

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: December 11, 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:

- General discussion meetings with senior staff
- Staff meeting
- Virtual leadership training

Spoke to, attended and/or met with:

- Meet and greet with senior staff and Helga Van Eckert, Volusia County's new Economic Development Director
- Tour of city with new FDOT District Secretary Perdue, Mayor Partington and senior staff
- General discussion meeting with MainStreet Executive Director Julia Truilo and Board Chair Nancy Cortez
- Met with various citizens on several topics

PIO – Public Information

- Press Releases/Media
 - Merry & Bright on Main Street
 - Holiday Stroll at The Casements
 - General citizen inquiries and media requests
- Social Media
 - Obie Takes Over Christmas Elf
 - Officer of the Year
 - Utility Bill Alert
 - Toy Drive Reminders
- Attended
 - Engineering/Planning Meeting
 - EM Partner Meeting
 - City of Ormond Beach Communications Training
 - Volusia PIN Network Meeting
- Developing
 - 2020-2021 Legislative Priorities

Community Development

Planning

- Attended the Common Ground meeting regarding transportation.
- Attended and presented at the Planning Board.
- As part of the East Central Florida Regional Planning Council Regional Resilience Collaborative, the City will participate in a Greenhouse Gas (GHG) Inventory starting in January.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 434 inspections performed within the city (31 by private providers).
- 133 permits issued within the city, with a valuation of \$5,572,662 (11 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) conducted a pre-construction meeting for the Starbucks project at 1246 West Granada Boulevard. It is expected that construction would start the week of December 14.
- The following projects are under review of the SPRC:
 1. 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.
 2. 1670 North U.S. Highway 1, Ormond Gateway. 2nd review. Development of a three lot commercial subdivision and associated site improvements.
 3. 85 Hanger Way, KOMN Condominium Association. 1st review. Construction of two hangers. Lots 1 & 2 are 1.63 acres and propose a building of 15,720 SF. Lot 3 is 2.24 acres and propose a building of 23,520.
 4. 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.
 5. Ormond Grande. 3rd review. Construct 3,600 SF industrial building and 60 lot residential townhome development
 6. 101 East Granada Boulevard, Publix remodel. 2nd review. Parking lot renovations and addition of a generator.
 7. 78 East Granada Boulevard, Ormond Memorial Art Museum. 3rd review. Expansion of the Ormond Art Museum of approximately 3,987 square feet.

Project	% Complete
783 North U.S. Highway 1	55%
Antares of Ormond Beach	5%
Casements, Carriage House expansion	85%
Coolidge Avenue Office/Warehouse	75%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	30%
Extended Stay America	80%
FPL Substation Expansion	50%
Nova Road Climate Controlled Storage	10%
Publix remodel	100%
The Pumphouse	30%
Total Comfort	10%
Residential	
Pineland, Phases 4 & 5	10%

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.
 - Participated in a tour with the FDOT District Secretary and staff to discuss transportation priorities in the city.

- 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. The programs will close on December 11.
 - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs.
 - Participated in Ormond Main Street Economic Vitality Committee meeting.

- 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 three 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 participated in a meeting with a representative of an international aviation manufacturing firm about the possibility of locating the firm’s North American facility to the airport. The firm’s initial operations at the airport will be primarily distribution, maintenance and minor assembly. Future plans may include construction of a manufacturing facility at the airport or within the Airport Business Park.
- Staff has arranged for replacement of a taxiway directional sign that was inadvertently damaged by a fuel truck operator who was servicing aircraft parked adjacent to Taxiway Delta.
- Staff continues work regarding the KOMN Hangar Investors, LLC proposed development of a new hangar facility in the southeast quadrant of the airport. Staff has been consulting with the City’s airport engineering consultants to provide input for the City’s site plan review process.

- 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 153 Journal Entry Batches.
 - Utility Billing Meter Readers completed 450 work orders.
 - Approved 26 Purchase Requisitions totaling \$594,925.74.
 - Issued 23 Purchase Orders totaling \$109,652.17.
 - Issued 723 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 656 payments through Interactive Voice Response System totaling \$55,655.86.
 - Processed 1,157 payments through City online payment portal totaling \$123,564.91.
 - Prepared 82 Accounts Payable checks totaling \$638,337.63 and 31 Accounts Payable EFT payments totaling \$831,270.49.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Budget Modification for Victims of Crime Act (VOCA) grant operational expenses.
 - 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
 - Attended virtual Local Mitigation Strategy (LMS) quarterly meeting.
 - Attended staff virtual training.

