

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 27, 2021

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Reviewed commission meeting agenda packet

Spoke to, attended and/or met with:

- Officer Raynor funeral
- Virtual meeting with senior staff and Volusia County School representatives regarding OBE parking lot signage
- Managers monthly - virtual meeting
- Fit Loop Ribbon Cutting at Fortunato Park
- Claims Committee meeting
- Ormond Crossings meeting

PIO – Public Information

- Press Releases/Media
 - Monoclonal Antibody Treatment Center
 - General citizen updates
 - General media inquiries
- Social Media
 - Florida Disaster Supply Kit: Hurricane Prep
 - Monoclonal Antibody Clinic Info
 - Full FDA Approval of Pfizer Covid-19 Vaccine
 - Jason Raynor Memorial Post
- Attended
 - Engineering/Planning Meeting
 - FDOH Communications Briefing
 - Volusia PIN Network Updates
- Developing
 - State of the City Brochure and Script Updates
 - City Hall Employee Appreciation Day
 - Retirement logos
 - September 11th Event Info
 - Legislative Priorities (one sheets)

Community Development

Planning

- Staff attended the neighborhood meeting for the Courtyard at Ormond project that proposes to construct a 10,889 square foot retail building (3 units) and a 48-unit multifamily apartment complex

located at the north east corner of the intersection of North Yonge Street and Highland Avenue. Concerns expressed at the meeting included traffic impacts (including current traffic issues) and drainage on Highland and Dix Avenues. Other areas of concern discussed included the type of multi-family units, site access, parking, and the rezoning process. No public hearing date has been set for this project.

- The Planning Board meeting for September 9, 2021 has been canceled based upon no applications.
- The September 1, 2021 Board of Adjustments and Appeals (<https://www.ormondbeach.org/Archive.aspx?AMID=45>) meeting includes two cases:
 1. 110 Sawtooth Lane: A rear yard variance to allow construction of a screen enclosure over an existing swimming pool.
 2. 327 North Beach Street: Variance to the rear waterfront setback to construct a single-family home.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 327 inspections performed within the city (50 by private providers).
- 114 permits issued within the city, with a valuation of \$1,633,395 (12 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. Project owner of 321 Hand Avenue, All Aboard Storage, to discuss the screening wall and landscaping required for the storage of RV and boats per the approved Planned Business Development.
 2. Pre-construction meeting for the gymnasium improvement at the South Ormond Neighborhood Center.
 3. Initial discussions with individuals exploring annexation and multi-family development along 1648 to 1718 Old Tomoka Road.
- The SPRC approved:
 1. 100 North Halifax, The Cupola at Oceanside. 12 two-story townhomes, previously Halifax 100, and associated site improvements. The site engineering permit for this project was also issued.
 2. 500 Sterthaus Drive, YMCA improvements. The site plan removes a previously approved after school building and updates the playground area.
- The following projects under SPRC review:
 1. Plantation Oaks of Ormond Beach, Phase 1A. 3rd review. Development of 121 lots on 100.91 acres.
 2. 14 West Tower Circle, GPR1. 1st review. Proposed 30,000 square foot industrial building on a 3.35-acre site within the Airport Business Park.
 3. 2960 Ocean Shore Boulevard. 1st review. Volusia County project for a 28-lot subdivision. Ormond Beach is the utility provider only.
 4. Celedine Subdivision, Flagler County Hunters Ridge. 2nd review. Flagler County project for a 99-lot subdivision. Ormond Beach is the utility provider only.
 5. Force Main Extension at Hunter's Ridge, Flagler County. 2nd review. Flagler County project for a force main extension along Airport Road. Ormond Beach is the utility provider only.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	25%
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	85%
Ormond Museum	55%
Paradise Pointe ALF	10%
Publix, 101 East Granada Boulevard	85%
Starbucks	98%
The Pumphouse	60%
Total Comfort	55%
US 1 Business Park amendment	30%
Waffle House	40%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	0%
Verona Oceanside	0%
Residential	
Cupola at Oceanside	0%
Pineland, Phases 4 & 5	75%
Ormond Grande	90%
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 has started to market the next Ormond Beach Kauffman FastTRAC program. It will be a virtual led program starting on September 18th. More information and sign-up is available at the following website: <https://www.ormondbeach.org/985/Kauffman-FastTrac>
- 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.
- Staff is working with the City's airport engineering consultants to replace the airport's Automated Weather Observing System (AWOS). Replacement of the AWOS is included in the capital improvement plan for the airport. Primary funding will be provided by the FAA and FDOT.
- Staff continues working with AVCON, Inc. to develop a project to upgrade the environmental systems at the air traffic control tower. The proposed project will be 100% funded by an FAA grant provided to the City under the Airport Coronavirus Response Grant Program.

