

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 4, 2020

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 Meeting
- Senior staff, and Larry Wheatcraft, ICMA Veterans Local Government Management Fellow
- ICMA 2021 Regional Conferences Advisory Committee meeting
- Team Volusia virtual board meeting

PIO – Public Information

- Press Releases/Media
 - Merry & Bright on Main Street
 - General citizen inquiries
 - General media updates and interview coordination
- Social Media
 - Obie the Christmas Elf Debut with Daily Updates
 - Cold Weather Safety Reminders
 - Small Business Saturday promo
 - Grinchbusters Toy Drive promo
- Attended
 - City Commission Meeting
 - Virtual Tree Lighting
 - Volusia PIN Network Meeting
 - Engineering/Planning Meeting
 - NextDoor 2021 Webinar
- Developing
 - Updated handouts for transportation and legislative priorities

Community Development

Planning

- Staff attended the neighborhood meeting for the Tymber Creek Apartments.
- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- The Planning Board meeting is scheduled for December 10, 2020 and the agenda and packet are available at: <https://www.ormondbeach.org/224/Planning-Board>.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued
- 236 inspections performed within the city (43 by private providers).
- 76 permits issued within the city, with a valuation of \$2,082,689 (2 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- The following projects are under review of the SPRC:
 1. 1480 North U.S. Highway 1, Ace Hardware. 1st review. Proposed 11,969 square foot Ace Hardware building with an outdoor garden center and associated site improvements on a 2.683 parcel.
 2. 548 North Nova Road. 1st review. Volusia Memorial Park and Funeral Homes seeks approval of a temporary cooler for a period of twelve (12) months at 548 North Nova Road. The Land Development Code requires temporary structures to be reviewed by the Site Plan Review Committee and acted upon by the City Commission (scheduled for December 15, 2020).
 3. 835 Hull Road, RV and Boat Storage. 1st review. Application for RV and boat storage along Hull Road.
 4. Pineland Subdivision, Final Plat Phases 4 & 5. 1st review. Final plat for 78 single family lots.
 5. 1644 North U.S. Highway 1, Ormond Truck Wash. 1st review. Proposed 17,428 square foot truck wash and associated site improvements.
 6. 350 Clyde Morris Boulevard, Paradise Pointe ALF. 1st review. 87 unit Assisted Living Facility (ALF) for 120 residents. Total square footage of 80,351 on a 12.05 acre parcel.
 7. 1670 North U.S. Highway 1, Ormond Gateway. 2nd review. Development of a three lot commercial subdivision and associated site improvements.
 8. 85 Hangar Way, KOMN Condominium Association. 1st review. Construction of two hangars. Lots 1 & 2 are 1.63 acres and a proposed building of 15,720 square feet. Lot 3 is 2.24 acres and a proposed building of 23,520 square feet.
 9. 2011 West Granada Boulevard and 36 North Tymber Creek Road, Tymber Creek Apartments. 3rd review. Development of 300 multi-family units and associated site improvements.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Casements, Carriage House expansion	90%
Coolidge Avenue Office/Warehouse	75%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	25%
Extended Stay America	80%
FPL Substation Expansion	50%
Nova Road Climate Controlled Storage	5%
Publix remodel	100%
The Pumphouse	35%

Total Comfort	15%
Residential	
Pineland, Phases 4 &5	5%
Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	90%
Upscale Nails	80%

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 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.
 - Staff is assisting the County with the Relaunch Volusia Small Business Grant and Home Based Business grant application process and notifying the business community of the program.
 - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs.
 - Participated in the Ormond Chamber's Economic Prosperity Hour meeting on Wednesday, December 2 and provided an update on economic and development activity in Ormond Beach.
 - Participated in Team Volusia's Practitioner Council meeting on Wednesday, December 2nd to discuss regional site selection activity and marketing efforts of Team Volusia.
- Prospective Business Attraction/Retention/Expansion
 - Staff has been calling businesses in the business community including major employers, companies in the Airport Business Park, and many of the smaller business centers in the City.
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower because of COVID-19.
 - Publix has initiated improvements to the former Lucky's supermarket store.