Risk Management Projects

- Attended safety/health webinar
- Managed subrogation claims.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 8
 - Hazardous: 1
 - EMS: 79
 - Motor Vehicle Accidents: 6
 - Public Assists: 51
 - TOTAL CALLS: 146
- Aid provided to other agencies: 9 Calls – Daytona Beach (4), Volusia County (5)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 32

- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 51
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 99

- Training Hours
 - NFPA 1001: Firefighting 11
 - NFPA 1500: Safety/Equipment 71
 - EMT/Paramedic 13
 - TOTAL TRAINING HOURS: 95

- Station Activities
 - Provided a fire truck drive-by for the pre-school children at Esformes Hebrew Academy

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Community Service Officer (Police)
 - 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)

 - 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)
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Water Distribution Operator 3 (Public Works)

 - Background/Reference Checks/Job Offers
 - Account Clerk II (Finance)
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution) /Public Works)
 - Police Officer (Police)
 - Treatment Plant Operator C, B, A, or Trainee (Water Plant/Public Works)

 - Separations
 - Police Officer (Police)

 - Employee Events
 - Open Enrollment for benefits ends 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: 40
 - Completed: 71
 - In progress: 50
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,623
 - Inbound E-Mails Blocked: 11,680
 - Delivered Inbound E-Mails: 21,943
 - Quarantined Messages: 348
 - Percentage Good Email: 65.3%
 - ATP/Virus E-Mails Blocked: 9
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 12
 - Changes: 3
 - Corrections: 0
 - Map/Information Requests: 5
 - Information Requests from External Organizations: 2
 - 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: -2: Total in system = 23,940; 23,116 potable, 813 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Ormond Beach Tennis Center contract meeting
- Attended senior staff virtual training
- Updating website and social media pages as needed

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work weekly administrative assignments and activities

Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed quarterly floor care at Public Works.
- Completed new partition install in men's restroom at Ames Park.
- Completed installation of new trench drains at Andy Romano Beachfront Park.
- Began installation of fitness equipment at 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.
- EDC Coordinator and one of the Master Gardeners are meeting with a work group from Port Orange to provide them information on initiating a community garden.
- Working with sign vendor on creating more sample education signs for exhibit tanks.
- 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.

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 1, 4, 10
- Put up new batting cage nets
- Painted Championship Field 7 for SHS soccer games
- Corners painted on soccer fields, soccer parking lot, multi-purpose fields and flag football fields

Performing Arts Center

- Placed and received PPE orders.
- Prepared for and facilitated handoff of OB Tennis Center facility to newly appointed contractor, Jan Buenner Tennis, Inc.
- Scheduled staff and created new task list for P/T Performing Arts Center maintenance staff.
- Hosted and provided technical support for FDOT public hearing in PAC Auditorium.

South Ormond Neighborhood Center

- Open gym to reservations only for basketball
- Cleaned and sanitized between players
- Jazzercise is held on Monday from 5:30 pm to 6:30 pm
- The Splash pad is closed until March 15

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Santa's mailboxes will be checked for letters twice weekly at Nova Community Center and The Casement.
- Continued preliminary planning of Merry & Bright on Main Street Drive-Thru, 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, 5:45 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 opened on Saturday 8:00am-12:00pm for self-guided tours.
- A holiday party was held at Bailey Riverbridge on Saturday from 11 am to 3 pm.
- House of Healing met at Bailey Riverbridge from 4:30 pm to 6:30 pm on Sunday.
- The Casements was opened for self-guided tours Monday-Wednesday 8 am to 5 pm.
- Monday started “The Casements Candy Cane Challenge,” guests will have the opportunity to take a self-guided tour and look for candy canes throughout the house, this will run through the month of December.
- On Monday a “Sweets & Treats” contest was posted on Facebook where fans can comment their guesses for number of candies in the jar and the person closest wins a gift card that was donated from Wild Rabbit. Winner will be announced Friday.
- On Monday a new “Guild Giving Back” was posted on Facebook, this series covers enrichments of The Casements from the Guild.
- On Monday The Casements staff delivered Toys for Tots, three boxes of toys were collected.
- Ora Yoga class met at Bailey Riverbridge on Tuesday and Thursday from 9 am to 10 am.
- On Thursday Greek cooking class took place inside The Casements from 4:30 pm- to 8 pm.
- “Did You Know?” was posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place on Monday, Wednesday from 8:30 am to 9:30 am at Bailey Riverbridge.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Tennis Center maintenance
- Installed posts and chains at Misner Trail
- Installed two bollards at Misner Trail
- Missing pickets replaced at Riviera Park
- Repaired and installed new grates at Andy Romano Beachfront Park
- Secured park bench at Riviera Park
- Replaced air hose 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
- Replaced Fleet North bay lights
- Replaced FS 91 hallway light
- Repaired Police Department west gate
- Replaced South Ormond Neighborhood Center trail lights and main hallway light
- Tennis Center Court #6 outlet repaired
- Repaired FS 92 water heater
- Carousel lights replaced at WWTP
- Christmas decorations installed citywide
- FS91 bay entrance keypad lock repaired

