

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 7, 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 staff
- Staff meeting
- CIP meetings with departments

Spoke to, attended and/or met with:

- Rotary meeting
- Individual agenda review meetings with commission members
- SMA Finance Committee meeting
- SMA Board meeting
- City Commission meeting
- Team Volusia Executive Committee meeting

PIO – Public Information

- Press Releases/Media
 - Volusia Emergency Network Updates
 - General citizen inquiries
 - General media requests and interview scheduling
- Social Media
 - Summer Camp (Leisure Services)
 - International Firefighter Day
 - Heat Exhaustion vs Heat Stroke Signs
- Attended
 - City Manager Staff Meeting
 - Engineering/Planning Meeting
 - City Commission Meeting
 - Volusia PIN Network
 - Ormond Beach Police Department Awards & Promotions Ceremony
- Training
 - Nextdoor Webinar
 - Master PIO Intro Class and Applications

Community Development

Planning

- Presented to the Board of Adjustment and Appeals meeting a variance application for 51 Sycamore Circle for two variances to allow construction of a screen enclosure over an existing swimming pool. The application was approved.

- The following items are scheduled for the May 13, 2021, Planning Board meeting: (<https://www.ormondbeach.org/224/Planning-Board>)
 1. Plantation Oaks, Unit 1A: Development of 121 lots on 100.91 acres.
 2. LDC Amendment: Off Road Recreational Vehicle Course (applicant): to provide definitions and specific conditional criteria that would allow an Off-Road Recreational Vehicle Course as a Special Exception use in the REA, Rural Estate/Agriculture, zoning district.
 3. Administrative Land Development Code amendments:
 - A. Utility line extensions: require water and sewer lines be extended across the site frontage for new development where utility extensions are required.
 - B. Mobile Food Dispensing Vehicles (food trucks): add definitions and accessory use standards to allow food trucks under certain conditions and within certain zoning districts.
 - C. Car/Motorcycle washes: amend the conditions for non-profit related car and motorcycle washes.
 - D. Downtown Overlay District: update the section consistent with the 2019 Downtown Master Plan update.
 - E. Floodplain management: update the floodplain management regulations consistent with the state model ordinance to include the requirements of the 2021 Addendum to the CRS program effective January 1, 2021.
 - F. Gas canopies: Modify the requirements for motor vehicle service station pump island canopies.
 - G. Sidewalks: allow payment in lieu of constructing a sidewalk under certain conditions and requiring sidewalks on both sides of the street in new subdivisions.
- City staff are presenting to the Ormond MainStreet Design Committee options for the sidewalk banding repair in the Downtown area (from South Atlantic Avenue to Orchard Street along Granada Boulevard). The options include (1) pavers, (2) colored concrete with coquina shell, or (3) concrete. Mock-ups of the pavers and colored concrete with coquina shell are located on east side of North Washington Street, along the sidewalk abutting the Chamber of Commerce parking lot.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 392 inspections performed within the city (94 by private providers).
- 133 permits issued within the city, with a valuation of \$1,362,433 (6 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met as follows this week:
 1. Pre-application meeting for electric vehicle charging stations at the Shoppes of Granada.
 2. Pre-application meeting for the expansion of the GoJuice use at 760 South Atlantic Avenue.
- The Ormond Ace Hardware project at 1480 North U.S. Highway 1 was approved by the SPRC.
- The following projects under SPRC review:
 1. Ormond Gateway, Final Plat. 1st review. Subdivision of an 18.17 acres parcel into a three lot commercial subdivision.
 2. 215 Ormond Parkway, lot split. 1st review. Lot split of one vacant parcel into two parcels for single-family homes.
 3. 1 Willow Oak Trail, Partial Easement Release. 1st review. A partial easement release of a utility easement.
 4. 350 Clyde Morris Boulevard. 3rd review. 87 unit Assisted Living Facility (ALF) for 120 residents. Total SF of 73,952 on a 12.05 acre parcel.

