

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: October 22, 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 or prepared with staff as follows:

- Virtual staff meeting
- General discussion meetings with senior staff
- City Commission Healthcare Workshop prep meeting
- HDR Transportation prep meeting
- OB Life prep meeting

Spoke to, attended and/or met with:

- City Departments for Employee Appreciation Day
- FDOT Bicyclist & Pedestrian Safety Pop-up Event
- Individual agenda review meetings with commission
- Ormond MainStreet Annual Celebration
- City Commission Workshop
- City Commission Meeting
- City and County Manager Virtual Think Tank
- Claims Committee meeting

PIO – Public Information

- Press Releases/Media
 - OB Life Series Announcement
 - Halloween Highway
 - General citizen requests
 - General media inquiries and interviews
- Social Media
 - OB Life: Westward Focus series announcement
 - K-9 Grant Opportunity
 - Halloween Highway
 - Traffic Alerts: Granada and Nova
- Attended
 - City Manager's virtual staff meeting
 - City Commission Workshop
 - City Commission Meeting
 - Engineering/Planning Meeting
 - OB Life planning meeting
- Developing
 - OB Life rollout plan
 - First Responder Appreciation Day planning

Community Development

Planning

- Attended a neighborhood meeting associated with the proposed Tattersall Planned Development project located at northwest intersection of Tymber Creek Road and Airport Road, Ormond Beach, Florida, 32174. The next available Planning Board date for the project would be December 9, 2021.
- The Planning Board acted to move the November 11, 2021, meeting to November 4, 2021. The sole application for the Board agenda is a request from the Ormond Garage located at 48 West Granada Boulevard for outdoor activity (live music) under certain conditions.
- The Board of Adjustment and Appeals will meet on November 3, 2021, to review one application. The application seeks a rear yard variance to allow a screened room addition with a hard roof at 17 Prairieview Lane.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 320 inspections performed within the city (65 by private providers).
- 115 permits issued within the city, with a valuation of \$1,229,453 (12 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. Ocean Village Townhomes. Pre-construction meeting. Project is approved to construct 19 townhomes in unincorporated Volusia County. Ormond Beach would be the utility provider only.
 2. GPR1, 105 Runway Drive. Pre-construction meeting. Project is approved for a one-story industrial building of 30,000 square feet on 3.35 acres within the Airport Business Park.
 3. 1571 North U.S. Highway 1. General discussion. Two individuals indicated that they have purchased the property and are seeking to re-establish the use as a transient lodging facility. The property was formerly used as an Assisted Living Facility.
- Projects under SPRC review:
 1. 275 Williamson Boulevard. 1st review. Addition of a 4,765 square foot building at the existing Love Whole property and associated site improvements.
 2. 29 North Perrott Drive, Perrott Drive revision. 1st review. Phasing revision to an approved site plan for the redevelopment of 1.86-acre site that has an existing 4,834 distribution/warehouse use to include 12,540 square feet of self-storage buildings.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware, 1480 North U.S. Highway 1	30%
Dunkin Donuts, 1535 North US Hwy 1	35%
Edgewell Loading Dock	95%
Germfree driveway addition	95%
GPR1, 105 Runway Drive	0%
KOMN Condominium Association	20%
McNamara Warehouse	0%
Nova Road Controlled Storage Climate	90%

Ormond Museum	50%
Paradise Pointe ALF	20%
The Pumphouse	60%
Total Comfort	60%
US 1 Business Park amendment	45%
Utilities only	
101 Town & Country Lane	40%
Forcemain – Airport Road, Flagler County	0%
Forcemain -Huntington Green	10%
Ocean Village Townhomes	0%
Verona Oceanside	35%
Residential	
Cupola at Oceanside	2%
Pineland, Phase 4	80%
Pineland, Phase 5	60%
Plantation Oaks, Phase 1A	0%
Plantation Oaks, Unit 2B	2%
Plantation Oaks, Unit 2C	0%
Plantation Oaks, Unit 2D	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.
 - Staff attended the Ormond Beach State of the City event on Tuesday, October 12.
 - Ormond Beach Kauffman FastTRAC program is underway with its virtual led program in partnership with Volusia/Flagler SCORE. There are approximately 15 students in this cohort.
 - Startup Grind Ormond Beach will host its next Fireside Chat on Thursday, November 4. More information about the event can be located here: <https://www.startupgrind.com/ormond-beach/>

