

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 4, 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

Spoke to, attended and/or met with:

- Memorial Day Remembrance Ceremony
- Agenda review meetings with commission members
- City Commission Meeting
- COVID-19 City Managers Conference Call
- FCCMA Annual Conference, participated as a panelist for one of the sessions.

PIO – Public Information

- Press Releases/Media
 - General media inquiries
 - General citizen requests
- Social Media
 - Memorial Day Remembrance
 - Summer Story Stroll
 - Disaster Preparedness Sales Tax Holiday
- Attended
 - Engineering/Planning Meeting
 - City Manager Staff Meeting
 - Volusia Hurricane Prep Meeting
 - City Commission Meeting

Community Development

Planning

- Staff presented four (4) cases for the Board of Adjustment and Appeals meeting, as follows:
 1. 646B Flamingo Drive: Property owner seeks to construct a screen enclosure over an existing pool. 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.

- The June 10, 2021 Planning Board meeting has been canceled based upon on no applications to be heard.
- The Monthly Development Report is available at: <https://www.ormondbeach.org/247/Development-Projects>

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 384 inspections performed within the city 61 by private providers).
- 135 permits issued within the city, with a valuation of \$1,913,056 (13 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 1755 N US 1 - Wayne's Solar Office, pre-application. Discussion to develop a vacant property into an office/warehouse use of approximately 6,000 square feet.
 2. 251 S. Atlantic Ave., hotel development, pre-application. Discussion to develop a vacant property into a hotel use.
 3. 185 Fleming Avenue, pre-application. Discussion to develop a vacant property into a vehicle repair, type B use. The use would require a Special Exception.
 4. 814 South Atlantic Avenue, outdoor seating. Additional discussion regarding shifting a lot line to allow the development of an outdoor seating area.
- The following projects under SPRC review:
 1. 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.
 2. 88 South Atlantic Avenue. 3rd review. Demolition of existing building (10,866 square feet) and construction of a new retail shop (8,596 square feet) and related site improvements.
 3. 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.
 4. Iris Subdivision (utilities only) Flagler County Hunter's Ridge. 1st review. Flagler County utility connection for a 76 lot subdivision.
 5. Celedine Subdivision (utilities only) Flagler County Hunter's Ridge. 1st review. Flagler County utility connection for a 99 lot subdivision.
 6. Tattersall at Tymber Creek. 1st review. Zoning submittal for a Planned Residential Development Order. Project proposes 146 single-family lots and associated subdivision improvements.
 7. 1044 North U.S. Highway 1, US 1 Business Park, minor amendment. 1st review. Minor changes to the project utilities.
 8. 100 North Halifax Drive, The Cupola at Oceanside. 1st review. A 12 unit, two story condominium and associated site improvements.
 9. 390 Andalusia Avenue, Air One. 2nd review. Proposed 2,500 square foot storage/warehouse addition to the Air One facility.
 10. Ormond Grande, Final plat. 3rd review. Proposed 61 lot plat.
 11. 2284 Ocean Shore Boulevard, septic conversion. 2nd review. Ormond by the Sea – conversion from a septic system to city sewer service.
 12. Ormond Gateway, Final Plat. 2nd review. Development of a three lot commercial subdivision and associated site improvements.
 13. 1211 West Granada Boulevard, Revella at Ormond Beach ALF. 1st review. 150 resident Assisted Living Facility on 5.54 acres and associated site improvements.

- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	0%
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	65%
Ormond Museum	25%
Publix, 101 East Granada Boulevard	60%
Starbucks	55%
The Pumphouse	55%
Total Comfort	50%
US 1 Business Park amendment	10%
Waffle House	5%
Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	99%
Huntington Green, 2B	90%
Huntington Villas, 2B	90%
Forcemain -Huntington Green	0%
Verona Villas	0%
Residential	
Pineland, Phases 4 & 5	70%
Ormond Grande	65%
Plantation Oaks, 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 Team Volusia Practitioner Council meeting held on Wednesday, June 02, 2021.
 - Staff attended the Volusia County 2021 Annual Real Estate Values Forum.
 - Staff attended the Team Volusia EDC Board Meeting and provided an update on the TVEDC Practitioner Council meetings.