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff hosted a strategic planning meeting for the agency
- Staff attended a toy drive at Academy Sports
- Staff monitored “Grinch Busters” crime suppression details

Community Outreach

- Youth Leadership Council (YLC) – The YLC did not meet last week. The next community service project will be the OBPAL annual holiday event on December 16 at the South Ormond Neighborhood Center.
- Educational programs
 - Fourteen (14) students attended Tutors R Us last week. Educational programs have concluded for the fall semester and will resume in February 2021.

Community Services & Animal Control

- Animal Calls responded to: 23
- Animal Reports: 6
- Trap Neuter Release: 1
- Animal Bites: 1
- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 0
- Inactive: 2
- Fraud: 9
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 1
- Grand Theft: 2
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1
- Baker Act: 1

Records

- Walk - Ins / Window: 71
- Phone Calls: 98
- Arrest / NTA'S: 18
- Reports Generated: 106
- Reports Entered: 87
- Citations Issued: 56
- Citations Entered: 56
- Warnings Entered: 83
- Trespass Warnings: 3
- CORF Entered: 60
- Mail / Faxes / Request: 26

Patrol

- Total Calls 1,341
- Total Traffic Stops 129

Operations

- Crime Opportunity Report Forms: 193

12/2/20

- Battery Domestic Violence Arrest, 56 Cherokee Trail (The Trails). Subject got into a verbal argument with her mother that turned violent.
- Traffic Arrest, United States Highway One/Interstate-95. A vehicle was observed recklessly driving through the construction zone. When the traffic stop was conducted, the driver fled when the officer got out of the patrol vehicle. He was later contacted and arrested.

12/3/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$169.95 in merchandise; the offense was witnessed by loss prevention.
- Theft, 445 South Yonge Street (Hudson's Furniture). Occurred sometime last month. An unknown suspect removed cash from the safe.
- Driving Under the Influence Arrest, 690 South Nova Road (7-11). Subject was contacted at this location and found to be under the influence.

12/4/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed a different barcode on a more expensive item to avoid paying the full price.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to pay for misdemeanor amount of merchandise.
- Violation of Injunction Arrest, 323 South Yonge Street. Subject contacted and found to be in violation of an injunction.

12/5/20

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention Officer observed a subject skip scan \$126.18 worth of merchandise and attempt to leave without making payment.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention Officer observed a subject skip scan \$146.06 worth of merchandise and attempt to leave without making payment.
- Aggravated Battery Domestic Violence Arrest, 188 Cloverdale Court (Tymber Run). Subject was in an altercation with his girlfriend when their 17-year-old daughter intervened. The altercation turned physical and both females were battered during the altercation.

12/6/20

- Battery Domestic Violence Arrest, 876 Riverside Drive. Subject got into a verbal argument with her brother that turned physical.
- Vandalism Arrest, 1075 John Anderson Drive. Subject used a baseball bat to destroyed the back sliding-glass door at this vacant residence. The damage was approximately \$1,200.
- Battery Domestic Violence Arrest, 224 Ponce De Leon Drive. Subject got into a verbal argument about possible narcotics use.
- Traffic Arrest, South Atlantic Avenue/Cardinal Drive. A traffic stop was conducted where the driver was found to have a suspended license.

