

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 10, 2021

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

**City Manager**

Reviewed and prepared with staff as follows:

- Virtual staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- City Commission Workshop, City Commission Zone Redistricting
- City Commission Meeting
- Jerry Lampe and Bonda Garrison, Historical Society, regarding the MacDonald House
- Susan Richmond, OMAM, regarding the museum renovations
- Team Volusia Executive meeting
- Team Volusia Board meeting
- Planning Board meeting

**PIO – Public Information**

- Press Releases/Media
  - Holiday Parade
  - General media inquiries
  - General citizen requests
- Social Media
  - Alligator Reef Swim
  - Obie Holiday Elf Adventures
  - Holiday Parade Microsite Details
- Attended
  - City Manager's Weekly Staff Meeting
  - City Commission Workshop
  - City Commission Meeting
  - Parade Coordination Meeting
  - K-9 Check Ceremony
  - Shop with a Cop
  - Fill the M-Rap
- Developing
  - OB Life Summary Template

**Community Development**

**Planning**

- Attended the Plantation Oaks neighborhood meeting.
- Attended and participated in the Volusia County affordable housing summit.

- Attended and participated in the Park and Recreation master plan meeting.
- Attended and participated in the Planning Board meeting.
- Attended and participated in the City Commission redistricting workshop and City Commission meeting.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 323 inspections performed within the city (2 by private providers).
- 108 permits issued within the city, with a valuation of \$3,784,192 (14 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
  1. 55 North Nova Road, Splash Car Wash. Redevelopment of the existing church site to a 9,960 square foot car wash with an express wash and detailing capabilities. The use would require a Planned Business Development zoning map amendment. SPRC discussed the conceptual site plan and the permitting process.
  2. 1141 North U.S. Highway 1, Caldera Spas. Review of the SPRC comments with the project engineer. The project seeks to change the site use to a spa sales business.
  3. 145/149 South Atlantic Avenue, handicapped parking space modifications. SPRC discussion with project architecture regarding a building permit submittal for handicapped parking space modifications.
- SPRC approved the project at 295 Interchange Boulevard, Interchange Depot to allow an indoor storage facility.
- Projects under SPRC review:
  1. 1054 Ocean Shore Boulevard, Surfstyle. 1<sup>st</sup> review. A utility review of a project located in unincorporated Volusia County.
  2. 215 Williamson Boulevard, Regal Center. 2<sup>nd</sup> 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.
  3. Iris, Flagler County subdivision. 2<sup>nd</sup> Review. Utility connection for 76 single-family homes. Flagler County (Hunter's Ridge).
  4. Tymber Creek Apartments. 1<sup>st</sup> Review. Based on the lack of a re-submittal, the previous Tymber Creek Apartments project (PZ-20-063) was expired by the Site Plan Review Committee. The current application is considered a new application and would be required to conduct a neighborhood meeting. No dates for the neighborhood meeting, Planning Board, or City Commission meetings have been set.
- Construction status of projects under construction:

<b>Project</b>	<b>% Complete</b>
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%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Forcemain extension, Airport Road	5%
Forcemain -Huntington Green	50%
Ocean Village Townhomes	10%
Verona Oceanside	70%
<b>Residential</b>	
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](http://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.
  - Staff participated in the Ormond Mainstreet Economic Vitality Committee meeting on Thursday, December 9, 2021.
  - Staff participated in the regular GrowFL FLVEC Sponsor calls.
  
- 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 continues working on the airport's annual based aircraft inventory report for the FAA's Based Aircraft Program.
- Staff participated in a kick-off meeting this week with representatives from FDOT and their consultants regarding the 2022 Statewide Aviation Economic Impact Study. It is expected that the study will be completed by November or December of next year.
- Staff participated in a meeting of the Continuing Florida Aviation System Planning Process (CFASPP) Statewide Steering Committee this week.
- Staff has been advised that the FAA has approved the final invoices and closeout documentation for the design phase of the Taxiways Bravo and Delta rehabilitation project.

