

**City of Ormond Beach
Memorandum**

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

Spoke to, attended and/or met with:

- Team Volusia IDRC meeting
- Parks & Rec Master Plan virtual meeting with consultant

PIO – Public Information

- Press Releases/Media
 - Cassen Park Survey
 - General citizen inquiries
 - General media updates
- Social Media
 - COVID-19 Vaccine Events
 - Cassen Park Survey (550 respondents so far)
 - Spring Break Safety Reminders
 - Allergies vs Covid-19 Symptoms
- Attended
 - Engineering/Planning Meeting
 - FAPIO Crisis Training Webinar
 - Rotary Signage for Fortunato Park Discussion
- Developing
 - Strategic Planning for Q4

Community Development

Planning

- The Board of Adjustment and Appeals meeting has two (2) applications:
 1. 27 Eagle Court: Rear yard variance for the construction of detached garage.
 2. 18 Oak Brook Drive: Rear yard variance for a screen/sun room with a hard roof.
- The Park and Recreation Master Plan update team will conduct a public meeting on Wednesday, March 31, 2021 at 6:00 pm at the South Ormond Neighborhood Center.
- The April 8, 2021 Planning Board has been canceled based on no applications.
- The Brownfield Advisory Board will have an organizational meeting on April 13, 2021

Building Inspections, Permitting & Licensing

- 9 new business tax receipts issued.
- 391 inspections performed within the city (97 by private providers).
- 136 permits issued within the city, with a valuation of \$2,216,454.00 (16 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) conducted a pre-construction meeting for the Plantation Oaks, Unit 2B subdivision. The subdivision consists of 125 lots on 89.16 acres.
- The Coolidge Avenue office warehouse project (construction of a 14,600 square foot office/warehouse and associated site improvements on a 1.89 acre site) received a Certificate of Completion.

The following projects under SPRC review:

1. Pineland Subdivision sidewalks, Pineland Trail. 1st review. Design and construction of a sidewalk along Pineland Trail.
 2. 1480 North U.S. Highway 1. 3rd review. Construction of a two (2) 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) of approximately 2,566 square feet and associated site improvements on a 2.70-acre property.
 3. 29 North Perrot, Perrot Depot. 3rd review. New one-story storage building with a total of 12,540 square feet at existing storage facility with a 6-foot masonry wall.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	95%
Coolidge Avenue Office/Warehouse	100%
Dunkin Donuts, 1535 North US Hwy 1	10%
Edgewell Loading Dock	95%
FPL Substation Expansion	95%
Germfree driveway addition	40%
Nova Road Controlled Storage Climate	40%
Ormond Art Museum	10%
Publix at 101 East Granada Boulevard	35%
Starbucks, Shoppes on Granada, Phase 2	35%
The Pumphouse	50%
Total Comfort	40%
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	35%
Ormond Grande	30%

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 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.
 - The Kauffman FASTTRAC program is scheduled to begin on April 5. This 10-week program is being conducted in partnership with the local chapter of SCORE. Marketing of the program has begun and a website created where those interested in participating may apply.
 - Staff attended the Rotary Club of Downtown and gave a presentation on economic development activity in Ormond Beach.
- 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 is working to conduct repairs on 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 minor impact. The gate is expected to be returned to service this week.
- Staff responded to a request for information and assistance from the Ocala International Airport regarding air traffic control tower equipment inspection and maintenance services.
- Staff responded to an unauthorized construction crane operating within the airport traffic area. The crane operator provided staff with the coordinates, height, and operating times for the crane so that the air traffic control tower and local pilots could be properly informed of the activity.

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.
- Capital Improvement Plan and Annual Budget Preparation is in process.

- Completed Projects - Weekly
 - Issued 23 Purchase Orders totaling \$371,885.23.
 - Issued 260 past due notices on utility accounts.
 - Auto-called 230 utility customers regarding receipt of a past due notice.
 - Processed 796 payments through Interactive Voice Response System totaling \$59,515.36.
 - Processed 1,176 payments through City online payment portal totaling \$115,805.58.
 - Prepared 147 Accounts Payable checks totaling \$338,195.79 and 58 Accounts Payable EFT payments totaling \$904,2456.82.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement requests to date FY 20-21: \$1,711,879.00

- Other
 - Completed the Neighborhood Improvement Advisory Board (NIAB) packet for its April 1, 2021, meeting. Staff has still not received the timeline for the FY 21-22 Community Development Block Grant (CDBG) Annual Plan submittal or estimated allocation.
 - Finalized the City's donations to the Countywide "Fund" Drive to benefit local food banks through Second Harvest Food Bank. Donations totaled \$1,296.00 to this year's efforts which translated into 11,664 pounds of food! Each \$1 = \$9 worth of food with bulk buying. The County's overall goal was \$7,500 which was exceeded, but the final tally is not yet available.

