

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 1, 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 commission meeting agenda packet
- State of the City planning
- OB Life planning – westward focus

Spoke to, attended and/or met with:

- Volusia County Managers EOC virtual meeting
- Daytona Beach Task Force meeting on special events
- ICMA annual conference

PIO – Public Information

- Press Releases/Media
 - Reel in the Fun reminder
 - General media updates
 - General citizen inquiries and correspondence on social media
- Social Media
 - Reel in the Fun Reminder
 - K-9 Kane Retirement
 - Wildfire Updates
 - OPFD Kitten Rescue
 - Hometown Heroes
- Attended
 - Engineering/Planning Meeting
 - Volusia PIN Network Luncheon
 - OB Life Westward Focus Meeting
 - State of the City Video Meetings
 - K-9 Kane Retirement Ceremony
- Developing
 - State of the City Brochure and Program
 - OB Life Westward Focus Social Media Campaign

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, at 11:30 a.m. at the South Ormond Neighborhood Center, 176 Division Ave., 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.

- 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 (<https://www.ormondbeach.org/218/Board-of-Adjustment-Appeals>).
- The monthly development report has been published and is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- The following items are 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 Interlocal Service Boundary Agreement 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.
- The Ormond Garage shall conduct a neighborhood meeting/sound test regarding a request to allow live outdoor entertainment. The Ormond Garage restaurant at 48 West Granada Boulevard seeks to allow live outdoor music Sunday – Thursday from the hours of 11:00 a.m. to 10:00 p.m. and Friday and Saturday from 11:00 a.m. to 11:00 p.m. Outdoor music is defined as an outdoor activity and would require a Special Exception with review by the Planning Board and a final action from the City Commission. The meeting shall be held at Ormond Garage Restaurant, 48 West Granada Boulevard, for Wednesday, October 13, 2021 from 5:30 p.m. to 8:30 p.m. The neighborhood meeting/sound test is a requirement of the Ormond Beach Land Development Code.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 304 inspections performed within the city (78 by private providers).
- 130 permits issued within the city, with a valuation of \$1,010,965 (19 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 2120 Ocean Shore Boulevard. This was a pre-application meeting a Volusia County project of 18 residential units. Ormond Beach would be the utility provider.
 2. 1211 West Granada Boulevard, Revella. Pre-construction meeting for a 150 resident Assisted Living Facility, 120,501 SF on 5.54 acres and associated site improvements.
 3. Airport Road force main extension, Flagler County. Pre-construction meeting for force main extension in Flagler County (Hunter's Ridge DRI) along Airport Road.
- Projects under SPRC review: City staff have received a major amendment for the Plantation Oaks subdivision which is under review by the Site Plan Review Committee. The project would require review of the Site Plan Review Committee, a neighborhood meeting, Planning Board review and recommendation and City Commission review and action. No dates for the public meetings have

been set. The submittal is available at: <https://www.ormondbeach.org/247/Development-Projects> under the Residential tab.

- 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	35%
Edgewell Loading Dock	95%
Germfree driveway addition	95%
KOMN Condominium Association	20%
McNamara Warehouse	0%
Nova Road Controlled Storage Climate	85%
Ormond Museum	50%
Paradise Pointe ALF	20%
Publix, 101 East Granada Boulevard	95%
The Pumphouse	60%
Total Comfort	60%
US 1 Business Park amendment	45%
Waffle House	95%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	0%
Verona Oceanside	35%
Residential	
Cupola at Oceanside	2%
Ormond Grande	98%
Pineland, Phases 4 & 5	80%
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.
 - Startup Grind Ormond Beach will host its next Fireside Chat on Thursday, November 4. More information about the event can be located here: <https://www.startupgrind.com/ormond-beach/>

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

Airport Operation and Development

- Work continues on the construction of ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- Staff participated in the annual Air Traffic Control/Airport Management Symposium and FAA Team Safety Meeting at the Daytona Beach International Airport this week.
- The biannual application of herbicide was accomplished at the airport this week.
- Staff contacted all of the flight schools in the area, airport tenants, and other users to share the airport's voluntary noise abatement procedures and encourage compliance with the procedures as much as possible.
- Staff and Hoyle, Tanner & Associates are preparing contracts to proceed with the construction projects to rehabilitate Taxiways Bravo and Delta. Staff plans to present these contracts for approval at the November 2, 2021, commission meeting.

