

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 17, 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:

- General discussion meetings with senior staff
- OB Life post event meeting

Spoke to, attended and/or met with:

- Chamber of Commerce President/CEO Debbie Cotton, discussed various topics
- PAL holiday party (after hours)
- City/County Manager Virtual Think Tank

PIO – Public Information

- Press Releases/Media
 - Holiday Parade PSA and Winners
 - General citizen updates
 - General media inquiries and talking point coordination
- Social Media
 - Holiday Parade Coverage
 - Holiday Safety Tips
 - Drive Smart
 - Obie the holiday elf adventures
- Attended
 - Engineering/Planning Meeting
 - Holiday Parade Coverage and Planning
 - Christmas Lights
 - Casements Events
- Developing
 - 2022 Communications Planning

Community Development

Planning

- There is one variance scheduled for the January 5, 2022, Board of Adjustment and Appeals meeting. The property owners at 480 Collins Street seeking to replace a manufactured home are seeking front and rear yard variances.
- There are currently no items scheduled for the January 13, 2022 Planning Board meeting.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 353 inspections performed within the city (12 by private providers).
- 128 permits issued within the city, with a valuation of \$2,594,874 (9 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 55 North Nova Road, Splash Car Wash. Second pre-application meeting. 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. 499 South Nova Road. Pre-submittal meeting for the use of the property as a charter school.
 3. 325 Hand Avenue. SPRC discussion with business owner to create a walkway within a landscape island.
- Projects under SPRC review:
 1. 1054 Ocean Shore Boulevard, Surfstyle. 1st review. A utility review of a project located in unincorporated Volusia County.
 2. 215 Williamson Boulevard, Regal Center. 2nd review. Modifications to an existing 12 acre parcel to relocate a wet detention pond to rear of site for a proposed 1.31 acre outparcel fronting Williamson Boulevard.
 3. Tymber Creek Apartments. 1st 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.
 4. 100 North Halifax Drive, The Cupola at Oceanside, Preliminary Plat. 2nd review. Preliminary plat for a 12 unit townhome project.
 5. 1926 Ocean Shore Boulevard, Corinthian Villas (concept plan). 1st review. Sewer connection for a property located within Ormond by the Sea.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	45%
Dunkin Donuts, 1535 North US Hwy 1	45%
Germfree driveway addition	95%
GPR1	5%
KOMN Condominium Association	35%
McNamara Warehouse	0%
Ormond Museum	55%
Paradise Pointe ALF	35%
The Pumphouse	90%
Total Comfort	70%
US 1 Business Park amendment	60%
Utilities only	
101 Town & Country Lane	40%
Forcemain extension, Airport Road	5%

Forcemain -Huntington Green	70%
Ocean Village Townhomes	10%
Verona Oceanside	70%
Residential	
Cupola at Oceanside	5%
Pineland, Phases 4 & 5	95%
Plantation Oaks, Phase 1A	5%
Plantation Oaks, Unit 2B	5%
Plantation Oaks, Unit 2C	0%
Plantation Oaks, Unit 2D	0%

Economic Development/Airport

Economic Development

- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
 - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Trail creating a secondary ingress and egress to the business park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - Staff officially launched SizeUp Ormond Beach on the City's website. It can be accessed at www.sizeup.info/ormondbeach. This tool makes market research and business intelligence available to small and medium sized businesses so they can make informed decisions as they start and grow their business.
 - Staff participated in the Ormond Mainstreet Economic Vitality Committee meeting on Thursday, December 9, 2021.
 - Staff participated in the regular FL Sunshine Chapter FAME Board meeting.
- 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 generated via direct contact with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Work continues on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- Staff completed the update to the airport's annual based aircraft inventory report for the FAA Administration's Based Aircraft Program.
- Staff has been advised that FDOT has executed the Public Transportation Grant Agreement for the Taxiway Delta rehabilitation project that was approved at the December 7 City Commission meeting.
- AVCON, Inc. has provided staff with 60% design documentation for the project to upgrade environmental systems at the air traffic control tower. Design and construction work for this project is 100% funded by the FAA.

