

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 25, 2021

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Continued budget prep

Spoke to, attended and/or met with:

- Flagler County Board of Commissioners Meeting
- Individual discussion meetings with commission and senior staff on CIP and draft budget
- Budget Advisory Board meeting
- Florida League of Cities webinar: "Social Media, Public Records and the Public Forum."

PIO – Public Information

- Press Releases/Media
 - Independence Day
 - Fire Department Hydrant Maintenance
 - General citizen inquiries
 - General media coordination and talking points
- Social Media
 - Independence Day Residents Guide
 - Hydrant Maintenance
 - Hurricane Preparedness Guide
- Attended
 - Engineering/Planning Meeting
 - FPRA Breakfast and Issues
 - Volusia PIN Network Updates
- Training
 - FEMA Emergency Preparedness for PIOs in Central FL

Community Development

Planning

- 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.

- A variance application has been received from the property owner at 1 Palmetto Dunes Court. The variance request seeks a rear yard setback of 14'6" to construct a hard roof addition with screen walls on the existing slab, requiring a variance of 5'6" to the required 20' side yard setback. The Board and Adjustment Appeal hearing date is July 7, 2021.
- The Site Plan Review Committee met with the property owner of the Plantation Oaks Planned Residential Development in a pre-application meeting for a major amendment to the development order. Amendments discussed included (1) addition of 317 residential lots (primarily within 214 acre former golf course and 23 acre former school site), (2) Deletion of the age restriction for phase 3 and proposed phase 4, (3) require "stick-built fee simple lots" and no manufactured homes on Phases 3 and 4, (4) phase 4 is proposed to have public streets (remainder of development is private streets), and (5) assign the ±36 acres under acquisition by Volusia County as Volusia County park. No application has been submitted to date. The major amendment would require a neighborhood meeting, Planning Board review and City Commission action.
- The Courtyards at Ormond at 135 North Yonge Street has re-submitted a site plan for a 6.34-acre parcel that proposes 48 multi-family residential units and 10,889 square feet of retail. The site plan submittal is available at: <https://www.ormondbeach.org/247/Development-Projects>. The previous site plan submittal expired. The project would require a neighborhood meeting, Planning Board review and City Commission action. The date of the neighborhood meeting has not been set.

Building Inspections, Permitting & Licensing

- 0 new business tax receipts issued.
- 351 inspections performed within the city (29 by private providers).
- 121 permits issued within the city, with a valuation of \$1,755,379 (6 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met:
 1. Plantation Oaks major zoning amendment. A pre-application meeting for a major amendment to the development order. See summary above, under Planning. No application has been submitted to date. The major amendment would require a neighborhood meeting, Planning Board review and City Commission action.
 2. Tattersall at Tymber Creek. Discussion of the SPRC comments. The project proposes 146 single-family lots and associated subdivision improvements. The date of the neighborhood meeting has not been set.
 3. 215 Williamson Boulevard, the Regal Cinema. A preapplication meeting for potential redevelopment of the closed movie theater site. Discussion included the re-location of the existing stormwater retention area to create an outparcel along Williamson Boulevard. A variety of uses were discussed as part of the review of the redevelopment options.
- The following projects under SPRC review:
 1. 100 North Halifax Drive, The Cupola at Oceanside. 1st review. A 12 unit, two story condominium and associated site improvements.
 2. 1211 West Granada Boulevard, Revella at Ormond Beach ALF. 1st review. 150 resident Assisted Living Facility on 5.54 acres and associated site improvements.
 3. Ormond Gateway, Final Plat. 3rd review. Development of a three-lot of commercial subdivision and associated site improvements.
 4. Plantation Oaks, Phase 1A. 3rd review. Development of 121 lots on 100.91 acres.
 5. 295 Interchange Boulevard, All Aboard Storage, Interchange Depot. 1st review. Three storage facility of 111,825 square feet on a 2.94-acre parcel and associated site improvements. The project would require a neighborhood meeting, Planning Board review and City Commission action. The date of the neighborhood meeting has not been set.
 6. Plantation Oaks minor zoning amendment, re-allocation of phase 1. 1st review. 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.

