

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 10, 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:

- Virtual staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Agenda review meetings with commission members
- City Commission meeting
- Push in ceremony for new fire engine

PIO – Public Information

- Press Releases/Media
 - September 11th Date Reminder
 - General media inquiries and quote requests
 - General citizen inquiries
- Social Media
 - September 11th Event
 - New Principals Welcome
 - Hurricane Preparedness
 - Burntwood Tavern Fundraising Event
- Attended
 - City-County Communications Association Annual Conference
- Developing
 - Rollout for OB Life 2021

Community Development

Planning

- The Historic Landmark Preservation Board will review a Certificate of Appropriateness to add a new stairway on the north side of the building located at 11 West Granada Boulevard on September 20, 2021. The Historic Landmark Preservation Board will also review the porch railings for the MacDonald House at 38 East Granada Boulevard.
- An application for the property at 520 John Anderson Drive for a waterfront rear yard variance. The application would be reviewed by the Board of Adjustment and Appeals on October 6, 2021.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 328 inspections performed within the city (85 by private providers).
- 118 permits issued within the city, with a valuation of \$4,853,250 (3 garage sale permits).

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week – due to lack of applications
- The following projects under SPRC review:
 1. 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
- 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 mast-arm traffic signal at the intersection of Broadway and N. US 1 has been 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 continues 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>
 - Staff presented to the Ormond Beach Chamber Ambassador Committee on Economic Development Activity in Ormond Beach.
 - Startup Grind Ormond Beach will host its next Fireside Chat on Thursday, September 16th, featuring Kyle White, Co-Founder of Yaupon Brothers American Tea located in Volusia County. More information about the event can be located here: <https://www.startupgrind.com/ormond-beach/>
- 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 engaged Wolen, LLC, to correct an intermittent issue with the ground control station at the air traffic control tower. Ground control operations were not interrupted as a result of this work.
- Staff responded to an inquiry from the FAA requesting additional details on the Taxiway Delta rehabilitation project.
- Staff is investigating the need to have certain runway and taxiway markings pressure cleaned.

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 \$62,734 in reimbursement for Hurricane Michael. In 2018, the Fire Department sent staff to assist the efforts during the catastrophic event that impacted the Florida panhandle.
- Completed Projects - Weekly
 - Processed 112 Journal Entry Batches.
 - Utility Billing Meter Readers completed 318 work orders.
 - Approved 19 Purchase Requisitions totaling \$74,249.85.
 - Issued 20 Purchase Orders totaling \$167,027.52.
 - Issued 601 past due notices on utility accounts.
 - Auto-called 247 utility customers regarding receipt of a past due notice.
 - Processed 543 payments through Interactive Voice Response System totaling \$47,540.83.
 - Processed 1,212 payments through City online payment portal totaling \$120,211.17.

- Prepared 93 Accounts Payable checks totaling \$368,933.44 and 33 Accounts Payable EFT payments totaling \$464,023.18.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Staff has received the Community Development Block Grant (CDBG) Subrecipient Agreement for FY 21-22 and it has been scheduled for the Commission meeting of October 5, 2021, for approval.
 - Grant reimbursement requests to date FY 20-21: \$1,825,573.86
- Other
 - Attended Local Mitigation Strategy (LMS) quarterly meeting.
 - Attend weekly staff meeting.
 - Attended Florida Department of Economic Opportunity webinar regarding the CDBG-CV program.

Risk Management Projects

- Attended WC deposition
- Attended HR meeting

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 5
 - Hazardous: 4
 - EMS: 95
 - Motor Vehicle Accidents: 7
 - Public Assists: 45
 - TOTAL CALLS: 157
 - Aid provided to other agencies: 11 Calls – Daytona Beach (1), Holly Hill (2), Volusia County (8)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 43
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 8
 - Total EMS patients treated: 75
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 254
- Training Hours
 - NFPA 1001: Firefighting 35
 - NFPA 1002: Driver 12
 - NFPA 1500: Safety/Equipment 83
 - NFPA 1620: Preplanning 7
 - EMT/Paramedic 6
 - TOTAL TRAINING HOURS: 143
- Station Activities
 - Serviced 66 fire hydrants to include flowing and inspecting
 - Conducted 3 fire Inspections
 - Updated 6 pre-fire plans

