

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 9, 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 discussions with senior staff

Spoke to, attended and/or met with:

- Responded to various emails and phone calls
- FLC Strong webinar preparation
- City Commission meeting

PIO – Public Information

- Granada Closure
- General media requests
- General citizen inquiries

- Social Media
 - Covid-19 Vaccine Spotter Tool
 - Granada Closure Notifications (also cross-posted across community groups)
 - Rockin Rickey Event Notification
 - Happy Countdown Day 4.3.21

- Attended
 - City Manager's Weekly Staff Meeting
 - City Commission Meeting
 - Volusia PIN Meeting
 - Covid-19 Vaccination Event Coordination for Ormond Beach location

- Training
 - NextDoor Webinar
 - FEMA PIO Certification: Digital Media Upgrades

Community Development

Planning

- The Board of Adjustment and Appeals met on April 7, 2021 and approved the following variances:
 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 Brownfield Advisory Board for April 13, 2021 has been canceled.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 292 inspections performed within the city (46 by private providers).
- 114 permits issued within the city, with a valuation of \$1,435,104 (16 garage sale permits).

- Demolition permits for 88 South Atlantic Avenue (former Julian's) and 880 South Atlantic Avenue (former Olive Garden) are in review and will be issued soon.

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. Pre-submittal meeting for the project at 100 North Halifax Drive. The project had an approved site plan for 12 townhomes that has expired. The Planned Residential Development for the project is valid and a new site plan is planned to be submitted.
 2. Pre-application meeting for a lot split at 215 Ormond Parkway. The SPRC discussed the potential relocation of a stormwater pipe, easement vacation and dedication, utilities and landscaping.
 3. Pre-construction meeting for 1044 North U.S. Highway 1, U.S. Business Park. The project seeks the addition of warehouse and miniwarehouse buildings (building 1 is 7,810 square feet and building 2 is 6,600 square feet). The site engineering permit for the project was issued.
- The following projects under SPRC review:
 1. Plantation Oaks of Ormond Beach, Phase 1A. 2nd review. Development of 121 lots on 100.91 acres.
 2. 1570 North U.S. Highway 1, Waffle House #398 Remodel. 3rd review. Remodel of the existing store to include parking lot repaving and additional landscape areas.
 3. 835 Hull Road, Hull Road RV and Boat Storage. 2nd review. Proposed RV & boat storage of 20 spaces and associated site improvements on a 0.78 acre parcel.
 4. 85 Hangar Way, KOMN Condominium Association, revision. 1st review. Modification of approved plan for pavement.
 5. 460 Andalusia Avenue, McNamara Warehouse. 3rd review. Construction of an 840 square foot warehouse and associated site improvements on a 0.10 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 Pumphouse | 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 | 35% |
| Ormond Grande | 35% |
| 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 began on April 5 and has a class of 10 entrepreneurs. This 10-week program is being conducted in partnership with the Volusia/Flagler SCORE.
 - Staff participated in Team Volusia's Economic Development Practitioner Council call on Wednesday, April 7.
 - Staff participated in the Ormond Mainstreet Economic Vitality Committee meeting to support their activities to promote a Historic Ormond Beach area.
- 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 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 again 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.
- Staff met on site with representatives of KOMN Condominium Association, Inc. (KCA) and Construction Development, Inc. (CDI) to review the safety plan for KCA's project to construct ten new hangars adjacent to Taxiway Charlie. Staff attended the City's Site Plan Review Committee meeting for the project. Construction activity is expected to commence at the airport this spring.
- A disposition item to advertise for bids for the Taxiways Bravo and Delta rehabilitation project was approved at the April 6 City Commission meeting. Advertisement for bids will be on April 18.
- Staff has been notified by the FDOT that the new statewide airport marking contract was executed on Friday, March 19.
- The City is in receipt of a grant agreement from the FAA offered to the City under the Airport Coronavirus Response Grant Program (ACRGP). The ACRGP program is intended to provide economic relief to airports around the country affected by the COVID-19 pandemic. The City may use these funds for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, debt service payments, and lawful expenses to support federal contract tower operations.

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 96 Journal Entry Batches.
 - Utility Billing Meter Readers completed 360 work orders.
 - Approved 24 Purchase Requisitions totaling \$189,377.39.
 - Issued 10 Purchase Orders totaling \$86,082.52.
 - Issued 484 past due notices on utility accounts.
 - Auto-called 274 utility customers regarding receipt of a past due notice.
 - Processed 637 payments through Interactive Voice Response System totaling \$56,891.08.
 - Processed 1,266 payments through City online payment portal totaling \$128,385.48.
 - Prepared 51 Accounts Payable checks totaling \$382,216.05 and 19 Accounts Payable EFT payments totaling \$150,468.64.

