

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: July 23, 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:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- City Commission meeting
- Fire Department retirement and promotional ceremony
- Volusia League of Cities meeting

**PIO – Public Information**

- Press Releases/Media
  - Summer Sounds Series
  - General media inquiries and interview requests
  - General citizen requests
- Social Media
  - Hurricane Preparedness
  - Fire Promotions and Retirement
  - Emergency Rental Assistance
  - Vaccination Promotion (in partnership with County and FDOH)
- Attended
  - City Manager's Weekly Staff Meeting
  - City Commission Meeting
  - Engineering/Planning
  - Fire Department Promotions/Retirement
  - OBPD Strategic Plan Announcement
- Training
  - Webinar: FEMA 2021 Pandemic Response Communications

**Community Development**

**Planning**

- Staff attended the Volusia County Affordable Housing initiative series, Coordinated Planning to Promote Homes for All Incomes.
- Staff has 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.

- Staff met with the new business at 148 North Yonge Street, Southern Mowers Sales. The business owners are considering an application to seek the daytime display of mowers on the property which would require a Special Exception review and approval.
- 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.
- There are no variance applications for August, and the August 4, 2021 Board of Adjustment and Appeals meeting has been canceled.
- Cody Bogart, El., of Newkirk Engineering, Inc. will be conducting a neighborhood meeting associated with the proposed Interchange Depot project at 295 Interchange Boulevard, Ormond Beach, Florida 32174. The neighborhood meeting shall be held at the All Aboard Storage building located at 509 South Nova Road, Ormond Beach, Florida 32174, on Thursday, August 5, 2021, starting at 5 p.m. The Interchange Depot project seeks to allow a three (3) story indoor mini-storage facility of 111,825 square feet on a 2.94 acre parcel and associated site improvements. The project shall require a zoning map amendment with public hearings before the Planning Board and City Commission.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 316 inspections performed within the city (28 by private providers).
- 80 permits issued within the city, with a valuation of \$2,807,149.00 (12 garage sales permits).

Development Services

- The following projects under SPRC review:
  1. 500 Sterthaus Drive, YMCA, Phase 3. 1<sup>st</sup> review. Redesign of playground area next to the existing YMCA playground.
  2. 88 South Atlantic Avenue, Ocean Club. 3<sup>rd</sup> review. Construction of a new retail shop (8,596 square feet) and related site improvements.
  3. 29 Apian Way, Partial easement release. 1<sup>st</sup> review. Review of a partial easement release for the construction of a swimming pool.
  4. 86 Orchard Lane, lot split. 1<sup>st</sup> review. Subdivision of one lot into two lots.
- Construction status of projects under construction:

| Project                              | % Complete |
|--------------------------------------|------------|
| 783 North U.S. Highway 1             | 55%        |
| Ace Hardware                         | 20%        |
| 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 | 80%        |
| Ormond Museum                        | 35%        |
| Paradise Pointe ALF                  | 5%         |
| Publix, 101 East Granada Boulevard   | 70%        |

|                              |     |
|------------------------------|-----|
| Starbucks                    | 55% |
| The Pumphouse                | 55% |
| Total Comfort                | 55% |
| US 1 Business Park amendment | 25% |
| Waffle House                 | 35% |
| <b>Utilities only</b>        |     |
| 101 Town & Country Lane      | 40% |
| Forcemain -Huntington Green  | 0%  |
| Verona Oceanside             | 0%  |
| <b>Residential</b>           |     |
| Pineland, Phases 4 & 5       | 75% |
| 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.
- 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 four 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. Site preparation is nearing completion and the contractor will soon be pouring concrete foundations for the new hangars.
- The required annual inspection of the radio systems at the air traffic control tower was completed.
- A required tri-annual inspection and verification of the airport's Automated Weather Observing Station (AWOS) was completed.
- Staff received a permit from St. Johns River Water Management District for the project to construct new access roads in the southwest quadrant of the airport.

- Staff has been advised by the U.S. Secretary of Transportation that the airport is eligible for funds under the American Rescue Plan Act 2021. The purpose of these funds is to provide economic relief to airports in response to the COVID-19 pandemic. The FAA will provide this grant to the airport under the new Airport Rescue Grant Program (ARGP).
- Staff submitted to the FAA the 3<sup>rd</sup> quarter status reports for the design phase of the project to rehabilitate Taxiway Delta.
- Staff participated in a NOTAM (Notices to Airmen) Manager teleconference this week.

