

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 16, 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
- Reviewed agenda packet for city commission meeting

Spoke to, attended and/or met with:

- Main Street Now virtual conference
- Managers' COVID-19 call
- Mayors' Water Council virtual meeting
- As requested, Councilmember Post and Commissioner Persis
- PD swearing-in ceremony

PIO – Public Information

- Press Releases/Media
 - Parks and Rec Survey
 - COVID-19 Vaccine Event – Press coordination for pics
 - General media inquiries
 - General citizen requests
- Social Media
 - Covid-19 Vaccine Availability
 - Parks and Rec Master Plan Survey
 - OBPD Donut Dash
 - #LivingTheOBLife series
- Attended
 - Engineering/Planning Meeting
 - Volusia County Crisis Communications Planning
 - Volusia PIN Network Meeting
- Developing
 - Distribution planning
 - Holiday week updates

Community Development

Planning

- Attended the Ormond MainStreet Design Committee meeting.

Building Inspections, Permitting & Licensing

- 13 new business tax receipts issued.
- 488 inspections performed within the city (195 by private providers).
- 178 permits issued within the city, with a valuation of \$10,333,513 (9 garage sales permits).

- Demolition permit for 88 South Atlantic Avenue, former Julian's property, has been issued.

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. Pre-application meeting for a lot split at 86 Orchard Lane. The SPRC discussed utility connection, tree preservation and an existing stormwater pipe across the rear of the property.
 2. Discussion of building review comments of a new outdoor seating area at 814 South Atlantic Avenue. Items discussed included required setbacks, parking calculations, existing grease traps and natural gas line.
- The following projects under SPRC review:
 1. 460 Andalusia Avenue, McNamara Warehouse. 3rd review. Construction of an 840 square foot warehouse and associated site improvements on a 0.10 acre property.
 2. 350 Clyde Morris Boulevard, Paradise Pointe ALF. 2nd review. 87 unit Assisted Living Facility (ALF) for 120 residents. Total SF of 73,952 on a 12.05 acre parcel.
 3. Ormond Grande final plat. 2nd review. Platting of a t 3,600 square foot industrial building and 60 lot residential townhome development.
 4. 390 Andalusia Avenue, Air One. 1st review. Construct a 2,500 square foot storage/warehouse building on a 1.13 acre property.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	95%
Dunkin Donuts, 1535 North US Hwy 1	15%
Edgewell Loading Dock	95%
Germfree driveway addition	70%
KOMN Condominium Association	0%
Nova Road Controlled Storage Climate	45%
Ormond Museum	15%
Publix, 101 East Granada Boulevard	40%
Starbucks	45%
The Pumhouse	55%
Total Comfort	45%
U.S. 1 Business Park	0%
Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	99%
Latitude Beach Club	99%

Upscale Nails	99%
Huntington Green, 2B	90%
Huntington Villas, 2B	90%
Forcemain – Huntington Green	0%
Residential	
Pineland, Phases 4 & 5	40%
Ormond Grande	45%
Plantation Oaks, Unit 2B	0%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - The permanent traffic signal at the intersection of Broadway and N. US 1 is 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 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.
 - The Kauffman FASTTRAC program is underway and has a class of 10 entrepreneurs. This 10-week program is being conducted in partnership with the Volusia/Flagler SCORE.
 - Staff participated in VMA’s Education Committee call on Thursday, April 15.
 - Staff participated in a Florida Trend Community Portrait Roundtable Discussion to discuss economic development activity in the region.
- 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 two project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff continues work to repair Gate 9 at the airport. The gate is out of service due to a failure in the gate controller unit and also due to damage from a vehicle impact. It has been determined that the gate may have to be replaced, but another vendor has been engaged to assess the possibility of repair.
- Staff has been advised that construction of a new wireless communications tower will commence nearby on April 27. The contractor has advised staff of the coordinates and height of the new tower and specific details about the constructions apparatus that will be employed for the project, which is expected to be complete by no later than April 29. Staff will issue a Notice to Airmen (NOTAM) about the tower project prior to commencement.
- Staff prepared and submitted to the Federal Aviation Administration the FY2021 2nd quarter reports for the design phase of the Taxiway Delta rehabilitation project.

- The annual fire inspections were completed at the Air Traffic Control facility this week.
- Staff has been notified that the Federal Aviation Administration has reviewed and approved the Construction Safety and Phasing Plan (CSPP) for the Taxiway Delta rehabilitation project.

