

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 29, 2021

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Reviewed City Commission workshop and City Commission meeting agenda packets
- OB Life prep meeting

Spoke to, attended and/or met with:

- Team Volusia IDRC meeting
- FCCMA Past President workshop planning meeting
- SMA governance meeting
- Volusia Managers meeting

PIO – Public Information

- Press Releases/Media
 - OB Life Series
 - First Responder Appreciation Day
 - General citizen inquiries
 - General media requests
- Social Media
 - First Responder Appreciation Day
 - Halloween Safety Tips
 - Veterans Lunch
 - OB Life Series – Complete Event Rollout
 - Traffic Alerts
- Attended
 - Engineering/Planning Meeting
 - Volusia PIN Quarterly
 - First Responder Appreciation Day Photo Op
- Developing
 - OB Life communications plan
 - OB life wrap up plan

Community Development

Planning

- The Board of Adjustment and Appeals will meet on November 3, 2021, to review one application. The application seeks a rear yard variance to allow a screened room addition with a hard roof at 17 Prairieview Lane.

- The Planning Board acted to move the November 11, 2021, meet up to November 4, 2021. The sole application for the Board agenda is a request from the Ormond Garage located at 48 West Granada Boulevard for outdoor activity (live music) under certain conditions.
- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- Planning staff received notification of the 2020 U.S. Census population for Ormond Beach as 43,080. Staff also received the 2021 population estimate from the University of Florida's Bureau of Economic and Business Research (BEBR) of 44,046.
- Staff has received a Planned Business Development zoning amendment application for the repurposing of the Regal Cinemas theater, 215 Williamson Boulevard, that has been closed since 2020. The application seeks to re-locate a stormwater pond to create an outparcel for commercial uses and to allow a variety of potential uses within the existing movie theater building. The application is under the review of the Site Plan Review Committee and no public hearing dates have been established.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 336 inspections preformed within the city (11 by private providers).
- 122 permits issued within the city, with a valuation of \$2,246,220 (14 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with Germfree at 4 Sunshine Boulevard and discuss potential site improvements at the existing facility within the Airport Business Park.
- Projects under SPRC review:
 1. 29 North Perrott Drive, Perrott Drive revision. 1st review. Phasing revision to an approved site plan for the redevelopment of 1.86-acre site that has an existing 4,834 distribution/warehouse use to include 12,540 square feet of self-storage buildings.
 2. Iris Subdivision at Hunter's Ridge, Flagler County. 2nd review. Utility connection for 76 single-family homes within Flagler County. Utility connection only
 3. 2960 Ocean Shore Boulevard, utility connection. 3rd review. 28 lot subdivision in Volusia County. Utility connection only.
 4. 215 Williamson Boulevard, Regal Center. 1st review. Modifications to an existing 12 acre parcel to relocate a wet detention pond to rear of site for a proposed 1.31 acre outparcel fronting Williamson Boulevard.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	30%
Dunkin Donuts, 1535 North US Hwy 1	35%
Edgewell Loading Dock	100%
Germfree driveway addition	95%
KOMN Condominium Association	25%
McNamara Warehouse	0%
Nova Road Controlled Storage Climate	90%
Ormond Museum	50%
Paradise Pointe ALF	20%

Revella	0%
The Pumphouse	70%
Total Comfort	60%
US 1 Business Park amendment	45%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	10%
Ocean Village Townhomes	0%
Verona Oceanside	35%
Residential	
Cupola at Oceanside	2%
Pineland, Phases 4 & 5	85%
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 15 students in this cohort.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Work continues on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport. The contractor is preparing to install new aprons that will connect the new hangars to the taxiway, and new lighting components.

- Work to fully restore Gate 9 operations at the airport has been completed.
- Staff is working on the closeout documents for the federal grants that provided primary funding for the design phase of the Taxiways Bravo and Delta rehab projects.
- Staff is working with Hoyle, Tanner and Associates to develop a project to clean and re-stripe some of the airfield markings at the airport. Staff will pursue grant funding for the project based upon the proposed cost.

