

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: June 18, 2021

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Budget wrap-up meetings
- Finalizing CIP and operating budget

Spoke to, attended and/or met with:

- Rotary meeting
- Tiger Bay webinar

**PIO – Public Information**

- Press Releases/Media
  - Independence Day
  - Sport Sign-Ups
  - General citizen inquiries
  - General media requests and interview coordination
- Social Media
  - Hurricane Preparedness
  - Independence Day Celebration
  - OBPD Graduates
- Attended
  - Government Social Media Benchmark Webinar for 2021
  - FEMA PIO Round Table (Presenter)
  - Engineering/Planning Meeting
- Developing
  - Strategic Planning Update
  - Independence Day Resident Guide

**Community Development**

**Planning**

- Building and Planning staff are reviewing and updating building permit and planning fees. Staff conducted a virtual and in person meeting to discuss the proposed fee amendments. The fee updates (<https://www.ormondbeach.org/991/Building-and-Planning-Fee-Update>) are scheduled to be presented to the City Commission in August and effective October 1, 2021.
- The Revella at Ormond Beach Assisted Living Facility project at 1211 West Granada Boulevard will be conducting a neighborhood meeting. The project seeks to allow an Assisted Living Facility consisting of 150 residential units with approximately 55,196 total square feet. **The neighborhood**

**meeting will be held at the Hampton Inn located at 155 Interchange Boulevard, Ormond Beach, FL 32174, on Monday, June 28 at 6 p.m.**

- The July 8, 2021 Planning Board has been canceled based upon a lack of applications/projects ready for public hearing. The next scheduled Planning Board is August 12, 2021.
- Attended the “Collaborating for Resilience Conservation Through a Resilience Lens Stakeholder meeting” presented by Volusia County and the East Central Florida Regional Resilience Collaborative.
- Staff received a request from the project engineer for Tymber Creek Apartments for an extension to respond to the comments of the Site Plan Review Committee (SPRC). The project engineer stated that they are working on the driveway access for the project access to SR40 with the Florida Department of Transportation. The extension request is allowed and was granted for an additional 90 days to respond to SPRC comments under the Land Development Code. No public hearing dates for this project have been established.
- City staff met with members of the Ormond Lakes HOA, and the designer engineer, property owners, and contractor of Ormond Grande to discuss stormwater options for the Ormond Grande/Ormond Lakes ditch system.
- The Plantation Oaks Planned Residential Development has submitted a minor amendment to the project development order to re-allocate 76 lots within phase 1 of the project. The 76 lots are being re-allocated as part of the Volusia County purchase of 36 acres, west of Old Dixie Highway, east of the FPL easement and north of Plantation Oaks Boulevard. The amendment is considered a minor amendment because there is no increase in the number of lots. The minor amendment is under review of the Site Plan Review Committee.

Building Inspections, Permitting & Licensing

- 1 new business tax receipts issued.
- 303 inspections preformed within the city (23 by private providers).
- 163 permits issued within the city, with a valuation of \$6,068,046 (3 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met:
  1. Interested individuals regarding the property at 213 Lincoln Avenue for development options. The property contained a non-conforming single-family house that was destroyed. The property has a commercial B-4 (Central Business District) zoning.
  2. The project owner and engineer for Hunter’s Ridge Flagler County regarding a force main extension and SPRC comments regarding the provision of utilities to two planned subdivisions.
- Site plan approved for:
  1. 2284 Ocean Shore Boulevard, septic conversion: Ormond by the Sea – conversion from a septic system to city sewer service.
  2. 1044 North U.S. Highway 1, US 1 Business Park, minor amendment. Minor changes to the project utilities.
- Site permits have been issued for sidewalks along Pineland Trail associated with the Pineland subdivision improvements.
- The following projects under SPRC review:
  1. Tattersall at Tymber Creek. 1<sup>st</sup> review. Zoning submittal for a Planned Residential Development Order. Project proposes 146 single-family lots and associated subdivision improvements.
  2. 100 North Halifax Drive, The Cupola at Oceanside. 1<sup>st</sup> review. A 12 unit, two story condominium and associated site improvements.
  3. 390 Andalusia Avenue, Air One. 2<sup>nd</sup> review. Proposed 2,500 square foot storage/warehouse addition to the Air One facility.