7. 500 Sterthaus Drive, YMCA, Phase 3. 1st review. Redesign of playground area next to the existing YMCA playground.
8. 135 North Yonge Street, Courtyards at Ormond. 1st review. A site plan for a 6.34-acre parcel that includes 48 multi-family residential units and 10,889 square feet of retail. The previous site plan submittal expired. The project would require a neighborhood meeting, Planning Board review and City Commission action. The date of the neighborhood meeting has not been set.

| Project | % Complete |
|--------------------------------------|-------------------|
| 783 North U.S. Highway 1 | 55% |
| Ace Hardware | 7% |
| 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 Pumphouse | 55% |
| Total Comfort | 55% |
| US 1 Business Park amendment | 20% |
| Waffle House | 20% |
| Utilities only | |
| 101 Town & Country Lane | 40% |
| Huntington Villas, 2B | 95% |
| Forcemain – Huntington Green | 0% |
| Verona Villas | 0% |
| Residential | |
| Pineland, Phases 4 & 5 | 80% |
| Pineland, Pineland Trail sidewalk | 0% |
| Ormond Grande | 80% |
| 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.
 - StartUp Grind was held Wednesday evening at the Performing Arts Center and featured a presentation by local entrepreneur Dillon Kalkhurst
- 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.
- The Airport Advisory Board met on Monday, June 21, to consider the future Capital Improvement Projects for the airport.
- Cadets and senior members of the Ormond Beach Composite Squadron of the Civil Air Patrol began participation in the Florida Wing Summer Encampment at the Camp Blanding Joint Training Center, which is the primary military reservation and training base for the Florida National Guard, the Florida Army National Guard and certain nonflying activities of the Florida Air National Guard.

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 169 Journal Entry Batches.
 - Utility Billing Meter Readers completed 412 work orders.
 - Approved 25 Purchase Requisitions totaling \$229,542.05.
 - Issued 20 Purchase Orders totaling \$401,245.98.
 - Issued 511 past due notices on utility accounts.
 - Auto-called 292 utility customers regarding receipt of a past due notice.
 - Processed 604 payments through Interactive Voice Response System totaling \$46,361.89.
 - Processed 990 payments through City online payment portal totaling \$103,005.51
 - Prepared 123 Accounts Payable checks totaling \$489,571.10 and 32 Accounts Payable EFT payments totaling \$248,645.95.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted on-line 2021 COPS Hiring Program grant for two police officers. If approved, the grant will cover a maximum of \$125,000 per officer over a three-year period.
 - Working with the Police Department on a FY 2021 Justice Assistance Grant.

- Working with the Police Department on an amendment to its Coronavirus Emergency Supplement Fund (CESF) 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 JustGrants webinar regarding the open Justice Assistance Grant program cycle.

Risk Management Projects

- Attended safety meeting in PW
- Provided PTSD training to new police officers
- Finalized insurance renewal applications

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 11
 - Hazardous: 2
 - EMS: 70
 - Motor Vehicle Accidents: 8
 - Public Assists: 58
 - TOTAL CALLS: 152
- Aid provided to other agencies: 13 Calls – Daytona Beach (6), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 24
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 54
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 331
- Training Hours
 - NFPA 1001: Firefighting 37
 - NFPA 1002: Driver 27
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 47
 - NFPA 1620: Preplanning 8
 - EMT/Paramedic 34
 - TOTAL TRAINING HOURS: 157
- Significant Incidents
 - 6/16/21, 11:41 PM: 210 N. Peninsula Dr. – Structure Fire – Provided aid to Daytona Beach for a fully involved fire of a church – crews cleared scene at 2:25 AM.
 - 6/19/21, 12:08 AM: 49 W. Granada Blvd. – Motor Vehicle Accident – Pedestrian struck while crossing street – patient transported to hospital.
 - 6/21/21, 9:52 AM: I-95 / Mile Marker 268 – Vehicle Fire – Arrived to find a fully involved fire of a pick-up truck in the southbound lane – truck was a total loss.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Engineer
 - Firefighter/EMT/Paramedic
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater)
 - Meter Reader
 - Part Time Box Office Attendant (Performing Arts Center)
 - Part Time Events Leader (Community Events)