| Project | % Complete |
|--------------------------|------------|
| 783 North U.S. Highway 1 | 55% |

| | |
|--------------------------------------|-----|
| Casements, Carriage House expansion | 98% |
| Dunkin Donuts, 1535 North US Hwy 1 | 15% |
| Edgewell Loading Dock | 95% |
| Germfree driveway addition | 85% |
| KOMN Condominium Association | 0% |
| Nova Road Controlled Storage Climate | 55% |
| Ormond Museum | 25% |
| Publix, 101 East Granada Boulevard | 60% |
| Starbucks | 55% |
| The Pumphouse | 55% |
| Total Comfort | 50% |
| U.S. 1 Business Park | 5% |
| Utilities only | |
| 101 Town & Country Lane | 40% |
| Deerfield Trace | 99% |
| Latitude Beach Club | 99% |
| Upscale Nails | 99% |
| Huntington Green, 2B | 90% |
| Huntington Villas, 2B | 90% |
| Forcemain – Huntington Green | 0% |
| Residential | |
| Pineland, Phases 4 & 5 | 45% |
| Ormond Grande | 55% |
| Plantation Oaks, Unit 2B | 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.
 - The Kauffman FASTTRAC program is underway and has a class of 10 entrepreneurs. This 10-week program is being conducted in partnership with the Volusia/Flagler SCORE.
- 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 two project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff conducted a pre-bid conference for Bid 2021-18, which has been advertised for the construction phase of the project to rehabilitate Taxiways Bravo and Delta at the airport. This project will provide construction and construction administration services necessary to mill and overlay the pavement of Taxiway Bravo and to mill, overlay and realign the pavement of Taxiway Delta. This project will also update the electrical and lighting systems for both taxiways, which are key to aircraft operations from the southeast quadrant of the airport.
- Staff competed work with Hoyle, Tanner and Associates to submit an Environmental Resource Permit Request to the St. Johns River Water Management District for the Taxiway Delta rehabilitation project.
- AAA Fence has been engaged to replace Gate 9 at the airport. The gate has been out of service due to a failure in the gate controller unit and also due to damage from a vehicle impact. Staff has completed minor repairs to Gate 10, which has seen more frequent use due to the unavailability of Gate 9.

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

Finance

- On-going Projects
 - City staff working on annual budget
 - City staff working on annual CIP
 - Evaluating American Relief Act
- Completed Projects - Weekly
 - Processed 150 Journal Entry Batches.
 - Utility Billing Meter Readers completed 440 work orders.
 - Approved 20 Purchase Requisitions totaling \$108,774.61.
 - Issued 15 Purchase Orders totaling \$96,684.52.
 - Issued 527 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 608 payments through Interactive Voice Response System totaling \$55,103.39.
 - Processed 1,324 payments through City online payment portal totaling \$127,610.53.
 - Prepared 105 Accounts Payable checks totaling \$542,860.29 and 34 Accounts Payable EFT payments totaling \$413,346.10.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Bulletproof Vest Partnership (BVP) application for 2021-2023. The grant will cover 50% of the cost of National Institute of Justice (NIJ) approved vests for police officers. The total cost is \$31,269.24 with \$15,634.62 requested in grant funding.
 - Grant reimbursement requests to date FY 20-21: \$1,774,493.25

- Other
 - Attended weekly virtual staff meeting.
 - Attended Budget Adjustment webinar relative to victim services grants.

Risk Management Projects

- Process claims payments received.
- Update insurance for vendors in Tyler
- Began updating schedules for insurance renewal.

