

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 8, 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:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Agenda review meetings
- SMA Board meeting
- City Commission meeting
- Senior staff and consultant on the western service area master plan

PIO – Public Information

- Press Releases/Media
 - General media inquiries and event coordination
 - General citizen requests
- Social Media
 - COVID-19 Vaccination Events
 - Standing “O” Award Winners
 - Happy New Year Updates
- Attended
 - City Manager Staff Meeting
 - Planning/Engineering Meeting
 - OB Life Updates Meeting
 - Volusia PIN Virtual Meeting
 - Granicus Webinar
- Developing
 - COVID-19 Local Vaccination Documents/Promo
 - Ormond Observer Ad Series for Q1

Community Development

Planning

- The Plantation Oaks zoning map amendment and issuance of a development order based upon annexation is scheduled for first reading on the January 19, 2021 City Commission meeting. The proposed City zoning actions seek the adoption of an Ormond Beach development order incorporating the existing Volusia County zoning approvals, and (2) authorization of an amendment to allow Phase 1 (669 lots) of the Plantation Oaks subdivision to delete the age-restriction that limits residents to those aged 55 years and over.

- The Special Exception for 2415 Durrance Lane for a riding stable is scheduled for the January 19, 2021 City Commission meeting.
- A small-scale comprehensive plan land use map amendment for a 0.32 acre parcel of property located partially in Volusia County and partially in Ormond Beach is scheduled for first reading on the January 19, 2021 City Commission meeting.
- The Planning Board agenda and packet are available at <https://www.ormondbeach.org/Archive.aspx?AMID=75>. The agenda include the Ormond Gateway Preliminary Plat for a three lot commercial subdivision at 1662 and 1670 North U.S. Highway 1.
- The January 2021 Monthly Development Report is available at <https://www.ormondbeach.org/247/Development-Projects>.
- Staff attended and presented the following items at the January 6, 2021 Board of Adjustments and Appeals meeting:
 1. 1410 North Beach Street: Rear yard variance for the construction of a swimming pool and screen enclosure. Approved (4-0).
 2. 88 Lincoln Avenue: Side yard variances for a new single-family house and a detached garage. Approved (4-0)
 3. 430 Andalusia Avenue: Fence variance regarding the height of solid fencing allowed in the front yard. Continued until February 3, 2021.
 4. 94 Plaza Grande Avenue. A side yard variance to allow a hard roof screen room. Approved (4-0).
 5. 746 South Atlantic Avenue. Side corner and rear yard variances to allow existing sheds to stay on the property. Approved with an amendment (4-0)

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 221 inspections performed within the city (26 by private providers).
- 68 permits issued within the city, with a valuation of \$4,111,993 (9 garage sales permits).

Development Services

- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	90%
Coolidge Avenue Office/Warehouse	85%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	30%
Extended Stay America	90%
FPL Substation Expansion	65%
Germfree driveway addition	5%
Nova Road Controlled Storage Climate	20%
The Pumphouse	30%
Total Comfort	15%

Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	95%
Upscale Nails	90%
Residential	
Pineland, Phases 4 & 5	10%
Ormond Grande	0%

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.
 - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs.
 - Staff is working with the Ormond Beach Chamber of Commerce to host a webinar for the business community on the new Federal Coronavirus Stimulus Program. It is anticipated to be held in the last week of January.
- Prospective Business Attraction/Retention/Expansion
 - Staff is preparing new rounds of outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach. These efforts continue albeit slower because of COVID-19.

Airport Operation and Development

- Staff has completed work with representatives from VirTower, LLC to acquire, install and configure the VirTower Aviation Tracking and Revenue Assurance system at the airport. Staff will use the VirTower system to track both airborne and ground operations of aircraft for monitoring and reporting purposes, and to help verify compliance with voluntary noise abatement procedures.
- Staff has been advised that the FDOT will conduct a virtual public hearing regarding the Tentative Five-Year Work Program for fiscal years 2021/2022 through 2025/2026, beginning Monday,

January 11, 2021 and ending Friday, January 15, 2021. The purpose of the tentative work program is to provide direction on where and when to build transportation system improvements, and is used to forecast funds needed for improvements across all modes of transportation including: roadway, bicycle, pedestrian, freight, trails, transit, aviation, seaports and spaceports. This tentative work program provides proposed transportation projects for the nine (9) counties that form FDOT District Five, which includes Volusia county. The public hearing is being held to present information and receive community feedback.