4. 1211 West Granada Boulevard, Revella at Ormond Beach ALF. 1<sup>st</sup> review. 150 resident Assisted Living Facility on 5.54 acres and associated site improvements.
  5. Ormond Gateway, Final Plat. 2<sup>nd</sup> review. Development of a three-lot of commercial subdivision and associated site improvements.
  6. Plantation Oaks, Phase 1A. 3<sup>rd</sup> review. Development of 121 lots on 100.91 acres.
  7. 295 Interchange Boulevard, All Aboard Storage, Interchange Depot. 1<sup>st</sup> review. Three storage facility of 111,825 square feet on a 2.94-acre parcel and associated site improvements
  8. Plantation Oaks minor zoning amendment, re-allocation of phase 1. A minor amendment to the project development order to re-allocate 76 lots within phase 1 of the project. The 76 lots are being re-allocated as part of the Volusia County purchase of 36 acres, west of Old Dixie Highway, east of the FPL easement and north of Plantation Oaks Boulevard.
- Construction status of projects under construction:

<b>Project</b>	<b>% Complete</b>
783 North U.S. Highway 1	55%
Ace Hardware	5%
Casements, Carriage House expansion	100%
Dunkin Donuts, 1535 North US Hwy 1	20%
Edgewell Loading Dock	99%
Germfree driveway addition	85%
KOMN Condominium Association	10%
Nova Road Controlled Storage Climate	75%
Ormond Museum	30%
Publix, 101 East Granada Boulevard	70%
Starbucks	80%
The Pumhouse	55%
Total Comfort	55%
US 1 Business Park amendment	15%
Waffle House	15%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Deerfield Trace	100%
Huntington Green, 2B	100%
Huntington Villas, 2B	95%
Forcemain -Huntington Green	0%
Verona Villas	0%
<b>Residential</b>	
Pineland, Phases 4 & 5	80%

Pineland, Pineland Trail sidewalk	0%
Ormond Grande	75%
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.
- 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 construction of ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport. Staff worked with the contractors to verify setbacks from the taxiway centerline in order to comply with airport design criteria.
- Staff participated in a quarterly meeting of the East Central Florida Metro Area CFASPP Steering Committee.
- Staff is working to address vegetation overgrowth in the vicinity of the electrical vault and rotating beacon.
- The Ormond Beach Composite Squadron of the Civil Air Patrol conducted a bivouac at the airport, which included orientation flights, aircraft ground marshaling and radio communications training.

### **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 137 Journal Entry Batches.
  - Utility Billing Meter Readers completed 347 work orders.
  - Approved 15 Purchase Requisitions totaling \$150,287.08.
  - Issued 17 Purchase Orders totaling \$233,808.24.
  - Issued 504 past due notices on utility accounts.
  - Auto-called 293 utility customers regarding receipt of a past due notice.

- Processed 679 payments through Interactive Voice Response System totaling \$57,689.91.
- Processed 1,330 payments through City online payment portal totaling \$147,077.54
- Prepared 148 Accounts Payable checks totaling \$773,280.70 and 37 Accounts Payable EFT payments totaling \$300,119.66.

#### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Working with the Police Department on an amendment to the Coronavirus Emergency Supplement Fund (CESF) grant.
  - Working with the Police Department on a COPS Hiring Program grant submittal.
  - Working with the Police Department on a FY 2021 Federal Solicitation Justice Assistance Grant.
  - 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 virtual meeting regarding requested changes to the Scope of Work for the City's application for the FDEP Planning Resiliency Grant.

#### Risk Management Projects

- Attended webinar on fall prevention
- Worked on subrogation claims

#### Fire Department

- Weekly Statistics
    - Fires: 4
    - Fire Alarms: 6
    - Hazardous: 2
    - EMS: 74
    - Motor Vehicle Accidents: 11
    - Public Assists: 56
    - TOTAL CALLS: 153
  - Aid provided to other agencies: 10 Calls – Daytona Beach (4), Volusia County (6)
  - Total staff hours provided to other agencies: 10
  - # of overlapping calls: 39
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 7
  - Total EMS patients treated: 58
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 349
- Training Hours
    - NFPA 1001: Firefighting 80
    - NFPA 1002: Driver 7
    - NFPA 1021: Officer 11
    - NFPA 1500: Safety/Equipment 74
    - NFPA 1620: Preplanning 13
    - EMT/Paramedic 8
    - TOTAL TRAINING HOURS: 193
  - Significant Incidents
    - 6/9/21, 12:39 PM: N. Nova Rd./FEC Railroad Tracks – Train vs. Pedestrian – Arrived to find one patient on side of tracks – a firefighter assisted EVAC during transport of trauma alert patient.

