

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 28, 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
- State of the City planning meeting
- Reviewed agenda packet for City Commission meeting

Spoke to, attended and/or met with:

- Panelist practice session for the FCCMA annual conference
- Team Volusia Investor Development and Relations Committee meeting
- IT Manager interviews

PIO – Public Information

- Press Releases/Media
 - Casements Guild Meeting Announcement
 - Hurricane Tax Free Week
 - General media inquiries
 - General citizen requests
- Social Media
 - Beach Safety Alerts
 - Hurricane Preparedness
 - Ormond Beach Baseball Team Wins
- Attended
 - Engineering/Planning Meeting
 - Volusia PIN Network Meeting
 - Communications Planning Update
- Training
 - Nextdoor Webinar: 2021 Benchmarks
 - 3CMA Webinar: Hurricane Preparedness

Community Development

Planning

- There are four (4) cases for the June 2, 2021, Board of Adjustment and Appeals meeting, as follows:
 1. 646B Flamingo Drive: Property owner seeks to remove the existing screen porch and construct a new screen porch with a hard roof and roof overhang on the existing concrete slab. Improvement requires a side yard setback variance.

2. 1 Willow Oak Trail: Property owner seeks to remove the existing screen porch and construct a new screen porch with a hard roof and roof overhang on the existing concrete slab. Improvement requires a side yard setback variance.
 3. 80 Dianne Drive: Property owner seeks two additions to the existing single-family house. The additions require rear yard variances.
 4. 596 Riverside Drive: Property owner seeks an addition to the existing single-family house. The addition requires a side yard variance.
- The June 10, 2021, Planning Board meeting has been canceled based upon on no applications to be heard.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 385 inspections performed within the city (31 by private providers).
- 114 permits issued within the city, with a valuation of \$2,163,968 (9 garage sale permits).

Development Services

- The Site Plan Review Committee (SPRC) met regarding a pre-application meeting for property at 871 Hull Road. The concept presented included storage warehouses.
- The following projects are under SPRC review:
 1. 1 Falls Way, Guardhouse modification. 1st review. Modification of the site's access to include a resident bypass lane and gated access.
 2. 1345 North U.S. Highway 1, Total Comfort, minor amendment. 1st review. Minor changes to include landscaping, irrigation, canopy over propane dispenser and ice machine.
 3. Force Main extension, Flagler County Hunter's Ridge. Force main extension along Airport Road within Flagler County to serve portions of the Hunter's Ridge Flagler County project.
 4. Iris Subdivision (utilities only) Flagler County Hunter's Ridge. 1st review. Flagler County utility connection for a 76 lot subdivision.
 5. Celedine Subdivision (utilities only) Flagler County Hunter's Ridge. 1st review. Flagler County utility connection for a 99 lot subdivision.
 6. Tattersall at Tymber Creek. 1st review. Zoning submittal for a Planned Residential Development Order. Project proposes 146 single-family lots and associated subdivision improvements.
 7. 1044 North U.S. Highway 1, US 1 Business Park, minor amendment. 1st review. Minor changes to the project utilities.
 8. 100 North Halifax Drive, The Cupola at Oceanside. 1st review. A 12 unit, two story condominium and associated site improvements.
 9. 390 Andalusia Avenue, Air One. 2nd review. Proposed 2,500 square foot storage/warehouse addition to the Air One facility.
 10. Ormond Grande, Final plat. 3rd review. Proposed 61 lot plat.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Casements, Carriage House expansion	98%
Dunkin Donuts, 1535 North US Hwy 1	20%
Edgewell Loading Dock	95%
Germfree driveway addition	85%

KOMN Condominium Association	0%
Nova Road Controlled Storage Climate	65%
Ormond Ace Hardware	0%
Ormond Museum	25%
Paradise Point	0%
Publix, 101 East Granada Boulevard	65%
Starbucks	70%
The Pumphouse	55%
Total Comfort	50%
U.S. 1 Business Park	10%
Waffle House	5%
Utilities only	
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%
Residential	
Pineland, Phases 4 & 5	55%
Ormond Grande	65%
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.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Work continues on the project to construct ten new corporate/box hangars adjacent to Taxiway Charlie in the southeast quadrant of the airport.
- AAA Fence completed work to replace Gate 9 this week and restore vehicular access to the ramp and apron areas of the southeast quadrant.
- Staff completed work this week to prepare and submit a federal grant application to fund the construction phase of the projects to rehabilitate Taxiway Bravo and Taxiway Delta.