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

#### **Finance**

- On-going Projects
  - City staff working on annual budget
  - City staff working on annual CIP
  - The City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
- Completed Projects - Weekly
  - Processed 132 Journal Entry Batches.
  - Utility Billing Meter Readers completed 456 work orders.
  - Approved 17 Purchase Requisitions totaling \$67,949.54.
  - Issued 24 Purchase Orders totaling \$122,253.32.
  - Issued 285 past due notices on utility accounts.
  - Auto-called 250 utility customers regarding receipt of a past due notice.
  - Processed 567 payments through Interactive Voice Response System totaling \$45,326.67.
  - Processed 1,001 payments through City online payment portal totaling \$94,133.62.
  - Prepared 105 Accounts Payable checks totaling \$186,614.16 and 35 Accounts Payable EFT payments totaling \$157,807.82.

#### **Grants**

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - 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 evaluation meeting for the Central Park I (Fleming Avenue) new playground installation project.
  - Attended weekly staff meeting.
  - Researching grant funded capital recreational projects for the Impact Fee Study.
  - Attended City Commission meeting.
  - Attended eCivis training regarding grants.
  - Attended FEMA GO third quarter status briefing.

#### **Risk Management Projects**

- Planning Finance training: Payroll, Purchasing, WC
- Finalize Minimum Insurance Requirements update w/CAO & broker

#### **Fire Department**

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 17
  - Hazardous: 4
  - EMS: 88
  - Motor Vehicle Accidents: 5

- Public Assists: 61
- TOTAL CALLS: 176
  
- Aid provided to other agencies: 15 Calls – Daytona Beach (4), Volusia County (11)
- Total staff hours provided to other agencies: 17
- # of overlapping calls: 50
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 70
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 89
  
- Training Hours
  - NFPA 1001: Firefighting 19
  - NFPA 1002: Driver 47
  - NFPA 1021: Officer 13
  - NFPA 1500: Safety/Equipment 70
  - NFPA 1620: Preplanning 24
  - EMT/Paramedic 18
  - TOTAL TRAINING HOURS: 191
  
- Station Activities
  - Serviced 77 fire hydrants to include flowing and inspecting
  - Conducted 3 fire inspections
  - Updated 17 pre-fire plans
  
- Significant Incidents
  - 7/16/21, 8:31 AM: Hand Ave./Clyde Morris Blvd. – Motor Vehicle Accident – Bicyclist struck by vehicle – patient transported as a trauma alert.

#### **Human Resources**

- Staffing Update
  - City Clerk
  - City Engineer
  - Maintenance Worker II (Streets)
  - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
  - Meter Reader
  - Part Time Events Leader (Community Events)
  - Part Time Events Tech (The Casements)
  - Plant/Pump Mechanic
  - Police Officer
  - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
  - Utilities Engineer
  - Water Distribution Operator 1, 2, 3, or Trainee
  
- Background/Reference Checks/Job Offers
  - Community Service Officer
  - Firefighter/EMT
  - Information Technology Manager
  - Maintenance Worker II (Athletic Fields)
  - Maintenance Worker IV (Wastewater Collection/Reuse Distribution)
  - Part Time Box Office Attendant
  - Part Time Performing Arts Center Tech
  - Police Officer
  
- Separations
  - Information Systems Specialist

- Water Distribution Operator III
- 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: 49
    - Completed: 45
    - In progress: 47
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 32,921
    - Inbound E-Mails Blocked: 10,034
    - Delivered Inbound E-Mails: 20,944
    - Quarantined Messages: 419
    - Percentage Good Email: 63.61%
    - Virus E-Mails Blocked: 2
  - Notable Events: The long-term project to extend the SCADA infrastructure connectivity beyond the reaches of the City's private fiber infrastructure utilizing secured cellular based technology has been completed. On Monday, July 19, the first SCADA location was connected using this new technology. Nine additional cellular based connections are planned which will provide high speed, secure, connectivity for additional system monitoring capabilities. This was a collaborative effort by Utilities SCADA and I/T.
  - Geographical Information Systems (GIS)
    - Addressing
      - Additions: 3
      - Changes: 0
      - Corrections: 0
    - Map/Information Requests: 9
    - Information Requests from External Organizations: 1
    - 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

### **Leisure Services**

#### **Administration**

- Engineering meeting
- Staff meeting
- City Manager staff meeting
- City Commission meeting

- Master Plan team meeting
- VLOC Dinner
- Yellowstone weekly meeting
- Summer Sounds Concert preparation

#### 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 at the EDC continues.
- EDC Summer hours continue.
- Submitted grant report to the Florida Wildflower Foundation for the EDC Wildflower Demonstration Garden.
- Routine Maintenance of Butterfly and Wildflower gardens.
- Coordinated rehab and reset of non-native fish tank.

