

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 16, 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
- Reviewed city commission agenda packet

Spoke to, attended and/or met with:

- Elected Official Roundtable meeting
- Individual agenda review meetings with commission members
- City Commission CIP and Draft Budget Workshop
- Special City Commission Meeting
- Rotary strategic planning meeting
- City Clerk interviews

PIO – Public Information

- Press Releases/Media
 - Leisure Services Appreciation Week
 - General media inquiries and interview coordination
 - General citizen requests
- Social Media
 - Hurricane Preparedness
 - National French Fry Day (Local Faves Push)
 - Summer Sounds Concert Series
 - National Night Out
 - Self-Serve Sand Availability
- Attended
 - City Manager Staff Meeting
 - City Commission Meeting
 - Engineering/Planning Meeting
 - Operating Budget Prep
 - Operating Budget Workshop
- Training
 - 3CMA Webinar: City Government Awards Prep

Community Development

Planning

- Staff has attended Volusia County Affordable Housing initiative series.

- A major upgrade occurred to the ProjectDox permitting system. Building staff has coordinated the upgrade and is providing any needed training and assistance.
- Staff attended the second community meeting for the former Tomoka Oaks golf course property.
- Staff received an application for a Land Development Code amendment for a new use: virtual golf centers. The use seeks to allow indoor virtual golfing along with beer/wine sales to participants of the virtual golf center. This item is scheduled for the August 12, 2021, Planning Board meeting.
- A public hearing before the HLPB for a Certificate of Appropriateness review is scheduled on August 16, 2021 for porch renovations to the MacDonald House as part of the overall preservation project.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 162 inspections performed within the city (14 by private providers).
- 113 permits issued within the city, with a valuation of \$2,698,912.00 (19 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. La Petite Academy, 1428 West Granada Boulevard -Sewer connection discussion.
- The following projects under SPRC review:
 1. 500 Sterthaus Drive, YMCA, Phase 3. 1st review. Redesign of the playground area next to the existing YMCA playground.
 2. 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.
 3. 1 Falls Way, The Falls guardhouse modification. 2nd review. Modification of the site's access to include a resident bypass lane and gated access.
 4. 88 South Atlantic Avenue, Ocean Club. 3rd review. Construction of a new retail shop (8,596 square feet) and related site improvements.
 5. 29 Apian Way, Partial easement release. 1st review. Review of a partial easement release for the construction of a swimming pool.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	10%
Dunkin Donuts, 1535 North US Hwy 1	20%
Edgewell Loading Dock	95%
Germfree driveway addition	85%
KOMN Condominium Association	15%
McNamara Warehouse	0%
Nova Road Controlled Storage Climate	75%
Ormond Museum	30%
Paradise Pointe ALF	5%
Publix, 101 East Granada Boulevard	70%
Starbucks	55%

The Pumphouse	55%
Total Comfort	55%
US 1 Business Park amendment	20%
Waffle House	20%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	0%
Verona Oceanside	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.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues outreach to existing businesses to provide technical assistance and support for business operations and expansions.
 - 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.
- Repairs were made to Gate 9 and Gate 13, and fence damage adjacent to Hangar Way. A malfunctioning runway edge light on Runway 17 was also repaired.
- Staff will participate in the CFASPP Statewide Steering Committee meeting on Saturday, July 17. The Continuing Florida Aviation Systems Planning Process (CFASPP) was established by the FAA and the FDOT in response to the need for a method to help maintain a viable statewide aviation environment. This process is a component of the FAA's Continuous Airport Systems Planning Process.

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

Finance

- On-going Projects
 - City staff working on annual budget
 - City staff working on annual CIP
 - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act

