

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 26, 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
- Parks and Rec master plan meeting

Spoke to, attended and/or met with:

- SMA Special Board of Directors meeting
- Team Volusia Investor Development and Relations Committee meeting
- Leisure Services Advisory Board meeting
- FLC virtual ethics training
- Chamber Board Meeting

PIO – Public Information

- Press Releases/Media
 - General media inquiries
 - General citizen requests
- Social Media
 - Covid-19 Vaccination Event Info
 - #WhatToDoWed Community Event Planning Launch
 - Safety Planning for Spring
- Attended
 - Engineering/Planning Meeting
 - 40 Under 40 News-Journal Photo Shoot
 - Volusia PIN Network Weekly Conference Call
- Developing
 - Crisis Communication Plan Update 2021

Community Development

Planning

- There are two (2) applications for the March 3, 2021 Board of Adjustment and Appeals (BOAA) meeting as follows:
 1. 14B Oriole Circle: Rear and side yard variances to allow the re-construction of a destroyed hard roof screen porch.
 2. 325 South Atlantic Avenue: Front and side yard variances to allow the construction of a new single-family house and garage with living area.

- The City of Ormond Beach has received an application submitted by Gross Family Properties NG, LLC., property owner, for: (1) a zoning map amendment for the property at 1480 North U.S. Highway 1 from B-7 (Highway Tourist Commercial) to PBD (Planned Business Development) and (2) the issuance of a development order to construct a two story building of approximately 16,853 square feet for the Ormond Ace Hardware that proposes retail activity including a garden center (defined as outdoor activity) and associated site improvements. The application is scheduled for the March 11, 2021, Planning Board meeting.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 322 inspections performed within the city (61 by private providers).
- 106 permits issued within the city, with a valuation of \$2,017,783 (10 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) did not meet with any applicants this week.
- Extended Stay America at 275 Interchange Boulevard was issued a Certificate of Completion for the transient lodging facility.
- The following projects under SPRC review at this time.
 1. 1480 North U.S. Highway 1, Ormond Ace Hardware. 2nd review. Construction of 16,853 square foot building for Ormond Ace Hardware with a garden center and associated site improvements.
 2. 1670 North U.S. Highway 1, Ormond Gateway. 3rd review. Development of a three lot commercial subdivision and associated site improvements.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	95%
Coolidge Avenue Office/Warehouse	95%
Dunkin Donuts, 1535 North US Hwy 1	10%
Edgewell Loading Dock	95%
Extended Stay America	100%
FPL Substation Expansion	95%
Germfree driveway addition	15%
Nova Road Controlled Storage Climate	35%
Ormond Art Museum	5%
Publix at 101 East Granada Boulevard	25%
Starbucks, Shoppes on Granada, Phase 2	20%
The Pumphouse	50%
Total Comfort	40%

Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	95%
Upscale Nails	95%
Residential	
Pineland, Phases 4 & 5	30%
Ormond Grande	25%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - The permanent traffic signal at the intersection of Broadway and N. US 1 is currently being installed.
- 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.
 - Staff participated in the Ormond Chamber Leadership Day for Economic Development on February 24, and presented to the class an overview of municipal economic development.
 - Staff is working with the Ormond Mainstreet Economic Vitality Committee to assemble an asset analysis report for economic development and promotion of the CRA.
 - Staff completed facilitator training for the Kauffman FastTrac program and is now working to prepare the program and marketing material to promote the program. It is anticipated to commence in April.
- Prospective Business Attraction/Retention/Expansion
 - Staff is conducting 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.

Airport Operation and Development

- Staff participated in a quarterly meeting of the East Central Florida Metro Area CFASPP Committee on February 25. The Continuing Florida Aviation Systems Planning Process (CFASPP) is a method used within Florida to continually monitor the aviation environment and determine the development requirements needed to best meet projected aviation demands. This process is a component of the FAA's Continuous Airport Systems Planning Process.
- The annual runway safety meeting for airport tenants and users was held this week.

