

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: April 23, 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
- Claims Committee meeting

**PIO – Public Information**

- Press Releases/Media
  - COVID-19 Vaccination Event: Nova Community Center (press coverage)
  - General media inquiries
  - General citizen requests
- Social Media
  - Officers Swearing-In Ceremony
  - Vaccination Event at Nova Community Center
  - #LivingTheOBLife
  - The Casements Closure
  - Parks & Rec Master Plan Survey
- Attended
  - City Manager's Weekly Staff Meeting
  - Engineering/Planning Update
  - Cassen Park Survey Results Review
- Training
  - FEMA PIO Review
  - Granicus Webinar

**Community Development**

**Planning**

- Attended the Ormond MainStreet Board meeting.
- A variance application has been received for 51 Sycamore Circle for two variances to allow construction of a screen enclosure over an existing swimming pool. The application is scheduled for the May 5, 2021, Board of Adjustment and Appeals meeting.

**Building Inspections, Permitting & Licensing**

- 3 new business tax receipts issued.
- 376 inspections performed within the city (100 by private providers).

- 129 permits issued within the city, with a valuation of \$3,458,417 (8 garage sales permits).
- Demolition permit for 880 South Atlantic Avenue, the former Olive Garden building, has been issued.

Development Services

- There was no Site Plan Review Committee (SPRC) meeting this week.
- The remodel of the Waffle House at 1570 North U.S. Highway 1 to include parking lot repaving and additional landscape areas was approved by the SPRC.
- The following projects under SPRC review:
  1. 350 Clyde Morris Boulevard, Paradise Pointe ALF. 2<sup>nd</sup> review. 87 unit Assisted Living Facility (ALF) for 120 residents. Total SF of 73,952 on a 12.05 acre parcel.
  2. 390 Andalusia Avenue, Air One. 1<sup>st</sup> review. Construct a 2,500 square foot storage/warehouse building on a 1.13 acre property.
  3. 1480 North U.S. Highway 1, Ormond Ace Hardware. 4<sup>th</sup> review. Construction of a two (2) story building of approximately 16,853 square foot building that proposes retail activity including a garden center (defined as outdoor activity) of 2,566 square foot building.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	95%
Dunkin Donuts, 1535 North US Hwy 1	15%
Edgewell Loading Dock	95%
Germfree driveway addition	70%
KOMN Condominium Association	0%
Nova Road Controlled Storage Climate	50%
Ormond Museum	15%
Publix, 101 East Granada Boulevard	40%
Starbucks	45%
The Pumphouse	55%
Total Comfort	45%
U.S. 1 Business Park	0%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Deerfield Trace	99%
Latitude Beach Club	99%
Upscale Nails	99%
Huntington Green, 2B	90%

Huntington Villas, 2B	90%
Forcemain – Huntington Green	0%
<b>Residential</b>	
Pineland, Phases 4 & 5	40%
Ormond Grande	55%
Plantation Oaks, Unit 2B	0%

**Economic Development/Airport**

Economic Development

- Ormond Crossings
  - The permanent traffic signal at the intersection of Broadway and N. US 1 is installed.
- Airport Business Park
  - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
  - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Trail creating a secondary ingress and egress to the business park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
  - The Kauffman FASTTRAC program is underway and has a class of 10 entrepreneurs. This 10-week program is being conducted in partnership with the Volusia/Flagler SCORE.
  - Staff participated in FAME Sunshine Chapter Board Meeting.
  - Staff participated in National League of Cities webinar discussion on the American Rescue Plan funding programs.
- 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 two project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff continues efforts to repair Gate 9 at the airport. The gate is out of service due to a failure in the gate controller unit and also due to damage from a vehicle impact. It was initially determined that the gate may have to be replaced, but another vendor was engaged and has determined that the gate may be repairable. The new vendor will commence work on the gate after they've been administratively setup to provide services for the City.
- Staff has been advised that construction of a new wireless communications tower will commence in the vicinity of the airport next week, which is expected to be completed by April 29. Staff will issue a Notice to Airmen (NOTAM) about the tower project prior to commencement.
- Bid 2021-18 has been advertised for bids for the construction phase of the project to rehabilitate Taxiways Bravo and Delta at the airport. This project will provide construction and construction administration services necessary to mill and overlay the pavement of Taxiway Bravo and to mill, overlay and realign the pavement of Taxiway Delta. This project will also update the electrical and lighting systems for both taxiways.
- Staff is working to repair minor pot holes and pavement degradation near Gate 10 in the southeast quadrant of the airport.

