

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 5, 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
- Virtual staff meeting
- OB Life prep

Spoke to, attended and/or met with:

- Ribbon Cutting Rick Boehm Girls Softball Field
- Virtual meeting on Team Volusia proposed 2022 budget
- Rotary Board meeting
- Individual agenda review meetings with commission members
- City Commission Healthcare Insurance Update Workshop
- City Commission Meeting

PIO – Public Information

- Press Releases/Media
 - OB Life Reminders
 - General citizen inquiries
 - General media requests and interview coordination
 - Talking points prep and letters
- Social Media
 - Halloween Highway
 - OB Life Reminder
 - First Responder Appreciation Day
 - Respond to citizen concerns throughout Ormond Beach groups
- Attended
 - City Manager's Staff Meeting
 - Engineering/Planning
 - OB Life prep meetings (3)
 - Volusia PIN Network
 - OB Life site visits
- Developing
 - OB Life Talking Points
 - Communications planning for 2021

Community Development

Planning

- Staff attended and presented at the City Commission meeting.
- Staff attended and presented at the Board of Adjustment and Appeals regarding a rear yard variance to allow a screened room addition with a hard roof at 17 Prairievew Lane.
- Staff attended and presented, along with Engineering staff, at the Citizens for Ormond Beach meeting to discuss the Granada Boulevard sidewalk streetscape banding repair project.
- Staff attended and presented at the Planning Board meeting regarding a request from the Ormond Garage located at 48 West Granada Boulevard for outdoor activity (live music) under certain conditions.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 373 inspections performed within the city (14 by private providers).
- 135 permits issued within the city, with a valuation of \$5,295,207 (14 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 874 Hull Road, Halifax Paving. Connection of utilities for an office building. Property located in unincorporated Volusia County. Connection of utilities would require annexation after the construction of the office.
 2. 251 South Atlantic Avenue, Ormond Beach Marriott. Pre-application meeting regarding a five story, 137 room building of 95,700 square feet. Discussions included the permitting process, rezoning to Planned Business Development, site improvements, building architecture and remote parking.
 3. 791 and 801 North U.S. Highway 1. General discussion of the zoning and site development options for the two properties.
- 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.
 5. 100 North Halifax Drive, Cupola at Oceanside. 1st review. Preliminary plat for 12 two story townhomes.
 6. Ormond Grande revision. 2nd review. Revisions to the townhome buildings.
 7. Tattersall at Tymber Creek. 3rd review. Construction of a 143 lot single family subdivision and associated site improvements.
- 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	98%
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.
 - Staff officially launched SizeUp Ormond Beach on the City's website. It can be accessed at www.sizeup.info/SizeUpOrmond. This new tool makes market research and business

intelligence available to small and medium sized businesses so they can make informed decisions as they start and grow their business.

- 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.
- Staff attended the Volusia County Department of Economic Development quarterly "Q" breakfast on Friday, November 5, at the Daytona Beach International Airport.
- 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 this week on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- Staff participated in a presentation to statewide aviation stakeholders about Sierra Space Corporation's proposal to land its Dream Chaser vehicle at the Shuttle Landing Facility in Cape Canaveral to provide payload and cargo return services to potential government and private sector users.
- Staff responded to a request for information from the FDOT regarding the airport's participation in the FDOT Statewide Airfield Pavement Management Program Update and associated inspection of the airport's runway, taxiway and apron areas. FDOT consultants are expected to conduct the inspection in April of 2022.
- The FAA has reviewed the City's pre-application for a federal grant to fund replacement of the airport's Automated Weather Observing System (AWOS). A formal application for this project will be submitted to the FAA next year.

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 165 Journal Entry Batches.
 - Utility Billing Meter Readers completed 501 work orders.
 - Approved 38 Purchase Requisitions totaling \$657,411.46.
 - Issued 26 Purchase Orders totaling \$462,615.75.
 - Issued 482 past due notices on utility accounts.
 - Auto-called 144 utility customers regarding receipt of a past due notice.
 - Processed 610 payments through Interactive Voice Response System totaling \$51,196.34.
 - Processed 1,503 payments through City online payment portal totaling \$140,921.73.
 - Prepared 101 Accounts Payable checks totaling \$415,519.23 and 39 Accounts Payable EFT payments totaling \$946,301.68.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement requests FY 20-21: \$3,492,767.83
- Other
 - Attended weekly staff meeting.
 - Attended Assistance to Firefighters webinar.

- Attended Local Mitigation Strategy (LMS) meeting to prioritize and rank projects for the Hazard Mitigation Grant Program (HMGP) for Covid-19.