- Completed Projects - Weekly
 - Processed 106 Journal Entry Batches.
 - Utility Billing Meter Readers completed 347 work orders.
 - Approved 14 Purchase Requisitions totaling \$51,391.19.
 - Issued 17 Purchase Orders totaling \$83,215.88.
 - Issued 824 past due notices on utility accounts.
 - Auto-called 276 utility customers regarding receipt of a past due notice.
 - Processed 441 payments through Interactive Voice Response System totaling \$37,991.19.
 - Processed 1,205 payments through City online payment portal totaling \$117,912.37.
 - Prepared 66 Accounts Payable checks totaling \$372,339.70 and 27 Accounts Payable EFT payments totaling \$157,820.68.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Annual Reports for the City's Volusia County ECHO grants.
 - Submitted an amendment to the Police Department Coronavirus Emergency Supplemental Fund (CESF) grant.
 - Working with the Police Department on a FY 2021 Justice Assistance Grant.
 - Reviewing potential grant opportunities related to the Performing Arts Center lobby renovation.
 - Grant reimbursement requests to date FY 20-21: \$1,810,654.96

- Other
 - Attended receipt of RFPs for the Central Park I (Fleming Avenue) new playground installation.
 - Attended weekly staff meeting.
 - Attended (virtually) the County Council ECHO workshop.
 - Attended City Commission CIP and draft budget workshop.

Risk Management Projects

- Finalized updates to Minimum Insurance Requirements
- Webinar: Emotional Survival for Law Enforcement
- Met with Purchasing & Payroll for training module

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 3
 - Hazardous: 12
 - EMS: 88
 - Motor Vehicle Accidents: 4
 - Public Assists: 59
 - TOTAL CALLS: 169

- Aid provided to other agencies: 10 Calls – Daytona Beach (3), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 53
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6

- Total EMS patients treated: 70
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 34

- Training Hours
 - NFPA 1001: Firefighting 36
 - NFPA 1002: Driver 39
 - NFPA 1021: Officer 7
 - NFPA 1500: Safety/Equipment 66
 - NFPA 1620: Preplanning 30
 - EMT/Paramedic 33
 - TOTAL TRAINING HOURS: 211

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Clerk
 - City Engineer
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution) – 2 openings
 - Meter Reader
 - Maintenance Worker II (Athletic Fields)
 - Maintenance Worker IV (Wastewater Collection/Reuse Distribution)
 - Part Time Box Office Attendant (Performing Arts Center)
 - Part Time Events Leader (Community Events)
 - Part Time Events Tech (The Casements)
 - Part Time PAC Tech
 - Plant/Pump Mechanic
 - Police Officer – 8 openings
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility) – 3 openings
 - Utilities Engineer
 - Water Distribution Operator 1, 2, 3, or Trainee

 - Background/Reference Checks/Job Offers
 - Community Service Officer
 - Firefighter/EMT
 - Information Technology Manager
 - Police Officer

 - Separations
 - Maintenance Worker II (Athletic Fields)
 - Police Officer
 - Information Technology Manager

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: 30
 - Completed: 46
 - In progress: 32

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 28,890
 - Inbound E-Mails Blocked: 8,586
 - Delivered Inbound E-Mails: 18,623
 - Quarantined Messages: 325
 - Percentage Good Email: 64.46%
 - Virus E-Mails Blocked: 1

- Notable Events – Fiber Event: The multi-year project to extend the City's private fiber infrastructure to the beachside, including SCADA lift stations and the Standish tank has been completed. Three lift stations and the Standish tank are now connected, providing reliable ultra-high speed connectivity and allowing additional SCADA system monitoring capabilities. This was a collaborative effort of the Engineering, Public Works, Finance, CIP Project Management, and Information Technology staff members.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 8
 - 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
- City Manager staff meeting
- City Commission Workshop - CIP & Draft Budget
- Leisure Services Appreciation meeting
- Master Plan team meeting
- 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 continues, with 8 campers attending.
- Final review prior to submission of grant report to the Florida Wildflower Foundation for the EDC Wildflower Demonstration Garden.
- Routine Maintenance of Butterfly and Wildflower gardens.
- Prepared annual ECHO grant report.