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

### **Finance**

- On-going Projects
  - City staff working on annual budget
  - Evaluating American Relief Act
  
- Completed Projects - Weekly
  - Processed 135 Journal Entry Batches.
  - Utility Billing Meter Readers completed 294 work orders.
  - Approved 19 Purchase Requisitions totaling \$82,596.95.
  - Issued 28 Purchase Orders totaling \$161,398.31.
  - Issued 511 past due notices on utility accounts.
  - Auto-called 211 utility customers regarding receipt of a past due notice.
  - Processed 573 payments through Interactive Voice Response System totaling \$41,892.54.
  - Processed 968 payments through City online payment portal totaling \$76,408.20.
  - Prepared 181 Accounts Payable checks totaling \$419,668.64 and 44 Accounts Payable EFT payments totaling \$998,766.90.

### **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: \$1,774,493.25
  
- Other
  - Attended weekly virtual staff meeting.
  - Attended webinar for upcoming Hazard Mitigation Grant Program (HMGP) application cycle.
  - Attended Local Mitigation Strategy (LMS) meeting to prioritize Countywide initiatives for submittal under the Hurricane Dorian Notice of Funding Availability (NOFA). HMGP applications will be due no later than May 24, 2021. A total of \$736,454.48 is available for Volusia County projects.
  - Attended Mitigation Subrecipient Training for new online administration system.
  - Attended U.S. Department of Justice 2021 Financial Management Training Webinar: Points to Remember for Successful Financial Management.

### **Risk Management Projects**

- Attended Claims Committee meeting
- Processed several subrogation claims
- Attended several webinars for risk management

### **Fire Department**

- Weekly Statistics
  - Fires: 3
  - Fire Alarms: 5
  - Hazardous: 5
  - EMS: 83
  - Motor Vehicle Accidents: 6
  - Public Assists: 55
  - TOTAL CALLS: 157
  
- Aid provided to other agencies: 19 Calls – Daytona Beach (5), Holly Hill (2), Volusia County (12)
- Total staff hours provided to other agencies: 17
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 54

- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 57
  
- Training Hours
  - NFPA 1001: Firefighting 37
  - NFPA 1002: Driver 12
  - NFPA 1021: Officer 3
  - NFPA 1500: Safety/Equipment 27
  - NFPA 1620: Preplanning 9
  - EMT/Paramedic 46
  - TOTAL TRAINING HOURS: 134
  
- Significant Incidents
  - 4/19/21, 7:48 AM: N. I-95 / Mile Marker 273 – Vehicle Fire – Responded to a fully involved fire of a pick-up truck in the emergency lane – 500 gallons of water and two fire extinguishers were used – driver exited vehicle with no injuries.

### **Human Resources**

- Staffing Update
  - Information Technology Manager
  - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
  - Maintenance Worker III (Wastewater Collection/Reuse Distribution)
  - Plant/Pump Mechanic
  - Police Officer
  - Seasonal Part Time Maintenance Worker II (ARBP)
  - Summer Camp Counselors
  - Tradesworker
  - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
  - Utilities Engineer
  
- Interviews Scheduled
  - Community Service Officer
  - Police Officer
  - Streets Maintenance Supervisor
  
- Background/Reference Checks/Job Offers
  - Police Officer
  - Records Specialist
  - Neighborhood Improvement Officer
  
- Separations
  - Maintenance Worker II
  - Utilities Engineer

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start summer 2021.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
  
- Enterprise Infrastructure
  - iSeries system (CentralSquare Naviline): None
  - Windows Servers: None
  - Networking System: None

- Work Orders
  - New: 33
  - Completed: 54
  - In progress: 39
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 33,374
  - Inbound E-Mails Blocked: 10,432
  - Delivered Inbound E-Mails: 20,993
  - Quarantined Messages: 297
  - Percentage Good Email: 62.9%
  - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 6
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 13
  - Information Requests from External Organizations: 5
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 12 : Total in system = 3,042
  - Meters GPS Located this week: 7 : Total in system = 24,031; 23,199 potable, 821 Irrigation, 11 Effluent

## **Leisure Services**

### **Administration**

- Engineering meeting
- City Manager staff meeting
- City Commission meeting
- Master Plan committee meeting
- Covid-19 vaccine clinic
- Yellowstone Landscaping Operations meeting
- Opening RFP Aerial Fireworks Display meeting
- FFEA submissions