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

Finance

- On-going Projects
 - City staff working on annual budget
 - Evaluating American Relief Act
- Completed Projects - Weekly
 - Processed 339 Journal Entry Batches.
 - Utility Billing Meter Readers completed 413 work orders.
 - Approved 29 Purchase Requisitions totaling \$544,383.05.
 - Issued 32 Purchase Orders totaling \$465,468.06.
 - Issued 511 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 603 payments through Interactive Voice Response System totaling \$48,485.60.
 - Processed 1,262 payments through City online payment portal totaling \$144,439.77.
 - Prepared 141 Accounts Payable checks totaling \$584,486.84 and 35 Accounts Payable
 - EFT payments totaling \$102,987.99.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement request to date FY 20-21: \$1,761,636.25
- Other
 - Completed Employee Newsletter for April 2021.
 - Attended virtual Local Mitigation Strategy (LMS) meeting to discuss and vote on new initiatives to be added to the Countywide listing.
 - Attended and served as liaison to the Neighborhood Improvement Advisory Board (NIAB) meeting on April 1, 2021. Staff has still not received the timeline for the FY 21-22 Community Development Block Grant (CDBG) Annual Plan submittal or estimated allocation.
 - Attended virtual FEMA GO briefing.

Risk Management Projects

- Submitted subrogation and restitution claims
- Prepared incident report for safety teams
- Investigated reports and claims w property damage/injury

Fire Department

- Weekly Statistics
 - Fires: 6
 - Fire Alarms: 6
 - Hazardous: 3
 - EMS: 67
 - Motor Vehicle Accidents: 5
 - Public Assists: 50
 - TOTAL CALLS: 137
- Aid provided to other agencies: 10 Calls – Daytona Beach (3), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 10
- Total EMS patients treated: 46

- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 178

- Training Hours
 - NFPA 1001: Firefighting 24
 - NFPA 1002: Driver 2
 - NFPA 1021: Officer 11
 - NFPA 1500: Safety/Equipment 40
 - EMT/Paramedic 21
 - TOTAL TRAINING HOURS: 98

- Significant Incidents
 - 4/7/21, 6:44 PM: 89 S. Atlantic Ave. – Structure Fire – Responded to a residential high-rise condominium – investigation found heavy flames and smoke in one unit – fire contained to unit of origin – no injuries – three adults displaced and assisted by Red Cross – units from Volusia County, Holly Hill, and Daytona Beach assisted with manpower.
 - 4/9/21, 2:56 PM: S. I-95 / Mile Marker 271 – Motor Vehicle Accident – One motorcyclist ran off the highway and found lying on shoulder of southbound lanes – patient was transported as a trauma alert.
 - 4/12/21, 5:36 AM: 59 Cardinal Dr. – Structure Fire – Responded to a single-story home with smoke showing – large portion of kitchen area around stove was charred – cause of fire due to pan of oil left on burner – home was ventilated and thermal imager used to confirm no heat in walls or ceiling – no injuries.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Information Technology Manager
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution)
 - Plant/Pump Mechanic
 - Police Officer
 - Seasonal Part Time Maintenance Worker II (ARBP)
 - Streets Maintenance Supervisor
 - Summer Camp Counselors
 - Tradesworker
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)

 - Interviews Scheduled
 - Community Service Officer
 - Police Officer

 - Background/Reference Checks/Job Offers
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Police Officer
 - Records Specialist
 - Neighborhood Improvement Officer

 - Separations
 - Streets Maintenance Supervisor
 - Utilities Engineer

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 summer 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: 34
 - Completed: 65
 - In progress: 44
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 31,723
 - Inbound E-Mails Blocked: 9,001
 - Delivered Inbound E-Mails: 21,285
 - Quarantined Messages: 295
 - Percentage Good Email: 28.3%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 6
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,030
 - Meters GPS Located this week: 0 : Total in system = 24,024; 23,192 potable, 821 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering Meeting
- Leisure Advisory Board meeting
- CIP Discussion
- Parks and Rec Master Plan survey finalizing
- Master Plan committee meeting
- Updating website and social media pages as needed

Contract Manager – Grounds and Athletic Maintenance

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

Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed repairs on the overlook at Riverbend Nature Park.

