

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 19, 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:

- Individual agenda review meetings with commission members
- City Commission Utilities and SB64 Workshop
- City Commission Meeting
- Phone interview by Shelly Green, consultant for Daytona Beach Convention and Visitors Bureau, regarding the CVB strategic plan.
- City/County Manager Virtual Think Tank
- VCARD workshop on Low Impact Development, Beat Kahli speaker
- DARE Graduation, St. Brendan's

PIO – Public Information

- Press Releases/Media
 - OB Life Second Meeting Reminder
 - General citizen inquiries
 - General media and communications coordination
- Social Media
 - OB Life
 - Safety Reminders: Driving in Rain
 - Holiday announcements
- Attended
 - Engineering/Planning meeting
 - OB Life prep meetings
- Developing
 - OB Life Meeting 1 Summary Document
 - Word Clouds and live polling

Community Development

Planning

- Staff attended Ormond MainStreet Board of Directors meeting.
- Staff attended and presented items at the City Commission meeting.

- The December 1, 2021 Board of Adjustment and Appeals meeting has been canceled based on no applications submitted for review.
- A neighborhood meeting will occur on December 6, 2021 from 6:00 p.m. to 7:00 p.m. at the Plantation Oaks of Ormond Beach clubhouse at 2380 Chretien Drive, Ormond Beach, FL 32174 for the Plantation Oaks major amendment.

Plantation Oaks of Ormond Beach LLC., proposes amendments to the existing Planned Residential Development master plan to:

1. Delete the public middle school site and 18-hole public championship golf course with restaurant and pro shop;
2. Add 80 non-age restricted single-family residential lots to Phase 1 (749 single-family residential lots total);
3. Phase 2 has no changes with 427 age restricted manufactured homes on leased lots;
4. Lift the age-restriction for Phase 3 and increase the number of lots by 86 single-family residential lots (567 single-family residential lots total);
5. The Phase 3 development would prohibit the construction of manufactured homes and require site built single-family homes; and
6. Amend the master plan for 53.41 acres shown as a school site to 125 single-family residential lots that would be non-age restricted with public streets. This area would also prohibit the construction of manufactured homes and require site built single-family homes.
7. Remove a 36-acre tract of land purchased by Volusia County from the Plantation Oaks master plan.

This application would require review by the Planning Board and action by the City Commission.

- The following items are tentatively scheduled for the December 9, 2021 Planning Board agenda:
 1. Tattersall at Tymber Creek, Issuance of a Development Order: A request to allow 143 single-family lots on 84.14± acres and associated subdivision improvements. The Tattersall at Tymber Creek subdivision is located at the northwest intersection of Tymber Creek Road and Airport Road and includes the properties at 304 North Tymber Creek Road, 370 North Tymber Creek Road, and 2099 Airport Road.
 2. Regal Center Ormond, 215 Williamson Boulevard: A zoning map amendment from B-8 (Commercial) to PBD (Planned Business Development) and the issuance of a development order. The Planned Business Development zoning map amendment seeks to (1) create an outparcel along Williamson Boulevard, (2) allow additional uses within the PBD, and (3) create a framework for future redevelopment. The subject property is 12.00 acres and is located at 215 Williamson Boulevard.
 3. Preliminary Plat, 100 North Halifax Drive: A request for the platting (subdivision of land) to create 12 townhome lots within the Cupola at Oceanside project at 100 North Halifax Drive.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 315 inspections performed within the city (20 by private providers).
- 119 permits issued within the city, with a valuation of \$1,768,700 (9 garage sales permits).

Development Services

- The Nova Road Climate Controlled Storage facility at 263 South Nova Road received their Certificate of Occupancy.
- The Site Plan Review Committee (SPRC) met with Regal Center Ormond, 215 Williamson Boulevard. The project seeks a zoning map amendment from B-8 (Commercial) to PBD (Planned Business Development) and the issuance of a development order. The Planned Business Development zoning map amendment seeks to (1) create an outparcel along Williamson Boulevard, (2) allow additional uses within the PBD, and (3) create a framework for future redevelopment. The subject property is 12.00 acres and is located at 215 Williamson Boulevard.