Risk Management Projects

- Recognition & Response training
- WC/PTSD training for new firefighters and police officers
- WC mediation

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 11
 - Hazardous: 3
 - EMS: 68
 - Motor Vehicle Accidents: 3
 - Public Assists: 36
 - TOTAL CALLS: 124

 - Aid provided to other agencies: 10 Calls – Daytona Beach (5), Holly Hill (1), Volusia County (4)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 29
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 10
 - Total EMS patients treated: 51
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 217
-
- Training Hours
 - NFPA 1001: Firefighting 77
 - NFPA 1002: Driver 67
 - NFPA 1021: Officer 6
 - NFPA 1500: Safety/Equipment 33

- EMT/Paramedic 2
- TOTAL TRAINING HOURS: 185

- Significant Incidents
 - 3/18/21, 3:49 PM: N. Halifax Dr. – Brush Fire – Small brush fire between two homes – fire within 25' to closest structure – crews extinguished fire quickly – cause not determined.
 - 3/22/21, 8:05 AM: S. Atlantic Ave./E. Granada Blvd. – Vehicle Fire – Responded to a fully involved fire of a pick-up truck with trailer attached – driver heard loud popping sounds and saw fire and smoke coming from hood – all occupants exited vehicle with no injuries.
 - 3/23/21, 8:20 AM: I-95/Mile Marker 267 – Motor Vehicle Accident – Responded to a vehicle vs. guard rail collision – two patients found with one being ejected from vehicle – a firefighter assisted EVAC with patient care during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Information Technology Manager
 - Community Service Officer
 - Information Technology Manager
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution)
 - Plant/Pump Mechanic
 - Police Officer (Police)

 - Interviews Scheduled
 - Building Inspector
 - Neighborhood Improvement Officer

 - Background/Reference Checks/Job Offers
 - City Clerk
 - Information Systems Specialist
 - Police Officer
 - Records Specialist

 - Separations
 - Police Officer

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: 12
 - Completed: 42
 - In progress: 51

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 31,088
 - Inbound E-Mails Blocked: 9,545
 - Delivered Inbound E-Mails: 20,377
 - Quarantined Messages: 326
 - Percentage Good Email: 65.5%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 8
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 15 : Total in system = 2,902
 - Meters GPS Located this week: 0 : Total in system = 24,006; 23,176 potable, 819 irrigation, 11 effluent

Leisure Services

Administration

- Master Plan meeting with consultant, and project activities
- Updating website and social media pages

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up 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 restroom renovations at Riverbend Nature Park, Sports Complex softball quads and Pop Warner restrooms.

Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continued enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Continue to monitor safety and security of the EDC building and grounds.
- Completed evaluation and received materials from Project Wild course.
- Scheduling touch up painting of EDC interior.
- Completed and distributed minutes of Community Gardens meeting.
- 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

- 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 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.
- Boys USSSA Baseball hosted a tournament this weekend at the Quad/Nova/Wendelstedt Fields from 8:30 am to 6 pm each day.

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, weeding fields/infields
- Paint 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
- Prep Nova/Quad/Wendelstedt/Kiwanis Fields for weekend USSSA Tournament
- Prep Quad #4 on Tuesday, Wednesday, and Thursday nights for Coed Softball games

Performing Arts Center

- Attended meeting at South Ormond Neighborhood Center to prepare for livestreaming of the Parks and Recreation Master Plan Public Meeting.
- Worked with software consultant to create a socially distanced seating plan for future event ticketing at the PAC.
- 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.
- Sent email update to resident performing arts group leadership

South Ormond Neighborhood Center

- Open park and pavilion
- 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

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Distribute flyer for upcoming Parks & Rec Master Plan public meeting.
- Assisting Memorial Day Committee with plans for Service on May 31st.
- 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
- 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 were 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 from 8 am to 12 pm and on Monday through Friday for self-guided tours.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements Camera Club's "Ebony & Ivory" exhibit is on display in the Gallery for the month of March.
- The Casements continued "Millionaire Mondays" this week.
- This week "The Casements Egg-stravaganza Hunt" begins for children visiting the home during Spring Break. Decorated eggs will be hidden throughout the home and children will be given a map to record their findings. Each child participating will receive a bag of goodies.
- The Casements Guild met on Monday to empty their storage unit and bring their belongings to The Casements for future storage in the newly expanded Carriage House. Items will be temporarily stored and inventoried before moving into the new space.
- A meeting with Ormond MainStreet, OB Public Library, local author Mary Wetzel, and The Casements staff took place on Wednesday to discuss the possibility of a Summer Story Stroll in Rockefeller Gardens.
- Greek Cooking returned to The Casements on Tuesday this week from 4 pm to 8 pm.
- Ora Yoga classes was held this week to 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.
- "Did You Know?" was posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.