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

Finance

- On-going Projects
 - Annual Audit for the 2021-2021 fiscal year is ongoing
 - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
 - City is undergoing a systemwide upgrade to the Enterprise Resource System, Munis.

- Completed Projects - Weekly
 - Process 88 Journal Entry Batches.
 - Utility Billing Meter Readers completed 198 work orders.
 - Approved 26 Purchase Requisitions totaling \$253,469.78.
 - Issued 8 Purchase Orders totaling \$133,276.17.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 401 payments through Interactive Voice Response System totaling \$30,155.11
 - Processed 1,118 payments through City online payment portal totaling \$111,928.68.
 - Prepared 99 Accounts Payable checks totaling \$504,205.90 and 35 Accounts Payable EFT payments totaling \$334,819.31.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted an Assistance to Firefighters Grant (AFG) on behalf of the Fire Department for various equipment and PPE gear.
 - Grant reimbursement requests FY 21-22: \$436,362.90

- Other
 - Attended a Sheltered Venue Operators Venue Grant post award informational session.

Risk Management Projects

- Quarterly random testing
- Investigate possible claim
- Receipt multiple subrogation payments

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 8
 - Hazardous: 3
 - EMS: 76
 - Motor Vehicle Accidents: 6
 - Public Assists: 52
 - TOTAL CALLS: 147

 - Aid provided to other agencies: 9 Calls – Daytona Beach (1), Volusia County (8)
 - Total staff hours provided to other agencies: 6
 - # of overlapping calls: 34
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 6
 - Total EMS patients treated: 71
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 223
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- Training Hours
 - NFPA 1001: Firefighting 78
 - NFPA 1002: Driver 6
 - NFPA 1021: Officer 5

- NFPA 1500: Safety/Equipment 51
- EMT/Paramedic 3
- TOTAL TRAINING HOURS: 143

- Station Activities
 - Conducted 2 fire Inspections
 - Updated 6 pre-fire plans
 - Participated in the annual Home for the Holidays Parade

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Accounting Tech (Pension/Payroll)
 - Administrative Assistant
 - Civil Engineer
 - Environmental Improvement Officer (Arborist)
 - Firefighter/EMT
 - Maintenance Worker (WWCR)
 - Maintenance Worker II (Stormwater) Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Stormwater) Maintenance Worker II (Streets)
 - Mechanic III (Fleet)
 - Neighborhood Improvement Officer
 - Part Time Evidence Custodian
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Maintenance Worker II (Parks)
 - Part Time Recreation Leader (SONC)
 - Permit Tech
 - Police Officer
 - Senior Staff Accountant
 - Treatment Plant Operator (Water Plant)
 - Treatment Plant Operator (WW Plant)
 - Utilities Engineer

 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Maintenance Worker II (Water Reclamation Facility)
 - Maintenance Worker III (Water Reclamation Facility)
 - Treatment Plant Operator (Water Reclamation Facility)
 - Treatment Plant Operator (Water Plant)

 - Separations
 - Permit Tech (Planning)
 - Treatment Plant Operator (Water Reclamation Facility)
 - Senior Staff Accountant (Finance)
 - Maintenance Worker II (Streets)
 - Part Time Maintenance Worker II (Parks)

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: 87
 - Completed: 72
 - In progress: 112
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,999
 - Inbound E-Mails Blocked: 11,543
 - Delivered Inbound E-Mails: 24,036
 - Quarantined Messages: 1,252
 - Percentage Good Email: 63.25%
 - Virus E-Mails Blocked: 12
 - Notable Events: New robust firewalls installed and in use
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 1
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 4
 - 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
- Home for the Holidays Parade
- Engineering Project Coordination meeting
- OB Life post event review
- Growth Award meeting
- Holidays at The Casements
- Impact Fee Committee
- Website/City calendar updates
- YMCA Dog Park report
- Posting videos to Leisure Services Facebook/Instagram pages

