

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: June 11, 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:

- General discussion meetings with senior staff
- VLOC meeting planning

Spoke to, attended and/or met with:

- Held budget preparation meetings with each department
- Transportation meeting with senior staff and FDOT

**PIO – Public Information**

- Press Releases/Media
  - Independence Day Celebration
  - Hurricane Preparedness
  - General citizen inquires
  - General media requests and reporting packages
- Social Media
  - Traffic Alert: Train Accident
  - Independence Day Event
  - Startup Grind
  - Water Schedule
  - Travel Weekly feature on Ormond Beach
  - Water Disinfectant Update
- Attended
  - Engineering/Planning
  - FPRA Breakfast Orange County
  - Independence Day Prep
- Training
  - Webinar: Emergency Management 2021
  - PIO Master Class (Interviewing)

**Community Development**

**Planning**

- Building and Planning staff are reviewing and updating permit and planning fees. Staff intends to conduct a virtual (Zoom) and in-person meeting to review the fee update with contractors, design professionals, and any interested individuals in June. The fee updates are scheduled to be presented to the City Commission in August and effective October 1, 2021.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 255 inspections performed within the city (20 by private providers).
- 111 permits issued within the city, with a valuation of \$1,532,049 (7 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with representatives of Total Comfort to discuss minor changes to include landscaping, irrigation, sewer connection, canopy over propane dispenser and ice machine.
- Site plan approved for 29 North Perrott Drive, Perrott Depot: 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.
- Site permits have been issued for:
  1. 1480 N. US Highway 1, Ormond Ace Hardware: Construction of a two (2) story building of approximately 16,853 square foot that proposes retail activity including a garden center (defined as outdoor activity) of 2,566 square foot.
  2. 350 Clyde Morris Boulevard, Paradise Pointe: 87 unit Assisted Living Facility (ALF) for 100 residents. Total square feet of 73,952 on a 12.05-acre parcel.
- The following projects under SPRC review:
  1. 1345 North U.S. Highway 1, Total Comfort, minor amendment. 1<sup>st</sup> review. Minor changes to include landscaping, irrigation, canopy over propane dispenser and ice machine.
  2. Tattersall at Tymber Creek. 1<sup>st</sup> review. Zoning submittal for a Planned Residential Development Order. Project proposes 146 single-family lots and associated subdivision improvements.
  3. 1044 North U.S. Highway 1, US 1 Business Park, minor amendment. 1<sup>st</sup> review. Minor changes to the project utilities.
  4. 100 North Halifax Drive, The Cupola at Oceanside. 1<sup>st</sup> review. A 12 unit, two story condominium and associated site improvements.
  5. 390 Andalusia Avenue, Air One. 2<sup>nd</sup> review. Proposed 2,500 square foot storage/warehouse addition to the Air One facility.
  6. Ormond Grande, Final plat. 3<sup>rd</sup> review. Proposed 61 lot plat.
  7. 2284 Ocean Shore Boulevard, septic conversion. 2<sup>nd</sup> review. Ormond by the Sea – conversion from a septic system to city sewer service.
  8. Ormond Gateway, Final Plat. 2<sup>nd</sup> review. Development of a three lot commercial subdivision and associated site improvements.
  9. 1211 West Granada Boulevard, Revella at Ormond Beach ALF. 1<sup>st</sup> review. 150 resident Assisted Living Facility on 5.54 acres and associated site improvements.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	2%
Casements, Carriage House expansion	98%
Dunkin Donuts, 1535 North US Hwy 1	15%
Edgewell Loading Dock	95%
Germfree driveway addition	85%

KOMN Condominium Association	0%
Nova Road Controlled Storage Climate	65%
Ormond Museum	25%
Publix, 101 East Granada Boulevard	60%
Starbucks	55%
The Pumphouse	55%
Total Comfort	50%
US 1 Business Park amendment	10%
Waffle House	5%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Deerfield Trace	99%
Huntington Green, 2B	90%
Huntington Villas, 2B	90%
Forcemain -Huntington Green	0%
Verona Villas	0%
<b>Residential</b>	
Pineland, Phases 4 & 5	70%
Ormond Grande	65%
Plantation Oaks, 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.
- Ormond Beach and Volusia County Fire Department personnel visited the airport this week to become familiar with the airport's points of entry, staging areas and fuel farm. Personnel also visited the air traffic control tower to familiarize themselves with tower operations and tower emergency response procedures.
- The FDOT Aviation Office has introduced a new Statewide Airfield Pavement Management Program (SAPMP) Interactive Web Application. The interactive website displays the results of the most current FDOT SAPMP program results. The FDOT SAPMP currently has ninety-five participating public-use airports, including Ormond Beach.
- Staff conducted repairs on Gate 13 this week.

