

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 3, 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:

- OB Life prep
- Workshop agenda on City Commission zone redistricting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- VLOC dinner
- OB Life Westward Focus – Utilities and Quality of Life

PIO – Public Information

- Press Releases/Media
 - OB Life 2021 Reminders
 - General citizen inquiries
 - General media inquiries and interview coordination
- Social Media
 - Obie the holiday elf December Debut
 - Holiday Events updates
 - OB Life Reminders
 - Hanukkah Celebration
- Attended
 - OB Life Preparations
 - OB Life 2021: Utilities, Environment, and Public Safety
 - OB Life Set-up and Livestream Event Planning
- Developing
 - 2022 Strategic Communications Updates
 - OB Life Summary Design Template

Community Development

Planning

- Attended and presented information on the process of starting a new business, the permitting process, and major developments to the Daytona Beach Association of Realtors.
- **A neighborhood meeting will occur on December 6, 2021 from 6:00 p.m. to 7:00 p.m. at the Plantation Oaks of Ormond Beach clubhouse at 2380 Chretien Drive, Ormond Beach, FL 32174 for the Plantation Oaks major amendment.**

Plantation Oaks of Ormond Beach LLC., proposes amendments to the existing Planned Residential Development master plan to:

1. Delete the public middle school site and 18-hole public championship golf course with restaurant and pro shop;
2. Add 80 non-age restricted single-family residential lots to Phase 1 (749 single-family residential lots total);
3. Phase 2 has no changes with 427 age restricted manufactured homes on leased lots;
4. Lift the age-restriction for Phase 3 and increase the number of lots by 86 single-family residential lots (567 single-family residential lots total);
5. The Phase 3 development would prohibit the construction of manufactured homes and require site built single-family homes; and
6. Amend the master plan for 53.41 acres shown as a school site to 125 single-family residential lots that would be non-age restricted with public streets. This area would also prohibit the construction of manufactured homes and require site built single-family homes.
7. Remove a 36-acre tract of land purchased by Volusia County from the Plantation Oaks master plan.

This application would require review by the Planning Board and action by the City Commission.

- The following items are scheduled for the December 9, 2021 Planning Board agenda:
 1. Tattersall at Tymber Creek, Issuance of a Development Order: A request to allow 143 single-family lots on 84.14± acres and associated subdivision improvements. The Tattersall at Tymber Creek subdivision is located at the northwest intersection of Tymber Creek Road and Airport Road and includes the properties at 304 North Tymber Creek Road, 370 North Tymber Creek Road, and 2099 Airport Road.
 2. Regal Center Ormond, 215 Williamson Boulevard: A zoning map amendment from B-8 (Commercial) to PBD (Planned Business Development) and the issuance of a development order. The Planned Business Development zoning map amendment seeks to (1) create an outparcel along Williamson Boulevard, (2) allow additional uses within the PBD, and (3) create a framework for future redevelopment. The subject property is 12.00 acres and is located at 215 Williamson Boulevard.
 3. Preliminary Plat, 100 North Halifax Drive: A request for the platting (subdivision of land) to create 12 townhome lots within the Cupola at Oceanside project at 100 North Halifax Drive.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 194 inspections performed within the city (17 by private providers).
- 57 permits issued within the city, with a valuation of \$1,308,410 (3 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- Projects under SPRC review:
 1. 105 Runway Drive, GPR1 (revision). 1st review. A revision of the project stormwater.
 2. 1054 Ocean Shore Boulevard, Surfstyle. 1st review. A utility review of a project located in unincorporated Volusia County.
 3. 1141 North U.S. Highway 1, Caldera Spas. 1st review. A change of use with site improvements for a pool/spa company.
 4. 215 Williamson Boulevard, Regal Center. 2nd review. Modifications to an existing 12 acre parcel to relocate a wet detention pond to rear of site for a proposed 1.31 acre outparcel fronting Williamson Boulevard.
 5. 548 North Nova Road, Volusia Memorial Expansion. 1st Review. Small addition to existing building and associated site improvements.

- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	45%
Dunkin Donuts, 1535 North US Hwy 1	45%
Germfree driveway addition	95%
GPR1	5%
KOMN Condominium Association	35%
McNamara Warehouse	0%
Ormond Museum	55%
Paradise Pointe ALF	35%
The Pumphouse	85%
Total Comfort	70%
US 1 Business Park amendment	60%
Utilities only	
101 Town & Country Lane	40%
Forcemain extension, Airport Road	5%
Forcemain -Huntington Green	50%
Ocean Village Townhomes	10%
Verona Oceanside	70%
Residential	
Cupola at Oceanside	5%
Pineland, Phases 4 & 5	95%
Plantation Oaks, Phase 1A	5%
Plantation Oaks, Unit 2B	5%
Plantation Oaks, Unit 2C	0%
Plantation Oaks, Unit 2D	0%

Economic Development/Airport

Economic Development

- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
 - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Trail creating a secondary ingress and egress to the business park.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - Staff officially launched SizeUp Ormond Beach on the City's website. It can be accessed at www.sizeup.info/ormondbeach. This tool makes market research and business intelligence available to small and medium sized businesses so they can make informed decisions as they start and grow their business.
 - Ormond Beach Kauffman FastTRAC concluded its virtual led program in partnership with Volusia/Flagler SCORE. Approximately 15 students participated in the 10-week session.
 - Staff participated in and helped facilitate the Volusia Business Resources Workshop put on by the Volusia County Economic Development Department.
 - Staff participated in the Ormond Chamber Economic Prosperity Hour and provided an update on economic development activity.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Work continues on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- Staff completed efforts to renew technician or record services to conduct the required annual inspections and certifications of the airport's automated weather observing system (AWOS) and certain air traffic control tower systems.
- Staff coordinated minor repairs to Gate 9 at the airport.
- Staff compiled and submitted the Uniform Report of DBE Commitments/Awards and Payments as required under the FAA's Airport Disadvantaged Business Enterprise Program.
- Staff is working on the annual based aircraft inventory report for the FAA's Based Aircraft Program.
- Staff has been advised that MAC Charter will soon begin improvements to the paved apron and taxi lane areas that serve their facilities at the airport.
- Staff has been advised that FDOT will conduct the annual airport licensing inspection in February of 2022.

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

Finance

- On-going Projects
 - Annual Audit for the 2021-2021 fiscal year is ongoing
 - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act (ARPA Funds)

- Completed Projects - Weekly
 - Process 105 Journal Entry Batches.
 - Utility Billing Meter Readers completed 318 work orders.
 - Approved 8 Purchase Requisitions totaling \$59,979.19.
 - Issued 9 Purchase Orders totaling \$96,008.29.
 - Issued 242 past due notices on utility accounts.
 - Auto-called 238 utility customers regarding receipt of a past due notice.
 - Processed 612 payments through Interactive Voice Response System totaling \$51,203.25
 - Processed 1,352 payments through City online payment portal totaling \$138,251.20.
 - Prepared 56 Accounts Payable checks totaling \$121,921.28 and 22 Accounts Payable EFT payments totaling \$104,150.80.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Working with the Fire Department on an Assistance to Firefighters Grant (AFG) which is due by December 17.
 - Grant reimbursement requests FY 21-22: \$436,362.90
- Other
 - Completed Employee Newsletter for December 2021.
 - Attended PAC Renovation Design Meeting.

