

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 5, 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:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Individual agenda meetings with commission members
- City Commission meeting
- SMA Finance Committee meeting
- SMA Board of Directors meeting
- Managers COVID-19 conference call
- Participated as a panelist for Chamber of Commerce Effective Leadership presentation
- Started interviewing for City Clerk position

**PIO – Public Information**

- Press Releases/Media
  - Ormond Beach Kicking Off FastTrac Program to Help Entrepreneurs
  - General citizen updates
  - General media inquiries
- Social Media
  - COVID-19 New Form Requirements
  - What To Do Wednesday feature series
  - FastTrac Entrepreneurship Course Announcement
  - Ormond Beach Ranks #12 of Best Beaches in US
- Attended
  - City Manager's Staff Meeting
  - Engineering/Planning Meeting
  - City Commission Meeting
  - Volusia PIN Network Meeting
  - NextDoor Webinar Updates
  - Florida Department of Health COVID-19 Immunization Stats Update
- Developing
  - Crisis Management Planning: EOC
  - Strategic Updates 2021

**Community Development**

**Planning**

- Staff attended and presented at the March 3, 2021, Board of Adjustment and Appeals (BOAA) meeting for the following applications:

1. 14B Oriole Circle: Rear and side yard variances to allow the re-construction of a destroyed hard roof screen porch. Approved 5-0.
  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. Approved 5-0
- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>
  - The March 11, 2021, Planning Board agenda is available at: <https://www.ormondbeach.org/Archive.aspx?AMID=75>. The agenda includes an application submitted by Gross Family Properties NG, LLC., property owner, for: (1) a zoning map amendment for the property at 1480 North U.S. Highway 1 from B-7 (Highway Tourist Commercial) to PBD (Planned Business Development) and (2) the issuance of a development order to construct a two story building of approximately 16,853 square feet for the Ormond Ace Hardware that proposes retail activity including a garden center (defined as outdoor activity) and associated site improvements.

Building Inspections, Permitting & Licensing

- 14 new business tax receipts issued.
- 374 inspections performed within the city (91 by private providers).
- 133 permits issued within the city, with a valuation of \$2,419,455 (15 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with design professionals and property representatives at 515 Tomoka Avenue to discuss expansion options.
- The Ormond Gateway project was approved by the SPRC. The project was approved for a three lot of commercial subdivision and associated site improvements preliminary plat for an 18.17 acre property.
- The following projects under SPRC review:
  1. 1570 North U.S. Highway 1, Waffle House. 2<sup>nd</sup> review. Remodel of the existing store to include parking lot repaving and additional landscape areas.
  2. 460 Andalusia Avenue, McNamara Warehouse. 2<sup>nd</sup> review. Construction of an 840 square foot warehouse and associated site improvements on a 0.10 acre property.
  3. Pineland Subdivision sidewalks, Pineland Trail. 1<sup>st</sup> review. Design and construction of a sidewalk along Pineland Trail.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	95%
Coolidge Avenue Office/Warehouse	95%
Dunkin Donuts, 1535 North US Hwy 1	10%
Edgewell Loading Dock	95%
Extended Stay America	100%
FPL Substation Expansion	95%
Germfree driveway addition	15%
Nova Road Controlled Storage Climate	35%

Ormond Art Museum	5%
Publix at 101 East Granada Boulevard	25%
Starbucks, Shoppes on Granada, Phase 2	20%
The Pumphouse	50%
Total Comfort	40%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	95%
Upscale Nails	95%
<b>Residential</b>	
Pineland, Phases 4 & 5	30%
Ormond Grande	25%

**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.
  - The Kauffman FASTTRAC program is scheduled to begin on April 5. This 10-week program is being conducted in partnership with the local chapter of SCORE. Marketing of the program has begun and a website created where those interested in participating may apply.
  - Staff continues participation on the EVOLVE Editorial Advisory Committee, which had its regularly scheduled meeting this week.
- Prospective Business Attraction/Retention/Expansion
  - Staff is conducting 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

- Staff continued working on a draft ground lease agreement between the City and Tomlinson Aviation for a small parcel of land adjacent to Tomlinson Aviation's existing facilities on the airport.
- Staff continued working with the Orlando Airports District Office of the FAA to process federal funding for the design phase of the project to rehabilitate Taxiway Bravo.
- Staff completed work to acquire quotes and arrange for limited brush clearing inside of the primary surfaces for Runway 09 and Runway 35. Overgrowth in these areas was identified during the airport licensing inspection conducted in February.
- Staff completed work to renew contract services for required periodic inspection and maintenance of the airport's Automated Weather Observing System (AWOS) and certain air traffic control tower systems.