- Staff is working with the City's landscape and grounds maintenance vendors to arrange for periodic maintenance of the airport's runway approach areas.
- Staff completed work with Hoyle, Tanner and Associates to compose a draft scope of work for a supplemental environmental assessment related to the project to extend Runway 9/27 and Taxiway Alpha. The draft scope has been submitted to the FAA for review.
- Staff prepared and submitted a response concerning airspace issues as they may relate to a proposed development in unincorporated Volusia County near the intersection of Pineland Trail and Harmony Drive. The proposed development is within the Airport Traffic Area and the airport's Horizontal Surface Area.

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 \$3.23 million dollars for hurricane Irma reimbursement.
 - The City closed hurricane Dorian at the FEMA level. Awaiting State obligation.
- Completed Projects - Weekly
 - Processed 155 Journal Entry Batches.
 - Utility Billing Meter Readers completed 407 work orders.
 - Approved 21 Purchase Requisitions totaling \$77,072.80.
 - Issued 23 Purchase Orders totaling \$140,642.49.
 - Issued 239 past due notices on utility accounts.
 - Auto-called 235 utility customers regarding receipt of a past due notice.
 - Processed 663 payments through Interactive Voice Response System totaling \$53,246.84.
 - Processed 1,001 payments through City online payment portal totaling \$95,740.87.
 - Prepared 355 Direct Deposits totaling \$514,642.81.
 - Transferred IRS 941 payment of \$175,492.94.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Grant reimbursement requests to date FY 20-21: \$1,636,298.94
- Other
 - Attended a JustGrants webinar.
 - Met with intern Larry Wheatcraft to give an overview of the City's grants process.
 - Completed Employee Newsletter for March 2021.

Risk Management Projects

- Attended Safety Team meetings, City Hall & Public Works/Leisure Services
- Attended ADA webinar
- Managed subrogation claims.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 4
 - Hazardous: 1
 - EMS: 66
 - Motor Vehicle Accidents: 12
 - Public Assists: 50
 - TOTAL CALLS: 136

- Aid provided to other agencies: 9 Calls – Daytona Beach (4), Volusia County (5)
- Total staff hours provided to other agencies: 19
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 57
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 80

- Training Hours
 - NFPA 1001: Firefighting 157
 - NFPA 1002: Driver 5
 - NFPA 1500: Safety/Equipment 35
 - EMT/Paramedic 9
 - TOTAL TRAINING HOURS: 206

- Significant Incidents
 - 2/17/21, 1:26 PM: Linda Ln. – Structure Fire – Provided assistance to Volusia County – responded to a single-story home with smoke showing – fire located in kitchen – all occupants exited home safely – three dogs rescued during search.
 - 2/21/21, 7:05 AM: Seville St. – Structure Fire – Provided assistance to Volusia County – upon arrival found heavy smoke and fire showing – one fatality on-scene.
 - 2/22/21, 8:39 AM: Plaza Blvd. / N. Oleander Ave. – Motor Vehicle Accident – Upon arrival found a skateboarder lying in road after being struck by vehicle – patient was transported as a trauma alert.
 - 2/23/21, 3:18 AM: Soco Trl. – Vehicle Fire – Responded to a two-vehicle fire with structural endangerment – upon arrival found an SUV and truck fully involved in a wall of flames – fire extended to garage door, and breached soffit and fascia with minor damage to attic – no injuries occurred.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Building Inspector
 - City Clerk
 - Information Technology Manager
 - Part Time Maintenance Worker II – Athletic Fields
 - Plant/Pump Mechanic
 - Police Officer

 - Applications Under Review
 - Records Specialist

 - Interviews Scheduled
 - Chief Building Inspector
 - Community Service Officer
 - Information Technology Specialist
 - Meter Reader
 - Neighborhood Improvement Officer
 - Police Officer

 - Background/Reference Checks/Job Offers
 - Firefighter/EMT
 - Police Officer
 - Treatment Plant Operator

- Separations
 - Accounting Technician - Payroll
 - Plant/Pump Mechanic
 - Police Lieutenant
 - City Clerk
 - Chief Building Officer
 - Streets Supervisor