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

Finance

- On-going Projects
 - Annual audit for the 2021-2021 fiscal year is ongoing.
 - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
- Completed Projects - Weekly
 - Process 181 Journal Entry Batches.
 - Utility Billing Meter Readers completed 538 work orders.
 - Approved 33 Purchase Requisitions totaling \$720,871.31
 - Issued 51 Purchase Orders totaling \$987,133.60.
 - Issued 294 past due notices on utility accounts.
 - Auto-called 249 utility customers regarding receipt of a past due notice.
 - Processed 622 payments through Interactive Voice Response System totaling \$48,240.14.
 - Processed 1,105 payments through City online payment portal totaling \$101,239.87.
 - Prepared 99 Accounts Payable checks totaling \$241,192.60 and 30 Accounts Payable EFT payments totaling \$224,351.11.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Completed requested information for potential supplemental grant to the Shuttered Venue Operators Grant.
 - Grant reimbursement requests FY 20-21: \$3,492,767.83
- Other
 - Attended JustGrants Award Acceptance webinar.
 - Completed Employee Newsletter for November 2021.

Risk Management Projects

- Training webinar on the workplace environment
- Updated certificates of insurance for vendors in Tyler

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 14
 - Hazardous: 5
 - EMS: 77
 - Motor Vehicle Accidents: 3
 - Public Assists: 40
 - TOTAL CALLS: 143
- Aid provided to other agencies: 9 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 38
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 58

- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 299

- Training Hours
 - NFPA 1001: Firefighting 102
 - NFPA 1002: Driver 8
 - NFPA 1500: Safety/Equipment 85
 - NFPA 1620: Preplanning 9
 - EMT/Paramedic 13
 - TOTAL TRAINING HOURS: 217

- Station Activities
 - Participated in Halloween Highway Drive-Thru at the Ormond Beach Sports Complex
 - Serviced 38 fire hydrants to include flowing and inspecting
 - Updated 5 pre-fire plans

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Civil Engineer (Engineering)
 - Environmental Improvement Officer (Arborist)
 - Firefighter/EMT
 - Information Systems Specialist
 - Maintenance Worker II (Parks)
 - Mechanic III (Fleet)
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Recreation Leader (SONC)
 - Police Officer
 - Treatment Plant Operator A, B, C, or Trainee (Water Production)
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
 - Utilities Engineer
 - Water Distribution Operator 1, 2, 3, or Trainee

 - Background/Reference Checks/Job Offers
 - Building Inspector (Planning)
 - Community Service Officer
 - Firefighter/EMT
 - Garage Supervisor (Fleet)
 - Part Time Maintenance Worker II (Parks)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Police Officer

 - Separations
 - Police Officer
 - Firefighter/EMT
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Parks)
 - Administrative Assistant (Support Services)
 - Part Time Maintenance Worker II (Parks/ARBP)

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: 36
 - Completed: 49
 - In progress: 60
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 35,727
 - Inbound E-Mails Blocked: 10,191
 - Delivered Inbound E-Mails: 23,676
 - Quarantined Messages: 363
 - Percentage Good Email: 66.26%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 5
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,140
 - Meters GPS Located this week: 0 : Total in system = 24,070; 23,237 potable, 822 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Staff meeting
- Master Plan Update 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.
- Met with contractor to discuss scope of work in the Planning Department at City Hall.
- Solicited quotes for blind/shutter replacement at the Ames house.

- Solicited quotes for gymnasium floor refinishing at Nova Community Center and South Ormond Neighborhood Center.

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Staffed the EDC display at Halloween Highway.
- Bats: Myth & Reality with Shari Blissett-Clark, was held on Wednesday, 10/27 at 2:30 pm.
- Community Gardens Board Meeting. Thursday 10-28 @ 3 pm.
- Monitoring progress of bee hive rebuild following beekeeper maintenance.
- Routine maintenance of Butterfly and Wildflower gardens.

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday, 1 pm at Sports Complex.
- Pride Football continues practices this week on Monday, Tuesday, and Thursday at 5:30 pm at Multi-Purpose Fields 11 and 12.
- Spikes 9/10/11/12/13/14's continue practices this week at Nova Fields 2-5, as well as Wendelstedt 2 & 3.
- OBSC Soccer continue competitive practices at the Sports Complex on fields 2/4/5/6/8, Monday through Thursday, at 5:30 pm.
- Youth Flag Football games continued this week, Monday through Friday, Sports Complex, 6 pm.
- OBYSBA 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.
- SHS added a JV football game on Monday at 6 pm at Sports Complex, Championship Field #7.
- OBSC Soccer hosting week #7 of games on Saturday at the Sports Complex.
- Pride Football hosted their final games of the season on Saturday from 9 am to 6 pm at the Sports Complex, Championship Field 7.