- Prospective Business Attraction/Retention/Expansion
 - Staff continues outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Work continues on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- The contract documents for the construction projects to rehabilitate Taxiways Bravo and Delta at the airport have been completed. Staff plans to present these contracts at the November 16 City Commission meeting.
- The work to develop a project to upgrade certain environmental systems at the air traffic control tower has been completed. The proposed upgrades will 100% funded under an approved Airport Coronavirus Response Grant Program (ACRGP) agreement with the FAA. Staff plans to present the Work Authorization at a City Commission meeting in December.
- Staff completed repairs to certain components of Gate 9 at the airport. Additional repairs are required to fully restore the gate.
- Staff has updated the Airport pages of the City's website.
- Staff is working on the closeout documents for the federal grants that provided primary funding for the design phase of the projects to rehabilitate Taxiways Bravo and Delta.

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
- Completed Projects - Weekly
 - Process 165 Journal Entry Batches.
 - Utility Billing Meter Readers completed 349 work orders.
 - Approved 32 Purchase Requisitions totaling \$443,595.90
 - Issued 30 Purchase Orders totaling \$460,007.99.
 - Issued 500 past due notices on utility accounts.
 - Auto-called 323 utility customers regarding receipt of a past due notice.
 - Processed 625 payments through Interactive Voice Response System totaling \$52,495.57.
 - Processed 1,420 payments through City online payment portal totaling \$142,703.45.
 - Prepared 108 Accounts Payable checks totaling \$135,606.66 and 40 Accounts Payable EFT payments totaling \$1,369,335.25.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Completed acceptance for the approved Justice Assistance Grant (JAG) for the purchase of a radar feedback and automatic license plate reader mobile trailer.
 - Received approval for the Bulletproof Vest Partnership grant request of \$15,634.62; this grant provides reimbursement of 50% for NIJ approved vest purchases.
 - Met with staff members to begin the application process for a Volusia County ECHO grant submittal for the Performing Arts Center lobby renovation for 2022.
 - Grant reimbursement requests FY 20-21: \$3,492,767.83
- Other
 - Attended weekly staff meeting.

- Attended and served as liaison to the Neighborhood Improvement Advisory Board for the October 21, 2021, meeting.

Risk Management Projects

- Attended Claims Committee meeting
- Initiated/followed-up on subrogation and restitution claims
- Updated training for process of checking Certificates of Insurance

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 10
 - Hazardous: 5
 - EMS: 79
 - Motor Vehicle Accidents: 15
 - Public Assists: 54
 - TOTAL CALLS: 165
- Aid provided to other agencies: 17 Calls – Daytona Beach (9), Volusia County (8)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 77
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 260
- Training Hours
 - NFPA 1001: Firefighting 79
 - NFPA 1002: Driver 5
 - NFPA 1500: Safety/Equipment 77
 - NFPA 1620: Preplanning 21
 - EMT/Paramedic 20
 - TOTAL TRAINING HOURS: 202
- Station Activities
 - Serviced 43 fire hydrants to include flowing and inspecting
 - Updated 20 pre-fire plans
- Significant Incidents
 - 10/15/21, 1:07 AM: N.I-95 / Mile Marker 270 – Motor Vehicle Accident – Responded to a two vehicle collision – five patients transported with one as a trauma alert – a firefighter assisted EVAC during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Civil Engineer (Engineering)
 - Environmental Improvement Officer (Arborist)
 - Firefighter/EMT
 - Garage Supervisor (Fleet)
 - Help Desk Specialist (Information Technology)
 - Maintenance Worker II (Parks)
 - Mechanic III (Fleet)
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution)