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

Risk Management Projects

- Site visits for citizen issues/new claim
- Recognition & Response training
- Cyber insurance webinar

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 7
 - Hazardous: 2
 - EMS: 65
 - Motor Vehicle Accidents: 11
 - Public Assists: 56
 - TOTAL CALLS: 143

- Aid provided to other agencies: 11 Calls – Daytona Beach (1), Holly Hill (2), Volusia County (8)
- Total staff hours provided to other agencies: 19
- # of overlapping calls: 37
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 55
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 295

- Training Hours
 - NFPA 1001: Firefighting 15
 - NFPA 1002: Driver 57
 - NFPA 1500: Safety/Equipment 33
 - EMT/Paramedic 6
 - TOTAL TRAINING HOURS: 111

- Significant Incidents
 - 3/31/21, 12:49 PM: Golf Ave. / Springleaf Dr. – Brush Fire – Assisted Volusia County with a ¼ acre brush fire – fire was slow moving with medium fuel – access made through dirt road at end of Golf Ave. – Forestry Department assisted with reinforcing fire line – crews remained to mop up and cleared scene at 2:19 PM.
 - 4/3/21, 9:14 PM: 145 N. Yonge St. – Vehicle vs. Pedestrian Accident – One patient found after being struck by a vehicle and pinned against the building while walking into store – a 1' x 3' hole was found on side of building – patient was transported.
 - 4/6/21, 2:09 AM: S. I-95 / Mile Marker 275 – Motor Vehicle Accident – Single vehicle vs. tree with extensive damage – one patient extricated – a firefighter assisted EVAC with patient care during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - 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
 - Seasonal Part Time Maintenance Worker II (ARBP)
 - Summer Camp Counselors
 - Tradesworker
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)

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

 - Separations
 - Streets Supervisor
 - Treatment Plant Operator (Water Reclamation Facility)
 - Police Officer
 - 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: 10
 - Completed: 38
 - In progress: 52
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,104
 - Inbound E-Mails Blocked: 8,748
 - Delivered Inbound E-Mails: 20,004
 - Quarantined Messages: 316
 - Percentage Good Email: 66.44%
 - Virus E-Mails Blocked: 4
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 6
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : 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

- Engineering meeting
- City Manager virtual staff meeting
- City Commission meeting
- Parks and Rec Master Plan survey finalizing
- Master Plan committee meeting
- Halifax Heritage Scenic Byway 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
- Conducted 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 installation of eight fence cabanas for shade at the Ormond Beach Tennis Center.
- Completed new shelving installation in the concession area of the Performing Arts Center.
- Completed installation of new windscreen at Fleet Maintenance.
- Started repairs of the overlook at Riverbend Nature Park.

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 commercial painter to schedule touch up painting of EDC interior.
- Completed prep of butterfly garden space for planting of new flowers and plants.
- Coordinated with contractor for reset of aquaponics display.
- Install 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 are held on Monday, Thursday, and Friday, Sports Complex, Softball Quad, with games on Tuesday and Wednesday at 5:30 pm at the Softball Field.
- SHS Flag Football hosted a game on Thursday at 6:30 pm at Championship Field 7 at the Sports Complex.
- Halifax Academy Baseball hosted a game Monday at Wendelstedt #3 at 4 pm at the Sports Complex.
- Coed Softball games were held on Monday, 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
- 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
- Prepped Quad #4 on Monday, Wednesday and Thursday for Coed Softball games
- Prepped Kiwanis field on Monday and Wednesday for Pony Rec Baseball games

- Prepped Wendelstedt Fields for SHS Baseball and Spikes Baseball

Performing Arts Center

- Set-up and operated audiovisual equipment for livestreaming of the Parks and Recreation Master Plan public meeting.
- Operation and tear down of audiovisual equipment for the joint meeting of Quality of Life and Leisure Services Advisory Board.
- Completed a template for PAC rental costs for events.
- Ordered, restocked inventory, and delivered pandemic 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 groups' 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
- YMCA soccer is Monday, Tuesday, Thursday and Friday, 5:30 pm to 7:30 pm (through May 14).

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Clean up of equipment and supplies from the two Parks and Recreation Master Plan meetings.
- Assisting Memorial Day Committee with plans for May 31 service.
- 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 is 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 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

- St. James held their annual Sunrise Service in Rockefeller Gardens on Sunday, at 6:30 am.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements was open on Monday through Friday for self-guided tours.
- The Ormond Beach Art Guild installed their "INSPIRATIONS" exhibit last week. It will stay in the Gallery for the month of April.
- The Casements Egg-Stravaganza Hunt brought in 125 youngsters from March 22-April 1.
- Staff has been busy organizing and inventorying items in the old and new sections of the Carriage House.
- Ora Yoga classes were held in the Dance Room on Tuesday and Thursday morning 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 Monday, Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room.