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: 15
 - Completed: 45
 - In progress: 49
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,880
 - Inbound E-Mails Blocked: 8,516
 - Delivered Inbound E-Mails: 19,733
 - Quarantined Messages: 227
 - Percentage Good Email: 63.9%
 - Virus E-Mails Blocked: 0
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 58
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 19 : Total in system = 2,902
 - Meters GPS Located this week: 8 : Total in system = 24,006; 23,176 potable, 819 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- LSAB special meeting
- Creating OB Life flyers and signs for Master Plan update
- Master Plan meeting with Barth Associates
- 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
- Weekly meeting with janitorial services operations manager.

Contract Manager – Facilities Maintenance

- Weekly site visits to evaluate janitorial services.
- Completed new counter and sink installation at the Performing Arts Center.
- Completed Birth Place of Speed overlook rebuild.
- Completed scheduled floor care at fire station #91.
- Completed north side roof repairs at the police dept.
- Started restroom renovations at Riverbend Nature Park, and the Sports Complex Softball Quads and Pop Warner restrooms. 20% complete

Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continue enhanced regular cleaning/ disinfecting of surfaces and exhibits.
- Continue to monitor safety and security of the EDC building and grounds.
- Coordinate with pest control to evaluate if ant treatment was successful prior to reinstall of bee hive.
- Coordinate with pest control for ant treatment prior to reinstall of bee hive.
- Arranging for pickup of new donated black bear display.
- 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

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park
- Cleaned 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 fields
- Dragging fields
- De-weeding infields
- Paint Soccer Fields 2/9/10
- Painted corner on Multi-Purpose Fields 11/12
- Keep corners painted on Flag Football Fields
- Prep Championship Field 7 for SHS District Soccer Games on Tuesday
- Prep Nova Fields for Spikes Practices Tuesday & Thursday nights.
- Paint Soccer Fields 3/4/5/6/8 for OBSC and SHS
- Prep Quad 2 and Kiwanis daily for SHS Softball and Baseball practices
- Prep Fields for SHS/CCA Baseball and Softball games this week at Sports Complex

Athletics Field Maintenance

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1 pm daily.

- SHS Boys Soccer had practices on Monday, Wednesday and Thursday, 5:30 pm Sports Complex Soccer Field 6.
- SHS Boys Regional final game will be on Tuesday, 7 pm, Sports Complex, Championship Field 7.
- SHS Baseball & Softball practices Monday and Thursday, 3:30 pm, Quad 2 and Wendelstedt fields.
- SHS Baseball games on Tuesday and Wednesday, 4:30 pm and 7 pm, Wendelstedt fields.
- SHS Softball games on Tuesday and Thursday, 5:30 pm., Sports Complex, Championship field.
- Spikes held practices on Tuesday and Thursday, 6 pm, Nova Fields 2/3/4/5 and Wendelstedt 2/3.
- OBSC Competitive Soccer practices were Monday through Thursday, soccer fields at 5:30 pm.
- OBYBSA Baseball held spring training clinics on Monday and Wednesday, Nova fields at 6 pm.
- CCA Softball had practices this week on Monday and Tuesday, with a game on Thursday at 5 pm at Sports Complex Quad #1.

Performing Arts Center

- Attended Ormond Mainstreet Arts District meeting.
- Prepared for support of online webinar for Leisure Services Advisory Board
- Delivered PPE supplies to City departments.
- Responded to telephone inquiries from residents regarding status of shows.
- Responded to inquiries from existing and potential new clients about status of re-opening.

South Ormond Neighborhood Center

- Open park and pavilion
- Work is going well on the workout station area
- Basketball and gym use by reservation only
- Jazzercise on Monday, 5:30 pm
- PAL tutoring program Tuesday through Thursday, 3 pm to 6 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Handling tasks and assignments for Reel in the Fun Fishing Tournament, Saturday, February 27.
 - Input of participant applications.
 - Making participation certificates.
 - Picked up trophies.
 - Making goody bags.
 - Load van with equipment and supplies.
- Developing alternative forms of delivering spring and summer events, and includes using the COVID-19 safety plan.