- 6/12/21, 3:34 PM: 3000 N. Atlantic Ave. – Medical – Assisted Daytona Beach with a gunshot wound victim – patient transported as a trauma alert.
- 6/12/21, 6:14 PM: 1161 Plantation Oaks Blvd. – Brush Fire – Responded to a 5-acre brush fire – assistance received from Florida Forestry and Volusia County – crews cleared scene at 9:21 PM.
- 6/13/21 – 12:52 AM: S. I-95/Mile Marker 268 – Vehicle Fire – Arrived to find a fully involved vehicle fire at the Granada overpass – significant guardrail damage – total loss of vehicle.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - City Engineer
    - Firefighter/EMT/Paramedic
    - Maintenance Worker II (Streets)
    - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
    - Meter Reader
    - Part Time Box Office Attendant (Performing Arts Center)
    - Part Time Events Leader (Community Events)
    - Part Time Performing Arts Center Technician
    - Plant/Pump Mechanic
    - Police Officer
    - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
    - Utilities Engineer
  - Applications Under Review
    - City Clerk
  - Interviews Scheduled
    - Firefighter/EMT/Paramedic
    - Part Time Events Leader (Community Events)
    - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
  - Background/Reference Checks/Job Offers
    - Information Technology Manager
    - Community Service Officer
    - Neighborhood Improvement Officer
    - Part Time Performing Arts Center Technician
    - Police Officer
    - Records Specialist
  - Separations
    - Treatment Plant Operator B (Water Reclamation Facility)
    - Summer Camp Counselor
    - Meter Reader
    - Maintenance Worker II (Streets)

### **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: 37
  - Completed: 53
  - In progress: 56
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 35,829
  - Inbound E-Mails Blocked: 12,272
  - Delivered Inbound E-Mails: 21,131
  - Quarantined Messages: 388
  - Percentage Good Email: 58.97%
  - Virus E-Mails Blocked: 0
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 1
    - Changes: 0
    - Corrections: 1
  - Map/Information Requests: 8
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 19 : Total in system = 3,101
  - Meters GPS Located this week: 1 : Total in system = 24,033; 23,200 potable, 822 Irrigation, 11 Effluent

## **Leisure Services**

### **Administration**

- Engineering meeting
- Staff meeting
- Master Plan Committee meeting
- Yellowstone weekly meeting
- Reel in the Fun Fishing Tournament meeting

### **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**

- Open for guided and self-guided tours from 10 am to 4 pm
- Continued enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Enviro Camp continues week, assisted with camp archery sessions.
- Coordinate replacement of faded/damaged plant signs on EDC grounds.

### 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.
- OBYBSA Baseball have All Star practices this week on Monday, Wednesday and Friday, Nova Field 4 at 6 pm.
- SHS Baseball has Summer Training this week on Monday, Tuesday and Wednesday, 8:30 am at Sport Complex on Wendelstedt Fields 2/3
- Adult 6-a-side soccer starts this Saturday at Soccer #9 at Sports Complex at 9:30 am. This is a rental.
- Southeast All-American Sports is hosting their Soccer Showcase on Thursday, Friday and Saturday at Soccer Fields 4/5/6/8, plus Championship Field 7 at Sports Complex.

### 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
- Prepped Nova Field 4 for Recreational All Stars.
- Prepped Quad for Boys Pinto Baseball All Star practices
- Prepped Wendelstedt Fields for SHS Baseball training
- Prepped Quad/Nova/Wendelstedt for weekend USSSA Softball Tournament
- Removed soccer goals, toters and benches on fields 1/2/3/10
- Painted two "6-A-Side" soccer fields on soccer #4, added goals, toters and benches.
- Removed bases, temp. pitching rubbers, & screens from closed fields for the summer

### Performing Arts Center

- Attended Independence Day Celebration meeting.
- Sent out email update about the PAC to internal show group leaders.
- Prepared for CMT Summer Ballet Boot Camp.
- Prepared for joint Friends of PAC and Ormond Beach Memorial Art Museum exhibition in lobby.
- 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 10 am to dusk daily until December 1.
- Free play gym from 6 pm to 9 pm daily
- Summer Connections Camp began this week

### Community Events

- Weekly administrative tasks, office work, and activities.
- Attended Economic Prosperity Hour
- Assisting with plans for the 2021 Senior Games. October 23-30.
- Planning Reel in the Fun Fishing Tournament on Saturday, June 19, Neptune Beach approach.
- Planning for Independence Day Celebration, Sunday, July 4.
- Planning for the Summer Sounds Concert Series.