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
 - City received full reimbursement of \$62,734.40 from the State for Hurricane Michael (2018).
- Completed Projects – Weekly 8/19/2021:8/25/2021
 - Processed 105 Journal Entry Batches.
 - Utility Billing Meter Readers completed 322 work orders.
 - Approved 15 Purchase Requisitions totaling \$73,977.09.
 - Issued 8 Purchase Orders totaling \$22,789.16.
 - Processed 610 payments through Interactive Voice Response System totaling \$48,069.51.
 - Processed 1075 payments through City online payment portal totaling \$104,565.39.
 - Prepared 122 Accounts Payable checks totaling \$293,887 and 35 Accounts Payable EFT payments totaling \$874,891.
 - Issued 255 past due notices on utility accounts.
 - Auto-called 224 utility customers regarding receipt of a past due notice.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Reviewing potential grant opportunities related to the Performing Arts Center lobby renovation.
 - Grant reimbursement requests to date FY 20-21: \$1,812,666.91
- Other
 - Providing grant financials for pre-audit review.
 - Attended JustGrants Post Award Management virtual Q&A.

Risk Management Projects

- Attended Claims Committee meeting
- Attended Insurance Program Committee meeting
- Submitted agenda item for Purchase of Property, Casualty & Liability Insurance

Fire Department

- Weekly Statistics
 - Fires: 6
 - Fire Alarms: 5
 - Hazardous: 2
 - EMS: 90
 - Motor Vehicle Accidents: 3
 - Public Assists: 50
 - TOTAL CALLS: 156

- Aid provided to other agencies: 8 Calls – Daytona Beach (5), Volusia County (3)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 64
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 198

- Training Hours
 - NFPA 1001: Firefighting 76
 - NFPA 1002: Driver 32
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 91
 - NFPA 1620: Preplanning 20
 - EMT/Paramedic 17
 - TOTAL TRAINING HOURS: 240

- Station Activities
 - Serviced 97 fire hydrants to include flowing and inspecting
 - Conducted 2 fire Inspections
 - Updated 6 pre-fire plans

- Significant Incidents
 - 8/19/21, 9:24 PM: 159 Highland Ave. – Outside Fire – Upon arrival found a large fire in front yard within 3' of residential home – miscellaneous items including aerosol cans on fire – moderate smoke damage to front exterior of home – no injuries.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Support Services)
 - Community Service Officer
 - Information Systems Specialist (Information Technology)
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Part Time Events Tech (The Casements)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Maintenance Worker II (Parks)
 - Plant/Pump Mechanic
 - Police Officer
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park)
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
 - Utilities Engineer

- Background/Reference Checks/Job Offers
 - City Clerk
 - Maintenance Worker III (Stormwater) - open internally only
 - Meter Reader
 - Part Time Events Leader (Community Events)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Police Officer
 - Treatment Plant Operator C (Water Reclamation Facility)
- Separations
 - IT Manager
 - Treatment Plant Operator Trainee (Water Reclamation Facility)
 - Part Time Maintenance Worker II (Parks)
 - Maintenance Worker III (Stormwater)
 - Part Time Maintenance Worker II (Parks)
 - Part Time Evidence Tech/Crime Scene Analyst
 - Community Service Officer
 - Utilities Engineer

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: 19
 - Completed: 33
 - In progress: 29
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,105
 - Inbound E-Mails Blocked: 12,396
 - Delivered Inbound E-Mails: 24,887
 - Quarantined Messages: 309
 - Percentage Good Email: 63.64%
 - Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 4
 - Corrections: 3
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 18 : Total in system = 3,139
 - Meters GPS Located this week: 10 : Total in system = 24,070; 23,237 potable, 822 Irrigation, 11 Effluent

- Notable Events: Updated Sewer Base Maps. Updated CUES GraniteNet sewer geodatabase and stormwater geodatabase in both office and truck environments.

Leisure Services

Administration

- South Ormond basketball court meeting
- FFEA Conference
- FNGLA Conference
- Ormond Beach Elementary School virtual meeting
- Fit Loop Ribbon Cutting at Fortunato Park
- Master Plan Meeting
- Updated social media/websites/postings
- Website/City calendar updates

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 with 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
- Completed quarterly floor care at City Hall
- Completed painting in the in IT at City Hall
- Began water sealing the raised wooden boardwalk at Central Park.