Risk Management Projects

- Meet Your Finance Team training
- Send subrogation demands
- File review with WC administrator

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 6
 - Hazardous: 4
 - EMS: 78
 - Motor Vehicle Accidents: 5
 - Public Assists: 51
 - TOTAL CALLS: 144

- Aid provided to other agencies: 9 Calls – Daytona Beach (3), Holly Hill (2), Volusia County (4)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 37
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 54
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 270

- Training Hours
 - NFPA 1001: Firefighting 45
 - NFPA 1500: Safety/Equipment 57
 - NFPA 1620: Preplanning 15
 - EMT/Paramedic 17
 - TOTAL TRAINING HOURS: 134

- Station Activities
 - Participated in Treat Street at Tomoka Christian Church
 - Participated in Trunk or Treat at Prince of Peace Church
 - Serviced 68 fire hydrants to include flowing and inspecting
 - Conducted 2 fire Inspections
 - Updated 15 pre-fire plans

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Support Services)
 - Civil Engineer (Engineering)
 - Environmental Improvement Officer (Arborist)
 - Information Systems Specialist
 - Mechanic III (Fleet)
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (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
 - Maintenance Worker II (Parks/ARBP)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Police Officer
- Separations
 - 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: 31
 - Completed: 36
 - In progress: 56
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 36,575
 - Inbound E-Mails Blocked: 11,162
 - Delivered Inbound E-Mails: 23,882
 - Quarantined Messages: 400
 - Percentage Good Email: 65.29%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 20
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 20
 - 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
- City Manager Staff meeting
- Staff meeting
- OB Life Prep meeting
- Movies on the Halifax “Jumanji”
- 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.
- Completed carpet repair in The Casements reception area.
- Completed painting sixteen decorative light poles on the Bailey Riverbridge pier.

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Fall Bird Walk with Joan Tague Tuesday, 11-2-21 at 8 am.
- Community Gardens Board Meeting, Thursday, 3 pm.
- Monitoring progress of bee hive rebuild following beekeeper maintenance.
- Routine Maintenance of Butterfly and Wildflower gardens.
- ECHO Rangers, Saturday, 9:30 am.

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- Pride Football 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 practices this week at Nova Fields 2-5, as well as Wendelstedt 2 & 3.
- OBSC Soccer 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, Monday through Friday, Sports Complex, 6 pm
- OBYBSA Recreational practice finishes this week at Nova and Quad Fields, 6 pm, Tuesday through Friday.
- Youth Volleyball finished this week on Monday and Wednesday nights from 6 pm to 7:30 pm at Nova Gym.
- CCA Soccer hosted practices this week on Monday, Tuesday and Thursday afternoons from 3:30 pm to 5 pm.
- OBSC Soccer hosting week #8 of games on Saturday at the Sports Complex.
- ISA Softball hosting their final tournament of 2021 on Sat & Sun at Sports Complex, Quad Fields, 8:30 am to 6 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
- Prep 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 HS Soccer games starting next week
- Painted flag football fields
- Prepped all Baseball/Softball fields for nightly practices and games

Performing Arts Center

- Attended Infocomm audiovisual trade show.
- Preparing for OB Life meetings, Veteran's Day Drive-through luncheon and Hometown Heroes event.
- Responded to email correspondence and telephone inquiries about PAC and Senior Center rentals.
- Updated information on OB 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 thru 7:30 pm (weekdays except Wednesday)
- Jazzercise 5:30 pm until 6:45 pm (Monday evenings only)
- Pal tutoring program (Monday thru Thursday 3:30 pm until 5:30 pm)
- Soccer game in Wednesday

Community Events

- Weekly administrative tasks, office work, and activities.
- Decorating and set up for the Hometown Heroes Banner Ceremony, November 6
- Continued planning of upcoming events:
 - Veterans Day Luncheon, Nov 9
 - H Ome for the H O lidays 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-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 takes 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
- Coordinator and TR Assistant will take part in the Healing Hearts Resource Fair on Saturday from 9 am to 3 pm
- Basketball League Assessments will take place 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.
- A Boy Scout Troop visited for a tour on Saturday at 10 am.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Family Renew Art work was installed on Monday at 8 am.
- Tallaqua HOA met at Bailey Riverbridge on Tuesday from 6:30 pm to 8:30 pm.
- Ormond Beach Garden Club met on Wednesday at 10 am.
- Family Renew hosted a sponsorship reception on Wednesday evening from 5 pm to 7 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.
- The Casements Guild met this week to continue preparing decorations for the upcoming Christmas Gala this Tuesday through Friday from 9 am to 3 pm.
- Staff prepared for and will present Movies on the Halifax, featuring “Jumanji: The Next Level” on Friday at 6:30 pm.