#### 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 from the U.S. Treasury for the American Relief Act
- Completed Projects - Weekly
  - Process 132 Journal Entry Batches.
  - Utility Billing Meter Readers completed 397 work orders.
  - Approved 15 Purchase Requisitions totaling \$121,556.68.
  - Issued 18 Purchase Orders totaling \$1,253,909.09.
  - Issued 242 past due notices on utility accounts.
  - Auto-called 238 utility customers regarding receipt of a past due notice.
  - Processed 519 payments through Interactive Voice Response System totaling \$47,640.75
  - Processed 1,221 payments through City online payment portal totaling \$116,241.98.
  - Prepared 92 Accounts Payable checks totaling \$353,354.24 and 28 Accounts Payable EFT payments totaling \$316,341.10.

##### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Continued working with the Fire Department on an Assistance to Firefighters Grant (AFG) which is due December 17.
  - Grant reimbursement requests FY 21-22: \$436,362.90
- Other
  - Attended Office of the Attorney General Victims of Crime Act (VOCA) training (2 sessions) for new software to be implemented in 2022.

##### Risk Management Projects

- Receipted multiple restitution recoveries
- Attend Leadership planning meeting
- Managing multiple subrogation claims

##### Fire Department

- Weekly Statistics
  - Fires: 3
  - Fire Alarms: 8
  - Hazardous: 4
  - EMS: 77

- Motor Vehicle Accidents: 5
- Public Assists: 42
- TOTAL CALLS: 139
  
- Aid provided to other agencies: 7 Calls – Daytona Beach (5), Flagler County (1), Volusia County (1)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 48
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 50
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 185
  
- Training Hours
  - NFPA 1001: Firefighting 25
  - NFPA 1002: Driver 14
  - NFPA 1021: Officer 5
  - NFPA 1500: Safety/Equipment 78
  - NFPA 1620: Preplanning 21
  - EMT/Paramedic 9
  - TOTAL TRAINING HOURS: 152
  
- Station Activities
  - Conducted 3 fire Inspections
  - Updated 5 pre-fire plans
  - Participated in Winterfest at Pine Trails Elementary
  
- Significant Incidents
  - 12/5/21, 10:28 AM: 344 Oak Ridge Rd. – Structure Fire – Responded along with Volusia County Fire to a structure fire in Flagler County – upon arrival found a large column of smoke and flames coming from a single-story home – crews contained fire to bedroom and prevented further spread throughout attic – all occupants were accounted for with no injuries – crews cleared scene at 12:42 PM.

### **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 (Wastewater Collection/Reuse Distribution)
    - Mechanic III (Fleet)
    - Part Time Evidence Custodian
    - Part Time Maintenance Worker II (Athletic Fields)
    - Part Time Recreation Leader (SONC)
    - 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
- Treatment Plant Operator A, B, C, or Trainee (Water Production)
- Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
- Water Distribution Operator 3
  
- Separations
  - Permit Tech (Planning)
  - Treatment Plant Operator (Water Reclamation Facility)
  - Senior Staff Accountant (Finance)

### **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: 93
    - Completed: 62
    - In progress: 97
  
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 41,515
    - Inbound E-Mails Blocked: 13,374
    - Delivered Inbound E-Mails: 25,557
    - Quarantined Messages: 1,404
    - Percentage Good Email: 61.56%
    - Virus E-Mails Blocked: 1
    - Notable Events: New robust password policies created in group policy
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 6
    - Changes: 1
    - Corrections: 1
  - Map/Information Requests: 26
  - Information Requests from External Organizations: 1
  - 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 = 24,071; 23,237 potable, 823 Irrigation, 11 Effluent

### **Leisure Services**

#### **Administration**

- Park visits
- One-on-one staff meetings
- Leisure Services Pay and Classification meeting
- Engineering Project coordination meeting
- City Manager staff meeting
- Agenda item review
- City Commission meeting

