

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 30, 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:

- Team Volusia Community Competitiveness Evaluation presented by VisionFirst Advisors
- Police Department promotional ceremony
- Volusia Managers Meeting

PIO – Public Information

- Press Releases/Media
 - National Night Out
 - Parks and Rec Appreciation Update
 - General citizen requests
 - General media inquiries and interview coordination
- Social Media
 - National Night Out promo
 - PD and Fire promotions and retirement
 - Local Olympian Spotlight
 - Christmas in July
- Attended
 - City Manager's Staff Meeting
 - Volusia PIN Update (teleconference)
 - Police Promotional Ceremony
 - Fire Retirement and Promotions Ceremony
- Developing
 - Award nominations packages for VLOC
 - Social media strategic update Q4 2021

Planning

- Staff attended the Volusia County Affordable Housing initiative series, Affordable Housing Initiative, Progress.
- The following items are scheduled for the August 12, Planning Board meeting:
 1. **Land Development Code (LDC) Amendment – Virtual Golf Centers.** This is a request by Michael A. Peterson, Jr., business owner, to amend Chapter 1, General Administration, Article III, Definitions and Acronyms, Section 1-22, Definitions of terms and words; Chapter 2, District

and General Regulations, Article II, District and General Regulations, Section 2-29, B-8 Commercial Zoning District, paragraph D; and Chapter 2, District and General Regulations, Article IV, Conditional and Special Exception Regulations, Section 2-57, Criteria for review of specific conditional and special exception, to provide definitions and specific conditional criteria that would allow Virtual Golf Centers as a conditional use in the B-8, Commercial Zoning District.

2. **148 North Yonge Street, Special Exception for Outdoor Activity.** This is a request submitted by Charles Jones of Southern Mower Sales, Inc., for a Special Exception to authorize an outdoor activity use. Outdoor activity is permitted only by the issuance of a Special Exception under the B-5 (Service Commercial) zoning district. The request seeks to allow daily outdoor display and sales of merchandise under certain conditions at the Southern Mower Sales shop located at 148 North Yonge Street. The subject property currently operates as a mower retail shop. The Special Exception application is solely for outdoor activity to allow daily outdoor display and sales of merchandise under certain conditions and does not propose any building construction.
3. **Land Development Code amendment: Section 2-50, Mobile food dispensing vehicles in residential community centers.** This is an administrative request to amend Section 2-50, Accessory Uses, of Chapter 2, District and General Regulations, Article III, General Regulations, of the City of Ormond Beach Land Development Code to allow single-family and multi-family developments with a residential club house or community center to conduct events that allow mobile food dispensing vehicles (food trucks) a maximum of twelve days per calendar year with a special event permit.
4. **Land Development Code amendment: Section 2-50, Off Road Recreational Vehicle Course, accessory use.** This is an administrative request to amend Chapter 1, General Administration, Article III, Definitions and Acronyms, Section 1-22, Definitions of Terms and Words and Chapter 2, District and General Regulations, Article III, General Regulations and Section 2-50, Accessory Uses to establish definitions and conditions for an Off Road Recreational Vehicle Course in the REA, Rural Estate/Agriculture, zoning district as an accessory use.
 - 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, EI., 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.
 - The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 381 inspections performed within the city (76 by private providers).
- 92 permits issued within the city, with a valuation of \$2,766,287.00 (11 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with individuals interested in potential restaurant use for the property at 174 Tomoka Avenue.
- The following projects under SPRC review:

1. 88 South Atlantic Avenue, Ocean Club. 3rd review. Construction of a new retail shop (8,596 square feet) and related site improvements.
 2. 29 Apian Way, partial easement release. 1st review. Review of a partial easement release for the construction of a swimming pool.
 3. 86 Orchard Lane, lot split. 1st 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	25%
Edgewell Loading Dock	95%
Germfree driveway addition	85%
KOMN Condominium Association	20%
McNamara Warehouse	0%
Nova Road Controlled Storage Climate	80%
Ormond Museum	45%
Paradise Pointe ALF	10%
Publix, 101 East Granada Boulevard	80%
Starbucks	95%
The Pumhouse	60%
Total Comfort	55%
US 1 Business Park amendment	30%
Waffle House	35%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	0%
Verona Oceanside	0%
Residential	
Pineland, Phases 4 & 5	75%
Ormond Grande	85%
Plantation Oaks, 2B	2%

