

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: September 24, 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:

- Virtual staff meeting
- General discussion meetings with senior staff
- Community engagement planning
- State of the City planning
- OB Life – Westward Focus – Transportation and Utilities

Spoke to, attended and/or met with:

- Agenda review meetings with commission members
- UF Virtual Workshop on Public Private Partnership Fundamentals and Best Practices
- Volusia Managers virtual meeting
- UCF Public Administration Advisory Board virtual meeting
- City Commission meeting
- Chamber of Commerce Board meeting
- Lucy Jackman regarding the PAC lobby

PIO – Public Information

- Press Releases/Media
 - State of the City photo coordination
 - General media updates
 - General citizen press inquiries
- Social Media
 - Halloween Highway Announcement
 - Hurricane Preparedness #OBPrepared
 - Reel in the Fun
- Attended
 - City Manager's virtual staff meeting
 - Engineering/planning meeting
 - City Commission meeting
 - OB Life prep meeting
- Developing
 - OB Life Westward Focus Series collateral
 - First Responder Appreciation Day campaign
 - State of the City brochure and collateral series
 - Legislative priorities brochure

Community Development

Planning

- The Park and Recreation Master Plan update will conduct a workshop with the Leisure Services Advisory Board and Quality of Life Board on October 6, 2021, to discuss the long range vision for parks and recreation. Also, on October 6, 2021, a public meeting will be held at 6 pm at the South Ormond Neighborhood Center to discuss the master plan findings and discuss the long range vision for parks and recreation.
- Attended and presented the Historic Landmark Preservation Board for a Certificate of Appropriateness to add a new stairway on the north side of the building located at 11 West Granada Boulevard, The Historic Landmark Preservation Board also reviewed the porch railings for the MacDonald House at 38 East Granada Boulevard.
- An application for the property at 520 John Anderson Drive for a waterfront rear yard variance. The application would be reviewed by the Board of Adjustment and Appeals on October 6, 2021.
- City staff met with the Ormond MainStreet Board of Directors to review the Granada Boulevard streetscape sidewalk banding repair.
- The following items are tentatively scheduled for the October 14, 2021, Planning Board meeting:
 1. All-Aboard Storage, Interchange Depot. A zoning map amendment from B-7 (Highway Tourist Commercial) with a Planned Business Development (PBD) overlay to (PBD) Planned Business Development and issuance of a development order. The project seeks to allow the development of a three (3) story indoor self-storage building of 111,825 square feet and associated site improvements on a vacant site of 2.94 acres. The project address is 295 Interchange Boulevard.
 2. An administrative request for a Comprehensive Plan Amendment through the Expedited State Review (ESR) process, creating the Property Rights Element, adding a Goal, Objective and Policies to ensure that private property rights are considered in local decision-making in accordance with Florida Statutes Section 163.3177(6)(i). This a requirement of cities based upon the last legislative session.
 3. An administrative request for the second amendment of the North U.S. 1 Interlocal Service Boundary Agreement (ISBA) to amend the jurisdictional boundary to add the land area associated with the Ridge Haven subdivision, including any enclaves surrounding the subdivision. The proposed Ridge Haven subdivision is located south of Plantation Oaks Boulevard, east of Addison Drive, and north of the Village of Pine Run. The ISBA is a joint agreement between Volusia County and the City of Ormond Beach establishing the City of Ormond Beach as the jurisdictional authority over the unincorporated areas in the North U.S. 1 corridor.