- Part Time Performing Arts Center Tech
- Plant/Pump Mechanic
- Police Officer
- Treatment Plant Operator A, B, C, or Trainee (Wastewater)
- Utilities Engineer
- Water Distribution Operator 1, 2, 3, or Trainee

- Interviews Scheduled
 - City Clerk
 - Firefighter/EMT/Paramedic
 - Meter Reader
 - Part Time Events Leader (Community Events)
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)

- Background/Reference Checks/Job Offers
 - Community Service Officer
 - Information Technology Manager
 - Maintenance Worker II (Streets)
 - Police Officer
 - Records Specialist
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)

- Separations
 - Information Systems Specialist
 - Maintenance Worker II (Streets)
 - Police Officer
 - Water Distribution Operator 3

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: 36
 - Completed: 51
 - In progress: 52

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 32,654
 - Inbound E-Mails Blocked: 9,754
 - Delivered Inbound E-Mails: 21,063
 - Quarantined Messages: 307
 - Percentage Good Email: 64.50%
 - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 10

- Changes: 0
- Corrections: 0
- Map/Information Requests: 16
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0 : Total in system = 3,101
- Meters GPS Located this week: 0 : Total in system = 24,033; 23,200 potable, 822 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- Staff meeting
- Master Plan Committee meeting with Barth Associates
- Yellowstone weekly 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
- Enviro Camp continued this week.
- Assisted with camp archery sessions.
- Working on completing sections of the grant report to the Florida Wildflower Foundation regarding the EDC Wildflower Demonstration Garden.

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 All Star practices on Monday, Wednesday and Friday, Nova Field 4 at 6 pm.
- SHS Baseball has Summer Training on Monday, Tuesday and Wednesday, 8:30 am at Sports Complex on Wendelstedt Fields 2/3
- Pride Football summer training on Monday, Tuesday, and Thursday at 5:30 pm at Multi-Purpose Fields 11 & 12.

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 Wendelstedt Fields for SHS Baseball training
- 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.
- Painted fields at South Ormond for Summer Program

Performing Arts Center

- Assisted with Reel in the Fun Fishing Tournament
- Sent out email update about the PAC to internal show group leaders.
- Delivered pandemic supplies to City departments.
- Updated information and added events to PAC Facebook page.
- Responded to telephone inquiries from residents regarding status of shows.
- Booked engagements for the PAC.

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 continues.

Community Events

- Weekly administrative tasks, office work, and activities.
- Assisting with plans for the 2021 Senior Games, October 23-30.
- Clean up of supplies and equipment from the Reel in the Fun Fishing Tournament.
- Planning for Independence Day Celebration, Sunday, July 4.
- Preliminary planning for the Summer Sounds Concert Series.

Nova Community Center and Special Populations

- FitGyms personal training sessions and tennis lessons were held 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 in the Activity Room.
- Open Play Basketball is offered Monday through Saturday 3 pm to 9 pm and Sunday 1 pm-5:30 pm
- Special Populations summer programs continue Monday through Friday.
- Ms. Debby's Summer Camp offered a week-long dance and art class from 2 pm to 4 pm, Monday through Friday.