- LSAB/QLB joint Parks & Rec Master Plan meeting
- Master Plan team meeting
- PAC Renovation – Interior Finish Presentation
- Impact Fee Committee
- YMCA Dog Park report
- Updating all social media 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 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
- Started Planning Department renovations at City Hall

#### Environmental Discovery Center

- Volusia UF/IFAS Extension Master Gardener Plant Clinic, Tuesday, 10 am
- Volusia UF/IFAS Extension Gardening Florida Style, Wednesday, 10 am
- Little Learners Deer Program, Friday, 10 am
- Monitor progress of honey beehive rebuild following beekeeper maintenance
- Routine maintenance of Butterfly and Wildflower Gardens

#### Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- Spikes 13's continue practices this week on Nova Field 1 Monday and Wednesday.
- Calvary Christian Academy Soccer hosts practices this week Monday, Thursday and Friday afternoon from 3 pm-5 pm. Soccer games took place on Field 6 Monday and Thursday at 6 pm.
- Seabreeze High School Boys' and Girls' soccer practice continues this week at 5 pm on Soccer Fields 5 and 6 and the Sports Complex.
- Seabreeze High School Boys' Soccer teams play home games on Monday on Championship Field 7 at the Sports Complex at 5pm and 7pm.

#### 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
- Prep Championship Field 7 for Seabreeze High School and Calvary Christian Academy soccer games
- Prepped all Nova Baseball fields for nightly practices
- Put up "Field Closed" signs on Soccer fields 1-3, 8-12, Wendelstedt 1, 2, and 3, Kiwanis, and Nova Fields 2-5

#### Performing Arts Center

- Hosted Children's Musical Theatre Workshop performances of Disney's Frozen Jr.
- Prepared for Quality of Life/Leisure Services Advisory Board meeting
- Continued training of Box Office attendants
- Updated information on OBPA Facebook page and internet ticketing site

#### South Ormond Neighborhood Center

- Splash pad is closed until March 15
- Park is open daily dawn to dusk
- 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
- Elks Hoop Shoot, Saturday 12/4
- LSAB/QLB Parks and Rec Master Plan joint board meeting in Activity Room, 12/8

#### Community Events

- Weekly administrative tasks and activities
- Assisted with Parks and Recreation Master Plan Joint Board meeting meal
- 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 5:30 pm.
- Basketball League will hold practices from 5:30 pm to 8:30 pm Monday through Friday.
- 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 was offered 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 43<sup>rd</sup> Annual Christmas Gala "The Jewel of Ormond Beach" was held this past weekend.
- Holiday Story Stroll began Wednesday in Rockefeller Gardens, "If Animals Celebrated Christmas," written by Ann Whitford Paul, illustrated by David Walker.
- 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.
- Garden Club meeting, Wednesday, 10 am-12 pm
- Greek Cooking, Thursday, 4 pm-8 pm
- Movies on the Halifax, Friday, December 10, 6 pm, "The Grinch" (2018) Free popcorn with new unwrapped toy for Toys for Tots Drive



- Staff will be assisting with the 30<sup>th</sup> Annual Home for the Holidays Parade, Saturday 4 pm-9 pm

#### Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Check all parks for unemptied trash cans
- Bathroom checks daily
- Skatepark concrete inspected and repairs done as needed
- Blew off trails
- Magic Forest wood repairs
- Repair loose boards and railings in Ormond Memorial Gardens
- Make repairs to retaining wall in parking lot at OMAM