12/7/20

- Robbery by Sudden Snatching, 1513 San Marco Drive #307. During an argument, a subject snatched his ex-girlfriend's phone from her hands.
- Traffic Arrest, Crowne View Drive/Morning Sun Drive. Subject contacted and found to be in possession of narcotics.
- Battery Domestic Violence Arrest, 1080 North United States Highway One. Subject was in a physical altercation with her husband.
- Theft, 110 South Nova Road. Victim advised her ex-boyfriend was the last person to be in her vehicle which then would not start.

12/8/20

- Burglary Arrest, 320 Forest Hills Boulevard. A male was captured on ring video on the victim's front porch taking a package. Neighbors posted information on a community website for the ring video. The investigation led officers to obtaining the identity of the suspect who was arrested.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 26
 - Number of Citations issued: 20
 - Number of Written Warnings Issued: 13
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 7
 - 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: 5 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 0 Cases initiated
 - 26 signs have either been removed or sign cases created.
 - 17 tree removal permit requests
 - Administrative staff assisted with two (2) walk-in's and fifty (50) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing, the next progress meeting is scheduled for 12/14.
 - WTP Chemical Feed System Upgrades – Shade structure and access stairs construction started 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 installation is complete. FS 91 cable installation is being scheduled. John Anderson Drive fiber optic cable installation is being scheduled.
 - Landscape Renovations-Various City Parks & Facilities – Construction is ongoing.
 - Gazebo Replacement CP II – Permit plans are approved, material is on order.
 - CDBG SONC Fitness Station – Construction is ongoing.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Restoration – Work Authorization has been approved, a pre-construction meeting is being scheduled.
 - Bidding:
 - Granada Mid-Block Lighting Improvements – Bid award is scheduled for approval at the 1/5/21 City Commission meeting.
 - Florence St. On-Street Parking – Bids were opened on December 9, and are under review.
 - 2021 Storm Lining & Sewer Lining/Manhole Repair - Bid awards are scheduled for approval at the 12/15 City Commission meeting.
 - 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, coordinating with Bait Shop.
 - 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 – 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 15 Engineering Permit applications through the ProjectDox system.
 - Created and approved 6 Franchise Utility permits, and 15 ProjectDox permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Concrete work for sidewalks – Wilmette Ave, Pine Dr, Military Blvd
- Removed sidewalk – P.A.C., Fernway Dr
- Graded road for Waste Water – N US 1

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
- Picked up debris – Pineland Trl
- Trimming – Division Ave, Center St

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette, and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Repaired boat ramp with sand – Fortunato Park

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straighten, replace, & install signs & posts – citywide

- Put away ordered signs – Public Works Streets office

Stormwater Maintenance

- Reach out – State Road 40, Airport Rd
- Locates - citywide
- Gates & pumps, inlet inspection, & cleaned – citywide, beachside
- Pipe installed – Airport Rd
- System inspection – Katrinas Dr
- Ditch mowing – Gowers St

Vactor

- Vac-truck – Ballfields, Hull Rd
- Vac-truck – Memorial Gardens for Parks
- Vac-truck – Old Kings

Fleet

- Mileage traveled by all departments for the week: 22,348
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 3
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 11,483 gallons unleaded, 5,732 gallons diesel
 - Fuel used in one week: 2,234 gallons of unleaded and 927 gallons of diesel.
 - Fleet completed 51 work orders this week.

Utilities

- Projects Summary
 - Utilities CIP projects are listed under the Engineering section as this division manages those projects.
- SPRC Projects
 - 101 E Granada Blvd, Publix: Approved
 - 2011 W Granada Blvd, Tymber Creek Apts: Approved.
 - 85 Hanger Way, KOMN Condo Association: Approved with advisory comment.
 - 1670 N US Hwy 1, Ormond Gateway Sub: Approved.
 - 350 Clyde Morris, Paradise Point ALF: Completed review, revisions required.
 - 1644 N US Hwy 1, Ormond Truck Wash: Completed review, revisions required
 - 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, revisions required.
 - 548 N Nova Rd, Temporary Structure: Approved.
 - 1480 N US Hwy 1, Ace Hardware: Completed review, revisions required.
 - 176 Division Ave, South Ormond Neighborhood Center: Approved.

