

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 21, 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:

- Staff meeting
- General discussion meetings with senior staff
- Completed CIP meetings with departments

Spoke to, attended and/or met with:

- City Commission meeting
- Public Works Appreciation Week events
- City/County Manager Think Tank meeting
- Claims committee meeting

PIO – Public Information

- Press Releases/Media
 - Public Works Appreciation Week Release
 - General citizen requests
 - General media inquiries
- Social Media
 - Public Works Appreciation Week
 - Chief Godfrey 10 Year Celebration
 - Hurricane Preparedness
- Attended
 - City Manager's Weekly Staff Meeting
 - City Commission Meeting
 - Public Works Appreciation Ice Cream Social
 - Public Works Appreciation Luncheon
 - Public Works Appreciation Breakfast
 - Volusia PIN Covid-19 Update
- Developing
 - Strategic Plan Progress Report
 - FEMA Updated PIO Planning

Community Development

Planning

- There are four (4) cases for the June 2, 2021 Board of Adjustment and Appeals meeting, as follows:
 1. 646B Flamingo Drive: Property owner seeks to remove the existing screen porch and construct a new screen porch with a hard roof and roof overhang on the existing concrete slab. Improvement requires a side yard setback variance.

2. 1 Willow Oak Trail: Property owner seeks to remove the existing screen porch and construct a new screen porch with a hard roof and roof overhang on the existing concrete slab. Improvement requires a side yard setback variance.
 3. 80 Dianne Drive: Property owner seeks two additions to the existing single-family house. The additions require rear yard variances.
 4. 596 Riverside Drive: Property owner seeks an addition to the existing single-family house. The additions require a side yard variance.
- Attended MainStreet Board of Directors meeting.
 - Attended the former Tomoka Oaks Golf Course pre-submittal meeting. The property owner and their design team have planned three community meetings. The first of the community meetings was titled: Introduction to Development Team and Solicit Input From Citizens The dates for the other two community meetings have not been determined to date.
 - The June 10, 2021 Planning Board meeting has been canceled based upon on no applications to be heard.
 - Building and Planning staff are reviewing and updating permit and planning fees. Staff intends to conduct a virtual (Zoom) and in-person meeting to review the fee update with contractors, design professionals, and any interested individuals in June. The fee updates are scheduled to be presented to the City Commission in August and effective October 1, 2021.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 337 inspections performed within the city (8 by private providers).
- 125 permits issued within the city, with a valuation of \$1,556,535 (7 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met as follows this week this week.
 1. Pre-construction meeting for 350 Clyde Morris Boulevard, Paradise Point: 87 unit Assisted Living Facility (ALF) for 120 residents. Total square footage of 73,952 on a 12.05 acre parcel.
 2. Pre-construction meeting for Verona Villas, a Volusia County project where Ormond Beach is the utility provider.
 3. Pre-construction meeting for 1570 North U.S. Highway 1, Waffle House: Remodel of the existing store to include parking lot repaving and additional landscape areas.
 4. Meeting regarding building comments for the property at 148 Tomoka Avenue.
 5. Pre-application meeting for property along the 1800 block of North U.S. Highway 1.
- The following projects under SPRC review:
 1. 1 Willow Oak Trail, Partial Easement Release. 1st review. A partial easement release of a utility easement.
 2. 1 Falls Way, Guardhouse modification. 1st review. Modification of the site's access to include a resident bypass lane and gated access.
 3. 88 South Atlantic Avenue, Ocean Club. 3rd review. Construction of a new retail shop (8,596 square feet) and related site improvements.
 4. 350 Clyde Morris Boulevard, Paradise Point: 4th review. 87 unit Assisted Living Facility (ALF) for 120 residents. Total square footage of 73,952 on a 12.05 acre parcel.
 5. 1345 North U.S. Highway 1, Total Comfort, minor amendment. 1st review. Minor changes to include landscaping, irrigation, canopy over propane dispenser and ice machine.
 6. 29 North Perrot Drive, Perrott Depot. 3rd review. Redevelopment of 1.86-acre site that has an existing 4,834 distribution/warehouse use to include 12,540 square feet of self-storage buildings.
 7. Force Main extension, Flagler County Hunter's Ridge. Force main extension along Airport Road within Flagler County to serve portions of the Hunter's Ridge Flagler County project.