Contract Manager – Grounds and Athletic Maintenance

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

Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager
- Weekly site visits to evaluate janitorial services
- Completed framing and new door installation in Planning Department at City Hall

Environmental Discovery Center

- Monitor progress of honey beehive rebuild following beekeeper maintenance
- Routine maintenance of Butterfly and Wildflower Gardens

Athletics

- Shuffleboard holds practices on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- Calvary Christian Academy Soccer practices this week Monday, Tuesday, Thursday and Friday afternoon from 3 pm-5 pm. They hosted a soccer game on Field 6 on 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' and Girls' Soccer teams played home games on Tuesday, Wednesday and Thursday on Championship Field 7 at the Sports Complex at 5 pm and 7 pm.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned handball, tennis, basketball courts, Magic Forest and Skateboard Park and common areas at Nova
- Cleaned all sports parks daily of debris and trash from events during the week
- Continued dragging and edging (18) infields daily at Sports Complex and Nova
- Dragged and edged South Ormond and Osceola Softball Fields (2)
- Painted Soccer Fields 4-6
- Prepped Championship Field 7 for Seabreeze High School soccer games
- Put up corner flags for Seabreeze High School and Calvary Christian Academy soccer games
- Prepared Wendelstedt for Umpire School

Performing Arts Center

- Prepared sound equipment for Home for the Holidays parade
- Continued training Box Office Attendants
- Updated information on OBPA Facebook page and internet site

South Ormond Neighborhood Center

- Splash pad is closed until March 15
- Park is open dawn to dusk daily
- Gym and weight room are open during normal Center hours
- Jazzercise Monday evening 5:45 pm-6:45 pm
- Youth basketball practice Monday, Wednesday, Friday 5:30 pm-8:30 pm
- PAL Holiday Party Wednesday

Community Events

- Weekly administrative tasks and activities
- Home for the Holidays Parade, December 11
- Holidays at The Casements, December 16
- Set up for Breakfast with Santa
- Letters to Santa
- Preliminary planning for the 2022 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 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 practice sessions from 5:30 pm to 8:30 pm Monday through Friday and Saturday from 9 am to 12 pm.
- Pickleball was held in the gym Monday-Friday from 9 am-12:30 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

- The Casements was open for guided and self-guided tours on Saturday from 8 am to 12 pm, and Monday through Friday from 8 am to 5 pm.
- Staff assisted with the Home for the Holidays Parade on Saturday.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm-6:30 pm.
- Holiday Story Stroll continues in Rockefeller Gardens featuring "If Animals Celebrated Christmas."
- Guild members met on Monday for their monthly executive and administrative meetings.
- The December Storytime took place inside The Casements on Tuesday from 10 am to 11 am with over 70 guests attending.
- Greek Cooking took place in the kitchen on Tuesday from 12 pm to 4 pm.
- The Casements Camera Club met under the porte-cochere for their holiday party on Wednesday from 2:30 pm to 4:30 pm.
- On Thursday we celebrated the season with Holidays at The Casements on the North Lawn with music provided by The Moonlighters Big Band from 6 pm-8 pm.
- Staff is preparing for 400 guests for Breakfast with Santa on Saturday.
- 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 Monday, Wednesday and Friday from 8:30 am-9:30 am at Bailey Riverbridge.