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 being 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 will be held on Tuesday and Friday from 4:30 pm to 6:30 pm
- Coordinator and assistant attended a virtual Paralympic Soccer Camp through Clemson University.

The Casements

- The Casements was open on Saturday for self-guided tours from 8 am to 12 pm.
- The Florida Women's Art Association has a display in The Casements this month. On Thursday, they held a meet and greet with the artists with a maximum 15 people at 2 pm.
- A wedding ceremony was held at Ames Park on Saturday from 11 am to 3 pm.
- A wedding was held at Bailey Riverbridge on Saturday from 2:30 pm to 3:30 pm.

- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements was open on Monday through Friday for self-guided tours.
- Enviro Camp was awarded Outstanding FYCCN Partner for 2021. FYCCN (Florida Youth Conservation Centers Network) has provided the archery equipment for the past 3 years for all 8 weeks of camp.
- Staff added a new scavenger hunt for elementary school children to The Casements website called "The Casements Connection" this week.
- On Tuesday, Greek Cooking met in the gallery and kitchen from 4:30 pm to 8:30 pm.
- Ora Yoga classes returned this week to the dance room on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge 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 to 9:30 am in the dance room of The Casements.
- Staff worked on new a new program that will take place in March on Mondays called "Millionaire Monday."

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
- Various repairs at Magic Forest
- Installed signs at the EDC
- Riviera Park signs replaced
- Repaired bridge bolts at Central Park II
- Picnic tables bolted down at Nova Park
- Bushes trimmed back at Central Park II
- Repaired railing bridge at Central Park II
- Replaced net at the Tennis Center
- Repaired latch on gate at Sanchez 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
- Repaired gate at Fleet
- Replaced ceiling tile at the McDonald House
- Hung pictures at City Hall and Police Department
- Men's room unclogged at Fortunato Park
- Installed new plaque at Ames Park
- Installed a doorbell and replaced front porch light at Ames Park
- Bolted down picnic tables near the outside basketball courts Nova Community Center
- Light replaced at Andy Romano Beachfront Park
- PD west gate repaired
- Removed partitions at Sports Complex
- Replace lights in station and bay at FS93
- Replaced lights in gear room at FS92
- Repaired leak under sink at FS91

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff attended the Standing “O” presentation for Crime Analyst Apryl Andrasco
- Staff met with Ormond Beach Elementary regarding student and campus safety
- Staff attended a meeting preparing for Bike Week
- Staff assisted Engineering with information for traffic calming sites
- Staff posted fraud alert for identity theft and unemployment scams

Community Outreach

- Youth Leadership Council (YLC) – Eight (8) YLC members will be attending the virtual State of Florida Association of PAL regional training. The date is to be announced.
- OBPAL Basketball – Eight members attended practice for the basketball program. Teams are being selected for the State of Florida Association of Police Athletic Leagues Annual Basketball Tournament to be held the end of March in Jacksonville. The tournament will be a drive-in event for OBPAL teams.
- PAL Educational Programs
 - Tutors R Us continues at the South Ormond Neighborhood Center. Nineteen students attended the afterschool tutoring program last week. Tutors R Us provides tutoring in all academic areas for students in grades K-12.
 - READ (Reading, Exploration, Adventure and Discovery) continues at Ormond Beach Elementary School. Nine students are registered for the program. Due to COVID restrictions READ has a reduced enrollment and is only offered on Tuesdays this year. READ provides an opportunity for students to increase their language arts skills through reader’s theater, vocabulary games, story games and creative writing.
 - Science on Patrol at Ormond Beach Middle School began on February 23. Twenty-six students are registered. Science on Patrol provides an opportunity for students in grades 6-8 to increase skills in science and math through science labs designed around crime scene scenarios.
- Donut Dash 5K 2021 – The OBPAL Donut Dash will be held on 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: 40
- Animal Reports: 3
- Trap Neuter Release: 4
- Animal Bites: 1
- Animals to Halifax: 2
- Wildlife Calls: 1
- Found Property Reports: 4

