

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 12, 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 agenda packet

Spoke to, attended and/or met with:

- Interviews for City Clerk position
- ICMA Webinar
- ICMA Southeast Regional Virtual Conference

PIO – Public Information

- Press Releases/Media
 - FastTrac Event for Entrepreneurs
 - General citizen inquiries
 - Press interview coordination and prep
- Social Media
 - COVID-19 Event Updates
 - COVID-19 Vaccination Alerts
 - MainStreet Award
- Attended
 - Engineering/Planning Meeting
 - Volusia PIN Meeting
 - Nextdoor Local Government Meeting
 - COVID-19 FDOH Updates: Vaccine Avails
- Training
 - Government Social Media Benchmarks
 - FEMA Disasters Online Course

Community Development

Planning

- Attended and presented for the Planning Board an application submitted by Gross Family Properties NG, LLC., property owner, for: (1) a zoning map amendment for the property at 1480 North U.S. Highway 1 from B-7 (Highway Tourist Commercial) to PBD (Planned Business Development) and (2) the issuance of a development order to construct a two story building of approximately 16,853 square feet for the Ormond Ace Hardware that proposes retail activity including a garden center (defined as outdoor activity) and associated site improvements.
- Approximately 3,032 flood brochures will be mailed out this month to Ormond Beach property owners in high hazard flood areas. This fulfills one of the community outreach requirements for

participation in the FEMA Community Rating System (CRS) program. The City's voluntary participation in the CRS provides discounts on National Flood Insurance Program policies for properties in high risk flood zones.

- Attended the Volusia County Coastal Resilience Stakeholder Meeting
- The Historic Landmark Preservation Board will meet on Monday, March 15, 2021, to conduct a discussion item on the name of the MacDonald House at 38 East Granada Boulevard.

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued.
- 378 inspections preformed within the city (73 by private providers).
- 136 permits issued within the city, with a valuation of \$1,585,954 (7 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. Representatives of a parcel along Addison Drive (portion of Volusia County parcel #3136-01-01-0012) that is part of the Interlocal Service Boundary Agreement area. The concept discussed was a duplex/townhome development that would require (1) annexation, (2) right-of-way vacations, and (3) a zoning map amendment to Planned Business Development.
 2. The project engineer and RaceTrac representatives at 1662 North U.S. Highway 1. A discussion occurred regarding the SPRC comments on the first review of the project.
- The following projects are under SPRC review:
 1. 1570 North U.S. Highway 1, Waffle House. 2nd review. Remodel of the existing store to include parking lot repaving and additional landscape areas.
 2. 460 Andalusia Avenue, McNamara Warehouse. 2nd review. Construction of an 840 square foot warehouse and associated site improvements on a 0.10 acre property.
 3. Pineland Subdivision sidewalks, Pineland Trail. 1st review. Design and construction of a sidewalk along Pineland Trail.
 4. 29 North Perrot Drive, Perrott Depot. 2nd review. Redevelopment of 1.86-acre site that has an existing 4,834 distribution/warehouse use to include 12,540 square feet of self-storage buildings.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	95%
Coolidge Avenue Office/Warehouse	95%
Dunkin Donuts, 1535 North US Hwy 1	10%
Edgewell Loading Dock	95%
FPL Substation Expansion	95%
Germfree driveway addition	15%
Nova Road Controlled Storage Climate	35%
Ormond Art Museum	10%
Publix at 101 East Granada Boulevard	25%
Starbucks, Shoppes on Granada, Phase 2	20%