#### 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.
- Completed Projects - Weekly
  - Processed 99 Journal Entry Batches.
  - Utility Billing Meter Readers completed 342 work orders.
  - Approved 9 Purchase Requisitions totaling \$103,786.97.
  - Issued 11 Purchase Orders totaling \$757,865.30.
  - Issued 571 past due notices on utility accounts.
  - Auto-called 103 utility customers regarding receipt of a past due notice.
  - Processed 492 payments through Interactive Voice Response System totaling \$42,394.19.
  - Processed 1,195 payments through City online payment portal totaling \$92,773.12.
  - Prepared 114 Accounts Payable checks totaling \$510,838.38 and 33 Accounts Payable EFT payments totaling \$707,047.24.

##### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Grant reimbursement requests to date FY 20-21: \$1,711,879.00
- Other
  - Attended weekly virtual staff meeting.
  - Attended City Commission meeting.

##### Risk Management Projects

- Facilitated safety training
- Attended Liability and Workers' Compensation seminars
- Processed payments of claims

##### Fire Department

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 3
  - Hazardous: 3
  - EMS: 75
  - Motor Vehicle Accidents: 5
  - Public Assists: 73
  - TOTAL CALLS: 161

- Aid provided to other agencies: 20 Calls – Daytona Beach (8), Holly Hill (1), Volusia County (11)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 8
- Total EMS patients treated: 49
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 113
  
- Training Hours
  - NFPA 1001: Firefighting 15
  - NFPA 1002: Driver 37
  - NFPA 1500: Safety/Equipment 33
  - EMT/Paramedic 5
  - TOTAL TRAINING HOURS: 90
  
- Significant Incidents
  - 2/26/21, 5:42 PM: W. Granada Blvd. / Clyde Morris Blvd. – Motor Vehicle Accident – Responded to a two-vehicle accident with patient not breathing – patient found outside vehicle with bystander performing CPR – two firefighters assisted EVAC during transport to hospital.
  - 2/28/21, 1:01 PM: W. Granada Blvd. / Old Kings Rd. – Motor Vehicle Accident – Responded to a vehicle vs. pedestrian accident – found a two car rear-end collision with a pedestrian down in roadway – one patient transported as a trauma alert.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Building Inspector
    - Information Technology Manager
    - Maintenance Worker III (Wastewater Collection)
    - Plant/Pump Mechanic
    - Police Officer
  
  - Applications Under Review
    - Records Specialist
  
  - Interviews Scheduled
    - City Clerk
    - Community Service Officer
    - Information Systems Specialist
    - Neighborhood Improvement Officer
    - Police Officer
  
  - Background/Reference Checks/Job Offers
    - Firefighter/EMT
    - Part Time Maintenance Worker II (Athletic Fields)
    - Police Officer
    - Treatment Plant Operator (Water Reclamation)
  
  - Separations
    - Maintenance Worker III (Wastewater Collection)
  
  - Employee Events
    - Wellness activities/opportunities/incentives

### **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: 13
  - Completed: 51
  - In progress: 49
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 31,072
  - Inbound E-Mails Blocked: 9,292
  - Delivered Inbound E-Mails: 50,588
  - Quarantined Messages: 226
  - Percentage Good Email: 66.2%
  - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 7
    - Changes: 48
    - Corrections: 0
  - Map/Information Requests: 12
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 58 : Total in system = 2,902
  - Meters GPS Located this week: 1 : Total in system = 24,006; 23,176 potable, 819 irrigation, 11 effluent

## **Leisure Services**

### **Administration**

- Engineering Meeting
- City Manager staff meeting
- City Commission meeting
- Vadner Park meeting with the Garden Club
- Master Plan meetings
- MacDonald House progress meeting
- Halifax Heritage Byway meeting
- 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

Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed scheduled floor care at FS 93.
- Continuing restroom renovations at Riverbend Nature Park, and the Sports Complex softball quads
- Pop Warner restrooms. 80% complete.
- Completed Duraflex flooring system at Riverbend Nature Park, Sports Complex softball quads, and Pop Warner restrooms.

