

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 19, 2021

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- City Commission meeting
- Lt. Doggett retirement ceremony
- Team Volusia Annual Meeting

**PIO – Public Information**

- Press Releases/Media
  - Cassen Park Survey
  - Parks and Rec Master Plan Announcement
  - General citizen inquiries
  - General media requests
- Social Media
  - Cassen Park Survey
  - COVID-19 Halifax Vaccines
  - Donut Dash Event with OBPD
- Attended
  - City Manager's Weekly Staff Meeting
  - Volusia PIN Meeting
  - Engineering/Planning Meeting
- Developing
  - Strategic Planning Q3 2021 for Social Media

**Community Development**

**Planning**

- The Historic Landmark Preservation Board met and recommended amending the name of the MacDonald House at 38 East Granada Boulevard to the Stout-MacDonald House.
- Attended the Ormond MainStreet Board of Directors meeting.
- The Board of Adjustment and Appeals meeting has two (2) applications:
  1. 27 Eagle Court: Rear yard variance for the construction of detached garage.
  2. 18 Oak Brook Drive: Rear yard variance for a screen/sun room with a hard roof.

- The Park and Recreation Master Plan update will conduct a public meeting on Wednesday, March 31, 2021 at 6:00 pm at the South Ormond Neighborhood Center.

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued.
- 327 inspections performed within the city (73 by private providers).
- 159 permits issued within the city, with a valuation of \$3,107,449 (6 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with an individual inquiring to the development steps for the property located at 160 South Yonge Street. Members of the SPRC reviewed the development process for the property.

The following projects under SPRC review:

1. Pineland Subdivision sidewalks, Pineland Trail. 1<sup>st</sup> review. Design and construction of a sidewalk along Pineland Trail.
  2. 29 North Perrot Drive, Perrott Depot. 2<sup>nd</sup> 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	40%
Ormond Art Museum	10%
Publix at 101 East Granada Boulevard	25%
Starbucks, Shoppes on Granada, Phase 2	30%
The Pumphouse	50%
Total Comfort	40%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Deerfield Trace	95%
Latitude Beach Club	95%
Upscale Nails	95%

Residential	
Pineland, Phases 4 & 5	35%
Ormond Grande	30%

### **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 participated in the initial FL FAME Sunshine Chapter board meeting. Staff participates in this business-driven workforce development effort as a supporting member.
  - Staff participated in the monthly Volusia Manufacturers Education Committee.
  - Staff attended the Team Volusia EDC Hybrid Annual Meeting.
- 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**

- Minor brush and vegetation removal within the Primary Surface areas for Runway 9 and Runway 35 has been completed. Overgrowth in these areas was identified during the airport licensing inspection conducted last month.
- Staff participated in a site visit with representatives from AVCON, Inc. to explore options to improve the environmental systems in use at the air traffic control tower.
- The City has been awarded a grant from the FAA to support federal contract tower operations and combat the spread of pathogens at the airport. This grant is funded by the Coronavirus Relief and Response Supplemental Appropriations (CRRSA) Act of 2020. The amount of the grant is \$57,162.
- Staff has been advised that maintenance of the federal Notice to Airmen (NOTAM) System has been completed. The United States NOTAM System (USNS) was not impacted by this maintenance and continued to be operational and available for use.

#### **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 136 Journal Entry Batches.
  - Utility Billing Meter Readers completed 336 work orders.
  - Approved 21 Purchase Requisitions totaling \$809,188.52.
  - Issued 16 Purchase Orders totaling \$207,015.25.
  - Issued 544 past due notices on utility accounts.
  - Auto-called 314 utility customers regarding receipt of a past due notice.
  - Processed 652 payments through Interactive Voice Response System totaling \$49,978.78.
  - Processed 1,253 payments through City online payment portal totaling \$147,836.93.
  - Prepared 117 Accounts Payable checks totaling \$735,860.56 and 34 Accounts Payable EFT payments totaling \$169,249.21.

#### 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
  - Attended virtual weekly staff meeting.
  - Attended quarterly Local Mitigation Strategy (LMS) meeting. This was the first in person meeting in a year. The NOFA for Hurricane Dorian (2019) has been issued with Volusia County receiving \$736,454.48 in HMGP funding for mitigation projects. The deadline for submittal is May 24 and it will be completely digital for the first time. Upcoming meetings are being scheduled to discuss the LMS project prioritization.