#### Building Maintenance

- Removed file cabinet from Ames
- Removed name plate for engraving from Vietnam Veteran's plaque
- Repaired a soap dispenser at Quad and at Nova
- Replaced spigot on Cassen Pier
- Repaired flushers at soccer fields
- Repaired men's outside restroom at Nova
- Repair clogged toilet at Sports Complex
- Replaced batteries in bathroom at Public Works
- Repaired holiday decorations as needed
- Installed large holiday tree in Rockefeller Gardens
- Repaired tarpon bubbler in Rockefeller Gardens
- Researched requirements for new chiller unit at Police Department
- Assisted with shut down of Andy Romano Beachfront Park and South Ormond splash pads
- Installed new breaker for Police Department chiller
- Set up 20' holiday tree at City Hall
- Repairs made to Granada uplights
- Replace outlet on seawall in Rockefeller Gardens

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting.
- Staff attended Shop with a Cop.
- Staff attended Fill the MRAP events at Academy Sports and at Wal-Mart.
- Staff attended the D.A.R.E. Graduations at Pine Trail Elementary and Beachside Elementary.
- Staff attended a meeting with Fleet reference new cars.
- Staff attended meetings with Engineering on the Police Department chiller replacement.

##### Community Outreach

- Youth Leadership Council (YLC) – Four (4) members volunteered at the State of Florida Association of Police Athletic Leagues Annual Cheerleading competition. The next community service project is assisting with toys at the OBPAL Holiday Walk Through on December 15.
- OBPAL Basketball – Basketball practice has concluded for the season. Practice and team tryouts will be held starting in late January.
- PAL Educational Programs
  - Twenty-five (25) students attended Tutors R Us last week. Tutors R Us concluded December 2, 2021. Winter/Spring classes will begin in February 2022.

- Special Events
  - OBPAL Annual Holiday Party – The OBPAL Annual Holiday event is scheduled for Wednesday, December 15 at the South Ormond Neighborhood Center. The program will begin at 5:30 pm and continue until 7:30 pm.

#### Community Services & Animal Control

- Animal Calls responded to: 36
- Animal Reports: 2
- Trap Neuter Release: 3
- Animal Bites: 1
- Animals to Halifax: 1
- Injured Wildlife Calls: 1
- Found Property Reports: 1

#### Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 5
- Inactive: 8
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 2
- Police Information: 0
- Suspicious Incident: 1
- Vandalism: 4

#### Records

- Walk - Ins / Window: 89
- Phone Calls: 120
- Arrest / NTA'S: 10
- Reports Generated: 96
- Reports Entered: 92
- Citations Issued: 42
- Citations Entered: 22
- Warnings Entered: 1
- Trespass Warnings: 1
- CORF Entered: 14
- Mail / Faxes / Request: 25

#### Patrol

- Total Calls: 1,378
- Total Traffic Stops: 111

### Operations

- Crime Opportunity Report Forms: 55

#### 12/01/21

- Carbreak, 620 South Atlantic Avenue. An unidentified suspect stole a bicycle from the back of an RV.
- Carbreak, 569 South Yonge Street (Orlando & Sons Repair Center). An unidentified suspect stole a catalytic converter from a vehicle at this location.
- Domestic Violence Battery & Child Abuse Arrest, 66 Lucky Drive. A female battered her juvenile son and husband during an altercation. This also violated the female's probation.
- Loitering and Prowling Arrest, Hand Avenue/Harbour Lights Drive. A male was found in the area with several chisel type tools in his possession and couldn't dispel Officer's alarm.
- Driving Under the Influence Arrest, Clyde Morris Boulevard/Hand Avenue. A male was stopped for a traffic infraction and found to be under the influence of alcohol.

#### 12/02/21

- Theft, 30 Pine Valley Circle. Two unidentified suspects stole a garden hose from this location.
- Carbreak, 19 Aaron Circle. An unidentified suspect entered the victim's unsecure vehicle. Nothing was taken.
- Vandalism, 1478 West Granada Boulevard (Ormond Towne Square). Anti-sematic propaganda was located on a sign at this location.
- Vandalism, 312 Timberline Trail. Anti-sematic propaganda was located on a real estate sign at this location.

#### 12/03/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male was observed altering the price tag information on merchandise and attempting to purchase it for a lesser amount.
- Carbreak, 333 West Granada Boulevard (Golds Gym). An unidentified suspect entered the victim's secure vehicle. Multiple electronics were stolen.