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
- Repair Skatepark concrete
- Blew off trails
- Relocated dog waste station at Vadner Park
- Removed information box at Vadner Park
- Opened ramp and steps at Bailey Riverbridge
- Trim trees around basketball court at Central Park I

Building Maintenance

- Light repairs citywide
- Repaired two urinals at soccer restrooms
- Repaired women's soccer restroom toilet
- Installed keyboard at reception area at City Hall
- Repaired/replaced holiday lights throughout City
- Adjusted timers at Performing Arts Center
- Replaced light bulbs at Ames
- Repaired outlets in Activity Room at Nova
- Relocated directional lights at Airport
- Repairs to S. Ridgewood decorative street lights
- Repaired lights on second floor and office at Ames
- Repaired lower key pad at Fleet gate

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended a Zoom meeting about impact fees for Police Department.
- Staff worked the Annual Home for the Holidays Parade.
- Staff visited recruiting event at Daytona State College.

- Staff scheduled evidence interviews.

Community Outreach

- Youth Leadership Council (YLC) – Four (4) members volunteered help stuff goody bags for the OBPAL Holiday Event on Friday, December 10. Afterward they attended a Mainland High School Girls basketball game to support a YLC members. On Saturday (4) members attended the Ormond Beach Holiday parade. On Wednesday, December 15, they assisted with the OBPAL Holiday Walk Through.
- PAL Educational Programs – All PAL educational programs have concluded for the fall semester. Programs will resume for the Winter/Spring semester in February 2022.
- Special Events
 - OBPAL Annual Holiday Party – annual holiday event was held on Wednesday, December 15 at the South Ormond Neighborhood Center. The program begin at 5:30 pm and continued until 7:30 pm.

Community Services & Animal Control

- Animal Calls responded to: 21
- Animal Reports: 2
- Return to Field: 3
- Animal Bites: 1
- Animals to Halifax: 0
- Injured Wildlife Calls: 2
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 7
- Inactive: 4
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 2
- Police Information: 2
- Vandalism: 2

Records

- Walk - Ins / Window: 92
- Phone Calls: 134
- Arrest / NTA's: 20
- Reports Generated: 120
- Reports Entered: 115
- Citations Issued: 41
- Citations Entered: 42
- Warnings Entered: 0
- Trespass Warnings: 0

- CORF Entered: 0
- Mail / Faxes / Request: 36

Patrol

- Total Calls: 1,272
- Total Traffic Stops: 96

Operations

Crime Opportunity Report Forms: 80

12/08/21

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Carbreak, 601 Fleming Avenue (Central Park Fleming). Cellphone and phone holder were removed from an unlocked vehicle.
- Vandalism, 100 Corbin Avenue (Ormond Elementary). Anti-sematic sticker was placed on the bus sign at the school.
- Domestic Violence Aggravated Battery Arrest, 275 Interchange Boulevard (Extended Stay). A male and his ex-wife were in a verbal argument that turned physical. The victim stated that she was kicked in the ribs multiple times, had a knife held to her throat and was threatened to be killed.

12/09/21

- Suicide, 6 Highland Oaks Trail (Sawtooth Subdivision). A male died due to a self-inflicted gunshot wound to the head after officers were on scene. This tied up multiple officers and affected surrounding businesses.
- Warrant Arrest, 1225 Hand Avenue (Prince of Peace). Subject was contacted and found to have an open warrant.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Stolen Vehicle, 328 North Nova Road #108 (Dairy Queen). The victim was in a rental vehicle while delivering food for Door Dash. When the victim went to pick up the order at this location, they left the vehicle running and it was gone when they came outside to leave.
- Warrant Arrest, 1608 North Unites States Highway One (Days Inn). Subject was contacted and found to have an open warrant.
- Violation of Pre-Trial Release Arrest, 24 Sugarberry Circle. A male was placed under arrest for violating a no contact order for pre-trial release conditions.

