

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: February 12, 2021

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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 agenda packet

Spoke to, attended and/or met with:

- Special City Commission meeting
- School Board meeting
- Finance audit exit meeting with senior staff and consultant

**PIO – Public Information**

- Press Releases/Media
  - Osceola updates and interview coordination
  - General citizen inquiries
  - General media requests and reports
- Social Media
  - COVID-19 Vaccination Updates: State System, Publix, Winn Dixie (soon Walmart and Sam's Club)
  - Retirement Congratulations
  - Fog Alert
- Attended
  - Engineering/Planning Meeting
  - Special City Commission Meeting
  - Volusia County School Board Meeting
  - Volusia PIN Update
  - Nextdoor Webinar
- Developing
  - Cassen Park Update Social Media Survey

**Community Development**

**Planning**

- A neighborhood meeting has been scheduled for the Perrott Depot project at 29 North Perrott Drive, Ormond Beach, Florida 32174. The neighborhood meeting shall be held at All Aboard Storage building located at 305 West Granada Boulevard, Ormond Beach, Florida on Wednesday, February 17, 2021, starting at 6 p.m. The Perrott Depot project seeks to modify the existing distribution and warehouse facility to add 12,540 square feet of storage/mini-storage buildings and associated site improvements. A virtual presentation will be available on Zoom.
- The February 18, 2021 Planning Board meeting packet is posted at: <https://www.ormondbeach.org/224/Planning-Board>. There has been a Small Scale Comprehensive

Plan (from "Open Space/Conservation" to "Medium Density Residential" with a condition of a maximum of 18 residential units) and Zoning Map amendment (from SE (Special Environmental) to R-4 (Single Family Cluster & Townhouse)) for the property at 1190 West Granada Boulevard. There is a pending land sale of the 2.8 acre parcel owned by the Florida Department of Transportation to a private entity.

- Staff attended a neighborhood meeting for the Paradise Pointe Assisted Living Facility at 350 Clyde Morris Boulevard. The project is located at 350 Clyde Morris Boulevard and proposes 87 units with approximately 80,351 square feet of building area.
- Staff attended the Leisure Services Advisory Board with Engineering and Leisure Services staffs to introduce the Park & Recreation Master Plan update. A schedule for the Master Plan update is being finalized and will be published once available.
- There are two (2) applications for the March 3, 2021, Board of Adjustment and Appeals (BOAA) meeting as follows:
  1. 14B Oriole Circle: Rear and side yard variances to allow the re-construction of a destroyed hard roof screen porch.
  2. 325 South Atlantic Avenue: Front and side yard variances to allow the construction of a new single-family house and garage with living area.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 300 inspections performed within the city (24 by private providers).
- 102 permits issued within the city, with a valuation of \$4,563,831 (4 garage sales permits).

Development Services

- The SPRC met with representatives of the Tymber Creek Apartments. The Tymber Creek Apartments project team presented a site plan to the SPRC that removed access points from North Tymber Creek Road (Volusia County roadway) for the project. The site plan shows a joint access point with Coquina Presbyterian Church to connect with West Granada Boulevard. The connection point is a full access median with Riverbend Church located on the south side of the street. The revised plan has not been reviewed by the Florida Department of Transportation to date. The access plan revision would also require an update to the project's Traffic Impact Analysis. SPRC staff would also have the traffic engineer retained as an independent reviewer review the updated traffic study once it is submitted.
- There are no projects under SPRC review at this time.
  1. 263 South Nova Road, Nova Road Climate Controlled Storage (irrigation revision). 1<sup>st</sup> review. Revision to amend the source of irrigation to a well.
  2. 1480 North U.S. Highway 1, Ormond Ace Hardware. 2<sup>nd</sup> review. Construction of 16,853 square foot building for Ormond Ace Hardware with a garden center and associated site improvements.
  3. Internal Alley – 15' ROW Vacation – 1480 N. U.S. Highway 1, Ormond Ace Hardware. 1<sup>st</sup> review. Right-of-way vacation for an ally internal to the property at 1480 N. U.S. Highway 1.
  4. Portion of Flagler Road – 5' ROW Vacation – 1480 N. U.S. Highway 1, Ormond Ace Hardware. 1<sup>st</sup> review. Right-of-way vacation for a five (5') foot portion of the Flagler Road right-of-way abutting the property at 1480 N. U.S. Highway 1.
- Construction status of projects under construction:

Project	% Complete
Coolidge Avenue Office/Warehouse	95%
Dunkin Donuts, 1535 North US Hwy 1	5%
Edgewell Loading Dock	95%

Extended Stay America	90%
FPL Substation Expansion	95%
Germfree driveway addition	5%
Nova Road Controlled Storage Climate	30%
Ormond Art Museum	0%
Publix	0%
Starbucks, Shoppes on Granada, Phase 2	10%
The Pumphouse	50%
Total Comfort	20%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	95%
Upscale Nails	90%
<b>Residential</b>	
Pineland, Phases 4 & 5	20%
Ormond Grande	10%

**Economic Development/Airport**

**Economic Development**

- Ormond Crossings
  - The permanent traffic signal at the intersection of Broadway and N. US 1 is currently being 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 Avenue 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.
  - Held weekly conference call with Ormond Chamber and Ormond Mainstreet to discuss small business needs.
  - Staff participated in a Volusia Manufacturers Association virtual meeting with manufacturers to discuss the rollout of an employer driven educational program in advanced manufacturing technicians.

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

#### Airport Operation and Development

- The Florida Department of Transportation (FDOT) conducted the airport's annual licensing inspection this week on Tuesday, February 9.
- Staff investigated and reset an apparent malfunction of the runway lighting system for Runway 17/35. Runway lighting has been restored to normal operation.
- Staff is working with the Orlando Airports District Office of the FAA to schedule a virtual meeting to conduct the required annual review of the airport's five-year capital improvements program.
- Staff worked with the engineers for the project to build new hangars adjacent to Taxiway Charlie in the southeast quad of the airport, in an effort to help complete certain applications for the SJRWMD.
- Staff participated in a virtual meeting with representatives from the FDOT Transportation's District 5 office to discuss the City's funding plan for the proposed Runway Drive project. Runway Drive is intended to provide access to the Airport Business Park and the airport from Pineland Trail.

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

##### Finance

- On-going Projects
  - To-date the City has received \$7.3 million dollars for hurricane Matthew reimbursement.
  - To-date the City has received \$3.23 million dollars for hurricane Irma reimbursement.
  - The City closed hurricane Dorian at the FEMA level. Awaiting State obligation.
  - The audit is completed and will be presented to the City Commission next week. .
- Completed Projects - Weekly
  - Processed 75 Journal Entry Batches.
  - Prepared 108 Accounts Payable checks totaling \$1,047,754.09.
  - Prepared 32 Accounts Payable EFT payments totaling \$87,755.73.

##### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Completed and submitted the VOCA FY 21-22 application requesting \$49,611.57 in funding to support the Victim Advocate program. Decisions are anticipated in the summer.
  - Completed and submitted the Assistance to Firefighters Grant (AFG) application requesting \$32,727.27, with a required match of \$3,272.72, project totaling \$36,000 in funding for PPE gear dryers for each of the City's four fire stations. Award notifications are projected to begin in late spring.
  - Grant reimbursement requests to date FY 20-21: \$1,636,298.94
- Other
  - Completed Neighborhood Improvement Advisory Board (NIAB) packet for the February 18 mandatory public hearing meeting.

##### Risk Management Projects

- Assisted Chamber Leadership – Health & Wellness Day
- Managed subrogation claims
- Prepared safety training assignments/materials

##### Fire Department

- Weekly Statistics
  - Fires: 0
  - Fire Alarms: 5

- Hazardous: 3
- EMS: 71
- Motor Vehicle Accidents: 7
- Public Assists: 50
- TOTAL CALLS: 136
  
- Aid provided to other agencies: 11 Calls – Daytona Beach (4), Volusia County (7)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 7
- Total EMS patients treated: 52
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 146
  
- Training Hours
  - NFPA 1001: Firefighting 167
  - NFPA 1002: Driving 5
  - NFPA 1021: Officer 2
  - NFPA 1500: Safety/Equipment 42
  - EMT/Paramedic 4
  - TOTAL TRAINING HOURS: 220
  
- Significant Incidents
  - 2/3/21, 5:56 PM: Bluebird Ln. – Emergency Medical – Responded to a person shot – one patient pronounced on scene.
  - 2/5/21, 5:27 PM: I-95 / Mile Marker 268 – Motor Vehicle Accident – Upon arrival found one motorcyclist down in roadway – a firefighter assisted EVAC during transport of one trauma alert patient.