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

Airport Operation and Development

- Work continues on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- Staff met with representatives from AVCON, Inc. and CTBX Aviation to discuss a proposal to improve the environmental systems at the air traffic control tower.
- The airport's Automated Weather Observing System (AWOS) is currently unable to report ceiling height data. Staff is investigating options to restore this service.
- Design of the first phase of the new perimeter access road for the southwest quadrant of the airport is nearly complete.

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 95 Journal Entry Batches.
 - Utility Billing Meter Readers completed 365 work orders.
 - Approved 18 Purchase Requisitions totaling \$196,880.29.
 - Issued 11 Purchase Orders totaling \$212,010.56.
 - Issued 544 past due notices on utility accounts.
 - Auto-called 111 utility customers regarding receipt of a past due notice.
 - Processed 574 payments through Interactive Voice Response System totaling \$48,290.08.
 - Processed 1,306 payments through City online payment portal totaling \$103,351.34.
 - Prepared 131 Accounts Payable checks totaling \$135,433.04 and 34 Accounts Payable EFT payments totaling \$322,037.43.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Staff received notification of the City's FY 21-22 Community Development Block Grant (CDBG) allocation which is \$173,665; \$20,955 more than FY 20-21. Applications are due on June 11, 2021. Applications are underway and are based on the recommendations made by the Neighborhood Improvement Advisory Board (NIAB) at its meeting of April 1, 2021. Following submittal, an agenda item will be prepared for the July 20, 2021, City Commission meeting for consideration.
 - Working with the Police Department on an amendment to the Coronavirus Emergency Supplemental Fund (CESF) grant.
 - Working with the Police Department on a potential COPS grant submittal.
 - Reviewing potential grant opportunities related to the Performing Arts Center lobby renovation.
 - Grant reimbursement requests to date FY 20-21: \$1,780,916.98
- Other
 - Attended weekly virtual staff meeting.

Risk Management Projects

- Safety Team meeting
- Claims review with TPA

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 7
 - Hazardous: 2
 - EMS: 89
 - Motor Vehicle Accidents: 10
 - Public Assists: 54
 - TOTAL CALLS: 166

 - Aid provided to other agencies: 17 Calls – Daytona Beach (4), Holly Hill (3), Volusia County (10)
 - Total staff hours provided to other agencies: 13
 - # of overlapping calls: 42
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 73
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 412
- Training Hours
 - NFA 1001: Firefighting 21
 - NFA 1002: Driver 6
 - NFA 1021: Officer 3
 - NFA 1500: Safety/Equipment 38
 - NFA 1620: Preplanning 8
 - EMT/Paramedic 13
 - TOTAL TRAINING HOURS: 89
- Significant Incidents
 - 5/31/21, 7:41 PM: 867 S. Atlantic Ave. – Building Fire – Responded to Ocean East Resort Club for a commercial structure fire – upon arrival found heavy black smoke and active fire on first and second floor corner units – fire also running along exterior wall up to the fourth floor – primary searches completed with no occupants unaccounted for – fire determined to have

originated in the dumpster which quickly spread to the adjacent rooms – two rooms were deemed uninhabitable and two additional rooms received smoke damage.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - 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 (Casements)
 - Part Time Recreation Leader (Performing Arts Center)
 - Plant/Pump Mechanic
 - Police Officer
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
 - Utilities Engineer
 - Interviews Scheduled
 - Information Technology Manager
 - Part Time Events Leader (Community Events)
 - Police Officer
 - Records Specialist
 - Background/Reference Checks/Job Offers
 - Community Service Officer
 - Maintenance Worker II (Streets)
 - Neighborhood Improvement Officer
 - Police Officer
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
 - Separations
 - Treatment Plant Operator (Water Reclamation Facility)

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: 39
 - Completed: 47
 - In progress: 61
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 38,446
 - Inbound E-Mails Blocked: 13,020
 - Delivered Inbound E-Mails: 23,490