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Support Services)
 - Building Inspector (Planning)

- Civil Engineer (Engineering)
 - Environmental Improvement Officer
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Environmental Improvement Officer
 - 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 Production)
 - Treatment Plant Operator A, B, or C (Water Reclamation Facility)
 - Utilities Engineer
- Interviews Scheduled
 - Community Service Officer
 - Information Systems Specialist (Information Technology)
 - Part Time Rec Leader (South Ormond Neighborhood Center)
 - 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 Systems Specialist
 - Part Time Recreation Leader
 - 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 in process.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
 - Work Orders
 - New: 38
 - Completed: 49
 - In progress: 35
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,692
 - Inbound E-Mails Blocked: 11,125
 - Delivered Inbound E-Mails: 24,925
 - Quarantined Messages: 331
 - Percentage Good Email: 66.12%
 - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 4
 - Corrections: 12
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,139
 - Meters GPS located this week: 0 : Total in system = 24,070; 23,237 potable, 822 irrigation, 11 effluent

Leisure Services

Administration

- City Manager staff meeting
- City Commission meeting
- Master Plan Meeting
- Update 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 interior, and exterior bay painting at Fire Station #92
- Scheduling carpet replacement 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 to conduct maintenance of honey bee hive this week.
- Confirming speakers for September and October programming.
- Assigning empty Community Garden plots to individuals on the waitlist.
- Routine maintenance of Butterfly and Wildflower gardens.

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- Pride Football continued practices this week on Monday, Tuesday, and Thursday at 5:30 pm at Multi-Purpose Fields 11 and 12.
- Coed Softball continue games this week on Tuesday, Wednesday, and Thursday 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 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 third home game of the season on Thursday night at 6 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.
- Youth Flag Football practices started this week, Tuesday through Friday, Sports Complex, 5:30 pm and 7pm
- OBYBSA Recreational tryouts/practices started this week at Nova & Quad Fields, 6 pm, Tuesday through Friday.
- USSSA Baseball Tournament on Saturday and Sunday from 8 am to 7 pm at Nova and Sports Complex.
- Pride Football hosting first home games on Saturday from 9 am to 5 pm at 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
- Prepped Quad 4 for Coed Softball games
- Put out soccer goals on 1/9/10
- Painted Flag Football fields, soccer fields 1/2/6/8/9/10 and soccer fields at South Ormond for YMCA
- Prepped Championship Field #7 for SHS JV/HA/Pride Football games
- Put out bases at Quad for softball tryouts/practices

Performing Arts Center

- Booked new engagements for PAC.
- Installed additional signage to direct patients to the infusion treatment center.
- Continued E-trak and Wintix Software training for new PAC Box Office Attendants.
- Responded to emails and telephone inquiries about PAC and Senior Center rentals.
- Updated information on OBPAC Facebook page and Internet ticketing site.

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 the 9/11 Memorial Walk
- Assisting with plans for the 2021 Senior Games. October 23-30.
- Preliminary planning for "Halloween Highway Trunk or Treat" October 23
- Continued evaluation and preliminary planning of fall and winter events.

Nova Community Center and Special Populations

- Jazzercise took place Monday through 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 was offered Monday through Saturday from 3 pm to 9 pm and on Sunday from 1 pm to 5:30 pm.
- Ms. Debby Dance and Acting returned, she will have classes Monday, Tuesday, and Friday from 3 pm to 7:30 pm

The Casements

- The Casements was open for self-guided tours on Saturday from 8 am to 12 pm and on Tuesday through Friday from 8 am to 5 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm with 35 attending.
- Ora Yoga classes met in The Casements Dance Room on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.
- The Casements Camera Club's 41st annual show is on exhibit in the Gallery through this month.
- Temple Beth-El held a meeting at Fortunato Park on Tuesday from 2 pm-4 pm.
- Ormond Beach Conservative Jewish Association held a meeting at Fortunato Park on Tuesday from 4 pm-6 pm.
- Staff assisted Ormond MainStreet with Celtic Festival set up.

