

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 3, 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 city commission meeting agenda packet

Spoke to, attended and/or met with:

- Dedication ceremony Ferritto family limitless playground
- Volusia County EOC virtual meeting with City Managers
- FCCMA webinar on the Broward and Miami-Dade County Building Safety Inspection Program
- Virtual meeting with senior staff, consultant and FDOT representatives on transportation issues.

PIO – Public Information

- Press Releases/Media
 - September Events (Push in and Sept 11th)
 - General media inquiries and quote requests
 - General citizen inquiries
- Social Media
 - Ferritto Family Playground Dedication
 - Hurricane Preparedness Reminders
 - School Mask Requirement (share)
 - Leisure Services Reminders
 - Vaccination Reminders
- Attended
 - Engineering/Planning meeting
 - Legislative Priorities prep
 - Citizen engagement meeting
 - Volusia PIN Network updates
 - Budget fact sheet prep meeting
- Developing
 - Budget fact sheet
 - Employee Appreciation events
 - Crisis communication plan update 2022

Community Development

Planning

- Presented two variance cases at the Board of Adjustments and Appeals meeting:
 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.
- The monthly development report is available at <https://www.ormondbeach.org/247/Development-Projects>.

Building Inspections, Permitting & Licensing

- 12 new business tax receipts issued.
- 406 inspections performed within the city (42 by private providers).
- 114 permits issued within the city, with a valuation of \$1,231,354 (4 garage sale permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 29 North Perrott Drive, Perrot Depot. Discussion occurred regarding a phasing plan for the approved project.
 2. 1701 North US Highway 1, Sunshine Holiday Daytona. Pre-application meeting for the provision of utilities to the property.
 3. Plantation Oaks, Phase 1a, Unit 2C, and Unit 2D. Preconstruction meeting.
 4. 14 West Tower Circle, GPR1. Discussion of SPRC comments for a proposed 30,000 square foot industrial building on a 3.35-acre site within the Airport Business Park.
- SPRC projects approved:
 1. Plantation Oaks of Ormond Beach, Phase 1A. Development of 121 lots on 100.91 acres.
 2. Force main extension, Hunter's Ridge, Flagler County. Flagler County project for a force main extension along Airport Road. Ormond Beach is the utility provider only.
- The following projects under SPRC review:
 1. 1211 West Granada Boulevard, Revella at Ormond Beach ALF. 2nd review. 150 resident Assisted Living Facility, 120,501 SF on 5.54 acres and associated site improvements.
 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. 295 Interchange Boulevard, All Aboard Storage, Interchange Depot. 2nd review. Three story storage facility of 111,825 square feet on a 2.94 acre parcel and associated site improvements
 6. Pineland construction plans, phases 4 & 5, stormwater revision. 1st review. Stormwater revision within phase 5 of the Pineland subdivision.
- 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 | 30% |
| Edgewell Loading Dock | 95% |
| Germfree driveway addition | 95% |
| KOMN Condominium Association | 25% |
| McNamara Warehouse | 0% |

| | |
|--------------------------------------|-----|
| Nova Road Controlled Storage Climate | 85% |
| Ormond Museum | 55% |
| Paradise Pointe ALF | 20% |
| Publix, 101 East Granada Boulevard | 95% |
| Starbucks | 98% |
| The Pumphouse | 60% |
| Total Comfort | 60% |
| US 1 Business Park amendment | 45% |
| Waffle House | 60% |
| Utilities only | |
| 101 Town & Country Lane | 40% |
| Forcemain -Huntington Green | 0% |
| Verona Oceanside | 35% |
| Residential | |
| Cupola at Oceanside | 0% |
| Pineland, Phases 4 & 5 | 85% |
| 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 18. More information and sign-up is available at the following website: <https://www.ormondbeach.org/985/Kauffman-FastTrac>
 - Staff participated in an Enterprise Florida Stakeholders Council Webinar on August 31 to review economic development incentives and programs available for business expansion and attraction in the State.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Work continues on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport. The City's GIS Department has completed the proposed street addresses for the new hangars.
- Staff completed work with AVCON, Inc. to develop a proposal to upgrade the environmental systems at the air traffic control tower. The proposed project will be 100% funded by an FAA grant under the Airport Coronavirus Response Grant Program.
- Staff prepared a Project Management Status Report (PMSR) for FDOT on the design phase of the project to construct new access roads for the southwest quadrant of the airport.
- Staff participated virtually in the 12th Annual FAA National Civil Rights Training Conference for Airports. The conference theme was "Strengthening Our Nation's Airports Through Diversity, Equity, Inclusion and Accessibility."