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.
- Continued prep work on resetting of beehive.
- Final touches on new donated black bear display.
- Coordinating registration of new community gardeners for spring garden term.
- Coordinating with sign vendor for install of additional 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 Baseball Practices Wednesday and Thursday, Sports Complex, Wendelstedt #2/#3, 3:30 pm
- SHS Baseball Games, Tuesday and Friday, 4 pm and 7 pm, Wendelstedt #1 & #3, Sports Complex
- Spikes continued practices this week on Nova 2/3/4/5, and Wendelstedt 2/3 at 6 pm on Tuesday and Thursday.
- OBSC Competitive Soccer practices, Monday through Thursday, 5:30 pm, Sports Complex, Soccer Fields
- OBYBSA Baseball is having tryouts/training on Monday, Wednesday, and Friday, night, Nova Fields at 6 pm.
- OBSC Soccer Comp. Practices, Monday through Thursday, 5:30 pm, Sports Complex, Soccer Fields
- CCA Softball had practices this week on Monday and Tuesday, Quad Fields, 5 pm
- SHS Flag Football had its Home Openers on Thursday, 5:30 pm and 6:30 pm at Championship Field #7.
- Tee Ball hosted Opening Day games at Sports Complex Tee Ball Fields on Saturday at 9 am and 10:15 am.

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 corners on Multi-Purpose Fields 11/12
- Corners painted on Flag Football fields
- Prepped Nova Fields for Recreation and Spikes practices
- Prep Quad 1 & 2 & Wendelstedt 2 & 3 daily for SHS/CCA Softball & Baseball practices
- Prep fields for SHS/CCA Baseball & Softball games this week at Sports Complex
- Put soccer goals on fields 2/9/10

Performing Arts Center

- Attended Volusia Cultural Alliance Annual Awards Ceremony.
- Delivered survey packet to Quality of Life Board members

- Delivered PPE supplies to City Departments.
- 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
- Basketball and gym use by reservation only
- Jazzercise on Monday, 5:30 pm
- PAL tutoring program Tuesday through Thursday, 3 pm to 6 pm

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Set up, work and break down for REEL in the FUN fishing tournament, Saturday, February 27.
- Developing alternative forms of delivering spring and summer events, and includes using the COVID-19 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 is being 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 will be held on Tuesday and Friday from 4:30 pm to 6:30 pm
- Virtual Lunch Bunch will resume 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 with over 300 guests touring last week.
- The Casements began "Millionaire Mondays" throughout March giving guests a chance to pose with a life size cutout of Mr. Rockefeller while touring his winter home. Each Monday staff will treat visitors to something special.
- The Casements Camera Club are pre-registering their incoming photographs for their annual "Ebony and Ivory" exhibit for the month of March. They installed their exhibit on Tuesday.
- Once Upon a Storytime went live on Facebook Tuesday at 10 am.
- On Tuesday the Coordinator met with Ormond Mainstreet at 10:30 am to discuss this year's story stroll.
- Ora Yoga classes were held in 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 Chamber's Leadership group visited The Casements on Wednesday morning for a brief tour before taking the historical walking tour with the Ormond Beach Historical Society.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place this Monday, Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.
- Greek Cooking returns to The Casements on Thursday afternoon from 4:30 pm to 8:30 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
- Various repairs at Magic Forest



- Vandalism repairs at Sanchez Park
- Fence post replaced at Central Park I
- Installed new parking signs and new parking bollards at Andy Romano Beachfront Park
- Repaired handrail at Birthplace of Speed
- Swing repaired at Fortunato Park
- Playground equipment repaired at Fortunato Park
- Replace reservation box at Riverbend Nature Park
- Memorial Garden handrail repaired

#### 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
- Ladies room repaired at Fortunato Park
- Unclogged the outside men's restroom at South Ormond Neighborhood Center.
- Restrooms unclogged at Nova Community Center
- Installed chair rail and painted in conference room at the Performing Arts Center
- Ceiling tiles replaced at the Police Department and the Performing Arts Center
- Door repaired at the Police Department
- Fleet gate repaired
- A/C repaired FS 91
- Outside basketball light repaired at South Ormond Neighborhood Center
- A/C checked at the Nova gym
- Emergency lights repaired at Nova Community Center
- Bathrooms repaired at EDC

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended a meeting regarding traffic and security issues at area schools
- Staff attended the graduation ceremony for the 5-0 Club at the Middle School
- Staff hosted the Citizen's Law Enforcement Advisory Board quarterly meeting
- Staff interviewed applicants for police officer positions
- Staff hosted the retirement ceremony for Lieutenant Thomas Elkins
- Staff attended a meeting regarding a new records management system
- Staff attended the Volusia/Flagler Police Chief's meeting