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

Finance

- On-going Projects
 - City staff working on annual budget
 - City staff working on annual CIP
 - Evaluating American Relief Act
- Completed Projects - Weekly
 - Processed 134 Journal Entry Batches.
 - Utility Billing Meter Readers completed 323 work orders.
 - Approved 18 Purchase Requisitions totaling \$196,883.58.
 - Issued 16 Purchase Orders totaling \$193,525.68.
 - Issued 251 past due notices on utility accounts.
 - Auto-called 179 utility customers regarding receipt of a past due notice.
 - Processed 521 payments through Interactive Voice Response System totaling \$41,737.54.
 - Processed 1,003 payments through City online payment portal totaling \$96,890.32.
 - Prepared 131 Accounts Payable checks totaling \$135,433.04 and 34 Accounts Payable EFT payments totaling \$322,037.43.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted grant request for the Shuttered Venue Operators Grant (SVOG) through the US Small Business Administration relative to Performing Arts Center losses incurred due to COVID-10. Grant amount requested was \$109,668.
 - Grant reimbursement requests to date FY 20-21: \$1,780,916.98
- Other
 - Completed Employee Newsletter for June 2021.

Risk Management Projects

- Attended WC mediation
- Attended PW & City Hall Safety Team meetings

- Attended several webinars

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 7
 - Hazardous: 2
 - EMS: 89
 - Motor Vehicle Accidents: 10
 - Public Assists: 55
 - TOTAL CALLS: 167

 - Aid provided to other agencies: 15 Calls – Daytona Beach (4), Volusia County (11)
 - Total staff hours provided to other agencies: 12
 - # of overlapping calls: 58
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 68
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 355
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- Training Hours
 - NFPA 1001: Firefighting 31
 - NFPA 1002: Driver 11
 - NFPA 1021: Officer 8
 - NFPA 1500: Safety/Equipment 32
 - NFPA 1620: Preplanning 9
 - EMT/Paramedic 27
 - TOTAL TRAINING HOURS: 118
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- Significant Incidents
 - 5/25/21, 4:40 PM: 102 Life Blvd. – Dumpster Fire – Dispatched for fire with structural endangerment – upon arrival found active fire in dumpster with vinyl siding on structure melting – 30,000 gallons of water used to extinguish fire – cause undetermined – fire called out at 6:54 PM.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - City Clerk
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Part Time Box Office Attendant (Performing Arts Center)
 - Part Time Events Leader (Community Events)
 - Part Time Recreation Leader (Performing Arts Center)
 - Plant/Pump Mechanic
 - Police Officer
 - Summer Camp Counselors
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
 - Utilities Engineer (Public Works)

- Applications Under Review
 - Part Time Maintenance Worker II (Parks)

- Interviews Scheduled
 - Information Technology Manager
 - Plant/Pump Mechanic
 - Records Specialist

- Summer Camp Counselors
- Tradesworker
- Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)

- Background/Reference Checks/Job Offers
 - Community Service Officer
 - Maintenance Foreman (Wastewater Collection/Reuse)
 - Maintenance Worker II (Streets)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution)
 - Neighborhood Improvement Officer
 - Police Officer
 - Tradesworker

- Separations
 - Community Service Officer (CSO)
 - Information Systems Specialist