Building Inspections, Permitting & Licensing

- No new business tax receipts issued.
- 309 inspections preformed within the city (149 by private providers).
- 137 permits issued within the city, with a valuation of \$12,134,553 (6 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 1031 North U.S. Highway 1. This was a pre-application meeting for a medical office of approximately 10,200 square feet and associated site improvements.
 2. 550 West Granada Boulevard, Shoppes at Granada Pointe. Pre-construction meeting for a 21,114 square foot building on 2.52 acres within the Granada Pointe development and associated site work.
 3. 206 South U.S. Highway 1. Pre-application meeting for the addition of parking for an existing building.
- There are no projects under SPRC review.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	25%
Dunkin Donuts, 1535 North US Hwy 1	30%
Edgewell Loading Dock	95%
Germfree driveway addition	95%
KOMN Condominium Association	25%
McNamara Warehouse	0%
Nova Road Controlled Storage Climate	85%
Ormond Museum	55%
Paradise Pointe ALF	20%
Publix, 101 East Granada Boulevard	95%
The Pumphouse	60%
Total Comfort	60%
US 1 Business Park amendment	45%
Waffle House	90%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	0%
Verona Oceanside	35%
Residential	
Cupola at Oceanside	0%
Pineland, Phases 4 & 5	85%
Ormond Grande	90%
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.
 - Ormond Beach Kauffman FastTRAC program is underway with its virtual led program in partnership with Volusia/Flagler SCORE. There are approximately 18 students in this cohort.
 - Staff participated an IEDC webinar with Ormond Mainstreet entitled Redoing Retail Spaces & Places.
 - 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

- The City has executed a grant agreement with the FAA to fund construction and construction engineering services for the Taxiways Bravo and Delta rehabilitation project. The grant provides 100% funding for the project in the amount of \$2,382,814. Staff is working with Hoyle, Tanner and Associates, Inc. to prepare documents needed to commence the Taxiways Bravo and Delta Rehabilitation project.
- Staff is working with the City's airport consultants on a project to clean and possibly re-paint certain airfield markings that have become obscured.
- Work continues on the construction of ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport. The contractor poured a concrete slab for the first set of hangars. It is expected that construction of the hangar walls may commence next week.
- Staff reviewed and participated in training provided by the FAA's Project Management and Planning Operations Representative for Aviation Weather and Aeronautical Services.
- Staff is evaluating quotes for repairs and restoration work proposed for the air traffic control tower.

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

Finance

- On-going Projects
 - City staff working on annual budget
 - City staff working on annual CIP
 - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
 - City received \$62,734 in reimbursement for Hurricane Michael. In 2018, the Fire Department sent staff to assist during the catastrophic event that impacted the Florida Panhandle.
- Completed Projects - Weekly
 - Processed 166 Journal Entry Batches.
 - Utility Billing Meter Readers completed 346 work orders.
 - Approved 17 Purchase Requisitions totaling \$33,223.15
 - Issued 20 Purchase Orders totaling \$1,803,874.06.
 - Issued 238 past due notices on utility accounts.
 - Auto-called 275 utility customers regarding receipt of a past due notice.
 - Processed 509 payments through Interactive Voice Response System totaling \$39,861.86.
 - Processed 988 payments through City online payment portal totaling \$78,208.88.
 - Prepared 97 Accounts Payable checks totaling \$126,484.11 and 38 Accounts Payable EFT payments totaling \$329,016.57.

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: \$3,375,167.83
- Other
 - Attended quarterly JustGrants virtual meeting.
 - Attended weekly staff meeting.
 - Attended City Commission meeting.