Athletics Field Maintenance

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

Performing Arts Center

- PAC hosted the Get Ready! The Ultimate Motown Experience show.
- Coordinated with Ormond Beach Memorial Arts Museum on installation of Pop-Up Art Exhibition in PAC lobby.
- Continued training on Box Office procedures with 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 hours
- YMCA soccer 5:30 pm through 7:30 pm (weekdays except Wednesday)
- Jazzercise 5:30 pm until 6:45 pm (Monday evenings only)
- Pal tutoring program (Monday through Thursday 3:30 pm until 5:30 pm)

Community Events

- Weekly administrative tasks, office work, and activities.
- Assisting the 2021 Senior Games, October 23-3.
- Clean up of supplies and equipment from Halloween Highway event.
- Continue evaluation and preliminary planning of the upcoming events:
 - Hometown Heroes Banner Ceremony, November 6
 - Veterans Day Luncheon, November 9
 - HOme for the HOlidays Parade, December 11
 - Holidays at The Casements Concert, December 16
 - Breakfast with Santa, December 18

Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am to 10 am, and 5:45 pm to 6:45 pm on Wednesday and Thursday in the Activity Room.
- Pickleball was held in the gym Monday-Saturday from 9 am to 3 pm.
- Open Play Basketball 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 continues on Monday and Wednesday from 6 pm to 8:30 pm.
- Gym Friends took place Monday from 3 pm to 5 pm and Explore the Arts on Thursday from 4 pm to 5:30 pm.
- Challenger Basketball is on Tuesday from 5 pm to 6 pm and Lunch Bunch on Wednesday from 11 am to 2 pm
- OBYFCA is renting the Gymnastics facility for practice this week.
- Halloween Party for Special Populations will take place on Friday from 6 pm to 8 pm
- Coordinator and TR Assistant will take part in the Healing Hearts Resource Fair on Saturday from 9 am to 3 pm.

The Casements

- The Casements was open on Saturday for self-guided tours from 8 am to noon.
- Mainland High School 60th Class Reunion Party was held on Saturday night from 4 pm to 10 pm.
- MS Bike Run had a pit stop and water break at Fortunato Park on Saturday from 9:30 am to 4:30 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Ormond Beach Art Guild presents their "Inspirations" exhibit in the Gallery throughout October.
- The Casements staff prepared a video for Halloween that will post to Facebook on Sunday.
- The Casements Guild held a planning meeting for the Library display on Monday at 10 am.
- The Coordinator met on Tuesday morning at 10 am with the Jewish Heritage committee to plan for the upcoming festival in March 2022.
- The Casements Guild held their October general meeting on Wednesday from 10 am to 12 pm.
- The St. Augustine Storytelling Troupe told "Ghost Stories" on Wednesday night at The Casements under the Porte-cochere from 6:30 pm to 8:30 pm.
- The Casements Camera Club held their first in person meeting on the North Lawn on Friday afternoon from 2:30 pm to 4:30 pm.
- Did You Know? Facebook posts on Wednesday and Friday.
- Ora Yoga classes met this week at The Casements Dance Room on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.

- Pilates took place Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected signs at all playground equipment
- Skatepark concrete inspected and repaired
- Installed hardscape items at Vadner Park
- Secured loose board at Cassen Park
- Repaired boards at Magic Forest
- Repaired playground gate at Riviera Park

Building Maintenance

- Placed barricades for Halloween Highway at the Sports Complex
- Installed hardscape at Vadner Park
- Removed shelf at South Ormond Neighborhood Center
- Delivered generators and cables to Sports Complex
- Painted a wall at the Performing Arts Center
- Provided support for fire inspections in facilities
- Repaired leaking cooler at the Performing Arts Center
- Fixed podium at City Hall
- Cable replaced at the Police Department
- Replaced lights in breezeway at City Hall
- Key pad checked at City Hall
- Replaced ceiling tiles at FS93
- Restroom unclogged at South Ormond Neighborhood Center
- Shower tower repaired at Andy Romano Beachfront Park
- Replaced light over sink at the EDC

Police Department

Administrative Services

- Staff hosted the virtual staff meeting
- Staff attended a meeting on vehicle purchases.
- Staff participated in the City's Halloween Highway event.
- Staff participated in a Cyber Security Presentation at the Ormond Beach Middle School.
- Staff attended Community Helper day at Temple Beth-el.
- Staff conducted police officer interviews.