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
- Repaired skate park wall and step
- Formed two slabs at Riviera Park
- Unclogged sink drain at Andy Romano Beachfront Park
- Repaired wood bridge 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
- Range exhaust vent repaired at the Police Department
- Toilet roll holders installed at Sports Complex
- Cleaned gutters at the EDC
- Replaced glass at the Pride building at the Sports Complex
- Timers changed at EDC
- Replaced flags citywide
- Water leak repaired at the Sports Complex
- The Casements sewer blockage repaired

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting

- Staff attended the monthly budget meeting
- Staff attended the Public Safety Operations meetings
- Staff hosted a retirement ceremony for Lieutenant Doggett
- Staff hosted a swearing in ceremony for Officer Pedevillano
- Staff assisted with new hire physical abilities testing
- Staff worked on alternative for drone technology
- Staff attended SWAT Command Leadership Training

Community Outreach

- Youth Leadership Council (YLC) – Four (4) members of the YLC enjoyed a movie at Cobb Theater to start their spring break. Members met this week to create Easter baskets as community service project for students in the *Tutors R Us* program.
- OBPAL Basketball – Ten (10) players attended practice last week. The OBPAL14U Bruins team will participate in the State of Florida Association of Police Athletic Leagues Annual Basketball Tournament on March 26, 27 and 28 in Jacksonville.
- PAL Educational Programs
 - OBPAL *Tutors R Us* continues at the South Ormond Neighborhood Center. Fifteen (15) students attended the after school tutoring program last week. *Tutors R Us* provides tutoring in all academic areas for students in grades K-12. The program concludes for the spring semester April 1.
 - *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 OBPAL Donut Dash registration page has been updated with information for the 2021 race. The Donut Dash 5K 2021 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 is available at <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 34
- Animal Reports: 6
- Trap Neuter Release: 2
- Animal Bites: 2
- Animals to Halifax: 3
- Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 6
- Inactive: 3
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 5
- Grand Theft: 8
- Auto Theft: 0

- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 3
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 1
- Vandalism: 1
- Baker Act/RPO: 3

Records

- Walk - Ins / Window: 79
- Phone Calls: 102
- Arrest / NTA'S: 12
- Reports Generated: 128
- Reports Entered: 122
- Citations Issued: 23
- Citations Entered: 6
- Warnings Entered: 13
- Trespass Warnings: 4
- CORF Entered: 48
- Mail / Faxes / Request: 25

Patrol

- Total Calls 1,382
- Total Traffic Stops 72

Operations

- Crime Opportunity Report Forms: 89

03/17/21

- Battery Domestic Violence Arrest, 341 North Yonge Street. Subject and his girlfriend had been out drinking and when they returned home they got into a verbal argument that turned physical.
- Traffic Arrest, 338 Ocean Shore Boulevard (Grace Lutheran Church). A traffic stop found the subject was intoxicated while driving.

03/18/21

- Stolen Vehicle, 170 Williamson Boulevard #326 (Sleep Inn). The victim advised that she and her friend got into an argument that turned physical at this location. He left and she was unable to locate her keys or vehicle at this time.
- Carbreak, 100 Business Center Drive #19 (Dwayne Neyer Motorsports). Forced entry with a lock was cut off rear trailer door, both handle hinges found open and door was found closed. Nothing appears to be missing at this time.
- Carbreak, 100 Business Center Drive #25 (Crafton Electric). Unlocked gas cap, gas was stolen from gas tank.
- Carbreak, 100 Business Center Drive #12 (Glass Block Supply). Forced entry with lock cut off right side trailer door. Nothing appears to be missing at this time.
- Warrant Arrest, 1608 North United States Highway One # 115 (Days Inn). Flagler County advised that a subject was at this location with an open warrant out of Flagler County.
- Criminal Mischief Arrests, 901 South Beach Street (Riviera Park.) Two juveniles were both taken into custody for spray painting benches and concrete in the park.