### **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 installation of new Wildflower Garden signage.
- Conducted Community Gardens Board meeting.
- Completed the planting of two replacement shrub species on EDC grounds.
- Completed and submitted FY 2021-22 goal and accomplishments document.
- 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 1pm daily.
- SHS Baseball Practices Monday, Tuesday, Wednesday and Friday, Sports Complex, Wendelstedt 2/3, 3:30 pm
- 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, night, Nova fields at 6 pm.
- CCA Softball practices were on Monday and Tuesday at 3:30 pm and a game on Thursday at 5 pm at Sports Complex, Softball Quad.
- SHS Softball practices were held Monday, Thursday, and Friday, Sports Complex, Softball Quad, with games on Tuesday and Wednesday at 5:30 pm at the Softball field.
- Coed Softball games were held this week on Tuesday, Wednesday and Thursday at Quad 4 at the Sports Complex at 6:30 pm and 7:30 pm.
- SHS District Flag Football games were held on Wednesday and Thursday, Sports Complex, Championship field #7, at 6 pm
- Tee Ball Games will be held on Saturday morning at 9 & 11am at the Sports Complex, Tee Ball Fields.
- OBSC Recreational Soccer games will be held on Saturday morning at 8:30 am at the Sports Complex, Soccer fields.
- USSSA hosted a Baseball Tourney on Saturday and Sunday at the Quad & Wendelstedt and Kiwanis field at the Sports Complex, as well as Nova fields #1 - #5. Games started 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 and weeding fields/infields.
- Painted Championship field 7 for SHS Flag Football.
- Prepped Nova fields for Spikes practices Monday through Thursday.
- Painted Soccer fields 1-6/8-10.
- Painted Soccer parking lot.
- Prepped Quad 4 at the Sports Complex for CCA Softball, Girls Rec Softball, and Boys Pinto Baseball.
- Prepped Kiwanis field on Monday and Wednesday for Pony Recreation Baseball games.
- Prepped Wendelstedt fields for SHS and Spikes baseball.

### Performing Arts Center

- Continued planning of COVID-19 vaccination site at Nova Community Center.
- Sent out email update on PAC improvements to internal show group leaders.
- Entered work orders for Performing Arts Center facility and equipment repairs.
- Compiled information for Performing Arts Center and Senior Center performance measures.
- Ordered, restocked inventory, and delivered PPE supplies to City departments.
- Responded to telephone inquiries from residents regarding status of shows.

### South Ormond Neighborhood Center

- Open park and pavilion.
- Splash pad is open from dawn to dusk daily until December 1<sup>st</sup>.
- Basketball and gym use by reservation only.
- Jazzercise on Monday, 5:30 pm.

- YMCA soccer is held on Monday, Tuesday, Thursday and Friday evenings at 5:30 pm to 7:30 pm (through May 14).

#### Community Events

- Weekly administrative tasks, office work, and activities.
- Updating goals and activities sheet.
- Assisting Memorial Day Committee with plans for Service on May 31. Continued working and editing 2021 program.
- Assisting Senior Games Board with plans for the 2021 games, scheduled for October 23-30.
- 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.
- Jazzercise Class was 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 are held on Tuesday and Friday from 4:30 pm to 6:30 pm.

#### The Casements

- The Casements was open on Saturday from 8 am to 12 pm and on Monday through Friday for self-guided tours. Over 345 guests touring last week.
- Creative Happiness Institute held the National Poetry month meeting in Rockefeller Gardens on Saturday from 12 pm to 4 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Ormond Beach Art Guild's "Inspirations" is on display in the Gallery for the entire month of April.
- The Earth Day Coloring Contest deadline for entries is Monday at 4 pm.
- Staff will be preparing an Earth Day video for Facebook to post on Thursday, April 22nd the official "Earth Day".
- Earth Day Coloring Contestants will be judged on Tuesday, April 20th. Prizes will be awarded to the 1st, 2nd and 3rd place winners in each age group.
- A video will be made in honor of the 42nd anniversary of The Casements Guild and shared on our Facebook page this week. A special message from our Mayor Partington will be featured.
- Ora Yoga classes met this week 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 this 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.
- Check trash cans in all parks.
- Bathroom checks twice per day.
- Inspected virus signs on bathroom doors.
- Inspected signs at all playground equipment.
- Removed picnic tables at Nova Park.
- Floating dock repaired at Central Park.