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 7
 - Hazardous: 2
 - EMS: 73
 - Motor Vehicle Accidents: 8
 - Public Assists: 45
 - TOTAL CALLS: 139

 - Aid provided to other agencies: 8 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (5)
 - Total staff hours provided to other agencies: 6
 - # of overlapping calls: 35
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 8
 - Total EMS patients treated: 60
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 169
-
- Training Hours
 - NFPA 1001: Firefighting
 - NFPA 1002: Driver
 - NFPA 1021: Officer
 - NFPA 1410: Hose Drill
 - NFPA 1500: Safety/Equipment
 - NFPA 1620: Preplanning
 - EMT/Paramedic
 - TOTAL TRAINING HOURS:
-
- Significant Incidents
 - 5/2/21, 9:03 AM: 955 S. Nova Rd. – Rescue – Large tree fell on a trailer and vehicle – one victim trapped under collapsed structure – multiple units from Ormond Beach and Volusia County responded – tree was cut and exterior wall of trailer removed to extricate victim – American Red Cross notified to assist resident with lodging.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Foreman (Wastewater Collection/Reuse)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Plant/Pump Mechanic
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
 - Police Officer
 - Records Specialist
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park)
 - Summer Camp Counselors

- Tradesworker
- Interviews Scheduled
 - Information Technology Manager
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
 - Tradesworker
- Background/Reference Checks/Job Offers
 - Police Officer
 - Community Service Officer
 - Neighborhood Improvement Officer
- Separations
 - Information Systems Specialist
 - Police Officer

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 summer 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: 32
 - Completed: 47
 - In progress: 59
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 51,003
 - Inbound E-Mails Blocked: 27,508
 - Delivered Inbound E-Mails: 21,536
 - Quarantined Messages: 333
 - Percentage Good Email: 53.93%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,042
 - Meters GPS Located this week: 0 : Total in system = 24,031; 23,199 potable, 821 Irrigation, 11 Effluent

Leisure Services

Administration

- City Manager staff meeting
- CIP Recreation and Facilities meeting
- City Commission meeting
- Yellowstone weekly meeting
- Halifax Heritage Scenic Byway monthly meeting
- Master Plan committee meeting
- FFEA submissions

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 breezeway painting at City Hall.
- Started The Casements atrium floor refinishing project, estimated completion this week.

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.
- Developing additional nature videos for posting to social media 1 to 2 times/ week.
- Met with two new community gardeners to complete their registrations.
- Set up classroom and coordinated with The Casements Coordinator on Enviro Camp registration being conducted this year at the EDC.
- Preparing facility in anticipation of Enviro Camp.
- Post latest Community Gardens newsletter and IFAS Edibles to plant graphics at garden kiosks.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily.
- Spikes continued practices this week on Nova 2/3/4/5, as well as 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 practices on Monday, Wednesday, and Friday, night, Nova Fields at 6 pm.
- Coed Softball started Playoff games were this week on Tuesday and Thursday at Quad 4 at the Sports Complex at 6:30 pm and 7:30 pm.
- Tee Ball games will be held on Saturday at 9 am and 11 am at the Sports Complex, Tee Ball Fields.
- OBSC Rec. Soccer games will be held on Saturday at 8:30 am at the Sports Complex, Soccer Fields.
- USSSA Baseball hosts another Baseball Tournament on Saturday and Sunday at the Nova Fields/Softball Quad/Wendelstedt Fields/Kiwanis Field. Games start at 8:30 am and run until around 7 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 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
- Prepped Nova Fields for Rec games Monday, Wednesday, and Friday and Spikes practices, Tuesday and Thursday.
- Painted Soccer parking lot
- Prepped Quad #4 on Tuesday and Thursday nights for Coed Softball games
- Prepped Quad for Girls Rec Softball, and Boys Pinto Baseball and USSSA Tournament
- Prepped Kiwanis field on Monday and Wednesday for Pony Rec Baseball games and USSSA Tournament
- Prepped Wendelstedt Fields for Spikes baseball and USSSA Tournament
- Prepped Nova and Sports Complex for continued Clay loads