#### Risk Management Projects

- Assisted with Leadership program
- Attended webinars: liability & workers' compensation
- Presented Recognition & Response training

#### Fire Department

- Weekly Statistics
    - Fires: 2
    - Fire Alarms: 8
    - Hazardous: 1
    - EMS: 93
    - Motor Vehicle Accidents: 20
    - Public Assists: 43
    - TOTAL CALLS: 167
  - Aid provided to other agencies: 10 Calls – Daytona Beach (6), Volusia County (4)
  - Total staff hours provided to other agencies: 15
  - # of overlapping calls: 62
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 11
  - Total EMS patients treated: 82
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 184
- Training Hours
    - NFPA 1001: Firefighting 32
    - NFPA 1002: Driver 38
    - NFPA 1500: Safety/Equipment 29
    - EMT/Paramedic 6
    - TOTAL TRAINING HOURS: 105

- Station Activities
  - Participated in Leadership Day for the public with a presentation and display of apparatus and equipment.
  - Provided fire protection at Calvary Christian Center for pyrotechnic show.
  - Conducted training for newly hired firefighter. Training consisted of technical rescue, ground and aerial procedures, safety and survival, water supply, attack lines, ventilation, equipment and city geography.
- Significant Incidents
  - 3/10/21, 9:15 AM: Kilrush Dr., Halifax Plantation – Structure Fire – Provided assistance to Volusia County – found a vehicle on fire in garage – fire contained to garage with smoke and water damage to inside of home – total loss of vehicle.
  - 3/10/21, 4:49 PM: N. US-1 / N. Nova Rd. – Motor Vehicle Accident – Single motorcycle accident – motorcyclist transported as a trauma alert – a firefighter assisted EVAC during transport.
  - 3/11/21, 11:00 AM: N. I-95 / Mile Marker 269 – Motor Vehicle Accident – Upon arrival found one motorcyclist down in NE lane of I-95 – trauma alert called – two firefighters assisted EVAC during transport.
  - 3/11/21, 2:49 PM: Shadow Lakes Blvd. / N. Nova Rd. – Motor Vehicle Accident – Found a two-vehicle accident with heavy damage to one vehicle on passenger side – one patient transported.
  - 3/12/21, 12:05 AM: 206 N. Yonge St. – Motor Vehicle Accident – Found one patient on ground after falling off rear of motorcycle – friends performed CPR prior to Fire Department's arrival – trauma alert called – two firefighters assisted EVAC during transport.
  - 3/12/21, 7:20 AM: 1170 S. Nova Rd. – Motor Vehicle Accident – Responded to a rollover accident – found one vehicle on its side with airbag deployed – extrication tools used to remove driver door to gain access to patient – one patient transported as a trauma alert
  - 3/12/21, 5:11 PM: Byron Ellinor Dr. / S. Atlantic Ave. – Motor Vehicle Accident – Upon arrival found a single motorcycle down that struck a bicyclist – two patients transported.
  - 3/15/21, 12:52 AM: 302 Airport Rd. – Motor Vehicle Accident – One motorcyclist collided with a metal guardrail – patient pronounced on-scene.
  - 3/15/21, 5:18 PM: N. Beach St. / Putnam Ave. – Motor Vehicle Accident – Upon arrival found a single vehicle into tree – one patient transported.
  - 3/15/21, 5:32 PM: 13000 Carolines Cove – Motor Vehicle Accident – Responded to a single vehicle vs. tree – one patient transported.

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Information Technology Manager
    - Maintenance Worker II (Wastewater Collection/Reuse)
    - Maintenance Worker III (Wastewater Collection/Reuse)
    - Plant/Pump Mechanic
    - Police Officer
  - Interviews Scheduled
    - Neighborhood Improvement Officer
  - Background/Reference Checks/Job Offers
    - Building Inspector
    - City Clerk
    - Community Service Officer
    - Information Systems Specialist
    - Part Time Maintenance Worker II (Athletic Fields)
    - Police Officer
    - Records Specialist

- Separations
  - Building Inspector
  - Maintenance Worker II (Wastewater Collection/Reuse)
  - Police Lieutenant
  - Police Officer