Risk Management Projects

- Managed subrogation claims
- Assisted City Attorney's Office with information re: Attorney Notice

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 7
 - Hazardous: 3
 - EMS: 67
 - Motor Vehicle Accidents: 5
 - Public Assists: 51
 - TOTAL CALLS: 134

- Aid provided to other agencies: 8 Calls – Daytona Beach (5), Volusia County (3)
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 17
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 52
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 142

- Training Hours
 - NFPA 1001: Firefighting 63
 - NFPA 1002: Driver 12
 - NFPA 1500: Safety/Equipment 79
 - NFPA 1620: Preplanning 3
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 167

- Station Activities
 - Conducted 3 fire inspections
 - Updated 7 pre-fire plans

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Accounting Tech (Pension/Payroll)
 - Administrative Assistant (Support Services)
 - Civil Engineer (Engineering)
 - Environmental Improvement Officer (Arborist)
 - Firefighter/EMT
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)

- Mechanic III (Fleet)
- Part Time Evidence Custodian
- Part Time Maintenance Worker II (Athletic Fields)
- Permit Technician (Planning)
- Police Officer
- Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
- Utilities Engineer

- Background/Reference Checks/Job Offers
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution)
 - Part Time Recreation Leader (SONC)
 - Police Officer
 - Seasonal Part Time Events Leader
 - Treatment Plant Operator A, B, C, or Trainee (Water Production)
 - Water Distribution Operator 3

- Separations
 - Permit Tech (Planning)
 - Treatment Plant Operator (Water Reclamation Facility)
 - Senior Staff Accountant (Finance)

- Employee Events
 - Benefits Open Enrollment continues through December 11, 2021

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation in process.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.

 - Work Orders
 - New: 20
 - Completed: 20
 - In progress: 66

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 31,182
 - Inbound E-Mails Blocked: 11,051
 - Delivered Inbound E-Mails: 18,175
 - Quarantined Messages: 1,141
 - Percentage Good Email: 58.29%
 - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 39
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,140

- Meters GPS Located this week: 0 : Total in system = 24,070; 23,237 potable, 822 Irrigation, 11 Effluent

Leisure Services

Administration

- Employee Anniversary Recognition
- Engineering Project Coordination Meeting
- OB Life Preparation and Meeting
- Growth Award Meeting
- Casements Guild Christmas Gala
- Impact Fee Committee
- YMCA Dog Park Inspection
- Monthly attendance for facilities
- Posting videos for Leisure Services Facebook pages
- Updating Leisure Services 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 with concerns, issues and questions within scope of work, weekly administrative assignments and activities.

Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager
- Weekly site visits to evaluate janitorial services
- Completed pressure cleaning the labyrinth at Central Park II

Environmental Discovery Center

- Set up EDC holiday tree at The Casements on Monday
- Fall Bird Walk with Joan Tague on Tuesday
- Group tour for Monarch Academy students on Thursday
- Coordinated delivery of additional fish for native fish tank
- Coordinated gardener work session at Hammock Garden
- Monitored progress of honey bee hive rebuild following beekeeper maintenance
- Routine maintenance of Butterfly and Wildflower Gardens

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday and Friday at 1pm at the Sports Complex.
- Spikes 9, 10, 11, 12 and 13's continued practices on the Nova Fields from 1pm-5pm Monday through Thursday.
- Calvary Christian Academy Soccer hosted practices on Monday, Tuesday, Thursday and Friday afternoon from 3pm-5pm.
- Seabreeze High School Boys' and Girls' soccer practices continued this week at 5 pm on Soccer Fields 5 and 6 and the Sports Complex.
- Seabreeze High School Boys' Soccer teams played home games on Tuesday on Championship Field 7 at the Sports Complex at 5 pm and 7 pm.