- Staff worked with the City's airport engineering consultants to respond to an inquiry from the FAA regarding estimated construction costs for the project to rehabilitate Taxiway Delta at the airport. Construction costs for this project are expected to be approximately \$565,000 higher than initially planned because geotechnical work conducted during the design phase of the project revealed the need to construct a new base course for the taxiway, which is atypical. Actual project costs will be based upon bids received. 90% of the project cost will be paid by the FAA, 8% will be paid by FDOT, and the remaining 2% cost share will be borne by the Airport Fund.
- The City has approved the site plan for the new hangar condominium project to be constructed in the southeast quadrant of the airport by KOMN Hangar Investors, LLC. The new complex will consist of 10 new box/corporate hangars with a combined storage area of 39,240 square feet, all with direct taxiway access.
- Staff has been advised that the FDOT will conduct the airport's annual licensing inspection on February 8, 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 115 Journal Entry Batches.
 - Utility Billing Meter Readers completed 350 work orders.
 - Approved 17 Purchase Requisitions totaling \$258,527.79.
 - Issued 18 Purchase Orders totaling \$265,284.07.
 - Issued 486 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 658 payments through Interactive Voice Response System totaling \$57,910.56.
 - Processed 1,165 payments through City online payment portal totaling \$114,135.84.
 - Prepared 67 Accounts Payable checks totaling \$39,775.81 and 24 Accounts Payable EFT payments totaling \$123,955.91.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Received FY 20-21 CDBG Subrecipient Agreement for City Commission approval which is scheduled for the February 2 meeting.
 - The draft agreement between the City and Halifax Urban Ministries for Hope Place public service funding is being reviewed by County staff and HUM and will appear on the Commission agenda after the subrecipient agreement has been approved.
 - Grant reimbursement requests to date FY 20-21: \$46,648.85
- Other
 - Attended virtual weekly staff meeting.

Risk Management Projects

- Management of subrogation claims
- Update Tyler system with vendor insurance coverage
- Finalized Safety Teams notebooks

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 8
 - Hazardous: 2
 - EMS: 80
 - Motor Vehicle Accidents: 1
 - Public Assists: 45
 - TOTAL CALLS: 138

 - Aid provided to other agencies: 10 Calls – Daytona Beach (3), Holly Hill (2), Volusia County (5)
 - Total staff hours provided to other agencies: 18
 - # of overlapping calls: 33
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 66
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 168
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- Training Hours
 - NFPA 1001: Firefighting 79
 - NFPA 1002: Driver 16
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 37
 - EMT/Paramedic 9
 - TOTAL TRAINING HOURS: 145
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- Station Activities
 - Provided training for 2 newly hired firefighters. Training consisted of technical rescue, ground and aerial procedures, safety and survival, water supply, attack lines, ventilation, equipment and city geography.

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, A, or Trainee (Wastewater Plant/Public Works)
 - Water Distribution Operator (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)
 - Community Service Officer (Police)

- Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
- Interviews Scheduled
 - Lead Records Specialist (Police)
 - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
 - Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)
 - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant/Public Works)
- Background/Reference Checks/Job Offers
 - Maintenance Worker III (Wastewater Collection Reuse Distribution) /Public Works)
 - Police Officer (Police)

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: 22
 - Completed: 51
 - In progress: 38
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 21,973
 - Inbound E-Mails Blocked: 9,174
 - Delivered Inbound E-Mails: 12,799
 - Quarantined Messages: 239
 - Percentage Good Email: 67.5%
 - ATP/Virus E-Mails Blocked: 8
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 16
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 7
 - 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
- City Manager staff meeting
- City Commission meeting