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start summer 2021.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
  - Enterprise Infrastructure
    - iSeries system (CentralSquare Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 14
    - Completed: 45
    - In progress: 53
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 31,580
    - Inbound E-Mails Blocked: 8,764
    - Delivered Inbound E-Mails: 20,940
    - Quarantined Messages: 280
    - Percentage Good Email: 66.3%
    - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 4
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 8
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 2,902
  - Meters GPS Located this week: 0 : Total in system = 24,006; 23,176 potable, 819 Irrigation, 11 Effluent
  - Notable Events: Provided Geographic Pavement Management System (GPMS) 5 year scenario. This update is done every 2-3 years and provides information on recommended roads to be paved based on the current condition of the road.

### **Leisure Services**

#### **Administration**

- City Commission meeting
- City Manager Staff meeting
- Staff meeting
- Master Plan update project communications/marketing
- 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.
- Complete 2-day online Project Wild course.
- Coordinated and completed planting of phase 2 wildflower garden.
- Developing agenda and coordinating community gardens meeting.
- Coordinating with sign vendor for install 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 Monday, Tuesday, Wednesday and Friday, Sports Complex, Wendelstedt #2/#3, 3:30 pm
- SHS Baseball Games Monday, Tuesday, and Wednesday, 6 pm, Sports Complex, Wendelstedt #1/#3,
- 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 practices are 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 two home games on Tuesday and Wednesday, 6 pm and 7 pm at Championship Field #7.
- Tee Ball had games at Sports Complex Tee Ball Fields on Saturday at 9 am and 11 am.
- Boys USSSA Baseball hosted a tournament this weekend at the Quad/Nova/Wendelstedt Fields from 8:30 am to 6 pm each day.
- OBSC Recreational Program had games on Saturday at the Sports Complex, Fields 1/6, 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 fields/infields
- Painted corner on Multi-Purpose Fields 11/12
- Corners painted on Flag Football fields
- Prepped/Painted Championship Field 7 for SHS Flag Football
- Painted Soccer Fields 1-6/8-10 for OBSC
- Prepped Quad 1/2 & Wendelstedt 2 and 3 daily for SHS/CCA Softball & Baseball practices
- Prepped fields for SHS/CCA Baseball & Softball games this week at Sports Complex
- Prepped Nova/Quad/Wendelstedt/Kiwanis Fields for weekend USSSA Tournament

#### Performing Arts Center

- Attended planning meeting for the Parks and Recreation Master Plan public meeting.
- Set-up, support, and tear down of Ormond Beach Chamber Leadership Class Public Safety Day at the Senior Center.
- Set-up, support, and tear down of Leisure Services Advisory Board meeting.
- 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
- Splash pad is open from dawn to dusk daily until December 1.
- 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 staff zoom meeting.
- Contacted participants that perform at the Memorial Day Remembrance Service.
- Sent mass email informing artists and crafters that Art in the Park has been cancelled for May.
- Picked up supplies from City Hall, that were used for a lunch.
- Developing alternative forms of delivering spring and summer events, and includes using the COVID-19 safety plan, for large events.
- Assisted with meals for EOC training at FS 92

#### 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 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 is held on Tuesday and Friday from 4:30 pm to 6:30 pm
- Virtual Lunch Bunch resumed on Wednesday 11 am to 2 pm

#### The Casements

- The Casements was open on Saturday from 8 am to 12 pm and Monday through Friday for self-guided tours.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements Camera Clubs "Ebony & Ivory" exhibit is on display in the Gallery during March.
- Staff continues 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. Each child participating will receive a prize.
- The Casements Guild Board held an in-person meeting in the Gallery on Tuesday at 10 am.
- Ora Yoga classes were held in the 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 Monday, Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room.
- A bridal shower will be held at Bailey Riverbridge on Friday from 6 pm to 8 pm.