12/10/21

- Grand Theft, 535 North Nova Road (Grand Villa). An unidentified suspect stole prescription medication from the prescription medication cart.
- Dating Violence Battery & Witness Tampering Arrest, 50 Tomoka Avenue. A male battered his girlfriend during an argument. He also took her phone and Apple watch, preventing her from calling police.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was contacted and found to have an open warrant.
- Domestic Violence Battery Arrest, 1614 North United States Highway 1 #106 (Econo Lodge). A male struck his girlfriend during an argument at this location.
- Carbreak, 824 Fleming Avenue. An unidentified suspect entered an unlocked vehicle, stole an Apple watch and cash.
- Dating Violence Battery Arrest, 500 Shadow Lakes Boulevard #36 (Shadow Lakes Apartments). A female bit her boyfriend on the shoulder during an argument. The boyfriend was also arrested for failing to comply with lawful orders during a dating violence investigation.
- Domestic Violence Battery Arrest, 53 Apian Way. A female threw her phone, wallet, and a trash can at her husband, hitting him on his side.

- Traffic Arrest, 828 John Anderson Drive. A male was involved in a traffic crash causing injuries to the other motorist. He fled the scene without leaving any information, and prior to law enforcement arrival.

12/11/21

- Aggravated Battery/Theft, North Orchard Street/Lincoln Avenue. The victim reported that a male stole her purse after giving her a ride to the area. The victim stated that as he was leaving, he struck her with his car.
- Carbreak, 601 Fleming Avenue (Central Park). An unidentified suspect forced entry into the victim's vehicle and stole her purse.
- Stolen Vehicle, 621 South Atlantic Avenue (Casa Del Mar Beach Resort). An unidentified suspect stole a vehicle from this location. Shortly after it was recovered unoccupied in the Granada Plaza.
- Domestic Violence Battery Arrest, 460 Jeanette Drive. A male was placed under arrest after officers found him on top of his girlfriend during an altercation.

12/12/21

- Business Burglary, 215 Williamson Boulevard (Regal Cinema). An unidentified suspect shattered the glass doors at this location. Nothing appears to be missing at this time.
- Domestic Violence Battery by Strangulation & False Imprisonment, 1657 North United States Highway One (Loves Truck Stop). A male prevented his recent ex-girlfriend from leaving her vehicle during an argument. She was able to escape and go inside this location. The male followed and put her in a rear choke hold and pushed her head into the wall.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Domestic Violence Battery Arrest, 32 Byron Ellinor Drive. A male punched the victim in the face during an argument.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Warrant Arrest, 170 West Granada Boulevard (Ormond Beach Police Department). Subject was contacted and found to have an open warrant.

12/13/21

- Domestic Violence Battery Arrest, 56 Cherokee Trail (The Trails Subdivision). A female was in a verbal altercation with her daughter that turned physical.

12/14/21

- Carbreak, 160 Business Center Drive (Kids Center USA). An unidentified suspect removed a catalytic converter from a bus at this location.
- Traffic Arrest, Seminole Drive/West Granada Boulevard. A male was identified as the other suspect placing anti-Semantic signs throughout the city. A traffic stop was initiated and he was arrested for driving on a suspended driver's license and having a concealed weapon without a permit.

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: 2 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 0 Cases initiated
- 6 signs have either been removed or sign cases created.
- 12 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in's and forty-eight (48) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - MacDonald House Improvements – Progress meeting #21 was held on December 16. Front porch construction is ongoing.
 - Riviera Park Pedestrian Signals – Work on the sidewalk and pavement markings began 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 has been re-scheduled again for March due to supply chain issues.
 - ARBP ADA Ramp Repair – Building permit is in process.
 - PD Chiller Replacement – Chiller replacement occurred on December 11-12 and is complete. Contractor is installing new controls and control wiring.
 - Bidding
 - 385 South Old Kings Road – A contract is being prepared for 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 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 – Project drawings and specifications are being prepared.
- Departmental Activities
 - Reviewed 48 Engineering Permit applications through the ProjectDOX system, and created and approved 1 Franchise Utility Work-in-the-Right-of-Way permit.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Loaded up barricades for parade
- Stripped forms, asphalt, clean up on Sea Hawk Dr.
- Cleaned up after parade
- Sidewalk work on Trail Song Dr.
- Removed sidewalk on Saddler's Run
- Grade & formed, poured gutter on River Bluff
- Removed sidewalk on Seabridge Dr.