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. This represents half of eligible funds for the City.

- Completed Projects - Weekly
 - Processed 144 Journal Entry Batches.
 - Utility Billing Meter Readers completed 525 work orders.
 - Approved 9 Purchase Requisitions totaling \$433,432.91
 - Issued 17 Purchase Orders totaling \$519,047.74.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 122 utility customers regarding receipt of a past due notice.
 - Processed 429 payments through Interactive Voice Response System totaling \$38,861.98.
 - Processed 543 payments through City online payment portal totaling \$65,552.86.
 - Prepared 97 Accounts Payable checks totaling \$200,993.70 and 40 Accounts Payable EFT payments totaling \$888,970.76.

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: \$3,492,767.83
- Other
 - Attended JustGrants post award virtual meeting.
 - Completed Employee Newsletter for October 2021.

Risk Management Projects

- PTSD/WC training for new police officer
- Follow-up on multiple subrogation and restitution claims
- Attended City Hall Safety Team meeting

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 3
 - Hazardous: 2
 - EMS: 98
 - Motor Vehicle Accidents: 3
 - Public Assists: 48
 - TOTAL CALLS: 155
- Aid provided to other agencies: 10 Calls – Daytona Beach (3), Holly Hill (2), Volusia County (5)
- Total staff hours provided to other agencies: 15
- # of overlapping calls: 50
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 75
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 116
- Training Hours
 - NFPA 1001: Firefighting 38
 - NFPA 1002: Driver 11
 - NFPA 1500: Safety/Equipment 66
 - NFPA 1620: Preplanning 8
 - EMT/Paramedic 5
 - TOTAL TRAINING HOURS: 128
- Station Activities
 - Serviced 119 fire hydrants which included flowing and inspecting
 - Updated 20 pre-fire plans
 - Conducted 2 fire Inspections
- Significant Incidents
 - 9/24/21, 8:00 AM: 112 Timberline Tr. – Structure Fire – Upon arrival found smoke coming from eaves of a wood frame townhome and visible fire from front door – fire contained to the kitchen/dining area – search found three cats and one dog – resuscitation of animals unsuccessful – fire likely started on the stove – home was uninhabitable due to smoke damage throughout.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Building Inspector (Planning)

- Civil Engineer (Engineering)
 - Environmental Improvement Officer (Arborist)
 - Garage Supervisor
 - Help Desk Specialist (Information Technology)
 - Maintenance Worker II (Parks)
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Mechanic III
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Maintenance Worker II (Parks)
 - Part Time Recreation Leader (SONC)
 - Police Officer
 - Treatment Plant Operator C (Water Production)
 - Treatment Plant Operator B (Water Reclamation Facility)
 - Treatment Plant Operator Trainee (Water Reclamation Facility)
 - Utilities Engineer
 - Water Distribution Operator 1, 2, 3, or Trainee
- Background/Reference Checks/Job Offers
 - Administrative Assistant
 - Community Service Officer
 - Information Systems Specialist (Information Technology)
 - Part Time Events Tech (The Casements)
 - Police Officer
 - Separations
 - Police Officer
 - Firefighter/EMT
 - Maintenance Worker II (Parks)

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation in process.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
 - Work Orders
 - New: 21
 - Completed: 42
 - In progress: 25
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 35,672
 - Inbound E-Mails Blocked: 9,888
 - Delivered Inbound E-Mails: 24,254
 - Quarantined Messages: 300
 - Percentage Good Email: 67.99%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 10

- Changes: 1
- Corrections: 0
- Map/Information Requests: 6
- Information Requests from External Organizations: 5
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 1 : Total in system = 3,140
- Meters GPS Located this week: 0 : Total in system = 24,070; 23,237 potable, 822 irrigation, 11 effluent

Leisure Services

Administration

- Staff meeting
- Engineering meeting
- PAC Lobby renovation meeting
- Master Plan meeting
- Updated social media/websites/postings/City calendar

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.
- Completed installation of new work station in the building inspectors' offices at city hall.