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: 50
 - In progress: 56

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 40,445
 - Inbound E-Mails Blocked: 12,490
 - Delivered Inbound E-Mails: 25,658
 - Quarantined Messages: 476
 - Percentage Good Email: 63.43%
 - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 8
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 3
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,062
 - Meters GPS Located this week: 1 : Total in system = 24,032; 23,199 potable, 822 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Master Plan team meeting
- State of the City meeting
- Memorial Day rehearsal
- Civic Plus webinar
- Yellowstone weekly meeting

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

Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager
- Weekly site visits to evaluate janitorial services

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
- Developing additional nature videos for posting to social media 1 to 2 times/week
- Began organization of items for summer reset of exhibits
- Organized data and information for required report to Florida Wildflower Foundation regarding Phase 2 of EDC Wildflower Demonstration Garden
- Weekly maintenance of Butterfly and Wildflower gardens

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.
- Spikes 9/10/11/12/13/14's continued practices this week on Nova 4, as well as Wendelstedt 2/3 at 6 pm on Tuesday and Thursday.
- OBYBSA Baseball is having practices on Monday through Friday night, Nova Fields at 6 pm.
- NSA Softball Tournament, Saturday & Sunday, Quad Fields, Sports Complex, 8 am to 6 pm.

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
- Prepped Nova fields for recreation games Monday, Wednesday and Friday and Spikes practices, Tuesday and Thursday
- Prepped Quad for Girls Rec Softball & Boys Pinto Baseball
- Prepped Kiwanis Field on Monday, Wednesday and Friday for Pony Rec Baseball games
- Prepped Wendelstedt Fields for Spikes Baseball practices
- Prepped Quad for weekend NSA Softball Tournament
- Cleaned up from OBSC Soccer Tournament

- Removed bases and equipment from Tee Ball Fields

Performing Arts Center

- Submitted draft of RFP document for PAC beer and wine concessionaire
- Preparing for Memorial Day Remembrance Ceremony and Independence Day Celebration
- Sent out email update about the PAC to internal show group leaders
- Entered work orders for facility and equipment repairs
- Completed submission of documents to Grants Coordinator for Shuttered Venue Operators Grant application
- Met with Stan Allen of Allengang Entertainment to set preliminary show dates for PAC bookings
- Responded to telephone inquiries from residents regarding status of shows
- Responded to inquiries from existing and potential new clients about booking engagements at the PAC

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, 5:45 pm
- Activity room rental Saturday from 11 am to 6 pm

Community Events

- Weekly administrative tasks, office work, and activities
- Assisting Memorial Day Committee with plans for service on May 31; continued working on the 2021 program; decorating the garden, picking up supplies and equipment
- Assisting Senior Games Board with plans for the 2021 games - October 23-30
- Preliminary planning for Independence Day Celebration, Sunday, July 4

Nova Community Center and Special Populations

- Took reservations for pickleball and basketball with over 125 calls per week
- Pickleball is played by reservation only Monday through Saturday from 9 am to 3 pm. There were 151 players last week.
- Basketball is played throughout the week Monday through Sunday by reservation only. There were 125 players last week.
- Jazzercise offered 5 mornings and 2 evenings a week with 26 students in person throughout the week. Instructor streams a virtual class at the same time.
- Ms. Debby's Dance and Acting classes are on Monday, Tuesday, and Friday with 49 students per week.
- Virtual Lunch Bunch met Monday and Wednesday 11 am to 2 pm with 7 participants.
- Planning for summer programming

The Casements

- The Casements was open on Saturday from 8 am to 12 pm and Monday through Friday for self-guided tours, with over 357 guests touring last week.
- A wedding ceremony was held in Ormond Memorial Gardens on Saturday from 4 pm to 5 pm.
- A baby shower rental was held in Bailey Riverbridge on Saturday from 11 am to 3 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements Guild held their first in person meeting since COVID-19, on Wednesday on the North Lawn, and new officers were named. Members were able to see first-hand the end results of their largest contribution to date, the North Lawn Drainage and Carriage House Expansion project.
- The Coordinator conducted interviews for camp counselors on Thursday.
- 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
- Staff is preparing for June's "Movies on the Halifax" with equipment training this week.
- Staff is submitting two entries for the FFEA SUNsational Awards this week.
- Staff is preparing for the upcoming Enviro Camp sessions beginning June 7.