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
- Cleaned graffiti from Joyce Ebbets pier
- Fortunato Park bike hose replaced
- Repairs at Magic Forest
- Installed grill grate at Andy Romano Beachfront Park

Building Maintenance

- Change bulbs in second floor men’s restroom at City Hall
- Install AED at Andy Romano Beachfront Park
- Checked a/c at Andy Romano Beachfront Park
- The Performing Arts Center door lock repaired
- Change ceiling tile above City Clerks desk at City Hall
- Troubleshoot gate at Breakaway
- Sink repaired at Fortunato Pier
- Back door lock repaired at City Hall
- Light check citywide
- Upstairs ladies’ restroom unclogged at City Hall
- Fire inspections citywide
- Dog water bowl replaced at Fortunato Park
- Christmas decorations prep work
- Tightened fence at Sports Complex
- Men’s restroom unclogged at Fortunato Park
- Replace latch on men’s stall at Cassen Park
- Flusher battery replaced at City Hall
- Checked pressure tank at Tennis Court
- Plug cover replaced at Nova Community Center
- WWTP-checked exhaust fan in influent room

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended an Ormond Beach Life preparation meeting at City Hall.
- Staff hosted First Responder Appreciation Day activities honoring all First Responders.
- Staff hosted new hire interviews for the position of Police Officer.
- Staff attended the Volusia/Flagler Police Chiefs Association monthly meeting.
- Staff attended a Risk Protection Order Meeting with City Legal and Detectives.
- Staff completed and submitted Florida Department of Law Enforcement Asset Forfeiture Report
- Staff attended Community Helper Day at the Treehouse Learning Center.

Community Outreach

- Youth Leadership Council (YLC) – Four (4) numbers of the YLC met on Sunday October 31. The next service project for the YLC is the Annual Golfing for Youth tournament on Sunday, November 7 at Halifax Plantation Golf Club.
- OBPAL Basketball – Eight (8) members of the OBPAL Bruins teams attended informal practice on Tuesday and Thursday last week. Practices are held from 6:00 – 8:00 pm at the South Ormond Neighborhood Center.
- PAL Educational Programs
 - Twenty (20) students attended Tutors R Us last week. Tutors R Us is offered Monday – Thursday from 3:30 pm to 6:30 pm. Students work tutors 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: 44
- Animal Reports: 6
- Return to Field: 2
- Animal Bites: 2
- Animals to Halifax: 2
- Wildlife Calls: 2
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 6
- Inactive: 4
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 5
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0
- Stalking: 1

Records

- Walk - Ins / Window: 89
- Phone Calls: 113
- Arrest / NTA'S: 15
- Reports Generated: 107
- Reports Entered: 101
- Citations Issued: 70

- Citations Entered: 84
- Warnings Entered: 102
- Trespass Warnings: 7
- CORF Entered: 38
- Mail / Faxes / Request: 38

Patrol

- Total Calls: 1,230
- Total Traffic Stops: 116

Operations

- Crime Opportunity Report Forms: 96

10/27/21

- Residential Burglary, 583 Bryant Street. An unidentified suspect stole a pressure washer and lawn trimmer from the victims' enclosed fence area.
- Shoplifting, 3 North Yonge Street (7-Eleven). An unidentified suspect stole two 12-packs of beer. The offense was witnessed by a store employee.
- Warrant Arrest, 1634 North United States Highway One (Super 8 Motel). Subject was contacted and found to have an open warrant. During the course of the investigation, the suspect gave law enforcement a fake name.
- Domestic Violence Battery Arrest, 1643 North United States Highway One (Houligan's). The victim found his girlfriend drinking alcohol, which started an argument that turned physical.
- Domestic Violence Battery Arrest, 240 Williamson Boulevard (Launch Credit Union). Two sisters were in an argument inside a vehicle that turned physical.
- Warrant Arrest, 1521 North United States Highway One (Ractrac Gas Station). Subject was contacted and found to have an open warrant.

10/28/21

- Fleeing & Eluding Arrest, 300-Block West Granada Boulevard. A traffic stop was conducted, the suspect vehicle backed into the patrol vehicle, fled, and crashed into another vehicle while fleeing. The suspect fled from that crash and was later apprehended. The suspect was also found to be on felony probation.