03/19/21

- Theft, 46 Coquina Ridge Way. The victim suspects a known juvenile male of stealing \$2,800.

- Theft, 771 West Granada Boulevard (Olive Grove Apartments). Unknown suspect stole the victim's tricycle.
- Theft, 57 Grizzly Bear Path. The victim accused a known subject of stealing a rear window frame from her 1988 Cadillac and \$250 cash. The incident may be civil in nature.
- Trespassing, 445 S Atlantic Avenue #C. Subject contacted and was found to have previously been trespassed from the location.
- Stolen Tag and Decal, 50 Mayfield Circle. Subject advised his vehicle license plate and decal were stolen from his vehicle.
- Narcotics Arrest, 530 South Atlantic Avenue. Subject was told she was trespassed from the business and refused to leave or cooperate. Subject was found to be in possession of narcotics.
- Narcotics Arrest, 530 South Atlantic Avenue. Subject contacted and found to be in possession of narcotics.

03/20/21

- Theft, 1637 North United States Highway One (Bruce Rossmeyer's Destination Daytona Harley Davidson). An unknown suspect stole the fairing from the victim's motorcycle.
- Battery Domestic Violence Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject contacted after a physical confrontation.

03/21/21

- Theft, 955 Lynn Circle. The victim suspects that her housekeeper may have stolen jewelry and silver dollars.
- Burglary Residence, 1576 North United States Highway One. An unknown subject cut the screen and took six pocket knives valued at approximately \$200.
- Driving Under the Influence Arrest, 827 North Beach Street. Subject was involved in a single vehicle crash and found to be under the influence of alcohol and/or drugs.
- Shoplifting Arrest, 1657 North United States Highway One (Love's Truck Stop) Subject was seen by employees taking merchandise from the business valued at \$102.17.

03/22/21

- Theft, 390 Muddy Creek Lane (Tymber Creek Subdivision). Someone stole the victim's mortgage paperwork.
- Theft, 1521 West Granada Boulevard (Wal-Mart). The victim left her purse in the shopping cart.
- Battery Domestic Violence Arrest, 386 Military Boulevard (Forest Hills.) Subject struck her father, whom she is the caregiver for, with an unknown metal object. The victim's oxygen and medications were also found to be being withheld from him.
- Shoplifting Arrest, 1657 North US Highway (Love's Truck Stop). Subject placed a pair of sunglasses and shot glasses in her jacket and walked out without attempting to purchase.
- Carbreak, 151 Myra Boulevard. Unlocked vehicle was entered where the victim's purse with its contents was taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 7
 - Number of Citations issued: 2
 - Number of Written Warnings Issued: 1
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 0 Cases initiated
- 7 signs have either been removed or sign cases 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:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - Casements North Side Improvements – Final landscaping and site cleanup is ongoing.
 - Fiber Optic Connectivity – Riverside Drive road closure was approved at the March 16 City Commission meeting, work is being coordinated. John Anderson Drive fiber optic conduit installation pre-construction meeting is being scheduled.
 - Gazebo Replacement CP II – Project is complete.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – Removal and replacement of the east and west wall exterior siding is ongoing. Access ramp permit is approved. Progress meeting scheduled for April 1.
 - Granada Mid-Block Lighting Improvements – Long lead time materials are on order.
 - 2021 Storm Lining – Construction is ongoing.
 - 2021 Sewer Lining/Manhole Repair – Construction is ongoing.
 - Florence St On-Street Parking – Construction is scheduled to commence the end of March.
 - Riviera Park Pedestrian Signals – Long lead time materials are on order.
 - Wilmette Stormwater Pump Station – A pre-construction was held on March 25.
 - Downtown Banner Pole Replacement Re-Bid – Contracts are being executed.
 - 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 – The project was advertised on March 7, a pre-bid meeting was held on March 16, and bid opening is April 6.
 - Design Projects:
 - 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.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Granada Streetscape Pavers – Another mock-up will be constructed.
 - Update Parks & Recreation 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.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in in process.
 - SONC Gym – Final bid documents are under review, approval to bid scheduled for April 6 City Commission meeting.
 - Water Main Replacement Ph IV – Mainland – Survey work has begun.