- Met with contractor to discuss capital improvements to the Ormond Beach Airport Tower

Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continued enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Continued to monitor safety and security of the EDC building and grounds.
- Coordinated with sign vendor for install of interactive signs for Native fish tank.
- Coordinated with gardener volunteers the final prep and planting of new flowers and plants in the Butterfly garden.
- Final prep of information needed to submit EDC nomination application for 2021 FRPA Innovative Programming Award.
- Installed permanent signage for new black bear display.
- Developing additional nature videos for posting to social media 1 to 2 times/week.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily.
- SHS Baseball Practices Monday, Tuesday, Wednesday and Friday, Sports Complex, Wendelstedt #2/#3, 3:30 pm
- Spikes continued practices this week on Nova 2/3/4/5, as well as Wendelstedt 2/3 at 6 pm on Tuesday and Thursday.
- OBSC Competitive Soccer practices, Monday through Thursday, 5:30 pm, Sports Complex, Soccer Fields
- OBYBSA Baseball is having practices on Monday, Wednesday, and Friday, night, Nova Fields at 6 pm.
- CCA Softball has practices on Monday and Tuesday at 3:30 pm and a game on Thursday at 5 pm at Sports Complex, Softball Quad.
- SHS Softball practices will be held on Monday, Thursday, and Friday, Sports Complex, Softball Quad, with games on Tuesday and Wednesday at 5:30 pm at softball field.
- Coed Softball Games were held this week on Tuesday, Wednesday and Thursday at Quad 4 at the Sports Complex at 6:30 pm and 7:30 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 Skateboard Park, handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging, dragging and weeding fields/infields
- Painted Championship Field 7 for SHS Flag Football
- Prepped Nova fields for Spikes practices Monday through Thursday
- Painted Soccer Fields 1-6/8-10
- Painted Soccer parking lot
- Prepped Quad 4 at the Sports Complex for CCA Softball, Girls Rec Softball, and Boys Pinto Baseball
- Prepped Kiwanis field for Pony Rec Baseball Games
- Prepped Wendelstedt Fields for SHS and Spikes Baseball
- Prepped Nova and Sports Complex for incoming Clay loads

Performing Arts Center

- Attended preparatory meeting for site planning of COVID-19 vaccination site at Nova Community Center.
- Sent out email update on PAC improvements to internal show group leaders.
- Entered work orders for PAC facility and equipment repairs.
- Arranged and delivered inoperative audio equipment to repair facility.
- Completed COVID-19 protocol compliant seating plan for PAC auditorium.

- Compiled information for PAC and Senior Center FY 20-21 Goals and Accomplishments.
- Ordered, restocked inventory, and 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
- Pop Warner Football and Cheer registration on Saturday 4/10 9 am to 1 pm
- Splash pad is open from dawn to dusk daily until December 1.
- Basketball and gym use by reservation only
- Jazzercise on Monday, 5:30 pm
- YMCA soccer is Monday, Tuesday, Thursday and Friday evenings, 5:30 pm to 7:30 pm (through May 14)

Community Events

- Weekly administrative tasks, office work, and activities.
- Attended Senior Games board meeting.
- Attended Memorial Remembrance Committee meeting.
- Assisting Memorial Day Committee with plans for Service on May 31.
- Developing alternative forms of delivering spring and summer events, and includes using the COVID-19 safety plan, for large events.

Nova Community Center and Special Populations

- Continued taking reservations for pickleball and basketball
- Monitored pickleball, basketball and outside areas
- Cleaned and sanitized between players
- 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
- Virtual Lunch Bunch was held on Wednesday 11 am to 2 pm

The Casements

- The Casements was open on Saturday for self-guided tours from 8:00 am to 12:00 pm, and on Monday through Friday for self-guided tours with over 386 guests touring last week.
- A small wedding ceremony was held in Fortunato Park on Saturday from 10:00 am to 11:00 am.
- A small wedding ceremony was held in Rockefeller Gardens and reception held inside The Casements on Saturday from 4:00 pm to 11:00 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm-6:30 pm.
- The Ormond Beach Art Guild's "Inspirations" is on display in the Gallery for the entire month of April.
- The Casements hosted another "Once Upon a Storytime" on Facebook LIVE on Tuesday at 10:00 am. This month featured "The Wonderful Habits of Rabbits."
- The Casements is holding an Earth Day Coloring Contest and is looking for children ages 5-11 to participate. Two coloring pages can be downloaded off our Facebook page or picked up at The Casements. All entries should be dropped off by Monday, April 19. All entries will be featured in an Earth Day video on Earth Day, Thursday, April 22. Happy Coloring!
- Greek Cooking returned to The Casements on Tuesday this week from 4:00 pm to 8:00 pm.
- The Memorial Day Board met at The Casements on Wednesday from 11:30 am-1:00 pm.
- Ora Yoga classes met this week to The Casements Dance Room on Tuesday and Thursday mornings from 9:00 am to 10:00 am and Wednesday evening at Bailey Riverbridge from 6:00 pm to 7:00 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 in the Dance Room of The Casements.