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.
- SHS Baseball had summer training on Tuesday and Thursday, 8:30 am at the Sports Complex on Wendelstedt Fields 2/3
- Pride Football held summer training on Monday, Tuesday, and Thursday at 5:30 at Multi-Purpose Fields 11 & 12.
- Spikes 13's & 14's held tryouts on Tuesday night at 6 pm on Wendelstedt Field 3 and Kiwanis Fields at the 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
- Corners painted on flag football and soccer fields, as well as soccer parking lot
- Prepped Wendelstedt Fields for SHS Baseball Training
- Continued painting fields at South Ormond for the summer program
- Painted soccer field #4 for 6-A-Side games

Performing Arts Center

- Delivered disinfection supplies to City departments.
- Sent out email update about the PAC to internal show group leaders.
- Updated information and added events to PAC Facebook page.
- Processed cash E-Trak cash reports and bank deposits.
- Added new shows to online ticketing site.
- Booked engagements for the PAC.
- Created graphics for digital signs in box office lobby.

South Ormond Neighborhood Center

- Open park and pavilion
- Splash pad is open from dawn to dusk daily until December 1
- Summer Camp Connection continues
- Free play gym/weight room (6 pm until 8:50 pm)

Community Events

- Weekly administrative tasks, office work, and activities.
- Assisting with plans for the 2021 Senior Games. October 23-30.
- Attended Senior Games board meeting
- Assisting with City Commission workshop meal.
- Planning for the first Summer Sounds Concert, Friday, July 16.

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 on Monday, Wednesday and Thursday.
- Open Play Basketball is offered Monday through Saturday 3 pm-9 pm and Sunday 1 pm-5:30 pm.
- Special Populations summer programs continues Monday through Friday.

The Casements

- The Casements was open on Saturday for guided tours at 9:30 am and 10:30 am. Self-guided tours were Tuesday through Friday from 8 am to 5 pm with guided tours at 1 pm, 2 pm and 3 pm.
- A party rental took place at Bailey Riverbridge on Saturday from 6 pm to 10 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements Guild held a Board meeting on Monday at 10 am.
- Ora Yoga classes were held 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.
- A wedding ceremony took place at Ormond Memorial Art Museum and Gardens on Thursday evening from 6:30 pm to 7:30 pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.
- Thursday evening the floors were cleaned throughout The Casements.
- The first Summer Sounds Concert will be held on the North Lawn of The Casements this evening at 6 pm to 8 pm. The featured band is "Blu Highway".

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 signs at all playground equipment
- Replaced bolts on swing set at Magic Forest Playground
- Installed camera at Sanchez Park
- Repaired damaged fence at Sanchez Park
- Replace playground parts at Limitless Playground
- Slippery when wet sign installed throughout the parks

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
- Mag lock repaired at South Ormond Neighborhood Center
- Exhaust fans installed at Ames Park outside restrooms
- A/C maintenance and/or repair various City facilities
- Loose bollard top secured at Andy Romano Beachfront Park
- City wide gate code instructions updated
- Checked new lighting fixtures at the Performing Arts Center
- High service pump troubleshot at WTP
- Main gate key pad replaced at WTP
- Repaired gate at PW
- Troubleshot power outage at Andy Romano Beachfront Park
- Unclogged ladies' restroom at the Performing Arts Center
- Ceiling tiles repaired at the Police Department
- Troubleshot ice maker at South Ormond Neighbor Center
- Installed disposal at FS92
- Returned floats from the July 4th celebration citywide

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Lieutenant Larsen is completing Southern Police Institute Leadership Training. Chief Godfrey will be attending his graduation.
- Command Staff working on a recruitment plan.
- Met with vendor regarding P25 radio update.
- Attended Coffee with a Cop at Biggby Coffee.
- Visited recruitment academy at Daytona State College
- Worked on DAVID Audit
- Worked on quarterly inspections/examinations/audits.
- Assisting Explorers with preparation for their State Conference.
- Working on JAG grant.

Community Outreach

- Youth Leadership Council (YLC) – Six (6) YLC members attended a summer fun meeting at the movies last week. The next community service project is assisting with National Night Out.
- OBPAL Basketball – Thirteen (13) players of the Bruins teams practiced on Tuesday and Thursday last week. Practices were held from 7:00 – 9:00 pm at the South Ormond Neighborhood Center.
- PAL Educational Programs – The OBPAL/ Summer Connections program partnership at the South Ormond Neighborhood Center continues. Thirty-seven (37) students ages 6 - 11 explored science, art, reading and computer skills. Last week, students made slime, played vocabulary games, explored on-line learning programs and created works of art inspired by Gustav Klimt's Tree of Life painting.