Environmental Discovery Center

- Open for guided tours Saturday 10am-4pm; Monday through Friday from 10am-5pm.
- Beekeepers Marlin Athern and Jack Dunlop interview at EDC with OB Observer.
- Taking reservations for upcoming Keep Volusia Clean program.
- Contacting and confirming speakers for September and October programming.
- Collection/recording of plot rentals for community garden term beginning September 1.
- Routine Maintenance of Butterfly and Wildflower gardens.
- Keep Volusia Clean program will be held on Saturday, August 28, 10:30 am – 11:30 am.

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- Pride Football continues practices this week on Monday, Tuesday, and Thursday at 5:30 pm at Multi-Purpose Fields 11 & 12.
- Coed Softball continue games this week on Tuesday, Wednesday, and Thursday nights at 6:30 pm, 7:30 pm, and 8:40 pm on Quad 4 at Sports Complex.
- Spikes 9/10/11/12/13/14's continued practices this week at Nova Fields 2-5, as well as Wendelstedt 2 & 3.
- OBSC Soccer continue competitive practices at the Sports Complex on fields 2/4/5/6/8, Monday through Thursday, at 5:30 pm.
- Seabreeze High School JV Football hosted their first home game of the season on Thursday night at 6 pm, Sports Complex, Championship Field #7.

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
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sport Complex/Nova Fields
- Continued edging infields (18) weekly at Sport Complex/Nova Fields
- Dragged and edged South Ormond and Osceola (2) Softball Fields
- Corners painted on flag football and soccer fields, as well as soccer parking lot
- Prepped Wendelstedt fields for Spikes baseball training
- Put out soccer goals on fields 1/9/10
- Paint soccer fields 5/8
- Add benches and toters to soccer fields 4/5/6/8
- Prepped Championship Field #7 for SHS JV Football game

Performing Arts Center

- Continued software training for new PAC box office attendants
- Continued ordering and restocking COVID supplies

South Ormond Neighborhood Center

- Park is open dawn to dusk daily
- Gym and weight room are open during normal Center hours
- Continuing cleanup and organization post summer camp

Community Events

- Weekly administrative tasks, office work, and activities.
- Assisting with plans for the 2021 Senior Games, October 23-30.
- Set up, work and breakdown of the Downtown Fit Loop Ribbon Cutting, Thursday, August 26.
- Preliminary planning tasks and assignments for the Ferritto Family Limitless Playground Dedication, Saturday, August 28, 9:00 a.m.
- Preliminary planning tasks and assignments for fall and winter events.

Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9am-10am, and 5:45pm-6:45pm on Monday, Wednesday and Thursday in the Activity Room.
- Pickleball was held Monday-Friday from 9am-12:30pm and Saturday from 9 am to 3 pm.
- Open Play Basketball was offered Monday from Saturday from 3 pm to 9 pm and on Sunday from 1 pm to 5:30 pm.

The Casements

- The Casements was open on Saturday for self-guided tours from 8 am to noon.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements was open for self-guided tours Monday through Friday from 8 am to 5 pm.
- 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 Casements Dance Room.
- The Casements Coordinator attended the Florida Festival and Events Conference in Orlando. The Casements was awarded a Sunsational Award at their Awards Luncheon on Wednesday.
- A wedding reception was held at Bailey Riverbridge on Wednesday from 2 pm to 10 pm with 20 guests attending.
- Casements staff assisted with the Fit Loop ribbon cutting on Thursday at Fortunato Park.

Parks Maintenance

- Citywide 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
- Skatepark concrete inspected and repaired
- Replaced pickets at Magic Forest
- Repaired barbecue grill at Andy Romano Beachfront Park
- Installed trail wildlife signs
- Repaired roadway guardrail sign at Central Park I
- Trimmed tree branches at Sanchez Park
- Repaired potholes in Cassen Park, Central Park I and Fortunato Park.
- Worked on shell parking area in Fortunato, Sanchez Park, and Riviera Park