- Part Time Evidence Custodian (Police)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Recreation Leader (SONC)
 - Police Officer
 - Treatment Plant Operator A (Water Production)
 - Treatment Plant Operator B (Water Reclamation Facility)
 - Treatment Plant Operator C (Water Reclamation Facility)
 - Treatment Plant Operator Trainee (Water Reclamation Facility)
 - Utilities Engineer
 - Water Distribution Operator 1, 2, 3, or Trainee
- Background/Reference Checks/Job Offers
 - Building Inspector (Planning)
 - Community Service Officer
 - Firefighter/EMT
 - Information Systems Specialist (Information Technology)
 - Part Time Events Tech (Casements)
 - Part Time Maintenance Worker II (Parks)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Police Officer
- Separations
 - Police Officer
 - Firefighter/EMT
 - Maintenance Worker II (Streets)
 - 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: 61
 - Completed: 105
 - In progress: 73
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,763
 - Inbound E-Mails Blocked: 12,191
 - Delivered Inbound E-Mails: 23,757
 - Quarantined Messages: 376
 - Percentage Good Email: 62.91%
 - Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 139
 - Changes: 0
 - Corrections: 1
 - Map/Information Requests: 20
 - Information Requests from External Organizations: 1

- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0 : Total in system = 3,140
- Meters GPS Located this week: 0 : Total in system = 24,070; 23,237 potable, 822 Irrigation, 11 Effluent
- Notable Events: Updated Parcel Layer

Leisure Services

Administration

- Engineering meeting
- City Manager staff meeting
- City Commission meeting
- Master Plan Update meeting
- Vadner Park Project
- Update social media/websites/postings

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.

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Completed final prep for Halloween Highway event on October 23.
- Fall Bird Walk was held on Tuesday, October 19.
- Monitoring progress of bee hive rebuild following beekeeper maintenance.
- Routine maintenance of Butterfly and Wildflower gardens

Athletics

- Shuffleboard held practices on Monday, Wednesday, and Friday at 1 pm at the Sports Complex.
- Pride Football held practices on Monday, Tuesday, and Thursday at 5:30 pm, Multi-Purpose Fields 11 and 12.
- Coed Softball playoffs finished on Monday and Wednesday nights at 6:30 pm, 7:30 pm, on Quad 4 at the Sports Complex.
- Spikes 9/10/11/12/13/14's continued practices this week at Nova Fields 2-5, and Wendelstedt 2-3.
- OBSC Soccer continued competitive practices at the Sports Complex on fields 2/4/5/6/8, Monday through Thursday, at 5:30 pm.
- Youth Flag Football games continued on Monday through Friday, at the Sports Complex, at 6 pm.
- OBYBSA Recreational practice continued at Nova and Quad Fields, 6 pm, Tuesday through Friday.
- Youth Volleyball continued on Monday and Wednesday nights from 6 pm to 7:30 pm at Nova Gym.
- SHS JV Football game was held on Thursday at 6 pm at Sports Complex, Championship Field #7
- OBSC Soccer hosting week #6 of games on Saturday at the Sports Complex.
- USSSA Baseball Tournament on Saturday and Sunday at Nova Fields, Quad, and Wendelstedt Fields from 8:30 pm to 6 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
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sport Complex/Nova Fields
- Continued edging infields (18) weekly at Sport Complex/Nova Fields
- Dragged and edged South Ormond and Osceola (2) Softball Fields
- Corners painted on flag football and soccer fields, as well as soccer parking lot
- Prepped Wendelstedt fields for Spikes baseball training
- Prepped Quad 4 for Coed Softball playoff games
- Put out soccer goals on 1/9/10
- Paint soccer fields 1/2/6/8/9/10
- Prepped Championship Field #7 for SHS Football game
- Painted flag football fields
- Prep all baseball/softball fields for nightly practices and games

Performing Arts Center

- Coordinated with Ormond Beach Memorial Arts Museum on move out and installation of Pop-Up Art Exhibition in PAC Lobby.
- Continued training on Box Office procedures with new PAC Box Office Attendants.
- Responded to email and telephone inquiries about PAC and Senior Center rentals.
- Updated information on OBPA Facebook page and Internet ticketing site.
- Entered work orders for Performing Arts Center facility and equipment repairs.