The Casements

- The Casements was open on Saturday for guided tours.
- The "Summer Story Stroll" in Rockefeller Gardens ended on Monday, June 21.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements was open for self-guided tours Monday through Friday from 8 am to 5 pm with guided tours at 1 pm, 2 pm and 3 pm.
- Pat Spano's "Art Explosion" continued on Monday through Friday, 9 am to noon in the Art Room.
- Enviro Camp week 3 took place this week 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 8th Annual Spring Exhibit. Visitors can vote for their favorite photograph while viewing the show.
- Ora Yoga classes met this week in The Casements on Tuesday and Thursday from 9 am to 10 am, and Wednesday at Bailey Riverbridge from 6 pm to 7 pm.
- "Did You Know?" was posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment

- Replace fire box location sign at Andy Romano Beachfront Park
- Installed benches at Calle Grande Park, Indian Mound Park, Central Park II and Central Park III
- Form 3 slabs at Riviera Park for benches
- Assisted EDC with archery net

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
- Veterans sign reinstalled at City Hall
- Men's restroom unclogged at Central Park I
- Men's restroom dead bolt repaired at South Ormond Neighborhood Center
- A/C checked at Ames Park
- Splash Pad time change at South Ormond Neighborhood Center
- Repaired light in storage room at South Ormond Neighborhood Center
- Replaced hand grip going onto stage at the Performing Arts Center
- Added corner guards in the orchestra area at the Performing Arts Center
- Replaced ceiling tiles at the Police Department
- City Hall Finance department locks recoded
- Sanchez Park mag locks repaired
- Repaired lights at WTP
- Replaced light in office at the Sports Complex
- Melrose Ground box cover tightened

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended a luncheon with Heroes First Mortgage
- Staff participated in the opening ceremony for the new academy at Volusia Sheriff's Office
- Staff attended the Basic Recruit Graduation Ceremony for Daytona State College
- Staff coordinated and announced recent promotions within the Police Department
- Staff is planning for the upcoming 4th of July holiday events

Community Outreach

- Youth Leadership Council (YLC) – Six (6) members of the YLC attended the Annual State of Florida Association of Police Athletic Leagues Youth Leadership conference June 17-20, 2021 at Disney. YLC members enjoyed motivational leadership speakers and educational programs.
- OBPAL Basketball – Twelve (12) players participated in practice on Tuesday evening last week.
- PAL Educational Programs – The OBPAL Summer Connections program partnership at the South Ormond Neighborhood Center began on Monday. PAL educational staff will help 45 students explore science, art, reading and computer skills for 6 weeks during the summer months. Classes are offered Monday through Thursday from 11 a.m. – 4:00 p.m.

Community Services & Animal Control

- Animal Calls responded to: 36
- Animal Reports: 2
- Return to Field :1
- Animal Bites: 0
- Animals to Halifax: 0
- Wildlife Calls: 2
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 11

- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 2
- Inactive: 7
- Fraud: 0
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 4
- Grand Theft: 0
- Auto Theft: 1
- Death Undetermined: 3
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Baker Act/RPO: 1

Records

- Walk - Ins / Window: 101
- Phone Calls: 131
- Arrest / NTA'S: 26
- Reports Generated: 109
- Reports Entered: 94
- Citations Issued: 48
- Citations Entered: 48
- Warnings Entered: 60
- Trespass Warnings: 9
- CORF Entered: 59
- Mail / Faxes / Request: 18

Patrol

- Total Calls 1,256
- Total Traffic Stops 97

Operations

- Crime Opportunity Report Forms: 83

06/16/21

- Stolen Vehicle/Armed Trafficking Arrest, 1100 Block West Granada Boulevard. Stolen vehicle was apprehended, driver was found to be in possession of a firearm and a large quantity of narcotics.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's.) Subject stole merchandise and fled the area. He was located a short time after and taken into custody.
- Warrant Arrest, 162 South Atlantic Avenue (Magic Mini Mart.) Subject contacted and found to have an open warrant.
- Theft Arrest, 145 North Yonge Street. Subject contacted after being found on surveillance video in possession of a stolen bicycle.

06/17/21

- Theft, 1340 West Granada Boulevard (Lowe's). An unknown suspect stole 8 cabinets.
- Shoplifting/Dealing in Stolen Property Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject selected merchandise, passed all points of sale and returned the merchandise for cash.
- Loitering and Prowling Arrest, 5 China Moon Drive. Residents within the subdivision reported a male walking through the backyards of several homes. Male attempted to avoid detection by running in between homes before being contacted by an officer.
- Battery Domestic Violence Arrest, 1657 North United States Highway One. Subject shoved his father during an argument.