Performing Arts Center

- Prepared for and attended PAC Friends strategic planning meeting.
- Sent out email update about the PAC to internal show group leaders.
- Entered work orders for Performing Arts Center facility and equipment repairs.
- Provided documentation and assisted Grants Coordinator with Shuttered Venue Operators Grant application.
- Ordered, restocked inventory, and delivered pandemic 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
- Splash pad is open from dawn to dusk daily until December 1.
- Basketball and gym use by reservation only
- Jazzercise on Monday, 5:30 pm
- YMCA soccer is Monday, Tuesday, Thursday and Friday evenings at 5:30 pm to 7:30 pm (through May 14)

Community Events

- Weekly administrative tasks, office work, and activities.
- Assisting Memorial Day Committee with plans for Service on May 31. Continue working and editing 2021 program. Preliminary lay out plan for the gardens.
- Assisting Senior Games Board with plans for the 2021 games, October 23 - 30.
- 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
- 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 are held on Tuesday and Friday from 4:30 pm to 6:30 pm.
- Virtual Lunch Bunch met Monday and Wednesday 11 am to 2 pm.

The Casements

- The Casements was closed on Saturday and this week due to floor refinishing
- A wedding was held at Bailey Riverbridge on Saturday from 1 pm to 4 pm.

- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- Enviro Camp opened registrations on Monday 8 am at the EDC.
- Staff worked out of the EDC this week due to the floor refinishing.
- The Coordinator met with Ormond MainStreet and Ormond Beach Library to discuss the Summer Story Stroll on Tuesday at 10:30 am.
- Ora Yoga classes met this week at Bailey Riverbridge on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at 6 pm to 7 pm.
- "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 at Bailey Riverbridge.

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 light at Fortunato Park
- Filled in holes in seawall at Ames Park
- Removed graffiti at Andy Romano Beachfront Park
- Formed new slab for bench at Central Park III
- Checked on dock work at Central Park II
- Replaced lights on field at Nova
- Repaired fountain pump at Riviera Park
- Repaired light at Cassen Park
- Formed new slab for bench at Riviera 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
- Inspected gate at the Sports Complex
- Replaced lights in Support Services at City Hall
- Repaired gate at Fleet
- Replaced light in breakroom at Fleet
- Removed motion sensor at WWTP
- Repaired urinal at the Police Department
- Took down equipment at the Gymnastics Center
- Added a barrier fence at the Gymnastic Center
- Replaced kitchen light at Fleet

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended a drone demonstration
- Staff prepared for the Awards Ceremony
- Staff worked on an education campaign in the community
- Staff attended the Volusia-Flagler Police Chief's meeting
- Staff assisted with the Police Explorers with fundraisers
- Staff attended Science on Patrol at Ormond Beach Middle School

Community Outreach

- Youth Leadership Council (YLC) – Four members attended the State of Florida Association of Police Athletic Leagues Regional training meeting in Cocoa on Saturday, May 1. One member was elected to the Regional YLC board.
- OBPAL Basketball – Ten (10) players attended practice for basketball on Tuesday and Thursday last week.
- PAL Educational Programs
 - *READ, Reading, Exploration, Adventure and Discovery* continues at Ormond Beach Elementary School. Students began writing their short stories and will be embossing copper art for the cover of their book this week. The program concludes May 11 with an in-school ice cream party. To stay within VCS COVID guidelines an exhibition of the books will not be offered this year.
 - *Science on Patrol* continues at Ormond Beach Middle School. Students attended an on-site tour of the crime scene van, MRAP and members of the canine unit to learn more about different units in the Ormond Beach Police Department. The program concludes this week with Parent Night on Thursday, May 6.