10/29/21

- Occupied Burglary/Domestic Violence Battery Arrest, 154 South Old Kings Road. A male went to his estranged wife's residence to confront her. While arguing, the male forced his way into the residence by kicking the front door open, causing the victim to be pushed into a wall. The male then entered the home, pushed the victim back into the wall, and threatened to shoot her.
- Domestic Violence Aggravated Assault, 203 Lincoln Avenue. Two sisters were in an argument and one allegedly displayed a knife to the other one.
- Shoplifting, 795 West Granada Boulevard (CVS). An unidentified suspect stole merchandise. The offense was witnessed by a store employee.
- Carbreak, 372 Destination Daytona Lane (Destination 4X4). An unidentified suspect stole 8 fishing poles, a tackle box, and boat keys from the victim's boat.
- Driving Under the Influence Arrest, 1657 North United States Highway One (Love's Truck Stop). A vehicle was observed to be driving southbound in the northbound lanes. The driver had a suspended driver license and was intoxicated.
- Warrant Arrest, 1105 North United States Highway One. Subject was contacted and found to have an open warrant. While officers were taking the suspect into custody, the suspect resisted arrest.

10/30/21

- Theft, 52 Bovard Avenue. An unidentified suspect stole the victim's tandem bicycle that was locked up and the cable was cut.
- Theft, 125 Interchange Boulevard. (Cracker Barrel). An unidentified suspect stole a brown tarp that was covering wood behind the business.

- Domestic Violence Battery Arrest, 530 Bryant Street. A male punched the victim in the face during an argument over Kool Aid.
- Vandalism Arrest, 333 Timberline Trail. A male was placed under arrest for breaking his neighbor's kitchen window.
- Warrant Arrest, 1567 North United State Highway One (Econo Inn). Subject was contacted and found to have an open warrant.

10/31/21

- Trespass Arrest, 26 Riverside Drive (Rockefeller Gardens Park). A male was found at this location after being previously trespassed.
- Domestic Violence Battery Arrest, 1429 Oak Forest Drive. The victim was in a verbal argument with her husband when he took her cell phone and tried to walk away. The victim went to grab for her phone and her husband struck her in her face.
- Shoplifting, 795 West Granada Boulevard (CVS). An unidentified suspect stole merchandise from this location. The offense was witnessed by a store employee. The employee was able to recover the stolen property prior to the suspect fleeing on foot.

11/01/21

- Felony Battery Arrest, 45 South Orchard Street. A male pushed his elderly roommate to the ground and removed her walking support device during an argument.
- Carbreak, 560 Parque Drive. An unidentified suspect stole a catalytic converter from the victim's vehicle.
- Trespass Arrest, 776 South Nova Road (Tomoka Plaza). A male was found at this location after being previously trespassed.
- Domestic Violence Battery Arrest, 6 Tomoka Meadows Boulevard (Tomoka Meadows). A boyfriend and girlfriend were in a verbal argument that turned physical.
- Carbreak, 12 Ramsey Terrace. An unidentified suspect entered the victim's unlocked vehicle. Nothing appeared to be missing.

11/02/21

- Theft, 1410 Hand Avenue (Gold Choice ALF). Over \$600 missing from a resident's trust fund.
- Theft, 176 Division Avenue (South Ormond Neighborhood Center). An unidentified suspect stole the victim's bicycle.
- Theft, South Nova Road/Moreland Boulevard. An unidentified suspect stole a student's backpack while they were waiting for the school bus. The backpack was on the ground as the suspect rode by on a bicycle.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 51
 - Number of Citations issued: 66
 - Number of Written Warnings Issued: 24
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 7
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated

- 6 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with five (5) walk-in's and fifty-two (52) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Fiber Optic Connectivity – Notice to Proceed issued October 22, fiber optic cable installation will start in November.
 - MacDonald House Improvements – North side restoration work is ongoing. Progress meeting #18 is was held on 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. A contract will be prepared and brought to the City Commission for approval.
 - Facility Hardening Re-Bid – Bids were opened on November 4 and are under review.
 - 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 was approved 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 – 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.
 - CDBG 2022 Sidewalk Improvements – Design is in process.
 - Departmental Activities
 - Reviewed 24 Engineering Permit applications through the ProjectDOX system, and created and approved 1 Franchise Utility Work-in-the-Right-of-Way permit.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Speed bumps on Dix Ave
- Formed sidewalk on S Perrott Dr; graded; formed gutter
- Formed, graded, and poured sidewalk on Valencia; stripped forms, backfilled & cleaned up
- Repaired sidewalk on Seabridge Dr
- Graded, formed sidewalk (30 ft) on 500 block of S Ridgewood 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 in Spring Meadows