06/18/21

- Shoplifting, 1478 West Granada Boulevard (Publix). An unidentified male stole merchandise.
- Carbreak, 11 South Washington Street (Stan Lees Martial Arts). The victim's vehicle had its catalytic converter cut and stolen.
- Carbreak, 333 West Granada Boulevard (Gold's Gym). The victims' vehicle was left unlocked and his wallet with its contents were stolen.
- Carbreak, 49 South Yonge Street (Sparkle & Shine). An elderly male got into a verbal argument with a juvenile while he was in a vehicle. The male struck the juvenile through the driver side window.
- Warrant/Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed \$56.91 worth of merchandise in his backpack and passed all points of purchase without attempting to pay for the merchandise. He was found to have two open warrants and was in possession of narcotics.
- Trespass Arrest, 30 South Beach Street (Ormond Beach Regional Library). Subject was found to be at the library after he had been previously issued a trespass warning.
- Traffic Arrest, North United States Highway One/Wilmette Avenue. Officers responded to the intersection in reference to a major accident between two vehicles. One of the drivers was found to be under the influence.

06/19/21

- Carbreak, 1405 Overbrook Drive. The victim advised that someone stole his Stihl Power Pruner from the back of his truck.
- Auto theft recovery Arrest, 889 West Granada Boulevard. Officers located a stolen vehicle in front of this address, the driver was taken into custody.
- Carbreak, 250 North United States Highway One (Skate & Shake). An unknown subject entered the victim's vehicle, a purse and its contents were taken.

06/20/21

- Warrant Arrest, 125 South Orchard Street #108. Subject contacted and found to have an open warrant.
- Battery Domestic Violence Arrest, 1635 North United States Highway One #1305 (Clarion Inn). Subject got into a verbal argument with her mother in the motel room that became physical.

06/21/21

- Stolen Vehicle, 1614 North United States Highway One (Extended Stay/Days Inn). The victim's vehicle was stolen. The vehicle was left running in the parking lot with her 8 French Bull Dogs (6 of which are puppies) inside.
- Carbreaks, 160 Business Center Drive. Unknown suspect removed two catalytic converters from two vehicles at this location.
- Trespassing, 460 South Atlantic Avenue (7-11.) Subject contacted who had previously been trespassed from this location.
- Disorderly Intoxication, 166 Pine Cone Trail. Subject contacted who was causing a disturbance.
- Fleeing / Eluding Arrest, SR40 / Nova Road. A traffic stop was initiated where the driver failed to stop. Stop sticks were used in the 1000 block of North U.S. 1 and the driver immediately stopped the vehicle.
- Driving Under the Influence Arrest, Ormond Lakes Boulevard. Subject was found asleep behind the wheel as the vehicle was running and parked partially on a curb. Subject was found to be under the influence during the investigation.
- Warrant Arrest, 1608 North United States Highway One #142. Subject contacted and found to have an open warrant.

06/22/21

- Battery Domestic Violence Arrests, 640 North Nova Road #411. Two subjects were taken into custody after battering one another, one of which is pregnant. Department of Children and Families was contacted and a small child was turned over to a grandparent.
- Stalking Arrest, 1567 North United States Highway One. Subject contacted after an extensive investigation involving criminal mischief and narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 19
 - Number of Citations issued: 15
 - Number of Written Warnings Issued: 18
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 0
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 4 Cases initiated
- 4 signs have either been removed or sign cases created.
- 14 tree removal permit requests
- Administrative staff assisted with six (6) walk-in's and sixty-seven (67) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - Fiber Optic Connectivity – John Anderson Drive fiber optic conduit repairs at Ocean Terrace West and Halifax Drive are complete. Wilmette fiber optic plans are being created.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – Materials required to finish south wall have been delivered, work is ongoing. Progress meeting #10 was held on June 24.
 - Granada Mid-Block Lighting Improvements – Long lead time materials are on order.
 - 2021 Sewer Lining/Manhole Repair – Construction is ongoing.
 - Riviera Park Pedestrian Signals – County Use Permit modification approved. Soliciting quotes for crosswalk signs and stop bars.
 - Wilmette Stormwater Pump Station – Shop drawings are under review.
 - Downtown Banner Pole Replacement Re-Bid – Long lead time materials are on order.
 - WRF Chlorine Contact Improvements – Shop drawings are under review.
 - 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 was held on June 22, proposals are due on July 8.
 - 2021 Roadway Resurfacing – The project was advertised on June 6, a pre-bid meeting was held on 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 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 – Design is in process.
 - 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 41 Engineering Permit applications through the ProjectDOX system, and created and approved 2 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Stripped forms, stress cut, backfilled at Sports Complex
- Asphalt patches on Parkway, Royal Palm, Ponce DeLeon, Robin Rd
- Removed broken sidewalk and poured new on Fiesta 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 in front of PW building on N Orchard St
- Cleaned up pile of debris at Northbrook – Beach St
- Trimmed on Sterthaus Dr