South Ormond Neighborhood Center

- Splash pad is open through November 30
- Park is open dawn to dusk daily.
- Gym and weight room are open during normal Center hours
- YMCA soccer 5:30 pm through 7:30 pm (weekdays except Wednesday)
- Jazzercise 5:30 pm until 6:45 pm (Monday evenings only)
- PAL tutoring program (Monday through Thursday 3:30 pm until 5:30 pm)

Community Events

- Weekly administrative tasks, office work, and activities.
- Assisting with plans for the 2021 Senior Games. Begins October 23- 30.
- Planning tasks and assignments for "Halloween Highway -Trunk or Treat" event October 23
- Continue evaluation and preliminary planning of the upcoming events:
 - Hometown Heroes Banner Ceremony, November 6
 - Veterans Day Luncheon, November 9
 - HOme for the HOlidays Parade, December 11
 - Holidays at The Casements Concert, December 16
 - Breakfast with Santa, December 18

Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am to 10 am, and 5:45 pm to 6:45 pm on Wednesday and Thursday in the Activity Room.
- Pickleball was held in the gym Monday-Saturday from 9 am to 3 pm.
- Open Play Basketball is offered Monday through Saturday from 3 pm to 9 pm and on Sunday from 1 pm to 5:30 pm.
- Ms. Debby's Dance and Acting classes on Monday, Tuesday and Friday, 3 pm to 7:30 pm
- Coed Volleyball continues on Monday and Wednesday from 6 pm to 8:30 pm.
- Gym Friends took place Monday from 3 pm to 5 pm and Explore the Arts on Thursday from 4 pm to 5:30 pm.
- Challenger Basketball was on Tuesday from 5 pm to 6 pm and Lunch Bunch on Wednesday from 11 am to 2 pm

- OBYFCA is renting the gymnastics facility for practice all this week.

The Casements

- The Casements was open for self-guided tours on Saturday from 8 am to noon, and on Monday through Friday from 8am-5pm.
- The Collective Car Club stopped at The Casements for a brief tour and pit stop on their way to Palm Beach on Saturday with 45 car owners.
- A wedding was held in the gazebo at Ormond Memorial Gardens on Sunday between 2:00 pm and 4:00 pm.
- A gender reveal party was held at Bailey Riverbridge on Sunday from 11:00 am to 1:00 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm-6:30 pm.
- The Ormond Beach Art Guild "Inspirations" exhibit is on display in the Gallery for the month of October.
- The Casements Guild held a training session for new members on Monday at 10:00 am.
- Once Upon a Storytime was held on the North Lawn on Tuesday at 10:00 am.
- Greek Cooking, Casements Kitchen, was held on Thursday from 4 pm to 8 pm
- Did You Know? Facebook posts on Wednesday and Friday.
- Ora Yoga classes met at The Casements 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.
- Pilates took place Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.
- A wedding ceremony was held on the North Lawn on Friday morning from 9 am to 1 pm.
- The Casements Guild met Tuesday through Friday from 9 am to 3 pm to continue preparing decorations for the upcoming Christmas Gala this.

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans all parks
- Bathroom checks twice per day
- Inspected signs at all playground equipment
- Skatepark concrete inspected and repaired
- Sealed cracks in BBQ grills at Andy Romano Beachfront Park
- Trimmed tree limbs on dock at Central Park II
- Installed nets at Magic Forest basketball courts

Building Maintenance

- Met contractor for a/c at the Police Department
- Repaired urinal at the Senior Center
- Repaired snowflakes at PW
- Repaired shower tower at Andy Romano Beachfront Park
- Repaired ladies' restroom sink at Fortunato Park
- Repaired and delivered podium to Police Department
- Picked up blower fans at the Performing Arts Center

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff attended an Ormond Beach Life prep meeting.
- Staff attended the Daytona State College Police Academy graduation ceremony.
- Staff is working with Human Resources on various recruitment needs.
- Staff attended Crime Stoppers Board Meeting.

Community Outreach

- Youth Leadership Council (YLC) – Four (4) members attended the Atlantic High School Jr. Varsity football game to support a new YLC member. Six (6) members attend a virtual meeting on Sunday, October 17. The next community service project is assisting with the Outreach/PAL Halloween Highway booth on October 23.
- OBPAL Basketball – Twelve (12) members of the OBPAL Bruins teams attended informal practice on Tuesday and Thursday last week. Practices were held from 6:00 – 8:00 pm at the South Ormond Neighborhood Center.
- PAL Educational Programs
 - The Fall Tutors R Us program had twenty (20) students attend the sessions last week. Tutors R Us is offered Monday – Thursday from 3:30 pm to 6:30 pm. Students worked with tutors on skills to improve academic performance.
- Special Events
 - The Annual OBPAL Golf Tournament is scheduled for Sunday, November 7 at the Halifax Plantation Golf Club. For additional information on sponsorships or to register for the tournament please call the PAL House (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 40
- Animal Reports: 7
- Return to Field: 2
- Animal Bites: 1
- Animals to Halifax: 3
- Wildlife Calls: 3
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 11
- Inactive: 6
- Fraud: 3
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Car break: 4
- Grand Theft: 3
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 5
- Robbery: 0
- Assaults: 1
- Police Information: 6
- Threatening Calls: 1
- Baker Act/RPO: 1