- Quarantined Messages: 449
- Percentage Good Email: 61.09%
- Virus E-Mails Blocked: 1

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 21 : Total in system = 3,083
 - Meters GPS Located this week: 0 : Total in system = 24,032; 23,199 potable, 822 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- City Manager Staff meeting
- Staff meeting
- City Commission meeting
- Master Plan team meeting
- 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

- Continued enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Developing additional nature videos for posting to social media.
- Coordinate posting of EDC summer hours on social media and EDC website.
- Completed reset of summer exhibits.
- Completed organization of data and information for required report to Florida Wildflower Foundation regarding Phase 2 of EDC Wildflower Demonstration Garden.
- Conducted weekly maintenance of Butterfly and Wildflower gardens.

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.

- OBYBSA Baseball have All Star practices this week on Wednesday and Friday, Nova and Quad Fields at 6 pm.
- USSSA Baseball Tournament, Saturday and Sunday, Nova/Quad/Wendelstedt fields, Sports Complex, 8 am to 7 pm
- Adult 6-a-side soccer starts this Saturday at Soccer #4 at Sports Complex at 9:30 am. This is a rental.

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 recreation games Monday, Wednesday and Friday and Spikes practices, Tuesday and Thursday.
- Prepped Quad for Boys Pinto Baseball All Star practices
- Prepped Kiwanis Field for Pony Rec Baseball Championship game
- Prepped Wendelstedt Fields for Spikes Baseball practices
- Prepped Quad/Nova/Wendelstedt for weekend USSSA Softball Tournament
- Removed soccer goals, toters and benches on fields 1/2/3/8/9/10
- Laid out and painted two "6-A-Side" soccer fields on soccer #4. Added goals, toters and benches.
- Painted soccer fields and foul lines for weeks activities

Performing Arts Center

- Completed RFP document for PAC Beer and Wine Concessionaire.
- Memorial Day Remembrance Ceremony.
- Sent out email update about the PAC to internal show group leaders.
- Entered work orders for Performing Arts Center facility and equipment repairs.
- Attended PAC Friends Board meeting.
- Responded to telephone inquiries from residents regarding status of shows
- Responded to inquiries from existing and potential new clients about booking engagements.

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
- Activity room rental Saturday from 11 am to 6 pm

Community Events

- Weekly administrative tasks, office work, and activities.
- Clean up of equipment and supplies from Memorial Day Remembrance Service.
- Distribution of June 19 Reel in the Fun Fishing Tournament flyer to schools, city facilities, and library.
- Assisting Senior Games Board with plans for the 2021 games. October 23-30.
- Preliminary planning for Independence Day Celebration, Sunday, July 4.
- Preliminary planning for the Summer Sounds Concert Series.

Nova Community Center and Special Populations

- Took reservations for pickleball and basketball.
- Pickleball is played by reservation only Monday through Saturday from 9 am to 3 pm.
- Basketball is played throughout the week Monday through Sunday by reservation only. Jazzercise offered 4 mornings and 2 evenings a week with 26 students in person throughout the week. Instructor streams a virtual class at the same time.

- Ms. Debby's Dance and Acting classes are on Monday, Tuesday, and Friday.
- Virtual Lunch Bunch met Monday and Wednesday 11 am to 2 pm.
- Continue to plan for summer programming.

The Casements

- The Casements was closed on Saturday for the Memorial Day Remembrance rehearsal.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements Guild resumed their guided tours this week just in time with their summer hour schedule of tours at 1 pm, 2 pm and 3pm. The gift shop will be open each day at 10 am to 4 pm.
- Staff is setting up the EDC classroom for Enviro Camp to begin next week.
- The Casements Camera Club will have photograph registrations on Wednesday from 3 pm to 5 pm for their June exhibit. They installed their June exhibit on Thursday afternoon.
- Ora Yoga classes met 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 Monday, Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements
- Staff is preparing for "Movies on the Halifax" featuring "Dolittle," rated PG. The movie will be held this evening in Rockefeller Gardens, and will start at 8:00 p.m.