#### 12/04/21

- Vandalism, Wilmette Avenue/North Nova Road. Anti-sematic propaganda was located on a sign at this location.
- Vandalism, 9 West Granada Boulevard. Anti-sematic propaganda was located on a sign at this location.
- Warrant Arrest, Flagler County. A male was identified and arrested on a warrant for the Anti-Semitic stickers that have been placed throughout the city.
- Warrant Arrest, 175 Interchange Boulevard (Baymont Inn). Subject was contacted and found to have an open warrant.

#### 12/05/21

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). A male stole a misdemeanor number of items. However, he had two prior convictions that enhanced it to a felony charge.
- Theft, 1608 North United States Hwy 1 #108 (Days Inn). The victim reported he had someone staying in his room with him and now some of his money is missing from the room.

#### 12/06/21

- Theft, 600 South Atlantic Avenue. An unidentified suspect stole a sweatshirt. The suspect was identified by the Seabreeze High School School Resource Officer. Charging affidavit to be completed.
- Stolen Vehicle, 1608 North United States Highway 1 (Days Inn). The victim advised a known subject was working on her vehicle and wasn't given permission to take her vehicle. The subject took her vehicle without permission, but the victim did not want to pursue charges for the stolen vehicle.

- Theft, 6000 Saint Georges Road #304A (Bermuda Estates). The victim advised she's missing prescription medication from her residence.

12/07/21

- Theft, 500 Shadow Lakes Boulevard #43 (Shadow Lakes Apartments). The victim reported that a known suspect allegedly stole her prescription medication.
- Warrant Arrest, 1608 North United States Highway 1 (Days Inn). Subject was contacted and found to have an open warrant.

#### 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: 5 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 0 Cases initiated
- 14 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and thirty-three (33) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - MacDonald House Improvements – North side restoration work is complete, front porch construction is ongoing. Progress meeting #21 is scheduled for December 16.
    - Riviera Park Pedestrian Signals – Work on the sidewalk and pavement markings is scheduled to begin December 13.
    - Wilmette Stormwater Pump Station – Long lead time equipment/materials delivery has been delayed until January 2022.
    - WRF Chlorine Contact Improvements – Construction is ongoing.
    - 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.
    - ARBP ADA Ramp Repair – Building permit is in process.
  - 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 – Bid award is scheduled for the January 4 City Commission meeting.
- Shell Parking Lot Restoration – Project was advertised on November 21, a pre-bid meeting was held on December 8, and bids are due on December 21.
- 2022 Storm & Sewer Lining – Project is scheduled for approval to bid at the January 4 City Commission meeting.
- Shadow Crossings Ground Storage Tank Maint/Repairs – Contract approval scheduled for January 4 City Commission meeting.
- PD Access Control Replacement – RFP approval is scheduled for January 4 City Commission meeting.
- 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 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 drawings and specifications are being prepared.
- Departmental Activities
  - Reviewed 41 Engineering Permit applications through the ProjectDOX system, and created and approved 3 Franchise Utility Work-in-the-Right-of-Way permit.

#### Environmental Management

##### Street Maintenance - Asphalt/Concrete

- Formed, graded & poured sidewalk on S Halifax Dr; stripped forms, backfilled, cleaned up
- Preset for parade; trailers are loaded
- Lay asphalt patch on Parkview Ln; N Orchard St
- Patched holes with asphalt at Cassen Park

##### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming on N Yonge St
- Hang banner at US1 & Washington
- Installed message signs citywide
- Picked up debris piles at Nova Community Center
- Parade prep

##### 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
- Prep for Christmas parade

#### Stormwater Maintenance

- Gates & pumps citywide
- Basin repair on Tomoka Ave
- Sweeper citywide
- Ditch mowing at Hand Ave ditch
- Ditch maintenance at ballfields