- Water Main Replacement Ph IV – Peninsula – A Work Authorization for design was approval at the March City Commission 16 meeting.
- Departmental Activities
 - Reviewed 24 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

- Poured sidewalk – A1A & 300 block N US Hwy 1
- Stripped form, stress cut sidewalk, backfill, & cleanup – A1A
- Poured two park benches – Riviera Park
- Patched asphalt – Bosarvey, Coquina Dr, Carriage Creek Way, & Wilmette Ave
- Stripped forms, backfill, & cleanup - 300 block N US Hwy 1
- Removed sidewalk – Hammock Ln (Central Park III)

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 – Ormond Pkwy & Hand 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
- Assisted tree crew – Hand Ave

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightened, replaced, & installed signs & posts - citywide

Stormwater Maintenance

- Backfill pipe & clean outfall – Ted Porter Park
- TV truck – State Road 40, Andrews St, Waste Water Plant
- Replace sidewalk – Saddlers Run
- Gates, pumps, inlet inspection – citywide
- Inlet inspections & clean – Zone 1
- Removed gutter – 100 block Oak Grove St
- Ditch spraying – citywide

Vactor

- Vac-con & line cleaning – Melrose Ave & Andrews St, John Anderson Dr., beachside

Fleet

- Mileage traveled by all departments for the week: 22,640
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 4,253 gallons unleaded, 8,681 gallons diesel
 - Fuel used in one week: 2,233 gallons of unleaded and 857 gallons of diesel.
 - Fleet completed 52 work orders this week.

Utilities

- Projects Summary
 - Utilities CIP projects are listed under the Engineering section as this division manages those projects and to avoid duplication of information.

Water Treatment

- Delivered 41.72 million gallons for the week ending March 20, 2021 (5.96 MGD).
- Backwashed 8 filters for a total of 426,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 20, 2021 @ 6.84 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 97.2 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.77 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.25 MGD.
- Produced 29.77 Million Gallons of Reuse.
- Produced 0 Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (March 1, 2020 – February 28, 2021) (MGD):
 - Influent 4.51 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.09 (Permit 6 MGD);
 - Reuse 3.66 (Permit 10 MGD)

Water Distribution

- Responded to 19 reports of customer concerns regarding low pressure or assistance with other plumbing concerns.
- Responded to 13 calls from customers concerning leaking water.
- Installed 2 new residential water services.
- Located 2 water service boxes for customer with plumbing concerns.
- Performed pressure testing on 5 City owned backflow prevention devices, 1 needed to be repaired.
- Performed maintenance on 17 main line valves.
- Replaced and raise the valve boxes located in El Villagio subdivision due to new sidewalk/driveway installation.
- Relocated the water service per customer request due to the replacement of the septic system.
- Repaired a leaking 6" water main on Coquina Dr.
- Disconnected an abandon 2" tap and water main on Coquina Dr.
- Repaired a leaking water main on Sugarberry Cir.
- Assisted the utility locator with underground location on the southbound on-ramp to I-95 at SR40.
- Repaired landscaping to all excavation sites.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 157 utility locates for the previous week.

Wastewater Collection & Reuse

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Flushed Nova Community Center.
- Levelled up ground at 10 Foxfords Chase after PEP tank replacement.
- Replaced broken PEP tank at 35 Deep Woods Way.
- Replaced PEP pump at 47 Coquina Ridge Way, 76 Coquina Ridge Way
- Repaired broken manhole at 901 S Atlantic Ave.
- Responded to smoke in manhole at 1245 W Granada Blvd.
- Assisted stormwater lining contractor with removal of liner that popped out of the ground.
- Installed new PEP control box at 76 Coquina Ridge Way.
- Locate PEP and reclaimed at 65 Tomoka Ridge Way.
- Televised 248' of sanitary gravity main on Ginger Cir. and 71' of sanitary gravity on Granada Blvd.
- Repaired 4" force main.
- TV'ed 2 sanitary lateral on PM list.
- Responded to 3 reuse trouble calls.
- Responded to irrigation leak in Huntington Place.

Wastewater Plant – Lift Stations

- 5M – generator replacement completed.
- The Crowne – installed and wired float for back-up high level alarm.
- LS4M – completed installation of the triplex controller.
- LS5M – connected new phase monitor & generator status at RTU.
- Conducted Plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime slurry pumps – lubricated as needed.
- Nova booster – replaced battery @ RTU, added alarm for vault flooding.
- Well 41R - VFD install, wired into RTU for remote function, replaced battery @ RTU, replaced power supply for radio.
- LPRO – CW2 CL2 & NTU meters scaled and brought into SCADA.
- 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:

- Staff attended City Hall Safety Team meeting.
- Agenda packet preparation for April 6, 2021 City Commission meeting.
- Assistant City Clerk attended IIMC Ethics Webinar.