#### 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



- Reset chiller at City Hall
- Repaired lights on Airport Runway 17
- Installed TV outlet at the Performing Arts Center
- Front storage room light replaced at South Ormond Neighborhood Center
- Light replaced at the Police Department
- Streetscape Granada - US1 to RR, south side lights replaced as necessary
- Unplugged toilet at Cassen Park
- Replaced tiles at PW
- Urinal repaired at the Police Department
- Drywalled hole third floor closet at The Casements
- Hung photos at City Hall

### **Police Department**

#### **Administrative Services**

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended a budget meeting for the Police Department
- Staff recognized Dispatchers at the Communications Center
- Staff hosted a swearing-in ceremony for three new officers
- Staff attended an Awards Ceremony meeting
- Staff completed various audits
- Staff attended a meeting on the Donut Dash event
- Staff conducted several meetings with drone and robotics manufacturers
- Staff attended the Special Response Team training

#### **Community Outreach**

- OBPAL Basketball – Ten (10) players attended practice on Tuesday and Thursday last week. The OBPAL Boy's 16U team participated in a tournament April 16-19 at the DME Sports Academy Complex of Daytona.
- PAL Educational Programs
  - R.E.A.D., Reading, Exploration, Adventure and Discovery, continues at Ormond Beach Elementary School. Nine (9) third grade students are enrolled. Students began writing their short stories. The program concludes May 11.
  - Science on Patrol continues at Ormond Beach Middle School. Twenty-six (26) students are registered. 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 Donut Dash 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>.

Thank you to the following sponsors of the race. Platinum: Hometown News. Gold: Lewis Heaster Family Properties, Every & Stack, Daytona Toyota, Weather Guard Inc., Anytime Fitness. Silver: Greg and Barbara Smith, Rick and Delia Boehm, Florida Sun Insurance, New Journey Chiropractic, Delta Life Fitness, Sonic, Atlantic Communications Team. Donut Friends: Ryan Ochipa Insurance Agency, Brown and Nawrocki Restorative and Cosmetic Dentistry, Politis & Matovina P.A., Realty Pro Title, Sara Kohen Dean DMD, PLLC and Parks Dermatology.

#### **Community Services & Animal Control**

- Animal Calls responded to: 41
- Animal Reports: 4
- Trap Neuter Release: 1
- Animal Bites: 1
- Animals to Halifax: 0
- Wildlife Calls: 2
- Found Property Reports: 2

#### Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 2
- Inactive: 7
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Agg. Assaults: 1
- Police Information: 1
- Vandalism: 1
- Agg. Battery: 1
- Lost Property: 1

#### Records

- Walk - Ins / Window: 75
- Phone Calls: 114
- Arrest / NTA'S: 18
- Reports Generated: 121
- Reports Entered: 105
- Citations Issued: 23
- Citations Entered: 23
- Warnings Entered: 33
- Trespass Warnings: 3
- CORF Entered: 28
- Mail / Faxes / Request: 32

#### Patrol

- Total Calls 1,346
- Total Traffic Stops 92

#### Operations

- Crime Opportunity Report Forms: 143

##### 04/14/21

- Battery Domestic Violence Arrest, 406 River Square Lane. The victim and her boyfriend got into a verbal argument that turned physical.
- Battery Domestic Violence Arrest, 19 North Yonge Street #7 (Granada RV Park). The victim called 911 advising that she was in a domestic argument with her boyfriend and he would not let her leave.

##### 04/15/21

- Larceny, 760 South Atlantic Avenue (Go Juice). Subject removed an outdoor Arlo Pro 2 security camera from the wall of the business.
- Stolen Tag, 1657 North United States Highway One (Love's Truck Stop). The victim fell asleep in her vehicle at this location and when she woke up, her tag was gone.

- Narcotics Arrest, 790 West Granada Boulevard (Walgreens). Subject contacted and was found to be in possession of narcotics.
- Battery Domestic Violence Arrest, 1545 North United States Highway One. Officers responded to an active physical disturbance involving an adult male and female. The male fled from the scene but was later located in the area and placed into custody without incident.

04/16/21

- Stolen Vehicle, 1614 North United States Highway One (Econo Lodge). Unknown suspect(s) stole the victim's Semi and attached flatbed trailer.
- Stolen Tag, 1 South Beach Street (Cassen Park). An unknown suspect may have stolen the tag from the boat trailer.
- Warrant Arrest, 116 South Nova Road (Paganos Pizzeria.) Subject contacted and found to have an open warrant.
- Battery Domestic Violence Arrest, 1000 Old Tomoka Road. Victim advised her boyfriend pulled her hair as she was trying to get out a vehicle and she was also grabbed by the neck and choked.