- Park and Recreation Master Plan coordination meeting
- Working with Coordinators to develop plan to re-open facilities and programs
- Updating website and social media pages as needed

Contract Manager – Grounds and Athletic Maintenance

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

Contract Manager – Facilities Maintenance

- Weekly site visits to evaluate janitorial services.
- Completed annual floor refinishing at Nova Community Center, Ormond Beach Senior Center, and the second floor meeting room at the Performing Arts 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.
- Took down and stored all holiday decorations.
- Coordinating with James Ormond DAR and Parks Supervisor on DAR tree planting at the EDC on Arbor Day.
- Coordinating with sign vendor for install of more education signs for exhibit tanks.
- Developing additional nature videos for posting to social media 1 to 2 times/week.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily.
- Wendelstedt Umpire School is held Monday through Friday, 9 am to 5 pm, at the Wendelstedt Fields 1, 2, 3 at Sports Complex, and on Saturday from 9 am to 5 pm at the Sports Complex, and Wendelstedt Fields 1, 2, 3.
- SHS Soccer had practices this week on Monday and Tuesday and games on Wednesday and Friday, at the Sports Complex, Soccer Fields 5, 6, 8 and the Championship Field 7.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond.
- Tended to the infields, tennis and handball courts at Osceola Elementary School.
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park.
- Cleaned Magic Forest Park and the common area of Nova Park.
- Cleaned all sports parks daily of debris/trash from the events during the week.
- Edging, dragging, weeding fields/infields
- Painted Soccer Fields 1, 4, 10
- Put up new batting cage nets
- Painted Championship Field 7 for SHS soccer games
- Painted corners on soccer fields 2, 3, 5, 6, 8, 9; soccer parking lot; on multi-purpose fields 11, 12; and flag football fields.
- Added goals for soccer fields 5, 6, 8
- Daily Prep of Wendelstedt Fields for Umpire School
- Prepped Championship Field 7 for SHS Games

Performing Arts Center

- Delivered PPE supplies to City departments.
- Completed sound system optimization and functional test of all PAC auditorium sound system components.
- Completed cleaning and organization of tool room, lighting closet, and storage closet.
- Hosted video shoot in PAC lobby for A Dante Production. Supervised event to ensure compliance with COVID safety protocols.

South Ormond Neighborhood Center

- Open park and pavilion
- Work is going well on the workout station area
- IT is currently working on changing out computers in our lab
- No gym reservations until next week

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Took decorations off Christmas tree at City Hall.
- Picked up Santa's mailbox from Nova Community Center.
- Picked up awards for Merry & Bright presentation that we will be assisting with, at City Commission meeting.
- Continue preliminary planning of all upcoming events:
 - Planning of the tree planting for Arbor Day, January 15

Nova Community Center and Special Populations

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

The Casements

- The Casements was open for self-guided tours on Saturday 8 am to 12 pm and on Tuesday through Friday 8 am to 5 pm.
- The Casements Guild and staff took down holiday decorations this week.
- On Monday a new "Guild Giving Back" was posted on Facebook, this series covers enrichments of The Casements from the Guild.
- Ora Yoga class met at Bailey Riverbridge on Tuesday and Thursday from 9 am to 10 am.
- "Did You Know?" was posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place Monday and 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
- Golf Course locks changed, and no trespassing signs installed
- Replaced locks at Magic Forest
- Removed bench from Riverbend Park
- Repaired seawall Riviera Park
- Trimmed walkway back at Riviera Park
- Replaced sign at Central Park I

- Poured slab for bench at Riviera Park
- Installed bench at Riviera 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
- Airport swing gate repaired
- Repaired ceiling at Ames conference room.
- Break room door exterior fixed at the Police Department
- Back lights repaired at the Police Department
- Installed vent on container at PW
- Patched holes in floor at the Tennis Center
- Cleared fountain drains at the Tennis Center
- Removed desk at the Tennis Center
- Replaced WWTP visitor doorbell
- Andy Romano Beachfront Park concession roll up door stop replaced