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Information Systems Specialist (IT/Finance)
    - Information Technology Manager (IT/Finance)
    - Neighborhood Improvement Officer (Neighborhood Improvement/Police)
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
    - Plant/Pump Mechanic (Public Works)
    - Police Officer (Police)
    - Records Specialist (Police)
    - Treatment Plant Operator C, B, A, or Trainee (Public Works)
  
  - Interviews Scheduled
    - Community Service Officer (Police)
  
  - Background/Reference Checks/Job Offers
    - FirefighterEMT (Fire)
    - Police Officer (Police)
    - Water Distribution Trainee (Public Works)
    - Treatment Plant Operator C, B, A, or Trainee (Public Works)
  
  - Separations
    - Accounting Tech (Payroll/Finance)
    - Police Lieutenant (Police)
  
  - Employee Events
    - Wellness incentives for 2021 ongoing

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start early 2021.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
  - Enterprise Infrastructure
    - iSeries system (CentralSquare Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 30
    - Completed: 60
    - In progress: 39
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 33,947
    - Inbound E-Mails Blocked: 7,960
    - Delivered Inbound E-Mails: 21,785
    - Quarantined Messages: 284
    - Percentage Good Email: 64%
    - Virus E-Mails Blocked: 1
  - Geographical Information Systems (GIS)
    - Addressing
      - Additions: 4
      - Changes: 1
      - Corrections: 0
    - Map/Information Requests: 8
    - Information Requests from External Organizations: 4
    - CIP Related Projects (pavement management, project tracking map): 0
    - Reclaim Connections Located this week: 8 : Total in system = 2,902
    - Meters GPS Located this week: 4 : Total in system = 24,006; 23,176 potable, 819 irrigation, 11 effluent

### **Leisure Services**

#### **Administration**

- Engineering Meeting
- City Manager Staff meeting
- Leisure Services Advisory Board meeting
- Riverbend Golf Course meeting
- Working with Coordinators to develop plan to re-open facilities and programs
- Bi-weekly Master Plan meeting with consultant
- Advent Health Leadership presentation
- Updating website and social media pages

#### **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 to concerns, issues and questions within scope of work weekly administrative assignments and activities

#### Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continued enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Continued to monitor safety and security of the EDC building and grounds.
- Cleaned and reassembled beehive box to prepare for resetting of bee hive.
- Coordinate Backyard Bird Count demonstration videos.
- Coordinating with sign vendor for install of more education signs for exhibit tanks.
- Developing additional nature videos for posting to social media 1 to 2 times/ week.

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1 pm daily.
- SHS Soccer had practices this week on Tuesday and Thursday and games on Friday, Sports Complex, Soccer Fields 5/6/8 and the Championship Field 7.
- SHS Baseball & Softball practices this week, Tuesday, Wednesday and Thursday, Quad 2, 5:30 pm to 7:30 pm
- Golden Spikes continued practices Monday and Wednesday at 6 pm at Nova Field #1.
- OBSC Competitive Soccer Practices are Monday – Thursday night at the Soccer Fields at 5:30.
- OBYBSA Baseball is having “Spring Training” Clinics Monday and Wednesday, Nova Fields at 6 pm.
- OBSC had 3 V 3 games on Saturday at 9 am on Fields 3 & 4.
- Rugby (Rental) hosted a game on Saturday at 12 pm on Multi-Purpose Field #11.

#### 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 Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging, dragging and weeding fields/infields
- Painted soccer fields
- Painted corner on multi-purpose fields 11/12
- Corners painted on flag football fields
- Prepped Championship Field 7 for SHS district soccer games on Tuesday & Friday.
- Prepped Nova fields for Spikes practices Tuesday & Thursday nights.
- Cut out home plate area at Nova #1 to improve drainage
- Put out goals and toters on soccer fields 1/2/9/10
- Prepped fields for weekend baseball & softball tournaments
- Prepped Championship field 7 for Port Orange Stallions football game
- Prepped Quad 1 & 2 and Wendelstedt 2 & 3 daily for SHS softball and baseball practices
- Installed crimson stone on warning track of Championship softball field

#### Performing Arts Center

- Ordered, received, and delivered PPE.
- Responded to telephone inquiries from residents regarding status of shows.
- Responded to inquiries from existing and potential new clients about status of re-opening.