Risk Management Projects

- Attended HR meeting
- Working on fuel tank inspection procedure

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 4
 - Hazardous: 5
 - EMS: 94
 - Motor Vehicle Accidents: 7
 - Public Assists: 53
 - TOTAL CALLS: 164
 - Aid provided to other agencies: 14 Calls – Daytona Beach (7), Holly Hill (1), Volusia County (6)
 - Total staff hours provided to other agencies: 15
 - # of overlapping calls: 47
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
 - Total EMS patients treated: 71
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 28
- Training Hours
 - NFPA 472: Hazardous 4
 - NFPA 1001: Firefighting 25
 - NFPA 1002: Driver 5
 - NFPA 1021: Officer 2
 - NFPA 1500: Safety/Equipment 80
 - NFPA 1620: Preplanning 10
 - EMT/Paramedic 5
 - TOTAL TRAINING HOURS: 131
 - Station Activities
 - Serviced 91 fire hydrants to include flowing and inspecting
 - Conducted 2 fire Inspections
 - Updated 10 pre-fire plans
 - Significant Incidents
 - 9/18/21, 11:32 AM: N. Beach St. / Overbrook Dr. – Motor Vehicle Accident – Responded to a motorcycle vs. van collision – one patient transported as a trauma alert – two firefighters assisted EVAC during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Support Services)
 - Building Inspector (Planning)
 - Civil Engineer (Engineering)
 - Environmental Improvement Officer (Arborist)
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Part Time Events Tech (The Casements)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Maintenance Worker II (Parks)
 - Police Officer
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park)
 - Treatment Plant Operator C (Water Production)
 - Treatment Plant Operator B (Water Reclamation Facility)
 - Treatment Plant Operator Trainee (Water Reclamation Facility)
 - Utilities Engineer
 - Background/Reference Checks/Job Offers
 - Community Service Officer
 - Information Systems Specialist (Information Technology)
 - Part Time Maintenance Worker II (Parks)
 - Part Time Rec Leader (South Ormond Neighborhood Center)
 - Plant/Pump Mechanic
 - Police Officer
 - Separations
 - Community Service Officer
 - Information Systems Specialist
 - Part Time Recreation Leader (South Ormond Neighborhood Center)
 - Utilities Engineer
 - Treatment Plant Operator A (Water Reclamation Facility)

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: 23
 - Completed: 27
 - In progress: 35
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 38,730
 - Inbound E-Mails Blocked: 11,060
 - Delivered Inbound E-Mails: 25,997
 - Quarantined Messages: 388
 - Percentage Good Email: 67.12%
 - Virus E-Mails Blocked: 1

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 15
 - Changes: 2
 - Corrections: 0
 - Map/Information Requests: 8
 - Information Requests from External Organizations: 8
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,139
 - Meters GPS Located this week: 0 : Total in system = 24,070; 23,237 potable, 822 Irrigation, 11 Effluent
- Notable Events: GIS staff attended Central Florida GIS Workshop.

Leisure Services

Administration

- NRPA Conference
- Master Plan meeting
- 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
- Started exterior painting of the press box at Nova Community Center
- Completed painting individual offices at the Police Department

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Field trip on Tuesday, 9-21 for elementary students from a small private school.
- Monitoring progress of beehive rebuild following beekeeper maintenance.
- Routine maintenance of Butterfly and Wildflower gardens.

Athletics

- Shuffleboard held practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- Pride Football continued practices on Monday, Tuesday, and Thursday at 5:30 pm at Multi-Purpose Fields 11 and 12.
- Coed Softball games this week on Tuesday, Wednesday, and Thursday nights at 6:30 pm, 7:30 pm, 8:40 pm on Quad 4 at Sports Complex.
- Spikes 9/10/11/12/13/14's continued practices this week at Nova Fields 2-5, as well as Wendelstedt 2 & 3.
- OBSC Soccer competitive practices held at the Sports Complex on fields 2/4/5/6/8, Monday through Thursday, at 5:30 pm.
- Seabreeze High School JV Football hosted their fifth home game of the season on Thursday night at 6 pm, Sports Complex, Championship Field #7.
- Youth Flag Football practices started this week, Tuesday through Friday, Sports Complex, 5:30 pm & 7pm

- OBYBSA Recreational practice continues this week at Nova and Quad Fields, 6 pm, Tuesday through Friday.
- Youth Volleyball continued this week on Monday and Wednesday nights from 6 pm to 7:30 pm at Nova Gym.
- Pop Warner Football hosting home games on Saturday from 9 am to 5 pm at the Sports Complex, Championship Field #7
- OBSC Soccer hosting week 2 of games on Saturday mornings at the Sports Complex.
- USSSA Baseball hosting tournament on Saturday and Sunday at Nova Fields, Wendelstedt Fields, Kiwanis Field from 8:30 am to 6:30 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
- 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 Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports 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 games
- Put out soccer goals on 1/9/10
- Painted soccer fields 1/2/6/8/9/10
- Prepped Championship Field #7 for various football games
- Painted flag football fields
- Prepped all baseball/softball fields for nightly practices and games

Performing Arts Center

- Prepared for RFP Review Committee meeting for concessionaire bid opening on October 13.
- Prepared and sent out request for quotes for A/V equipment for Parks and Recreation Master Plan meeting and State of the City Luncheon.
- Continued software training for new PAC Box Office Attendants.
- Responded to inquiries about PAC and Senior Center rentals.
- Updated information on PAC Facebook page and Internet ticketing site.