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 140 Journal Entry Batches.
 - Utility Billing Meter Readers completed 438 work orders.
 - Approved 21 Purchase Requisitions totaling \$89,056.75.
 - Issued 22 Purchase Orders totaling \$102,155.05.
 - Issued 492 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 518 payments through Interactive Voice Response System totaling \$42,013.21.
 - Processed 1,294 payments through City online payment portal totaling \$119,368.82.
 - Prepared 108 Accounts Payable checks totaling \$360,398.72 and 28 Accounts Payable EFT payments totaling \$440,111.18.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement requests to date FY 20-21: \$1,822,278.91
- Other
 - Providing grant financials and summaries for pre-audit review.
 - Attended Volusia County ECHO Mandatory Workshop.
 - Completed Employee Newsletter for September 2021.

Risk Management Projects

- Claim review with WC administrator
- Attended PD safety team meeting
- Submitted subrogation demand

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 2
 - Hazardous: 5
 - EMS: 67
 - Motor Vehicle Accidents: 7
 - Public Assists: 42
 - TOTAL CALLS: 123

- Aid provided to other agencies: 10 Calls – Daytona Beach (4), Volusia County (6)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 17
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 49
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 202

- Training Hours
 - NFPA 1001: Firefighting 106
 - NFPA 1002: Driver 23
 - NFPA 1500: Safety/Equipment 93
 - NFPA 1620: Preplanning 12
 - EMT/Paramedic 5
 - TOTAL TRAINING HOURS: 239

- Station Activities
 - Serviced 174 fire hydrants to include flowing and inspecting
 - Conducted 3 fire Inspections
 - Updated 13 pre-fire plans

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Support Services)
 - Building Inspector (Planning)
 - Civil Engineer (Engineering)
 - 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)
 - Part Time Rec Leader (South Ormond Neighborhood Center)
 - Plant/Pump Mechanic
 - Police Officer
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park)
 - Treatment Plant Operator A, B, C, or Trainee (Water Production)
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
 - Utilities Engineer

- Background/Reference Checks/Job Offers
 - City Clerk
 - Part Time Events Leader (Community Events)
 - Police Officer
 - Treatment Plant Operator C (Water Reclamation Facility)

- Separations
 - Community Service Officer

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation in process.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
 - Work Orders
 - New: 45
 - Completed: 52
 - In progress: 28
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 41,317
 - Inbound E-Mails Blocked: 13,917
 - Delivered Inbound E-Mails: 25,327
 - Quarantined Messages: 335
 - Percentage Good Email: 61.29%
 - Virus E-Mails Blocked: 0
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 29
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,139
 - Meters GPS Located this week: 0 : Total in system = 24,070; 23,237 potable, 822 irrigation, 11 effluent
 - Notable Events: Updated Water and Stormwater Base Maps.

Leisure Services

Administration

- FRPA Conference
- Rick Ferritto Limitless Playground Dedication
- Master Plan Meeting
- Updated social media/websites/postings

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 water sealing of the raised boardwalk, fishing pier and observation deck in Central Park.
- Completed quarterly floor care at the Police station.

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Coordinated with beekeepers for maintenance of beehive.
- Contacting and confirming speakers for September & October programming.
- Collection/recording of plot rentals for community garden term beginning September 1.
- Routine maintenance of Butterfly and Wildflower gardens.

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at the Sports Complex.
- Pride Football continued practices on Monday, Tuesday, and Thursday, 5:30 pm at Multi-Purpose Fields 11 and 12.
- Coed Softball games on Tuesday, Wednesday, and Thursday night at 6:30 pm, 7:30 pm, 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 continued 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 second home game of the season on Thursday night at 6 pm, Sports Complex, Championship Field #7.
- Halifax Academy Football will host their first home game of the season on Friday night at 7 pm, Sports Complex, Championship Field #7.
- SHS Baseball hosted fall practices on Monday, Wednesday, and Thursday night this week at 5 pm on Wendelstedt Fields #2 and #3.