#### 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
- Repaired four gates at the Tennis Center
- Bathroom unclogged at the Performing Arts Center
- Retest splashpads at South Ormond Neighborhood Center and at Andy Romano Beachfront Park
- Gutter cleaning at the EDC
- Back door repaired at City Hall
- Men's restroom soap dispenser repaired at PW
- Toilet repaired at Riverbend Nature Park
- Memorial Garden outlets repaired

#### 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
- Built and installed new bench at Cassen Park
- Repaired rails at Nova Skate Park
- Baby swing replaced at Central Park I
- Fortunato Park swing repaired
- Replaced fence cap at Sanchez Park
- Bench at Riverbend Nature Park repaired
- Replaced five trash cans at Riviera Park

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff spoke at the Ormond Beach Chamber of Commerce Leadership Class
- Staff attended the OBPAL Board of Director's Meeting
- Staff attended the retirement celebration for Lieutenant Elkins
- Staff attended graduation ceremonies for sponsored officers
- Staff attended the Back the Blue Kickball game at Riverbend Church
- Staff participated in training of new recruit
- Staff assisted the Engineering Department with traffic related issues

##### Community Outreach

- Youth Leadership Council (YLC) – Four (4) members attended a monthly fun event at the speedway event last Wednesday. Six (6) members attended a virtual meeting on Friday to discuss an Easter Basket community service project with students in the Tutors R Us program.
- OBPAL Basketball – Ten (10) players of the Ormond Beach Bruins participated in a tournament in Orlando on Saturday, March 13 and Sunday March 14. The team placed second in the championship game. The OBPAL14U Bruins team will participate in the State of Florida Association of Police Athletic Leagues Annual Basketball Tournament to be held March 26, 27 and 28 in Jacksonville.
- PAL Educational Programs
  - OBPAL *Tutors R Us* continues at the South Ormond Neighborhood Center. Eighteen (18) 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 enjoying a reader's theater and word games in preparation for writing a short story after Spring Break.
  - *Science on Patrol* continues at Ormond Beach Middle School. Twenty-six (26) students are registered for the program. *Science on Patrol* 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. For more information please contact the PAL house at (386) 676-3505. Online Registration information is available at: <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

#### Community Services & Animal Control

- Animal Calls responded to: 31
- Animal Reports: 2
- Trap Neuter Release: 2
- Animal Bites: 1
- Animals to Halifax: 3
- Wildlife Calls: 1
- Found Property Reports: 1

#### Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 8
- Inactive: 1
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 4
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Threats: 1
- Police Information: 4
- Suspicious Incident: 1
- RPO/Baker Act: 2
- Assist Agency: 1
- Vandalism: 1

#### Records

- Walk - Ins / Window: 84
- Phone Calls: 115
- Arrest / NTA'S: 20
- Reports Generated: 156
- Reports Entered: 145
- Citations Issued: 119
- Citations Entered: 140
- Warnings Entered: 276
- Trespass Warnings: 9
- CORF Entered: 54
- Mail / Faxes / Request: 30

#### Patrol

- Total Calls 1,605

- Total Traffic Stops 273

#### Operations

- Crime Opportunity Report Forms: 61

#### 03/10/21

- Violation of Probation Arrest, Harvard Drive and South Atlantic Avenue. Traffic stop was conducted where the driver was found to be in violation.
- Battery Arrest, 17 Blockhouse Court. Two subjects were in a physical altercation who reside in the home together.
- Battery Arrest, 1 Spectacled Bear Path. Two subjects were in a verbal argument until the incident turned physical.

#### 03/11/21

- Auto Theft, 1105 North United States Highway One (Beaver Bar). The victim's black 2018 Harley Davidson motorcycle was stolen.
- Theft, 1 John Anderson Drive (The Ormond Heritage). A bicycle was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$73.25 in merchandise. The offense was witnessed by Loss Prevention.
- Disorderly Intoxication Arrest, 1058 North United States Highway One (Circle K). Subject was escorted off of the property for being disorderly and attempted to strike an officer in the process.

#### 03/12/21

- Grand Theft, 76 South Halifax Drive. Cash was taken from an envelope.
- Shoplifting, 333 West Granada Boulevard (Halifax Humane Society Thrift Store). Leather Harley Davidson jacket was taken.
- Driving Under the Influence Arrest, 7 Fluhart Drive. Subject contacted after a roll over crash. The driver was determined to be intoxicated.