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 handball, tennis, basketball courts, Magic Forest and Skateboard Park and common areas at Nova
- Cleaned all sports parks daily of debris and trash from events during the week
- Continued dragging and edging (18) infields daily at Sports Complex and Nova
- Dragged and edged South Ormond and Osceola Softball Fields (2)
- Painted Soccer Fields 4-6
- Prepped Championship Field 7 for Seabreeze High School soccer games
- Prepped all Nova baseball fields for nightly practices

Performing Arts Center

- Hosted NGA East Coast Classic Bodybuilding Competition
- Prepared for OB Life and Parks and Recreation Master Plan Public meetings
- Continued training of Box Office attendants
- Updated information on OB PAC Facebook page and internet ticketing site
- The Performing Arts Center is preparing to host the following upcoming shows:
 - Children's Musical Theatre presents Disney's Frozen Jr. \$17.50
 - Friday, December 3 at 7pm
 - Saturday, December 4 at 1pm and 7pm
 - Sunday, December 5 at 1pm

South Ormond Neighborhood Center

- Splash pad closed for the season on December 1
- Park is open dawn to dusk daily
- Gym and weight room are open during normal Center hours
- Jazzercise Monday evening 5:45 pm-6:45 pm
- Youth football practice Monday, Tuesday and Thursday 5:30 pm-8:30 pm
- Youth basketball practice Monday, Tuesday, Friday 5:30 pm-8:30 pm
- Preparing for Elks Hoop Shoot, Saturday December 4

Community Events

- Weekly administrative tasks and activities
- Assisting with OB Life Workshop
- Continue planning of the following upcoming events:
 - Home for the Holidays Parade, December 11
 - Holidays at The Casements, December 16
 - Letters to Santa
 - Santa on the Go!
 - Breakfast with Santa, December 18
 - Mayor's Health & Fitness Challenge

Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am-10 am, and 5:45 pm-6:45 pm on Wednesday and Thursday in the Activity Room.
- Ms. Debby's Dance and Acting classes were held Monday, Tuesday and Friday from 3:30 pm-7:30 pm.
- Gym Friends took place Monday from 3 pm to 5 pm.
- Explore the Arts took place Thursday from 4 pm to 5 pm.
- Basketball League practices Monday through Friday from 6 pm to 9 pm.
- Pickleball was held in the gym Monday-Friday from 9 am-12:30 pm and Saturday from 9 am to 3 pm.
- Open Play Basketball Monday through Friday from 3 pm to 5 pm, Saturday from 9 am-9 pm and on Sunday from 1 pm to 5:30 pm.

The Casements

- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm-6:30 pm.
- The Casements was closed this week in preparation for the 43rd annual Gala.

- Guild members gathered to begin the holiday decoration Monday-Thursday.
- Ora Yoga classes met this week at Bailey Riverbridge on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening from 6 pm to 7 pm.
- “Did You Know?” posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place this Monday, Wednesday and Friday from 8:30 am-9:30 am at Bailey Riverbridge.
- The Herb Society met at Bailey Riverbridge on Friday morning.
- The Tree Lighting and beginning of the 43rd Annual Christmas Gala, Friday 6 pm-9 pm

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Checked all parks for unemptied trash cans
- Bathroom checks daily
- Skatepark concrete inspected and repairs made as needed
- Blew off trails
- Magic Forest wood repairs
- Magic Forest pickets cut and painted

Building Maintenance

- Menorah at City Hall installed
- Repaired reindeer decorations at City Hall
- Replaced ceiling tiles at the Police Department
- Mounted AED and signage at Public Works
- Checked and repaired mag locks at Nova Community Center
- Replaced three snowflake decorations
- Installed new lights at PAC
- Repaired men’s toilet at The Casements
- Repaired toilet not flushing at Fire Station 92
- Repaired faucet at Nova Community Center
- Replaced a soap dispenser at Pride concession stand and Nova Community Center
- Repaired men’s restroom door at Casen Park
- Repaired cabinet in jail at Police Department
- Fixed fence timer and power in courtyard at The Casements
- Fixed electrical box at The Casements
- Fixed streetscape Granada uplights

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting.
- Staff attended the Ormond Beach Life preparatory meeting.
- Staff attended the Gas Light Parade.
- Staff hosted training for a new report writing system.