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
- Repaired work out station at Central Park I

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
- Power checked for Memorial Day event at Rockefeller Gardens
- Repaired camera power at South Ormond Neighborhood Center
- Stormwater Division fountain lights repaired
- Repaired toilet at Andy Romano Beachfront Park
- Repaired a/c in airport tower
- Repaired urinal at the police Department
- Outside toilet unclogged at South Ormond Neighborhood Center
- Replaced box lid (FPL) at Riverbend Nature Park
- Men's restroom repaired at Fortunato Park
- Blinking lights for 4th of July float repaired
- Hand dryer replaced at South Ormond Neighborhood Center
- Repaired drywall at the Performing Arts Center

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended a budget meeting with Finance
- Staff monitored the "Orlando Invades Daytona" event
- Staff attended Memorial Day Service
- Staff assisted patrol throughout the holiday weekend

- Staff held a meeting with Command Staff
- Staff attended an Awards Committee Meeting
- Staff attended the First Responder Appreciation Event

Community Outreach

- Youth Leadership Council (YLC) – Six (6) members of the YLC attended a summer fun day on Saturday with the YLC Coordinator. Six (6) 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 – Formal basketball practice was not held last week due to end of school testing and events. Practice will continue with team members throughout the summer at the South Ormond Neighborhood Center on Tuesday and Thursday evenings.
- PAL Educational Programs – Summer educational program preparations are underway. OBPAL partners with the Summer Connections program at the South Ormond Neighborhood Center to offer science, art, computer lab and tutoring for 6 weeks during the summer months.

Community Services & Animal Control

- Animal Calls responded to: 26
- Animal Reports taken: 2
- Trap Neuter and release/RTF: 1
- Bites: 0
- Animals transported to Halifax Humane Society: 1
- Wildlife: 1
- Found property report: 1

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 6
- Inactive: 7
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 3
- Suspicious Incident: 1
- Threatening Phone Calls: 1

Records

- Walk - Ins / Window: 87
- Phone Calls: 121
- Arrest / NTA'S: 19
- Reports Generated: 127
- Reports Entered: 122
- Citations Issued: 29

- Citations Entered: 36
- Warnings Entered: 30
- Trespass Warnings: 17
- CORF Entered: 33
- Mail / Faxes / Request: 30

Patrol

- Total Calls 1,233
- Total Traffic Stops 98

Operations

- Crime Opportunity Report Forms: 112

05/26/21

- Carbreak, 1567 North United States Highway One (Econo Inn). Pole saw was stolen from the bed of the victim's truck.
- Battery Domestic Violence Arrest, 530 South Center Street. Mother got into a verbal argument with her daughter, the juvenile intentionally spit in her mother's face.

05/27/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject not scan \$229.39 worth of merchandise while at the self-checkout station.

05/28/21

- Carbreak, West Granada Boulevard/Orchard Street. Road rage incident between two vehicles headed eastbound on West Granada Boulevard between Nova Road and Yonge Street. The victim advised that a male got out of his vehicle and attacked him through his open passenger side window.
- Carbreak, 145 South Atlantic Avenue (Cove 1 On Ormond Beach). Victim left a suitcase in the bed of their truck overnight that was taken.
- Hit & Run Crash Arrest, Hand Avenue/South Nova Road. VSO unit was involved in a crash that involved two other vehicles. The at-fault vehicle fled the scene. The vehicle and driver were located in Daytona Beach.
- Narcotics Arrest, 75 North Beach Street. OBPD units located a subject wanted by the Beach Patrol for a battery. He was found to be in possession of narcotics paraphernalia and turned over to Beach Patrol.
- Narcotics Arrest, 75 North Beach Street. Subject was contacted and found to be in Possession of Narcotic Paraphernalia.

05/29/21

- Volusia County Sheriff's Office located a stolen vehicle which fled from units after being struck with stop-sticks. The vehicle came to a stop at Riverbend Church in Ormond Beach. The occupants of the vehicle fled on foot into the wooded field adjacent to Riverbend Church and were apprehended shortly thereafter.
- Battery Domestic Violence Arrest, 955 South Nova Road #24. Subject was involved in a verbal argument with her ex-husband that turned physical.
- Battery Domestic Violence Arrest, 205 East Granada Boulevard (Walgreens). Subject was involved in a verbal argument with boyfriend that turned physical. She gave a false name to officers during the investigation.