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff is monitoring the availability of COVID-19 vaccinations for first responders
- Staff partnered with Legal for the Tow Contract for 2021-2024
- Staff hosted a meeting with vendor regarding uniform testing
- Staff attended to staffing issues with the new shift schedules
- Staff partnered with other city leaders regarding transient and parking issues

Community Outreach

- Youth Leadership Council (YLC) – Members of the YLC will be resuming their regular scheduled meetings after school starts again in January.
- PAL Educational Programs – OBPAL Afterschool Educational programs are tentatively scheduled to resume the end of January 2021.
- Donut Dash 5K 2021 – The OBPAL Donut Dash registration page has been updated with information for the 2021 race. The Donut Dash 5K 2021 will be held Saturday, April 24 at The Trails Shopping Center. Registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 18
- Animal Reports: 1
- Trap Neuter Release: 1
- Animal Bites: 0
- Animals to Halifax: 0
- Wildlife Calls: 1
- Found Property Reports: 4

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 0
- Inactive: 1
- Fraud: 1

- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 1
- Grand Theft: 4
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Aggravated Battery: 1
- Police Information: 1
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 68
- Phone Calls: 89
- Arrest / NTA'S: 18
- Reports Generated: 119
- Reports Entered: 105
- Citations Issued: 50
- Citations Entered: 58
- Warnings Entered: 111
- Trespass Warnings: 15
- CORF Entered: 128
- Mail / Faxes / Request: 31

Patrol

- Total Calls 1,364
- Total Traffic Stops 138

Operations

- Crime Opportunity Report Forms: 91

12/30/20

- Stolen Vehicle, 340 Hand Avenue. Unknown suspect stole an open trailer. The trailer has a metal tailgate and wood floors.
- Violation of Injunction Domestic Violence Arrest, South Yonge Street/Palm Place. Subject was contacted and arrested at this location after officers were alerted to his whereabouts. An affidavit was also served for violating a temporary Domestic Violence injunction.
- Warrant Arrest, 1104 Sherbourne Way. Subject contacted and found to have an open warrant.
- Battery Domestic Violence Arrest, 23 Wild Cat Lane. Subject open hand slapped her husband in the face, body and legs.

12/31/20

- Aggravated Battery Arrest, 858 North Halifax Drive. Officers responding to a disturbance contacted a subject who was uncooperative with officers and began making his way back into his residence. The subject resisted attempts to get him to stop resisting and a taser was deployed multiple times with no effect. The subject continued to fight with officers and attempted to gain possession of a firearm during the struggle. Officers eventually got the subject secured and he was transported to the hospital for medical clearance.
- Stolen Trailer, 338 Parque Drive. A black enclosed trailer was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$194.57 in merchandise, the offense was witnessed by loss prevention.

- Aggravated Assault Domestic Violence Arrest, 106 Treasure Lane. Husband and wife were in an altercation that turned physical where the victim was threatened with a knife.

1/1/21

- Shoplifting Arrest, 1657 North United States Highway One (Love's Truck Stop). Subject was observed by employees attempting to steal \$464.14 in merchandise.

1/2/21

- Battery Domestic Violence Arrest, 1614 North United States Highway One (Econo Lodge). Two subjects got into a verbal argument where one struck the other in the face. This was witnessed by multiple people.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed skip scanning items in the self-checkout. The items she skip-scanned totaled \$520.
- Violation of Probation Arrest, 1000 John Anderson Drive. Subject contacted and found to be in violation of the terms of their probation.

1/3/21

- Auto Theft Arrest, 1050 North United States Highway One (Kangaroo). Units responded to this location in reference to a stolen vehicle. Vehicle was located and contacted where the driver fled on foot. An investigation revealed the driver's whereabouts and was located and arrested.
- Warrant Arrest, 1634 North United States Highway One (Super 8 Motel). Units responded to this location in reference to a report of a female subject being held against her will. Reports were found to be false but the female was taken into custody for an open warrant.