#### South Ormond Neighborhood Center

- Open park and pavilion
- Work is going well on the workout station area
- Basketball and gym use by reservation only
- PAL tutoring program Monday through Thursday, 3 pm to 6 pm

### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended Memorial Remembrance committee meeting.
- Clean up and organization of storage areas. Continuing inventory of all Community Events equipment and supplies.
- Developing alternative forms of delivering spring and summer events, including using the COVID safety plan, for large events.

### Nova Community Center and Special Populations

- Continued taking reservations for pickleball and basketball
- Monitored pickleball, basketball and outside areas
- Cleaned and sanitized between players
- Attended webinars to increase learning.
- Jazzercise class was held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Monday, Wednesday and Thursday, 5:45 pm
- Ms. Debby's Dance and Acting classes were held on Tuesday and Friday from 4:30 pm to 6:30 pm
- Virtual Lunch Bunch on Wednesday 11 am to 2 pm

### The Casements

- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements was open on Monday through Friday for self-guided tours. Over 300 guests toured the home last week.
- On Monday, the virtual valentine's contest "Sweetheart Stories" debuted at 2:14 pm until February 12. Peach Valley Ormond East donated a breakfast for two.
- The Casements staff worked on a new activity called "The Casements Connections" geared towards school-aged children to make learning fun with history and shapes.
- On Wednesday a Memorial Day parade meeting was held from 11:30 am to 1:30 pm
- Ora Yoga classes returned this week to 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.
- The Valentine's Day craft video posted on Thursday at 2:14pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.
- A wedding rehearsal was held at Bailey Riverbridge on Friday from 6 pm to 6:30 pm.

### Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Repaired gate at Limitless Playground
- Removed fence at Andy Romano Beachfront Park
- Installed plaque at Sports Complex
- Repaired community garden planter boxes
- Replaced top board at Andy Romano Beachfront Park
- Repaired grill at Andy Romano Beachfront Park

### Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary.
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Toilet unclogged at Andy Romano Beachfront Park



- Installed microwave at WTP
- Outdoor bathroom unclogged at South Ormond Neighborhood Center
- Ladies toilet repaired at Riverbend Park
- Replace HVAC in bathroom at WTP
- Door repaired at FS94
- Men's rest room unclogged at Nova Community Center
- Door latch repaired at WWTP
- Men's toilet repaired at The Casements
- The Casements second floor ladies restroom repaired
- City Hall door locks' codes changed
- Panic bar reinstalled at the Senior Center
- Concession gutters cleared at the Sport Complex
- Ceiling tiles replaced at the Senior Center
- Repair work on The Casements roof

### **Police Department**

#### **Administrative Services**

- Staff hosted the weekly virtual staff meeting
- Staff conducted an open house for prospective police candidates
- Staff coordinated with Finance regarding the License Plate Reader maintenance agreement
- Staff assisted Outreach with a tour and static display for the Cub Scouts

#### **Community Outreach**

- Youth Leadership Council (YLC) – YLC members are reviewing upcoming community service projects and selecting new officer positions in preparation the State of Florida Association of PAL all Regional training in February. This year's training will be virtual.
- OBPAL Basketball – The State of Florida Association of Police Athletic Leagues will be offering a tournament for member chapters the end of March. OBPAL is currently collecting applications and talking to parents about participation in the tournament. The tournament will be a drive-in event for OBPAL teams.
- PAL Educational Programs
  - OBPAL *Tutors R Us* began Monday, February 1 at the South Ormond Neighborhood Center. Twenty (20) students are registered for the afterschool tutoring program.
  - READ, Reading, Exploration, Adventure and Discovery is scheduled to begin February 8 at Ormond Beach Elementary School. Currently, nine (9) students are registered for the program. Due to COVID restrictions this year the program has a reduced enrollment.
  - Science on Patrol at Ormond Beach Middle School is scheduled to begin February 23.
- Donut Dash 5K 2021 – The OBPAL Donut Dash registration page has been updated with information for the 2021 race. The Donut Dash 5K 2021 will be held Saturday, April 24th at the Trails Shopping Center. Registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