Community Services & Animal Control

- Animal Calls responded to: 34
- Animal Reports: 6
- Return to Field: 1
- Animal Bites: 3
- Animals to Halifax: 2
- Injured Wildlife Calls: 4
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 2
- Inactive: 5
- Fraud: 5
- Burglary Business: 3
- Burglary Residential: 0
- Larceny Car break: 11
- Grand Theft: 3
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults/battery: 1
- Vandalism: 1

- Baker Act/RPO: 2
- Narcotics: 1

Records

- Walk - Ins / Window: 101
- Phone Calls: 132
- Arrest / NTA'S: 10
- Reports Generated: 130
- Reports Entered: 121
- Citations Issued: 44
- Citations Entered: 32
- Warnings Entered: 54
- Trespass Warnings: 24
- CORF Entered: 47
- Mail/Faxes/Request: 22

Patrol

- Total Calls: 1,473
- Total Traffic Stops: 95

Operations

- Crime Opportunity Report Forms: 109

07/07/21

- Stolen Vehicle, 146 Ponce De Leon Drive. The victim's vehicle was stolen with the keys from the driveway at this location by a possible known suspect.

07/08/21

- Aggravated Assault, 396 Tomoka Avenue. The victim claimed that a known suspect threatened him while armed with a metal shower pole a few days ago.
- Warrant Arrest, 175 Interchange Boulevard #322 (Baymont Inn & Suites). Subject was contacted and found to have an open warrant.
- Warrant Arrest, 1614 North United States Highway 1 #222 (Econo Lodge). Subject was contacted and found to have an open warrant.

07/09/21

- Aggravated Assault, 601 Division Avenue (Central Park). A juvenile male reported that he was being chased by another juvenile male at this location who was armed with a knife and threatening to kill him.
- Theft, 24 Park Place. The victim suspects her former roommate of stealing miscellaneous items from the home while she was incarcerated.
- Carbreak, 34 Charleston Square. Two unidentified suspects tried to gain access to the victim's vehicles.
- Carbreak, 9 Arrowhead Circle. An unidentified suspect entered the victim's unlocked vehicle and stole firearm ammunition and two knives.
- Carbreak, 364 Destination Daytona Lane (Mobility Works). An unidentified suspect entered the victim's vehicle and stole a digital multimedia receiver.
- Carbreak, 712 Virginia Terrace. An unidentified suspect forced entry into the victim's vehicle by breaking the victim's window, stealing a laptop and make-up.
- Carbreak, 1062 Southern Parkway. An unidentified suspect entered the victim's unlocked vehicle and stole a taser and DVD player.
- Carbreak, 710 Virginia Terrace. An unidentified suspect forced entry into the victim's vehicle and stole a shotgun.

- Carbreak, 11 Woodgate Court. An unidentified suspect entered two vehicles at this location. One vehicle had its window broken and the other was unlocked. A purse was taken from one of the vehicles.
- Carbreak, 14 Woodgate Court. An unidentified suspect entered the victim's unlocked vehicle. Nothing appeared to be missing.
- Carbreak, 46 Charleston Square. An unidentified suspect entered the trunk of the victim's vehicle and stole multiple iPhones.
- Carbreak, 490 Harbour Lights Drive. An unidentified suspect entered the victim's vehicle by breaking the window and stealing loose change and a Garmin GPS.
- Robbery, 190 South Atlantic Avenue (IHOP). The victim reported that an unidentified suspect struck him in the head while in the course of stealing his phone.
- Theft, 201 West Granada Boulevard (Shell gas station). The victim advised that his ex-girlfriend took his cellphone and cash while they were in a verbal argument.

07/10/21

- Traffic Arrest, 5 Soco Trail (The Trails subdivision). A traffic stop revealed that the driver had a habitually suspended driver's license.
- Domestic Violence Battery Arrest, 1608 North United States Highway 1 #241 (Days Inn). The victim's boyfriend intentionally threw an aerosol can and struck the victim on her leg during an argument.
- Warrant Arrest, Hand Avenue/Clyde Morris Boulevard. Subject was contacted and found to have an open warrant.