Community Outreach

- Youth Leadership Council (YLC) – The next service project is assisting with the State of Florida Association of Police Athletic Leagues Annual Cheerleading competition on Saturday, December 4.
- PAL Educational Programs – The fall session of Tutors R Us concluded on December 2, 2021. Winter/Spring classes will begin in February 2022.
- The OBPAL Annual Holiday event is scheduled for Wednesday, December 15, at the South Ormond Neighborhood Center. The walk-through gift program will begin at 5:30 pm and continue until 7:30 pm.

Community Services & Animal Control

- Animal Calls responded to: 24
- Animal Reports: 2
- Return to Field: 2
- Animal Bites: 1
- Animals to Halifax: 0
- Wildlife Calls: 2
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 9
- Inactive: 7
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 2
- Vandalism: 2
- Threats: 1

Records

- Walk - Ins / Window: 72
- Phone Calls: 99
- Arrest / NTA'S: 12
- Reports Generated: 89
- Reports Entered: 89
- Citations Issued: 62
- Citations Entered: 62
- Warnings Entered: 199
- Trespass Warnings: 15
- CORF Entered: 40
- Mail / Faxes / Request: 24

Patrol

- Total Calls: 1,362
- Total Traffic Stops: 118

Operations

- Crime Opportunity Report Forms: 93

11/24/21

- Residential Burglary, 240 Sunset Point Drive. An unidentified suspect stole a Honeywell thermostat from inside a home that's under construction.
- Carbreak Arrests, 434 Division Avenue. Two juveniles were arrested for stealing cell phones out of the victim's unlocked vehicle.

11/25/21

- Structure Burglary, 440 North Nova Road (Nova Community Center). The wall of the storage shed for the Ormond Beach R/C Club was damaged to gain entry. Multiple items were damaged and a tool kit was reported missing.

11/26/21

- Theft, 90 Trailmark Court. An unidentified suspect stole lumber.
- Theft, 761 South Nova Road (Tomoka Plaza). An unidentified suspect stole the victim's purse from behind the bar while she was working. Fraudulent charges occurred at various locations since.
- Carbreak, 815 Ocean Shore Boulevard. An unidentified suspect entered the victim's unlocked vehicle, stole \$150 cash and a pair of Costa Del Mar sunglasses.
- Armed Carbreak, 1000 Saint Georges Road #108B (Bermuda Estates). An unidentified suspect entered the victim's unsecure vehicle and stole a firearm.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Driving Under the Influence Arrest, 1 West Granada Boulevard (Granada Bridge). A male was observed to be sleeping at the wheel of his truck at the base of the bridge. He was found to be intoxicated.
- Driving Under the Influence Arrest, West Granada Boulevard/Clyde Morris Boulevard. While investigating a crash at this location, one of the drivers was found to be under the influence of narcotics.

11/27/21

- Driving Under the Influence Arrest, 170 West Granada Boulevard (Ormond Beach Police Department). While conducting a traffic stop, the driver was found to be intoxicated.
- Trespassing Arrests, 385 South Old Kings Road. Two males were located on this property after previously being trespassed.
- Warrant Arrest, 385 South Old Kings Road. Subject was contacted and found to have an open warrant.

11/28/21

- Carbreak Arrest, South Nova Road/Fleming Avenue. A male approached the victim's vehicle with an axe handle, opened the car door, and allegedly struck the victim in the ankle area.
- Warrant Arrest, 145 East Granada Boulevard (Granada Plaza). Subject was contacted and found to have an open warrant.