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 (Monday evenings only)
- Rental, Sunday, 12 pm to 5 pm

Community Events

- Weekly administrative tasks, office work, and activities.
- Assisting with plans for the 2021 Senior Games, October 23- 30.
- Continue evaluation and planning of the upcoming events:
 - Reel in the Fun Fishing Tournament, Oct. 2
 - State of the City Luncheon, Oct. 12
 - Halloween Highway Trunk or Treat, Oct. 23
 - Hometown Heroes Banner Ceremony, Nov. 6
 - Veterans Day Luncheon, Nov 9
 - HOME for the HOLIDAYS Parade, Dec 11
 - Holidays at The Casements Concert, Dec 16
 - Breakfast with Santa, Dec 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-Friday from 9 am to 12:30 pm and Saturday from 9 am to 3 pm.
- Open Play Basketball was offered Monday from Saturday from 3 pm to 9 pm and on Sunday from 1 pm to 5:30 pm.
- Ms. Debby Dance and Acting classes on Monday, Tuesday and Friday, 3 pm to 7:30 pm
- Coed Volleyball begins Monday.
- Tennis Courts have reopened

The Casements

- The Casements was open for self-guided tours on Saturday from 8 am to noon, and Monday through Friday from 8 am to 5 pm.
- Echo Rangers enjoyed a guided tour and craft at The Casements this past Saturday at 11 am.
- The Seaside Herb Society resumed their in-person meetings on Saturday at Bailey Riverbridge from 9 am to 12 pm.
- A memorial service was held at Bailey Riverbridge on Saturday evening from 6 pm to 10 pm
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- On Monday, the Coordinator met with Ormond MainStreet and the Ormond Beach Library to discuss the upcoming Holiday Story Stroll.
- The Casements hosted "Once Upon a Storytime" for the first time in person on Tuesday from 10 am to 11 am.
- The Casements Guild members met in person on the North Lawn for their first general meeting of the new year. This was the first official meeting with the newly elected officers.
- Ora Yoga classes met in 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?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.
- Greek Cooking returned to The Casements kitchen on Thursday from 4:30 pm to 7:30 pm.
- Members of The Casements Guild is preparing decorations for the upcoming Christmas Gala.
- The Casements Camera Club's 41st annual show is on exhibit in the Gallery through this month.
- Staff assisted with set up for the 3rd annual "Ormond LIVE!" concert on Friday.

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspect signs at all playground equipment
- Skatepark concrete inspected and repaired
- Boardwalk Trail wildlife signs inspected
- Replaced grills at Rivera Park
- Blew leaves off trails

Building Maintenance

- Worked on irrigation - Championship Field at Sports Complex
- PAC Irrigation – installed new controller
- Repaired ice machine at the Police Department
- Install Opticom equipment at FS92
- Gate 9 repaired at airport
- Back gate repaired at WTP
- Unclogged restrooms at Cassen Park
- A/C checked at the Police Department

- Check vent in classroom at South Ormond Neighborhood Center
- Replace disposal at FS94
- Tightened bolts on wood ramp next to bait shop at Cassen Park
- Wendelstedt Field bar lock replaced
- Exterior flood lights replaced at FS94

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting.
- Staff attended a supervisor meeting.
- Staff attended Florida Police Chiefs Association Directors meeting in Tallahassee.
- Staff updated the Community Service Officer training program.
- Staff is hosting interviews for Police Officer this week.
- Staff completed the Annual Property/Evidence Inventory.