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
- Prepped Quad 4 for Coed Softball games
- Put out soccer goals on 1/9/10
- Painted soccer fields 1/2/6/8/9/10
- Added toters to soccer fields
- Prepped Championship Field #7 for SHS JV football games

Performing Arts Center

- Ordered and restocked inventory of COVID supplies.
- Hosted Parker Mychenberg neighborhood meeting for Courtyards at Ormond Beach.
- Coordinated parking and logistics with Council on Aging and staff from AshBritt Monoclonal Antibody Clinic site at the Senior Center.
- Continued software training for new Box Office Attendants.
- Updated information on PAC Facebook page.

South Ormond Neighborhood Center

- Splash pad is open through November 30
- Park is open dawn to dusk daily
- Gym and weight room are open during normal Center hours

Community Events

- Weekly administrative tasks, office work, and activities.
- Assisting with plans for the 2021 Senior Games, October 23-30.
- Coordinated and worked the Ferritto Family Limitless Playground Dedication, Saturday, August 28.
- Assisting with items and supplies for the September 11 Memorial Walk.
- Preliminary planning tasks and assignments for fall and winter events.

Nova Community Center and Special Populations

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

The Casements

- The Casements was open on Saturday for self-guided tours from 8 am to noon, and on Monday through Friday from 8 am to 5 pm.
- A wedding reception was held at Bailey Riverbridge on Saturday from 2 pm to 10 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 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?" was posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.
- The Casements Guild held docent training on Monday from 10 am to 12 pm for three new prospective members.
- The Casements Camera Club held registration, installation and judging this week for their 41st Annual Color Show.
- A wedding ceremony is scheduled at Ormond Memorial Gardens on Friday from 6 pm to 7 pm.
- Movies on the Halifax will begin at 8:00 pm on Friday, September 3, with "Lion King" as the featured movie. This is the 2019 live action movie.

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
- Replaced pickets at Magic Forest
- Repaired barbeque grill at Andy Romano Beachfront Park
- Plaque installed at Limitless Playground

Building Maintenance

- Splash pad pressure adjusted at South Ormond Neighborhood Center
- City Hall light inspections, replaced lights as needed
- Fortunato Park sink repaired
- Airport gate 10 repaired

- WTP gate repaired
- Ladies' restroom sensor battery replaced at Andy Romano Beachfront Park
- Men's restroom unclogged at Andy Romano Beachfront Park
- Replaced soap dispenser at Central Park I and Riverbend Nature Park
- Checked/reset a/c unit at the Airport
- Added sand to sand pit at Limitless Playground
- PAC roof a/c installed
- Checked air filters at the Police Department
- Lowered basketball net at South Ormond Neighborhood Center
- Cassen Park men's restroom unplugged
- Replaced Wastewater and Streets water filters
- Replaced wind socks at the airport
- Repaired lock in the women's indoor restroom at South Ormond Neighborhood Center
- Ceiling tiles replaced at Fleet

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended the quarterly CLEAB meeting.
- Staff attended the Volusia/Flagler Police Chiefs Meeting.
- Staff worked on hiring Police Officers and a Community Service Officer.
- Staff working on Humane Society contract.
- Staff assisted Daytona Beach Police Department with their Sergeant selection assessment.

Community Outreach

- Youth Leadership Council (YLC) – Eight (8) members attended a meeting on Sunday, August 29. Members will be attending a football game to support a member of YLC on the team.
- OBPAL Basketball – Open gym practice was held for the OBPAL Bruins teams on Tuesday and Thursday last week. Practices were 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: 27
- Animal Reports: 3
- Return to Field: 2
- Animal Bites: 1
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 8
- Inactive: 3
- Fraud: 4

- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 3
- Grand Theft: 3
- Auto Theft: 1
- Death Undetermined: 3
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 1
- Police Information: 2
- RPO: 1