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.
 - Staff attended the Community Competitiveness Evaluation presented by VisionFirst, an initiative spearheaded by Team Volusia EDC.
 - Staff attended the morning session kicking off the Florida FAME Sunshine Chapter first cohort of students who will be on a career pathway to earn degrees as Advanced Manufacturing Technicians. Three Ormond Beach manufacturers are participating in the program including ABB, Germfree, and Hudson Technology.
- 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. Site preparation is nearing completion and the contractor will soon be pouring concrete foundations for the new hangars.
- Staff is working with the FAA to close out the federal grant that has provided primary funding for the project to design the rehabilitation and relocation of Taxiway Delta. The design and bidding of this project is complete and construction is expected to commence in FY2022, pending award of a construction grant from the FAA.
- Staff is working to investigate and correct an issue with Gate 9 involving remote control operation of the gate.

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 99 Journal Entry Batches.
 - Utility Billing Meter Readers completed 499 work orders.
 - Approved 16 Purchase Requisitions totaling \$896,038.44.
 - Issued 24 Purchase Orders totaling \$122,253.32.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 451 payments through Interactive Voice Response System totaling \$35,559.80.
 - Processed 573 payments through City online payment portal totaling \$56,513.60.
 - Prepared 116 Accounts Payable checks totaling \$192,646.91 and 46 Accounts Payable EFT payments totaling \$896,146.10.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Following the City Commission approval of grant submittal at its meeting of July 20, 2021, submitted part one in Grants.gov for the Police Department on a FY 2021 Justice Assistance Grant. Part two will be submitted in JustGrants prior to the August 9, 2021, deadline.
 - 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 weekly staff meeting
 - Researching grant funded capital recreational projects for the Impact Fee Study.

Risk Management Projects

- Continued planning for Finance training with Payroll and Purchasing
- Attended WC webinar
- Met with WC adjuster to review claims

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 6
 - Hazardous: 2
 - EMS: 96
 - Motor Vehicle Accidents: 4
 - Public Assists: 54
 - TOTAL CALLS: 164
- Aid provided to other agencies: 11 Calls – Daytona Beach (3), Volusia County (8)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 75
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 66
- Training Hours
 - NFPA 1001: Firefighting 58
 - NFPA 1002: Driver 28
 - NFPA 1021: Officer 6
 - NFPA 1500: Safety/Equipment 60
 - NFPA 1620: Preplanning 21
 - EMT/Paramedic 20
 - TOTAL TRAINING HOURS: 193
- Station Activities
 - Serviced 236 fire hydrants to include flowing and inspecting
 - Updated 12 pre-fire plans
 - Held a retirement and promotion ceremony at Fire Station 92. Honorees included: Captain Bill Giles retiring with 28 years of service, David Randall promoted to Captain and Hunter Ramirez promoted to Driver Engineer.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Community Service Officer (Police Department)

- Engineering Inspector (Engineering)
 - Firefighter/EMT/Paramedic
 - Maintenance Worker II (Stormwater Drainage Maintenance)
 - Maintenance Worker II (Streets Maintenance)
 - Maintenance Worker II (Wastewater Collection/Reuse)
 - Meter Reader
 - Part Time Events Leader (Community Events)
 - Part Time Events Tech (The Casements)
 - Plant/Pump Mechanic
 - Police Officer
 - Treatment Plant Operator C, B, or A (Wastewater Treatment Plant)
 - Utilities Engineer
 - Water Distribution Operator 3, 2, 1 or Trainee
 - City Engineer
 - Information Systems Specialist
- Interviews Scheduled
 - Engineering Inspector
 - Background/Reference Checks/Job Offers
 - City Clerk
 - Maintenance Worker II (Parks)
 - Tradesworker (Building Maintenance)
 - Police Officer
 - Separations
 - Tradesworker (Building Maintenance)
 - Engineering Inspector
 - Police Officer
 - Water Distribution Operator
 - I/T 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: 41
 - Completed: 64
 - In progress: 37
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 34,149
 - Inbound E-Mails Blocked: 9,249
 - Delivered Inbound E-Mails: 23,212
 - Quarantined Messages: 441
 - Percentage Good Email: 67.97%

- Virus E-Mails Blocked: 9
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 16
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 27
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 20 : Total in system = 3,121
 - Meters GPS Located this week: 27 : Total in system = 24,060; 23,227 potable, 822 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- Staff meeting
- City Manager's staff meeting
- Master Plan team meeting
- Yellowstone weekly meeting
- Summer Sounds Concert

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, installation 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.
- Routine Maintenance of Butterfly and Wildflower gardens
- Coordinated reset of Aquaponics exhibit.