Community Outreach

- Youth Leadership Council (YLC) – Five (5) Members of the YLC attended a meeting and tutoring session on Sunday, September 19. Four members attended an Atlantic High School football game last week to support a member of YLC on the team. Five (5) members attended the Mainland High School Homecoming game on Friday, September 17. The next community service project is assisting with the OBPAL Golf Tournament November 7.
- OBPAL Basketball – Open gym practice was held for the OBPAL Bruins teams on Tuesday and Thursday last week. Practices are held from 6:00 – 8:00 pm at the South Ormond Neighborhood Center.

PAL Educational Programs

- The Fall Tutors R Us program is scheduled to begin the first week in October. Tutors R Us will be offered Monday – Thursday from 3:30 pm to 6:30 pm.
- Do the Right Thing will resume in January 2022. The program is offered in partnership with Ormond Beach Middle School. Students who make positive choices in their school community are nominated by teachers and administrators to be honored by the Ormond Beach Police Department. Programs will be held on January 27, February 24 and March 24, 2022.
- Special Events
 - The Annual OBPAL Golf Tournament is scheduled for Sunday, November 7th 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: 53
- Animal Reports: 5
- Return to Field: 2
- Animal Bites: 0
- Animals to Halifax: 1
- Injured Wildlife Calls: 1
- Found Property Reports: 4

Criminal Investigations

- Cases Assigned: 35
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 12
- Inactive: 8
- Fraud: 4
- Burglary Business: 1

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

Records

- Walk - Ins / Window: 89
- Phone Calls: 132
- Arrest / NTA'S: 23
- Reports Generated: 139
- Reports Entered: 129
- Citations Issued: 22
- Citations Entered: 28
- Warnings Entered: 62
- Trespass Warnings: 12
- CORF Entered: 53
- Mail / Faxes / Request: 35

Patrol

- Total Calls: 1,319
- Total Traffic Stops: 95

Operations

- Crime Opportunity Report Forms: 83

09/15/21

- Trespass Arrest, 385 South Old Kings Road. A male was found at this location after a previous trespass warning was given.
- Domestic Violence Battery Arrest, 275 Oleander Place. A male grabbed his juvenile daughter by the neck during an argument.
- Fraud Arrest, 505 South Atlantic Avenue (Lotus Inn & Suites). The victim's credit card was stolen from the pool area and was found to have been used at the gas station across the street. The investigation revealed that the suspect was a guest that was staying at this hotel as well. He was located and arrested.
- Narcotics Arrest, 175 Interchange Boulevard (Baymont Inn & Suites). A female was located sleeping in the stairwell. She was found to be in possession of Fentanyl/Heroin and narcotic paraphernalia.

09/16/21

- Theft, 402 Cherrywood Drive. An unidentified suspect stole the victim's red Mongoose mountain bike from the front yard at this location.
- Carbreak, 95 Dix Avenue. A male reached into the victim's vehicle and struck the victim during an argument.

09/17/21

- Theft, 556 Collins Street. The water was shut off at this location for non-payment. A PVC pipe was found to be connected to allow water to flow to the residence again.

- Shoplifting, 1458 West Granada Boulevard (Beall's). An unidentified female stole merchandise and then returned the stolen items for store credit. The offense was witnessed by loss prevention.
- Residential Burglary, 98 Riverview Drive. An unidentified suspect stole the victim's bicycle from their open garage.
- Driving Under the Influence Arrest, 300 Block West Granada Boulevard. A male driver was found to be intoxicated after a traffic stop was conducted.

09/18/21

- Warrant Arrest, 175 Interchange Boulevard (Baymont Inn & Suites). Subject was contacted and found to have an open warrant.
- Warrant Arrest, 220 Williamson Boulevard (Takeya Japanese Restaurant). Subject was contacted and found to have an open warrant.

09/19/21

- Theft, 1298 West Granada Boulevard (Petco). Two unidentified suspects stole a cat.
- Warrant Arrest, 1635 North United States Highway One (Asylum Tattoo). Subject was contacted and found to have an open warrant.
- Domestic Violence Battery Arrest, 436 South Nova Road #37 (Camelot Mobile Home Park). A male grabbed his wife's arm and pulled her towards him during an argument.
- Domestic Violence Battery Arrest, 63 Broadmoor Circle. A male struck his twin brother in the face and caused bruising.