- Projects under SPRC review:
 1. 105 Runway Drive, GPR1 (revision). 1st review. A revision of the project stormwater.
 2. 1054 Ocean Shore Boulevard, Surfstyle. 1st review. A utility review of a project located in unincorporated Volusia County.
 3. 1141 North U.S. Highway 1, Caldera Spas. 1st review. A change of use with site improvements for a pool/spa company.
- 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	100%
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	5%
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/ormondbeach. This 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 participated in the monthly FAME Board meeting on Thursday, November 17.
- 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.
- Staff assisted Volusia County personnel with an inquiry related to the City's FBO designations at the airport.
- Staff updated the NOTAM Authorization List for the airport in accordance with FAA requirements.
- Staff submitted the final invoice and closeout documents for a small grant from the FDOT.
- The FDOT Aviation Office announced the launch of the Statewide Aviation Economic Impact Study update, last completed in March of 2019. The Study is anticipated to be completed in 2022 and will be made available for the 2023 legislative session.
- The two resolutions for the construction and construction administration contracts for the Taxiways Bravo and Delta Rehabilitation project were approved at the November 16 commission meeting. Work is expected to commence on this project in early 2022.

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 400 work orders.
 - Approved 39 Purchase Requisitions totaling \$353,208.54.
 - Issued 29 Purchase Orders totaling \$621,367.32.

- Issued 478 past due notices on utility accounts.
- Auto-called 328 utility customers regarding receipt of a past due notice.
- Processed 629 payments through Interactive Voice Response System totaling \$58,016.56.
- Processed 1,406 payments through City online payment portal totaling \$145,283.12.
- Prepared 107 Accounts Payable checks totaling \$243,794.38 and 47 Accounts Payable EFT payments totaling \$428,791.95.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement requests to date FY 21-22: \$463,362.90
- Other
 - Attended Local Mitigation Strategy (LMS) meeting for new initiatives to be added to the list and ranked for Hazard Mitigation Grant Program funding.
 - Attended weekly staff meeting.

Risk Management Projects

- Assisted property valuator with tour of city buildings
- Webinar: Claimant's Right to Privacy
- Attended City Hall Safety Team meeting

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 7
 - Hazardous: 2
 - EMS: 75
 - Motor Vehicle Accidents: 5
 - Public Assists: 41
 - TOTAL CALLS: 133
 - Aid provided to other agencies: 10 Calls – Daytona Beach (6), Volusia County (4)
 - Total staff hours provided to other agencies: 7
 - # of overlapping calls: 24
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 52
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 92
- Training Hours
 - NFPA 1001: Firefighting 68
 - NFPA 1002: Driver 100
 - NFPA 1021: Officer 3
 - NFPA 1500: Safety/Equipment 60
 - NFPA 1620: Preplanning 29
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 270
 - Station Activities
 - Serviced 51 fire hydrants to include flowing and inspecting
 - Updated 20 pre-fire plans
 - Conducted 5 fire Inspections
 - Participated in the Heroes Ride event at J & P Cycles

- Significant Incidents
 - 11/13/21, 8:10 PM: 7 Highland Oaks Trl. – Structure Fire – Responded to a single-story residential home with light smoke showing – all occupants outside and accounted for - fire located in bedroom – major smoke and heat damage to room of origin – candle determined to be cause of fire.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Accounting Tech (Pension/Payroll)
 - Administrative Assistant (Support Services)
 - Civil Engineer (Engineering)
 - Environmental Improvement Officer (Arborist)
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Mechanic III (Fleet)
 - Part Time Evidence Custodian
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Recreation Leader (SONC)
 - Permit Technician (Planning)
 - Police Officer
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
 - Utilities Engineer
 - Background/Reference Checks/Job Offers
 - Building Inspector (Planning)
 - Community Service Officer
 - Maintenance Worker II (Stormwater)
 - Police Officer
 - Treatment Plant Operator A, B, C, or Trainee (Water Production)
 - Water Distribution Operator 3
 - Separations
 - Part Time Maintenance Worker II (Parks/ARBP)
 - Permit Tech (Planning)

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: 46
 - Completed: 36
 - In progress: 72
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,654
 - Inbound E-Mails Blocked: 11,395
 - Delivered Inbound E-Mails: 25,597
 - Quarantined Messages: 757

- Percentage Good Email: 64.55%
- Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 18
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 38
 - Information Requests from External Organizations: 3
 - 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 Commission meeting
- Staff meeting
- OB Life meeting
- Master Plan Committee Meeting
- Downtown Median Landscaping Proposals meeting
- VCDRA meeting
- Updated 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 renovations in the Planning Department

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, November 16 at 8 am.
- Invasive species presentation at Ponce Inlet Museum, November 18 at 10:30 am.
- Kids Thanksgiving Crafts, November 20 at 11 am.
- Monitoring progress of bee hive rebuild following beekeeper maintenance.
- Routine maintenance of Butterfly and Wildflower gardens.