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
- Parade prep
- Christmas banner removal
- Trimming on Spring Meadows

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
- Prepared for holiday parade

Stormwater Maintenance

- Hauled dirt from swale at ballfields; ditch maintenance
- Ditch mowing on Hand Ave
- Set up bleachers at City Hall
- Gates/pumps & locates citywide
- Inlet repair at Ellsworth/S Beach

- FDOT pond mowing on SR40

Fleet

- Mileage traveled by all departments for the week: 22,714
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 13,152 gallons unleaded, 5,935 gallons diesel
 - Fuel used in one week: 2,260 gallons of unleaded and 732 gallons of diesel.
 - Fleet completed 52 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 37.11 million gallons for the week ending December 11, 2021(5.59 MGD).
- Backwashed 7 filters for a total of 407,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 11, 2021, 2021 @ 6.31 MGD SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 81.0 wet tons of sludge (80% solids).
- Flushed distribution system 213,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.96 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.28 MGD
- Produced 24.78 Million Gallons of Reclaim water.
- Produced 5.18 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 14 loads in November 2021 for a total of 340.16 wet tons through November 29, 2021.
 - Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 16 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 21 calls from customers concerning leaking water.
- Installed 5 new residential water services.
- Performed pressure testing on 7 city owned backflow prevention devices.
- Replaced 6 residential water service due to pressure concerns or leaks.
- Replaced 2 malfunctioning residential water meters.
- Replaced 11 broken water meter boxes.
- Locate 2 water services for a homeowner due to plumbing concerns.
- Disconnected 2 residential properties due to building demolition.
- Inspected and repaired 4 city owned fire hydrants.
- Performed maintenance/exercising on 5 main line valves.
- Repaired landscaping to all excavation sites.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 153 utility locates for the previous week.

Wastewater Collection

- Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir., 300 Center St. and 524 Fred Gamble Way.
- Removed 2,000 gallons of effluent off of Hunters Ridge force main.
- Repaired leaking discharge line at 3 Highwood Ridge Trl.
- Located and marked PEP tanks at 6 & 8 Highwood Ridge Trl.
- Replaced manhole ring & cover at 547 Northshore Dr.
- Replaced PEP pump, installed new control box and pulled new wire at 27 Sounders Trail Cir.
- Replaced PEP pump and pulled new wire at 30 Sounders Trail Cir.
- Cleared blockage in discharge line at 10 Deep Woods Way.
- Locating and marking PEP tanks in Saddlers Run and Tymber Crossings subdivisions
- Repaired C/O at 6 Highwood Ridge Trl.

Reuse

- Responded to 1 reuse trouble call.
- Located reclaimed box at 45 Levee Ln.
- Located and marked reclaimed and sanitary at 65 Coquina Ridge Way.
- Repaired broken 3" reclaimed main at 10 Creek Bluff Way

Wastewater Plant – Lift Stations

- Grit Snail – began disassembly work towards belt replacement – cleaned all reusable parts and supplies and staged for reassembly.
- Fire Station #93 – assisted Fleet with delivery and set up of generator for temporary use as emergency backup unit.
- Breakaway Trails – evaluated valve box and contents for replacement project.
- SHT Tank #2 Submersible Mixer – met vendor on site to review possible replacement of gear box.
- PEP Tanks – 29 & 31 Sounders Trail, replaced wiring and control panels.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- High Service Pump 3 – installation of soft starter complete, pump returned to service.
- Granada Booster Station – installed new pump motor #1, upgraded wiring for use with a soft start.
- C.E.C. Controls – sand filter #1 installed new PLC input card to correct control problem. Filter controls are operational. Primary R.O. PLC did not automatically transfer to standby unit, staff manually transferred to backup and restarted. Staff and contractor will test functions and make corrections if needed.
- 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:

- Agenda packet preparation for January 4, 2021 City Commission Meeting.