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Contacted volunteers for help with Halloween Highway preparations.
- Confirmed speaker and details of upcoming plant identification walk.
- Monitored progress of beehive rebuild following beekeeper maintenance.
- Routine maintenance of Butterfly and Wildflower gardens.

Athletics

- Shuffleboard continued to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- Pride Football continued practices this week 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.
- OBSC Soccer competitive practices at the Sports Complex on fields 2/4/5/6/8, Monday through Thursday, at 5:30 pm.
- Halifax Academy Football will host a home game on Friday night at 7pm, SC, Championship Field #7.
- Youth Flag Football games started this week, Monday through Friday, Sports Complex, 6 pm
- OBYBSA Recreational practices this week, Nova and Quad Fields, 6 pm, Tuesday through Friday.
- Youth Volleyball continued on Monday and Wednesday nights from 6 pm to 7:30 pm at Nova Gym.
- Pride Football hosting home games on Saturday from 9 am to 7 pm at Sports Complex, Championship Field #7
- OBSC Soccer hosting week 3 of games on Saturday mornings at the Sports Complex.

- ISA Softball hosting tournament on Saturday and Sunday at Quad from 8 am to 5 pm.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sport Complex/Nova Fields
- Continued edging infields (18) weekly at Sport Complex/Nova Fields
- Dragged and edged South Ormond and Osceola (2) Softball Fields
- Corners painted on flag football and soccer fields, as well as soccer parking lot
- Prepped Wendelstedt fields for Spikes baseball training
- Prepped Quad 4 for Coed Softball games
- Put out soccer goals on 1/9/10
- Painted soccer fields 1/2/6/8/9/10
- Prepped Championship Field #7 for Halifax Academy & Pride Football games
- Clean up after Pop Warner Football, OBSC Soccer, and USSSA Baseball tournament on Monday
- Prepped all baseball/softball fields for nightly practices and games

Performing Arts Center

- The PAC is hosting Solitary Man-Tribute to Neil Diamond show on Friday, September 24.
- Selected audio visual vendor quotes for State of the City Luncheon, and Parks and Recreation Master Plan public meeting.
- Booked KEDA dance recital for March 2022
- Continued software training for new PAC Box Office Attendants.
- Responded to email correspondence and telephone inquiries about PAC and Senior Center rentals.
- Updated information on OBPA 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 until 6:45 pm (Monday evenings only)

Community Events

- Weekly administrative tasks, office work, and activities.
- Attended one on one and staff meetings.
- Assisting with plans for the 2021 Senior Games, October 23-30.
- Preliminary planning tasks and assignments for October's "Halloween Highway, Trunk or Treat" event, October 23
- Continued evaluation and preliminary planning of the upcoming events:
 - Reel in the Fun Fishing Tournament, Oct. 2
 - State of the City Luncheon, Oct. 12
 - 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-10 am, and 5:45 pm-6:45 pm on Wednesday and Thursday in the Activity Room.
- Pickleball was held in the gym Monday-Friday from 9 am-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
- Special Populations Programs was held this week. Gym Friends took place Monday from 3 pm to 5 pm and Explore the Arts on Thursday from 4 pm to 5:30 pm.

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.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements Coordinator met on Tuesday at 10 am with members from Family Renew about their upcoming rental.
- Greek Cooking returned this week on Thursday from 4:30 pm to 7:30 pm.
- The Casements Camera Club's exhibit closed this week.
- The Ormond Beach Art Guild installed their exhibit on Friday that will be showcased in October.
- Ora Yoga classes met at The Casements Dance Room on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place on Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.
- The Casements Guild met on Tuesday through Friday from 9 am to 3 pm to continue preparing decorations for the upcoming Christmas Gala.
- Staff prepared this week for "Movies on the Halifax" with Realty Pros as the sponsor, featured film "The Addams Family" will be shown Friday night at 7:00 pm.