8. Iris Subdivision (utilities only) Flagler County Hunter's Ridge. 1st review. Flagler County utility connection for a 76 lot subdivision.
 9. Celedine Subdivision (utilities only) Flagler County Hunter's Ridge. 1st review. Flagler County utility connection for a 99 lot subdivision.
 10. Tattersall at Tymber Creek. 1st review. Zoning submittal for a Planned Residential Development Order. Project proposes 146 single-family lots and associated subdivision improvements.
 11. 1044 North U.S. Highway 1, US 1 Business Park, minor amendment. 1st review. Minor changes to the project utilities.
- Construction status of projects under construction:

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 Ace Hardware	0%
Ormond Museum	25%
Paradise Point	0%
Publix, 101 East Granada Boulevard	60%
Starbucks	55%
The Pumphouse	55%
Total Comfort	50%
U.S. 1 Business Park	10%
Waffle House	0%
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	50%

Ormond Grande	60%
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.
 - Staff participated in the Ormond Mainstreet Economic Vitality Committee meeting on Thursday 5/12/2021.
 - Staff participated in a webinar focused on the new trends in suburban economic development post pandemic.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff opened bids for Bid No. 2021-18, the Taxiways Bravo and Delta Rehabilitation project. Staff will base grant funding requests upon data from the most qualified and competitive bid received.
- Staff acquired quotes to perform an independent fee estimate (IFE) for the construction phase of the Taxiways Bravo and Delta Rehabilitation project.
- Staff participated in the Florida Airports Council's quarterly Legal Affairs Committee.
- Work has commenced on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport,
- Staff has been advised that AAA Fence will replace Gate 9 at the airport next week.

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

Finance

- On-going Projects
 - City staff is working on the annual budget
 - City staff is working on the annual CIP
 - Evaluating American Relief Act
- Completed Projects - Weekly
 - Processed 143 Journal Entry Batches.
 - Utility Billing Meter Readers completed 350 work orders.
 - Approved 21 Purchase Requisitions totaling \$1,163,064.05.
 - Issued 28 Purchase Orders totaling \$1,278,977.94.

- Issued 476 past due notices on utility accounts.
- Auto-called 236 utility customers regarding receipt of a past due notice.
- Processed 847 payments through Interactive Voice Response System totaling \$65,779.10.
- Processed 1,325 payments through City online payment portal totaling \$124,167.35.
- Prepared 121 Accounts Payable checks totaling \$383,093.94 and 45 Accounts Payable EFT payments totaling \$907,780.61.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement requests to day FY 20-21: \$1,774,493.25
- Other
 - Attended weekly virtual staff meeting.

Risk Management Projects

- Attended Claims Committee meeting
- Attended webinar on drug free workplace issue
- Attended webinar on D&O insurance topic

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 7
 - Hazardous: 3
 - EMS: 82
 - Motor Vehicle Accidents: 10
 - Public Assists: 54
 - TOTAL CALLS: 160
- Aid provided to other agencies: 8 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (3)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 54
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 260
- Training Hours
 - NFPA 1001: Firefighting 79
 - NFPA 1002: Driver 3
 - NFPA 1021: Officer 17
 - NFPA 1500: Safety/Equipment 41
 - NFPA 1620: Preplanning 25
 - EMT/Paramedic 35
 - TOTAL TRAINING HOURS: 200
- Station Activities
 - Firefighters raised the flag over W. Granada Blvd. at Riverbend Community Church to welcome the Police Unity Bike Tour as they rode through Ormond Beach.
- Significant Incidents
 - 5/13/21, 5:04 AM: 130 Old Mill Run – Structure Fire – Dispatched for smoke in the area – an investigation found flames coming from eaves of a 2-story house – occupants were safely evacuated – fire contained to attic with major damage to upstairs bedroom, office and hallway – fire potentially caused by a lightning strike – crews cleared scene at 7:31 AM.