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 all virus signs on bathroom doors
- Inspected signs at all playground equipment
- Set up archery at the EDC
- Cleaned graffiti and picked up trash at Joyce Ebbets pier
- Replaced net post at the Tennis Center

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
- Repaired light at the Sports Complex shuffleboard
- Replaced the splash pad actuator at Andy Romano Beachfront Park
- Repaired lights backstage at the Performing Arts Center
- Turned on water fountains at Nova
- Replaced all vacuum valves in atrium bathrooms at City Hall
- Repaired screen at PW

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting.
- Staff attended a budget meeting with Finance.
- Staff attended the Supervisor Training held in-house.
- Staff attended a planning meeting for National Night Out.
- Staff attended a webinar concerning a new records management system.
- Staff attended the FBI Florida Executive Development Seminar.

Community Outreach

- Youth Leadership Council (YLC) – Five (5) members met to discuss upcoming community service projects. Six (6) members will be attending the Annual State of Florida Association of Police Athletic Leagues Youth Leadership conference June 17-20, 2021, at Disney.
- OBPAL Basketball – Ten (10) players attended basketball practice on Tuesday and Thursday last week. The OBPAL 10th grade boys' team participated in the Super Six Tournament in Orlando May 22 and 24. The team played well.
- PAL Educational Programs – Summer Educational program preparations are underway. OBPAL partners with the Summer Connections program at the South Ormond Neighborhood Center to offer Science, Art, Computer Lab and tutoring for 6 weeks during the summer months.

Community Services & Animal Control

- Animal Calls responded to: 43
- Animal Reports: 7
- Trap Neuter Release: 2

- Animal Bites: 1
- Animals to Halifax: 3
- Wildlife Calls: 2
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 9
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 7
- Inactive: 3
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 0
- Grand Theft: 2
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 96
- Phone Calls: 132
- Arrest / NTA'S: 17
- Reports Generated: 138
- Reports Entered: 120
- Citations Issued: 43
- Citations Entered: 53
- Warnings Entered: 55
- Trespass Warnings: 15
- CORF Entered: 98
- Mail / Faxes / Request: 39

Patrol

- Total Calls 1,313
- Total Traffic Stops 93

Operations

- Crime Opportunity Report Forms: 129

05/19/21

- Theft, 883 Village Drive. The victim suspects his ex-girlfriend stole his prescription medication.
- Trespass Arrest, 145 East Granada Boulevard. Subject previously trespassed from the Granada Plaza returned on 5-19-21. He was found on the property causing a disturbance and was placed under arrest.

05/20/21

- Theft, 601 Hand Avenue (Central Park). An unknown suspect stole a light from the Joyce Ebbets Pier.
- Carbreak, 160 Business Center Drive. An unknown suspect removed the catalytic converter from the victim's vehicle.

- Robbery, 485 South Atlantic Avenue (The Maverick). An unknown male snatched \$1,000 in cash from the victim in an apparent narcotics transaction gone bad.
- Possession of Methamphetamine/Marijuana/Paraphernalia, 1520 West Granada Boulevard (Chase Bank.) Officers came into contact with a subject in response to a suspicious vehicle call and observed contraband in plain view.
- Battery Domestic Violence Arrest, 839 South Atlantic Avenue (Andy Romano Park.) Subject was contacted after a physical altercation was reported.
- Theft, 1462 West Granada Boulevard (Dollar Tree). Subject reported his wallet was stolen in the area and fraudulent transactions were made at Wal-Mart totaling \$1,534.58.
- Shoplifting Arrest, 1058 North United States Highway One (Kangaroo). Subject was observed by a store employee taking three (3) cans of beer without paying. Subject was located and also charged with driving while intoxicated.
- Battery Domestic Violence Arrest, 49 West Granada Boulevard (Kona Tiki Bar). Subject was involved in a physical fight with her sister at this location.
- Warrant/Narcotics Arrests, 795 West Granada Boulevard (CVS Pharmacy). Officers responded to this location in reference to an occupied suspicious vehicle. K9 was deployed and alerted to the presence of narcotics. Two subjects inside the vehicle were arrested.