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 signs at all playground equipment
- Boardwalk Trail wildlife signs inspected
- Installed all new signage at Nova tennis courts
- New trash totes installed at Baily's Riverbridge Gardens
- Installed park bench at Rockefeller Gardens
- Trails blown off

Building Maintenance

- Replaced gym lights at Nova Community Center
- The Casements gazebo – repaired GFI
- Memorial Gardens Waterfall - installed pump
- Repaired sink and toilet at Cassen Park
- Unclogged restroom at South Ormond Neighborhood Center
- Repaired grill at South Ormond Neighborhood Center
- Replaced picnic table at Nova Community Center and Tennis Center
- Replaced ceiling tiles in conference room at the Performing Arts Center
- Ceiling tiles replaced at Nova Community Center and Ames Park
- Washing machine replaced at FS93
- Repaired toilet leak at the Police Department
- Faucet repaired at Nova Community Center
- Men's restroom unclogged at the Police Department
- Pressure washed sidewalk and awning at Nova Community Center
- Rearranged outdoor picnic tables at the EDC

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended In-Service training.
- Staff attended a meeting on countywide animal licensing.
- Staff conducted interviews for Police Officer.
- Staff attended budget meeting.
- Staff attended Volusia/Flagler Police Chiefs meeting.
- Staff attended Special Magistrate Hearing.

Community Outreach

- Youth Leadership Council (YLC) – Five (5) members of the YLC attended a meeting and tutoring session on Sunday, September 26. 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.
- Special Events
 - The Annual OBPAL Golf Tournament is scheduled for Sunday, November 7 at the Halifax Plantation Golf Club. For additional information on sponsorships or to register for the tournament please call the PAL House (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 43
- Animal Reports: 3
- Return to Field: 2
- Animal Bites: 2
- Animals to Halifax: 3
- Injured Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 5
- Inactive: 9
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 10
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 2
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 2
- Police Information: 2
- Suspicious Incident: 0
- Vandalism: 2

Records

- Walk - Ins / Window: 93

- Phone Calls: 141
- Arrest / NTA'S: 21
- Reports Generated: 134
- Reports Entered: 122
- Citations Issued: 34
- Citations Entered: 34
- Warnings Entered: 53
- Trespass Warnings: 9
- CORF Entered: 45
- Mail / Faxes / Request: 34

Patrol

- Total Calls: 1,295
- Total Traffic Stops: 97

Operations

- Crime Opportunity Report Forms: 31

09/22/21

- Theft, 231 Hernandez Avenue (Care Bear Cottage). An unidentified suspect stole a water trough.
- Sex Offense, Marvin Road/Harvard Drive. An unidentified male exposed himself to the victim while in a vehicle.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was contacted and found to have an open warrant.
- Carbreak, 9 Arrowhead Circle. An unidentified male was captured on home video surveillance attempting to enter two locked vehicles.
- Carbreak, 280 South Center Street. An unidentified male was captured on home video surveillance attempting to enter two locked vehicles.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was contacted and found to have an open warrant.
- Warrant Arrest, 1653 North United States Highway One #1218. Subject was contacted and found to have an open warrant.

09/23/21

- Warrant Arrest, 82 Pinecrest Avenue. Subject was contacted and found to have an open warrant.
- Battery Arrest, 341 North Yonge Street. A female punched her roommate in the face during an argument.
- Trespass Arrest, 1 South Beach Street (Cassen Park). A subject was located at this location after previously being trespassed.

09/24/21

- Domestic Violence Aggravated Assault Arrest, 320 Sanchez Avenue. A male subject made verbal threats towards his elderly mother.
- Theft, 556 Collins Street. City employee observed the water meter was tampered with and the tenant was stealing water.
- Domestic Violence Aggravated Battery with a Deadly Weapon Arrest, 15 Lake Vista Way. A male subject got into an argument with his mother and father. He grabbed a kitchen knife and stabbed them both multiple times.
- Domestic Violence Battery Arrest, 228 Pine Cone Trail. A male pushed his girlfriend in the face after an argument.
- Driving Under the Influence with Property Damage Arrest, North United States Highway One/Wilmette Avenue. A motor vehicle accident was investigated and the driver of one of the vehicles was found to be intoxicated.