- A small wedding ceremony is scheduled in Rockefeller Gardens on Friday afternoon from 4:00 pm to 5:00 pm.

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Skate Park concrete inspected
- Replaced men's room "press button to exit" sign at Central Park II
- Swing chain untangled at Central Park II
- Signs in bathroom replaced at Central Park II
- Dock board replaced at Central Park II

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
- Reset chiller six times this week at city hall
- Checked issues with shower tower at Andy Romano Beachfront Park
- Men's restroom unclogged at South Ormond Neighborhood Center
- Replace water spigot at WWTP
- Troubleshoot and restore power the Police Department
- Light in main lobby replaced at the Performing Arts Center
- Replaced soap dispenser at Central Park I
- Fortunato Park and Cassen Park toilets unclogged
- Inspected floating dock at Cassen Park
- Bridge railing pipe replaced at Central Park II
- Repaired stall dividers at Sanchez Park
- Troubleshoot upstairs water fountains at City Hall
- Hand held shower repaired at the Police Department
- Moved carriage house outlet at The Casements

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff hosted and in-house Supervisor's Meeting
- Staff worked with Finance on Strategic Plan for the Police Department
- Staff worked with IT on different accesses for new employees
- Staff completed several audits
- Staff attended several meetings concerning different robotics

Community Outreach

- Youth Leadership Council (YLC) – The YLC did not meet last week. The next Community Service project for the YLC is assisting with the Donut Dahs 5K on April 24.
- OBPAL Basketball – Ten (10) players attended practice for the basketball program. Opportunities for tournament play is being reviewed for future participation.
- PAL Educational Programs
 - OBPAL *Tutors R Us* at the South Ormond Neighborhood Center completed the winter/spring semester last week. Fourteen (14) students attended the afterschool tutoring program last week. *Tutors R Us* will resume in the Fall of 2021.

- *READ, Reading, Exploration, Adventure and Discovery* continues at Ormond Beach Elementary School. Nine (9) students are enjoying reader's theater and word games in preparation for writing a short story after Volusia County School's Spring break.
- *Science on Patrol* continues at Ormond Beach Middle School. Twenty-six (26) students are registered for the program. *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 Donut Dash will be held Saturday, April 24, at The Trails Shopping Center. For more information please contact the PAL house at (386) 676-3505. Online registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 30
- Animal Reports: 4
- Trap Neuter Release: 1
- Animal Bites: 2
- Animals to Halifax: 0
- Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 6
- Inactive: 2
- Fraud: 3
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 0
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 1
- Weapons Complaint/RPO: 1
- Vandalism: 1

Records

- Walk - Ins / Window: 68
- Phone Calls: 102
- Arrest / NTA'S: 16
- Reports Generated: 115
- Reports Entered: 108
- Citations Issued: 21
- Citations Entered: 27
- Warnings Entered: 69
- Trespass Warnings: 1
- CORF Entered: 25
- Mail / Faxes / Request: 26

Patrol

- Total Calls 1,380
- Total Traffic Stops 89

Operations

- Crime Opportunity Report Forms: 86

04/07/21

- Stolen Vehicle, 500 Shadow Lakes Boulevard #118. Possible known subject took the victim's vehicle without permission.
- Organized Scheme to Defraud Arrest, 75 Shadow Lakes Boulevard (Chase Bank). Officers observed a subject with a bank employee who uttered a forged document.
- Warrant Arrest, 1058 North United States Highway One (Circle K.) Subject contacted who was found to have an open warrant.

04/08/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$45.45 in merchandise that was witnessed by Loss Prevention.
- Warrant Arrest, 138 Rockefeller Drive. Subject contacted who was found to have an open warrant.