Airport Operation and Development

- Staff conducted a design meeting for the Taxiway Delta rehabilitation project. Staff will begin preparations for the bidding and construction aspects of the project.
- Staff has prepared an agreement and purchase authorization for VirTower software system. The VirTower system provides the ability to accurately track aircraft both in flight and on the ground,

and has proven to be helpful in tracking aircraft operations for state and federal reporting purposes. The software also aids with encouraging compliance with voluntary noise abatement procedures.

- Staff has begun the process to review site plans and other materials submitted by KOMN Hangar Investors, LLC for the proposed development of a new hangar facility in the southeast quadrant of the airport. The FAA has completed their review of the construction safety and phasing plan for the project and has issued conditional approval.
- Staff is in receipt of the FAA's draft 2020 Terminal Area Forecast (TAF) for the Ormond Beach airport. The TAF is the official FAA forecast of aviation activity for U.S. airports. It contains active airports in the National Plan of Integrated Airport Systems (NPIAS) including FAA-towered airports, federal contract-towered airports, non-federal towered airports, and non-towered airports. The forecasts are prepared to meet the budget and planning needs of the FAA and provide information for use by state and local authorities, the aviation industry, and the public. Staff will compare the draft 2020 TAF with current operational data and provide comments to the FAA as needed.
- Periodic cleaning of the solar shades, windows and frames at the air traffic control tower has been completed.
- Staff is in receipt of initial comments from the SJRWMD concerning the design of the proposed access roads for the southwest quadrant of the airport. The City's consultant is using the information from SJRWMD to coordinate wetlands mitigation needed for the project.
- Staff has been advised that the FDOT will conduct the airport's annual licensing inspection prior to February 28, 2021.

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 119 Journal Entry Batches.
 - Utility Billing Meter Readers completed 273 work orders.
 - Approved 19 Purchase Requisitions totaling \$487,835.50.
 - Issued 17 Purchase Orders totaling \$574,029.52.
 - Issued 240 past due notices on utility accounts.
 - Auto-called 125 utility customers regarding receipt of a past due notice.
 - Processed 527 payments through Interactive Voice Response System totaling \$41,036.69.
 - Processed 1,116 payments through City online payment portal totaling \$90,602.47.
 - Prepared 67 Accounts Payable checks totaling \$77,725.92 and 26 Accounts Payable EFT payments totaling \$433,833.06.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Continued working with ASAP and JustGrants to resolve issues with the migration to the new platforms.
 - Working on the anticipated approval of the FY 20-21 Community Development Block Grant (CDBG) agreement for early 2021.
 - Grant reimbursement requests to date FY 20-21: \$46,648.85

Other

- Completed December 2020 Employee Newsletter
- Attended virtual staff meeting.
- Attended City Commission meeting.

- Attended the Bureau of Justice Assistance Coronavirus Emergency Supplemental Funding (CESF) Program Grantee Training.

Risk Management Projects

- Managed subrogation files
- Prepared Safety Team training material

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 6
 - Hazardous: 2
 - EMS: 93
 - Motor Vehicle Accidents: 4
 - Public Assists: 50
 - TOTAL CALLS: 156

 - Aid provided to other agencies: 9 Calls – Daytona Beach (3), Volusia County (6)
 - Total staff hours provided to other agencies: 10
 - # of overlapping calls: 39
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
 - Total EMS patients treated: 70
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 81
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- Training Hours
 - NFPA 1001: Firefighting 8
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 32
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 54
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- Significant Incidents
 - 11/28/20, 1:31 PM: 1900 Ocean Shore Blvd. – Water Rescue – Dispatched to a drowning – three patients rescued from water – all patients were transported with one drowning fatality.
 - 12/1/20, 4:01 PM: W. Granada Blvd. / Clyde Morris Blvd. – Motor Vehicle Accident – Upon arrival found a two-vehicle collision with heavy damage – two patients with one transported as a trauma alert – a firefighter assisted EVAC during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution) /Public Works)
 - Plant/Pump Mechanic (Public Works)
 - Police Officer (Police)
 - Treatment Plant Operator C, B, or A (Wastewater Plant/Public Works)
 - Water Distribution Operator 3 (Public Works)

 - Job Openings on Hold
 - Part Time Box Office Attendant (Performing Arts Center/Leisure Services)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker I (Senior Center/Leisure Services)
 - Part Time Recreation Leader (Performing Arts Center/Leisure Services)

- Applications Under Review
 - City Engineer (Engineering)