#### 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 held summer trainings on Wednesday, 10 am at Sport Complex on Wendelstedt Field 1.
- Pride Football held summer training on Monday, Tuesday, and Thursday at 5:30 at Multi-Purpose Fields 11 & 12.
- 6-A-Side soccer games on soccer fields 4 at 9:30 am and 11 am at the Sports Complex. This is a rental.

#### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Kept corners painted on flag football and soccer fields, as well as soccer parking lot
- Prepped Wendelstedt Fields for SHS Baseball Training
- Continued to paint fields at South Ormond for Summer Program
- Painted soccer field #4 for 6-A-Side games
- Rust coated and painted foul poles at Nova Fields
- Cut out mound areas and sod at Nova
- Put up new batting cage nets at Kiwanis and Nova Fields

#### Performing Arts Center

- Delivered personal protection equipment to City departments
- Conducted PAC volunteer orientation meeting.

- Sent out email update about the PAC to internal show group leaders.
- Updated information and added events to OBPAC Facebook page.
- Processed cash E-Trak cash reports and back deposits for the PAC.
- Added new shows to online ticketing site.
- Booked engagements for the PAC.

#### South Ormond Neighborhood Center

- Open park and pavilion
- Splash pad is open from dawn to dusk daily until December 1<sup>st</sup>.
- Summer Camp Connection continues for the 6th week
- 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 23rd - 30th.
- Assisting with the Volusia League of Cities dinner, Thursday, July 22nd.
- Planning for the second Summer Sounds Concert, Friday, July 23rd.

#### 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 in Activity Room.
- Open Play Basketball will be offered Monday through Saturday 3 pm to 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, and self-guided tours Tuesday through Friday from 8 am to 5 pm with guided tours at 1 pm, 2 pm and 3 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- Enviro Camp began its 6th week at the EDC on Monday with 8 children attending.
- Ora Yoga classes met in The Casements Dance Room on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place this Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.
- The second Summer Sounds concert is scheduled on the North Lawn of The Casements this evening from 6 pm to 8 pm. The featured band is "Honey Moonshine."

#### 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
- Re Installed cameras at Sanchez Park
- Replaced old signs at Andy Romano Beachfront Park
- Repaired shower heads at Andy Romano Beachfront Park
- Reinstalled memorial sign at Sanchez Park
- Replaced two fence caps at Rivera Park
- Installed two new park benches at Rivera Park
- Trimming in Central Park I



#### Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Bay door repaired at FS91
- White board hung at Police Department
- Gate repaired at WTP
- Hand dryer repaired at Andy Romano Beachfront Park
- Added additional corner guards at the Performing Arts Center
- Splash pad troubleshot at the South Ormond Neighborhood Center
- Citywide AED replacements
- The Casements thermostat batteries changed
- Replaced bronze sign at Andy Romano Beachfront Park

#### Police Department

##### Administrative Services

- Staff hosted the Staff Meeting
- Attended City Manager Staff meeting
- Attended City Commission meeting
- DAVID audit in compliance
- Attending and judging the Explorers State Competition this week
- Lieutenant Larsen is completing his final week of the Southern Police Institute Leadership Training
- Attended FTO Meeting
- Attended CrimeView meeting
- Attended New Hire Swearing-In Ceremony

##### Community Outreach

- Youth Leadership Council (YLC) – The next community service project for the YLC is assisting with National Night Out on August 3, 2021.
- OBPAL Basketball – Thirteen (13) players of the OBPAL Bruins teams participated in practice Tuesday and Thursday last week. Practices are 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-Five (35) students ages 6 - 11 explored science, art, reading and computer skills.