05/21/21

- Warrant Arrest, 82 Tomoka Meadows Boulevard. Contact was made with a subject who was found to have an open warrant.
- Stolen Tag, 76 Sanchez Avenue. Subject reported the license plate to his trailer was stolen.
- Theft, 1608 North United States Highway One #117 (Days Inn). Subject reported an unknown person stole his clothing from the washing machine.
- Carbreak, 839 South Atlantic Avenue (Andy Romano Park). The victim was delivering for Door Dash when she got into a road rage incident. Both involved vehicles came to a stop at the crosswalk in front of this location. An unidentified female exited the suspect vehicle and struck the victim through her open window several times before driving off.
- Battery Domestic Violence Arrest, 505 South Atlantic Avenue #106 (Lotus Inn & Suites). Two subjects were vacationing when they got into an argument that turned physical.

05/22/21

- Aggravated Assault/Battery/Domestic Violence Arrest, 406 Tomoka Avenue. Officers responded in reference to the reporting person believing that her friend, an adult female victim, may be in danger. The adult male suspect took flight on foot and was located in the wooded area behind the residence. The victim had refused to kiss the subject and the male displayed a knife and threatened to cut her throat. The victim and the suspect were previously in a relationship.
- Battery Domestic Violence Arrest, 12 Birchwood Trail. A subject reported a disturbance where it was believed that the adult male suspect was under the influence of narcotics. The adult female victim stated that the suspect grabbed her arm and pushed her.

05/23/21

- Battery Domestic Violence Arrest, 696 South Yonge Street (Emergency Animal Clinic). Under mutual aid request by VSO, officers responded to a physical fight between brothers.
- Carbreak, 205 South Atlantic Avenue #323 (Best Western). Victim reported the passenger side window was lowered and a firearm was taken.
- Warrant, Probation Violation Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject contacted and found to have an open warrant.
- Driving Under the Influence Arrest, Main Trail/North Nova Road. Subject was contacted and the investigation determined they were driving under the influence.
- Battery Domestic Violence Arrest, 170 Williamson Boulevard #215. Officers responded to the report of a disturbance where an adult male victim advised that the adult female suspect pushed him in the chest and the face.

05/24/21

- Warrant Arrest, 145 East Granada Boulevard. Subject was contacted and found to have an open warrant.

05/25/21

- Burglary Business, 20 Tomoka Oaks Boulevard (Tomoka Oaks Golf Course). Unknown suspect entered the shop and sprayed graffiti throughout the building.
- Burglary, 1608 North United States Highway One (Days Inn). The victim suspects that a known male stole forty 2x4's from this location.
- Carbreak, 299 Kenilworth Avenue (D&D Garage Doors). An unknown suspect stole tools from a tool box mounted to the bed of the victim's truck.
- Child Neglect (x2), 678 Wellington Station Boulevard. Subject left her 8 and 11 year old children at home (without supervision or child care arrangements) while she vacationed in California for two days.
- Violation of Probation Arrest, 87 North Beach Street. Subject was contacted who is on home confinement.
- Warrant Arrest, 501 Cherrywood Drive. Subject contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 29
 - Number of Citations issued: 34
 - Number of Written Warnings Issued: 19
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 14
 - 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: 6 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 3 Cases initiated
- 4 signs have either been removed or sign cases created.
- 10 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and forty-seven (47) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - WTP Sludge Residuals Facility Improvements – Construction is ongoing, approximately 85% complete.
 - Fiber Optic Connectivity – Riverside Drive fiber optic conduit repair is complete, cable pull is being scheduled. John Anderson Drive fiber optic cable has been installed to Amsden Road, conduit repair at Ocean Terrace West is being scheduled.
 - North US1 Water Main and Force Main Improvements – Construction is ongoing.
 - MacDonald House Improvements – Siding replacement on the east and west sides is complete. Work on the south wall is ongoing. Progress meeting #8 was held on May 27.
 - Granada Mid-Block Lighting Improvements – Shop drawings have been approved. Long lead time materials are on order.