#### **Community Services & Animal Control**

- Animal Calls responded to: 42
- Animal Reports: 4
- Trap Neuter Release: 2
- Animal Bites: 2
- Animals to Halifax: 2
- Wildlife Calls: 3
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 2
- Inactive: 5
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 2 (one may be a homicide)
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Disturbance: 1
- Police Information: 6
- RPO/Mentally Ill: 3

Records

- Walk - Ins / Window: 45
- Phone Calls: 113
- Arrest / NTA'S: 17
- Reports Generated: 113
- Reports Entered: 109
- Citations Issued: 57
- Citations Entered: 48
- Warnings Entered: 106
- Trespass Warnings: 10
- CORF Entered: 45
- Mail / Faxes / Request: 15

Patrol

- Total Calls 1,517
- Total Traffic Stops 136

Operations

- Crime Opportunity Report Forms: 128

2/3/21

- Warrant Arrest, 31 Putnam Avenue. Subject contacted and found to have an open warrant.
- Warrant Arrest, 1450 Hand Avenue (Tomoka Christian Church). Subject contacted and found to have an open warrant.

2/4/21

- Battery, 640 North Nova Road. Subject was driving his vehicle in the wrong lane. The victim, who is 71 years old, was walking his dog and got into a verbal argument with the subject who got out of his vehicle and pushed the victim to the ground.
- Homicide, 70 Bluebird Lane. An adult male was in a domestic disturbance with his wife and son. Parties were possibly threatened with a knife and protected themselves with a firearm.
- Carbreak, 910 South Atlantic Avenue (Planet Fitness). Forced entry to the front passenger window. Purse and wallet taken.
- Carbreak, 910 South Atlantic Avenue (Planet Fitness). Forced entry to the driver side window. Purse and wallet taken.

2/5/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$206.29 in merchandise. The incident was observed by loss prevention.
- Driving Under the Influence Arrest, 690 South Nova Road (7-11). Subject was contacted after he was involved in a crash. A subsequent investigation determined the subject to be intoxicated.
- False Identification or Name Given Arrest, 1036 West Granada Boulevard. Subject contacted who gave a false name to officers.
- Trespass After Warning, 715 South Nova Road (Wash Up Hand Laundromat). Subject contacted and found to have previously been trespassed from the location.

2/6/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$121.82 in merchandise from this location. The offense was witnessed by loss prevention.
- Weapons Complaint Arrest, 1210 Oak Forest Drive. Subject was contacted after he discharged a firearm inside his home.

2/7/21

- Warrant Arrest, Hand Avenue/Williamson Boulevard. Subject contacted and found to have an open warrant.
- Trespassing, 1478 W. Granada Boulevard (Publix). Subject contacted and found to have been previously trespassed from the location.
- Carbreak, 903 Riverside Drive. The victim's vehicle was entered via an open window, the victim's purse was taken.
- Resisting Arrest Without Violence Arrest, 450 Tomoka Avenue. Subject called dispatch stating he was suicidal and wanted suicide by cop. Officers arrived on scene, he was not compliant but was able to be secured in handcuffs without incident.
- Battery Domestic Violence Arrest, 830 West Victoria Circle. Subject contacted after a physical altercation with a family member.

2/8/21

- Burglary Residence, 42 Reynolds Avenue. A neighbor witnessed 3 teenagers go to the rear of the house after the victim went to work. The victim stated they must have entered through an old torn screen in the back of the house. The only item missing is a firearm with a holster.

2/9/21

- Warrant Arrest, 1567 North United States Highway One (Econo Inn). Subject was contacted at this location and found to have an open felony warrant.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 42
  - Number of Citations issued: 34
  - Number of Written Warnings Issued: 38
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 10
  - Number of Crashes with Injuries: 4
  - 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: 4 Cases initiated
- Zone 3: 3 Cases initiated