- Lead Records Specialist (Police)
- Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
- Interviews Scheduled
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Police Officer (Police)
- Background/Reference Checks/Job Offers
 - Account Clerk II (Finance)
 - Firefighter/EMT (Fire)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Police Officer (Police)
 - Treatment Plant Operator C, B, A, or Trainee (Water Plant/Public Works)
- Employee Events
 - Wellness Plan HSA contribution opportunities through 12-31-2020:
 - Non-tobacco-use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities
 - Open Enrollment for benefits currently underway until 12-11-2020

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: 23
 - Completed: 39
 - In progress: 48
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 27,106
 - Inbound E-Mails Blocked: 11,132
 - Delivered Inbound E-Mails: 15,974
 - Quarantined Messages: 501
 - Percentage Good Email: 58.9%
 - ATP/Virus E-Mails Blocked: 53
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 14
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,827

- Meters GPS Located this week: 0: Total in system = 23,940; 23,116 potable, 813 irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Working with Coordinators to develop plan to re-open facilities and programs
- Tree lighting ceremony
- Merry & Bright on Main Street planning
- LS Master Plan meeting
- 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
- Conducted over-site of enhancement, trimming, installation and application projects
- Follow-up to concerns, issues and questions within scope of work weekly administrative assignments and activities

Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed office re-painting for incoming Utilities Manager at PW.
- Completed splash pad renovations project at Andy Romano Beachfront Park and South Ormond Neighborhood Center.

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.
- Coordinating with aquarium vendor to stabilize water quality in turtle tank.
- Decorated EDC Christmas tree at The Casements.
- Installing holiday decorations.
- Developing additional 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 1pm daily.
- SHS Girls and Boys Soccer will have practices this week on Monday through Friday, Sports Complex, Soccer Fields 1, 4, and 10. No home games this week.

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 fields/infields
- Painted soccer fields corners 1- 6, 8 - 10
- Painted soccer parking lot corners
- Put up new batting cage nets
- Paint Championship field 7 for SHS soccer games

Performing Arts Center/Tennis Center

- As performances/events at the PAC are not being held due to COVID-19, staff is temporarily assigned to the Tennis Center.
- Sent daily court condition texts to tennis players in the 8 am group, and Greater Volusia Tennis League players.
- Attended Ormond Beach Performing Arts Friends Board meeting.
- Attended meeting with FDOT staff regarding a public meeting at the PAC on December 3.

South Ormond Neighborhood Center

- Open gym to reservations only for basketball
- Cleaned and sanitized between players
- Jazzercise was held on Monday from 5:30 pm to 6:30 pm
- The splash pad is currently closed

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Santa's mailboxes are checked for letters twice weekly at Nova Community Center and The Casements.
- Assisted with City Commission workshop meal, Tuesday, December 1
- Continued planning of Merry & Bright on Mainstreet December 12-19

Nova Community Center and Special Populations

- Planned and hosted a virtual Lunch Bunch.
- 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, 5:30 pm
- Ms. Debby's Dance and Acting classes will be held on Tuesday and Friday from 4:30 to 6:30 pm

The Casements

- The Casements is closed this week to decorate the home for the holidays.
- The Holiday Story Stroll featuring "The 12 Days of Christmas" will open to the public beginning on Saturday, Dec 5
- The Casements Guild Gift Shoppe will open this Saturday from 8 am to 12 pm.
- Ora Yoga class met at The Casements on Tuesday and Thursday from 9 am to 10 am, and Wednesday from 6 pm to 7 pm at Bailey Riverbridge.
- "Did You Know?" was 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 at Bailey River Bridge.
- Construction continued on the North Lawn and Carriage House expansion project.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected all virus signs on bathroom doors
- Inspected signs at all playground equipment
- Tennis Center maintenance
- Repaired table tops at Central Park I
- Repaired canopies at Andy Romano Beachfront Park
- Posted high tide signs at Sanchez Park
- Delivered soil to the community gardens

- Repaired walkway at Magic Forest
- Installed new grills at Fortunato Park and Central Park I