1/4/21

- Burglary Business, 29 North Perrott Drive. Unknown suspect entered a fenced in area and attempted to enter an RV by breaking the window. Miscellaneous tools were stolen from the property.
- Burglary Residence, 22 Sugarberry Circle. Unknown suspect entered the residence, possibly through the rear slider. \$2,000 in cash and a debit card was taken.
- Burglary, 135 Seton Trail. The victim suspects that her roommate forced entry into her locked bedroom and stole a Spectrum cable box and duvet.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$233.04 in merchandise. The offense was witnessed by loss prevention.
- Carbreak, 302 Sandoval Drive. Unknown suspect entered the victim's unsecure vehicle, nothing was taken.
- Shoplifting and Warrant Arrest, 205 East Granada Boulevard (Walgreens). Subject was contacted after shoplifting items and was found to have an open warrant.

1/5/21

- Burglary Business, 610 South Yonge Street (Simply Self Storage). Occurred sometime over the past two years. Unknown suspect entered the victim's storage unit and stole miscellaneous clothing and bicycle parts.
- Theft, 1478 West Granada Boulevard (Publix). Subjects worked together by distracting the victim while the other stole a wallet from her purse.
- Auto Theft Motorcycle, 658 North Ridgewood Avenue. Black and white dirt bike was taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 33
 - Number of Citations issued: 13
 - Number of Written Warnings Issued: 32
 - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 13
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 0 Cases initiated
- 8 signs have either been removed or sign cases created.
- 3 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in's and twenty-six (26) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing, all materials are on-site.
 - WTP Chemical Feed System Upgrades – Access stairs installation is complete, shade structure construction ongoing.
 - Broadway/US1 Traffic Signal – Mast arm installation is in process.
 - Casements North Side Improvements – Carriage House interior work is complete, driveway and stair construction scheduled for completion February 12.
 - Fiber Optic Connectivity – FS 91 fiber optic conduit repairs ongoing. John Anderson Drive fiber optic cable installation is complete to Lift Station 6P. Work Authorizations are being prepared for repairs to fiber optic conduit to Standish tank and Lift Station 8P.
 - Landscape Renovations-Variou City Parks & Facilities – Construction is ongoing.
 - Gazebo Replacement CP II – Permit has been approved, construction is scheduled to start January 11.
 - CDBG SONC Fitness Station – Construction is ongoing.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Restoration – A pre-construction meeting is scheduled for January 14.
 - Bidding
 - Granada Mid-Block Lighting Improvements – Bid awarded at the January 5, 2021 City Commission meeting.
 - Florence St On-Street Parking – Bids award is scheduled for City Commission approval at the January 19 meeting.
 - 2021 Storm Lining & Sewer Lining/Manhole Repair – Contracts are in process of execution.
 - Wilmette Stormwater Pump Station – Preparing for bid award at the February 16 City Commission meeting.
 - Downtown Banner Pole Replacement Re-Bid – Disposition Item approved at the January 5 City Commission meeting, project will be advertised for bidding on January 10.
 - Facility Hardening – Preparing a disposition item for City Commission approval to bid.
 - Design Projects:
 - Secondary Raw Water Main – Bid documents are being finalized.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.
 - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.

- Airport Road/SR40 Water Main Loop – Consultant has completed plans and specs, permits are approved.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Granada Streetscape Pavers – Paver color has been selected, a mock-up will be installed on Washington Street near the Chamber of Commerce.
 - Update Parks & Recreational Master Plan – A project kickoff meeting is scheduled for January 12.
 - Business Park Drive Phase II – Design is in process.
 - Police Station Chiller – 60% design comments returned to consultant for revisions.
 - CDBG Fleming Avenue/CP I Playground – Disposition item for approval to advertise is scheduled for the February 2 City Commission meeting.
 - Riviera Park Pedestrian Signals – Bid documents are finalized, soliciting quotes for the project.
- Departmental Activities
 - Reviewed 31 Engineering Permit applications through the ProjectDOX system, and created and approved 0 Franchise Utility permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Concrete pour Military Blvd
- Asphalt at Tomoka Ave & S Center St
- Graded & poured driveway on Kenilworth Ave
- Removed damaged sidewalk on Trina St.