Community Services & Animal Control

- Animal Calls responded to: 43
- Animal Reports: 4
- Trap Neuter Release: 1
- Animal Bites: 0
- Animals to Halifax: 3
- Wildlife Calls: 1
- Found Property Reports: 4

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 5
- Inactive: 8
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 0
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 5
- Robbery: 0
- Aggravated Assaults: 1
- Police Information: 2
- Suspicious Incident: 2
- RPO: 1

Records

- Walk - Ins / Window: 83
- Phone Calls: 112
- Arrest / NTA'S: 18
- Reports Generated: 129
- Reports Entered: 119

- Citations Issued: 44
- Citations Entered: 47
- Warnings Entered: 112
- Trespass Warnings: 14
- CORF Entered: 131
- Mail / Faxes / Request: 72

Patrol

- Total Calls 1,431
- Total Traffic Stops 93

Operations

- Crime Opportunity Report Forms: 127

04/28/21

- Battery Domestic Violence Arrest, 10 Fisherman's Circle #2 (Fisherman's Landing). Two subjects were in a verbal argument that turned physical, both were arrested.
- Narcotics Arrest, 445 South Yonge Street (Hudson's Furniture). Officers responded to a suspicious person at this location. Contact was made with a subject found to be in possession of narcotics.

04/29/21

- Battery on a School Official/Resisting Arrest with Violence/Interference with a School Function Arrest, 151 Domicilio Avenue (Ormond Beach Middle School). Two students were in a physical altercation where school officials and the resource officer attempted to gain control and were battered.
- Residential Burglary, 556 Collins Street. Unidentified suspect cut the wires on the front porch of the residence to the victim's security cameras.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject steal \$167.82 worth of merchandise.
- Trespass Arrest, 735 South Nova Road (Kabloom Flowers). Subject who had been previously trespassed was found intoxicated and passed out in front of this location.
- Burglary Residence, 895 West Granada Boulevard. Unlocked window was entered and two tool boxes and tools were taken with an approximate value of \$200.

04/30/21

- Warrant Arrest, 3 North Yonge Street (Sunoco). Subject contacted and found to have an open warrant.
- Warrant Arrest, 175 North Nova Road. Subject contacted and found to have an open warrant.
- Auto Theft Arrest, 100 South Nova Road. Two subjects were contacted inside a stolen vehicle and detained. One subject also had an open warrant out of Orange County and was in possession of drug paraphernalia.

05/01/21

- Warrant Arrest, 75 North Halifax Drive. Subject contacted who was found to have an open warrant.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject was witnessed concealing items and placed under arrest for not paying for the merchandise.
- Driving Under the Influence Arrest, 749 South Nova Road. Subject was found passed out in the driver's seat of the vehicle, the investigation determined the subject was intoxicated.

05/02/21

- Driving Under the Influence Arrest, West Granada Boulevard/North Washington Street. Subject was contacted after a traffic crash where the investigation determined the subject was intoxicated.
- Stolen Tag, 205 East Granada Boulevard. A motorcycle tag was taken off of the victim's motorcycle within the last two weeks.

05/03/21

- Domestic Violence Battery Arrest, 14 Aaron Circle. Subject came home intoxicated and got into an argument grabbing victim during the altercation.
- Domestic Violence Battery, 11 Trina Street. The victim came to OBPD to make a report about a battery that occurred last year.
- Domestic Violence Battery by Strangulation, 170 Williamson Boulevard #310 (Sleep Inn). Two sisters got into a verbal altercation that led to a physical altercation.
- Warrant Arrest, 73 Pergola Place. Subject contacted and found to have an open warrant.
- Larceny, 783 South Nova Road (Tomoka Medical Lab). A license tag was removed from a company vehicle that was parked in the front parking lot.
- Battery Domestic Violence Arrest, 485 South Atlantic Avenue (A1A Super Inn). Subject was in a verbal argument that turned physical.
- Warrant Arrest, 120 Colina Place. Subject contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 20
 - Number of Citations issued: 27
 - Number of Written Warnings Issued: 15
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 15
 - 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: 5 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 2 Cases initiated
- 5 signs have either been removed or sign cases created.
- 15 tree removal permit requests
- Administrative staff assisted with six (6) walk-in's and fifty-six (56) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing, approximately 85% complete.
 - Fiber Optic Connectivity – Riverside Drive fiber optic project is scheduled for the week of May 10. John Anderson Drive fiber optic cable has been installed to Amsden Road, conduit repair at Ocean Terrace West is being coordinated.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – Siding replacement on the east side of the building is ongoing. Siding replacement on west side is complete and is being painted. Progress meeting #7 scheduled for May 13.
 - Granada Mid-Block Lighting Improvements – Shop drawings have been approved. Long lead time materials are on order.
 - 2021 Sewer Lining/Manhole Repair – Construction is ongoing.
 - Florence St On-Street Parking – Construction is ongoing.