##### Community Services & Animal Control

- Animal Calls responded to: 37
- Animal Reports: 2
- Return to Field: 2
- Animal Bites: 1
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 0

##### Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 4
- Inactive: 2
- Fraud: 3
- Burglary Business: 1

- Burglary Residential: 1
- Larceny Car break: 17
- Grand Theft: 3
- Auto Theft: 3
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0

#### Records

- Walk - Ins / Window: 57
- Phone Calls: 111
- Arrest / NTA'S: 20
- Reports Generated: 135
- Reports Entered: 130
- Citations Issued: 30
- Citations Entered: 24
- Warnings Entered: 39
- Trespass Warnings: 8
- CORF Entered: 42
- Mail / Faxes / Request: 13

#### Patrol

- Total Calls: 1,468
- Total Traffic Stops: 80

#### Operations

- Crime Opportunity Report Forms: 98

##### 07/14/21

- Residential Burglary, 20 Lorillard Place. Officers responded in reference to a disturbance. It was found that the victim's ex-boyfriend made entry to the residence and damaged items inside.
- Violation of Pretrial Release Conditions Arrest, 175 Interchange Boulevard (Baymont Inn & Suites). The male suspect has been staying with the victim contrary to the no contact order that is in place in reference a domestic violence incident from the past.
- Trespassing Arrest, 1474 West Granada Boulevard (Publix). A male suspect was located at this location after previously being issued a trespass warning.

##### 07/15/21

- Residential Burglary, 838 North Ridgewood Avenue. An unidentified suspect stole two gas cans from the victim's shed.
- Theft, 1414 West Granada Boulevard #3 (Tomoka Spine & Posture). An unidentified suspect stole plants.
- Theft, 151 Wilmette Avenue. An unidentified suspect stole (3) Razor scooters from the front porch.
- Trespassing Arrest, 145 East Granada Blvd (Granada Plaza). A male suspect was located at this location after already being issued a trespass warning.
- Dating Violence Battery Arrest, 1608 North United States Highway 1 #268 (Extended Stay). The suspect and her boyfriend got into an argument that turned physical.
- Stolen Vehicle Arrests, 775 South Nova Road. A male was found at this location to be in possession of a stolen vehicle and narcotic paraphernalia. A female suspect that was with the male was also found to be in possession of narcotics and narcotic paraphernalia.

- Narcotics Arrest, 170 Williamson Boulevard (Sleep Inn). A male suspect was located in the bathroom at this location in possession of narcotics.

07/16/21

- Stolen Vehicle, 74 Wilmette Avenue. The victim left a spare set of keys inside of the vehicle and it was stolen.
- Stolen Tags, 180 Standish Drive. The victim had their vehicle license plate stolen from the vehicle.
- Carbreak, 310 Tropical Lane. An unidentified suspect entered the victim's locked vehicle by breaking the window, nothing appeared to be stolen.
- Carbreak, 528 Fred Gamble Way. An unidentified suspect entered the victim's locked vehicle by breaking the window and stole a Galaxy Tablet 6.
- Carbreak, 75 Dix Avenue. An unidentified suspect entered the victim's unlocked vehicle and stole a firearm.
- Carbreak, 920 Buena Vista Avenue. An unidentified suspect entered the victim's unlocked vehicle, nothing appeared to be stolen.
- Carbreak, 152 Myra Boulevard. An unidentified suspect entered the victim's unlocked vehicle and stole an iPad, purse and wallet.
- Carbreak, 166 Hernandez Avenue. An unidentified suspect entered two vehicles. One vehicle was entered by breaking the window and the other was left unlocked. Nothing appeared to be stolen out of either vehicle.
- Carbreak, 76 Dix Avenue. An unidentified suspect entered the victim's unlocked vehicle and stole a purse and a stethoscope.
- Carbreak, 503 Fred Gamble Way. An unidentified suspect entered the victim's locked vehicle by breaking the window, nothing appeared to be stolen.
- Carbreak, 68 Wilmette Avenue. An unidentified suspect entered the victim's unlocked vehicle, nothing appeared to be stolen.
- Carbreak, 509 Fred Gamble Way. An unidentified suspect entered the victim's unlocked vehicle, nothing appeared to be stolen.
- Carbreak, 142 Kenilworth Avenue. An unidentified suspect entered the victim's unlocked vehicle and stole a wallet and with gift cards.
- Carbreak, 38 Plaza Grande Avenue. An unidentified suspect made entry into two vehicles by breaking the windows, a small amount of cash was stolen.
- Carbreak, 344 Pine Street. An unidentified suspect entered the victim's unlocked vehicle and stole a car battery charger/air compressor and golf shoes.
- Carbreak, 30 Dix Avenue. An unidentified suspect entered the victim's unlocked vehicle, nothing appeared to be stolen.
- Carbreak, 33 Oak Brook Drive. An unidentified suspect entered the victim's locked vehicle by breaking the window and stole a Tommy Hilfiger bag, school books, and keys.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise which was witnessed by loss prevention. The female was also found to have open warrants for her arrest.
- Domestic Violence Battery Arrest, 1657 North United States Highway 1 (Love's Truck Stop). A male suspect got into a verbal argument with his girlfriend that turned physical.
- Warrant Arrests, 250 North United States Highway 1 (Skate & Shake). Two juveniles were contacted and found to have open warrants.