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
- Installed Veteran banners on Granada Bridge

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

- Filled in depression on Harvard Ave
- Cleaned catch basins in Zone 1
- Utility locates citywide
- Cleaned basins & checked pumps in Zones 2, 3, and 4
- TVed storm line on Oak Forest Dr
- Gates & pumps/inlet cleaning citywide
- Inlets inspected SW Huntsman Look & Foxhunters Flat
- Gutter cleaning citywide
- Pond mowing at airport
- Outfall cleaning citywide

Vactor

- 100 block of Deer Lake Cir

Fleet

- Mileage traveled by all departments for the week: 22,674
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 4

- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,964 gallons unleaded, 9,852 gallons diesel
 - Fuel used in one week: 2,200 gallons of unleaded and 604 gallons of diesel.
 - Fleet completed 46 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 37.12 million gallons for the week ending October 30, 2021(5.30 MGD).
- Backwashed 7 filters for a total of 383,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 30, 2021 @ 6.75 MGD SJRWMD 2021 allocation 86.6% @ 7.795 MGD.
- Produced & hauled 64.8 wet tons of sludge (80% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.76 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.25 MGD
- Produced 22.53 Million Gallons of Reclaim water.
- Produced 7.23 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2020 – October 31, 2021) (MGD):
 - Influent 4.49 (Permit 8 MGD);
 - Surface Water Discharge 1.31 (Permit 6 MGD);
 - Reuse 3.37 (Permit 10 MGD)
 - Hauled 8 loads in September for a total of 201.17 wet tons through October 15, 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 14 calls from customers concerning leaking water.
- Installed 11 new residential water services.
- Performed pressure testing on 8 City owned backflow prevention devices. 1 BFP device needed repair.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 9 broken water meter boxes.
- Locate 2 residential water services for customers.
- Repaired 2 leaking fire hydrants, 15 Black Pine Way and 72 Black Hickory Way.
- Replaced a deteriorated fire hydrant body and bonnet due to damage from irrigation water.
- Turned a relocated fire hydrant for a contractor- 263 S. Nova Rd.
- Located and exercise 8 main line valves.
- Perform flushing activities in the following areas: S. Beach St., Seville St., Plaza Grande Ave., Cordova Ave., Castilla St., Arbor Dr., Riverview Dr., Arroyo Pkwy., Fleming Ave., S. Ridgewood Ave.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 115 utility locates for the previous week.

Wastewater Collection

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 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 2,000 gallons of effluent off of Hunters Ridge force main.
- Installed blow off and box on Plantation Oaks Blvd. force main.
- Located and marked sanitary lateral and reclaimed service for verification at 50 Bosarvey Cir.
- Repaired broken sanitary lateral at 217 Valencia Dr.
- Replaced PEP pump at 60 Huntmaster Ct., 1 Noblewoods Way and 69 Grey Dapple Way.
- Located and verified sanitary connection at 719 & 725 Orchard Ave.
- Located sanitary service for customer at 160 Windward Cir.
- Locating PEP tanks in Saddlers Run. Marking in curb for future access.
- TV'ed 1 sanitary laterals on the PM list.

Reuse

- Responded to 4 reuse trouble calls.
- Turned off reclaimed at 35 Forestview Way per customer request.
- Turned on reclaimed at 29 Huntmaster Ct. Neighbor had turned it off.
- Responded to no reclaimed at 4 Huntmaster Ct. City side good, customer has broken wire from controller.

Wastewater Plant – Lift Stations

- 5M – follow up from call out of high-level ragged transducer, housekeeping all areas, wet well flushing and cleaning, test of back-up float system.
- R.A.S. Pump #4 – check valve stuck open, disassembled, found check valve flapper free and clear of debris, reassembled and turned over to Operations.
- Effluent Transfer Pump #1 – finished pump assembly and ready for contractor to install.
- Sampler area – installed electrical raceway and wire for a new 120-volt outlet and safety work light.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- High Service Pump 4 – assisted contractor with installation and alignment of new 200 hp motor.
- High Service Pump 3 – Electrical contractor began replacement of non-operational motor starter with soft starter.
- R/O deck – blowers not operational, replaced bad timing relay.
- Well 39R – remote operation is available without flow being read at SCADA.
- 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 attended City Manager Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for the November 2, 2021 Healthcare Insurance Update Workshop and City Commission Meeting.
- Agenda packet preparation for November 16, 2021 City Commission Meeting.