##### Community Outreach

- Youth Leadership Council (YLC) – The YLC did not meet last week. Information on the Annual State of Florida Association of Police Athletic League's Youth Leadership Conference was released. The conference will be held at Walt Disney World from June 17 to June 20, 2021. Youth attendance will be limited this year to meet new guidelines set by Disney World.
- OBPAL Basketball – Six (6) members attended practice for the basketball program. Teams are being selected for the State of Florida Association of Police Athletic Leagues Annual Basketball Tournament to be held the end of March in Jacksonville. The tournament will be a drive-in event for OBPAL teams.
- PAL Educational Programs
  - OBPAL *Tutors R Us* continues at the South Ormond Neighborhood Center. Seventeen (17) students attended the afterschool tutoring program last week. *Tutors R Us* provides tutoring in all academic areas for students in grades K-12.
  - *READ, Reading, Exploration, Adventure and Discovery* continues at Ormond Beach Elementary School. Nine (9) students are registered for the program. *READ* that provides an

- opportunity for students to increase their language arts skills through reader's theater, vocabulary games, story games and creative writing.
- *Science on Patrol* at Ormond Beach Middle School began February 23. Twenty-six students are registered for the program. Science on Patrol provides an opportunity for students in grades 6 – 8 to increase skills in science and math through science labs designed around crime scene scenarios.
  - 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 24 at The Trails Shopping Center. Registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

#### Community Services & Animal Control

- Animal Calls responded to: 33
- Animal Reports: 3
- Trap Neuter Release: 3
- Animal Bites: 2
- Animals to Halifax: 2
- Wildlife Calls: 2
- Found Property Reports: 1

#### Criminal Investigations

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

#### Records

- Walk - Ins / Window: 74
- Phone Calls: 121
- Arrest / NTA'S: 19
- Reports Generated: 94
- Reports Entered: 91
- Citations Issued: 56
- Citations Entered: 47
- Warnings Entered: 109
- Trespass Warnings: 11
- CORF Entered: 61
- Mail / Faxes / Request: 33

#### Patrol

- Total Calls 1,414

- Total Traffic Stops 142

#### Operations

- Crime Opportunity Report Forms: 66

#### 02/24/21

- Theft, 500 Shadow Lakes Boulevard #7. The victim suspects that her granddaughter stole jewelry and withdrew funds from her bank account.
- Warrant Arrest, 57 Hernandez Avenue. Subject contacted and found to have an open warrant.
- Warrant Arrest, 1942 Linville Road. Subject contacted and found to have an open warrant.
- Battery Domestic Violence Arrest, 21 Cypress Circle #B. Subject contacted when an argument turned physical.
- Burglary Residence, 12 Ramsey Terrace. Victim advised someone kicked her door, broke the hinges and then fled on foot. Suspicious circumstances surrounded the incident as the home was not entered and nothing was taken.

#### 02/25/21

- Theft, 1608 North United States Highway One #153 (Extended Stay). Cash was stolen from the victim at this location.
- Shoplifting Arrest, 3 North Yonge Street. Subject was placed under arrest for shoplifting and trespassed after warning.
- Warrant Arrest, 260 North United States Highway One. Subject contacted and found to have an open warrant.

#### 02/26/21

- Burglary Residential, 80½ Tomoka Avenue. Forced entry to garage door where a white bicycle with large wheels worth approximately \$1,500 was stolen.
- Carbreak, 28 Fair Oaks Circle (Fair Oaks Apartments.) Entry was made through driver's side front door. The center console of the vehicle was open and disturbed but nothing is missing.

#### 02/27/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed \$27.85 worth of merchandise and attempted to leave the business without making payment. This was observed by the loss prevention officer.
- Battery Domestic Violence Arrest, 867 South Atlantic Avenue #1004 (Ocean's East Resort). Subject contacted after an argument turned physical.
- Driving Under the Influence Arrest, Hand Avenue/Oak Brook Drive. A traffic stop was initiated on a subject driving on two flat tires. The investigation determined the subject to be impaired.

#### 02/28/21

- No part one crime activity reported.

#### 03/01/21

- Theft, 17 River Ridge Trail. The victim entrusted a friend to take jewelry back to her residence while she was in the hospital. When the victim returned home, the jewelry was not there.
- Carbreak, 30 Sylvania Place. Unsecured vehicle was entered, a set of golf clubs were stolen. The property was recovered during a call with another agency.
- Carbreak/Narcotics Arrests, 132 Business Center Drive (Best Value A/C & Heat). Officers contacted two subjects who were found to be syphoning fuel from a vehicle on the property. Both subjects were in possession of narcotics.