Human Resources

- Staffing Update
 - City Clerk
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Part Time Box Office Attendant (Performing Arts Center)
 - Part Time Events Leader (Community Events)
 - Part Time Recreation Leader (Performing Arts Center)
 - Plant/Pump Mechanic
 - Police Officer
 - Summer Camp Counselors
 - Tradesworker
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
 - Utilities Engineer
- Applications Under Review
 - Records Specialist
- Interviews Scheduled
 - Information Technology Manager
 - Plant/Pump Mechanic
 - Summer Camp Counselors
 - Tradesworker
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
- Background/Reference Checks/Job Offers
 - Community Service Officer
 - Maintenance Foreman (Wastewater Collection/Reuse)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution)
 - Neighborhood Improvement Officer
 - Part Time Maintenance Worker II (Parks)
 - Police Officer
 - Seasonal Part Time Maintenance Worker II (ARBP)
 - Summer Camp Counselors
- Separations
 - Information Systems Specialist
 - Part Time Maintenance Worker II (Parks)
 - Part Time Recreation Leader (Casements)

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: 33
 - Completed: 65

- In progress: 47
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 51,634
 - Inbound E-Mails Blocked: 26,937
 - Delivered Inbound E-Mails: 22,183
 - Quarantined Messages: 777
 - Percentage Good Email: 42.96%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 7
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 8
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,062
 - Meters GPS Located this week: 1 : Total in system = 24,032; 23,199 potable, 822 irrigation, 11 effluent

Leisure Services

Administration

- City Manager staff meeting
- Engineering meeting
- City Commission meeting
- Budget meeting with Finance
- Leisure Services Events Update meeting
- Vadner park meeting
- Master Plan committee meeting
- Master Plan survey promotion
- Tree City USA publication
- Civic Plus Webinar
- Yellowstone weekly meeting- Athletics Fields

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.

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.
- Completed and posted EDC 5 year opening anniversary.

- Prepare for small private school field trip to be conducted primarily outside EDC.
- Forward information and notes from 5/16/21 community gardener education event to all community gardeners.

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.
- Spikes 9-14's continued practices this week on Nova 4, 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 Playoff games continued 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.
- OBSC Rec. Soccer Games will be held on Saturday morning at 8:30 am at the Sports Complex, Soccer Fields.

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, 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 Monday and Tuesday nights for Coed Softball games
- Prepped Quad for Girls Rec Softball, and Boys Pinto Baseball
- Prepped Kiwanis field on Monday and Wednesday for Pony Rec Baseball games

Performing Arts Center

- Attended Memorial Day Remembrance Committee meeting.
- Attended PAC Friends strategic planning meeting.
- Assembled information for RFP document for PAC Concessionaire.
- Sent out email update about the PAC to internal show group leaders.
- Entered work orders for 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

Community Events

- Weekly administrative tasks, office work, and activities.

- Assisting Memorial Day Committee with plans for Service on May 31. Continued working on the 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.
- Preliminary planning for upcoming events through the rest of the year.

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 will be 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 with 8 participants throughout the week.

The Casements

- The Casements was open on Saturday for self-guided tours from 8 am to 12 pm and on Monday through Friday from 8 am to 5 pm.
- A wedding ceremony was held at Bailey Riverbridge on Saturday from 2 pm to 4 pm.
- A wedding ceremony was held in Rockefeller Gardens on Saturday from 11 am to 3 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Coordinator conducted interviews for camp counselors.
- The Coordinator met with The Casements Camera Club to review gallery exhibit schedules.
- Ora Yoga classes met this week 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.
- "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 was held in the kitchen and gallery on Thursday from 4 pm to 8:30 pm.
- Staff is preparing for June's "Movies on the Halifax" with equipment training this week. The feature film is "Doolittle" and is scheduled for June 4 at 8:00 p.m.
- Staff is finalizing submissions for the FFEA Sunational Awards this week.
- Staff is preparing for the upcoming Enviro Camp sessions beginning June 7.
- Staff is planning for The Casements Guild's first and final meeting of the year. New officers will be named. The meeting will be held on the newly renovated North Lawn.