#### 03/13/21

- Stolen Motorcycle, 505 South Atlantic Avenue (Lotus Inn & Suites). Motorcycle with a damaged ignition was stolen.
- Stolen Motorcycle, 505 South Atlantic Avenue (Lotus Inn & Suites). Motorcycle was stolen.
- Burglary Residential Arrest, 366 North Beach Street. Two subjects were located inside the residence where collectibles were missing.
- Burglary Residential, 701 East Lindenwood Circle. An open garage was entered and a white mountain bicycle was stolen.
- Carbreak, 170 Williamson Boulevard (Sleep Inn). During the overnight hours several unlocked motorcycle saddlebags and a truck were entered with various items being taken.
- Warrant Arrest, 170 West Granada Boulevard (OBPD). Subject came to the Police Department to turn himself in.
- Resisting Without Violence Arrest, 880 Airport Road. Subject contacted by officers resisted when being placed under arrest.

#### 03/14/21

- Auto Theft, 155 Interchange Boulevard (Hampton Inn). Vehicle was taken from the parking lot.
- Battery Domestic Violence Arrest, 524 South Yonge Street. Subject stabbed her husband in the leg with a broken piece of glass.
- Warrant Arrest, 1298 West Granada Boulevard. Subject contacted and found to have an open warrant.
- Battery Domestic Violence Arrest, 9000 Saint Georges Road #101A (Bermuda Estates). The juvenile defendant got into a verbal argument with his mother and struck her with a closed fist.

#### 03/15/21

- Burglary Business, 610 South Yonge Street (Simply Self Storage). Unknown suspect(s) entered the victim's storage unit and stole numerous items.

- Theft, 55 Kenilworth Avenue. Unknown suspect(s) stole a package from the victim's front doorstep.
- Carbreak, 2099 North Beach Street (Tomoka State Park). Unknowns suspect(s) entered the victim's vehicle and stole three credit cards.
- Warrant Arrest, 165 Hand Avenue. Subject contacted and found to have an open warrant.
- Driving Under the Influence Arrest, 13000 Caroline's Cove. Subject was contacted during a traffic crash investigation and determined to be under the influence.

#### 03/16/21

- Theft, 1295 North United States Highway One #2 (Elite Scuba). An unknown suspect stole a computer and transmitter.
- Narcotics Arrest, 39 South Yonge Street (Xtreme Cycles). Subject was located in the rear parking lot in a verbal argument with another transient. Subject was previously trespassed from the location and found to be in possession of narcotics.
- Trespass Arrest, 1478 West Granada Boulevard (Ormond Towne Square). Subject who had previously been trespassed was located in front of the Dollar General store in possession of an open container of alcohol. He was arrested and transported to the Branch Jail.

#### Traffic Unit

- Traffic Enforcement Stats:
  - 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: 2 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 3 Cases initiated
- 2 signs have either been removed or sign cases created.
- 10 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 – Final landscaping and site cleanup is ongoing.
    - Fiber Optic Connectivity – Riverside Drive road closure agenda item was approved at the March 16 City Commission meeting. John Anderson MOT quotes are being solicited.
    - Gazebo Replacement CP II – Project is substantially complete, final inspection held on March 17.
    - North US1 Water Main and Force Main Improvements – Construction resumed 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 was held on March 18.
    - Granada Mid-Block Lighting Improvements – Long lead time materials are on order.

- 2021 Storm Lining – Construction resumed after Bike Week.
- 2021 Sewer Lining/Manhole Repair – Construction resumed 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 executed, a pre-construction meeting is being scheduled.
- Bidding:
  - Downtown Banner Pole Replacement Re-Bid – Bid was awarded at the March 16 City Commission meeting.
  - Facility Hardening – The project was advertised on February 7, a pre-bid meeting was held on February 24, bid opening was extended to May 11.
  - WRF Chlorine Contact Improvements – The project was advertised on March 7, a pre-bid meeting was held on 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 – Another mock-up will be constructed.
  - 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 in process.
  - SONC Gym – Final bid documents are under review, approval to bid scheduled for April 6 City Commission meeting.
  - Water Main Replacement Ph IV – Mainland – A Work Authorization for design was approved at the March 16 City Commission meeting.
  - Water Main Replacement Ph IV – Peninsula – A Work Authorization for design was approval at the March City Commission 16 meeting.
- Departmental Activities
  - Reviewed 37 Engineering Permit applications through the ProjectDOX system, and created and approved 0 Franchise Utility Work-in-the-Right-of-Way permits.