Community Outreach

- Youth Leadership Council (YLC) – Four (4) numbers of the YLC assisted with the Outreach/PAL Halloween Highway booth on October 23. They stuffed bags throughout the week to have candy to give out during the event. Five (5) members attended a YLC meeting on Sunday, October 24. The next service project is the Annual Golfing for Youth tournament on Sunday, November 7, at Halifax Plantation Golf Club.
- OBPAL Basketball – Ten (10) members of the OBPAL Bruins teams attended informal practice on Tuesday and Thursday last week. Practices were held from 6:00–8:00 pm at the South Ormond Neighborhood Center.
- PAL Educational Programs – Eighteen (18) students attended Tutors R Us last week. Tutors R Us is offered Monday – Thursday from 3:30 pm to 6:30 pm. Tutors work with students on skills to improve academic performance and increase learning gains in math, reading, science, and language arts.

- 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: 56
- Animal Reports: 5
- Return to Field: 2
- Animal Bites: 2
- Animals to Halifax: 2
- Injured Wildlife Calls: 3
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 3
- Inactive: 7
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 4
- Grand Theft: 4
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 4
- Robbery: 0
- Assaults: 3
- Police Information: 2
- Suspicious Incident: 2
- Vandalism: 1
- BA/RPO: 2

Records

- Walk - Ins / Window: 93
- Phone Calls: 123
- Arrest / NTA'S: 14
- Reports Generated: 126
- Reports Entered: 115
- Citations Issued: 93
- Citations Entered: 93
- Warnings Entered: 244
- Trespass Warnings: 14
- CORF Entered: 94
- Mail / Faxes / Request: 32

Patrol

- Total Calls: 1,347
- Total Traffic Stops: 132

Operations

- Crime Opportunity Report Forms: 98

10/20/21

- Theft, 1260 West Granada Boulevard (Aldi Supermarket). An unidentified suspect stole the victim's bicycle from the bicycle rack.
- Theft, North Tymber Creek Road/Interstate 95. An unidentified suspect stole all of the victim's belongings as the victim is transient and lives in the woods near this location.
- Carbreak, 700 Hull Road (Ormond Beach Sports Complex). An unidentified suspect forced entry into the victim's vehicle by breaking the rear passenger window and stole a medical bag containing medical supplies.
- Carbreak, 440 North Nova Road (Nova Community Center). An unidentified suspect forced entry to the victim's vehicle and stole a firearm.
- Sex Offense, 151 Domicilio Avenue (Ormond Beach Middle School). A social worker advised that a sexual battery occurred between two juveniles at this location in the past.

10/21/21

- Theft, 133 South Halifax Drive. An unidentified suspect stole the victim's safe, lawn mower, television, laptop, miscellaneous clothing and assorted power yard tools.
- Theft, 17 Deerskin Lane (Ormond Lakes Subdivision). An unidentified suspect stole the victim's ring from a dresser drawer.
- Domestic Violence Battery Arrest, 3 Clydesdale Drive. A husband and wife were in a verbal argument that turned physical.
- Carbreak Arrest, 19 North Yonge Street. The victim was struck by her ex-girlfriend while she was in her own vehicle.

10/22/21

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise from this location. The offense was witnessed by loss prevention for the store.
- Traffic Arrest, 300 Block South Atlantic Avenue. A juvenile driver was observed driving recklessly on South Atlantic Avenue, going in excess of 80 mph.
- Residential Burglary, 156 Greenwood Avenue. An unidentified suspect was located inside the victim's residence when the victim came home. Nothing appeared to be missing.
- Domestic Violence Aggravated Assault Arrest, 65 Creek Bluff Way. A husband and wife were in a verbal argument when the husband pushed his wife and pointed a gun at her.
- Narcotics Arrest, 1400 Hand Avenue #K (Sandpiper Medical). A female was found to be in possession of methamphetamines.

10/23/21

- Domestic Violence Battery Arrest, 39 Hunt Master Court (Hunter's Ridge Subdivision). The victims' son battered both parents over an argument because they would not give him money.
- Theft, 250 East Granada Boulevard (CVS). An unidentified suspect stole the victim's bicycle while the victim was shopping.
- Stolen Vehicle, 773 West Granada Boulevard #1206 (Olive Grove Apartments). A juvenile stole her foster parents' vehicle. She was located and the vehicle was returned.
- Warrant Arrest, 560 Cameo Drive. Subject was contacted and found to have an open warrant.