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
- Skate park concrete inspected
- Tree branch removed at Central Park III
- Repaired loose pavers at Andy Romano Beachfront Park
- Repaired concrete slab at Central Park III
- Repaired railings at Rivera 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
- SONC installed trial hand dryer
- Streetscape Granada - Halifax to US1 - lights repaired
- Main lobby women's bath lights replaced at the Performing Arts Center
- Outside restroom lights replaced at EDC
- Fleet hallway lights replaced
- Restroom light fixtures replaced
- Fountain repaired at Riviera Park
- Mag locks replaced at Andy Romano Beachfront Park
- Fire inspection at the Sports Complex
- Repaired ten gates at the Airport
- Outside restroom unclogged at South Ormond Neighborhood Center
- Repaired grate for grill at South Ormond Neighborhood Center
- Replaced nine toilet seats at the Sports Complex
- Replaced lights in restrooms at Fleet

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff participated in the Police Unity Tour 2021 ride from Tallahassee to Titusville
- Staff attended the Volusia Flagler Police Memorial
- Staff worked on the strategic plan initiative
- Staff participated in Special Response Team Training
- Staff attended in-house Supervisor Training

Community Outreach

- Youth Leadership Council (YLC) – Five members of the YLC met to discuss upcoming community service projects. Six YLC members will be attending the Annual State of Florida Association of Police Athletic Leagues Youth Leadership conference June 17-20, 2021 at Disney.
- OBPAL Basketball – Ten players attended practice for basketball on Tuesday and Thursday last week. The 10th grade boys team participated in the Super Six tournament in Orlando May 15 and 16. The team placed first in the tournament for their division.
- PAL Educational Programs
 - *READ, Reading, Exploration, Adventure and Discovery* at Ormond Beach Elementary School concluded last week. Students celebrated with an ice cream and cupcake party while reading the stories they completed to their peers.

Community Services & Animal Control

- Animal Calls responded to: 48
- Animal Reports: 6
- Trap Neuter Release: 1
- Animal Bites: 1
- Animals to Halifax: 2
- Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 9
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 7
- Inactive: 3
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 0

- Grand Theft: 2
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 81
- Phone Calls: 126
- Arrest / NTA'S: 19
- Reports Generated: 127
- Reports Entered: 112
- Citations Issued: 17
- Citations Entered: 17
- Warnings Entered: 52
- Trespass Warnings: 5
- CORF Entered: 34
- Mail / Faxes / Request: 35

Patrol

- Total Calls: 1,314
- Total Traffic Stops: 89

Operations

- Crime Opportunity Report Forms: 86

05/12/21

- Theft, 600 South Yonge Street (Palm Plaza.) An unidentified subject stole 2 pieces of pressure treated lumber worth approximately \$200 from behind this plaza.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject skip scan approximately \$178 worth of merchandise.
- Narcotics Arrest, 1040 South Nova Road (Troy's Pub). A traffic stop was conducted which yielded multiple empty plastic bags used for narcotics, a large sum of money and narcotics.
- Driving Under the Influence/Narcotics Arrest, 950 North United States Highway One (Tomoka River Bridge). The investigation of a single motor vehicle accident on the bridge determined that the owner and driver of the vehicle was under the influence. A search of the vehicle yielded 48.6 grams of Fentanyl, 18.26 grams of Meth, 3.14 grams of Cocaine, a loaded handgun and \$10,692 in cash.
- Warrant Arrest, 100 Hamilton Circle (Bermuda Estates.) Subject contacted and found to have an open warrant.

05/13/21

- Disorderly Intoxication Arrest, 759 South Atlantic Avenue (Georgian Inn.) Subject contacted and arrested.

05/14/21

- Stolen Vehicle Recovery/Arrest, 1608 North United States Highway One (Econo Inn.) The victim advised that her vehicle was stolen overnight. The vehicle was previously involved in a crash and the driver of the vehicle had stolen property from the victim in his possession.

05/15/21

- Auto Theft, 1509 San Marco Drive #305. Victim advised he wanted to press charges against the person who took his vehicle without his permission. The vehicle was entered as stolen and then returned where the victim declined prosecution.