## Environmental Management

### Street Maintenance - Asphalt/Concrete

- Stripped forms, cut stress joints on Sterthaus Dr; poured sidewalk
- Poured sidewalk on Neptune Ave; stripped forms, backfilled, cleaned up
- Removed sidewalk at PAC
- Poured 2 park benches at Riviera Park

### 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 Red Cedar Ct
- Picked up debris at Ormond Rec
- Removed guardrail at Riverside & Fluhart

#### 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 pond mowing on Old Kings, Division Ave, Arroyo Pkwy
- Pipe repair on Cypress Cir
- Gates & pumps citywide
- Inlets inspected/cleaned citywide
- Utility locates, pump station operations Citywide
- Checked and cleaned baffle box on Melrose Ave
- Backfilled depression on Overbrook Dr; basin repair
- TV truck WW on SR40
- Poured concrete walkway in PW yard

#### Vactor

- Cypress Cir
- Line cleaning on Melrose

#### Street Sweeping/Streetsweeper

- 169 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: 1
  - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 6,486 gallons unleaded, 9,538 gallons diesel
  - Fuel used in one week: 2,403 gallons of unleaded and 803 gallons of diesel.
  - Fleet completed 50 work orders this week.

#### Utilities

- Projects Summary
  - Utilities CIP projects are listed under the Engineering section as this division manages those projects and to avoid duplication of information.

#### Water Treatment Plant

- Delivered 40.35 million gallons for the week ending March 13, 2021 (5.76 MGD).
- Backwashed 9 filters for a total of 495,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 13, 2021 @ 6.83 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 81.0 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 99,000 gallons.
- 2 tanker loads of sludge removed.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 30.09 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.30 MGD.
- Produced 23.43 Million Gallons of Reuse.
- Produced 6.66 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 15 reports of customer concerns regarding low pressure or assistance with other plumbing concerns.
- Responded to 16 calls from customers concerning leaking water.
- Replaced 6 broken meter boxes.
- Installed 6 new residential water services.
- Replaced 2 water service due to leaks from rusted piping or low-pressure concerns.
- Located 2 water service boxes for customer with plumbing concerns.
- Performed pressure testing on 6 City owned backflow prevention devices, 2 needed to be repaired.
- Performed maintenance on 13 fire hydrants.
- Performed maintenance on 10 main line valves.
- Assisted contractor with a fire line shut down at 503 S. Nova Rd.
- Performed a water service final inspection at 8 Coolidge Dr.
- Assembled 2 new fire hydrant meters/backflow preventers for Finance.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 219 utility locates for the previous week.

#### Wastewater Collection & Reuse

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Replaced check valve and readjusted alarm float in PEP tank at 29 Foxfords Chase.
- Reworked plumbing and float level in PEP tank at 4 Brook Crest Way.
- Installed riser at 15 Sounders Trail Cir, 4 Pine Look Pass.
- Replaced PEP pump at 21 Creek Bluff Way.
- Repaired lateral camera stress relief
- TV'ed 2 sanitary lateral on PM list.
- Responded to 2 reuse trouble calls.
- Turned off reclaimed at 12 Foxfords Chase per customer request.
- Repaired broken 3" reclaimed irrigation main at 27 Carriage Creek Way.

#### Wastewater Plant – Lift Stations

- Recycle Pump Building – installed repaired pump motor #1 and returned to service.
- 4M – Contractor completed wet well repairs, and returned station to service.
- 5M – generator replacement ongoing.
- Teacups – water supply valve not functional, acquiring replacement unit.

- Effluent Transfer Pump #3 – soft start is intermittently tripping, will order a replacement and update when corrected.
- Conducted plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 19SR – removed failed pump and motor, raw discharge pipe is corroded and leaking, corrective actions are being reviewed.
- Well 21SR – failed pump and motor have been removed for evaluation, repairs to follow.
- Well 41R – repairs scheduled.
- Sand filter 5 – installed new electric valve actuator, control wiring connection is scheduled.
- Airport Road booster station - replaced RTU battery and cleaned air filter for air conditioning unit.
- R.O - M.C.C. – replaced lamps and ballast as needed in overhead lights.
- 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 Staff Meeting.
- Staff attended and provided support for March 16, 2021 City Commission Meeting.
- Agenda packet preparation for April 6, 2021 City Commission Meeting.  
Staff attended FACC Public Records Webinar