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
- Replace ceiling tiles at City Hall
- Reset PEP tank at Nova Community Center
- Toilet unplugged at The Casements
- Replace HVAC fan belt at City Hall
- Replaced ceiling tiles at the Performing Arts Center
- Cleaned ceiling vents at Ames Park
- Thumb reader repaired at Police Department
- Drain back up cleared WWTP
- Outside bathroom water leak addressed at South Ormond Neighborhood Center
- Roof leaks repaired at Performing Arts Center
- Toilet running addressed at The Casements
- Dishwasher replaced at FS94
- Airport gate #9 repaired
- Roof leak addressed at Ames Park and Nova Community Center

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff hosted a meeting with supervisors
- Staff attended the Outreach/MRAP toy drive at Wal-Mart
- Staff attended and monitored the protest activities
- Staff implemented a daily training structure for sworn personnel

Community Outreach

- Youth Leadership Council (YLC) – The next community service project will be the OBPAL Annual Holiday Event on December 16 at the South Ormond Neighborhood Center.
- OBPAL Basketball – Three members of the basketball team participated in open gym practice following the facility guidelines listed for individual or small group practice.
- Educational programs were not offered during the Volusia County Schools Thanksgiving break.

Community Services & Animal Control

- Animal Calls responded to: 22
- Animal Reports: 2
- Trap Neuter Release: 2
- Animal Bites: 0
- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 12
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 9
- Inactive: 11
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 4

- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults/battery: 0
- Police Information: 1

Records

- Walk - Ins / Window: 36
- Phone Calls: 91
- Arrest / NTA'S: 13
- Reports Generated: 119
- Reports Entered: 110
- Citations Issued: 40
- Citations Entered: 40
- Warnings Entered: 196
- Trespass Warnings: 13
- CORF Entered: 169
- Mail / Faxes / Request: 49

Patrol

- Total Calls: 1376
- Total Traffic Stops: 48

Operations

Crime Opportunity Report Forms 91

- 11/25/2020
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was contacted after attempting to leave the store with items that were not scanned properly at the self-checkout.
 - Shoplifting Arrest, 1478 West Granada Boulevard (Publix.) Subject contacted after leaving the store without paying for various items. Subject also was found to have an open warrant.
- 11/26/2020
 - No part one crime reported.
- 11/27/2020
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Three subjects were witnessed taking merchandise from the business.
 - Narcotics Arrest, 690 South Nova Road (7-Eleven.) Subject was contacted after falling asleep behind the wheel of his vehicle and in possession of narcotics.
 - Driving under the Influence Arrest, North Nova Road/West Granada Boulevard. Subject was contacted during a traffic stop and found to be intoxicated.
- 11/28/2020
 - Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's.) Two subjects were seen leaving the property without paying for items valued at \$847.44. Items were recovered and returned to Lowe's after one subject was apprehended. A stolen vehicle was also recovered during this call.
 - Carbreak, 11 Silver Fox Trail. Unlocked vehicle was entered overnight, nothing was taken.
 - Carbreak, 22 Silver Fox Trail. Unlocked vehicle was entered overnight, nothing was taken.
 - Carbreak 4 Lionhead Drive. Unlocked vehicle was entered overnight, \$50 in coins and a necklace were taken.

- Fleeting and Eluding Arrest, Ocean Shore Boulevard/Seacrest Drive. Officers were assisting Beach Safety and VSO with a drowning call when a driver deliberately went around patrol cars that were blocking the area and refused to stop when ordered to do so. The driver came back through the area a short time later and was again ordered to stop and failed to do so a second time. After clearing the call, the vehicle was located and the driver was taken into custody without incident.
- Stolen Tag, 175 Interchange Boulevard (Sleep Inn.) Victim advised that her out of state tag was taken from this location.
- Shoplifting Arrest, 795 West Granada Boulevard (CVS.) Employees witnessed a subject conceal items and leave the store without paying for them. Subject was contacted and arrested.
- Larceny Arrest, 250 East Granada Boulevard (CVS.) Subject took a shopping cart that belongs to the business off the property. Subject and the shopping cart were located at a nearby business and the subject was taken into custody.
- Narcotics Arrest, 601 Division Avenue (Environmental Discovery Center.) Subject contacted at the closed park after hours and found to be in possession of narcotics.
- 11/29/2020
 - Battery on a Law Enforcement Officer Arrest, 955 South Nova Road (Oasis Mobile Home Park.) Subject contacted regarding a domestic disturbance got physical with officers when taken into custody for making suicidal statements.
 - Battery Arrest, 280 Grove Street. Officers responded to a call for two males fighting in the street. One subject began to fight with officers when taken into custody, kicking and banging his head into the patrol vehicle and causing damage.
 - Battery Domestic Violence Arrest, 125 Hollow Branch Crossing. Subject was contacted after getting in a physical altercation with her sister at this location.
 - Driving under the Influence Arrest, 1657 North United States Highway One (Loves Truck Stop.) Officers responded to the location in reference to a person acting erratically. A subject was contacted operating a tractor trailer in a reckless manner and was determined to be intoxicated.
- 11/30/2020
 - Theft, 203 South Orchard Street. Victim's UPS package was taken from the doorway of the residence.
- 12/01/2020
 - Carbreak, 454 South Yonge Street (Turner Pest Control.) An unknown subject attempted to cut the exhaust off of a company vehicle.
 - Battery Domestic Violence Arrest, 502 South Ridgewood Avenue. Subject got into a physical confrontation with a family member at this location.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 13
 - Number of Uniform Traffic Citations Issued: 8
 - Number of Written Warnings Issued: 7
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 4
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0:

