accidents: 8
 - Public Assists: 51
 - TOTAL CALLS: 143

 - Aid provided to other agencies: 5 Calls – Daytona Beach (3), Volusia County (2)
 - Total staff hours provided to other agencies: 4
 - # of overlapping calls: 35
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 56
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 60
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- Training Hours
 - NFPA 1001: Firefighting 39
 - NFPA 1002: Driver 36
 - NFPA 1021: Officer 2
 - NFPA 1500: Safety/Equipment 30
 - EMT/Paramedic 6
 - TOTAL TRAINING HOURS: 113

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Chief Building Inspector (Planning)
 - City Clerk (Support Services)
 - Information Technology Manager (IT/Finance)
 - Meter Reader (Finance)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Plant/Pump Mechanic (Public Works)
 - Police Officer (Police)
 - Records Specialist (Police) open 1 week internally only

 - Interviews Scheduled
 - Community Service Officer (Police)
 - Information Systems Specialist (IT/Finance)
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Plant/Pump Mechanic (Public Works)
 - Police Officer (Police)

 - Background/Reference Checks/Job Offers
 - FirefighterEMT (Fire)
 - Police Officer (Police)
 - Treatment Plant Operator C, B, A, or Trainee (Public Works)

- Separations
 - Accounting Tech (Payroll/Finance)
 - Chief Building Inspector (Planning)
 - City Clerk (Support Services)
 - Meter Reader (Finance)
 - Plant/Pump Mechanic (PW)
 - Police Lieutenant (Police)
- Employee Events
 - Wellness incentives for 2021 ongoing.

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: 32
 - Completed: 38
 - In progress: 54
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 32,482
 - Inbound E-Mails Blocked: 7,507
 - Delivered Inbound E-Mails: 20,630
 - Quarantined Messages: 206
 - Percentage Good Email: 63.5%
 - Virus E-Mails Blocked: 1
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 8
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 7 : Total in system = 2,902
 - Meters GPS Located this week: 2 : 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

- LS senior staff met with Barth Associates regarding the Master Plan update.
- Updating website and social media pages

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 weekly administrative assignments and activities

Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continued enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Continued to monitor safety and security of the EDC building and grounds.
- Cleaned and reassembled beehive box to prepare for resetting of beehive.
- Coordinating with sign vendor for install of more education signs for exhibit tanks.
- Developing additional nature videos for posting to social media 1 to 2 times/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.
- SHS Boys Regional Soccer Game, Wednesday, 7 pm, Sports Complex, Championship Field 7
- SHS Girls Regional Soccer Game, Tuesday, 7 pm, Sports Complex, Championship Field 7
- SHS Girls & Boys Soccer Practices, Monday through Thursday, 5:30 pm, Sports Complex, Soccer Flds. 5/6/8
- SHS Softball Practices, Tuesday, Thursday, and Friday, Sports Complex, Quad #2, 3:30 pm
- SHS Softball Games, Tuesday and Thursday, 5:30 pm, Sports Complex, Championship Softball Field
- SHS Baseball Practices Wednesday and Thursday, Sports Complex, Wendelstedt Fields #2/#3, 3:30 pm
- SHS Baseball Games, Tuesday and Friday, 4 pm and 7 pm, Wendelstedt Fields #1 & #3, Sports Complex
- OBGS 9/10/11/12's/13's/14's Practices, Tuesday and Thursday, 6 pm, Nova Fields 2-5, Wendelstedt Fields #2/#3
- OBSC Soccer Competitive practices, Monday through Thursday, 5:30 pm, Sports Complex, Soccer Fields
- OBYBSA "Spring Training" Clinics, Monday and Wednesday, 6 pm, Nova Fields

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 and weeding infields
- Paint Soccer Fields 2/9/10
- Painted corner on Multi-Purpose Fields 11/12

Performing Arts Center

- Attended Memorial Day Remembrance Committee meeting.
- Delivered PPE supplies to city departments.
- 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

- Open park and pavilion
- Basketball and gym use by reservation only
- Jazzercise on Monday, 5:30 pm
- PAL tutoring program Tuesday through Thursday, 3 pm to 6 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Handling tasks and assignments for Reel in the Fun Fishing Tournament, Saturday, February 27.
 - Delivering fishing tournament flyers to school.
 - Making goody bags.
 - Took trophies to be re-plated.
 - Purchasing additional prizes.
- Developing alternative forms of delivering spring and summer events, and includes using the COVID-19 safety plan, for large events.