07/11/21

- Theft, 364 West Granada Boulevard (Canna Beach Daze Vape Shop). An unidentified suspect stole a milk cooler from behind this location.
- Trespass Arrest, 298 Tomoka Avenue. A subject was observed at the top of a water tank by staff. He was contacted by officers while still on top of the tank. He advised he was high on narcotics and was using the elevated position to bird watch.
- Driving Under the Influence Arrest, 75 Williamson Blvd (Wendy's). While investigating a report of a suspicious vehicle at this location, the driver was found to be intoxicated.
- Driving Under the Influence Arrest, South Halifax Drive/East Granada Boulevard. While conducting a traffic crash investigation, one of the drivers was found to be intoxicated.

07/12/21

- Aggravated Assault, 16 Tomoka Meadows Boulevard. A known suspect made threats towards the victim while in possession of a firearm.
- Business Burglary, 20 Tomoka Oaks Boulevard (Tomoka Oaks Club House) An unidentified suspect made entry to the property by cutting the lock to the door. Once inside, numerous walls were painted with graffiti.
- Residential Burglary, 25 Moonglow Drive (Ormond Lakes subdivision). An unidentified suspect entered the open garage, unlocked the vehicle and stole a knife.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole numerous amounts of socks and then attempted to return them for a profit.
- Carbreak, 10 Watercliff Lane (Ormond Lakes subdivision). An unidentified suspect entered the victim's vehicle by breaking the window and stole \$900 in cash.
- Carbreak, 440 North Nova Road (Rainbow Park). An unidentified suspect entered the victim's vehicle by breaking the window and stole the victims' purse.

07/13/21

- Theft, 10 Timucuan Drive (Ormond Lakes Subdivision). An engagement ring was removed from the residence when the victim had their floors repaired.
- Carbreak, 440 North Nova Road (Nova Rec). The suspect smashed the passenger side window and stole the victim's purse.

- Battery Arrest, 511 Arroyo Parkway. Roommates were in a verbal argument when one subject threw urine on the other subject.
- Burglary Residence, 20 Lorillard Place. An ex-boyfriend was still upset over their breakup and entered his ex-girlfriend's residence, breaking numerous windows and damaged her vehicle.
- Domestic Violence Aggravated Battery Arrest, 156 Cardinal Drive #B. A family was at this location on vacation when they got into a fight. A female subject was intoxicated and struck multiple family members with a lamp and her fists.
- Warrant Arrest, Lincoln Avenue/North Ridgewood Avenue. Subject was contacted on a traffic stop and was found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 15
 - Number of Citations issued: 18
 - Number of Written Warnings Issued: 4
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 7
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 1 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 1 Cases initiated
- 94 signs have either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and forty-five (45) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is complete.
 - Fiber Optic Connectivity – John Anderson Drive fiber optic cable installation is complete. Wilmette fiber optic plans are being created.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – Front porch drawings are being drafted. Progress meeting #12 is scheduled for July 22.
 - Granada Mid-Block Lighting Improvements – Long lead time materials are on order.
 - 2021 Sewer Lining/Manhole Repair – Construction is complete.
 - Riviera Park Pedestrian Signals – PO in process 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 August 4 City Commission meeting.

- CDBG Fleming Playground – Five proposals were received on July 8, a ranking committee meeting was held on July 16.
- 2021 Roadway Resurfacing – Bid award is scheduled for the August 4 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.
 - 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 – Design is in process.
 - WRF Upgrades – Design kick-off meeting was held on July 8.
- Departmental Activities
 - Reviewed 35 Engineering Permit applications through the ProjectDOX system, and created and approved 3 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Backfill with lime rock – Coquina Ave
- Recycle concrete – N Orchard St
- Remove, formed, and graded for sidewalk – Interchange Blvd
- Asphalt patch – Neptune Ave, Victoria Cir, & N Halifax Ave

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection city wide
- Hauled debris to Nova/Transfer Station
- Ground stumps city wide
- Trimming – Spring Meadows, Sanchez Ave, N Yonge St, & Hammock Ln
- Picked up tree on road – Hidden Hills
- Picked up palm on ROW – Division Ave

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
- Picked up trash on medians – US 1 to Hull Rd