05/30/21

- Trespass after Warning, 1482 W Granada Blvd (Ormond Towne Square.) Subject contacted after previously being trespassed from the property.

- Driving Under the Influence Arrest, Ocean Terrace/Ocean Shore Boulevard. Subject contacted and found to have been driving under the influence.
- Battery, 40 Mayfield Terrace. Subject contacted after committing a battery on a person over 65 years of age.

05/31/21

- Burglary of a Structure, 550 North Nova Road (Volusia Memorial Funeral). Forced entry to rear window of the structure, the inside was vandalized.
- Narcotics Arrest, West Granada Boulevard/South Nova Road. Officers were dispatched to a vehicle that was blocking the middle lane of South Nova Road at West Granada Boulevard. The driver was passed out behind the wheel and in possession of narcotic paraphernalia.
- Narcotics Arrest, 1567 North United States Highway One. Subject contacted and found to be in possession of narcotics.

06/01/21

- Rape, 565 Memorial Circle (Ameripath Volusia Pathology). The victim advised that she was sexually battered.
- Burglary Residence, 935 Ocean Shore Boulevard #209 (Bent Palm Condominium). Officers responded in reference to a suspicious male believed to be in a unit he does not own. The suspect exited the unit and was placed into custody.
- Burglary Residence, 9000 Saint Georges Road #101A. Officers responded to the report of jewelry being stolen. The victim advised she believed that her juvenile son was responsible. The suspect admitted to entering her room, taking jewelry and throwing it into the wooded area near the apartment. Most of jewelry was recovered.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 23
 - Number of Citations issued: 19
 - Number of Written Warnings Issued: 13
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 6
 - 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: 3 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 2 Cases initiated
- 7 signs have either been removed or sign cases created.
- 19 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and fifty-eight (58) 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 cable pull to FS-91 is scheduled to begin this week. John Anderson Drive fiber optic conduit repair at Ocean Terrace West and Halifax Drive is scheduled to begin June 7.
- North US1 Water Main and Force Main Improvements – Construction is ongoing.
- MacDonald House Improvements – Phase 1 improvements are scheduled for completion mid-June. Progress meeting #9 is scheduled for June 10.
- 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.
- Riviera Park Pedestrian Signals – 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 – Bid award is scheduled for the July 20 City Commission meeting.
 - CDBG Fleming Playground – A disposition item to advertise for bids was approved at the June 1 City Commission meeting.
 - 2021 Roadway Resurfacing – A disposition item to advertise for bids was approved at 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 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 was approved at the June 1 City Commission meeting.
 - 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 32 Engineering Permit applications through the ProjectDOX system, and created and approved 8 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Removed sidewalks & form new sidewalk – Loyola Dr
- Removed sidewalk – Interchange Blvd
- Form & grade – Loyola Dr & Interchange Blvd
- Strip forms, back fill, & cleanup – Loyola 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
- Trim dead wood – 500 block of Cameo Dr
- Trimming low limbs over road – Winding Woods Tr & Marjorie Ct

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
- Trash picked up, median & row – US 1, Wilmette to Flagler Ave
- Trimming – Orchard Ave from Sterthaus Dr to Lincoln Ave, S Ridgewood Ave & S Halifax Dr
- Litter removal – city wide

Sign Shop

- City wide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightened, replaced, & installed signs & posts city wide
- Various projects – city wide

Stormwater Maintenance

- Loader – W Tower Cir
- System inspection – 200 block of Ormond Pkwy
- Locates, gates, & pumps – city wide
- Ditch maintenance – city wide
- Basin cleaning – city wide
- Reach out (FDOT ponds) – city wide
- Inlet repair – 200 block of Ormond Pkwy
- Baffle box inspection – Division Ave & S Beach St
- TV truck for Wastewater – city wide
- Line Cleaning – John Anderson Dr
- Pond mowing – Waste Water Plant