- 2021 Sewer Lining/Manhole Repair – Construction is ongoing.
- Florence St On-Street Parking – Construction is complete.
- Riviera Park Pedestrian Signals – County Use Permit modification is in process.
- Wilmette Stormwater Pump Station – Shop drawings are under review.
- Downtown Banner Pole Replacement Re-Bid – Shop drawings have been approved. Long lead time materials are on order.
- WRF Chlorine Contact Improvements – Contracts are being executed.
- Nova Community Park Tennis Court Lighting Improvements – Long lead time materials have been ordered.
- Bidding:
 - SONC Gym – Bid award to Saboungi Construction is scheduled for the July 20 City Commission meeting.
 - CDBG Fleming Playground – A disposition item for approval to advertise is scheduled for the June 1 City Commission meeting.
 - 2021 Roadway Resurfacing – A disposition item for approval to advertise is scheduled for the June 1 City Commission meeting.
- Design Projects:
 - Stormwater Master Plan Update - 2019 – The consultant continues working on the master plan update.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Granada Streetscape Pavers – A paver banding selection has been made, obtaining cost information.
 - 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 is in process.
 - Water Main Replacement Ph IV – Mainland – Design is in process.
 - Water Main Replacement Ph IV – Peninsula – Design is in process.
 - Facility Hardening – Architectural/structural design is in process.
 - Doug Thomas Way Extension Design – A Work Authorization for design is on the June 1 City Commission meeting agenda for approval.
 - South Beach Street Water Main Replacement – In-house design is nearing completion.
 - WRF UPGRADES – A Work Authorization for design is scheduled for approval at the June 1 City Commission meeting.
- Departmental Activities
 - Reviewed 31 Engineering Permit applications through the ProjectDOX system, and created and approved 6 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- 32x6 asphalt patch on Loyola Dr; sidewalk repair
- Poured sidewalk on Biltmore Dr

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
- Trimmed over ROW & removed deadwood at Hand & Center St
- Trimming at Ormond Tennis Center; Bryant St
- Removed tree at N Yonge & Cumberland 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
- Assisted Forestry with traffic control on Hand Ave

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

- Pipe repair on Cuadro PI
- Mechanical vegetation maintenance in storm ditches city wide
- Pumps & gates city wide
- Loader on West Tower Cir
- TV truck for WW; Ormond Parkway
- Ditch spraying on Wilmette Ave
- Ditch maintenance on Santa Fe Ave; Hand, Division, Hammock

Vactor

- West Tower Cir
- Pipe repair on Old Mill Run
- Basin repair on Oak Forest Dr & Melrose Ave

Fleet

- Mileage traveled by all departments for the week: 22,691
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 9,846 gallons unleaded, 9,185 gallons diesel
 - Fuel used in one week: 2,123 gallons of unleaded and 858 gallons of diesel.
 - Fleet completed 51 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 Plant

- Delivered 41.38 million gallons for the week ending May 22, 2021 (5.91 MGD).
- Backwashed 7 filters for a total of 502,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 22, 2021 @ 6.82

- MGD, SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 486 wet tons of sludge (80% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 31.37 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.48 MGD
- Produced 28.12 Million Gallons of Reclaim water.
- Produced 3.25 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (May 1, 2020 – April 30, 2021) (MGD):
 - Influent 4.56 MGD (Permit 8 MGD);
 - Surface Water Discharge 1.23 (Permit 6 MGD);
 - Reuse 3.58 (Permit 10 MGD)