Athletics

- Shuffleboard held practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- Pride Football 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, and Wendelstedt 2 & 3.

- Youth Flag Football playoff games this week, Monday through Friday, Sports Complex, 5:45 pm and 6:45 pm.
- CCA Soccer practices this week on Monday, Tuesday and Thursday from 3:30 pm to 5 pm.
- SHS Soccer practices this week at 5 pm on fields #5 & #6, at the Sports Complex, Soccer Fields.
- SHS Girls and Boys Soccer teams home games on Monday, Tuesday, and Friday, at Championship Field #7 at the Sports Complex at 5 pm and 7 pm.
- USSSA Baseball Tournament at Nova Fields, Softball Quad, Wendelstedt Fields, and Kiwanis at Sports Complex. Saturday and Sunday from 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
- 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 soccer games
- Painted Flag Football Fields
- Prepped all Baseball/Softball fields for nightly practices
- Removed soccer goals, toters, and benches from fields #1 - #3, #8 - #10

Performing Arts Center

- Preparing for NGA East Coast Classic Bodybuilding Competition.
- Assisted design team from RLF with onsite inspection for PAC renovation project.
- Updated information on OBPAC Facebook page and Internet ticketing site.
- Entered work orders for Performing Arts Center facility and equipment repairs.

South Ormond Neighborhood Center

- Splash pad is open through November 30
- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- Youth football practice Monday, Tuesday and Thursday 5:30 pm until 8:30 pm
- PAL tutoring program is Monday thru Thursday (3:30 pm until 5:30 pm)
- Open park and playground (sunrise until 11 pm)
- Open gym and weight room (center hours)

Community Events

- Weekly administrative tasks, office work, and activities.
- Moving supplies and equipment back to the Community Events storage and offices in the Senior Center.
- Continued planning of the upcoming events:
 - HOMe for the HOLIDAYS Parade, Dec. 11
 - Holidays at The Casements Concert, Dec. 16
 - Breakfast with Santa, Dec. 18

Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am to 10 am, and 5:45 pm to 6:45 pm on Wednesday and Thursday in the Activity Room.
- Pickleball was held in the gym Monday-Friday from 9 am to 3 pm.

- Open Play Basketball was offered Monday from Saturday from 3 pm to 9 pm and on Sunday from 1pm to 5:30pm.
- Ms. Debby's Dance and Acting classes on Monday, Tuesday and Friday, 3 pm to 7:30 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 was on Tuesday from 5 pm to 6 pm and Lunch Bunch on Wednesday from 11 am to 2 pm

The Casements

- The Casements was open on Saturday for self-guided tours from 8 am to noon, and for guided and self-guided tours Monday through Friday from 8 am to 5 pm.
- The Casements hosted a wedding and reception for 100 guests on Saturday from 3 pm to 11 pm.
- A rental was held at Bailey Riverbridge on Saturday from 12 pm to 4 pm with 45 guests attending.
- A memorial was held at Ormond Memorial Art Museum's Gazebo on Saturday from 12 pm to 2 pm with 20 guests attending.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm with 35 attending.
- Guild members assisted staff on Monday to organize the holiday decorations to be used this year.
- The November Storytime took place on the North Lawn on Tuesday from 10 am to 11 am with over 80 guests attending.
- Greek Cooking took place in the kitchen on Tuesday and Thursday, from 4 pm to 8 pm.
- The Mainland ROTC volunteered once again this year in the "Hanging of the Greens" outside The Casements. This year marks the 13th year they have assisted with these decorations.
- The Casements Camera Club met on Thursday from 2:30 pm to 4:30 pm with 35 members attending.
- Staff assisted Ormond MainStreet in their set up for Riverfest this weekend on Friday.
- Ora Yoga classes met in The Casements Dance Room on Tuesday and Thursday morning from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- 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.