05/16/21

- Theft, Illegal Use of Credit Card Arrest, 302 North Nova Road (Anytime Fitness.) Subject was contacted and suspected in numerous gym thefts and frauds in Central Florida. Taken into custody by Volusia Sheriff's Office, he was also charged with thefts occurring in Ormond Beach.
- Aggravated Battery Firearm, 459 Collins Street. Victim advised that a subject entered her home, calling her by the incorrect name, stating that she had stolen money from him. The victim was struck in the face with a firearm and was then able to get away from the assailant.

05/17/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject steal \$46.20 worth of merchandise. She was brought into the Loss Prevention office where she resisted officers attempts to secure her in handcuffs.

05/18/21

- Residential Burglary, 71 Rockefeller Drive #B. Entry made through an unlocked bedroom window, victim advised that \$4,000-\$5,000 in one-dollar bills was stolen from her bedroom closet.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject skip scan \$903.73 worth of miscellaneous items. Subject was also found to be in possession of narcotics.
- Grand Theft, 301 Division Avenue #15 (Ormond Brewing Company). Unidentified suspects stole the boat motor from a boat at this location.
- Battery Dating Violence Arrest, 46 Hunt Master Court (Hunter's Ridge Subdivision). Neighbors advised a male battered a female as they were getting in the vehicle after reports of a male attempting to hang himself at this location. Both parties were located separately and dating violence charges were established.
- Burglary Residence, 55 Shadow Creek Way (Breakaway Trails). The victim rents a bedroom in the residence and someone entered the bedroom and stole cash from a glass jar.
- Battery Domestic Violence Arrest, 707 South Atlantic Avenue (Makai Motel). Two subjects got into an argument that turned physical where one punched, then slammed the victim to the ground. The victim fled on foot and the other party was contacted and arrested.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 15
 - Number of Citations issued: 16
 - Number of Written Warnings Issued: 0
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 6
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Zone 1: 8 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 1 Case initiated
- 4 signs have either been removed or sign cases created.
- 10 tree removal permit requests processed.

Administrative staff assisted with three (3) walk-in's and forty-seven (47) 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 complete, cable pull is being scheduled. 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 and west sides is complete. Work on the South wall is ongoing. Progress meeting #8 scheduled for May 27.
 - 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 requiring a County Use Permit modification is in process.
 - Wilmette Stormwater Pump Station – Shop drawings are under review.
 - Downtown Banner Pole Replacement Re-Bid – Shop drawings have been approved. Long lead time materials are on order.
 - WRF Chlorine Contact Improvements – Contracts are being executed.
 - Nova Community Park Tennis Court Lighting Improvements – Long lead time materials have been ordered.
 - Bidding
 - SONC Gym – Bids were opened on May 17, and are under review.
 - 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 paver banding selection has been made, obtaining cost information.
 - 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 – Architectural/structural design is in process.
 - Doug Thomas Way Extension Design – A Work Authorization for design is on the June 1 City Commission meeting agenda for approval.
 - South Beach Street Water Main Replacement – In-house design is nearing completion.
 - WRF UPGRADES – A Work Authorization for design is scheduled for approval at the June 1 City Commission meeting.
 - Departmental Activities
 - Reviewed 37 Engineering Permit applications through the ProjectDOX system, and created and approved 1 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Repaired brick sidewalk on SR40
- Patched asphalt on Chrysanthemum Dr; Royal Palm; Loyola Dr; N Beach St; Rio Pinar Dr
- Fixed sidewalk on Hammock Ln at Central Park III
- Sidewalk repaired on Biltmore Dr

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 at Bryant & Collins St; S Ormond Rec (playground); low limbs on Magnolia Ave, Bryant St; trim around street lights on Shady Branch, Circle Oaks

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 in Forest Hills
- System inspection on 1100 block of John Anderson Dr
- Depression investigation on Sounders Trail Cir, Springwood
- Gates & pumps city wide
- Inlets inspected & cleaned city wide
- Pipe repaired on Loyola Dr
- Locates city wide
- Ditch maintenance on Cherrywood

Vactor

- Williamson/locate pipes
- Basin cleaning city wide
- W Tower Cir

Street Sweeping/Streetsweeper (1 day)

- 40 miles of road cleaned
- 12 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,924
- PM Services completed for the week

- Emergency Vehicles and Equipment: 1
- Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 11,969 gallons unleaded, 9,043 gallons diesel
 - Fuel used in one week: 2,203 gallons of unleaded and 964 gallons of diesel.
 - Fleet completed 46 work orders this week.