- Riviera Park Pedestrian Signals – A sign location change is requiring a County Use Permit modification, which is in process.
- Wilmette Stormwater Pump Station – A Notice to Proceed was issued for May 3.
- Downtown Banner Pole Replacement Re-Bid – Shop drawings are under review.

- Bidding
 - WRF Chlorine Contact Improvements – Bid awarded at May 4 City Commission meeting.
 - Nova Community Park Tennis Court Lighting Improvements – CMGC Work Authorization was approved at the May 4 City Commission meeting.
 - SONC Gym – The project was advertised on April 11, a pre-bid meeting was held on April 27, and bid opening is May 14.
 - CDBG Fleming Playground – A disposition item for approval to advertise is scheduled for the June 1 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.
 - Granada Streetscape Pavers – A meeting with the Ormond Beach MainStreet Board for their material recommendation is scheduled for May 10.
 - Update Parks & Recreational Master Plan – Master Plan update is in process.
 - 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.
 - Facility Hardening – A Work Authorization has been executed for architectural/structural design to clarify the scope of work.
 - Doug Thomas Way Extension Design – A Work Authorization for design is on the June 1 City Commission meeting agenda for approval.

- Departmental Activities
 - Reviewed 39 Engineering Permit applications through the ProjectDOX system, and created and approved 7 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Dug out & formed 9x20 pad for Parks at Nova Park; stripped forms, backfilled, cleaned up
- Poured sidewalk on East Granada Blvd.; stripped forms, cleaned up
- Removed & poured sidewalk at The Casements; repaired bricks
- Formed and graded sidewalk on Fernway

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 city wide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimmed on Montana Ter, Sandpiper Ln; Live Oak; Main Trl

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 city wide
- DOT weed control on all state roads
- Trimming in various areas city wide

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

- Reachout on SR40, Pineland Trl
- Locates citywide
- Gates & pumps, outfall inspections city wide
- Ditch maint on Hand Ave, Wilmette Ave
- FDOT pond maint city wide
- Clean dump site/inlet cleaning on Airport Rd
- Basin repair on Overbrook Dr
- TV truck on Lucky Dr

Vactor

- Overbrook Dr

Fleet

- Mileage traveled by all departments for the week: 22,255
- 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: 8,311 gallons unleaded, 10,815 gallons diesel
 - Fuel used in one week: 1.964 gallons of unleaded and 697 gallons of diesel.
 - Fleet completed 51 work orders this week.

Utilities

- Projects Summary
 - Utilities CIP projects are listed under the Engineering section as this division manages those projects and to avoid duplication of information.

Water Treatment Plant

- Delivered 39.60 million gallons for the week ending April 29, 2021 (5.66 MGD).
- Backwashed 9 filters for a total of 504,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 29, 2021 @ 6.82 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 48.6 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 155,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.97 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.71 MGD
- Produced 25.06 Million Gallons of Reclaim water.