11/29/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise. The theft was witnessed by loss prevention for the store.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). Subject stole merchandise. The theft was witnessed by loss prevention for the store.
- Carbreak, 73 Spring Meadows Drive. An unidentified suspect entered the victim's unlocked vehicle and stole a backpack containing a laptop and school books.
- Warrant Arrest, 150 Williamson Boulevard (Applebee's). Subject was contacted and found to have an open warrant.
- Domestic Violence Battery Arrest, 3 River Ridge Trail. A juvenile was in an argument with his mother about a cell phone he smashed when the juvenile struck her in the face with a pillow.
- Carjacking, 502 Collins Street. The victim gave a ride to an acquaintance, when he arrived at 502 Collins Street he was approached by a male who pointed a handgun at him. The male instructed the victim to drive to a house in the county area. The victim stated he was ordered out of the vehicle and walked to the backyard. The victim stated he escaped on foot when he wasn't being watched.

11/30/21

- Domestic Violence Battery Arrest, 6 Stone Quarry Trail. A female struck her sister in the cheek after an argument.

- Residential Burglary, 235 Cypress Trail Drive. An unidentified suspect stole appliances from a home under construction.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 18
 - Number of Citations issued: 13
 - Number of Written Warnings Issued: 21
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 2 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 1 Case initiated
- 13 signs have either been removed or sign cases created.
- 0 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in's and twenty-five (25) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Fiber Optic Connectivity-Wilmette Ave SW Pump Station – The project is complete.
 - MacDonald House Improvements – North side restoration work is complete, front porch construction is in process. Progress meeting #20 was held on December 1.
 - Riviera Park Pedestrian Signals – Crossing signs and RRFB's are installed, work on sidewalk and asphalt are scheduled.
 - Wilmette Stormwater Pump Station – Notice to Proceed issued for November 1, long lead time equipment/materials delivery and mobilization are scheduled for December.
 - WRF Chlorine Contact Improvements – Construction is ongoing and on-schedule to meet the consent order requirements.
 - SONC Gym – The metal building has a six month manufacturing lead time, and therefore will not be delivered until Spring 2022. A Notice to Proceed has been issued for January 3, 2022.
 - CDBG Fleming Playground – Long lead time materials delivery scheduled for January.
 - ARBPA ADA Ramp Repair – Contractor is preparing a schedule for the work.
 - Bidding
 - 385 South Old Kings Road – A contract will be prepared and brought to City Commission for approval.
 - Facility Hardening Re-Bid – Bid award is scheduled for the January 4 City Commission meeting.
 - Gazebo Replacement 2 CP II – Bid award is scheduled for the January 4 City Commission meeting.
 - Stormwater Flap gates – Bids were opened on November 23 and are under review.
 - Shell Parking Lot Restoration – Project was advertised on November 21, a pre-bid meeting is scheduled for December 8, and bids are due on December 21.

- Design Projects:
 - Stormwater Master Plan Update - 2019 – The Consultant continues working on the master plan update.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Update Parks & Recreational Master Plan – The Consultant continues working on the master plan update.
 - Business Park Drive Phase II – Design is in process.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in in process.
 - Water Main Replacement Ph IV – Mainland – Design is in process.
 - Water Main Replacement Ph IV – Peninsula – Design is in process.
 - Doug Thomas Way Extension Design – Design is in process.
 - WRF Upgrades – Design is in process.
 - Leeway Storage Tank & Pump Station Rehabilitation – Design revisions are in process.
 - CDBG 2022 Sidewalk Improvements – Design is in process.
 - Downtown Sidewalk Renovations – City Commission decided to bid the project, project specifications are being prepared.
- Departmental Activities
 - Reviewed 12 Engineering Permit applications through the ProjectDOX system, and created and approved 1 Franchise Utility Work-in-the-Right-of-Way permit.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Installed 3 park benches at Riviera Park
- Lay asphalt on Riverwood

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
- Various projects

Stormwater Maintenance

- Gates and pumps citywide
- Built lid for inlet in PW yard
- Depression on Overbrook Dr
- Picked up sod

Vactor

- Wilmette Ave
- Line cleaning Wilmette, Laurel Dr

Fleet

- Mileage traveled by all departments for the week: 21,034
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 1
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 9,484 gallons unleaded, 7,314 gallons diesel
 - Fuel used in one week: 2,126 gallons of unleaded and 604 gallons of diesel.
 - Fleet completed 39 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 Plant Status Report