Utilities

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

Water Treatment

- Delivered 38.30 million gallons for the week ending May 15, 2021 (5.45 MGD).
- Backwashed 8 filters for a total of 487,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 15, 2021 @ 6.82 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 64.8 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 215,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.47 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.64 MGD
- Produced 25.16 Million Gallons of Reclaim water.
- Produced 7.31 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)
 - Hauled 4 trailer loads of Processed sludge in May for a total of 105.60 wet tons through the May 6, 2021.

Water Distribution

- Responded to 9 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 8 calls from customers concerning leaking water.
- Installed 5 new residential water services/ meter sets.
- Performed pressure testing on 7 City owned backflow prevention devices, 3 needed repairs.
- Replaced 2 residential water services due to pressure concerns or leaks.
- Replaced 4 broken meter boxes/lids.
- Performed fire hydrant maintenance on 30 City owned fire hydrants.
- Exercised 2 main line valves due to water main leaks or scheduled outages.
- Flushed 15 hydrants in the Business Park & Creekside neighborhood area.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 165 utility locates for the previous week.

Wastewater Collection

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Crews performed a pep tank locate @ 2 locations per customer request.
- Crews located and marked in the curb all reuse and sewer valves on Tomoka Cove Way.
- Crews performed sewer service availability verifications @ 7 locations.

- Crews followed up on the weekend calls.
- Crews televised 27 sanitary service laterals from the ongoing PM list.
- Crews replaced a broken reuse meter box
- Crews flushed 103 Hickory Hills service lateral (weekly maint.).
- Crews investigated a low psi complaint 6 Tomoka Cove Way. Found the cause to be a faulty zone valve replaced it with a 2" ball valve.
- Crews worked with the contractors open/closing the force main valves @ Clyde Morris and Granada Blvd.
- Crews replaced an E1 pump at 53 Canterbury woods.
- Crews repaired a broken sewer service line @ 20 Allen Wood Look.
- Crews replaced broken clean out @ 52 Bovard Ave,
- Crews investigated a depression in the road at the intersection of N. Beach St./Crystal Cir. Found it to be a contractor that bored through the main. Locates were called so repairs could be made.
- Crews responded to and repaired a reuse leak @ 503 Magnolia Ave.
- Crews replaced check valve and raised float on pep tank at 20 Foxhunter Flat.

Reuse

- Responded to 2 reuse trouble calls.
- Located reclaimed tap at 14 Crescent Lake Way and 43 Forestview Way.
- Repaired reclaimed leak at 99 Shadow Creek Way.
- Responded to low pressure complaint at 30 Thornhill Chase.
- Turned off reclaimed at 48 Abacus Ave., checking for leak.
- 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 he 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

- Alum Tank – follow up from call out – leak identified at master drain valve and fitting at bottom of tank. Leak fully secured, ordered repair supplies.
- Spring Meadows, high level, found wiring problem at control cabinet, repaired.
- MPS Room – finished removal of old piping.
- San Marco, Forest Quest – made electrical connection in new pump motor.
- Effluent pump #3 – replaced soft start, troubleshooting in progress for tripping condition.
- Re-aeration blower #1, Carrousel blower #1 -
- not communicating, fiber switch bad, replaced ethernet switch, installed jumper ethernet cable to blower #2. Tested, OK
- Worked with CEC controls on networking cabinet redesign @ PLC4.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Waste Valve #6 – completed electrical control connections.
- Polymer building – replaced sump pump.
- Standish Booster station – replaced ultrasonic transducer, made changes in PLC programming, fixed scaling issue with CL17 meter & distribution pressure reading @ PLC.
- State Park Booster Station – not communicating, replaced antenna surge protector & radio to surge antenna cable, OK.
- 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

Honorable Mayor and City Commissioners

May 21, 2021

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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:

- Assistant City Clerk attended City Manager staff meeting.
- Assistant City Clerk attended virtual IIMC training.
- Staff attended and provided support for May 18, 2021, City Commission Meeting.
- Agenda packet preparation for June 1, 2021, City Commission Meeting.