#### 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 82 Journal Entry Batches.
  - Utility Billing Meter Readers completed 365 work orders.
  - Approved 21 Purchase Requisitions totaling \$106,954.14.
  - Issued 9 Purchase Orders totaling \$29,214.03.
  - Issued 641 past due notices on utility accounts.
  - Auto-called 235 utility customers regarding receipt of a past due notice.
  - Processed 536 payments through Interactive Voice Response System totaling \$43,945.68.
  - Processed 1,261 payments through City online payment portal totaling \$123,597.18
  - Prepared 88 Accounts Payable checks totaling \$357,477.17 and 27 Accounts Payable EFT payments totaling \$495,883.68.

##### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Applications submitted to Volusia County Community Assistance for the FY 21-22 Community Development Block Grant (CDBG) based on the recommendations made by the Neighborhood Improvement Advisory Board (NIAB) at its meeting of April 1, 2021. An agenda item is being prepared for the July 20, 2021, City Commission meeting.
  - Working with the Police Department on an amendment to the Coronavirus Emergency Supplemental Fund (CESF) grant.
  - Working with the Police Department on a potential COPS grant submittal.
  - Reviewing potential grant opportunities related to the Performing Arts Center lobby renovation.
  - Grant reimbursement request to date FY 20-21 \$1,780,916.98

##### Risk Management Projects

- Updated vendor insurance in Tyler
- Assisted the City Attorney's office with final edit of insurance requirements

### **Fire Department**

- Weekly Statistics
    - Fires: 4
    - Fire Alarms: 11
    - Hazardous: 2
    - EMS: 71
    - Motor Vehicle Accidents: 4
    - Public Assists: 45
    - TOTAL CALLS: 137
  
  - Aid provided to other agencies: 6 Calls – Daytona Beach (5), Volusia County (1)
  - Total staff hours provided to other agencies: 5
  - # of overlapping calls: 37
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 7
  - Total EMS patients treated: 49
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 425
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- Training Hours
    - NFPA 1001: Firefighting 79
    - NFPA 1002: Driver 3
    - NFPA 1021: Officer 49
    - NFPA 1500: Safety/Equipment 85
    - NFPA 1620: Preplanning 15
    - EMT/Paramedic 6
    - TOTAL TRAINING HOURS: 237

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - City Clerk
    - Firefighter/EMT
    - Maintenance Worker II (Streets)
    - 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
    - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
    - Utilities Engineer (Public Works)
  
- Interviews Scheduled
  - Information Technology Manager
  - Part Time Events Leader (Community Events)
  - Police Officer
  
- Background/Reference Checks/Job Offers
  - Community Service Officer
  - Neighborhood Improvement Officer
  - Police Officer
  - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
  
- Separations
  - Treatment Plant Operator (Water Reclamation Facility)

### **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: 30
    - Completed: 57
    - In progress: 54
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 39,488
    - Inbound E-Mails Blocked: 16,488
    - Delivered Inbound E-Mails: 19,575
    - Quarantined Messages: 480
    - Percentage Good Email: 49.57%
    - Virus E-Mails Blocked: 0
  - Geographical Information Systems (GIS)
    - Addressing
      - Additions: 15
      - Changes: 1
      - Corrections: 0
    - Map/Information Requests: 5
    - Information Requests from External Organizations: 2
    - CIP Related Projects (pavement management, project tracking map): 0
    - Reclaim Connections Located this week: 0 : Total in system = 3,083
    - Meters GPS Located this week: 0 : Total in system = 24,032; 23,199 potable, 822 irrigation, 11 effluent

### **Leisure Services**

#### **Administration**

- Engineering meeting
- Staff meeting
- Master Plan meeting
- Independence Day Celebration meeting
- FRPA Virtual Education Webinar
- VLOC meeting
- 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