10/24/21

- Shoplifting, 530 South Atlantic Avenue (Marathon). An unidentified male stole merchandise. The offense was witnessed by an employee for the store.
- Theft, 440 North Nova Road (Skate Park). An unidentified suspect stole the victim's cell phone from this location.
- Domestic Violence Battery Arrest, 707 South Atlantic Avenue #333 (Makai Motel). A girlfriend and boyfriend were in a verbal argument at this location when the boyfriend pushed the girlfriend.

10/25/21

- Domestic Violence Aggravated Assault with a Firearm/Battery and by Strangulation, 16 Tomoka Meadows Boulevard. A boyfriend was in an argument with his girlfriend when he pulled a handgun and struck his girlfriend in the temple with the muzzle. He later choked her as well.
- Theft, 411 South Center Street. An unidentified suspect stole a package from the porch.
- Sex Offense, 300 Airport Road (Pine Trail Elementary). The Florida Child Abuse Hotline reported a sex offense involving at least four juveniles.
- Carbreak, 382 McIntosh Road. An unidentified suspect attempted to force entry into the victim's vehicle, causing damage to the rear passenger door and frame.
- Domestic Violence Battery Arrest, 1513 San Marco Drive #307 (San Marco Apartments). A boyfriend and girlfriend were in an argument, the female started throwing objects at her boyfriend, striking him.

10/26/21

- Residential Burglary, 300 Grove Street. A known suspect is suspected of stealing the victim's lawn mower from the garage. The lawn mower was located in a pawn shop in Holly Hill.
- Theft, 12 Aviator Way. An unidentified suspect stole pallets.
- Theft, 795 West Granada Boulevard (CVS). Two unidentified suspects stole merchandise. The offense was witnessed by a store employee.
- Sex Offense, 727 South Nova Road (Blue Dragon Video Games). A sexual battery occurred between the victim and her boyfriend.
- Warrant Arrest, 16 Tomoka Meadows Boulevard. Subject was contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 35
 - Number of Citations issued: 44
 - Number of Written Warnings Issued: 30
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 13
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 0 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with three (3) walk-in's and sixty-seven (67) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Fiber Optic Connectivity – Notice to Proceed issued and work began on October 22.
 - MacDonald House Improvements – North side restoration work is ongoing. Progress meeting #18 is scheduled for November 4.
 - Riviera Park Pedestrian Signals – Sign installation is underway.

- Wilmette Stormwater Pump Station – Notice to Proceed issued for November 1, long lead time equipment/materials are scheduled to be delivered in December.
- WRF Chlorine Contact Improvements – Construction is underway.
- SONC Gym – The metal building has a six month manufacturing lead time, and therefore will not be delivered until Spring 2022. A Notice to Proceed has been issued for January 3, 2022.
- CDBG Fleming Playground – Long lead time materials delivery delayed until January.
- Bidding
 - 385 South Old Kings Road – Proposal ranking committee met on October 26 and selected a contractor for the project.
 - Facility Hardening Re-Bid – Project was advertised for bidding on September 26. A pre-bid meeting was held on October 21, and bids are due on November 4.
 - Gazebo Replacement 2 CP II – A pre-bid meeting was held on October 28, and bids are due on November 18.
 - Stormwater Flap gates – Project was advertised on October 24, a pre bid meeting is scheduled for November 17, bids are due on November 23.
 - Swale Maintenance – A Work Authorization is scheduled for approval at the November 2 City Commission meeting.
 - ARBP ADA Ramp Repair – A Work Authorization for construction of ramp repairs/replacement is scheduled for approval at the November 16 City Commission meeting.
 - Downtown Sidewalk Renovations – A Work Authorization for construction of the sidewalk banding is scheduled for approval at the November 16 City Commission meeting.
- Design Projects:
 - Stormwater Master Plan Update - 2019 – The Consultant continues working on the master plan update.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Update Parks & Recreational Master Plan – The Consultant continues working on the master plan update.
 - 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.
 - Leeway Storage Tank & Pump Station Rehabilitation – Design revisions are in process.
- Departmental Activities
 - Reviewed 40 Engineering Permit applications through the ProjectDOX system, and created and approved 4 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Formed and poured concrete pad in Aberdeen
- Ground sidewalk on Grey Dapple Way
- Removed brick sidewalk and gutter on S Perrott/graded sidewalk
- Poured sidewalk on Northbrook Dr; stripped forms, back filled, and cleaned up
- Concrete patch on Rockefeller Dr
- Speed bumps installed on Hernandez Ave. and Dix Ave.