- Zone 4: 3 Cases initiated
- 2 signs have either been removed or sign cases created.
- 10 tree removal permit requests  
Administrative staff assisted with zero (0) walk-in's and fifty-nine (59) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - WTP Sludge Residuals Facility Improvements – Construction is ongoing, progress meeting scheduled for February 16.
    - Broadway/US1 Traffic Signal – Mast arm installation is in process.
    - Casements North Side Improvements – Railing designs have been modified, revised plans are being submitted for building permit approval. Driveway paver installation ongoing.
    - Fiber Optic Connectivity – Proposals to repair/replace FS-91 and John Anderson Drive fiber optic conduit are being prepared by the Contractor.
    - Landscape Renovations-Various City Parks & Facilities – Construction is ongoing.
    - Gazebo Replacement CP II – Foundation work is ongoing, project scheduled for substantial completion March 8.
    - CDBG SONC Fitness Station – Construction is complete.
    - North US1 Water Main and Force Main Improvements – Construction is ongoing.
    - MacDonald House Improvements – Removal and replacement of the west wall exterior siding is ongoing. Progress meeting held on February 11.
    - Granada Mid-Block Lighting Improvements – Contracts are executed, a pre-construction meeting is being scheduled.
    - 2021 Storm Lining - Construction is underway.
    - 2021 Sewer Lining/Manhole Repair – A pre-construction meeting was held on February 9.
    - Birthplace of Speed Park Observation Deck Replacement – Construction is 98% complete.
    - Florence St On-Street Parking – Contracts are executed, a pre-construction meeting is being scheduled.
  - Bidding:
    - Wilmette Stormwater Pump Station – Bid award is scheduled for the February 16 City Commission meeting.
    - Downtown Banner Pole Replacement Re-Bid – Bids were opened on February 11 and are under review.
    - Facility Hardening – The project was advertised on February 7, a pre-bid meeting is scheduled for February 24, and bids are due on March 11.
  - Design Projects:
    - Secondary Raw Water Main – Bid documents are being finalized.
    - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.
    - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
    - Airport Road/SR40 Water Main Loop – Consultant has completed plans and specs, permits are approved.
    - Downtown: Cassen Park Improvements – Design is in process.
    - Granada Streetscape Pavers – Construction started this week.
    - Update Parks & Recreational Master Plan – Staff will meet with the Quality of Life Board and Leisure Services Advisory Board this month for their involvement and input on the master plan update.
    - Business Park Drive Phase II – Design is in process.
    - Police Station Chiller – Design is complete, preparing an agenda item for approval to bid the project.

- CDBG Fleming Avenue/CP I Playground – Disposition item for approval to advertise is on-hold until CDBG funding is approved and released.
  - Riviera Park Pedestrian Signals – Purchase orders are in place, a Volusia County Use Permit is in process.
  - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in process.
  - SONC Gym – Final design comments were returned to the consultant. Consultant is preparing bid documents.
  - Water Main Replacement – Mainland – A Work Authorization for design is being prepared for City Commission approval.
  - Water Main Replacement – Peninsula – A Work Authorization for design is being prepared for City Commission approval.
- Departmental Activities
    - Reviewed 38 Engineering Permit applications through the ProjectDOX system, and created and approved 3 Franchise Utility Work-in-the-Right-of-Way permits.

### Environmental Management

#### Street Maintenance - Asphalt/Concrete

- Stripped form, back filled, cleaned up at Nova Park
- Removed roots, graded and formed sidewalk on Trina St.
- Poured catch basin & gutter (north & south side) on S Arbor & Beach St.
- Patched several areas on Deer Lake Cir

#### 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 Tomoka Oaks, Standish Dr, Division Ave
- Removed low limbs on S Old Kings Rd.

#### 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
- Distribute barricades at New Britain & Ridgewood; picked up barricades

#### Sign Shop

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

#### Stormwater Maintenance

- Basin repair on S Arbor
- Depression investigation on 500 block of N Yonge St; Cumberland
- Locates – hotspots citywide
- Gates/pumps – inlet cleaning citywide
- Pumped water out of baffle box at Royal Palm & John Anderson Dr.
- Locates/catch basin cleaning citywide

#### Vactor

- Line cleaning on Sylvania Pl
- 500 block of N Yonge St
- Andrews/Putnam
- Baffle box at Ponce & Benjamin Dr

#### Fleet

- Mileage traveled by all departments for the week: 22,744
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 9,558 gallons unleaded, 6,114 gallons diesel
  - Fuel used in one week: 2,359 gallons of unleaded and 703 gallons of diesel.
  - Fleet completed 52 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 38.27 million gallons for the week ending February 6, 2021 (5.47 MGD).
- Backwashed 9 filters for a total of 543 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 6, 2021 @ 6.83 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 64.8 wet tons of dewatered sludge (65 - 70% solids).