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
- Skate park concrete inspected and repaired
- Boardwalk Trail wildlife signs inspected
- Replaced grills and signs at Andy Romano Beachfront Park
- Maintenance of parking lots
- Repaired potholes in Cassen Park, Central Park I and Fortunato Park.
- Worked on shell parking area in Fortunato Park, Sanchez Park, and Riviera Park

Building Maintenance

- City Hall light inspections
- Repaired airport gate 10
- A/C maintenance or repairs in various City facilities
- Fuel pump island lights repaired at Fleet
- Toilets unclogged at the Senior Center
- Splash Pad repaired at South Ormond Neighborhood Center
- Fortunato Park water cooler repaired
- Repaired back door at the Performing Arts Center
- Replaced ceiling tiles at Fleet
- Installed shelving standards in Carriage House at The Casements
- Bay repaired at FS91
- WTP front gate repair
- Electric gate repaired at WTP
- Repaired water cooler at Fortunato Pier

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended an Awards Committee meeting
- Staff is working on hiring a Community Service Officer
- Staff assisted the City of Port Orange with their new Police Chief selection process

Community Outreach

- Youth Leadership Council (YLC) – Ten members attended a virtual meeting on Sunday, September 5. Four members attended a football game last week to support a YLC member who is on the team.

- 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 7th at the Halifax Plantation Golf Club. Please call the PAL House (386) 676-3505 for additional information.

Community Services & Animal Control

- Animal Calls responded to: 32
- Animal Reports: 3
- Return to Field: 2
- Animal Bites: 1
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 10
- Inactive: 7
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 4
- Suspicious Incident: 1
- Vandalism: 2
- Juvenile Complaint: 1

Records

- Walk - Ins / Window: 98
- Phone Calls: 141
- Arrest / NTA'S: 18
- Reports Generated: 140
- Reports Entered: 132
- Citations Issued: 13
- Citations Entered: 25
- Warnings Entered: 97
- Trespass Warnings: 18
- CORF Entered: 46
- Mail / Faxes / Request: 28

Patrol

- Total Calls: 1,291
- Total Traffic Stops: 98

Operations

Crime Opportunity Report Forms: 101

09/01/21

- Warrant Arrest, 657 South Atlantic Avenue (Driftwood). Subject was contacted and found to have an open warrant. He was also found to be in possession of narcotics.

09/02/21

- Shoplifting, 201 West Granada Boulevard (Shell). An unidentified male stole a 12-pack of beer. The offense was witnessed by the store employee.
- Theft, 20 South Yonge Street (Magic Car Wash). Two unidentified suspects vandalized and broke into two coin machines stealing up to \$2,000.

09/03/21

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified female stole merchandise. The offense was witnessed by loss prevention for the store.
- Carbreak, 216 South Atlantic Avenue. An unidentified suspect forced entry into the victim's vehicle by shattering a window. Nothing appeared to be missing.
- Sex Offense, 66 Lucky Drive. Received a report of a sex offense between two juveniles from the Florida Abuse Hotline at this location.
- Fleeing and Eluding Arrests, 1520 West Granada Boulevard (Chase Bank). Four suspects were attempting a fraud at this location. Upon arrival, the suspects fled in a vehicle and were later apprehended on I-95.
- Residential Burglary Arrest, 406 Flormond Avenue. A male came to this location to speak to his estranged wife about an issue with their children. She did not want to talk. He forced entry into the residence and struck her several times in her face
- Theft, 530 South Atlantic Avenue (Circle K). The victim left his cell phone in the restroom. Victim returned and his cell phone was gone.
- Robbery by Sudden Snatching, 1567 North United States Highway One (Econo Inn). A female suspect attacked her boyfriend and stole \$150 from him. As she fled from the area, she hit her boyfriend with her vehicle.