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 0
- Inactive: 2
- Fraud: 7
- Burglary Business: 2
- Burglary Residential: 3

- Larceny Car break: 2
- Grand Theft: 4
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 0
- Loitering/Prowl: 1

Records

- Walk - Ins / Window: 65
- Phone Calls: 108
- Arrest / NTA'S: 17
- Reports Generated: 143
- Reports Entered: 138
- Citations Issued: 35
- Citations Entered: 43
- Warnings Entered: 87
- Trespass Warnings: 6
- CORF Entered: 36
- Mail / Faxes / Request: 35

Patrol

- Total Calls 1,403
- Total Traffic Stops 97

Operations

- Crime Opportunity Report Forms: 83

2/17/21

- Car Break, 1450 Hand Avenue (Tomoka Christian Church). Two catalytic converters were removed from two vehicles.
- Carbreak, 790 Cordova Avenue. Subject opened the tailgate of the victim's truck and stole a large standing ash tray.

2/18/21

- Business Burglary, 415 Parque Drive #A (Parks Electric). Two unidentified suspects stole miscellaneous electrical parts.
- Business Burglary, 926 North United States Highway One (Ormond RV Storage). A camper was burglarized with the interior being stripped, the exterior was secured.
- Grand Theft, 182 Bear Foot Trail (Bear Creek Mobile Home Park). Victim advised that his iPhone 12 was stolen.
- Stolen Tag, 283 Roosevelt Drive. License and plate cover were stolen off of the victim's vehicle.
- Driving Under the Influence, Hit & Run Crash Arrest, Ocean Shore Boulevard/Neptune Avenue. Two vehicles had a minor crash at this intersection. One vehicle fled and was located in the 300 block of North Halifax Drive. The driver was found to be intoxicated.
- Theft, 1657 North United States Highway One (Love's Truck Stop). The victim stated she paid to use shower #1 at this location. Wedding rings were left in the shower area and were not located when the victim returned for them.

- Warrants Arrest, 542 South Ridgewood Avenue. Subject contacted who was found to have five open warrants.

02/19/21

- Burglary Residence, 180 Highland Avenue. Unknown suspect forced entry into the residence through a window. Nothing appears to be taken.
- Grand Theft Arrest, 3 North Yonge Street (7-11). Subject stole the victim's electric bicycle. Officers located the subject and bicycle.
- Grand Theft, 1521 West Granada Boulevard (Smart Style Salon). Former employee is suspected of stealing over \$2,000 in cash deposits from the business since 1/1/21.
- Hit and Run Crash with Injuries Arrest, 49 West Granada Boulevard. Subject was involved in a crash with injuries. He fled the area on foot, but was located.
- Trespassing Arrest, 460 S Atlantic Avenue (7-11). Subject contacted who was found to have previously been trespassed from the location.
- Driving Under the Influence Arrest, West Granada Boulevard at North United States Highway One. Two vehicles had a crash at this intersection. Investigation revealed one of the drivers was intoxicated.
- Battery Domestic Violence Arrest, 232 South Beach Street. Subject was arrested after a verbal dispute with his wife turned physical.

02/20/21

- Stolen Vehicle, 740 Orchard Avenue. The victim suspects that his roommate stole his dirt bike.
- Burglary Business, 548 North Nova Road (Volusia Memorial Funeral Home). Unknown suspect forced entry through a window. A Club Car golf cart with bed, two shovels and a tape measure were taken.
- Theft, 740 Orchard Avenue. The victim suspects that his roommate stole \$3,500 from his room.
- Warrant Arrest, 12000 Caroline's Cove #208B (Bermuda Estates). Subject contacted and found to have an open warrant.
- Narcotics Arrest, 244 West Lindenwood Circle. Subject was contacted for loitering and prowling and found to be in possession of narcotics.
- Warrant Arrest, 244 West Lindenwood Circle. Subject contacted and found to have an open warrant.
- Warrant Arrest, 690 South Nova Road (7-11). Subject contacted and found to have an open warrant.
- Warrant Arrest, 285 South Center Street. Subject contacted and found to have an open warrant.