Parks Maintenance

- Citywide 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
- Removed railing at Birthplace of Speed
- Replace 911 sign Central Park I
- Repaired railings, installed bench, repaired bicycle pump and secured dock boards at Cassen Park
- Blocked off pier for repairs at Riverbend Nature Park
- Repaired wall at the Skate Park

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pump at The Casements
- Replace hand sanitizers in gym at South Ormond Neighborhood Center
- Outside restrooms repaired at Nova Park
- Outside ladies restroom unclogged at South Ormond Neighborhood Center
- Unclogged restrooms at Central Park II
- Replaced lock at the Nova concession
- Replaced emergency light in EDC outside restroom, and at South Ormond Neighborhood Center.
- Repaired backstage emergency light at the Performing Arts Center

Police Department

Administrative Services

- Attended Internal Investigation Training
- Designed and instructed Firearms Training Course
- Instructed new hires
- Attended SWAT Command Leadership Training

Community Outreach

- Youth Leadership Council (YLC) – The next community service project is assisting with the Donut Dash 5K on April 24.
- OBPAL Basketball – Ten (10) players attended practice for the basketball program. Opportunities for tournament play are being reviewed for future participation.
- PAL Educational Programs
 - OBPAL *Tutors R Us* at the South Ormond Neighborhood Center completed the winter/spring semester. Fourteen (14) students attended the after school tutoring program last week. *Tutors R Us* will resume in the fall.
 - *READ, Reading, Exploration, Adventure and Discovery* continues at Ormond Beach Elementary School. Nine (9) students are enjoying Readers' Theater and word games in preparation for writing a short story.
 - *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 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: 39
- Animal Reports: 4
- Trap Neuter Release: 2
- Animal Bites: 1
- Animals to Halifax: 9
- Wildlife Calls: 3

Criminal Investigations

- Cases Assigned: 32
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 2
- Inactive: 12
- Fraud: 9
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 2
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 9
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 1
- Vandalism: 1
- Threats: 1
- Baker Act/RPO: 1

Records

- Walk - Ins / Window: 65
- Phone Calls: 102
- Arrest / NTA'S: 20
- Reports Generated: 132
- Reports Entered: 115
- Citations Issued: 18
- Citations Entered: 22
- Warnings Entered: 48
- Trespass Warnings: 17
- CORF Entered: 48
- Mail / Faxes / Request: 41

Patrol

- Total Calls: 1,333
- Total Traffic Stops: 71

Operations

Crime Opportunity Report Forms 108

- 03/31/2021
 - Dealing in Stolen Property, 1340 West Granada Boulevard (Lowe's). Two females took merchandise off the shelf and returned the item for a gift card (\$349). They then went to another Lowe's and redeemed the gift card. One of the subjects has been identified and charges have been filed.
 - Vandalism, 28 Old Macon Drive (Reflections Village). The victim advised that she observed a neighbor spray her plants with a spray bottle on 03/20/2021, from over her back wall. Now the plants are dead.
 - Resisting without Violence Arrest, 39 Neptune Avenue. OBPD units were called in reference to a male being depressed and having suicidal thoughts. Contact was made with the subject who was very aggressive and refused to cooperate with police.