### Nova Community Center and Special Populations

- FitGyms personal training sessions and tennis lessons at various times throughout the week.
- Pickleball from 9 am to 12:30 pm Monday through Friday and 9 am to 3 pm on Saturday.
- Adult Jazzercise from 9 am to 10 am Monday through Friday and 5:45 pm to 6:45 pm Monday, Wednesday and Thursday.
- Open Play Basketball is offered Monday through Saturday 3:00-9:00 pm and Sunday 1:00-5:30 pm
- Special Populations Summer Programs started this week.



### The Casements

- The Casements was open on Saturday for guided tours, and on Monday through Friday for self-guided tours from 8 am to 5 pm, with guided tours at 1 pm, 2 pm and 3 pm.
- A rental took place at The Casements on Saturday from 2 pm to 8 pm with 30 guests.
- A wedding ceremony was held at Ormond Memorial Art Museum from 7 pm to 8 pm with 40 guests.
- Summer Story Stroll in Rockefeller Gardens features Mary Wentzel's book "Crazy's A to Z." This free program, sponsored by The Casements, Ormond MainStreet, and the Ormond Beach Library will be up until Monday, June 21.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- Enviro Camp week 2 took place at the EDC from 9 am to 3 pm Monday through Friday. Camp currently has 8 students enrolled for all 8-week sessions.
- The Casements Camera Club is featured this month in The Casements Gallery with their eighth annual spring exhibit.
- Ora Yoga classes met in The Casements Dance Room on Tuesday and Thursday mornings from 9:00 am to 10:00 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.

### 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
- Replaced fire box location sign at Andy Romano Beachfront Park
- Dock signs replaced at Cassen Park
- Cleaned graffiti at Riverbend Nature Park
- Replaced trash lid Riverbend Nature Park
- Replaced signs and bench at Joyce Ebbets pier

### 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
- Outside bathroom lock repaired at South Ormond Neighborhood Center
- Troubleshoot shower tower at Andy Romano Beachfront Park
- Troubleshoot lock at the Tennis Center
- Repaired hole in wall auditorium at the Performing Arts Center
- Concrete repair at Fortunato Park
- Hung plaques at the Police Department
- Troubleshoot a/c at FS 93
- Replaced back stop cable at the Sports Complex
- Splash pad - start/stop times adjusted at Andy Romano Beachfront Park
- Ormond Elementary Parking lot lights repaired
- FPL power box investigated at Birthplace of Speed
- Concession outlets repaired at Andy Romano Beachfront Park

### Police Department

#### Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff met with Leisure Services regarding the Fourth of July event
- Staff conducted a departmental budget meeting

- Staff coordinated with Fleet regarding operational issues
- Staff continued to work on quotes and demonstrations for a drone project
- Staff assisted the Police Explorers prepare for their state conference
- Staff monitored and coordinated personnel for the Daytona Truck event

#### Community Outreach

- Youth Leadership Council (YLC) – Six (6) members of the YLC is attending the Annual State of Florida Association of PAL Youth Leadership conference at Disney.
- OBPAL Basketball – Twelve (12) players on the OBPAL basket team participated in practice on Tuesday and Thursday evening last week.
- PAL Educational Programs – The summer education is scheduled to begin June 21.

#### Community Services & Animal Control

- Animal Calls responded to: 35
- Animal Reports: 2
- Return to Field: 2
- Animal Bites: 0
- Animals to Halifax: 1
- Wildlife Calls: 2
- Found Property Reports: 1

#### Criminal Investigations

- Cases Assigned: 12
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 5
- Inactive: 10
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 2
- Grand Theft: 3
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Aggravated Battery: 1
- Police Information: 1
- Suspicious Incident: 0

#### Records

- Walk - Ins / Window: 95
- Phone Calls: 146
- Arrest / NTA'S: 21
- Reports Generated: 109
- Reports Entered: 105
- Citations Issued: 103
- Citations Entered: 125
- Warnings Entered: 167
- Trespass Warnings: 13
- CORF Entered: 23
- Mail / Faxes / Request: 25