02/21/21

- Loitering & Prowling Arrest, 440 North Nova Road. Officers attempted to contact a subject with an open warrant who fled the area. Subject was located, he resisted arrest and attempted to tamper with evidence.
- Warrant Arrest, 15 Hunt Master Court. Subject contacted and found to have an open warrant.

02/22/21

- Burglary Residence, 131 Highland Avenue. Unlocked garage door was entered and house was ransacked. Collectibles are missing.

02/23/21

- Stolen Trailer, 100 Business Center Drive #25 (Crafton Electric). Video surveillance captured two crew cab trucks pull behind the business and left the property pulling the victim's trailer.
- Narcotics Arrest, 55 Shadow Creek Way (Breakaway Trails subdivision). Subjects were contacted in reference to a verbal argument. One subject was found to be in possession of narcotics.
- Narcotics Arrest, Hand Avenue/South Nova Road. A traffic stop was conducted where a large number of narcotics was located.

- Loitering & Prowling, 280 Destination Daytona Lane (Giant Recreation World). Subject was located walking around inside the compound after hours.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 14
 - Number of Citations issued: 25
 - Number of Written Warnings Issued: 17
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 16
 - Number of Crashes with Injuries: 8
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 2 Cases initiated
- 1 sign has either been removed or sign case created.
- 8 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and fifty (50) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - Casements North Side Improvements – Railings scheduled to arrive on site this week. Driveway paver installation is ongoing.
 - Fiber Optic Connectivity – Proposals to repair/replace FS-91 and John Anderson Drive fiber optic conduits are being prepared by the Contractor. MOT plans are being prepared.
 - Landscape Renovations-Variou City Parks & Facilities – Construction is complete.
 - Gazebo Replacement CP II – Foundation is complete and gazebo is being installed. Project is scheduled for substantial completion March 8.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – Removal and replacement of the west wall exterior siding is ongoing, removal and replacement of east wall is underway. Access ramp plans are submitted for building permit approval. Progress meeting scheduled for March 4.
 - Granada Mid-Block Lighting Improvements – A pre-construction meeting was held on February 24.
 - 2021 Storm Lining - Construction is underway.
 - 2021 Sewer Lining/Manhole Repair – Construction is underway.
 - Florence St On-Street Parking – A pre-construction meeting was held on February 25.
 - Riviera Park Pedestrian Signals – Long lead time materials are on order.
 - Wilmette Stormwater Pump Station – Contracts are being executed.
 - Bidding:
 - Downtown Banner Pole Replacement Re-Bid – One bid was received, bid award scheduled for March 16 City Commission meeting.

- Facility Hardening – The project was advertised on February 7, a pre-bid meeting was held on February 24, and bids are due on March 11.
- WRF Chlorine Contact Improvements – A disposition item for bid approval is scheduled for March 2 City Commission meeting.
- 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 border mockup installation in process.
 - Update Parks & Recreational Master Plan – First public meeting is scheduled for March 31. Meetings with the Quality of Life Board and Leisure Services Advisement Board scheduled for April 1.
 - Business Park Drive Phase II – Design is in process.
 - Police Station Chiller – Preparing an agenda item for approval to bid the project.
 - CDBG Fleming Avenue/CP I Playground – Disposition item for approval to advertise is on hold until CDBG funding is approved and released.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in process.
 - SONC Gym – Consultant is preparing bid documents.
 - Water Main Replacement Ph IV – Mainland – A Work Authorization for design is scheduled for City Commission approval at the March 16 meeting.
 - Water Main Replacement Ph IV – Peninsula – A Work Authorization for design is scheduled for City Commission approval at the March 16 meeting.
- Departmental Activities
 - Reviewed 38 Engineering permit applications through the ProjectDOX system, and created and approved 2 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Sidewalk grinding at City Hall
- Poured sidewalk on Ocean Cir; stripped forms from driveway, back fill & cleaned up
- Cut out road, grade & asphalt S Arbor Dr
- Cleaned out 6x6 hole & asphalt at Northbrook/Overbrook
- Patched hole w/asphalt at Wilmette & N Orchard St; Royal Palm