- 04/01/2021
 - Carbreak, 101 Northbrook Lane (Northbrook subdivision). The victim parked in this subdivision while waiting to pick up his friend. The victim was approached by a neighbor and the two got into a verbal argument about where the victim was parked. The victim was "flicked" on the back of his head. Complaint affidavit completed.
 - Vandalism, 1225 Hand Avenue (Prince of Peace Thrift Store). The sign for this business had approximately \$1,500 worth of damage to the plexiglass front and the sign board behind it.
 - Aggravated Assault Domestic Violence Arrest, 6 Pheasant Circle (Fox Hollow subdivision). The victim and the suspect were in a verbal argument. The suspect went to leave in a vehicle and attempted to strike the victim with the car.
 - Warrant Arrest, 285 South Yonge Street. Contact was made with male subject at this location due to him having an open Volusia County warrant reference failure to register as a sex offender.
 - Stolen Vehicle, 1608 North US Highway 1 #111 (Days Inn). Suspect took his girlfriend's vehicle without her permission
 - Battery/Domestic Violence, 1608 North US Highway 1 #111 (Days Inn). The suspect and victim were in a verbal argument when the suspect spit on and slapped the victim in the face. The victim was also choked and rendered unconscious.
 - Battery/Domestic Violence, 226 Melrose Avenue. The suspect punched his stepfather in the face multiple times after the stepfather and his mother were in a verbal argument.
 - Firearm Theft, 210 South Atlantic Avenue #2. A resident at the address has been out of town for a month and when she arrived back today she noticed two firearms are missing.
- 04/02/2021
 - Carbreak- Arrest, 170 Williamson Boulevard (Sleep Inn). Victims were sleeping inside their semi-truck when the suspect pried open an exterior storage compartment attached to the cab and removed property belonging to the victims.
 - Carbreak- Arrest, 125 Interchange Boulevard (Cracker Barrel). Victims were sleeping in their RV while parked at the restaurant. One victim felt the RV shaking which woke him up, and he moved the curtain that separates the front seats from the rear. The suspect was located in the driver's seat attempting to locate the vehicle keys.
 - Shoplifting- Arrest, 1521 West Granada Boulevard (Wal-Mart). Male subject was observed by Loss Prevention exiting the store with \$308.36 worth of merchandise. The suspect was also found to be in possession of methamphetamines and buprenorphine.
 - Shoplifting- Arrest, 250 East Granada Boulevard (CVS). Suspect was recognized by the store manager as a serial shoplifter. The manager observed the suspect exit the store with detergent and food items. As the suspect was exiting the store a VSO Deputy was alerted to the shoplifting.
 - Shoplifting- Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by Loss Prevention "skip scanning" items at self-checkout.
 - Shoplifting Arrest x2, 1521 West Granada Boulevard (Wal-Mart). Two suspects worked together selecting miscellaneous household items and concealing them. One of the suspects was also found in possession of Fentanyl.
- 04/03/2021
 - Elderly Abuse-Arrest, 25 Queen Ann Court. The suspect and victim were in a disturbance as suspect blocked the victim's movement throughout the residence. History of incidents in the residence resulted in charges.
 - Burglary-Residence, 3 Little Bear Path (Bear Creek subdivision). Victim's family went to the residence and located an unlocked porch door and items in disarray inside the residence.
 - Shoplifting-Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect collected several items, placed them inside a backpack and attempted to leave without paying for them. Suspect was also found in possession of narcotics.
 - Simple Battery-Arrest, 711 South Atlantic Avenue (Home 2). The victim and suspect were in a verbal dispute that turned physical when the suspect punched the victim.

- DUI Arrest, 839 South Atlantic Avenue (Andy Romano Park) The suspect was involved in a multi vehicle crash. During the investigation the suspect was discovered to be intoxicated. The suspect was also found in possession of Xanax.
- 04/04/2021
 - DUI Arrest, North Yonge Street/Wilmette Avenue. The suspect was involved in a hit and run crash and fell asleep behind the wheel of his vehicle. A DUI investigation was initiated and the suspect was discovered to be under the influence of alcohol/drugs.
 - Battery DV-Arrest, 294 North Ridgewood Avenue. The suspect grabbed the victim around the throat and was impeding their normal breathing for approximately 5 seconds.
- 04/05/2021
 - Carbreak, 75 North Halifax Drive (Oceanside Country Club). The victim was unaware of the incident until they were notified that their credit cards were used at Target and Best Buy in Daytona Beach.
 - Vandalism Arrest, 791 West Granada Boulevard (Pilgrim's Rest Cemetery). The suspect was observed knocking over and destroying multiple tombstones, flower vases and statues.
 - Aggravated Assault/Domestic Violence Arrest, 1300 Block North US Highway 1. The suspect got into a verbal argument with the victim while driving on US 1. The suspect pulled a knife out of the center console and held it to the victim's neck.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 1
 - Number of Uniform Traffic Citations Issued: 3
 - Number of Written Warnings Issued: 1
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 9 Cases initiated
- Zone 4: 3 Cases initiated
- 4 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with 1 walk-in and 39 telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - Fiber Optic Connectivity – Riverside Drive fiber optic project is being coordinated with the contractor. John Anderson Drive fiber optic conduit installation has begun.
 - 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. Progress meeting #5 is scheduled for April 15.
 - 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 commenced on April 5.