Water Treatment Plant

- Delivered 39.16 million gallons for the week ending December 5, 2020 (5.59 MGD).
- Backwashed 10 filters for a total of 720,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 5, 2020 @ 6.86 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled ~97.2 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 33.95 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.85 MGD.
- Produced 22.35 Million Gallons of Reuse.
- Produced 11.16 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (December 1, 2019 – November 30, 2020) (MGD):
 - Influent 4.43 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.86 (Permit 6 MGD);
 - Reuse 4.03 (Permit 10 MGD)

Water Distribution

- Responded to 15 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 10 calls for from customers concerning leaking water.
- Installed 7 residential water meters/services.
- Replaced 5 malfunctioning residential water meters.
- Performed accuracy testing on a 4" commercial water meter. Scheduled 4 commercial meters for testing.
- Replaced 3 broken meter boxes.
- Replaced 5 water service due to leaks from rusted piping or low-pressure concerns.
- Relocate water service from Ocean Crest Dr. to 7 Sunset Blvd.
- Performed pressure testing on 2 City owned backflow prevention devices.
- Continued installation of freeze protection on City owned backflow preventers.
- Performed maintenance on 2 fire hydrants.
- Pressure check completed on Rocky Ridge Trl, all customer services currently low pressure. Plan has been initiated for compromised replacement on water main.
- Completed maintenance on 12 permanent flushing devices.
- Removed a fire hydrant flushing device on SR40/ Hunter's Ridge Blvd.
- Disconnected 2 water services due to abandonment or demolition.
- Located a water service for a customer for future plumbing repairs.
- Performed flushing activities on the following streets: Fleming Ave, Arroyo Pkwy, S. Ridgewood Ave, Bostrom Ln, S. Yonge St, Arbor Dr, Grove St, Salvador Dr, Sylvania Pl, Capri Dr, Rogers Park Dr, McAlister Dr, Riverview Dr, Lorillard Dr.
- Assisted The Casements with water service shutdown for plumbing repairs.
- Assisted Engineering Dept. in locating a water main on S. Atlantic Ave for a FDOT project.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 127 utility locates for the previous week.

Wastewater Collection

- Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Assisted contractor with installation/removal of pig launcher at Spanish Waters force main.
- Professional Piping completed the force main pigging job on A1A. Static pressures at Spanish Waters lift station were reduced from an average of 30.9 psi to 6.5 psi.
- Repaired broken stack at 59 Cardinal Dr. Tried to TV line, it appears a piece of it is broken, locates called.
- Emergency repair of broken sanitary lateral at 10/12 Sugarberry Cir. Line was broken by AT&T bore.
- TV'ed sanitary service at 639 John Anderson Dr. Slight mineral build up at 12'. VCP line looks good.
- Wired in PEP pump at 19 Blackwater Way after contractor installed tank. Tank installation is unacceptable. Contractor informed, waiting on remedy.
- Replaced PEP pump at 57 Westland Run, 6 Foxhunter Flat, 39 Coquina Lake Way, 14 Tomoka Ridge Way

- Responded to back up at 382 Military Blvd. Customer had dug up his service which was broken, filling up our line with mud. Flushed & Tv'ed lateral City side is good.
- Looking for sanitary tap at 640 John Anderson Dr. Will need to call locates.
- Placed cold patch around manhole cover at Northbrook Dr. and Overbrook Ct.
- There appears to be a broken PEP tank at 3 Dartmouth Trace. Will investigate further.
- Responded to 2 reuse trouble calls.
- Shut off reclaimed service at 3 Crooked Bridge Way at customer request.
- Repaired reclaimed irrigation line that was damaged by probe rod at 91 Foxcroft Run.
- Tightened steamer cap on reclaimed hydrant that irrigation contractor was using.
- Located reclaimed service at 23 Tomoka Cove Way
- Installed reclaimed box over service at 20 Standish Dr.

Wastewater Plant – Lift Stations

- SCADA – began to configure alarms and tie in wiring at lift stations.
- McDonald's – marked area of driveway improvements for locating service.
- Tea Cups – assisted with back flushing.
- Sludge feed pumps – ordered material for installation at feed lines to assist with de-ragging efforts.
- Bisulfate pumps – pump #1 not responding, tested, reset controller and confirmed operation.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Riverview Booster Station – set motor on pump, made electrical and mechanical connections, returned to service.
- Wells 11D, 12D – respond to FPL power outage.
- 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 Leadership Training.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for December 15, 2020 City Commission Meeting.