09/25/21

- Theft, 393 West Granada Boulevard (Fletchers Pub). An unidentified suspect stole the victim's bicycle.
- Theft, 25 Riverside Drive (The Casements). An unidentified suspect stole the victim's bicycle.

09/26/21

- Loitering and Prowling Arrest, 570 North Tymber Creek. A male was at this location who had previously been trespassed. He fled from law enforcement upon arrival. He was later located and taken into custody.
- Domestic Violence Battery Arrest, 340 South Center Street. A husband was in a heated argument with his wife. During the altercation he placed his hands on the wife's throat and then pushed her to the ground.
- Narcotics Arrest, 1521 North United States Highway One. A subject at this location was found to be in possession of narcotics, counterfeit checks and currency.

09/27/21

- Carbreak, 3 Stratford Place. An unidentified suspect entered the victim's vehicle through an unlocked door. Suspect stole a flashlight and \$3.00 in change.
- Carbreak, 4 Stratford Place. An unidentified suspect entered the victim's vehicle through an unlocked door, nothing appears to have been taken.
- Carbreak, 5 Stratford Place. An unidentified suspect entered the victim's vehicle and removed unknown items. Vehicle door was left open.
- Carbreak, 19 Stratford Place. An unidentified suspect entered the victim's vehicle through an unlocked door, nothing appears to have been taken.
- Carbreak, 20 Stratford Place. An unidentified suspect entered the victim's vehicle through an unlocked door, nothing appears to have been taken
- Carbreak, 31 Stratford Place. An unidentified suspect entered the victim's unlocked vehicle and placed all of the victim's items on the front seat. Nothing appears to have been taken.
- Warrant Arrest 1340 West Granada Boulevard (Lowe's). Subject was contacted and found to have an open warrant.
- Carbreak, 15 Aston Circle. An unidentified male was captured on home video surveillance attempting to enter a locked vehicle.

09/28/21

- Domestic Violence Battery Arrest, 1614 North United States Highway One #246 (Econo Lodge). A female struck her boyfriend in the face several times during an argument.
- Domestic Violence Battery Arrest, 1637 North United States Highway One (Harley Davidson Dealership). A juvenile struck her mother in the face during an argument and broke her mother's glasses.
- Warrant Arrest, 300 South Nova Road. Subject was contacted and found to have an open warrant.
- Violation of Probation-Arrest, 4000 Saint Georges Road #304A (Bermuda Estates Apartment Complex). A male was arrested for violating his probationary status and being intoxicated.
- Traffic Arrest, McIntosh Road/Sanchez Avenue. While conducting a crash investigation, it was found that the driver knowingly had a suspended driver's license.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was contacted and found to have an open warrant. The subject was also found to be in possession of narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 11
 - Number of Citations issued: 19
 - Number of Written Warnings Issued: 2
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10

- Number of Crashes with Injuries: 5
- Number of Crashes with Serious Bodily Injury: 0
- Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 3 Cases initiated
- 3 signs have either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and fifty-eight (58) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Fiber Optic Connectivity – Work is being scheduled.
 - North US1 Water Main and Force Main Improvements – Construction is approximately 90% complete.
 - MacDonald House Improvements – North side restoration work began on September 27. Progress meeting #16 was held on September 30.
 - Granada Mid-Block Lighting Improvements – Construction is substantially complete. Final walk through was held on September 28.
 - Riviera Park Pedestrian Signals – Construction is in process.
 - Wilmette Stormwater Pump Station – Notice to Proceed issued for November 1, long lead time, equipment/materials are scheduled to be delivered in December.
 - WRF Chlorine Contact Improvements – Notice to Proceed issued for September 27.
 - 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 approximately 80% complete.
 - CDBG Fleming Playground – Long lead time materials are ordered.
 - Bidding
 - 385 South Old Kings Road: - Proposals were opened on September 29 and are under review.
 - Facility Hardening Re-Bid – Project was advertised for bidding on September 26. A pre-bid meeting is scheduled for October 21, and bids are due on November 4.
 - 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 22 Engineering Permit applications through the ProjectDOX system, and created and approved 0 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Graded for & lay asphalt entrance to Melrose Park
- Repaired shoulder on Woodland
- Ground sidewalk on N Halifax Dr (100 block)
- Removed gutter & asphalt to grind for roots on Riverside Dr; poured gutter

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 limbs over fishing dock at CPI (Fleming)
- Removed banners on SR40
- Trimmed S Ridgewood; Cross Vine Dr. & Caladium Dr.