07/17/21

- Residential Burglary, 25 Wilmette Avenue. A known suspect entered the victim's fenced in backyard and stole two kayaks.
- Narcotics Arrest, 1657 North United States Highway 1 (Loves Truck Stop). A male was located at this location to be in possession of narcotics and narcotics paraphernalia.
- Battery Arrest, 1614 North United States Highway 1 (Econo Lodge). Two subjects were in a fight at this location.

07/18/21

- Stolen Vehicle, 160 East Granada Boulevard (Salty Church). An enclosed trailer with equipment was stolen from the parking lot.

07/19/21

- Stolen Vehicle, 1450 Hand Avenue (Tomoka Christian Church). A trailer was stolen from the parking lot.
- Business Burglary, 4 Coolidge Avenue (Chris Brown Marine). An unidentified suspect gained entry through the overhead door and stole cash, credit cards, and alcohol.
- Grand Theft, 70 Oakmont Circle. The victim reported that he is missing his watch and thinks workers he hired might have stolen it.
- Carbreak, 1513 San Marco Drive #204 (San Marco Apartments). An unidentified suspect entered the victim's unlocked vehicle and stole cash.
- Residential Burglary, 703 Montana Terrace. Two suspects entered the victim's residence and threatened her to move out.
- Stolen Firearm, 48 Park Place. The victim advised that his firearm that he keeps under his bed is missing and suspects an ex-girlfriend stole it.
- Domestic Violence Battery Arrest, 420 Lakebridge Plaza Drive #1108 (Oaks of Lakebridge Apartments). The suspect shoved and scratched her boyfriend during an argument.
- Domestic Violence Battery Arrest, 9000 Saint Georges Road #106B (Bermuda Estates Apartments). The suspect pushed her mother to the ground after a verbal argument.
- Theft, 1634 North United States Highway 1 #119 (Super 8 Motel). The victim advised that he is missing a prescription and believes the cleaning lady took it.
- Loitering and Prowling Arrests, 1 South Beach Street (Cassen Park). Two females were located in the park after hours. They were unable to advise why they were there and fled from officers. One of the females was found to have an open warrant.

07/20/21

- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). A male stole merchandise which was witnessed by loss prevention for the store.
- Sexual Battery, 281 South Atlantic Avenue (Days Inn Mainsail). The victim is out of state and reported that she was sexually battered at this location in the past.
- Residential Burglary, 703 Montana Terrace. The victim advised that suspects came to her residence and kicked in the front door and shoved her several times while yelling at her.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 12
  - Number of Citations issued: 15
  - Number of Written Warnings Issued: 15
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 18
  - Number of Crashes with Injuries: 7
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 0 Cases initiated
- 9 signs have either been removed or sign cases created.

- 9 tree removal permit requests
- Administrative staff assisted with six (6) walk-in's and sixty-five (65) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - Fiber Optic Connectivity – Wilmette fiber optic plans are complete, awaiting a proposal from the contractor.
    - North US1 Water Main and Force Main Improvements – Construction is ongoing.
    - MacDonald House Improvements – Front porch drawings are being drafted. Progress meeting #12 was held on July 22.
    - Granada Mid-Block Lighting Improvements – Long lead time materials are on order.
    - Riviera Park Pedestrian Signals – Construction is in process.
    - 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 – The proposal selected by the ranking committee on July 16 will be submitted for contract approval at the August 17 City Commission meeting.
    - 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 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 is underway.
  - Departmental Activities
    - Reviewed 10 Engineering Permit applications through the ProjectDOX system, and created and approved 4 Franchise Utility Work-in-the-Right-of-Way permits.