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide

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
- Trimming in various areas citywide
- Removed holiday banners, installed streetscape banners at bridge & Granada Blvd.

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations

Stormwater Maintenance

- Basin repair on 300 block of River Bluff
- Gates & pumps citywide
- Baffle boxes inspected on Sanchez Ave
- DOT meeting at City Hall
- Backfill pipe job on Sugar Creek Ct
- Hotspots citywide

- TV truck WW citywide
- Basins inspected/cleaned Tomoka Oaks, The Trails

Vactor

- Vac truck on River Bluff; Sugar Creek/Country Club

Fleet

- Mileage traveled by all departments for the week: 21,046
- 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: 11,833 gallons unleaded, 11,800 gallons diesel
 - Fuel used in one week: 2,312 gallons of unleaded and 928 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 Treatment Plant

- Delivered 38.39 million gallons for the week ending December 26, 2020 (5.43 MGD).
- Backwashed 9 filters for a total of 573,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 26, 2020 @ 6.30 MGD, SJRWMD 2020 allocation @ 7.687 MGD.
- Produced & hauled 64 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.38 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.20 MGD.
- Produced 17.87 Million Gallons of Reuse.
- Produced 11.51 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 13 reports of customer concerns regarding low pressure or other plumbing needs.
- Responded to 10 calls from customers concerning leaking water.
- Replaced 3 malfunctioning residential water meters.
- Performed accuracy testing on a 2- 3" and a 4" commercial water meters. Rebuilt a 3" commercial meter due to inaccurate test.
- Replaced 1 broken meter box.
- Replaced 2 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 1 City owned backflow prevention device.
- Disconnected 3 water services due to building demolition.
- Repaired a 6" water main leak at the corner of Tomoka Ave & Center St.
- Repaired a 2" water main on Kenilworth Ave.

- Disconnected and relocated the 2" irrigation service at 197 N. Yonge St median due to FDOT US1 road project.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 111 utility locates for the previous week.

Wastewater Collection & Reuse

- Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area.
- Responded to stoppage at Nova Community Center.
- Replaced PEP pump at 23 Winding Creek Way.
- Replaced broken lid on PEP tank at 23 Winding Creek Way.
- Located PEP tanks on Winding Creek Way.
- Raised C/O to grade at 440 Collins St.
- Televised customer sanitary lateral looking for City point of service at 453 Idlewood Dr., located additional C/O and attempted to TV from there. Unable to get camera into line. Will return next week to locate City point of service.
- Flushed 103 Hickory Hills Cir.
- Flushed main at Nova Community Center.
- Flushed sanitary lateral at 300 S. Center St.
- TV'ed 4 sanitary laterals on PM list.
- Responded to 1 reuse trouble call.
- Checked for reclaimed leak at 78 Levee Ln. No apparent issue on City side.
- Installed new reclaimed box and marked in curb at 18 Winding Creek Way.

Wastewater Plant – Lift Stations

- SCADA – began to configure alarms and tie in wiring at lift stations.
- Bisulfite pumps – installed heated canvas tent around pump skid for climate control.
- Sand filter walkway – replaced GFCI outlets.
- Sludge tanks – installed 2 flood lights.
- Sand filter mixing pumps – pulled both pumps to replace stabilizing cables with new TriPoint attachment to prevent spinning.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricate as needed.
- Well 37R – installed VFD for pump control.
- Performed operational checks at various locations.

Support Services/City Clerk

In addition to routine departmental activities such as coordinating the City Commission agenda packet process, managing official documents, processing public records requests, managing elections, records management, website administration, drafting proclamations, providing advisory board administration, administrative support and research services, and assisting citizens and directing calls at City Hall, the following occurred this week:

- City Clerk attended City Manager staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for January 5, 2021 City Commission Meeting.
- Agenda packet preparation for January 19, 2021 City Commission Meeting.