Records

- Walk - Ins / Window: 85
- Phone Calls: 123
- Arrest / NTA'S: 19
- Reports Generated: 148

- Reports Entered: 136
- Citations Issued: 172
- Citations Entered: 180
- Warnings Entered: 84
- Trespass Warnings: 18
- CORF Entered: 32
- Mail / Faxes / Request: 41

Patrol

- Total Calls: 1,498
- Total Traffic Stops: 317

Operations

- Crime Opportunity Report Forms: 71

10/13/21

- Carbreak, 155 Interchange Boulevard (Hampton Inn). An unidentified suspect made entry into the victim's unlocked vehicle and stole the victims' wallet.
- Aggravated Assault Arrest, 1608 North United States Highway One (Days Inn). A female was in a verbal argument with the victim in the hotel room. The female had a knife and threatened the victim with it multiple times.
- Aggravated Battery Arrest, 260 Williamson Boulevard (Regal Cinema). A male was in a verbal argument with another male when he stabbed him multiple times with a pocket knife.
- Domestic Violence Battery Arrest, 795 West Granada Boulevard (CVS). A female got into an argument with her boyfriend about a cell phone. The argument became physical when the female punched him in the face multiple times.

10/14/21

- Business Burglary, 671 South Nova Road. A male was at this building messing with the lock on the door. There were no trespassing signs posted.
- Shoplifting Arrests, 1521 West Granada Boulevard (Wal-Mart). A male and female were observed by loss prevention attempting to walk out with a shopping cart full of groceries.
- Carbreak, 243 South Nova Road (East Coast Fabricators). An unidentified subject stole a firearm from the victim's work vehicle.
- Battery Arrest, Harvard Drive/South Atlantic Avenue. The victim was riding a bicycle when a male kicked the back tire. The victim stopped and got into an argument with male. The male then proceeded to grab the victim's arm and shove him.
- Dating Violence Battery Arrest, 100 Block North Yonge Street. A female was in a verbal argument with her boyfriend when she grabbed her boyfriend and pulled his necklace off his neck.
- Carbreak, 557 Hand Avenue. An unidentified suspect stole items from the victim's truck and dropped the items after the victim yelled at the suspect. The suspect then fled the scene.
- Trespass Arrest, 657 South Atlantic Avenue (Driftwood Motel). A male who was previously trespassed was found in a vacant room.
- Crash with Death, South Beach Street/South Arbor Drive. A motorcycle with a single rider was traveling north on South Beach Street and struck an FPL pole, breaking it in half. The rider was pronounced deceased on scene.

10/15/21

- Business Burglary, 50 South Yonge Street #6. An unidentified suspect attempted to force entry into the business. No entry was made.
- Residential Burglary, 35 Trailmark Court. An unidentified suspect stole an interior door assembly from an open garage. The residence is under construction.
- Residential Burglary, 25 Trailmark Court. An unidentified suspect stole three boxes of steel washers from the residence. The residence is under construction.

- Theft, 345 South Old Kings Road. An unidentified suspect stole a single wheel electric skateboard from the driveway.
- Carbreak, 700 Hull Road. An unidentified suspect forced entry into the victim's vehicle and stole her purse.
- Driving Under the Influence Arrest, 241 North United States Highway One (Pirana Grill). A female was found to be intoxicated after she crashed her vehicle into two other vehicles in the parking lot.
- Possession of Alcohol Under 21 Arrests, 873 Peninsula Drive. Two juveniles hosted a house party at this address.
- Possession of Weapon/Ammunition by A Convicted Felon Arrest, 100 Block East Granada Boulevard. A traffic stop was conducted in which the driver was found to be a convicted felon and was in possession of a firearm and ammunition.