04/17/21

- Occupied Burglary, 1614 North United States Highway One (Econo Lodge). An unknown suspect entered the victim's room and stole her purse.
- Burglary Arrest, 530 Sandy Oaks Drive. A realtor and potential homebuyers arrived at this location and heard someone inside the home. Subject contacted inside and detained.
- Battery Domestic Violence Arrest, 99 Clyde Morris Boulevard. Subjects were in a verbal altercation that turned physical.
- Theft, 175 Interchange Boulevard. Victim advised that his mini schnauzer was taken from the Baymont Inn. The animal was found struck by a vehicle in the 700 Block of West Granada Boulevard and taken to the emergency vet.
- Narcotics Arrest, 1608 North United States Highway One. Subject contacted and found to have an open warrant and was in possession of narcotics.
- Warrant Arrest, 1608 North United States Highway One. Subject contacted and found to have an open warrant.

04/18/21

- Theft, 1570 North United States Highway Once (Waffle House). Employee is suspected of stealing \$50 from the cash register.
- Vandalism/Fleeing and Eluding Arrest, 1608 North United States Highway One. Subject keyed a vehicle causing extensive damage and fled when officers attempted to contact him.

04/19/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention Officer observed a subject skip scan \$336.42 worth of food products.
- Battery Domestic Violence Arrest, 873 Peninsula Drive. Subject was in an argument with her boyfriend that turned physical.

04/20/21

- Business Burglary, 610 South Yonge Street #1162 (Simply Self Storage). Two TV's stolen from this location, valued at \$500 each.
- Battery Domestic Violence Arrest, 45 Central Avenue. Juvenile pushed their elderly grandparent causing a fall.
- Warrant, 1608 North US Highway 1 (Extended Stay.) Subject contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 12
  - Number of Citations issued: 14
  - Number of Written Warnings Issued: 12

- Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 13
  - Number of Crashes with Injuries: 10
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 11 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 2 Cases initiated
- 8 signs have either been removed or sign cases created.
- 13 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and forty-three (43) telephonic inquiries.

### Public Works

#### Engineering

- Projects Summaries
  - Construction Projects:
    - WTP Sludge Residuals Facility Improvements – Construction is ongoing, a progress meeting was held on April 14.
    - Fiber Optic Connectivity – Riverside Drive fiber optic project is rescheduled for the week of May 10. John Anderson Drive fiber optic conduit is being verified from Standish Drive to Halifax Drive.
    - North US1 Water Main and Force Main Improvements – Construction is ongoing.
    - MacDonald House Improvements – Scaffolding has been erected on the east side for replacement of the upper portion of siding. Siding replacement on west side is nearing completion. Progress meeting #6 scheduled for April 29.
    - Granada Mid-Block Lighting Improvements – Long lead time materials are on order.
    - 2021 Sewer Lining/Manhole Repair – Construction is ongoing.
    - Florence St On-Street Parking – Construction is ongoing.
    - Riviera Park Pedestrian Signals – A pre-construction meeting was held on April 14.
    - Wilmette Stormwater Pump Station – A Notice to Proceed is being issued for May 3.
    - Downtown Banner Pole Replacement Re-Bid – A pre-construction meeting was held on April 22.
  - Bidding:
    - 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 – Bid award is scheduled for May 4 City Commission meeting.
    - SONC Gym – The project will be advertised on April 11, a pre-bid meeting is scheduled for April 27, and bid opening is May 13.
  - Design Projects:
    - 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 has been constructed.
    - Update Parks & Recreational Master Plan – Master Plan update is in process.
    - Business Park Drive Phase II – Design is in process.
    - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in in process.
    - Water Main Replacement Ph IV – Mainland – Design is in process.

- Water Main Replacement Ph IV – Peninsula – Design is in process.
- Departmental Activities
  - Reviewed 19 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

- Form sidewalk grade – Hand Ave
- Asphalt patch, strip forms, & lay asphalt – Sugerberry Cir
- Grind sidewalk – Interchange Blvd
- Patch asphalt hole – Lake Walden Tr
- Patch sidewalk – S Beach St
- Recycle – P.W. shop
- Paint break room – P.W. shop
- Pick up asphalt debris – Riverside Dr & Fluhart Dr
- Pour sidewalk – Hand Ave

##### 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 – Pineland Tr
- Removed fallen tree in r-o-w – Lincoln Ave

##### 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
- Straighten, replace, & install signs & posts – city wide
- Various projects – city wide