09/04/21

- Shoplifting Arrest, 3 North Yonge Street (Sunoco). A female stole merchandise. The offense was witnessed by a store employee.
- Theft, 785 South Nova Road (Prince of Peace Thrift Store). An unidentified suspect stole the victim's purse containing her credit cards, ID, and car keys. The victim's card was used for online purchases totaling approximately \$3,000.
- Theft, 200 Central Avenue. A female stole \$300 from her boyfriend.
- Residential Burglary, 131 Melrose Avenue. An unidentified suspect attempted to force entry through the front door of this location. No entry was made.
- Warrant Arrest, 12 Oak Village Drive. Subject was contacted and found to have an open warrant.

09/05/21

- Theft, 220 North Nova Road (Publix). An unidentified suspect stole the victim's bicycle.
- Carbreak, 1 Noblewoods Way (Breakaway Trails). An unidentified suspect forced entry into the victim's vehicle, stealing a firearm and tablet.
- Carbreak Arrest, 1 South Beach Street (Cassen Park). A male approached a vehicle and asked them for money. They refused, the male threatened the occupants and reached inside the vehicle in an attempt to steal a wallet.
- DUI Arrest, West Granada Boulevard/Williamson Boulevard. A vehicle was involved in a crash. The driver was found to be intoxicated.

- Narcotics Arrest, 1521 North United States Highway One (RaceTrac Gas Station). A male was found to be in possession of narcotics and paraphernalia. These charges violated his probation as well.
- Warrant Arrest, 234 Deer Lake Circle. Subject was contacted and found to have an open warrant.

09/06/21

- Theft, 145 North Yonge Street (Dollar General). An unidentified female removed the victim's wallet that was left behind in a shopping cart.
- Shoplifting, 1478 West Granada Boulevard (Publix). A female stole merchandise. The offense was witnessed by a store employee.
- Shoplifting, 1478 West Granada Boulevard (Publix). A male stole merchandise. The offense was witnessed by a store employee.
- Stolen Tag Recovery/Stolen Tag, 855 Candlewood Circle. An unidentified suspect came to this location and took the victim's tag off their vehicle. They then attached a stolen tag to the victim's vehicle before leaving.
- Narcotics Arrest, 548 North Nova Road. A male was found to be in possession of narcotics.
- Arson, 703 Montana Terrace. An unidentified suspect threw multiple Molotov cocktails at the occupied residence, hitting the side of the house and the porch.
- Domestic Violence Battery Arrest, 48 Laurel Oaks Circle. A female was high on narcotics and got into a verbal argument with everyone in the residence. The female struck her juvenile son and her husband.
- Domestic Violence Battery Arrest, 527 Sandy Oaks Boulevard. A female was in a verbal argument with her boyfriend when it turned physical with her slapping him in his face.
- Shoplifting, 1482 West Granada Boulevard (Sharps Liquors). A male stole merchandise. The offense was witnessed by a store employee.

09/07/21

- Theft, 2 Greenvale Drive (Ormond Green Subdivision). An unidentified suspect stole two \$500 paddleboards from the front of the residence.
- Carbreak, 131 Old Mill Run (Reflections Village). An unidentified suspect stole a laptop from the victim's unlocked vehicle.
- Sex Offense, 88 Green Forest Drive (Aberdeen). Received a report of a sex offense between a juvenile and adult from the Department of Children and Family Services at this location.
- Violation of Pre-trial Release Arrest, 48 Laurel Oaks Circle. The female that was arrested yesterday for Domestic Violence Battery returned to the address after being released from jail. She had a no contact order.

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: 2 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 3 Cases initiated

- 3 signs have either been removed or sign cases created.
- 15 tree removal permit requests
- Administrative staff assisted with four (4) walk-in's and seventy (70) 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 approximately 90% complete.
 - MacDonald House Improvements – Progress meeting #15 is scheduled for September 16. A Work Authorization for Restoration of the North Elevation was approved 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 – Notice to Proceed issued for September 27.
 - Nova Community Park Tennis Court Lighting Improvements – Construction is approximately 90% complete.
 - SONC Gym – The metal building has a six month manufacturing lead time, and therefore will not be delivered until Spring 2022.
 - 2021 Roadway Resurfacing – A Notice to Proceed was issued for September 13.
 - 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 was held on 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.
 - Central Park 2 Gazebo Replacement – Project documents are being prepared for bidding.
 - Departmental Activities
 - Reviewed 34 Engineering Permit applications through the ProjectDOX system, and created and approved 2 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Stripped forms, backfilled, & cleaned up – Hollywood St