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
- Skatepark concrete inspected
- Put up Christmas display at the EDC
- Installed benches at Riviera Park

Building Maintenance

- Replaced toilet at Fortunato Park
- Removed graffiti in men's restroom at Nova Community Center
- Replaced vent hose at FS94
- Unclogged restrooms and repaired restroom faucets at Andy Romano Beachfront Park
- Added soil to walkways at South Ormond Neighborhood Center
- Repaired The Casements second floor outlet and ladies' restroom lights in the second floor
- Install snowflakes citywide
- Assembled trees at the Police Department and FS93
- Hung decorations at PW
- Repaired back door at City Hall

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended the OB Life meeting at Calvary.
- Staff attended FBINAA meeting at Florida SWAT roundup event in Orange County.
- Staff hosted the Annual Bob Grim Memorial service at the Police Department.
- Staff is working with Human Resources on some recruiting initiatives.
- Staff participated in the Holly Hill Police Department Sergeant Oral Board.

Community Outreach

- Youth Leadership Council – Six members met on Sunday, November 14. The next event is a Thanksgiving basket drive.
- OBPAL Basketball – Eight members of the OBPAL Bruns team attended informal practice on Tuesday and Thursday last week. Practice was held from 6:00-8:00 p.m. at the South Ormond Neighborhood Center.
- PAL Educational Programs
 - Fifteen students attended Tutors R Us last week. This program is offered Monday through Thursday from 3:30-6:00 p.m. Students work with tutors on skills to improve academic performance and increase learning skills in math, reading science and language arts. Tutors R Us will conclude on December 2, and spring classes will begin in February 2022.
 - The Science on Patrol program at Ormond Beach Middle School will begin the first week of February 2022.
- Special Events
 - OBPAL annual holiday event is scheduled for Wednesday, December 15 from 5:30-7:30 p.m. at the South Ormond Neighborhood Center. This will be a walk-through event again this year.

Community Services & Animal Control

- Animal Calls responded to: 40
- Animal Reports: 8
- Return to Field: 4
- Animal Bites: 2
- Animals to Halifax: 3
- Injured Wildlife Calls: 2
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 13
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 11
- Inactive: 4
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0

- Assaults: 0
- Police Information: 0
- Vandalism: 1

Records

- Walk - Ins / Window: 101
- Phone Calls: 132
- Arrest / NTA'S: 16
- Reports Generated: 120
- Reports Entered: 115
- Citations Issued: 20
- Citations Entered: 20
- Warnings Entered: 0
- Trespass Warnings: 0
- CORF Entered: 6
- Mail / Faxes / Request: 34

Patrol

- Total Calls: 1,271
- Total Traffic Stops: 129

Operations

- Crime Opportunity Report Forms: 121

11/10/21

- Stolen Vehicle, 205 South Atlantic Avenue (Best Western). An unidentified suspect stole the victim's rental vehicle.
- Theft, 165 Hand Avenue. An unidentified suspect stole the vehicle registration decal from the victim's vehicle.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified male stole merchandise and fled the scene prior to law enforcement's arrival. The offense was witnessed by loss prevention for the store. Upon fleeing, most of the merchandise was dropped and recovered.
- Stolen Vehicle Arrest, 1576 North United States Highway One (The Fruit Stand). The victim was loading items from his car to his semi when a male jumped into the car and fled. The male was later located and arrested. He was also found to be in possession of methamphetamines.

11/11/21

- Stolen Vehicle Arrest, 350 South Center Street. The victim's ex-boyfriend stole her vehicle in Jacksonville last night. The suspect and the victim's vehicle were located at this location
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified male stole merchandise and fled the scene prior to law enforcement's arrival. The offense was witnessed by loss prevention for the store. Upon fleeing, most of the merchandise was dropped and recovered.
- Baker Act, 155 Interchange Boulevard (Hampton Inn). A male contacted the crisis text line and made comments about jumping from an overpass on the highway. He was located, found to be in possession of a knife and after a brief standoff, he was taken into custody for a Baker Act. He made a statement about stabbing his dog. Contact was made with the agency and they are conducting a follow up on the dog.
- Shoplifting, 250 East Granada Boulevard (CVS). An unidentified male stole merchandise and fled the scene prior to law enforcement's arrival. The offense was witnessed by a store employee.
- Shoplifting, 795 West Granada Boulevard (CVS). Two unidentified females stole merchandise and fled the scene prior to law enforcement's arrival. The offense was witnessed by a store employee.
- Narcotics Arrest, 1657 North United States Highway One (Loves). A female was found to be in possession of methamphetamine after disturbing the peace.
- Driving Under the Influence Arrest, Fluhart Drive/Riverside Drive. A crash investigation was completed when the driver of the only vehicle involved was found to be intoxicated.