Building Maintenance

- Water leak addressed at the airport
- Splash pad pressure addressed at South Ormond Neighborhood Center
- City Hall light inspections
- The Casements basement drains cleared
- The Senior Center urinal troubleshot
- Sand Bags removed from the Police Department
- Men's restroom unclogged at Cassen Park
- Men's restroom door lock repaired
- Generator fan replaced at WWTP
- The Casements first floor ladies' restroom repaired
- Central Park I ladies' restroom door repaired
- City Hall pressure regulator changed
- Adjusted City Hall clocks
- Fill sanitizers at the Police Department and City Hall
- Toilet in ladies' locker room repaired at the Police Department
- Fortunato Park dog bubbler thermostat replaced
- City Hall men's restroom water leak addressed
- Replace lights at FS94
- Installed coach lights at The Casements
- Lighting repairs in City Hall Chambers
- Replaced lights in PAC blue room

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended Compassion Fatigue Awareness virtual training
- Staff attended Range Safety Officer virtual training
- Staff worked with the City of Daytona Beach under mutual aid in respect to Officer Raynor's passing
- Staff attended Future Police Chiefs training in Palm Beach Gardens
- Staff worked with Volusia County School Board in reference to the School Resource Officer position

Community Outreach

- Youth Leadership Council (YLC) – Five (5) Members of the YLC attended a meeting on Sunday, August 22. Members reviewed schedules and discussed upcoming community service opportunities.
- OBPAL Basketball – Open gym practice was held for the OBPAL Bruins teams on Tuesday and Thursday last week. Practices are held from 6:00 – 8:00 pm at the South Ormond Neighborhood Center.

- PAL Educational Programs
 - The Fall Tutors R Us program is tentatively scheduled to begin the first week in October. Tutors R Us will be offered Monday – Thursday from 3:30 pm to 6:30 pm.
- Special Events
 - The Annual OBPAL Golf Tournament is scheduled for Sunday, November 7 at the Halifax Plantation Golf Club. For additional information please call the PAL House (386) 676-3505 for additional information.

Community Services & Animal Control

- Animal Calls responded to: 33
- Animal Reports: 4
- Return to Field: 1
- Animal Bites: 1
- Animals to Halifax: 4
- Injured Wildlife Calls: 1
- Found Property Reports: 4

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 8
- Inactive: 31
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 4
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 5
- Robbery: 0
- Assaults: 0
- Harassing Calls: 1
- Suspicious Incident: 2

Records

- Walk - Ins / Window: 97
- Phone Calls: 142
- Arrest / NTA's: 21
- Reports Generated: 122
- Reports Entered: 112
- Citations Issued: 32
- Citations Entered: 32
- Warnings Entered: 41
- Trespass Warnings: 13
- CORF Entered: 37
- Mail / Faxes / Request: 33

Patrol

- Total Calls: 1,241
- Total Traffic Stops: 106

Operations

- Crime Opportunity Report Forms: 44

08/18/21

- Residential Burglary, 7 Ribbon Falls Drive (The Falls subdivision). An unidentified suspect stole approximately \$400 - \$500 in quarters from the victim's residence.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). A male subject was observed by loss prevention passing registers with merchandise. He was with a female who had an open warrant.
- Theft, 51 Deep Woods Way (Breakaway Trails). An unidentified suspect stole the victims Ring camera and jewelry from the home.

08/19/21

- Theft, 535 North Nova Road (Grand Villa). An unidentified suspect stole prescription medication.
- Driving Under the Influence Arrest, 730 West River Oak Drive. A crash investigation was conducted, one of the drivers was intoxicated.

08/20/21

- Theft, 1315 Overbrook Drive. An unidentified suspect stole the victim's Trek mountain bike.
- Warrant Arrest, 1657 North United States Highway One (Love's Truck Stop). A male suspect was contacted and found to have multiple open warrants.
- Domestic Violence Battery Arrests, 121 Sunset Point Drive. A husband and wife were both observed to be fighting each other. Officers were unable to determine the primary aggressor, so they were both arrested.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male suspect stole merchandise. The theft was observed by the loss prevention officer.
- Warrant Arrest, 50 Herringbone Way. A male suspect was contacted and found to have an open warrant.
- Warrant Arrest, 1608 North United States Highway One #220 (Extended Stay). A male suspect was contacted and found to have an open warrant.
- Disorderly Intoxication Arrest, 839 South Atlantic Avenue (Andy Romano Beachfront Park). A male suspect was intoxicated and causing a disturbance.