- Delivered 38.29 million gallons for the week ending November 27, 2021(5.47 MGD).
- Backwashed 7 filters for a total of 412,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 27, 2021, 2021 @ 6.30 MGD SJRWMD 2021 80.1% of allocation @ 7.795 MGD.
- Produced & hauled 32.4 wet tons of sludge (80% solids).
- Flushed distribution

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 34.16 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.88 MGD
- Produced 23.40 Million Gallons of Reclaim water.
- Produced 10.76 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2020 – October 31, 2021) (MGD):
 - Influent 4.49 (Permit 8 MGD);
 - Surface Water Discharge 1.31 (Permit 6 MGD);
 - Reuse 3.37 (Permit 10 MGD)
 - Hauled 9 loads in November 2021 for a total of 218.08 wet tons through November 17, 2021.
 - Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 9 calls from customers concerning leaking water.
- Installed 6 new residential water services.
- Performed pressure testing on 12 city owned backflow prevention devices, 3 required repairs.
- Replaced 5 residential water services due to pressure concerns or leaks.
- Replaced 2 malfunctioning residential water meters.
- Replaced 8 broken water meter boxes.
- Located a water service for a homeowner due to plumbing concerns.
- Installed new 2" valves (2) for isolation on Nottingham Dr.

- Installed, chlorinated, and flushed 250' of new 2" water main on Nottingham Dr. Water main was replaced due to aged GSP pipe causing low pressure and color concerns.
- Connected 2 new water services on Nottingham Dr. One more water service and water main connection will complete in-house project.
- Located and exercised 9 main line valves.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 117 utility locates for the previous week.

Wastewater Collection

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir., 300 Center St. and 524 Fred Gamble Way.
- Rehabbed PEP tank at 23 Sounders Trail Cir.
- Replaced PEP pump at 8 Holly Fern Chase, 12 Lake Vista Way, 11 Black Pine Way, 15 River Chase Way, 20 Creek Bluff Way,
- Responded to back up at 570 John Anderson Dr. Discovered shattered VC pipe in ROW. Repaired broken sanitary service.
- Cleaned and TV'ed sanitary lateral for contractor at 640 John Anderson Dr.

Reuse

- Responded to 3 reuse trouble calls.
- Located sanitary and reclaimed services at 33 Lake Vista Way.
- Located reclaimed at 51 Shadow Creek Way.
- Located and turned off reclaimed at 97 Sundance Trail per customer request.
- Investigated leak at 322 Oak Dr. Issue is on customer side. Left reclaimed on per customer request.
- Repaired broken reclaimed irrigation main at 47 Shadow Creek Way.

Wastewater Plant – Lift Stations

- Tea Cups – repaired leak at flush line, solenoid valve not working, repaired and returned to service.
- Reaeration Submersible Blower #1 – Breaker tripped, hand operated lifting device and cable failed, removed unit from tank with crane truck, motor sent to contractor for repair.
- Bisulfite Tank Farm – Installed heat trace at plumbing.
- Effluent Pump #3 – losing prime, found lose hardware at mechanical seal, tightened, replaced over heated electrical wires in control cabinet.
- PEP Tank 11 Tomoka Cove Way – replaced control box.
- Laurel Oaks – replaced thermal overloads on pump motor #2.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry Pumps – lubricated as needed, replace motor and gearbox.
- Granada Booster Station – replaced magnetic starter with soft starter, also replaced electrical wiring.
- Backwash Transfer Pumps 1 & 2 – replaced main breaker on pump motor #1 and both motor starters.
- Well 25H - Installed micro switch on check arm.
- 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 meeting with Assistant City Manager.
- Agenda packet preparation and distribution for December 7, 2021 City Commission Zone Redistricting, Process and Options Workshop, and City Commission Meeting.