#### 03/02/21

- Carbreak, 1295 North United States Highway One #6. Unknown suspect(s) removed the catalytic converter from the victim's vehicle.

- Stolen Vehicle Recovery/Fleeing and Eluding/Possession of Methamphetamines/Loitering and Prowling/Violation of Probation Arrest. The rental car company that reported their vehicle stolen and tracked it to 1440 West Granada Boulevard. Subjects in the vehicle fled on foot after crashing the car, both were apprehended a short time later.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 33
  - Number of Citations issued: 35
  - 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: 5
  - 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: 2 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Cases initiated
- 0 signs have either been removed or sign cases created.
- 10 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in's and sixty-seven (67) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
    - Casements North Side Improvements – Driveway paver installation is nearing completion, fence installation, landscaping and site cleanup will begin next week.
    - Fiber Optic Connectivity – Riverside Drive road closure agenda item is scheduled for the March 16 City Commission meeting. John Anderson MOT quotes are being solicited.
    - Gazebo Replacement CP II – Gazebo is being installed, project is scheduled for substantial completion March 12.
    - North US1 Water Main and Force Main Improvements – Contractor is preparing for Bike Week.
    - MacDonald House Improvements – Removal and replacement of the east and west wall exterior siding is ongoing. Access ramp plans are being submitted for building permit approval. Progress meeting was held on March 3.
    - Granada Mid-Block Lighting Improvements – A pre-construction meeting was held on February 24.
    - 2021 Storm Lining - Contractor is preparing for Bike Week.
    - 2021 Sewer Lining/Manhole Repair – Contractor is preparing for Bike Week.
    - Florence St On-Street Parking – Construction is scheduled to commence the end of March.
    - Riviera Park Pedestrian Signals – Long lead time materials are on order.
    - Wilmette Stormwater Pump Station – Contracts are being executed.
  - Bidding:
    - Downtown Banner Pole Replacement Re-Bid – One bid was received, bid award scheduled for March 16 City Commission meeting.

- Facility Hardening – The project was advertised on February 7, a pre-bid meeting was held on February 24.
- WRF Chlorine Contact Improvements – A disposition item for bid approval was approved at the March 2 City Commission meeting, the project will be advertised on March 7.
- 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 – Paver border mockup installation in process.
  - Update Parks & Recreational Master Plan – First public meeting is scheduled for March 31. Meetings with the Quality of Life Board and Leisure Services Advisement Board scheduled for April 1.
  - Business Park Drive Phase II – Design is in process.
  - Police Station Chiller – 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.
  - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in process.
  - SONC Gym – Plans were approved by the Site Plan Review Committee (SPRC), bid documents are under review.
  - Water Main Replacement Ph IV – Mainland – A Work Authorization for design is scheduled for City Commission approval at the March 16 meeting.
  - Water Main Replacement Ph IV – Peninsula – A Work Authorization for design is scheduled for City Commission approval at the March 16 meeting.
- Departmental Activities
  - Reviewed 42 Engineering Permit applications through the ProjectDOX system, and created and approved 6 Franchise Utility Work-in-the-Right-of-Way permits.

#### Environmental Management

##### Street Maintenance - Asphalt/Concrete

- Asphalt patch on Rio Pinar; strip form, back fill, clean up
- Asphalt patch on N Halifax; Royal Palm Ave
- Removed damaged sidewalk, ground, graded & formed in Ormond Lakes

##### 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 on South St Andrews, Deer Lake Circle

##### 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
- Scraped gutters of sand and dirt on Ormond Parkway

#### 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

- Locates citywide
- Ditch maintenance, spraying citywide
- Trouble call on Cypress Cir; Basin repair
- Ditch maintenance on Wilmette Ave
- Open hole, storm drain at Quail Run/Willow Run
- Inlet cleaning citywide
- Picked up sod

#### Vactor

- Assisted Water Div – The Falls
- Baffle boxes at Division/S Beach
- Cypress Cir
- Sylvania PI

#### Fleet

- Mileage traveled by all departments for the week: 22,511
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 11,188 gallons unleaded, 11,212 gallons diesel
  - Fuel used in one week: 2,360 gallons of unleaded and 749 gallons of diesel.
  - Fleet completed 40 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 38.17 million gallons for the week ending February 27, 2021 (5.45 MGD).
- Backwashed 10 filters for a total of 551,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 27, 2021 @ 6.81 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 64.8 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 144,000 gallons.
- 4 tanker loads of sludge removed.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 30.07 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.30 MGD.
- Produced 18.75 Million Gallons of Reuse.
- Produced 11.32 Million Gallons of Surface Water Discharge.