Water Distribution

- Responded to 14 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 12 calls from customers concerning leaking water.
- Replaced 1 residential water meter per request by the Finance Department.
- Installed 5 new residential water services.
- Danus Utility replaced the 8" water meter and isolation valve serving Bear Creek subdivision.
- Performed pressure testing on 6 City owned backflow prevention devices, 2 required repair.
- Replaced a broken 2" BFP device at Andy Romano Park.
- Replaced a broken 1" BFP device serving island irrigation at Main Trail & Stonehaven Trl.
- Replaced 3 residential water services due to pressure concerns or leaks.
- Relocated 4 water services for customers at 15 Neptune Park, Briargate Dr, John Anderson Dr & Watchtower Dr.
- Replaced 7 broken water meter boxes.
- Performed 1 water meter locates for customers with plumbing concerns.
- Continued fire hydrant maintenance per yearly contract with Volusia County in Ormond-by-the-Sea; 35 fire hydrants checked for operability.
- Assisted WW with a shutdown of an 8" reclaim water main leak on Carriage Creek Dr.
- Assisted utility locator on Williamson Blvd.
- Performed utility inspection of Pineland Subdivision & Ormond Grande subdivision.
- Performed water main flushing for chlorine residual and clarity on 28 streets including the following subdivisions: Woodlands, Forest Hills, The Village.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 153 utility locates for the previous week.

Wastewater Collection

- Crews responded to 13 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Installed new alarm float and rewired PEP pump at 138 Black Hickory Way.
- Located PEP system and reclaimed lines at 88 Deep Woods Way.
- Assisted Lift Station crew with high pressure in Plantation Oaks force main.
- TV'ed all gravity mains from manholes past FPL bores on the east side of N Beach Street between Santa Lucia Ave. and Domicilio Ave.
- Located C/O at 330 Cumberland Ave. and 488 John Anderson Dr. and 482 S. Halifax Ave. per customer request.
- Responded to depression report at 29 Huntmaster Ct. This is a private drainage system and has nothing to do with City facilities.
- Replaced and rewired PEP pump at 60 Foxcroft Run, 60 Coquina Ridge Way, 23 Sounders Trail Cir.

- Responded to back up at 139 Fairway Dr. Oleander tree has grown through pipe. Scheduled for repair.
- Responded to back up at 129 Seminole Ave. Root blockage on city side. Will place on PM list.
- Responded to back up at 82 S Halifax Ave. Cleared blockage on city side.
- Responded to back up at 914 Willow Run. Cleared blockage on city side.
- Repaired broke sanitary discharge line at 29 Laurel Ridge Break.
- Rehabbed PEP system at 87 Sounders Trail Cir.
- TV'ed 7 sanitary laterals on the PM list.

Reuse

- Responded to 5 reuse trouble calls.
- Repaired broken reclaimed service hit by contractor at 503 Magnolia.
- Located and raised reclaimed box at 60 Thornhill Chase.
- Repaired broken 3" reclaimed line at 38 Carriage Creek Way.
- Turned on reclaimed service at 5 Carriage Creek Way and 44 Winding Creek Way and 6 Lone Tree Look.
- Turned off reclaimed at 43 Circle Creek Way and 49 Shadow Creek Way per customer request.

Wastewater Plant – Lift Stations

- 8M3, Charleston Square – no starts #2, found to be bad pump motors, replaced.
- Conveyer Belt – relocated wash down lines.
- Plantation Oaks #1 – assisted with air blockage issue in force main.
- Sludge Pump #2 – installed and tested new replacement VFD.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 25H – installed safety switch at check valve to VFD.
- South Lime Sludge Pit – removed submersible pump for repair.
- Well 17D – Replaced 3305 RTU with new Control Wave Micro RTU. Tested OK.
- Well 41R – Installed new antenna surge protector and new ground. Still not enough signal for SCADA.
- 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:

- Staff attended City Hall Safety Team meeting.
- Agenda packet preparation and distribution for June 1, 2021, City Commission meeting.