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide

- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming at Lakebridge Plaza; Canterbury Woods; Spring Meadows
- Picked up debris at Standish water tank

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the city, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Various projects

Stormwater Maintenance

- Pipe replacement on Riverwood Dr; checked
- Reachout ditch mowing US1
- TV for WW on Cherokee Trl
- Gates & pumps/inlets inspected & cleaned citywide
- Mowed – ABC, S Nova Rec, Mainsail
- Locates citywide
- Outfalls inspected citywide

Fleet

- Mileage traveled by all departments for the week: 22,541
- 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: 11,164 gallons unleaded, 10,456 gallons diesel
 - Fuel used in one week: 2,406 gallons of unleaded and 704 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 Plant

- Delivered 39.08 million gallons for the week ending October 23, 2021(5.58 MGD).
- Backwashed 6 filters for a total of 316,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 23, 2021 @ 6.75 MGD SJRWMD 2021 allocation @ 86.6 % of 7.795 MGD.
- Produced & hauled 81.0 wet tons of sludge (80% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.86 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.27 MGD
- Produced 23.29 Million Gallons of Reclaim water.
- Produced 6.57 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (October 1, 2020 – September 30, 2021) (MGD):
 - Influent 4.67 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.49 (Permit 6 MGD);
 - Reuse 3.35 (Permit 10 MGD)
 - Hauled 8 loads in October for a total of 201.17 wet tons through October 15, 2021.
 - Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure, or other plumbing concerns.
- Responded to 13 calls from customers concerning leaking water.
- Installed 8 new residential water services.
- Performed pressure testing on 8 city owned backflow prevention devices.
- Replaced 3 residential water services due to pressure concerns or leaks.
- Replaced 2 broken 2" valve located on Nottingham Dr. at the intersections on River Bluff Dr. and Windsor Dr.
- Repaired and accuracy tested the 4" meter serving Tomoka State Park.
- Replaced 6 broken water meter boxes.
- Located 4 water services for customers performing plumbing repairs.
- Performed maintenance and repair activities on 5 fire hydrants.
- Located and exercised 10 main line valves.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 168 utility locates for the previous week.

Wastewater Collection

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Flushed Nova Community Center
- Flushed sanitary lateral at 103 Hickory Hills Cir., 300 Center St. and 524 Fred Gamble Way.
- Removed 0 gallons of effluent off of Hunter's Ridge force main.
- Replaced PEP pump at 101 Shadow Creek Way, and 68 Shadow Creek Way
- Repaired broken discharge line at 23 Lake Vista Way.
- Electrician checked for power coming into control box at 101 Shadow Creek Way. No power, customer was advised to contact their electrician. PEP pump is on temporary power.
- Demo'ed 480 Collins St.
- Replaced PEP control box and pulled new wire at 101 Shadow Creek Way.
- Follow up TV at 524 S Yonge St. No issues on city side.
- TV'ed 3 sanitary laterals on the PM list.

Reuse

- Responded to 5 reuse trouble calls.
- Turned off reclaimed at 135 Cedar Creek Way per customer request.
- Repaired broken reclaimed services at 55 & 57 Shadow Creek Way and 63 Creek Bluff Way.
- Turned off reclaimed at 30 Dormer Dr. per customer request, contractor broke line on their side.
- Repaired broken 3" reclaimed line at 68 Shadow Creek Way.
- Located sewer and reclaimed at 7 Fox Cliff Way.

Wastewater Plant – Lift Stations

- 7P – high level, found vacuum leak at check valve and weak vacuum pump, replaced check valve and vacuum pump.
- Clarifier #1 – repaired sweep arm squeegee.
- Bisulfite System – cut in “T” and valving as needed for piping modification.
- Laurel Oaks, Castle Gate – measured fence for replacement.
- 7M1 – no starts pump #2 second day in a row, pulled pump to repair/replace.
- Sand Filter #1 – Backwash pump not functioning, replaced with shop inventory.
- Fortunato Park lift station – installed repaired pump #1.
- Fermentation Submersible Mixer #11 – bad motor, removed unit and shipped to vendor for repair.
- 101 Shadow Creek PEP Tank – installed new control box and feeder wires.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 39R – remote operation not available, checking installation and wiring.
- Clari-Cone 1 – installed hatch cover.
- 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 Lisa Lewis, Supervisor of Elections.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation/distribution for November 2, 2021 City Commission Workshop and City Commission Meeting.