- Most recent annual period ADF Rates (February 1, 2020 – January 31, 2021) (MGD):
  - Influent 4.51 MGD (Permit 8 MGD);
  - Surface Water Discharge 1.09 (Permit 6 MGD);
  - Reuse 3.66 (Permit 10 MGD)

#### Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 13 calls from customers concerning leaking water.
- Replaced 5 malfunctioning residential water meters.
- Replaced 9 broken meter boxes.
- Installed 5 new residential water services.
- Performed meter accuracy testing on 2- 4" commercial water meters.
- Replaced 8 water services due to leaks from rusted piping or low-pressure concerns.
- Performed pressure testing on 8 City owned backflow prevention devices, 2 needed to be repaired.
- Assembled 2 fire hydrant construction meters with attached backflow prevention device.
- Performed maintenance on 6 fire hydrants.
- Repaired a fire hydrant damaged by motor vehicle accident at 1058 N. US1 Hwy.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 176 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 12 in the conventional system service area.
- Cleaned 8" sanitary main on Indian Trail, very heavy grease.
- Replaced PEP control box and pump at 4 Pine Look Pass
- Follow up at 6 Stagden Look, system working properly.
- Completed restoration after pipe repair at 1 Silver Lake Way.
- Located PEP and reclaimed systems at 33 Tomoka Ridge Way, 40 Shadow Creek Way, 1-3 Leisure Wood Way, and 3-5 Fawn Look Pass
- Installed check valve and adjusted floats at 43 Forestview Way.
- TV'ed sanitary lateral at 1298 Scottsdale Dr. at homeowner's request. There are no issues on city side.
- Rewired PEP pump at 15 Laurel Ridge Break, and 14 Huntsman Look
- Prepped for PEP tank replacement at 35 Deep Woods Way
- TV'ed sanitary lateral at 162 Deer Lake Cir at customer's request. Customer was concerned about root growth. There is no issue on city side, line looks good.
- Replaced PEP pumps at 1 Silver Lake Way, 3 Whipper-in Cir., 4 Pine Look Pass, 15 Laurel Ridge Break, and 14 Huntsman Look, 4 Brook Crest Way.
- Sealed manhole cover at W Granada Blvd. and Clyde Morris Blvd.
- Replaced and rewired new PEP pump at 39 Carriage Creek Way.
- Responded to backup at Nova Community, cleared from main.
- Flushed sanitary lateral at 103 Hickory Hills Cir.
- TV'ed 7 sanitary lateral on PM list
- Responded to 4 reuse trouble calls.
- Located reclaimed service and installed box at 35 River Chase Way.
- Repaired broken 1" reclaimed service at 106 Amsden Rd.
- Located reclaimed service at 122 Sandcastle Dr. at customer request.
- Turned off reclaimed at 1 Cross Creek Way and at 11 Manderley Ln. per customer request.
- Turned off reclaimed service at 1 Tomoka Cove at customer request

#### Wastewater Plant – Lift Stations

- PEP Tank 3 coquina Lake Way – replaced control panel.
- Hypochlorite Pump #1 East – not moving chlorine, cleaned check valves.

- Bisulfite pumps – installed low voltage cable for connection to chlorine monitor.
- Polymer Pump #1 – blockage at poly feed, cleaned blockage.
- 5M – set up trailer mounted generator to support upcoming generator replacement.
- Poly Blend #2 – cleared blockages throughout entire system.
- Dewatering – installed new level transducer.
- #4 Pine Look Pass - installed new PEP tank control box.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed
- Granada Booster Station – installed soft start on pump # 1.
- Sand Filters #1 and #2 – installed new valve actuators.
- Sand Filter #2 - reprogrammed # 2 Chromalox controller.
- Sand Filters 1-4 - flushed differential pressure transmitters.
- Aerator MCC – verify aux. generator transfer switch function. Generator not large enough to operate 1 pump and 1 blower to accommodate electrical shutdown, proceeded with short shutdown, no problems noted.
- 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 and Assistant City Clerk attended City Manager virtual staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- City Clerk and HR conducted interviews for City Clerk position.
- Staff attended and provided support for March 2, 2021 City Commission meeting.
- Agenda packet preparation for March 16, 2021 City Commission meeting.