09/20/21

- Warrant Arrest, 170 North Yonge Street #23 (Ridgecrest Mobile Home Park). Subject was contacted and found to have an open warrant.

09/21/21

- Carbreak, 2 John Anderson Drive (Fortunato Park). An unidentified suspect forced entry by breaking a window to the victim's vehicle. A purse and iPad were taken.
- Reckless Discharge of a Firearm Arrest, 295 South Atlantic Avenue (Quality Inn). A female shot a firearm in the parking lot. Unknown if anyone was hit and the alleged victim fled prior to law enforcement's arrival. The suspect ditched the firearm and attempted to elude law enforcement officers as they were trying to contact her. She was ultimately taken into custody.
- Carbreak, 197 South Orchard Street. An unidentified suspect damaged and entered multiple vehicles by smashing the front windows. Nothing appeared to be missing.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 10
 - Number of Citations issued: 13
 - Number of Written Warnings Issued: 3
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 9
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 4 Cases initiated
- 21 signs have either been removed or sign cases created.

- 6 tree removal permit requests
- Administrative staff assisted with four (4) walk-in's and sixty-four (64) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Fiber Optic Connectivity – A Work Authorization for the Wilmette fiber optic cable installation was approved at the September 22 City Commission meeting.
 - North US1 Water Main and Force Main Improvements – Construction is approximately 90% complete.
 - MacDonald House Improvements – North side restoration is scheduled to begin September 27. Progress meeting #16 is scheduled for September 30.
 - Granada Mid-Block Lighting Improvements – Construction is in progress, final walk through is scheduled for September 28.
 - Riviera Park Pedestrian Signals – Construction is in process.
 - Wilmette Stormwater Pump Station – Shop drawings are approved. Long lead time equipment/materials are scheduled to ship in December.
 - WRF Chlorine Contact Improvements – Notice to Proceed issued for September 27.
 - Nova Community Park Tennis Court Lighting Improvements – Construction is complete.
 - SONC Gym – The metal building has a six month manufacturing lead time, and therefore will not be delivered until Spring 2022.
 - 2021 Roadway Resurfacing – Construction is underway.
 - CDBG Fleming Playground – Long lead time materials are ordered.
 - Bidding
 - 385 South Old Kings Road – An RFP for Phase 2 Site Remediation and Debris Removal of the property was advertised on August 22, a Pre-Submittal meeting was held on September 10, and proposals are due on September 29.
 - Facility Hardening Re-Bid – Project was approved for bidding at the September 22 City Commission meeting.
 - Gazebo Replacement 2 CP II – Approval to advertise for bidding is scheduled for the October 5 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 is scheduled for October 6.
 - Business Park Drive Phase II – Design is in process.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in in process.
 - Water Main Replacement Ph IV – Mainland – Design is in process.
 - Water Main Replacement Ph IV – Peninsula – Design is in process.
 - Doug Thomas Way Extension Design – Design is in process.
 - WRF Upgrades – Design is in process.
 - Downtown Sidewalk Renovations – A Disposition Item to confirm color selection of the sidewalk banding for the project is scheduled for the October 5 City Commission meeting.
 - Departmental Activities
 - Reviewed 28 Engineering Permit applications through the ProjectDOX system, and created and approved 10 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Pulled forms, stress cut, backfilled on Interchange Blvd
- Ground sidewalk at Southern Pines
- Dug out road and lay asphalt on Lucky Dr
- Graded and lay asphalt at Bosarvey & Coquina
- Cut asphalt and remove gutter on Riverside Dr

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
- Removed banner on Granada; hang new one
- Trimming on N Ridgewood Ave
- Removed fallen tree on 300 block of S Ridgewood Ave
- Haul debris – Nova Community Center

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

- US1 maintenance
- Inlet's inspected & cleaned citywide
- Checked ponds citywide
- Checked 200 block of S Atlantic Ave
- Inlet cleaning citywide; gates & pumps
- Pipe repair at SR40 & Perrott
- FDOT pond mowing on Sr40
- Manhole repair at Perrott & W Granada
- Ditch maintenance on Tomoka