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
- Various projects

Stormwater Maintenance

- Reachout on SR40, Orchard
- Slope mower at US1 & SR40
- Ditch spraying on Willis Dr, city wide
- Ditch maintenance on SR40
- Locates city wide
- Gates & pumps city wide
- TV truck at Ponce DeLeon/Interchange, Fleet
- Inlets inspected/cleaned at hotspots

- Pipe repair on Sycamore Cir

Vactor

- Vac truck & line cleaning on JAD
- Vac truck/inlet cleaning on Grove St
- Benjamin Dr
- Sycamore Cir

Fleet

- Mileage traveled by all departments for the week: 22,184
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 9,754 gallons unleaded, 4,986 gallons diesel
 - Fuel used in one week: 1,836 gallons of unleaded and 811 gallons of diesel.
 - Fleet completed 47 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 41.72 million gallons for the week ending June 19, 2021 (5.96 MGD).
- Backwashed 8 filters for a total of 427,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 19, 2021 @ 6.83 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 48.6 wet tons of sludge (80% solids).
- Flushed distribution system 361,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 30.07 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.30 MGD
- Produced 26.35 Million Gallons of Reclaim water.
- Produced 3.72 Million 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 19 calls from customers concerning leaking water.
- Replaced 4 residential water meters per request by the Finance Department.
- Installed 9 new residential water services.
- Performed pressure testing on 8 City owned backflow prevention devices, 3 needed repairs.
- Replaced 5 residential water services due to pressure concerns or leaks.
- Repaired a leaking 2" GSP water main.
- Replaced 8 broken water meter boxes.
- Disconnected 2 water services due to demolition.
- Located 5 water services for customers performing plumbing repairs.
- Repaired a fire hydrant meter damaged during construction activities.

- Continued fire hydrant maintenance per yearly contract with Volusia County in Ormond-by-the-Sea, 11 fire hydrants checked for operability.
- Replaced a broken 4" valve.
- Installed an 8" main line valve.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 205 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Flushed sanitary laterals.
- Replaced and rewired PEP pumps.
- Repaired and replumbed PEP discharge.
- TV'ed 8 sanitary laterals on the PM list.

Wastewater Plant – Lift Stations

- Replaced phase monitor and digital input card with new inventory
- Controller not working properly – replaced with new inventory duplexer, pulled probe out of conduit to check for damage, determined to be in good condition, re-installed.
- 1P – staged portable trailer mounted generator for hurricane season.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricate as needed.
- Wells 24H, 27H, 28H, 41R – verify operation of communication wiring.
- Shadow Crossing Reuse – reconfigure start sequence of pumps for upcoming pump replacement, deliver new pump, clean drain lines on fire pump.
- Well 37R – install pipe tap and connect air release valve.
- Perform Operational Checks at various locations.

Support Services/City Clerk

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

- Agenda packet preparation for:
 - July 13, 2021 Capital Improvements Program and Draft Budget Workshop.
 - July 20, 2021 Operating Budget Workshop and City Commission Meeting.