The Pumphouse	50%
Total Comfort	40%
Utilities only	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	95%
Upscale Nails	95%
Residential	
Pineland, Phases 4 & 5	30%
Ormond Grande	25%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - The permanent traffic signal at the intersection of Broadway and N. US 1 is currently being 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 Avenue 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.
 - The Kauffman FASTTRAC program is scheduled to begin on April 5. This 10-week program is being conducted in partnership with the local chapter of SCORE. Marketing of the program has begun and a website created where those interested in participating may apply.
 - Staff gave a presentation and update on economic development activity to the Ormond Beach Rotary club on Tuesday.
- Prospective Business Attraction/Retention/Expansion
 - Staff is conducting outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on two project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff completed work to draft a ground lease agreement between the City and Tomlinson Aviation, Inc. for a small parcel of land adjacent to Tomlinson Aviation's existing facilities on the airport. This is scheduled for the March 16 City Commission meeting.
- Staff completed work to coordinate and provide for the required inspection and calibration of the airport's Automated Weather Observing System (AWOS). The FAA requires that the AWOS

undergo inspection annually, and also requires two additional inspection and calibration visits each year.

- Staff completed work to coordinate and provide for the required annual air traffic control tower systems inspection.
- Staff coordinated minor brush and vegetation removal in the Primary Surface areas for Runway 9 and Runway 35. Overgrowth in these areas was identified during the airport licensing inspection conducted in February. It is expected that this work will be performed within the next two weeks.
- Staff has been advised that KOMN Hangar Investors, LLC plans to commence work on their planned hangar project next month. This project is expected to ultimately result in the construction of ten (10) new box/corporate hangars with direct access to Taxiway Charlie.
- The U.S. Senate has passed the American Rescue Plan, a \$1.9 trillion coronavirus relief package that includes \$8 billion for aviation and airports. Aviation provisions in the American Rescue Plan include \$100 million for nonprimary commercial service and general aviation airports, with a 100% federal share for airport improvement projects that may apply to the City's projects to rehabilitate Taxiway Bravo and Taxiway Delta.

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

Finance

- On-going Projects
 - To-date the City has received \$7.3 million dollars for hurricane Matthew reimbursement.
 - To-date the City has received \$3.23 million dollars for hurricane Irma reimbursement.
 - The City closed hurricane Dorian at the FEMA level. Awaiting State obligation.
- Completed Projects - Weekly
 - Processed 140 Journal Entry Batches.
 - Utility Billing Meter Readers completed 403 work orders.
 - Approved 22 Purchase Requisitions totaling \$103,947.82.
 - Issued 22 Purchase Orders totaling \$130,093.87.
 - Issued 667 past due notices on utility accounts.
 - Auto-called 230 utility customers regarding receipt of a past due notice.
 - Processed 737 payments through Interactive Voice Response System totaling \$57,988.19.
 - Processed 1,264 payments through City online payment portal totaling \$102,343.17.
 - Prepared 101 Accounts Payable checks totaling \$431,409.11 and 39 Accounts Payable EFT payments totaling \$733,756.76.

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: \$1,711,879.00
- Other
 - Coordinating Countywide Annual Food Drive which was cancelled in November 2020 due to COVID-19. It is a "fund" drive which began on March 8 and continues through March 19 with all donations going to Second Harvest Food Bank for distribution to over 50 feeding agencies within Volusia County.

Risk Management Projects

- Investigating claims
- WC meeting with HR
- Safety training in City Hall

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 7

- Hazardous: 4
- EMS: 77
- Motor Vehicle Accidents: 5
- Public Assists: 50
- TOTAL CALLS: 144

- Aid provided to other agencies: 9 Calls – Daytona Beach (1), Holly Hill (1), Volusia County (7)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 52
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 128

- Training Hours
 - NFPA 472: Hazmat 3
 - NFPA 1001: Firefighting 78
 - NFPA 1002: Driver 15
 - NFPA 1500: Safety/Equipment 32
 - EMT/Paramedic 11
 - TOTAL TRAINING HOURS: 139

- Significant Incidents
 - 3/3/21, 1:52 PM: 125 N. Nova Rd. – Motor Vehicle Accident – Responded to a two vehicle T-bone collision – two patients transported – a firefighter assisted EVAC during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Building Inspector
 - Information Technology Manager
 - Maintenance Worker II (Wastewater Collection/Reuse)
 - Maintenance Worker III (Wastewater Collection/Reuse)
 - Plant/Pump Mechanic
 - Police Officer