### **Environmental Management**

#### **Street Maintenance - Asphalt/Concrete**

- Ripped out sidewalk. Formed & backfilled at Southern Pines
- Laid asphalt patch on Lucky Dr
- Patched asphalt on Harvard Dr
- Formed, backfilled on Interchange Blvd; graded and formed sidewalk
- Removed broken asphalt/potholes and replaced with new asphalt at Transfer Station

#### **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 at Tomoka & Orchard

#### 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
- Sprayed weeds at Division & SR40 West/US1 South

#### 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

#### Stormwater Maintenance

- Pipe repair on Lucky Dr
- Gates & pumps/locates city wide
- Depression investigation on Bramblewood
- TV truck on Lincoln, N Yonge, Rosewood & Kenilworth
- Hotspots city wide
- Gutter cleaning on N & S Halifax Dr
- Pond mowing on Bennett Ln & Knollwood Estates
- Pond & ditch spraying city wide

#### Vactor

- Lucky Dr
- Vehicle maintenance
- Rosewood Dr

#### Fleet

- Mileage traveled by all departments for the week: 22,544
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 8,881 gallons unleaded 8,424 gallons diesel
  - Fuel used in one week: 2,475 gallons of unleaded and 982 gallons of diesel.
  - Fleet completed 52 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 39.40 million gallons for the week ending July 17, 2021(5.63 MGD).
- Backwashed 8 filters for a total of 446,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 17, 2021 @ 6.80 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 16.2 wet tons of sludge (80% solids).
- Flushed distribution system 50,000 gallon.

### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 34.46 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.92 MGD
- Produced 23.41 Million Gallons of Reclaim water.
- Produced 11.04 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 15 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 13 calls from customers concerning leaking water.
- Replaced 5 residential water meters per request by the Finance Department.
- Installed 5 new residential water services.
- Repaired a 2" GSP water main on Central Ave.
- Performed pressure testing on 13 City owned backflow prevention devices, all passed inspection.
- Monitored pressure concerns at 780 John Anderson Dr. using a 24hr chart recorder.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 13 broken water meter boxes.
- Locate 3 water services for customers performing plumbing repairs.
- Disconnected a residential water service due to a building demolition.
- Continued fire hydrant maintenance per yearly contract with Volusia County in Ormond-by-the-Sea, 19 fire hydrants checked for operability.
- Exercised 6 main line valves due to leaks or scheduled maintenance.
- Relocated a residential water service on Kimball Dr. due to driveway expansion.
- Relocated a residential water service at 85 S. Ridgewood Ave. due to tree causing leaks.
- Performed water main flushing in the Falls, Spring Meadows & Chelsea Place subdivisions.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 185 utility locates for the previous week.
- Repaired landscaping to all excavation sites.

### Wastewater Collection

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area.
- Flushed Nova Community Center
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed one 2,000 gallon load off of Hunters Ridge force main.
- Repaired broken sanitary lateral at 761 Lindenwood Cir E. Line broken by AT&T contractor.

- Rewired PEP system from control panel to j-box at 159 Deep Woods Way.
- Installed new PEP pump at 27 Cambridge Trace, 32 Coquina Ridge Way.
- Repaired broken back lid on PEP tank at 3 Foxcroft Run.
- TV'ed 4 sanitary laterals on the PM list.

#### Reuse

- Responded to 1 reuse trouble calls.
- Turned off reclaimed at 22 Lake Vista way per customer request.
- Repaired broken sprinkler line at 22 Foxfords Chase.

#### Wastewater Plant – Lift Stations

- Pathways School – follow up from call outs, repaired wiring problem.
- 6M – no starts #1 & #3, reset motor starters, possible bad transducer, replaced.
- Garden Business Center – met contractor on site, turned station over to begin repairs.
- Post Anoxic Submersible Mixer #1-1 – removed temporary 5hp unit and returned to fermentation location. Installed repaired 10-hp unit.
- Plant and 3M, FPL unbalanced power conditions during peak load is affecting equipment, meeting with FPL is being scheduled.
- Conducted Plant and Lift Station PMs for pumps, motors.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- R.O. Clearwell – reconditioned pump and motor #3 installed.
- Well 19 SR – discharge piping and valves replaced by contractor, replacing bad motor starter.
- Worked with Emerson / Andritz on Centrifuges 1&2 – Replaced multiple PLC cards & new backplane on Centrifuge #2. Added IP addresses for future SCADA integration. Replaced VFD HMI screen on Centrifuge #1.
- Standish – CL17 not reporting correct numbers, reset CL17 meter, changed span in RTU. Replaced RTU batteries.
- 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 20, 2021 City Commission Meeting.
- Agenda packet preparation for August 4, 2021 City Commission Meeting.