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 being held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on, Wednesday and Thursday, 5:45 pm
- Ms. Debby's Dance and Acting classes will be held on Tuesday and Friday from 4:30 pm to 6:30 pm
- Virtual Lunch Bunch will resume on Wednesday 11 am to 2 pm

The Casements

- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements was open on Monday through Friday for self-guided tours with over 300 guests touring last week.
- The Casements staff worked on a new activity called "The Casements Connections" geared to school aged children to make learning fun with history and shapes.
- Once Upon a Storytime went live on Facebook Tuesday at 10 am.
- On Tuesday staff met with Ormond Mainstreet at 10:30 am to discuss this year's story stroll.
- Ora Yoga classes returned to the dance room on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- The Chamber's Leadership group visited The Casements on Wednesday morning for a brief tour before taking the historical walking tour with Ormond Beach Historical Society.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am in the dance room.
- Staff worked on new a new program that will take place in March on every Monday called "Millionaire Monday."

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Check trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Various repairs at Magic Forest
- Plaque refinished at Andy Romano Beachfront Park

- Installed plaque at Sports Complex
- Repaired dock at Riverbend Park

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Repaired gate at Fleet
- Replaced a ceiling tile at the MacDonald House
- Installed a vent in the drain line at WTP
- Ice machines repaired at Public Works
- Replaced tennis net at the middle school
- PVC line repaired at the MacDonald House
- Repaired pump piping leak at the Tennis Center
- Outside toilet repaired at the EDC
- Repaired the lighting systems at the airport for Runway 17/35 at the airport
- Installed a screen wire wall in the south openings of the interior of the gym at South Ormond Neighborhood Center
- Doorbell repaired at WWTP
- Replaced outdoor court lights at South Ormond Neighborhood Center

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff conducted a Supervisor Meeting
- Staff met to finalize Lieutenant selection process for the agency
- Staff hosted the monthly Police Department budget meeting
- Staff visited the college for recruiting purposes
- Staff coordinated with Fleet Maintenance to deploy new vehicles
- Staff met with Fire Department regarding Special Response Team members
- Staff addressed various traffic complaints

Community Outreach

- Youth Leadership Council (YLC) – Eight (8) YLC members attended a FaceTime meeting Saturday, February 1. Eight (8) members attended a Valentine's Exchange Brunch and reviewed future projects on Monday, February 16. YLC members will be attending the virtual State of Florida Association of PAL all Regional training.
- OBPAL Basketball – Eight (8) members attended practice for the basketball program. Teams are being selected for the State of Florida Association of Police Athletic Leagues Annual Basketball Tournament to be held the end of March in Jacksonville. The tournament will be a drive-in event for OBPAL teams.
- PAL Educational Programs
 - OBPAL *Tutors R Us* continues at the South Ormond Neighborhood Center. Twenty (20) students are registered for the afterschool tutoring program. *Tutors R Us* provides tutoring in all academic areas for students in grades K-12.
 - *READ, Reading, Exploration, Adventure and Discovery* began February 8 at Ormond Beach Elementary School. Nine (9) students are registered for the program. Due to COVID-19 restrictions *READ* has a reduced enrollment and is only offered on Tuesdays this year. *READ* provides an opportunity for students to increase their language arts skills through reader's theater, vocabulary games, story games and creative writing.
 - Science on Patrol at Ormond Beach Middle School is schedule to begin February 23.

- Donut Dash 5K 2021 – The OBPAL Donut Dash registration page has been updated with information for the 2021 race. The Donut Dash 5K 2021 is currently scheduled for 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: 44
- Animal Reports: 3
- Trap Neuter Release: 3
- Animal Bites: 1
- Animals to Halifax: 2
- Wildlife Calls: 3
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 10
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 8
- Inactive: 3
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 1
- Grand Theft: 0
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0
- Baker Act/RPO: 1

Records

- Walk - Ins / Window: 62
- Phone Calls: 102
- Arrest / NTA'S: 15
- Citations Issued: 90
- Citations Entered: 39
- Reports Generated: 131
- Reports Entered: 125
- Warnings Entered: 69
- Mail/Faxes/Requests: 15

Operations

- Crime Opportunity Report Forms: 107

02/10/21

- Carbreak/Battery Arrest, 183 Rockefeller Drive #C. Subject became irate with a taxi driver because her card was declined and punched the victim in the head.
- Theft, 1608 North United States Highway One (Extended Stay). The victim suspects that an acquaintance stole her wallet while at this location.