 - Interviews Scheduled
 - City Clerk
 - Information Systems Specialist
 - Neighborhood Improvement Officer

 - Background/Reference Checks/Job Offers
 - Community Service Officer
 - Firefighter/EMT
 - Part Time Maintenance Worker II (Athletic Fields)
 - Police Officer
 - Records Specialist

 - Separations
 - Maintenance Worker III (Wastewater Collection/Reuse)

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 early 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: 17
 - Completed: 51
 - In progress: 50

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,666
 - Inbound E-Mails Blocked: 9,069
 - Delivered Inbound E-Mails: 20,509
 - Quarantined Messages: 249
 - Percentage Good Email: 66.8%
 - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 6
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 21 : Total in system = 2,902
 - Meters GPS Located this week: 1 : Total in system = 24,006; 23,176 potable, 819 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- Leisure Services Advisory Board meeting
- Master Plan update project communications/marketing/meetings
- Updating website and social media pages as needed

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work weekly administrative assignments and activities

Environmental Discovery Center

- EDC continues to be open at 50% capacity.
- Continued enhanced regular cleaning/ disinfecting of surfaces and exhibits.
- Continued to monitor safety and security of the EDC building and grounds.
- Coordinating with Landscape Contract Manager to schedule trimming of trees next to EDC.
- Developing informational signage for new black bear display.

- Coordinating with sign vendor for installation of more education signs for exhibit tanks.
- Developing additional nature videos for posting to social media 1 to 2 times/week.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1 pm daily.
- SHS Baseball Practices Wednesday and Thursday, Sports Complex, Wendelstedt 2/3, 3:30 pm.
- SHS Baseball Games, Tuesday and Friday, 4 pm and 7 pm, Wendelstedt 1/3, Sports Complex.
- Spikes continued practices this week on Nova 2/3/4/5, as well as Wendelstedt 2/3 at 6 pm on Tuesday and Thursday.
- OBSC Competitive Soccer practices, Monday through Thursday, 5:30 pm, Sports Complex, Soccer Fields.
- OBYBSA Baseball is having practices on Monday, Wednesday, and Friday, Nova Fields at 6 pm.
- CCA Softball had practices this week on Monday, Quad Fields, 3:30 pm.
- SHS Flag Football hosted a home game Tuesday, 5:30 pm and 6:30 pm, Championship Field #7.
- Girls ISA Softball hosted a tournament this weekend at the Sports Complex Quad from 8:30 am to 6 pm each day.
- Men's Rugby (rental) hosted a game on Saturday at 12 pm at the Sports Complex, Multi-Purpose Field #11.
- OBSC Recreational Program had its Opening Day games on Saturday at the Sports Complex, Fields 1-6, and 8-10, starting at 8:30 am.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging, dragging, weeding field/infields
- Painted corner on Multi-Purpose Fields 11/12
- Corners painted on Flag Football fields
- Prepped Nova Fields for Recreation and Spikes practices
- Painted Soccer Fields 1-6 and 8-10
- Prepped Quad 1 & 2, and Wendelstedt 2 & 3, daily for SHS/CCA Softball & Baseball practices
- Prepped fields for SHS/CCA Baseball & Softball games this week at Sports Complex
- Put soccer goals on fields 2/9/10
- Painted Multi-Purpose Field 11 for rugby game

Performing Arts Center

- Preparation and planning for Ormond Beach Chamber Leadership Public Safety Day.
- Set-up, support, and tear down of Reel in The Fun Fishing Tournament.
- Prepared stage lighting equipment for Seabreeze High School Band concert.
- Ordered, restocked inventory and delivered PPE supplies to City departments.
- Responded to telephone inquiries from residents regarding status of shows.
- Responded to inquiries from existing and potential new clients about status of re-opening.
- Sent email update to resident performing arts group leadership.