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.13 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.88 MGD.
- Produced 24.152.55 Million Gallons of Reuse.
- Produced 4.58 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2020 – December 31, 2020) (MGD):
  - Influent 4.49 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.99 (Permit 6 MGD);
  - Reuse 3.80 (Permit 10 MGD)

#### Water Distribution

- Responded to 9 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 10 calls from customers concerning leaking water.
- Replaced 5 malfunctioning residential water meters.
- Replaced 13 broken meter boxes/lids
- Replaced 13 water services due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 5 City owned backflow prevention devices.
- Repaired 2 inch main at Ocean Cir. due to galvanized pipe breaking down
- Relocated water service because of new drain field being installed at 29 Margaret Rd.
- Plumbed in 7 new water services and installed new meter boxes for the entire street of Rocky Ridge Trl.

- Utility locate services for water/wastewater/reuse/city power and fiber optic cables: received notice of approximately 100 utility locates for the previous week.

#### Wastewater Collection & Reuse

- Crews responded to 14 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 8 in the conventional system service area.
- Sealed connections in j-box at 5 Curved Creek Way
- Replaced broken PEP lid at 61 Westland Run
- Responded to reported depression between tanks at 25 & 29 Grey Dapple Way. Ground seems to be solid. We will monitor.
- Repaired broken sanitary service at 160 Windward Cir., 173 Windward Cir. and 140 Country Club Dr.
- Replaced PEP pump at 5 Curved Creek Way, 61 Westland Run, 7 Staghound Look, 83 Deep Woods Way, 3 Coquina Lake Way and 45 Winding Creek Way.
- Repaired broken discharge line and installed basket at 83 Deep Woods Way.
- Replaced PEP control box, replaced j-box and rewired system at 3 Coquina Lake Way
- Located PEP tank, sanitary isolation valve and reclaimed service at 19 Hunt Master Ct., 6 Foxhunter Flat and 112 Black Hickory Way.
- Adjusted floats at 6 Holly Fern Way.
- Assisted contractor with force main repair at 1287 N US 1.
- Responded to back up at 95 Deep Woods Way, 28 Laurel Oaks Cir., 144 Bosarvey Dr. and 274 S. Washington St. Back up on customers' side. Customers informed.
- Flushed and TV'ed 10 sanitary laterals on the PM list.
- Located, flushed and TV'ed sanitary lateral at 1408 Oak Forest Dr. per customer request. Line is clear on city side.
- Responded to 2 reuse trouble calls.
- Disconnected service and ran fish tape down service to make sure line was clear. System has good pressure/volume at point of connection.
- Located service and showed customer where it was at 51 Coquina Ridge Way.
- Completed restoration after reclaimed repair at 6 Tomoka Cove Way
- Flushing reclaimed system in Hunter's Ridge.
- Turned reclaimed service off and back on at 10 Forestview Way per customer request.
- Locate reclaimed tap at 35 Deep Woods Way for contractor.
- Responded to broken 3" reclaimed line at 5 Shadow Creek Way. Contractor drove over line, isolate system. Repaired by contractor.

#### Wastewater Plant – Lift Stations

- PEP Tank 3 Coquina Lake Way – replaced control panel.
- 1P - Pump #1 motor tested bad, replace with repaired inventory - pulled pump #2 to address imbalance issue, possible ragging at impeller, cleaned – both pumps fully operational.
- Bisulfite Pump #1 – blocked, disassembled plumbing at skid to clear blockages.
- Recycle Room – flex conduit connector separated exposing wires, corrected connector and installed a support bracket.
- Breakaway Trails – no starts on all 3 pumps – found stop float stuck in the on position – relocated float and verified station operation.
- Odor Logger – relocated from 5M to 4M.
- Tea Cup #2 – installed mounting bracket for electric valve actuator, installed actuator and tested.
- Conducted Plant and Lift Station PMs for pumps, motors.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricate as needed.
- R.O. Clear well – Configured electric and SCADA wiring for new HACH chlorine equipment.
- Well 21SR – not operational, motor tested bad, requested repair quote from contractor.
- Granada Booster Station – replaced worn motor coupler on pump #1. Pump #2 replaced pump with shop stock.

- Performed operational checks at various locations.

**Support Services/City Clerk**

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

- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for February 8, 2021, Special City Commission Meeting.
- Agenda packet preparation and distribution for February 16, 2021, City Commission Meeting.