- Poured patch – Havenwood Trl
- Poured sidewalk, back filled – 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 on Northbrook Dr
- Trimming around building at The Casements

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
- Straightened, replaced, & install signs & posts – citywide
- Various projects – citywide

Stormwater Maintenance

- Reach out mowing – N Hwy US 1
- Pipe & inlet repair – Mayfield Cir
- Reach out mowing – Arroyo Pkwy
- Ditch maintenance – N Hwy US 1
- Pumps & gates – citywide
- Pipe repair – Mayfield Cir
- Locates – citywide
- Cleaning – ballfields

Vactor

- Pipe & inlet repairs – Mayfield Cir

Fleet

- Mileage traveled by all departments for the week: 22,901
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 10,347 gallons unleaded, 5,505 gallons diesel
 - Fuel used in one week: 2,192 gallons of unleaded and 952 gallons of diesel.
 - Fleet completed 49 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 36.01 million gallons for the week ending September 4, 2021(5.14 MGD).
- Backwashed 5 filters for a total of 278,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 4, 2021@ 6.77 MGD SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 97.2 wet tons of sludge (80% solids).
- Flushed distribution system 48,500 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 35.55 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.08 MGD
- Produced 24.52 Million Gallons of Reclaim water.
- Produced 11.03 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2020 – August 31, 2021) (MGD):
 - Influent 4.75 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.60 (Permit 6 MGD);
 - Reuse 3.36 (Permit 10 MGD)

Water Distribution

- Responded to 14 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 15 calls from customers concerning leaking water.
- Replaced 3 residential water meters due to operational concerns.
- Performed pressure testing on 4 city owned backflow prevention devices.
- Replaced 8 residential water services due to pressure concerns or leaks.
- Replaced 11 broken water meter boxes.
- Located 2 water services for customers performing plumbing repairs.
- Completed fire hydrant maintenance per Volusia County contract in Ormond-by-the-Sea.
- Performed valve maintenance on 5 main line valves.
- Performed water main flushing in Ormond Green and Broadwater subdivisions.
- Assisted a private utility adjusting an automatic flushing device timer.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 114 utility locates for the previous week.

Wastewater Collection

- Crews responded to 10 trouble calls in the Breakaway/Hunter's Ridge PEP System service area and 3 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 Hunter's Ridge force main.
- Replaced PEP pump at 11 Carriage Creek Way, 14 Crescent Lake Way, 17 Laurel Ridge Break, 12 Peruvian Ln, 34 Black Creek Way, 38 Carriage Creek Way, 88 Deep Woods Way, 40 Peruvian Ln.
- Finished restoration at 87 Sounders Trail Cir.
- Demolished 520 S Atlantic Ave.

Reuse

- Responded to 1 reuse trouble call.

- Located reclaimed and sanitary services at 99 Tomoka Ridge Way, 6 Sounders Trail Cir, 1 Fawn Pass Way, 19 Carriage Creek Way, 4 Curved Creek Way.

Wastewater Plant – Lift Stations

- Effluent Transfer Pump #1 – pump bearings are worn, removed pump for rebuild.
- 4M – portable generator on site as back-up power while awaiting repairs of stationary generator.
- R-Use Lines – repaired reuse water lines behind MPS Room.
- 19 Brook Crest Way – E-1 Collections, performed voltage check and replaced pump leads.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Scrubber #2 – installed new surge protector.
- Clari-Cone #2 – installed new valve actuator.
- Well 35R – completed control wiring.
- Performed operational checks at various locations.

Support Services/City Clerk

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

- Assistant City Clerk attended City Manager virtual staff meeting.
- Staff attended and provided support for September 8, 2021, City Commission meeting.
- Agenda packet preparation for September 22, 2021, City Commission meeting.