- Aggravated Assault Domestic Violence, 21 Cardinal Drive #B. Subject was threatened outside of her home by an ex-boyfriend. Victim delayed reporting the incident.
- Narcotics Arrest, 1657 North United States Highway One (Arby's). Subject was placed under arrest for a confirmed warrant where narcotics were found on his person.
- Prowler Arrest, 89 South Atlantic Avenue. Subject contacted in the parking lot of the Ocean Front Condos and seen by multiple witnesses pulling on car door handles.
- Warrant Arrest, 1657 North United States Highway One. Subject was placed under arrest for a confirmed warrant where narcotics were found on his person.

02/11/21

- Carbreak, 926 North United States Highway One #35, (Ormond RV Storage). An unknown suspect entered the victim's RV and stole personal items and jewelry.
- Warrant Arrest, 29 Chippingwood Lane. Subject contacted and found to have an open warrant.

02/12/21

- Aggravated Assault with a Deadly Weapon, 502 Collins Street. Subject claimed that her roommate held a hatchet while making threats toward her.

02/13/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all of his merchandise.

02/14/21

- Driving Under the Influence Arrest, Interchange Boulevard/West Granada Boulevard. A traffic stop investigation found that subject was intoxicated.

02/15/21

- Auto Theft, 2 Business Center Driver #4. An unsecured 12ft enclosed trailer containing approximately \$3,000 worth of tools was stolen from this location overnight.
- Stolen Vessel, 468 South Halifax Drive. An unsecure 1995 jet ski, trailer, and trailer tag were stolen over the last two days.
- Battery Dating Violence Arrest, 98 Rocky Ridge Trail. Subject was involved in a verbal altercation with her boyfriend that turned physical.
- Traffic Arrest, 3 North Yonge Street (7-11). Investigation during a traffic stop led to the arrest of a Habitual Traffic Violator.

02/16/21

- Auto Theft, 1400 Hand Avenue #K. Victim had AAA jump start her vehicle due to battery issues. Victim left the vehicle running to allow the battery to charge. Victim returned approximately two hours later to find the vehicle missing.
- Prowler Arrest, 1636 North United States Highway One (Destination Daytona). Subject observed by law enforcement stripping copper wire from junction boxes within the parking medians.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 37
 - Number of Citations issued: 29
 - Number of Written Warnings Issued: 41
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - 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: 5 Cases initiated
 - Zone 2: 9 Cases initiated
 - Zone 3: 6 Cases initiated
 - Zone 4: 11 Cases initiated
 - 9 signs have either been removed or sign cases created.
 - 5 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in's and sixty-five (65) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing, a progress meeting was held on February 16.
 - Broadway/US1 Traffic Signal – The project is substantially complete.
 - Casements North Side Improvements – Railing designs have been modified, revised plans are being submitted for Building Permit approval. Driveway paver installation ongoing.
 - Fiber Optic Connectivity – Proposals to repair/replace FS-91 and John Anderson Drive fiber optic conduit are being prepared by the contractor. MOT plans are in process.
 - Landscape Renovations-Variou City Parks & Facilities – Construction is 95% complete.
 - Gazebo Replacement CP II – Foundation work is ongoing, project scheduled for substantial completion March 8.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – Removal and replacement of the west wall exterior siding is ongoing. Access ramp plans are being submitted for building permit approval. Progress meeting scheduled for March 5.
 - Granada Mid-Block Lighting Improvements – Contracts are executed, a pre-construction meeting is being scheduled.
 - 2021 Storm Lining - Construction is underway.
 - 2021 Sewer Lining/Manhole Repair – Construction is underway.
 - Birthplace of Speed Park Observation Deck Replacement – Construction is complete.
 - Florence St On-Street Parking – Contracts are executed, a pre-construction meeting is being scheduled.
 - Riviera Park Pedestrian Signals – Long lead time materials are on order.
 - Bidding:
 - Wilmette Stormwater Pump Station – Bid awarded at the February 16 City Commission meeting.
 - Downtown Banner Pole Replacement Re-Bid – One bid was received, bid award scheduled for March 16 City Commission meeting.
 - Facility Hardening – The project was advertised on February 7, a pre-bid meeting is scheduled for February 24, and bids are due on March 11.
 - 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 border mockup installation in process.
 - Update Parks & Recreational Master Plan – First public meeting is scheduled for March 31. Staff will meet with the Quality of Life Board and Leisure Services Advisement Board on April 1.
 - Business Park Drive Phase II – Design is in process.
 - Police Station Chiller – Preparing an agenda item for approval to bid the project.
 - CDBG Fleming Avenue/CP I Playground – Disposition item for approval to advertise is on-hold until CDBG funding is approved and released.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in in process.
 - SONC Gym – Final design comments were returned to the consultant. Consultant is preparing bid documents.
 - Water Main Replacement – Mainland – A Work Authorization for design is being prepared for City Commission approval.
 - Water Main Replacement – Peninsula – A Work Authorization for design is being prepared for City Commission approval.
- Departmental Activities
 - Reviewed 32 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