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
- Weed spraying on Nova Rd

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

- Locates citywide
- Ditch maintenance citywide
- Inlets inspected/cleaned citywide
- Gates/Pumps citywide
- TV truck on Kimberly Dr; pipe repair
- Gutter cleaning in Northbrook area
- Outfalls inspected on N & S Beach St
- Ditch spraying citywide
- Ballfields – operate skid steer/loader

Vactor

- Wastewater
- Assisted Water Div.

Fleet

- Mileage traveled by all departments for the week: 22,471
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 3,440 gallons unleaded, 3,247 gallons diesel
 - Fuel used in one week: 2,139 gallons of unleaded and 847 gallons of diesel.
 - Fleet completed 53 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 36.93 million gallons for the week ending September 25, 2021(5.28 MGD).
- Backwashed 6 filters for a total of 318,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 25, 2021 @ 6.75 MGD SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 81.0 wet tons of sludge (80% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 35.32 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.05 MGD
- Produced 21.77 Million Gallons of Reclaim water.
- Produced 13.55 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 15 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 17 calls from customers concerning leaking water.
- Replaced 6 residential water meters due to operational concerns.
- Performed pressure testing on 7 city owned backflow prevention devices.
- Replaced 9 residential water services due to pressure concerns or leaks.
- Replaced 7 broken water meter boxes.
- Located 2 water services for customers performing plumbing repairs.
- Performed valve maintenance on 3 main line valves.
- Repaired a fire hydrant at 1321 N US1 Hwy due to mowing incident.
- Repaired 2 main breaks. Spectrum directional drilled through a 2-inch water main at 4 Old McDuffie Cir. The other main break was located at 1418 John Anderson Dr., the water main was leaking at the threads coming out of a 2-inch brass ball valve.
- Flushed fire hydrants in the River Oaks and Deer Creek area.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 196 utility locates for the previous week.

Wastewater Collection

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Flushed Nova Community Center
- Flushed sanitary lateral at 103 Hickory Hills Cir., 300 Center St. and 524 Fred Gamble Way.
- Installed new PEP pump at 4 Hunt Master Ct., 2 Shadow Creek Way, 4 High Bluff Way, 8 Lost Spring Way, 75 Carriage Creek Way,
- Set well points to replaced PEP tank at 63 Carriage Creek Way.
- Replaced broken PEP tank at 63 Carriage Creek Way.
- Repaired broken sanitary lateral at 155 Ocean Shore Blvd. Lateral had been bored through by another utility.
- Completed restoration at 61 Coquina Ridge Way
- Removed 3,000 gallons of effluent off of Hunter's Ridge force main.
- TV'ed 6 sanitary laterals on the PM list.

Reuse

- Responded to 1 reuse trouble call.
- Turned reclaimed service on at 2 Shadow Creek Way.
- Located sanitary and reclaimed services at 99 Carriage Creek Way.

Wastewater Plant – Lift Stations

- 4M, 4P, 6M – broke down and retrieved trailer generators, returned to storage.
- Poly Blend Unit #1 – cleared blockage at pump diaphragm.
- Effluent Transfer Pump #1 – continuing work to refurbish pump assembly.
- Sand Filter #1 – repaired crane & winch assembly for gate removal.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Shadow Crossing Reuse Pump 3 – Made final electrical connections, motor alignment completed and unit returned to service.
- Well 40R – mounted new VFD, will schedule outage to connect to pump motor.
- Division Well Field – working on correcting items noted on sanitary survey.
- Performed operational checks at various locations.

Support Services/City Clerk

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

- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for October 5, 2021, City Commission FDOT Transportation Workshop and City Commission Meeting.