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 0 Cases initiated

- Zone 2: 1 Case initiated
- Zone 3: 4 Cases initiated
- Zone 4: 1 Case initiated
- 3 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's 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 and access stairs building permit is scheduled to be approved the week of December 7.
 - Broadway/US1 Traffic Signal – Mast arm installation is in process.
 - Casements North Side Improvements – Carriage House interior work is ongoing.
 - Fiber Optic Connectivity – FS 92 fiber optic cable terminations are complete; network configuration is ongoing. FS 91 cable installation is being scheduled. John Anderson Drive fiber optic conduit is complete, cable installation is ongoing.
 - 2020 Microsurfacing – The work is complete.
 - Landscape Renovations-Variou City Parks & Facilities – Construction is ongoing.
 - Gazebo Replacement CP II – Permit plans are approved, material is on order.
 - CDBG SONC Fitness Station – Construction has commenced.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Restoration – Work Authorization for work on east and west elevations was approved at the 12/1 City Commission meeting.
 - Bidding:
 - Granada Mid-Block Lighting Improvements – Bids were opened on October 28 and are under review.
 - Florence St On-Street Parking – Project was advertised on October 27, a pre-bid meeting was held on December 1, and bids are due on December 9.
 - 2021 Storm Lining & Sewer Lining/Manhole Repair - Bids were opened on November 11 and are under review.
 - Wilmette Stormwater Pump Station - Bids were opened on November 11 and are under review.
 - 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 is finalizing plans and specs, permits are being submitted.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Granada Streetscape Pavers – Paver color selection is being reviewed by the Mainstreet Board.
 - Update Parks & Recreational Master Plan – A project introduction meeting was held on November 10, project kickoff scheduled for January 2021.
 - Business Park Drive Phase II – Design is in process.
 - Police Station Chiller – Design kick-off meeting was held on November 23, 60% design documents scheduled for submittal by December 28.
 - CDBG Fleming Avenue/CP I Playground – Preparing RFP documents, project scheduled to advertise in January, 2021.

- Riviera Park Pedestrian Signals – Bid documents are being prepared.
- Departmental Activities:
 - Reviewed 39 Engineering Permit applications through the ProjectDox system.
 - Created and approved 4 Franchise Utility permits, and 8 ProjectDox permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Poured sidewalk – Thompson Creek Rd
- Removed sidewalk & roots – Pine Rd
- Removed sidewalk & form – Wilmette Ave

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

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
- Straightened, replaced, & installed signs & posts citywide
- Putting away ordered inventory

Stormwater Maintenance

- Reach out – State Rd 40
- Replaced 4" pipe – Granada Approach
- Locates - citywide
- Inlet inspection & clean – citywide
- Pipe install – Granada Approach
- Gates & pumps – citywide
- Inlet inspection and clean – beachside

Vactor

- Vac Truck – Bramblewood

Fleet

- Mileage traveled by all departments for the week: 20,724
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 4

- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 3,087 gallons unleaded, 6,299 gallons diesel
 - Fuel used in one week: 2,751 gallons of unleaded and 633 gallons of diesel.
 - Fleet completed 32 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.
- SPRC Projects
 - 85 Hangar Way, KOMN Condo Association: Under review
 - 1670 N US Hwy 1, Ormond Gateway Sub: Under review
 - 350 Clyde Morris, Paradise Point ALF: Under review
 - 1644 N US Hwy 1, Ormond Truck Wash: Under review
 - Pineland Ph 4&5 Plat: Approved
 - 835 Hull Rd, Hull Rd RV & Boat Storage: Approved with advisory comment.
 - 4 Sunshine Blvd, Germfree Driveway Addition: Completed review, revision required.
 - 548 N Nova Rd, Temporary Structure: Approved
 - 1480 N US Hwy 1, Ace Hardware: Under review
 - 176 Division Ave, South Ormond Neighborhood Center: Approved

Water Treatment Plant

- Delivered 38.08 million gallons for the week ending November 28, 2020 (5.44 MGD).
- Backwashed 10 filters for a total of 621,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 28, 2020 @ 6.87 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~48.6 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 38.42 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.49 MGD.
- Produced 19.86 Million Gallons of Reuse.
- Produced 18.56 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2019 – October 31, 2020) (MGD):
 - Influent 4.35 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.66 (Permit 6 MGD);
 - Reuse 4.21 (Permit 10 MGD)

Water Distribution

- Responded to 13 reports of customer concerns regarding low pressure, or assistance with other plumbing needs.
- Responded to 15 calls for from customers concerning leaking water.
- Installed 2 residential water meters/services.
- Replaced 3 malfunctioning residential water meters.
- Performed accuracy testing on a 4" & 3" commercial water meter. The 4" & 3" meter was rebuilt after testing inaccurate and placed back in service at 100% accuracy.
- Scheduled 2 commercial meters for testing.
- Replaced 8 broken meter boxes.
- Replaced 6 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 5 City owned backflow prevention devices. All passed pressure testing.
- Continued installation of freeze protection on City owned backflow preventers.
- Performed maintenance on 4 fire hydrants.

- Initiated maintenance on 10 permanent flushing devices.
- Performed flushing activities on: Seville Rd, Cordova Ave, Arroyo Parkway, S. Beach St, Plaza Grande Ave, Castilla Rd.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 96 utility locates for the previous week.

Wastewater Collection and Reuse

- Crews responded to 21 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Responded to back up at 19 Blackwater Way. Tank is collapsed and rain has caused it to fill with mud. Replumbed house discharge into chamber. Contractor is scheduled to replaced tank.
- Replaced PEP pump and installed riser at 3 Foxhunter Flat.
- Completed yard restoration at 29 Laurel Ridge Break, 9 Coquina Ridge Way
- Rewired PEP system from control box to j-box at 3 Coquina Ridge Way.
- Repaired broken PEP discharge line at 29 Laurel Ridge Break.
- Replaced PEP pump at 3 Coquina Ridge Way, 72 Westland Run, 5 Huntmaster Ct., 99 Deep Woods Way, 25 Westland Run,
- Responded to back up at 272 McIntosh Rd. Clear on city side, customer informed to contact plumber.
- Cleared main stoppage at 71 Rockefeller Dr./ 1 Byron Ellinor Dr.
- Follow up TV of sanitary gravity main behind 103 Rockefeller Dr (backyard easement). Possible roots within 20' of manhole. Need to clean with Vac Con to verify.
- Cleared sanitary lateral stoppage at 59 Cardinal Dr. Lots of plastic baggies in line.
- Responded to 2 reuse trouble calls.
- Turned off reclaim at 119 Dawn Cir per customer request.
- Repaired broken 2" reclaimed service at 220 N. Nova Rd.

Wastewater Plant – Lift Stations

- SCADA – configuring alarms and tie in wiring at lift stations.
- PEP Tank 3 Coquina Ridge Way – installed new control box and electrical wire for collections department.
- Centrifuge Feed pumps - disassembled both feed pump supply lines and back flushed both lines.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Lime slurry building – replaced overhead light lens cover with new one.
- Fluoride pump – confirmed normal pump operation as requested.
- Recarbonation Tank – met with contractor to discuss option of repair/replace of corroded and leaking refrigerant condensing unit.
- 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 virtual staff meeting.
- Staff attended and provided support for December 1, 2020 Advisory Board Workshop and City Commission Meeting.
- Agenda packet preparation for December 15, 2020 City Commission Meeting.