04/09/21

- Recovered Stolen Vehicle Arrest, 320 Clyde Morris Boulevard. A stolen rental vehicle out of Jacksonville was picked up by one of our license plate readers. Officers located the vehicle and conducted a traffic stop on Clyde Morris Boulevard.
- Warrant Arrest, 342 South Atlantic Avenue. Subject contacted who was found to have an open warrant.

04/10/21

- Trailer Theft, 873 Hull Road (East Coast Mechanical Systems). A 23' enclosed trailer was removed from the parking lot by a dark color pickup truck.
- Burglary Residence, 11 Bent Stream Way (Breakaway Trails). The resident arrived home and when walking inside from the garage entry observed someone flee from the house through the front door.
- Battery Domestic Violence Arrest, Fleming Avenue & Parque Drive. Subject choked his girlfriend until she could not breathe.
- Loitering & Prowling Arrest, 729 Luna Drive. A resident called stating he observed a male checking door handles at his neighbor's home. Officers contacted a subject in the area who was positively identified. He was also found to have an open warrant.

04/11/21

- Business Burglary, 610 South Yonge Street #515 (Simply Self Storage). Unit was entered (possibly left unlocked). No visible damage for forced entry. Victim advised that multiple coin sets and tools were missing.

04/12/21

- Burglary Business, 300 Airport Road (Pine Trail Elementary). Unknown suspect forced entry through a window of a shed. Nothing has been reported stolen, however, the damage to the shed was valued at \$6,000.
- Warrant Arrest, Hand Av/Parque Drive. Subject contacted and found to have an open warrant.
- Stolen Vehicle, 100 South Nova Road. Victim advised that after a domestic violence battery occurred, the other party took her vehicle.

04/13/21

- Carbreak, 1687 West Granada Boulevard (Calvary Christian Center). Unknown suspect removed two 12V batteries from a bus. Three latent prints collected.

- Carbreak, 321 Hand Avenue #6014 (All Aboard Storage). Unknown suspect removed a catalytic converter from the victim's vehicle.
- Theft, 2099 North Beach Street #21 (Tomoka State Park). An unknown suspect stole the victim's Glock model 26, 9mm pistol from inside their tent.
- Battery Domestic Violence Arrest, 285 Wilmette Avenue. Subject was arrested for initiating a physical altercation with her ex-boyfriend.
- Battery Domestic Violence Arrest, 145 South Atlantic Avenue #505 (The Cove.) Subject was arrested after a verbal dispute became physical.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 12
 - Number of Citations issued: 5
 - Number of Written Warnings Issued: 12
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 0
 - Number of Crashes with Injuries: 0
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 9 Cases initiated
- 22 signs have either been removed or sign cases created.
- 8 tree removal permit requests
- Administrative staff assisted with four (4) walk-in's and forty-nine (49) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing, a progress meeting was held on April 14.
 - Fiber Optic Connectivity – Riverside Drive fiber optic project is scheduled. John Anderson Drive fiber optic cable pull is scheduled.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – FPL switchover to new power is complete. Scaffolding has been erected on the east side for replacement of the upper portion of siding. Siding replacement on west wall exterior wall is nearing completion. Progress meeting #5 was held on April 15.
 - Granada Mid-Block Lighting Improvements – Long lead time materials are on order.
 - 2021 Storm Lining – Construction is complete.
 - 2021 Sewer Lining/Manhole Repair – Construction is ongoing.
 - Florence St On-Street Parking – Construction is in process.
 - Riviera Park Pedestrian Signals – A pre-construction meeting was held on April 14.
 - Wilmette Stormwater Pump Station – A Notice to Proceed is being issued for May 3.
 - Downtown Banner Pole Replacement Re-Bid – A pre-construction meeting is being scheduled.