11/12/21

- Aggravated Assault Arrest, 1521 West Granada Boulevard (Wal-Mart). A male reversed his vehicle aggressively towards the victim after being told he could no longer park his vehicle in the parking lot.
- Domestic Violence Battery on Pregnant Person Arrest, 99 Royal Palm Avenue. A male struck his pregnant girlfriend during an argument.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole a misdemeanor amount of merchandise. The offense was witnessed by loss prevention.
- Carbreak, 103 Clyde Morris Boulevard (Signature Healthcare of Ormond). An unidentified suspect entered the victim's unsecure vehicle and stole her purse and change.
- Residential Burglary, 294 Military Boulevard. A male entered his brother's open garage and took his belongings because his brother didn't pay him for the work that he did.

11/13/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole a misdemeanor amount of merchandise. The offense was witnessed by loss prevention.
- Carbreak, 320 Timberline Trail (The Trails subdivision). An unidentified suspect entered the victim's unsecure vehicle and stole two pairs of Costa Del Mar sunglasses and the garage door opener.
- Driving Under the Influence Arrest, 190 Hernandez Avenue. A traffic stop was conducted and the driver was found to be intoxicated.
- Warrant Arrest, 89 South Atlantic Avenue #1201 (Oceanfront Condos). Subject was contacted and found to have an open warrant.
- Warrant Arrest, 12 Ramsey Terrace. Subject was contacted and found to have an open warrant.

11/14/21

- Resisting without Violence Arrest, 659 Hand Avenue. A female juvenile who was missing out of Holly Hill was recovered at this location. During the recovery, she attempted to run from law enforcement and lied about her name.
- Loitering/Prowler Arrest(s), 15 Greenfern Circle. A stolen vehicle was located in the area and two juveniles were located at the rear of this location. The juveniles were unable to dispel the alarm of officers and were arrested.
- Warrant Arrest, 15 Dover Falls Road (The Falls Subdivision). Subject was contacted and found to have an open warrant.

11/15/21

- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). A male was confronted by loss prevention after passing all points of sale with a pressure washer.
- Domestic Violence Battery Arrest, 27 Abacus Avenue. A male grabbed his girlfriend's elderly father by the arm and threatened to punch him.
- Shoplifting Arrests, 1521 West Granada Boulevard (Wal-Mart). Two females were observed by loss prevention skip scanning items.

11/16/21

- Domestic Violence Battery Arrest, 175 Interchange Boulevard #108 (Baymont Inn). A female got into a verbal argument with her boyfriend and started hitting him in the face.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 15
 - Number of Citations issued: 25
 - Number of Written Warnings Issued: 6
 - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 6
 - 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: 4 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 4 Cases initiated
- Zone 4: 5 Cases initiated
- 10 signs have either been removed or sign cases created.
- 2 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and thirty-six (36) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Fiber Optic Connectivity-Wilmette Ave SW Pump Station – Fiber optic conduit installation is complete, fiber optic cable is being installed.
 - MacDonald House Improvements – North side restoration work is ongoing. Progress meeting #19 was held on November 18.
 - Riviera Park Pedestrian Signals – Construction is ongoing.
 - 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 ongoing and on schedule to meet the consent order requirements.
 - 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 – A contract will be prepared and brought to City Commission for approval.
 - Facility Hardening Re-Bid – Bid award is scheduled for the January 4 City Commission meeting.
 - Gazebo Replacement 2 CP II – Bids were opened on November 18 and are under review.
 - Stormwater Flap gates – A pre bid meeting was held on November 17, bids are due on November 23.
 - ARBP ADA Ramp Repair – A Work Authorization for construction of ramp repairs/replacement was approved at the November 16 City Commission meeting.
 - Downtown Sidewalk Renovations – A Work Authorization for construction of the sidewalk banding was approved at the November 16 City Commission meeting.
 - Shell Parking Lot Restoration – Project was approved for bidding 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.
 - CDBG 2022 Sidewalk Improvements – Design is in process.
- Departmental Activities
 - Reviewed 43 Engineering Permit applications through the ProjectDOX system, and created and approved 5 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Poured sidewalk on 500 block of S Ridgewood
- Stripped forms, backfilled, and cleaned up N US1
- Potholes on Airport Rd
- Removed stone, graded & asphalt about 40' x 3' on Riverwood
- Removed asphalt, backfill, and re-laid asphalt on S Perrott Dr
- Poured sidewalk on Seabridge Dr
- Removed old asphalt & lay new on Riverside Dr
- Asphalt on S Beach St

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Picked up debris on Domicilio Dr
- 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

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

- Basin repair on China Moon Dr
- Drain repair on 300 block of JAD
- Inlet cleaning on Alden Pl, Wedgewood Cir
- Gutter cleaning on Wild Olive Ave.