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 training on Wednesday, 10 am at Sports Complex on Wendelstedt Field 1.
- Pride Football held summer training on Monday, Tuesday, and Thursday at 5:30 at Multi-Purpose Fields 11 & 12.
- OBGS 13's tryouts Monday, Tuesday, and Thursday night at 5:30 pm at Sports Complex, Kiwanis Field.
- Coed Softball will be having a pre-season practice on Tuesday night at 6 pm on Quad 4 at Sports Complex.

- 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
- 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
- Continued rust coating and painted foul poles at Nova Fields
- Built new home plate "mats" at bullpens at Wendelstedt Fields

Performing Arts Center

- Delivered personal protection equipment to City departments.
- Performances of Spectacular Spectacular, A Night of Broadway, were held on July 23-25.
- Hosted the artists reception for the joint PAC Friends and Ormond Memorial Art Museum Pop Up at the PAC art exhibition.
- Sent out email update about the PAC to internal show group leaders.
- Updated information and added events to OBPAC Facebook page.
- 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.
- Summer Camp Connection continues for the 7th 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 23-30.
- Planning for the third Summer Sounds Concert, Friday, July 30.
- Preliminary planning tasks and assignments for the fall and winter events.

Nova Community Center and Special Populations

- FitGyms personal training sessions and tennis lessons 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 Monday through Saturday 3 pm to 9 pm and Sunday 1 pm-5:30 pm
- Special Populations summer programs continue Monday through Friday.

The Casements

- The Casements was open on Saturday for guided tours at 9:30 am and 10:30 am. Tuesday through Friday self-guided tours were from 8 am to 5 pm with guided tours at 1 pm, 2 pm and 3 pm.
- Daytona Beach Community Church met at Bailey Riverbridge on Sunday morning from 11am to 1pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- Enviro Camp began its 7th week at the EDC on Monday with 8 children attending.
- Ormond Art Museum met at The Casements on Tuesday afternoon from 2 pm to 3 pm for a design meeting.
- 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 Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room.
- The Casements Guild new member training took place on Friday from 11 am to 1 pm with 12 new perspective members attending.
- The third and final Summer Sounds Concert will be held on the North Lawn of The Casements on Friday at 6 pm to 8 pm. The featured band is “Tie Dye Road.”

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Check trash cans in all parks
- Bathroom checks twice per day
- Inspected signs at all playground equipment
- Helped with archery net at the EDC
- Replaced “slippery when wet” signs city wide
- Install tennis “closed” signs at Nova Community Center

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
- Replace lights at Building Maintenance
- Remove sconces at The Casements for painting
- Troubleshoot curtain at the PAC
- Troubleshoot PAC irrigation pump
- Troubleshoot Airport Gate 9
- City Hall atrium stairs light replaced
- Replaced shade over at Andy Romano Beachfront Park
- Replaced ceiling tiles at the Police Department
- Replaced hand sanitizer at the Police Department
- Chair rail installed at the PAC
- Women’s restroom unclogged at City Hall
- Repaired water fountains at Nova near tennis court and skate park
- Added vents to two rooms at FS93
- Replaced air filters at PW
- Added foam to A/C unit head knocker at The Casements
- Moved ice machine at FS93

Police Department

Administrative Services

- Staff hosted the weekly staff meeting
- Lieutenant Larsen graduated from the Southern Police Institute 88th Command Officers Development Course
- Attended City Manager staff meeting
- Conducted interviews for vacant Police Officer positions
- Attended Volusia League of Cities Dinner
- Working on National Night Out

Community Outreach

- Youth Leadership Council (YLC) – There was not a YLC meeting last week. The next community service project for the YLC is assisting with National Night Out on August 3, 2021.
- OBPAL Basketball – Ten (10) players of the OBPAL Bruins teams participated in practice Tuesday and Thursday last week. Practices are held from 6:00 – 8:00 PM at the South Ormond Neighborhood Center.

- PAL Educational Programs – The OBPAL/ Summer Connections program partnership at the South Ormond Neighborhood Center continues. Thirty-two (32) students ages 6 - 11 explored science, art, reading and computer skills.