- Bidding
 - Facility Hardening – The project was advertised on February 7, a pre-bid meeting was held on February 24, bid opening was extended to May 11.
 - WRF Chlorine Contact Improvements – Bid award is scheduled for May 4 City Commission meeting.
 - SONC Gym – The project will be advertised on April 11, a pre-bid meeting is scheduled for April 27, and bid opening is May 13.
- Design Projects:
 - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Granada Streetscape Pavers – Another mock-up has been constructed.
 - Update Parks & Recreational Master Plan – Master Plan update is in process.
 - 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.
- Departmental Activities
 - Reviewed 51 Engineering Permit applications through the ProjectDOX system, and created and approved 8 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Removed forms, backfilled, & lay asphalt – John Anderson Dr
- Lay asphalt – Water Plant, Ginger Cir, & Magnolia Ave
- Stripped forms – 200 block of East Granada Blvd
- Poured park bench – Indian Mound Park & Riviera Park
- Poured sidewalk – A1A near Bosarvey, and at Hand Ave & Clyde Morris
- Graded & formed sidewalk – Hand & Clyde Morris
- Sidewalk – Sports Complex

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
- Trimmed for access to pole – 100 block of Live Oak Ave
- Trimmed deadwood – 700 block Buena Vista

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
- Sprayed for weeds – Division Ave & Nova Ave
- Cleaned up sidewalk, cut back branches – Old Kings Rd from Division Ave to Hammock Ln

Sign Shop

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

Stormwater Maintenance

- Reach out mower training – Hand Ave & RR ditches
- Storm line cleaning – Bosarvey Dr & Coquina Dr
- Ditch & pond mowing – Division Dr
- Vegetation spraying in ditches – Hand Ave & RR ditches
- Gates, pumps, & locates – citywide
- Inlet hotspots – citywide
- Inlet cleaning – Zone 1, 2, 3, & 4
- Reach out mowing – State Road 40

Vactor

- Vac – truck line cleaning – Lucky Dr

Fleet

- Mileage traveled by all departments for the week: 22,654
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 6,386 gallons unleaded, 5,517 gallons diesel
 - Fuel used in one week: 2,248 gallons of unleaded and 1,032 gallons of diesel.
 - Fleet completed 49 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 42.20 million gallons for the week ending April 10, 2021 (6.03 MGD).
- Backwashed 8 filters for a total of 427,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 10, 2021 @ 6.82 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 113.4 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.44 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.21 MGD
- Produced 29.44 Million Gallons of Reclaim water.
- Produced 0.00 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (April 1, 2020 – March 31, 2021) (MGD):
 - Influent 4.49 MGD (Permit 8 MGD)
 - Surface Water Discharge 1.15 (Permit 6 MGD)
 - Reuse 3.62 (Permit 10 MGD)

Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 10 calls from customers concerning leaking water.
- Replaced 6 residential water meters per request by the Finance Department.
- Performed pressure testing on 11 City owned backflow prevention devices, all of which passed.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 9 broken water meter boxes.
- Locate a residential water service for a customer with plumbing concerns.
- Performed fire hydrant maintenance on 11 City owned FH's in the N. Beach St. area.
- Exercised 6 main line valve due to water main leaks or scheduled outages.
- Replaced a 3" water meter & replaced all metal piping inside the meter vault. Installed a 2" bypass main to allow for future accuracy testing without performing an outage.
- Performed a final inspection for water utilities at 700 Hull Rd.
- Performed water main flushing on Rosewood Ave, Putnam Ave, Melrose Ave, N. Beach St., Woodridge Dr, Knollview Cir, Woodbourne Lane, Domicilio Dr, Northbrook Dr, Carmel Cir, Sycamore Cir, Heather Lane, Poplar Dr, Oak Forest Dr.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 172 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary main at 111 Shady Branch Trail.
- Located C/O discovered broken pipe on customer side at 4 Fernwood Trail
- Located PEP tank and installed new C/O at 26 Dartmouth Trace.
- Repaired broken sanitary lateral at 251 S. Halifax Dr.
- Located reclaimed and sewer valves in preparation of PEP tank replacement at 3 Dartmouth Trace.
- Replaced PEP pumps at 128 Black Hickory Way, 127 Deep Woods Way and 42 Carriage Creek Way.
- Flushed 103 Hickory Hills Cir and 300 Center St.

Wastewater Plant – Lift Stations

- Screw Pumps 1,2, and 3 – VFD pump control Integrated into SCADA.
- Dewatering pumps – inspected and serviced, all good.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- LPRO Clearwell transfer pump 3 – removed by vendor for rebuild.
- Shadow Crossing Reuse – 50 hp Deming pump, installed rotating assembly, test run failed, returned to vendor to reevaluate, will install when received.
- Performed operational checks at various locations.

Support Services/City Clerk

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

- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for April 20, 2021 City Commission Meeting.