- Produced 7.91 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (May 1, 2020 – April 30, 2021) (MGD):
 - Influent 4.56 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.23 (Permit 6 MGD);
 - Reuse 3.58 (Permit 10 MGD)

Water Distribution

- Responded to 15 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 19 calls from customers concerning leaking water.
- Replaced 1 residential water meter per request by the Finance Department.
- Installed 5 new residential water services.
- Installed a 2" irrigation water service to serve a City irrigation system on Florence St.
- Performed pressure testing on 5 City owned backflow prevention devices.
- Replaced 5 residential water services due to pressure concerns or leaks.
- Replaced 6 broken water meter boxes.
- Performed 4 water meter locates for customers with plumbing concerns.
- Repaired a 2" GSP water main on Lincoln Ave.
- Performed fire hydrant maintenance in the N. Beach St. area.
- Exercised 6 main line valve due to water main leaks or scheduled outages.
- Assist WW Collections exercising valves at the Water Reclamation Facility.
- Inspected and repaired permanent flushing devices.
- Perform water main flushing for chlorine residual and clarity on 28 streets from Division Ave, north to Wilmette Ave between US1 and Nova Rd.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 125 utility locates for the previous week.

Wastewater Collection

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Flushed Nova Community Center
- Located services at 3 Dartmouth Trace for PEP tank replacement.
- Adjusted floats at 24 Huntmaster Ct.
- Dressed up ground after PEP tank replacement at 3 Creek Bend Way.
- Cleared plugged drain line under centrifuge at WRF.
- Set up 3" diaphragm pump at WTP for south sludge pit.
- Replaced broken PEP lid at 171 Deep Woods Way. Broken by contractor.
- Replaced PEP pump at 34 Foxfield Look, 27 Foxhunter Flat, 3 Carriage Creek Way.
- Removed broken C/O cap from line and installed C/O at 4 Fern Wood Trail.
- Located sanitary and reclaimed services at 29 Winding Creek Way.
- Repaired 1½" discharge line from PEP tank at 19 Tomoka Ridge Way. Line hit by contractor, no locates called.
- TV'ed 67 Hernandez Ave. at customer request. No issues on City side.
- Called for locates for sanitary main repair at 945 Ginger Cir.
- Put WRF into Bypass mode and reset on Friday. Repaired broken shear pin on valve.
- TV'ed 2 sanitary services on PM list.

Reuse

- Responded to 2 reuse trouble calls.
- Located reclaimed tap at 14 Crescent Lake Way.
- Repaired reclaimed leak at 99 Shadow Creek Way.
- Located and turned off reclaimed tap at 40 Foxfield Look.
- Responded to low pressure complaint at 30 Thornhill Chase.
- Turned off reclaimed at 48 Abacus Ave. Checking for leak.

- Located reclaimed tap at 43 Forestview Way.
- Checking valves in Briargate, low pressure issues.
- Installed new reclaimed box at 40 Foxfield Look.
- Replaced reclaimed box on 179 Pergola PL.
- Turned off reclaimed at 29 Lake Vista way at customer request so customer can make repairs.
- Checked reclaimed at 48 Abacus Ave. Line was off to check for leak. Area has dried up, customer requests line remain off.

Wastewater Plant – Lift Stations

- Influent Pumping Station – pump #2 running but not moving water, suction isolation valve clogged, worked with Collections and placed plant in partial bypass. Repaired air release valve and pressure gauge, performed flushing and actuation of valve, debris successfully flushed. Returned to service.
- Influent Pumping Station – pump #3 out of service clogged discharge valve, performed flushing and actuation of valve, debris successfully flushed. Returned to service.
- Post Anoxic Center Submersible mixer – relocate to failed mixer 2-2 to maintain best mixing.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 16D – installed new light fixture and timer switch.
- RO Water sample racks – Installed additional power source to separate racks #1 and #2. Installed new electrical to rack #1 to prepare for new analyzer equipment.
- South Lime Sludge Pit – pump clogged, clearing clog in progress.
- Perform Operational Checks at various locations.
- Labeled Flow meters accordingly to location.

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 May 4, 2021 City Commission Meeting.
- Agenda packet preparation for May 18, 2021 City Commission Meeting.