Fleet

- Mileage traveled by all departments for the week: 22,687
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 1

- Quick Fleet Facts:
 - Fuel on hand: 5,579 gallons unleaded, 4,094 gallons diesel
 - Fuel used in one week: 2,397 gallons of unleaded and 743 gallons of diesel.
 - Fleet completed 51 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 36.81 million gallons for the week ending September 18, 2021(5.26 MGD).
- Backwashed 7 filters for a total of 317,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 18, 2021@ 6.76 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 48.6 wet tons of sludge (80% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 37.64 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.38 MGD
- Produced 22.58 Million Gallons of Reclaim water.
- Produced 15.06 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2020 – August 31, 2021) (MGD):
 - Influent 4.75 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.60 (Permit 6 MGD);
 - Reuse 3.36 (Permit 10 MGD)
 - Hauled 8 loads in September for a total of 204.65 wet tons through September 17, 2021.
 - Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 11 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Installed remote antennas on the 6" meter serving Fisherman's Landing Apartment complex.
- Performed pressure testing on 7 City owned backflow prevention devices.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 6 broken water meter boxes.
- Located 2 water services for customers performing plumbing repairs.
- Completed 1 residential disconnect due to a demolition permit.
- Performed valve maintenance on 7 main line valves.
- Repaired a fire hydrant at 900 N US1 Hwy due to M/V accident.
- Repaired a temporary FH flushing device at 926 S. Beach St.
- Repaired the permanent flushing device on Santa Fe Dr.
- Disconnected and removed a destroyed flushing device in Aberdeen subdivision.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 120 utility locates for the previous week.

Wastewater Collection

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 8 in the conventional system service area.
- Crews performed a pep tank locate at 5 locations per customer request.
- Performed 13 verifications for sewer service availability.
- Crews followed up on the weekend calls on the east & west sides of town.
- Performed onsite inspection of both OSCC and TOCC lake levels.

- Crews televised 15 sanitary service laterals from the ongoing PM. List.
- Crews replaced the sewer valve box at 33 Lake Vista Way.
- Crews flushed 103 Hickory Hills service lateral (weekly maint.).
- Crews investigated a slow drain concern at 28 Lorillard. Televised the line found it to be all clear.
- Crews located the pep tank and reuse service at 140 Grey Dapple Way, 84 Shadow Creek Way, and 23 River Chase Way.
- Performed a check of all (5) LPS subdivisions.
- Crews replaced broken clean outs at 524 Fred Gamble Way and 47 Marvin Rd.
- Crews replaced the pep tank pumps at 9 Fox Hunter Flat, 44 Huntmaster Ct., and 61 Coquina Ridge Way.
- Crews located and marked the sewer service at 205 Pine Cone Trail.
- Investigated a leak at 305 Clyde Morris Blvd., this is a private line. Customer advised to contact a plumber.
- Crews televised the sewer main at the intersection of N. Beach/Sterling Cir., found damage, locates will be called in for repair.

Wastewater Plant – Lift Stations

- Il Villagio – replaced motor starter thermal overloads.
- Poly Blend Unit #1 – not pumping, cleared blockages out of lines, returned to service.
- 4M, 4P, 6M – met contractor on site during generator testing/repair.
- Clarifier #2 – sweep arm squeegee detached from end of arm, secured.
- Decant Pump – not working, primed pump and returned to service.
- Alum Tank – installed new switchable outlet for sump pump.
- Conducted plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricate as needed.
- Shadow Crossings Reuse Pump 3 – 12” isolation valve, pump, and motor skid replaced.
- Granada Booster Station – switched soft start from pump motor #1 to pump motor #2, pump #2 motor windings have tested bad and is out of service.
- 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.
- Staff attended and provided support for September 22, 2021 City Commission Meeting.
- City Clerk and HR conducted interviews for Administrative Assistant position.
- Agenda packet preparation for October 5, 2021, City Commission Meeting.