South Ormond Neighborhood Center

- Open park and pavilion
- Basketball and gym use by reservation only
- Jazzercise on Monday, 5:30 pm
- PAL tutoring program Tuesday through Thursday, 3 pm to 6 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended Memorial Remembrance Committee meeting.

- Ongoing follow up to emails inquiring about events.
- Developing alternative forms of delivering spring and summer events, and includes using the COVID-19 safety plan, for large events.

Nova Community Center and Special Populations

- Continued taking reservations for pickleball and basketball
- Monitored pickleball, basketball and outside areas
- Cleaned and sanitized between players
- Attended webinars to increase learning.
- Jazzercise class is being held on Monday, Wednesday, Friday and Saturday, 9 am, and evening classes on Monday, Wednesday and Thursday, 5:45 pm
- Ms. Debby's Dance and Acting classes will be held on Tuesday and Friday from 4:30 pm to 6:30 pm
- Virtual Lunch Bunch will resume on Wednesday 11 am to 2 pm

The Casements

- The Casements was open on Saturday from 8 am to 12 pm and on Monday through Friday for self-guided tours.
- A baby shower rental was held at Bailey Riverbridge on Saturday from 2 pm to 8 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements Camera Club's "Ebony & Ivory" exhibit is on display in the Gallery for the month of March. A video of the exhibit was created by staff and posted on The Casements Facebook page this week.
- The Casements continued "Millionaire Monday" this week, treating guests to a "Cup of Joe with John D."
- Once Upon a Storytime was shown on Facebook LIVE! on Tuesday morning at 10 am.
- Staff is working on The Casements Egg-stravaganza Hunt for children visiting the home during Spring Break. Decorated eggs will be hidden throughout the home and children will be given a map to record their findings.
- Ora Yoga classes returned this week to 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 Monday, Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room of The Casements.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Various repairs at Magic Forest
- Replaced boards at Cassen Park
- Replaced bench pads with concrete at Limitless Playground
- Removed old play areas in front of new workout at South Ormond Neighborhood Center
- Installed seven new swings at Limitless Playground
- Install an 8x8 stepping block at Fortunato Park and at Central Park III

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Ladies room repaired at Fortunato Park
- Lights in gym repaired at Nova Community Center

- Installed toilets at Riverbend Nature Park
- Replaced the sensor/photocell for the lights in the sidewalk at South Ormond Neighborhood Center
- Repaired A/C at Police Department
- Repaired piping and removed sand at the Andy Romano Beachfront Park splash pad

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting
- Staff conducted interviews for Lieutenant position
- Staff assisted School Transportation at Ormond Elementary pick up loop
- Staff coordinated detail coverage for Bike Week events

Community Outreach

- OBPAL Basketball – Seven (7) members attended practice for the basketball program. The 14U Bruins team will participate in the State of Florida Association of Police Athletic Leagues Annual Basketball Tournament to be held the end of March in Jacksonville. The tournament will be a drive-in event for OBPAL teams.
- PAL Educational Programs
 - OBPAL *Tutors R Us* continues at the South Ormond Neighborhood Center. Seventeen (17) students attended the afterschool tutoring program last week. *Tutors R Us* provides tutoring in all academic areas for students in grades K-12.
 - *READ, Reading, Exploration, Adventure and Discovery* continues at Ormond Beach Elementary School. Nine (9) students are registered for the program.
 - *Science on Patrol* at Ormond Beach Middle School continues. Twenty-six students are registered for the program. This program provides an opportunity for students in grades 6 – 8 to increase skills in science and math through science labs designed around crime scene scenarios.
- Donut Dash 5K 2021 – The OBPAL Donut Dash registration page has been updated with information for the 2021 race. The Donut Dash 5K 2021 will be held Saturday, April 24 at The Trails Shopping Center. Registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 32
- Animal Reports: 4
- Trap Neuter Release: 2
- Animal Bites: 2
- Animals to Halifax: 2
- Wildlife Calls: 2
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 4
- Inactive: 8
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 1
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 5
- Missing Persons: 0

- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 1
- Baker Act/RPO: 1

Records

- Walk - Ins / Window: 8
- Phone Calls: 142
- Arrest / NTA'S: 15
- Reports Generated: 94
- Reports Entered: 91
- Citations Issued: 154
- Citations Entered: 143
- Warnings Entered: 289
- Trespass Warnings: 9
- CORF Entered: 66
- Mail / Faxes / Request: 41

Patrol

- Total Calls 1,526
- Total Traffic Stops 156

Operations

- Crime Opportunity Report Forms: 130

03/03/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$159.48 worth of merchandise. This was witnessed by Loss Prevention.
- Sex Offense, 208 Central Avenue (Pace Center for Girls). One juvenile was showing other students a nude photo of another juvenile.
- Battery Domestic Violence Arrest, 335 Pine Street. Subject and his wife got into a verbal argument that became physical.
- Narcotics Arrest, 700 South Nova Road. Traffic stop was conducted on a vehicle where narcotics were located.

03/04/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed a subject put \$99.64 worth of merchandise in his backpack and exit the store without paying for the items.
- Carbreak, 1545 North United States Highway One (Dollar General). Unlocked vehicle was entered, \$10 in loose change and a user manual were stolen.
- Stolen Vehicle, 1608 North United States Highway One (Days Inn). The owner of the vehicle stated her boyfriend stole her vehicle.
- Battery Arrest, 65 Ravenwood Court (Tymber Run). Subject got into a verbal argument with friends after a night of drinking. Subject shoved a female that he knew was pregnant to the ground.

03/05/21

- Theft, 188 East Granada Boulevard (Eden Fresh Café). The victim reported that her ring was either lost or stolen.
- Child Abuse Arrest, 30 Standish Drive. Father arrested for striking his juvenile daughter with a belt leaving marks on the child.
- Liquor Law Arrest, 600 West Granada Boulevard (WaWa gas station). Subject was intoxicated and in possession of two open containers of an alcoholic beverage that were in plain view.

- Warrant Arrest, 600 West Granada Boulevard (WaWa gas station). Subject contacted and found to have an open warrant.
- Giving False Name Arrest, 600 West Granada Boulevard (Wa-Wa gas station). Subject was arrested for a warrant and giving a false name to officers.

03/06/21

- Theft, 640 North Nova Road #302. The victim reported numerous items of jewelry missing.
- Narcotics Arrest, 548 North Nova Road (Volusia Memorial Gardens.) Subject was found to be in possession of cocaine that was laced with fentanyl.

03/07/21

- Theft, 600 West Granada Boulevard (Wa-Wa gas station). An unknown suspect removed the registration decal from the victim's vehicle.
- Stolen Tag Recovered, North United States Highway One/Benton Street. Officers located a vehicle with a stolen tag at this location and conducted a high risk stop.
- Battery Domestic Violence Arrest, 1058 North United States Highway One (Circle K gas station). Subject advised officers of a physical confrontation with their spouse.

03/08/21

- Dealing in Stolen Property and Grand Theft, 530 Harbour Lights Drive. Subject has stolen 28 pieces of jewelry from his mother and pawned them over the period of six months. The total amount stolen is approximately \$2,410.
- Battery Domestic Violence Arrest, 253 Destination Daytona Lane. Several witnesses observed a subject push and throw a bag at his wife, hitting her in the face.
- Battery Domestic Violence Arrest, 214 Standish Drive. Subject slammed his live-in girlfriend on the floor after getting into a verbal altercation.

03/09/21

- Burglary Residence, 3 Broad River Road (Broadwater). Subject entered the victim's home claiming to be delivering a food order. The subject was escorted from the home as no one had made any orders.
- Battery Domestic Violence Arrest, 800 Block North United States Highway One. Subject was driving recklessly threatening to crash with his girlfriend in the vehicle before slapping her.