Vactor

- Vac truck – Marjorie Tr, Division Ave, S Beach St and John Anderson Dr

Fleet

- Mileage traveled by all departments for the week: 21,204
- 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: 7,788 gallons unleaded, 7,563 gallons diesel
 - Fuel used in one week: 2,058 gallons of unleaded and 764 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

- Delivered 44.37 million gallons for the week ending May 29, 2021 (6.34 MGD).
- Backwashed 8 filters for a total of 407,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 29, 2021 @ 6.83 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 243 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 84,500 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 30.01 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.29 MGD
- Produced 30.01 Million Gallons of Reclaim water.
- Produced 0.00 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 17 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 10 calls from customers concerning leaking water.
- Replaced 3 residential water meter per request by the Finance Department.
- Installed 7 new residential water services.
- Performed pressure testing on 5 city owned backflow prevention devices, 1 needed repairs.
- Replaced 5 residential water services due to pressure concerns or leaks.
- Replaced the 2" water service for 1920 Ocean Shore Blvd.
- Replaced 5 broken water meter boxes.
- Relocated the water service on Sunset Point Dr.
- Performed 2 water meter locates for customers with plumbing concerns.
- Continued fire hydrant maintenance per yearly contract with Volusia County in Ormond-by-the-Sea, 23 fire hydrants checked for operability.
- Repaired a fire hydrant on Rio Pinar Dr found to be inoperable during flushing activities.
- Perform water main flushing for chlorine residual and clarity in The Trails (north and east sections) & Talaquah subdivision.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 151 utility locates for the previous week.

Wastewater Collection

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Flushed Nova Community Center.
- Located C/O at 465 Wild Olive Ave.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.

- Located PEP and reclaimed services at 3 Pleasantwood Way.
- Rebuilt PEP discharge at 31 Coquina Ridge Way.
- Repaired broken sanitary lateral at 139 Fairway Dr.
- Located sanitary & reclaimed services at 6 Whipper-in Cir.
- Pulled loads off Plantation Oaks force main in attempt to reduce pressure.
- Vaced out collection system in Plantation Oaks to increase holding time.
- Replaced PEP pump at 151 Black Hickory Way, 31 Coquina Lake Way
- Follow up TV and raised C/O at 85 Kent Dr.
- Raised C/O at 112 Southwind Dr.
- Flushed and TV'ed sanitary laterals at 91 Ford St. and 170 Ellicott Dr. per customer request.
- TV'ed 7 sanitary laterals on the PM list.

Reuse

- Responded to 2 reuse trouble calls.
- Located and turned on reclaimed service at 88 S Halifax Dr.
- Turned reclaimed on at 30 Circle Creek per customer request.
- Installed 6 pieces of sod at 40 Foxfield Chase
- Dressed up 38 Carriage Creek Way for sod after repair
- Locates called for reclaimed service repair at 30 Thornhill Chase
- Opened reclaimed valve to W Granada medians
- Removed broken ARV from 16" reclaimed main near Bear Creek on Airport Rd.
- Turned off reclaimed service 54 Coquina Ridge Way, 5 Echo Woods Way and Tomoka Oaks Golf Course.

Wastewater Plant – Lift Stations

- Manhole repairs – Assisted contractor with lift station shut downs at 4M1 and 7M1.
- Alum Tank Farm – modified sump pump plumbing as requested.
- Plantation Oaks #1 – Assisted Collections Division air blockage issue in force main.
- Swing Zones – installed new DO meters.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Hudson Well Fields – Toned out signal wires to locate good pairs for new flow meters.
- South Sludge Pit – installed new submersible pump, made piping modifications as need.
- Performed operational checks at various locations.

Support Services/City Clerk

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

- Assistant City Clerk attended City Manager staff meeting.
- Staff attended Safety Team Lead Meeting.
- Staff attended and provided support for June 1, 2021, City Commission Meeting.
- Agenda packet preparation for:
 - July 13, 2021, Capital Improvements Program and Draft Budget Workshop
 - July 20, 2021, Operating Budget Workshop and City Commission Meeting