- Locates citywide
- Readying trailer for floats in PW yard
- Pipe repair on Cherrywood Dr
- Inlet inspection on Windward Ln
- Inlet cleaning on Warwick Ave
- Gates & pumps citywide
- Moved floats – Cassen Park
- FDOT pond mowing on Arroyo Parkway

Vactor

- China Moon Dr
- Windward Ln

Fleet

- Mileage traveled by all departments for the week: 22,134
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 13,736 gallons unleaded, 8,522 gallons diesel
 - Fuel used in one week: 1,138 gallons of unleaded and 780 gallons of diesel.
 - Fleet completed 49 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 37.23 million gallons for the week ending November 13, 2021(5.32 MGD).
- Backwashed 7 filters for a total of 395,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 13, 2021 @ 6.74 MGD or 86.4% 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 51.18 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 7.31 MGD
- Produced 18.92 Million Gallons of Reclaim water.
- Produced 32.26 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 15 loads in October for a total of 368.41 wet tons through October 30, 2021.
 - Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 11 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 12 calls from customers concerning leaking water.

- Installed 8 new residential water services.
- Performed pressure testing on 4 city owned backflow prevention devices. One required repair.
- Replaced 3 residential water services due to pressure concerns or leaks.
- Replaced 3 malfunctioning residential water meters.
- Installed new potable water sample station in Pineland subdivision.
- Replaced 11 broken water meter boxes.
- Locate a water service for a homeowner due to plumbing concerns.
- Located and exercised 6 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 153 utility locates for the previous week.

Wastewater Collection

- Crews responded to 29 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 4,000 gallons of effluent off of Hunter's Ridge force main.
- Replaced & rewired PEP pumps at 77 Westland Run, 12 Lake Vista Way, 7 Buckthorn Look, 2 Staghound Look, 11 Tomoka Cove Way, 21 Canterbury Woods, 63 Shadow Creek Way, 108 Black Hickory Way.
- Replaced PEP control boxes at 12 Lake Vista Way, 2 Staghound Look, 3 Stagden Look, 25 Winding Creek Way.
- Follow up TV at 78 Hernandez – Light roots found, placed on maintenance list.
- Replaced broken back lid at 180 Black Hickory Way.
- Installed new breaker at 3 Stagden Look.
- Follow up TV at 1206 Parkside Dr., City side is clear.
- Located and marked sanitary lateral at 54 S. Ridgewood Ave.
- Located and repaired C/O at 11 Cardinal Dr. Issue is on customer side, customer informed.
- Repaired broken C/O at 114 Colina Pl.
- Replaced wire and conduit from control panel to tank at 52 Winding Creek Way
- Replaced breaker in control box at 50 Westland Run.
- Area received 6+ inches of rain last Friday. Responded to 33 trouble calls from Friday to Sunday.
- TV'ed 3 sanitary laterals on the PM list.

Reuse

- Responded to 0 reuse trouble calls.
- Located and shutoff reclaimed at 228 Royal Dunes Cir.

Wastewater Plant – Lift Stations

- Tea Cups – repaired leak at flush line, solenoid valve not working, repair and return to service.
- Sand Filter #1 – wash water pump not working, pulled pump to repair.
- Sludge Holding Tank #2 – mixer not working, motor is bad, mixer will be removed for repair.
- Screw Pumps – installed new turbidity meter.
- PEP tanks – control boxes replaced at the following locations, 12 Lake Vista, 25 Winding Creek, and 52 Winding Creek.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricate as needed, replaced motor and gearbox.
- Well 19SR – motor tripping, replaced weak thermal overloads.
- Well 36R – remote operation wiring corrected.
- Well 38R – mechanical work is complete, startup is scheduled.

- 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 City Manager Staff Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for November 16, 2021 Utilities and Senate Bill 64 Workshop and City Commission Meeting.
- City Clerk and Assistant City Clerk attended a meeting with Supervisor of Elections.
- Agenda packet preparation for December 7, 2021 City Commission Meeting.