10/16/21

- Indecent Exposure Arrest, Williamson Boulevard/West Granada Boulevard. Officers observed a male exposing his genitalia at this location. The male attempted to walk away from officers and after a brief struggle, he was taken into custody.
- Warrant Arrest, 48 Laurel Oaks Circle. A subject was contacted and found to have an open warrant. The subject was also found to be violating an injunction while at this address.
- Domestic Violence Battery Arrest, 486 Cedar Street. A male was in a verbal argument with his wife that turned physical.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). A subject was contacted and was found to have multiple open warrants. The subject also gave officers a false name.

10/17/21

- Theft, 51 Crestwood Court. A known suspect stole \$8,000 in cash and a \$2,000 check from a safe.
- Shoplifting, 353 West Granada Boulevard (Winn Dixie). A male suspect was observed by management loading up a shopping cart with alcoholic beverages and exiting the business without paying.
- Driving Under the Influence Arrest, 600 West Granada Boulevard (Wawa). A traffic stop was conducted. The driver was found to be intoxicated.
- Trespassing Arrest, 258 South Beach Street. A female who was previously trespassed was found to be back at this location.

10/18/21

- Residential Burglary, 6 Iroquois Trail. An unidentified suspect stole an off-road style skateboard from the garage.
- Carbreak, 347 Hickory Hill Place. Two juveniles were observed opening car doors and removing packages.
- Filing False Police Report Arrest, 196 Sunset Point Drive. A male knowingly filed a false police report.

10/19/21

- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified male was observed stealing an Ego chainsaw by loss prevention. The items were recovered.
- Theft, 329 Sanchez Avenue (Sanchez Park). An unidentified suspect stole a surveillance camera and a light fixture was broken in the process.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 137
 - Number of Citations issued: 129
 - Number of Written Warnings Issued: 142
 - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 12
 - Number of Crashes with Serious Bodily Injury: 1
 - Number of Fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 3 Cases initiated
- 1 sign has either been removed or sign case created.
- 10 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and fifty-eight (58) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Fiber Optic Connectivity – Work is scheduled to begin in November.
 - North US1 Water Main and Force Main Improvements – Construction is substantially complete.
 - MacDonald House Improvements – North side restoration work is ongoing. Progress meeting #17 was held on October 21.
 - Riviera Park Pedestrian Signals – Sign installation is scheduled to begin next week.
 - Wilmette Stormwater Pump Station – Notice to Proceed issued for November 1, long lead time, equipment/materials are scheduled to be delivered in December.
 - WRF Chlorine Contact Improvements – Construction has started.
 - 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.
 - 2021 Roadway Resurfacing – Project is substantially complete.
 - CDBG Fleming Playground – Long lead time, materials are scheduled for delivery in December.
 - Bidding
 - 385 South Old Kings Road – Proposal ranking committee met on October 20.
 - Facility Hardening Re-Bid – Project was advertised for bidding on September 26. A pre-bid meeting was held on October 21, and bids are due on November 4.
 - Gazebo Replacement 2 CP II – Project was advertised for bidding on October 10. A pre-bid meeting is scheduled for October 28, and bids are due on November 18.
 - Stormwater Flap Gates – Project was approved for bidding at the October 19 City Commission meeting, and will be advertised on October 24.
 - 2022 Storm & Sewer Lining – Project is scheduled for approval to advertise for bidding at the November 2 City Commission meeting.
 - Swale Maintenance – A Work Authorization is scheduled for approval at the November 2 City Commission meeting.
 - ARBP ADA Ramp Repair – A Work Authorization for construction of ramp repairs/replacement is scheduled for approval at the November 2 City Commission meeting.
 - Downtown Sidewalk Renovations – A Work Authorization for construction of the sidewalk banding is scheduled for approval at the November 16 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. The second public meeting was held on October 6.
 - Business Park Drive Phase II – Design is in process.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in process.
 - Water Main Replacement Ph IV – Mainland – Design is in process.
 - Water Main Replacement Ph IV – Peninsula – Design is in process.
 - Doug Thomas Way Extension Design – Design is in process.
 - WRF Upgrades – Design is in process.
 - Leeway Storage Tank & Pump Station Rehabilitation – Design revisions are in process.
- Departmental Activities
 - Reviewed 24 Engineering Permit applications through the ProjectDOX system, and created and approved 3 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Graded and poured pads at Rima Ridge
- Pulled forms, backfilled, Tiger Bay State Park