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 Greenwood, Putnam Ave

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

Stormwater Maintenance

- Inlet cleaning citywide
- Pond cleaning on Arroyo Pkwy
- Pipe repair on Lindenwood; River Bluff & Eagle Dr; Cypress View
- Gates & pumps citywide
- TV'd sewer line on Peninsula Dr
- Sidewalk repair on Military Blvd
- Water samples/hotspots citywide
- Ditch spraying citywide
- Locates citywide

Vactor

- 200 block of Lindenwood; River Bluff & Eagle Dr
- Hand Ave – baffle box inspections
- Cypress View – pipe repair
- Division/S Beach – baffle box

Street Sweeping/Streetsweeper

- 163 miles of road cleaned
- 48 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,846
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 13,548 gallons unleaded, 4,465 gallons diesel
 - Fuel used in one week: 2,200 gallons of unleaded and 783 gallons of diesel.
 - Fleet completed 41 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 36.90 million gallons for the week ending February 20, 2021 (5.27 MGD).

- Backwashed 9 filters for a total of 499,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 20, 2021 @ 6.82 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 64.8 wet tons of dewatered sludge (65-70% solids).
- Flushed distribution system 124,500 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 31.49 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.50 MGD.
- Produced 18.3 Million Gallons of Reuse.
- Produced 13.19 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (February 1, 2020 – January 31, 2021) (MGD):
 - Influent 4.49 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.99 (Permit 6 MGD);
 - Reuse 3.80 (Permit 10 MGD)

Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 12 calls from customers concerning leaking water.
- Replaced 2 malfunctioning residential water meters.
- Replaced 5 broken meter boxes.
- Installed 3 new residential water services.
- Performed meter accuracy testing on four 3" & one 4" commercial water meters.
- Replaced 3 water service due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 14 City owned backflow prevention devices.
- Assembled 2 fire hydrant construction meters with backflow prevention device.
- Located 1 water service for a customer with plumbing concerns.
- Performed maintenance on 5 fire hydrants.
- Repaired 2 fire hydrants damaged by construction activities in Pineland subdivision.
- Assist a plumber with a shut down and repair of a 2" commercial water service located at 1622 N. US1 Hwy.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 121 utility locates for the previous week.

Wastewater Collection & Reuse

- Crews responded to 13 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Replaced PEP pump at 5 New Forest Look, 43 Forest View Way, 11 Meadow Ridge View, 27 Canterbury Woods, 14 Creek Bluff way, 179 Deep Woods Way, 1 Wild Creek Way.
- Follow ups after heavy rains at 21 & 25 Foxfield Look
- Completed locating sanitary services for contractor on Sanchez Ave. Raised C/O to grade at 276 Sanchez Ave.
- Located PEP tank and reclaimed for contractor at 51 Huntmaster Ct. and 21 Lake Vista Way.
- Replaced alarm breaker in PEP control box at 27 Canterbury Woods.
- Replaced manhole ring & cover at Northbrook Dr. and Overbrook Dr.
- Raised C/O at Casements (25 Riverside Dr.)
- Rewired PEP pump into j-box at 179 Deep Woods Way.
- Responded to back up a at 26 Ribbon Falls Dr. City side clear.
- Tv'ed sanitary lateral at 135 Ormwood Dr. per customer request. All clear on City side.
- Responded to back up at 445 S. Yonge St. Customer issue.
- Responded to 3 reuse trouble calls.

- Responded to broken ARV on Airport Rd. Structure hit by vehicle, hit & run, turned off at ball valve. Will schedule for repair.
- Repaired broken reclaim line at 35 River Chase Way
- Repaired broken 3" reclaimed main at 69 Creek Bluff Way.

Support Services/City Clerk

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

- City Clerk attended meeting with Assistant City Manager.
- Staff attended a digital accessibility webinar
- Staff attended a safety team meeting.
- Agenda packet preparation and distribution for March 2, 2021 City Commission meeting.