Records

- Walk - Ins / Window: 91
- Phone Calls: 136
- Arrest / NTA's: 12
- Reports Generated: 107
- Reports Entered: 101
- Citations Issued: 52
- Citations Entered: 52
- Warnings Entered: 45
- Trespass Warnings: 12
- CORF Entered: 42
- Mail / Faxes / Request: 35

Patrol

- Total Calls: 1,242
- Total Traffic Stops: 124

Operations

- Crime Opportunity Report Forms: 47

08/25/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole over \$2,000 in merchandise. The theft was witnessed by loss prevention for the store.
- Shoplifting, 1340 West Granada Boulevard (Lowes). An unidentified male suspect stole over \$2,000 in electrical wire. The incident was witnessed by loss prevention.
- Theft, 1310 West Granada Boulevard (Panera). An unidentified suspect stole the victim's wallet.
- Traffic Arrest, East Granada Boulevard/John Anderson Drive. A female was involved in an accident by striking a palm tree and flipping her truck. The female fled the scene and was later located. The female was found to have a habitually suspended driver's license.
- Warrant Arrest, 408 Collins Street. Subject was contacted and found to have an open warrant.

08/26/21

- Carbreak, 1521 West Granada Boulevard (Wal-Mart). An unidentified suspect approached the victim and asked her for money. When she refused, the male walked around to the passenger side of the victim's vehicle, opened the front passenger door and stole her purse.
- Warrant Arrest, River Beach Drive/South Atlantic Avenue. Subject was contacted and found to have an open warrant.

08/27/21

- Carbreak, 175 Williamson Boulevard (Discount Tire). An unidentified suspect drilled a hole into the victim's gas tank and took 23 gallons of gas.

- Shoplifting, 795 West Granada Boulevard. An unidentified suspect stole merchandise. The theft was witnessed by a store employee.

08/28/21

- Stolen Vehicle, 1045 South Nova Road (East Coast Flooring). A work vehicle was stolen. The suspect is possibly an ex-employee.
- Domestic Violence Battery Arrest, 2 Windsor Falls Drive (The Falls). A female pushed and struck her boyfriend during an argument.
- Driving Under the Influence Arrest, West Granada Boulevard/Tymber Creek Road. A male was driving recklessly heading eastbound on West Granada Boulevard. The vehicle was located and stopped. The driver was intoxicated.

08/29/21

- Domestic Violence Battery Arrest, 185 East Granada Boulevard (Peach Valley Café). A male struck his girlfriend during an argument.
- Residential Burglary, 1 Bayberry Court #B. An unidentified suspect stole a Trek bicycle and a jogger trailer from the front porch and backyard.
- Residential Burglary, 14 Lakewood Park Drive. An unidentified suspect forced entry to a shed and stole a staple gun and saw.
- Shoplifting, 690 South Nova Road (7Eleven). A male suspect stole a four-pack of beer. The theft was witnessed by a store employee. An affidavit was completed for the theft.

08/30/21

- Business Burglary, 1567 North United States Highway One (Econo Inn). An unidentified suspect forced entry into a secure area and stole climbing rope and shovels.
- Business Burglary, 4 West Tower Circle (M&M Systems). An unidentified suspect stole the motor from an air compressor.
- Theft, 3 Laurel Oaks Circle. An unidentified suspect stole a necklace from this location.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). Two unidentified suspects stole \$1,500 in electrical wire. The incident was witnessed by loss prevention.
- Carbreak, 1450 Hand Avenue (Tomoka Christian Church). An unidentified suspect forced entry into the side door of a cargo trailer. Nothing was taken as the trailer was empty.
- Shoplifting, 1521 West Granada Boulevard. Three unidentified females stole merchandise using the skip scanning method. The incident was witnessed by loss prevention.
- Warrant Arrest, 226 Cardinal Drive. Subject was contacted and found to have an open warrant.