Community Services & Animal Control

- Animal Calls responded to: 39
- Animal Reports: 2
- Return to Field: 2
- Animal Bites: 0
- Animals to Halifax: 1
- Injured Wildlife Calls: 2
- Found Property Reports: 4

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 3
- Inactive: 4
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 2
- Grand Theft: 3
- Auto Theft: 0
- 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: 89
- Phone Calls: 121
- Arrest / NTA'S: 19
- Reports Generated: 130
- Reports Entered: 95
- Citations Issued: 34
- Citations Entered: 40
- Warnings Entered: 41
- Trespass Warnings: 9
- CORF Entered: 20
- Mail / Faxes / Request: 20

Patrol

- Total Calls: 1,521
- Total Traffic Stops: 97

Operations

- Crime Opportunity Report Forms: 86

07/21/21

- Carbreak, 364 South Atlantic Avenue (Fire Station 91). An unidentified suspect entered the victim's unlocked vehicle and stole a garage door opener and jewelry.

07/22/21

- Shoplifting, 1340 West Granada Boulevard (Lowes). An unidentified male stole merchandise. The offense was witnessed by loss prevention for the store, but not reported until later.
- Battery Arrest, 150 North Orchard Street (Wooded Area/Transient Camp). A male subject struck a female subject with his hands.
- Sex Offense, 145 North Yonge Street (Dollar General). An adult male and a female juvenile were found having relations in a vehicle in the parking lot.
- Warrant Arrest, 294 South Yonge Street. Subject was contacted and found to have an open warrant.

07/23/21

- Residential Burglary, 89 South Atlantic Avenue #103 (Oceanfront Condos). The victim reported his electric bicycle was stolen from the underground parking garage.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified male stole merchandise. The offense was witnessed by loss prevention for the store.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified male stole merchandise. The offense was witnessed by loss prevention for the store.
- Robbery by Sudden Snatching Arrest, 30 South Beach Street (Ormond Beach Library). A male struck a female and took her property.
- Narcotics Arrest, 1626 North United States Highway 1. A male was found to be in possession of narcotics and narcotic paraphernalia in the parking lot.
- Warrant Arrest, 565 South Atlantic Avenue (Corvette Inn). Subject was contacted and found to have multiple open warrants.
- Warrant Arrest, 195 South Beach Street (Ames Park). Subject was contacted and found to have an open warrant.

07/24/21

- Structure Burglary, 875 Wilmette Avenue (Willow Pond Apartments). An unidentified suspect forced entry to a storage shed and stole a bicycle.
- Providing False Information to a Law Enforcement Officer Arrest, 1530 North United States Highway 1 (McDonald's). A suspect was contacted and provided the officer with a false name during a criminal investigation.
- Domestic Violence Battery by Strangulation Arrest, 1614 North United States Highway 1 #226 (Econo Lodge). A male suspect grabbed the victim by her throat, not allowing her to breath, during a fight between the two of them.

07/25/21

- Theft, 271 Putnam Avenue. Victim reported that several pills were taken when a former roommate moved out of the residence.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise. The offense was witnessed by loss prevention for the store.
- Trespass Arrest, 839 South Atlantic Avenue (Andy Romano Park.) Subject contacted who had been previously trespassed from the location.
- Narcotics Arrest, 1478 West Granada Boulevard (Ormond Towne Square). A female was contacted and found to be in possession of narcotics and narcotic paraphernalia.
- Theft, 867 South Atlantic Avenue (Ocean's East Resort). The victim advised that her cell phone was taken from her hotel room.

07/26/21

- Child Abuse, 1521 West Granada Boulevard (Wal-Mart). It was advised that an unidentified female was observed striking her minor children in a vehicle as it exited this location.

- Burglary Residence, 538 Collins Street. An unidentified suspect forced entry by cutting the porch screen, stole laundry detergent and a bottle of peroxide.
- Grand Theft, 500 Shadow Lakes Boulevard #20 (Shadow Lakes Apartments). An unidentified suspect stole the victim's electric bicycle from the bike rack in front of his apartment.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise. The offense was witnessed by loss prevention for the store.