##### Stormwater Maintenance

- Reach out – State Road 40
- TV truck – Lucky Dr
- Gates & pumps – city wide
- Basin repair – Fire Station #91
- Inlet cleaning – city wide
- Outfall inspection – Oak Forest Dr
- Locates – city wide
- Pipe repair – Sanchez
- System inspection – Ormond Pkwy

#### Vactor

- Vac Truck – Lucky Dr, 200 block Oleander Pl, Coquina Dr

#### Fleet

- Mileage traveled by all departments for the week: 22,522
- 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: 12,711 gallons unleaded, 4,717 gallons diesel
  - Fuel used in one week: 2,124 gallons of unleaded and 800 gallons of diesel.
  - Fleet completed 52 work orders this week.

#### Utilities

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

#### Water Treatment Plant

- Delivered 38.73 million gallons for the week ending April 17, 2021 (5.53 MGD).
- Backwashed 9 filters for a total of 467,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 17, 2021 @ 6.82 MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 113.4 wet tons of dewatered sludge (65 - 70% solids).

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 30.77 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.40 MGD
- Produced 24.58 Million Gallons of Reclaim water.
- Produced 6.20 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (April 1, 2020 – March 31, 2021) (MGD):
  - Influent 4.49 MGD (Permit 8 MGD);
  - Surface Water Discharge 1.15 (Permit 6 MGD);
  - Reuse 3.62 (Permit 10 MGD)

#### Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Completed residential water meters replacements per request by the Finance Department.
- Performed pressure testing on City owned backflow prevention devices, all of which passed.
- Replaced residential water services due to pressure concerns or leaks.
- Replaced broken water meter boxes.
- Continued fire hydrant maintenance on City owned hydrants in the N. Beach St. area.
- Performed water main flushing throughout Northbrook area.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of more than 150 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Flushed Nova Community Center.

- Follow up at 46 Warwick Ave. Tv'ed line found roots at 16' cleared with Harban.
- Follow up at 69 Westland Run. Rewired PEP pump and adjusted floats.
- Repaired C/O and lateral at 167 Riverside Dr.
- Replaced PEP control box and rewired to J-box at 36 Canterbury Woods. System was tripping breaker.
- Locate for sewer and reclaimed at 27 Canterbury Woods, 47 Winding Creek Way.
- Follow up at 2 Turkey Creek Pass, 34 Black Creek Way everything working properly.
- Tv'ed sanitary service at 47 Huntington Place (new construction) at customer request. Line is good to main.
- Cleaned 8" gravity main at 147 Riverside Dr. after lateral repair at 167 Riverside Dr.
- Replaced PEP pumps at 36 Canterbury Woods,
- Flushed 103 Hickory Hills Cir and 300 Center St.
- Cleaned & TV'ed 4 sanitary laterals on PM list.
- Demo 88 S. Atlantic Ave

#### Reuse

- Responded to 2 reuse trouble calls.
- Turned reclaimed on and then off at 18 Little Tomoka Way per customer request.
- Repaired broken reclaimed service at 15 Crescent Lake Way.
- Assisted irrigation contractor with break at Fox Cliff Way.
- Repaired 3" irrigation break at 28 Shadow Creek Way. Rebuilt services to 28 & 30 Shadow Creek Way.

#### Wastewater Plant – Lift Stations

- Shadow Crossings – repaired corroded wiring in pump control panel, cleaned and sealed conduit openings.
- PEP Tank 36 Saddlers Run – installed new control box.
- 6M – pulled pump #3 to clear blockage in volute.
- Arroyo Pkwy – pulled nonfunctioning pump #2 and replaced with shelf stock.
- Swing Zone Blower – not responding, CPU not functional, adjusted to allow hand operation.
- Conducted Plant and Lift Station PMs for pumps, motors.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricate as needed.
- Well 41 – Added PID control to VFD, VFD now controls well based from flow.
- Well 29H – replaced thermal overloads.
- Maintenance Building – Removed nonfunctioning air compressor.
- RO Clearwell – Separated power sources to sample wracks #1 and #2.
- Melrose reuse – replaced pressure transmitter
- 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 attended City Manager staff meeting.
- Staff attended and provided support for April 20, 2021 City Commission meeting.
- Assistant City Clerk attended virtual IIMC training.
- City Clerk attended Claims Committee meeting.
- Agenda packet preparation for May 4, 2021 City Commission meeting.