Traffic Unit

- Number of Traffic Stops: 118
 - Number of Citations issued: 84
 - Number of Written Warnings Issued: 114
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 13
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 4 Cases initiated
- 2 signs have either been removed or sign cases created.
- 15 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and fifty (50) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing.
 - Casements North Side Improvements – Contractor is performing final landscaping and site cleanup.
 - Fiber Optic Connectivity – Riverside Drive road closure agenda item is scheduled for the March 16 City Commission meeting. John Anderson MOT quotes are being solicited.
 - Gazebo Replacement CP II – Project is expected to be substantially complete this week.
 - North US1 Water Main and Force Main Improvements – Work will resume after Bike Week.
 - MacDonald House Improvements – Removal and replacement of the east and west wall exterior siding is ongoing. Access ramp plans are submitted for building permit approval. Progress meeting scheduled for March 18.
 - Granada Mid-Block Lighting Improvements – Long lead time materials are on order.
 - 2021 Storm Lining – Work will resume after Bike Week.
 - 2021 Sewer Lining/Manhole Repair – Work will resume after Bike Week.
 - Florence St On-Street Parking – Construction is scheduled to commence the end of March.
 - Riviera Park Pedestrian Signals – Long lead time materials are on order.
 - Wilmette Stormwater Pump Station – Contracts are being executed.
 - Bidding
 - Downtown Banner Pole Replacement Re-Bid – One bid was received, bid award scheduled for March 16 City Commission meeting.
 - Facility Hardening – The project was advertised on February 7, a pre-bid meeting was held on February 24.
 - WRF Chlorine Contact Improvements – The project was advertised on March 7, a pre-bid meeting is scheduled for March 16, and bid opening is April 6.
 - Design Projects:
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – 90% design plans are under review by FDOT.
 - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Granada Streetscape Pavers – Paver selection in review.
 - Update Parks & Recreational Master Plan – First public meeting is scheduled for March 31. Meetings with the Quality of Life Board and Leisure Services Advisement Board scheduled for April 1.
 - Business Park Drive Phase II – Design is in process.
 - Police Station Chiller – Preparing an agenda item for approval to bid the project.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in process.
 - SONC Gym – Plans were approved by the Site Plan Review Committee (SPRC), bid documents are under review.
 - Water Main Replacement Ph IV – Mainland – A Work Authorization for design is scheduled for City Commission approval at the March 16 meeting.
 - Water Main Replacement Ph IV – Peninsula – A Work Authorization for design is scheduled for City Commission approval at the March 16 meeting.
 - Departmental Activities
 - Reviewed 38 Engineering Permit applications through the ProjectDOX system, and created and approved 7 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Patch holes in asphalt on Hull Rd, Ormond Shores, Harvard Dr/Peninsula Dr

- Poured sidewalk at Ormond Lakes; stripped, formed, backfilled, & cleaned up
- Removed damaged sidewalk on Sterthaus Dr; formed & graded sidewalk; poured sidewalk
- Laid asphalt on Brookside Cir
- Lay asphalt patch at Railroad & Washington
- Removed sidewalk at PAC

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 Fleming at CP1; Riviera Park; S Ridgewood; Main Trl (Trails)

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

- Moved barriers on Pineland Trl
- Inlet cleaning/hot spots citywide
- Locates citywide
- System inspection on Milsap Rd
- Reachout/pond mowing at Lakebridge, Nova Rd; FDOT pond (Old Kings)
- TV truck for WW on S Forty
- Gates and pumps citywide

Vactor

- Inlet cleaning at Andy Romano Park
- Bramblewood

Street Sweeping/Streetsweeper

- 149 miles of road cleaned
- 66 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,850
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1