#### Vactor

- Clean out Vac truck
- Taken to Orlando for repairs
- Ballfields

#### Fleet

- Mileage traveled by all departments for the week: 22,652
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 6,962 gallons unleaded, 6,667 gallons diesel
  - Fuel used in one week: 2,522 gallons of unleaded and 647 gallons of diesel.
  - Fleet completed 46 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

- Delivered 37.97 million gallons for the week ending December 4, 2021(5.42 MGD).
- Backwashed 7 filters for a total of 410,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 4, 2021, @ 6.31 MGD SJRWMD allocation @ 7.795 MGD.
- Produced & hauled 81.0 wet tons of sludge (80% solids).
- Flushed distribution system 173,000 gallons.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 31.30 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.47 MGD
- Produced 23.89 Million Gallons of Reclaim water.
- Produced 7.41 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (December 1, 2020 – November 30, 2021) (MGD):
  - Influent 4.52 (Permit 8 MGD);
  - Surface Water Discharge 1.38 (Permit 6 MGD);
  - Reuse 3.36 (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 18 reports of customer concerns regarding low pressure, water or assistance with other plumbing concerns.
- Responded to 11 calls from customers concerning leaking water.
- Installed 5 new residential water services.
- Performed pressure testing on 3 city owned backflow prevention devices, 1 required repairs.
- Replaced 1 residential water service due to pressure concerns or leaks.
- Replaced 4 malfunctioning residential water meters.
- Replaced 6 broken water meter boxes.
- Located 2 water services for homeowners due to plumbing concerns.
- Disconnected 1 residential property due to building demolition.
- Repaired a 2" GSP water main on Sea Hawk Dr.
- Installed a sample station at Pine Trails Elementary.
- Assisted contractor with a fire line shut down at 1051 Ocean Shore Blvd.
- 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 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area.
- Flushed Nova Community.
- Flushed sanitary lateral at 103 Hickory Hills Cir., 300 Center St. and 524 Fred Gamble Way.
- Removed 1,500 gallons of effluent off of Hunter's Ridge force main.
- Replaced PEP pump at 10 Deep Woods Way, 18 Little Tomoka Way
- Repaired broken C/O at 331 Riverside Dr.
- Follow up TV at 7 Winding Creek Way and 156 Orchard Ln. City side clear on both laterals.
- Repaired broken discharge line at 8 Foxhunter Flat.
- Performed a PEP tank rehab at 11 Tomoka Cove Way.
- Sealed manhole lid at 11 Pine Shadows Trl. in response to odor complaint.
- Replaced malfunctioning check valve on PEP system at 10 Deep Woods Way.
- TV'ed 4 sanitary laterals on the PM list.

#### Reuse

- Responded to 1 reuse trouble calls.
- Repaired broken 3" zone valve at 28 Carriage Creek Way.

#### Wastewater Plant – Lift Stations

- Sand Filter #3 – drive not operating, found bad speed reducing gear box, replaced.
- Bar Screen #1 & #2 – replaced drop chute skirt.
- SHT Tank #2 Submersible Mixer – began disassembly of gear box and rotating pan, prep components for delivery to machine shop.

- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricate as needed.
- High Service Pump 3 – assisted electrical contractor with control wire connections and testing.
- C.E.C. Controls – sand filter #1 valve actuator not responding properly, bad PLC card, replacement will be ordered.
- Standish Tank – tank level not working, RTU troubleshooting in progress.
- Well 30H – pump contractor removed equipment and riser pipe for repairs, cable ties ingested by pump, probably cause of motor failure, heavy corrosion noted at riser top plate, well cleaning and riser pipe replacement being scheduled.
- Well 40 & 41 – surge protectors need replacement, supplier being located.
- Perform 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 December 7, 2021 City Commission Zone Redistricting, Process and Options Workshop and City Commission Meeting.
- Agenda packet preparation for January 4, 2021 City Commission Meeting.