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

- Various projects – city wide

Stormwater Maintenance

- Pipe repair – Northbrook Ln
- Locates – city wide
- Pumps & gates – city wide
- Ditch maintenance – US 1
- FDOT pond mowing – city wide
- Hot spots – city wide
- TV truck – Bramblewood Ln
- Ditch spraying – city wide
- Pond maintenance – ABC, Division Rec, & Mainsail Cir

Vactor

- Vac-truck – Northbrook Ln, Bramblewood Ln, Lucky Dr

Fleet

- Mileage traveled by all departments for the week: 22,202
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 11,356 gallons unleaded, 9,406 gallons diesel
 - Fuel used in one week: 2,064 gallons of unleaded and 502 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 Plant

- Delivered 38.31 million gallons for the week ending July 10, 2021 (5.47 MGD).
- Backwashed 7 filters for a total of 391,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 10, 2021 @ 6.80 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 48.6 wet tons of sludge (80% solids).
- Flushed distribution system 62,500 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 33.34 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.76 MGD
- Produced 19.83 Million Gallons of Reclaim water.
- Produced 13.51 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (July 1, 2020 – June 30, 2021) (MGD)):
 - Influent 4.58 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.32 (Permit 6 MGD);
 - Reuse 3.50 (Permit 10 MGD)

Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 8 calls from customers concerning leaking water.
- Replaced 5 residential water meters per request by the Finance Department.
- Installed 6 new residential water services.
- Performed pressure testing on 4 City owned backflow prevention devices, all passed inspection.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 4 broken water meter boxes.
- Located 2 water services for customers performing plumbing repairs.
- Disconnected water service due to a building demolition.
- Continued fire hydrant maintenance per yearly contract with Volusia County in Ormond-by-the-Sea, 10 fire hydrants checked for operability.
- Performed water main flushing in South 40, The Crossings, Clyde Morris Blvd, Misner's Trail & Coquina Point subdivisions.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 188 utility locates for the previous week.

Wastewater Collection

- Crews responded to 21 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Locates sanitary and reclaimed services at 15 Crescent Lake Way, 40 & 42 Circle Creek Way.
- Replaced and rewired PEP pump at 40 Circle Creek Way, 16 Huntmaster Ct.
- Installed new check valve at 16 Huntmaster Ct.
- Repaired broken ball valve on force main blow off at 86 Westland Run
- Repaired stack on C/O at 606 Johnson Dr.
- Follow up TV at 9 Bayberry Ct. and 160 N. Halifax Dr. City side is clean and clear.
- TV'ed 80 Lakebluff Dr. at customer request, line is clean and clear.
- TV'ed 56 Greenwood Dr. at customer request. Small roots, cleared.
- TV'ed 10 sanitary laterals on the PM list.

Reuse

- Responded to 1 reuse trouble call.
- Assisted contractor with reclaimed shutdown at 29 Foxhunter Flat.
- Repaired broken reclaimed line at 71 Coquina Ridge Way.
- Closed reclaimed interconnect between Ormond Beach & Holly Hill

Wastewater Plant – Lift Stations

- Shadow Crossings – controls not responding, repaired defective wiring as needed.
- 5M – Overhead crane not operating, found loose wire at control pendant, repaired and returned to service.
- 2P – follow up from trouble call, replaced check valve #2, cleaned vacuum system and replaced filter.
- Installed new audible alarm horn on the surface water discharge.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 39R – Motor not operational, tested, all windings test bad, out of service, will schedule repairs.
- H.S.P. #8 – main breaker is bad, temporary breaker installed, requesting PO for new breaker.

Honorable Mayor and City Commissioners

July 16, 2021

Page 16

- Well 38R & 39R - RTU Installed.
- Well 17D – removed radio and installed new fiber switch, placed well on fiber connection.
- Standish – CL17 not reporting correct numbers, reset meter, changed span in RTU, replaced RTU batteries.
- Sand filter backwash – Installed new level transducer.
- 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 and provided support for July 13, 2021, Capital Improvements Program and Draft Budget Workshop and Special City Commission Meeting.
- Agenda packet preparation and distribution for July 20, 2021, City Commission Meeting.