#### Patrol

- Total Calls 1,436

- Total Traffic Stops 223

#### Operations

Crime Opportunity Report Forms: 94

##### 06/09/21

- Warrant Arrest, 349 Tomoka Avenue. Subject contacted and found to have an open warrant.
- Child Neglect Arrest, 1521 West Granada Boulevard (Walmart). Subject went into Walmart to shop and left her three-month-old child alone in the car with the car running. Subject was contacted and the father responded to take custody of the child.
- Loitering and Prowling Arrest, 1657 North United States Highway One (Love's Truck Stop). Subject contacted and found to be loitering in the area.
- Violation of Probation Arrest, 1657 North United States Highway One (Love's Truck Stop). Subject contacted and found to be in violation of his probation.

##### 06/10/21

- Grand Theft, 22 Spring Meadows Drive (Spring Meadows Subdivision). Victim advised that she was going to show her friend a briefcase she had full of gold German coins worth approximately \$200,000 and found it empty.
- Battery Arrest, 1635 North United States Highway One #1219 (Destination Daytona Inn & Suites). Subject pushed his tenant after a verbal argument about money.
- Disorderly Intoxication Arrest, 1 West Granada Boulevard (Granada Pier Gazebo). Subject was observed screaming and cursing by Officers and witnesses. Upon approach, the subject began to throw alcohol and trash into the river.
- Warrant Arrest, South Atlantic Avenue/Seminole Avenue. Subject contacted and found to have an open warrant.

##### 06/11/21

- Larceny, 175 Interchange Boulevard (Baymont Inn.) Subject advised her purse was taken from the third floor from the housekeeping cart. and after reviewing the surveillance video two subject were seen in the area.
- Warrant Arrest, 690 South Nova Road. Subject contacted and found to have an open warrant.
- Possession of Alcohol under 21 Arrests, 190 South Atlantic Avenue. Two underage subjects were contacted and found to be in possession of alcohol.

##### 06/12/21

- Burglary, 262 North Nova Road (Wine Not). An unknown suspect entered the gated area of this location and stole two couch cushions.
- Carbreak, 1635 North United States Highway One (Destination Daytona). An unknown suspect took a camera from the victim's unsecure vehicle.
- Battery Domestic Violence Arrest, 544 Sandy Oaks Boulevard. Officers responded to this location and observed a subject slapping his wife who is over 65 years old.
- Ingest Harmful Chem Substance Arrest, 1425 W Granada Blvd (Papa Johns). Subject contacted and detained for ingesting a harmful substance.

##### 06/13/21

- Burglary, 92 Rosewood Avenue. An unknown suspect stole a 26" specialized mountain bike with an attached surf board rack from the covered porch.
- Possession of Methamphetamine Arrests, 1657 North United States Highway One (Loves Truck Stop). Two subjects were contacted and found to be in possession of narcotics.
- Warrant Arrests, 500 Shadow Lakes Boulevard (Shadow Lakes Apartments.) Subject contacted and found to have four open warrants.

06/14/21

- Stolen Vehicle Arrest, 295 Grove Street. The victim allowed a subject to get some of their belongings out of the garage. The subject also took the victim's truck without permission. The vehicle was recovered in Holly Hill (Citgo Gas Station) and the subject was arrested.
- Aggravated Assault/Battery Domestic Violence Arrest, 793 Riverside Drive. Subject destroyed many household items with a hammer and threatened the victim with the same after pushing her down.
- Driving Under the Influence Arrest, North United States Highway One/North Nova Road. An off-duty Deputy observed a subject weaving and running off the roadway. An investigation revealed that the driver was intoxicated.
- Warrant Arrest, 1608 North United States Highway 1 #130 (Econo Lodge). Subject was contacted and found to have an open warrant.
- Battery Domestic Violence Arrest, 282 Bayridge Court (Tymber Run). Two subjects were involved in a verbal altercation that turned physical.

06/15/21

- Traffic Arrest, 700 Block of West Granada Boulevard. Traffic stop was conducted on a reckless vehicle traveling at excessive speed. The driver attempted to pull away while being detained.