- Quick Fleet Facts:
 - Fuel on hand: 8,889 gallons unleaded, 10,341 gallons diesel
 - Fuel used in one week: 2,299 gallons of unleaded and 871 gallons of diesel.
 - Fleet completed 48 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 40.82 million gallons for the week ending March 6, 2021 (5.83 MGD).
- Backwashed 9 filters for a total of 499,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 6, 2021 @ 6.81 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 64.8 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 130,000 gallons.
- 4 tanker loads of sludge removed.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.26 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.18 MGD.
- Produced 20.32 Million Gallons of Reuse.
- Produced 8.95 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (March 1, 2020 – February 28, 2021) (MGD):
 - Influent 4.51 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.09 (Permit 6 MGD);
 - Reuse 3.66 (Permit 10 MGD)

Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure, assistance with other plumbing concerns.
- Responded to 16 calls from customers concerning leaking water.
- Replaced 7 broken meter boxes.
- Installed 14 new residential water services.
- Replaced 4 water service due to leaks from rusted piping or low-pressure concerns.
- Located 3 water service boxes for customer with plumbing concerns.
- Performed 2 water service disconnects due to building demolition.
- Performed pressure testing on 5 City owned backflow prevention devices, 1 needed repair.
- Performed maintenance on 7 fire hydrants.
- Performed maintenance on 8 main line valves.
- Assisted contractor with a fire line shut down at 503 S. Nova Rd.
- Performed a water service final inspection at 1170 Ocean Shore Blvd.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 166 utility locates for the previous week.

Wastewater Collection and Reuse

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Prepped for PEP tank replacement at 71 Circle Creek Way
- Lowered C/O at 866 Quail Run per customer request.
- Replaced 1½" check valve on PEP discharge line at 43 Forestview Way.
- Replaced PEP pump and installed riser at 112 Grey Dapple Way.

- Located sanitary and reclaim services for contractors at 36-38 Foxfield Look, 10 Double Palm Way, 112 Black Hickory Way, 26 Dartmouth Chase
- Replaced one PEP pump at Nova Community.
- Replaced damaged PEP control box, ran new conduit and wire to new j-box at 4 Brook Crest Way.
- Assisted contractor with Ormond Lakes force main shutdown to install connection for new 12" US1 force main.
- Cleaned 6" main from 521 S Yonge St., very heavy grease.
- Responded to back up at The Casements flushed & TV'ed line. No issue with pipe, possibly excess paper usage.
- Replaced broken PEP tank at 71 Circle Creek Way, rewired from control panel to J-box, new pump. Installed 18" riser.
- TV'ed 3 sanitary lateral on PM list
- Responded to 3 reuse trouble calls.
- Turned reclaimed off at 7 Tropic Lake Way, 20 Winding Creek Way per customer request.
- Turned off reclaimed per customer request and installed new box and lid at 73 Pergola Pl.
- Turned off south side of BAT due to broken irrigation caused by contractor.
- Turned reclaimed back on at 7 Tropic Lake Way
- Responded to reclaimed main break at 27 Carriage Creek Way
- Turned off reclaimed to check for leak at 83 Abacus Ave. per customer request.

Wastewater Plant – Lift Stations

- PEP Tank 3 coquina Lake Way – replaced control panel.
- Ormond Lakes #1, #2, #4 – pump down and turn off al 3 stations, in support of contractor tie-in at force main.
- Creekside – met with contractors on site to get quotes for riser pipe repairs.
- Charleston Square – supported scheduled power outage using trailer mounted generator as needed.
- 8P – no starts #2, found bad pump, replaced with new inventory.
- 5M – connected backup generator to support station generator replacement.
- Conducted plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Sand filter 5 – removed non-operational electric valve actuator.
- Aerator MCC – disconnect trailer mounted generator.
- R.O. Clearwell – installed new VFD for pump #3.
- 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:

- City Clerk attended meeting with Assistant City Manager.
- City Clerk and HR conducted interviews for City Clerk position.
- Agenda packet preparation and distribution for March 16, 2021 City Commission Meeting.