08/21/21

- Business Burglary, 534 South Yonge Street. An unidentified suspect entered the victim's storage unit and stole multiple items.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified male and female stole merchandise. The theft was observed by the loss prevention officer.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified male and female stole merchandise. The theft was observed by the loss prevention officer.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). A male suspect stole merchandise. The theft was observed by the loss prevention officer.
- Carbreak, 794 Hand Avenue. An unidentified suspect stole a firearm out of the victim's unlocked vehicle.
- Carbreak, 46 Charleston Square. An unidentified suspect forced entry to the victim's vehicle driver side window and stole multiple cell phones.
- Shoplifting Arrest, 1521 West Granada Boulevard. A female suspect stole merchandise by using the skip scanning method. The theft was observed by the loss prevention officer.
- Resisting an Officer without Violence Arrest, 801 South Nova Road (Rockin' Ranch). An intoxicated suspect failed to identify himself and refused to follow law orders given by law enforcement.

08/22/21

- Stolen Tag, 801 South Nova Road (Rockin' Ranch). An unidentified suspect stole the tag off of the victim's vehicle.
- Carbreak, 35 Indian Springs Drive. An unidentified suspect stole a firearm out of the victim's unlocked vehicle.

- Fleeing Vehicle Arrests, 1635 North United States Highway One (Destination Daytona). A male and female failed to pull over for officers when they attempted to conduct a traffic stop. The suspects were later located.
- Traffic Arrest, West Granada Boulevard/South Nova Road. A female driver was found to have a habitually suspended drivers license during a traffic stop.
- Domestic Violence Battery Arrest, 1608 North United States Highway One (Extended Stay). A female struck her boyfriend during a verbal argument.

08/23/21

- Domestic Violence Aggravated Assault Arrest, 1545 North United States Highway One (Dollar General). A female, while intoxicated, threatened her husband with a pickaxe while he was seated in his vehicle.
- Aggravated Battery, 502 South Ridgewood Avenue. A female subject who resides at this address was shot in her hand by an unidentified suspect.
- Domestic Violence Battery Arrest, 73 Apian Way. A female struck her husband in the arm with a kitchen pot during an argument.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female suspect stole merchandise. The theft was observed by the loss prevention officer.
- Residential Burglary, 436 North Ridgewood Avenue. An unidentified suspect stole the victim's bicycle from inside their open garage.
- Domestic Violence Battery Arrest, 480 Cedar Street. Two juvenile brothers got into a pushing match during an argument.

08/24/21

- Battery Arrest, 19 North Yonge Street. A female struck another female several times in the face causing a laceration to the victim's bottom lip.
- Theft, 73 Apian Way. A known male suspect stole the victim's laptop from the residence.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 14
 - Number of Citations issued: 19
 - Number of Written Warnings Issued: 9
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones:

- Zone 1: 4 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 3 Cases initiated
- 3 signs have either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and fifty-nine (59) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Fiber Optic Connectivity – A Work Authorization for the Wilmette fiber optic cable installation is on the September 22 agenda for City Commission approval.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – The Historic Landmark Preservation Board requested a railing be added to the front porch design. Progress meeting #14 is scheduled for September 2. A Work Authorization for Restoration of the North Elevation is scheduled for approval at the September 8 City Commission meeting.
 - Granada Mid-Block Lighting Improvements – Crossing poles have been delivered, awaiting additional materials.
 - Riviera Park Pedestrian Signals – Construction is in process.
 - Wilmette Stormwater Pump Station – Shop drawings are under review.
 - Downtown Banner Pole Replacement Re-Bid – Construction is in process.
 - WRF Chlorine Contact Improvements – Shop drawings are under review, long lead time materials are being ordered.
 - Nova Community Park Tennis Court Lighting Improvements – Construction is in process.
 - SONC Gym – Contracts are executed, and a pre-construction meeting was held on August 25.
 - 2021 Roadway Resurfacing – Contracts are executed.
 - CDBG Fleming Playground – Long lead time materials are being ordered.
 - Bidding
 - 385 South Old Kings Road: An RFP for Phase 2 Site Remediation and Debris Removal of the property was advertised on August 22, a Pre-Submittal meeting is scheduled for September 10, and proposals are due on September 21.
 - Facility Hardening Re-Bid – Approval to advertise for bidding is scheduled for the September 22 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 – The Consultant continues working on the master plan update.
 - 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.
 - Doug Thomas Way Extension Design – Design is in process.
 - WRF Upgrades – Design is in process.
 - Departmental Activities
 - Reviewed 26 Engineering Permit applications through the ProjectDOX system, and created and approved 1 Franchise Utility Work-in-the-Right-of-Way permit.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Installed parking pad at Ames Park
- Stripped forms, stress cut, backfill on Interchange Blvd
- Formed and poured gutter on Niagara Falls Cir
- Patched asphalt hole at Windward & Oak Grove Rd