- Riviera Park Pedestrian Signals – Materials have been delivered and are being assembled.
- Wilmette Stormwater Pump Station – A Notice to Proceed is being issued for May 3.
- 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 – Bids were opened on April 6 and are under review.
 - 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:
 - 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 has been constructed.
 - Update Parks & Recreational Master Plan – Joint meeting with the Quality of Life and Leisure Services Advisory Boards will be held on August 17, and a City Commission Workshop will be held on August 17. Second public meeting is scheduled for October 6.
 - 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.
 - Water Main Replacement Ph IV – Mainland – Design is in process.
 - Water Main Replacement Ph IV – Peninsula – Design is in process.
- Departmental Activities
 - Reviewed 23 Engineering Permit applications through the ProjectDOX system, and created and approved 6 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Stripped forms, stress cut, backfill, cleanup at Central Park III Hammock Ln
- Poured concrete patch for WD on 400 block of John Anderson Dr; cut, form, and pour sidewalk
- Poured sidewalk on 200 block of E Granada Blvd; formed and poured
- Laid asphalt patch on S Halifax Dr
- Placed barricades at SR40 & Beach St.

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 low trees over road and haul debris to dump on Pineland Trl

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
- Scraped sand/dirt off of walks on Hand by S Center 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
- Various projects

Stormwater Maintenance

- Inlet cleaning citywide
- Reachout pond & ditches on SR40
- Pipe repair on Cumberland Ave
- Locates, gates/pumps citywide
- Inlet cleaning in Zone 3, Zone 2
- Pond & ditch maintenance citywide

Vactor

- Line/inlet cleaning on Melrose Ave
- On Cumberland Ave; system inspected/cleaned Carrolwood
- Line cleaning on beachside

Fleet

- Mileage traveled by all departments for the week: 21,120
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,634 gallons unleaded, 6,549 gallons diesel
 - Fuel used in one week: 1,855 gallons of unleaded and 1,066 gallons of diesel.
 - Fleet completed 43 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 40.52 million gallons for the week ending April 3rd, 2021 (5.79 MGD).
- Backwashed 9 filters for a total of 509,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 3rd, 2021 @ 6.44 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 80 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.68 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.24 MGD
- Produced 26.73 Million Gallons of Reclaim water.
- Produced 2.95 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 17 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 16 calls from customers concerning leaking water.
- Replaced 5 residential water meters per request of the Finance Department.
- Performed pressure testing on 8 City owned backflow prevention devices, 3 needed to be repaired.
- Installed a new BFP device on a relocated irrigation water service off the median at 175 N. US1.
- Performed an accuracy test on the 3" potable water meter at the WTP.
- Relocated the 2" irrigation water service and meter located at 175 N. US1 due to FDOT road project.
- Assisted utility locator in Rima Ridge well field locating around power pole being replaced near 24" raw water main.
- Located & actuated 16 main line valves at the water treatment plant and Barrier Isle condominium complex.
- Locate the main valves on Stonehaven Trl for water main connections for the private water main in The Trails Shopping center.
- Replaced 11 broken water meter boxes.
- Disconnected from the water main an abandoned/leaking water service at 29 Margaret Rd.
- Replaced 11 residential water services due to leaks or low flows.
- Assisted contractor with shut down due to private main leak at 270 Ocean Shore Blvd.
- Performed a water service disconnect at 88 S. Atlantic Ave due to building demolition.
- Checked a low flow concern on the fire hydrant at Memorial Gardens, hydrant isolation valve was partially closed. Opened valve and flow returned to normal.
- Replaced a leaking 3" gate valve located at the WTP providing water to the LPRO building.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 139 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
- Rehabilitated PEP systems at 49 Foxcroft Run and 14 Coquina Lake Way.
- Investigated broken PEP tank at 3 Dartmouth Trace. Will schedule for replacement.
- Assisted contractor with sanitary main repair on W. Granada Blvd. at S. Perrott Dr.
- TV'ed 3 sanitary lateral on PM list.
- Responded to 2 reuse trouble calls.
- Responded to low pressure complaint at 100 Deep Woods Way. Pressure is good at this time. Will check during scheduled watering time.
- Turned off reclaimed at 8 Huntmaster Ct. at customer request.

Wastewater Plant – Lift Stations

- 5M – generator replacement completed and tested.
- Post Anoxic Basin – Troubleshoot Crane winch, found to be bad winch motor, replaced winch assembly.
- Submersible Mixer Post Anoxic #2-2 – pulled mixer to deragg as needed, found to be bad, replaced.
- Dewatering pump #2 – Replaced time out relay, reset the moisture alarm @ pump # 3, motor not operational.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry Pumps – lubricate as needed.
- LPRO Clearwell – transfer panel in alarm, panel would not clear alarm locally and would not turn VFD#6 on in auto, replaced no flow alarm time relay, tests ok.
- 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 City Manager virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for April 6, 2021 City Commission meeting.
- Staff attended Law Enforcement Records Webinar.
- Agenda packet preparation for April 20, 2021 City Commission meeting.