Forestry

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

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

Stormwater Maintenance

- Yard maintenance
- Ditch spraying citywide
- Reachout mowing citywide
- Gates/pumps & locates citywide
- Replaced pipe on Riverwood Dr.
- Inlets inspected/cleaned citywide

Fleet

- Mileage traveled by all departments for the week: 22,160
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 13,570 gallons unleaded, 11,160 gallons diesel
 - Fuel used in one week: 2,164 gallons of unleaded and 677 gallons of diesel.
 - Fleet completed 45 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 37.93 million gallons for the week ending October 16, 2021(5.42 MGD).
- Backwashed 9 filters for a total of 352,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 16, 2021@ 6.75 MGD SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 81 wet tons of sludge (80% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 31.54 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.51 MGD
- Produced 24.38 Million Gallons of Reclaim water.
- Produced 7.16 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (October 1, 2020 – September 30, 2021) (MGD)):
 - Influent 4.67 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.49 (Permit 6 MGD);
 - Reuse 3.35 (Permit 10 MGD)
- Hauled 15 loads in September for a total of 377.73 wet tons through the end of September 2021. Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 13 calls from customers concerning leaking water.
- Installed 8 new residential water services.
- Performed pressure testing on 8 City owned backflow prevention devices.
- Replaced 3 residential water services due to pressure concerns or leaks.
- Replaced 2 broken 2" valves located on Nottingham Dr. at the intersections on River Bluff Dr. and Windsor Dr.
- Repaired and accuracy tested the 4" meter serving Tomoka State Park.
- Replaced 6 broken water meter boxes.
- Locate 4 water services for customers performing plumbing repairs.
- Performed maintenance and repair activities on 5 fire hydrants.
- Located and exercised 10 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 168 utility locates for the previous week.

Wastewater Collection

- Crews responded to 12 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 2,500 gallons of effluent off of Hunter's Ridge force main.
- Performed rehab on PEP tank at 22 Shadow Creek Way.
- Repaired broken check valve at 10 Holly Fern Chase.
- Replaced broken back lid and installed riser at 22 Coquina Lake Way.
- Replaced PEP Pumps at 228 Tymber Creek Rd., 18 Foxfords Chase, 15 Circle Creek Way.
- Located C/O at 83 N. St. Andrews Dr.
- Raised C/O to grade at 478 Jeanette Dr.
- Located C/O and TV'ed to main at 231 Royal Dunes Blvd.
- Assisted Maintenance with cleaning 2 lift stations at McDonald's and US Foods.
- Investigated hole in ground near C/O. TV'ed and dye tested, no issue on City side.
- TV'ed 5 sanitary laterals on the PM list.

Reuse

- Responded to 2 reuse trouble calls.
- Turned reclaimed on at 147 Ocean Ter.

Wastewater Plant – Lift Stations

- 7P – high level, found vacuum leak at check valve and weak vacuum pump, replaced check valve and vacuum pump.
- Fermentation Submersible Mixer #7, Effluent Transfer Motor #1 – steam cleaned and sent to contractor for repairs.
- Harley Davidson, C P Foods, Garden Business Center, HOMAC, McDonald's – checked stations and prepares for tourism event.
- 228 North Timber Creek – inspected PEP tank control panel for Collections Division.
- Reaeration blowers 1, 2, & 3 – installed new cabinet cooling fans.
- Conducted Plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Central Park I – lake level sensor, installed new instrument cable.
- Well 36R – completed control wiring.
- High Service pump #8 – installed new main breaker, external disconnect cables not compatible, remote cable replacement is being reviewed.
- Perform Operational Checks at various locations.

Support Services/City Clerk

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

- City Clerk and Assistant City Clerk attended FACC 2021 Fall Academy.
- Staff attended and provided support for October 19, 2021, West Ormond Transportation Workshop and City Commission Meeting.
- Agenda packet preparation for November 2, 2021 City Commission Meeting.