- Poured patch on 100 block of Sandcastle

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
- Trimmed r-o-w on Division Ave
- Assist Stormwater Dept with brush cut on r-o-w at Leeway Trl
- Trimming at Rocky Bluff

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

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

- Assisted Streets with reachout mower on Leeway Trl
- Filled in hole on Nova at CVS next to sidewalk
- Locates/pumps & gates city wide
- Basins, inlets cleaning and inspected city wide
- Cleaned out dry wells in The Trails
- Mow around pond and ditches city wide
- Mowed ditches on US1/around ponds on Nova Rd
- Utility locates/mowed grass around swale on Gowers St
- Sealed catch basin on Fernmeadow Ln

Fleet

- Mileage traveled by all departments for the week: 22,511
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 14,661 gallons unleaded, 7,133 gallons diesel
 - Fuel used in one week: 2,240 gallons of unleaded and 777 gallons of diesel.
 - Fleet completed 54 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 37.70 million gallons for the week ending August 21, 2021(5.39 MGD).
- Backwashed 8 filters for a total of 423,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 21, 2021 @ 6.78 MGD 87.2% of SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 64.8 wet tons of sludge (80% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 39.10 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.59 MGD
- Produced 27.36 Million Gallons of Reclaim water.
- Produced 11.74 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (August 1, 2020 – July 31, 2021) (MGD):
 - Influent 4.65 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.47 (Permit 6 MGD);
 - Reuse 3.39 (Permit 10 MGD)

Water Distribution

- Responded to 3 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 6 calls from customers concerning leaking water.
- Installed 2 new residential water services/meter sets.
- Performed pressure testing on 5 City owned backflow prevention devices, one needed repair.
- Repaired 1 water main leak.
- Installed new 2 inch brass ball valve to isolate east section of Niagara Falls Cir.
- Replaced 2 residential water services due to pressure concerns or leaks.
- Replaced 5 broken meter boxes/lids.
- Tested 6 inch and 8 inch commercial meters for accuracy.
- Exercised 5 main line valves due to water main leaks or scheduled outages.
- Flushed hydrants in Indian Springs, Apian Way, and on Williamson from Granada Blvd to Daytona interconnect.
- Performed hydrant maintenance on 33 fire hydrants. Replaced stem and coupling on Kennedy Rd. hydrant that was hit by a vehicle on the corner of Cumberland Ave and N Beach St.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 156 utility locates for the previous week.

Wastewater Collection

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 8 in the conventional system service area.
- Crews performed a pep tank locate at 4 locations per customers' requests.
- Crews replaced a missing clean out cap 614 N. Yonge St.
- Crews followed up on the weekend calls on the east & west sides of town.
- Performed onsite inspection of both OSCC and TOCC lake levels.
- Crews televised 17 sanitary service laterals on the PM list.
- Crews replaced the pep tank 87 Sounders Trail Cir.
- Crews flushed 103 Hickory Hills service lateral. (weekly maint.).
- Crews investigated a slow drain complaint at 4 Indian Springs Dr. Replaced the pump and tested pump and alarm.
- Crews performed verifications for sewer availability at 15 locations.
- Crews located the pep tank and the reuse service at 50 Westland Run.

- Performed a project check of all 5 LPS subdivisions.
- Crews replaced broken clean out at 73 Bellavita Way.
- Crews replaced the pep tank pump and the panel box at 1 Creek Branch Way, and repaired a service line leak at 4 Fawn Pass
- Crews located and marked the sewer/reuse service at 10 Tanglewood and 2 Oak Brook Dr
- Removed approx. 2,500.gallons from Hunters ridge force main.
- Crews installed a 12" riser at 8 Black Water Way (follow up call from the weekend), and changed the pump at 49 Winding Creek Way.
- Crews replaced a leaking 2" reuse zone valve in front of 9 Lake Isle Way.

Wastewater Plant – Lift Stations

- 2P, 1M, 4M responded to high level alarms, stations are pumping at full capacity due to recent rain event.
- Ormond Lakes high level alarm, pumps not running, found blown fuse and replaced phase monitor. Pump 1 was locked up, #2 starter not working, able to fix one pump.
- Camelot manhole backup. Found tripped control breaker and bad fuse at phase monitor from lightning strike.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Wells – addressed repairs as noted on Sanitary Survey.
- Perform Operational Checks at various locations.

Support Services/City Clerk

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

- Agenda packet preparation for September 8, 2021 City Commission Meeting.