Traffic Unit

Traffic Enforcement Stats:

- Number of Traffic Stops: 223
- Number of Citations issued: 109
- Number of Written Warnings Issued: 143
- Number of Parking Tickets Issued: 2

Traffic Crash Reports:

- Number of Crashes without Injuries: 35
- Number of Crashes with Injuries: 2
- 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: 4 Cases initiated
- Zone 4: 4 Cases initiated
- 4 signs have either been removed or sign cases created.
- 20 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and sixty-three (63) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
  - Construction Projects:
    - WTP Sludge Residuals Facility Improvements – Construction is ongoing, approximately 85% complete.
    - Fiber Optic Connectivity – John Anderson Drive fiber optic conduit repairs at Ocean Terrace West and Halifax Drive are ongoing. Wilmette fiber optic plans are being created.
    - North US1 Water Main and Force Main Improvements – Construction is ongoing.
    - MacDonald House Improvements – Phase 1 improvements are nearing completion, phase 2 design meeting was held on June 17. Progress meeting #10 is scheduled for June 24.
    - 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 – Pre-construction meeting was held on June 9.
- 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 – The RFP was advertised on June 6, a pre-submittal meeting is scheduled for June 22, proposals are due on July 8.
  - 2021 Roadway Resurfacing – The project was advertised on June 6, a pre-bid meeting is scheduled for June 24, and bids are due on July 6.
- 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, working with Construction Manager.
  - 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 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 was approved at the June 1 City Commission meeting.
- Departmental Activities
  - Reviewed 54 Engineering Permit applications through the ProjectDOX system, and created and approved 6 Franchise Utility Work-in-the-Right-of-Way permits.

### Environmental Management

#### Street Maintenance - Asphalt/Concrete

- Concrete pour on Interchange Blvd
- Formed, graded, backfilled at Sports Complex
- Filled pothole on S Halifax

#### 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

#### Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge

- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

#### Sign Shop

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

#### Stormwater Maintenance

- Reachout on SR40; Airport Rd
- Slope mower on SR40
- Locates city wide
- Checked loose manhole cover at Landmark/Royal Palm; replaced ring & cover
- Replaced sod city wide
- Gates & pumps city wide
- Inlets inspected & cleaned city wide
- Outfalls inspected & cleaned on Rosewood/N Beach St
- Removed litter FDOT ponds city wide

#### Vactor

- Line cleaning city wide
- Line cleaning on JAD

#### Fleet

- Mileage traveled by all departments for the week: 22,621
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 11,590 gallons unleaded, 5,797 gallons diesel
  - Fuel used in one week: 2,291 gallons of unleaded and 883 gallons of diesel.
  - Fleet completed 44 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 44.03 million gallons for the week ending June 12, 2021 (6.29 MGD).
- Backwashed 9 filters for a total of 428,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 12, 2021 @ 6.84 MGD, SJRWMD 2021 allocation @ 7.795 MGD.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.16 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.17 MGD
- Produced 29.16 Million Gallons of Reclaim water.
- Produced 0 Gallons of Surface Water Discharge.

- Most recent annual period ADF Rates (June 1, 2020 – May 31, 2021) (MGD):
  - Influent 4.62 MGD (Permit 8 MGD);
  - Surface Water Discharge 1.28 (Permit 6 MGD);
  - Reuse 3.58 (Permit 10 MGD)

#### Water Distribution

- Responded to customer concerns regarding low pressure, or assistance with other concerns.
- Replaced residential water meters per request by the Finance Department.
- Installed new residential & commercial water services.

#### Wastewater Collection – Reuse

- Responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Installed 2" tap on 8" sanitary force main from Plantation Oaks subdivision.
- Replaced pep pumps and repaired cleanouts.
- Located sanitary sewer services and reclaimed services.
- TV'ed 8 sanitary laterals on the PM list.
- Responded to 5 reuse trouble calls.
- Repaired blocked corporation stop at 30 Thornhill Chase.
- Replaced broken reclaimed box at 46 Country Club Dr.

#### Wastewater Plant – Lift Stations

- PLC4 - Assisted CEC with networking replacement.
- Clarifiers #1 and #2 – removed old, out of service 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.
- Well 24H – Replaced radio with updated model SD9 for an increased radio signal.
- Well35R – Reset radio.
- Well 37R – Removed unused control wiring, added check valve limit switch to PLC.

#### **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 virtual IIMC training.
- Staff attended and provided support for June 17, 2021 Quality of Life Advisory Board 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.