08/31/21

- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). An unidentified suspect stole merchandise. The theft was witnessed by loss prevention.
- Warrant Arrest, 828 Fleming Avenue. A male was contacted and found to have an open warrant.
- Sex Offense, 72 Fairview Avenue. It was reported from the Florida Abuse Hotline that an incident between two juveniles occurred.
- Sex Offense, 465 Hollywood Street. It was reported from the Florida Abuse Hotline that an incident between two juveniles occurred.
- Domestic Violence Battery Arrest, 36 Winding Creek Way (Breakaway Trails Subdivision). A female struck her ex-husband during an argument.
- Aggravated Assault, 600 South Yonge Street. A known female drove her vehicle toward the victim, the victim had to move out of the way of the vehicle to avoid being struck.
- Narcotics Arrest, 504 South Halifax Drive. A male was found at this location to be in possession of Fentanyl.
- Warrant Arrest, 1614 North United States Highway One #145 (Econo Lodge). Subject was contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 21
 - Number of Citations issued: 30
 - Number of Written Warnings Issued: 32
 - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 7
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 6 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Cases initiated
- 3 signs have either been removed or sign cases created.
- 10 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and eighty-six (86) 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 – Progress meeting #14 was held on 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, a pre-construction meeting was held on September 1.
 - 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 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 35 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

- Stripped forms on Niagara Falls Cir
- Removed sidewalk on Riverside Dr, stripped forms, backfill cleanup
- Patched asphalt hole on Airport Rd
- Installed speed bumps on Fleming Ave
- Formed and graded sidewalk on Interchange Blvd

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming in Spring Meadows

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the city, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge.
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Various projects

Stormwater Maintenance

- Reachout mower on US1, PM yard
- Pond mowing at airport
- Pond maintenance citywide
- Hotspots citywide

- Locates citywide
- Gates and pumps citywide
- Inlet cleaning citywide
- Pipe and basin repair on Fernmeadow Ln
- Basin cleaning on Ford St, Oak Grove

Fleet

- Mileage traveled by all departments for the week: 23,488
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 12,539 gallons unleaded, 6,457 gallons diesel
 - Fuel used in one week: 2,122 gallons of unleaded and 676 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

- Delivered 39.02 million gallons for the week ending August 28, 2021(5.57 MGD).
- Backwashed 6 filters for a total of 334,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 28, 2021 @ 6.77 MGD 87.2% of SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 81 wet tons of sludge (80% solids).
- Flushed distribution system 48,500 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 35.81 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.12 MGD
- Produced 28.56 Million Gallons of Reclaim water.
- Produced 7.24 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 12 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 8 calls from customers concerning leaking water.
- Installed 4 new residential water services.
- Replaced 2 residential water meters due to operational concerns.
- Performed pressure testing on 2 city owned backflow prevention devices.
- Performed an accuracy test on a 6" commercial water meter.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 4 broken water meter boxes.
- Performed 3 water service disconnects due to building demolitions.
- Located 2 water services for customers performing plumbing repairs.

- Performed a water main shutdown and flushing in Verona Villas in Ormond-by-the-Sea for a contractor to make a connection to the water main for a new condominium complex.
- Assist the WTP with a shutdown on well 7D due to a leak.
- Continued to perform fire hydrant maintenance per Volusia County contract in Ormond-by-the-Sea, 38 hydrants were inspected.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 189 utility locates for the previous week.

Wastewater Collection

- Crews responded to 10 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 4,000 gallons of effluent off of Hunters Ridge force main.
- Repaired broken effluent discharge line at 47 Huntmaster Ct.
- Rewired from control box to tank at 1 Creek Branch Way.
- Replaced PEP pump at 5 Tomoka Ridge Way, 31 Foxcroft Run, 10 Forest View Way
- Inspected Ormond Grande subdivision, all looks good.
- Rewired and resealed J-box at 86 Carriage Creek Way.
- Demolished 22 Ormond Parkway.
- Cleaned sanitary main at 521 S. Yonge St.
- Discovered broken PEP tank at 25 Canterbury Woods
- TV'ed 8 sanitary laterals on the PM list.

Reuse

- Responded to 3 reuse trouble calls.
- Turned off reclaim per customer request at 93 Carriage Creek Way, 55 Shadow Creek Way, 63 Circle Creek Way.
- Located reclaim and sanitary services at 37 Circle Creek Way and 10 Forrest View Way.

Wastewater Plant – Lift Stations

- 2P, IM, 4M responded to high level alarms, stations are pumping at full capacity due to 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, was 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.
- 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 and distribution for September 8, 2021 City Commission Meeting.