- Poured sidewalk on Trina St; stripped form, backfill & cleanup
- Poured sidewalk at 40 & A1A; clean up
- Remove driveway apron and form on N Yonge St

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 at Northbrook & N Beach; N Ridgewood; Seville; Hidden Hills
- Picked up debris at Nova Community Center

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

Stormwater Maintenance

- Moved bleachers at Sports Complex
- Removed tide flex valve on Harvard Dr
- Cleaned catch basins, checked pumps in zones 1 & 2

- Cleaned catch basins, check pumps, locates in zones 3 & 4
- Cleaned out baffle box on Sylvania Pl
- Locates & basin cleaning citywide
- Basin repair on N Yonge St
- Gates and pumps citywide

Vactor

- Baffle box cleaning on Standish Dr
- S Beach St

Fleet

- Mileage traveled by all departments for the week: 22,252
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 7,274 gallons unleaded, 5,248 gallons diesel
 - Fuel used in one week: 2,321 gallons of unleaded and 784 gallons of diesel.
 - Fleet completed 44 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 37.58 million gallons for the week ending February 13, 2021 (5.37 MGD).
- Backwashed 9 filters for a total of 573 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 13, 2021 @ 6.83 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 64.8 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 103,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.56 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.94 MGD.
- Produced 20.35 Million Gallons of Reuse.
- Produced 7.21 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2020 – December 31, 2020) (MGD)):
 - Influent 4.49 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.99 (Permit 6 MGD);
 - Reuse 3.80 (Permit 10 MGD)

Water Distribution

- Responded to 7 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 14 calls from customers concerning leaking water.
- Replaced 3 malfunctioning residential water meters.
- Replaced 7 broken meter boxes/lids
- Replaced 7 water services due to leaks from rusted piping or low-pressure concerns.
- Installed 3 new residential meters.

- Performed pressure testing on 4 City owned backflow prevention, made repairs as needed.
- Disconnected old 2 inch abandoned galvanized water main at 587 N Yonge St.
- Repaired 6 inch gate valve at water plant.
- Tested 2 commercial meters.
- Utility locate services for water/wastewater/reuse/city power and fiber optic cables: received notice of approximately 191 utility locates for the previous week.

Wastewater Collection and Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Installed basket into PEP chamber at 83 Deep Woods Way.
- Follow up on trouble call from weekend. TV'ed sanitary lateral at 226 Ormwood Dr. No issue on city side.
- TV'ed sanitary lateral at 216 Ormwood Dr. per customer request.
- Raised C/O to grade at 1102 Northside Dr., 1102 Brookside Dr.
- Replaced Broken PEP tank at 14 Canterbury Woods
- Rehabilitated PEP tank at 135 Cedar Creek Way.
- Locating sanitary services on Sanchez Ave. for lining contractor.
- Cleaned and TV'ed 8 sanitary laterals on PM list.
- Responded to 1 reuse trouble calls.
- Responded to no reclaimed call at 1010 John Anderson Dr. Curb stop is on, unable to access customer's zone valves. Checked surrounding homes, all have good pressure.

Wastewater Plant – Lift Stations

- PEP Tank 3 coquina Lake Way – replaced control panel.
- Scum Well #1 – installed silence button for audible alarm.
- Tea Cup control panel – identified timing relays and labeled.
- Chlorine contact deck – replaced LED post top light, replaced metal halide bulb and ballast on post top light.
- Chlorine Peristaltic Pump #1 – won't power up, replaced fuse, still won't power up, power supplied to circuit board but not passing through to operate motor, replace with Used Inventory.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Clari-Cone #1 – install 2 new blowdown valves at cone.
- Granada Booster Station – replaced broken Butterfly isolation valve, troubleshoot and repair remote operation of pump #2.
- Well 34H – replaced sample tap.
- 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 February 16, 2021 City Commission meeting.
- City Clerk attended Claims Committee meeting.
- Agenda packet preparation for March 2, 2021 City Commission meeting.