07/27/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). An unidentified female stole merchandise. The offense was witnessed by loss prevention for the store.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 97
 - Number of Citations issued: 34
 - Number of Written Warnings Issued: 41
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 25
 - 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: 6 Cases initiated
- Zone 2: 3 Case initiated
- Zone 3: 0 Case initiated
- Zone 4: 3 Cases initiated
- 1 sign has either been removed or sign case created.
- 14 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and seventy-nine (79) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Fiber Optic Connectivity – Wilmette fiber optic plans are complete, awaiting a proposal from contractor.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – Front porch drawings are being drafted for Historic Landmark Preservation Board and building permit approval. Progress meeting #13 scheduled for August 4.
 - 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 – Notice to Proceed issued on July 26. Materials are scheduled for delivery early August.
 - 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 is scheduled 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 – 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 is 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 in process.
- Departmental Activities
 - Reviewed 36 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

- Patched hole on Ocean Terrace
- Ground sidewalk on Interchange Blvd; poured sidewalk; stress cut, backfill
- Stripped forms on Cardinal Dr
- Asphalt patch on Harvard Dr
- Patched 5x7 asphalt on Stratford Pl; N Beach St; (2) spots on Harvard 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 city wide
- Hauled debris to Nova/Transfer Station
- Ground stumps city wide
- Trimming in Hunters Ridge; Fire Station 92; around generator at JAD & Neptune

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
- Traffic control in Hunters Ridge

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

- Picked up sod

- Ditch inspection on Bennett Ln
- Locates city wide
- Helped WW on Stratford Pl
- Graded driveway on Leeway Trl
- Laid sod on N Halifax Dr
- Inlets inspected & cleaned city wide
- Gates & pumps city wide
- Ditch maintenance at Cherrywood & Division
- Pipe repair on Lucky Dr
- Pond mowing on SR40
- TV truck on Rosewood Ave

Vactor

- Line cleaning on Rosewood
- Lucky Dr

Fleet

- Mileage traveled by all departments for the week: 22,924
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 6,770 gallons unleaded, 7,623 gallons diesel
 - Fuel used in one week: 2,111 gallons of unleaded and 801 gallons of diesel.
 - Fleet completed 50 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 38.33 million gallons for the week ending July 24, 2021(5.48 MGD).
- Backwashed 8 filters for a total of 409,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 24, 2021 @ 6.79 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 81.0 wet tons of sludge (80% solids).
- Flushed distribution system 95,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 35.15 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.02 MGD
- Produced 24.63 Million Gallons of Reclaim water.
- Produced 10.52 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 14 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.

- Responded to 8 calls from customers concerning leaking water.
- Replaced 3 residential water meters per request by the Finance Department.
- Installed 7 new residential water services.
- Performed pressure testing on 8 City owned backflow prevention devices, all passed inspection.
- Replaced 3 residential water services due to pressure concerns or leaks.
- Replaced 7 broken water meter boxes.
- Located 3 water services for customers performing plumbing repairs.
- Continued fire hydrant maintenance per yearly contract with Volusia County in Ormond-by-the-Sea, 9 fire hydrants checked for operability.
- Exercised 10 main line valves due to leaks or scheduled maintenance.
- Repair a leaking fire hydrant on Stoney Ridge Trl.
- Performed water main flushing in the Ormond Lakes subdivision, large system was completed in 3 phases.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 210 utility locates for the previous week.

Wastewater Collection

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir., 300 Center St. and 524 Fred Gamble Way.
- Removed two 2,000 gallon load off of Hunter's Ridge force main.
- Set well points to replace broken PEP tank at 41 Carriage Creek Way.
- TV'ed sanitary lateral at 169 Ocean Ter. per customer request.
- Responded to back up at 17 Stratford Place, discovered line hit by boring contractor. Repaired sanitary service.
- Replaced PEP pump at 18 Carriage Creek Way, 125 Black Hickory Way.
- TV'ed 10 sanitary laterals on the PM list.

Reuse

- Responded to 4 reuse trouble calls.
- Repaired broken reclaim service at 38 Carriage Creek Way
- Turned reclaim service off and back on at 6 Wild Creek Way per customer request.
- Turned off reclaim service at 33 Meadow Ridge View and 5 Pleasantwood Way per customers' request.

Wastewater Plant – Lift Stations

- Chlorine Building – began installation of basket strainer at hypochlorite system.
- 4P – replaced air bleeder valves at all three pumps.
- Rima Ridge Well Field – assisted Water Plant crew.
- Bennett Lane – assisted Storm Water Division, pulled Pump #2 to ship to vendor for repairs.
- Conducted Plant and Lift Station PMs for pumps, motors.

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 and distribution for August 4, 2021, City Commission Meeting.