- Open for tours from 10 am to 4 pm
- Continued enhanced regular cleaning/disinfecting of surfaces and exhibits.
- Developing additional nature videos for posting to social media.
- Enviro Camp began this week from 9 am to 3 pm, Monday through Friday. Camp currently has 8 students enrolled for all 8-week sessions.
- Coordinated posting of EDC summer hours on social media and EDC website.
- Conduct 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 9-14's continued practices this week on Nova 4, as well as Wendelstedt 2/3 at 6 pm on Tuesday and Thursday.
- OBYBSA Baseball All Star practices are on Wednesday and Friday, Nova and Quad Fields at 6 pm.
- USSSA Baseball Tournament, Saturday and Sunday, Nova/Quad/Wendelstedt fields, Sports Complex, 8 am to 7 pm
- Adult 6-a-side soccer starts this Saturday at Soccer #4 at Sports Complex at 9:30 am. This is a rental.

#### 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
- Weekly maintenance of fields/infields
- Prepped Nova fields for recreation games Monday, Wednesday and Friday and Spikes practices, Tuesday and Thursday.
- Prepped Quad for Boys Pinto Baseball All Star practices
- Prepped Kiwanis Field for Pony Rec Baseball Championship game
- Prepped Wendelstedt Fields for Spikes Baseball practices
- Prepped Quad/Nova/Wendelstedt for weekend USSSA Softball Tournament
- Removed soccer goals, toters and benches on fields 1-3 and 8-10
- Laid out and painted two "6-A-Side" soccer fields on soccer #4. Added goals, toters and benches.
- Removed temporary fences from Quad from weekend tournament
- Painted soccer fields and foul lines for this week's activities

#### Performing Arts Center

- Provided audio production for Memorial Day Remembrance Ceremony.
- Sent out weekly email update about the PAC to internal show group leaders.
- Delivered disinfecting supplies to City departments.
- Entered work orders for PAC facility and equipment repairs.
- Attended PAC Friends strategic planning meeting.
- Responded to telephone inquiries from residents regarding status of shows.
- Booked rentals for the PAC and the Senior Center.

- Reviewed responses to Independence Day Celebration production request for quotes.

#### South Ormond Neighborhood Center

- Open park and pavilion
- Splash pad is open from dawn to dusk daily until December 1.
- Open play basketball is Monday through Friday, 1 pm to 9 pm, Saturday 11 am to 5 pm and Sunday 1 pm to 5 pm
- Jazzercise on Monday, 5:30 pm
- Activity room rental Saturday from 11am to 6 pm

#### Community Events

- Weekly administrative tasks, office work, and activities.
- Attended Senior Games Board meeting, assisting with plans for the 2021 games, October 23-30.
- Planning for Reel in the Fun Fishing Tournament on Saturday, June 19, Neptune beach approach.
- Preliminary planning for Independence Day Celebration, Sunday, July 4.
- Preliminary planning for the Summer Sounds Concert Series.

#### Nova Community Center and Special Populations

- Pickleball is held from 9 am to 3 pm Monday through Saturday
- Open play basketball is Monday through Saturday 3 pm to 9 pm and Sunday 1 pm to 5:30 pm
- Jazzercise is offered 4 mornings and 2 evenings a week with 26 students in person throughout the week. She streams a virtual class at the same time.
- Ms. Debby's dance recital took place in the Activity Room on Saturday and Sunday
- Attended summer basketball league information meeting Monday
- Plans for Spec Pops summer programs continue

#### The Casements

- The Casements was open on Saturday for guided tours and for self-guided tours Monday through Friday from 8 am to 5 pm, and guided tours at 1 pm, 2 pm and 3 pm.
- The Montessori Global Research Institute held graduation for its Pre-K students at The Casements on Saturday from 10 am to noon.
- Staff installed the "Summer Story Stroll" in Rockefeller Gardens on Saturday. The featured book from Mary Wentzel is entitled "Crazy's A to Z." This free program is sponsored by The Casements, Ormond MainStreet and the Ormond Beach Public Library and will be up until Monday, June 21.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements Guild held a meet and greet on Tuesday morning for new members.
- The Casements Guild held a Gala meeting on Tuesday morning.
- The Casements Camera Club is featured this month in The Casements Gallery with their 8th Annual Spring Exhibit.
- Ora Yoga classes met in The Casements Dance Room on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place Monday, Wednesday and Friday from 8:30 am to 9:30 am in the Dance Room.
- A wedding rehearsal took place at the Ormond Memorial Gardens on Friday from 7 pm to 8 pm.

#### Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Checked trash cans in all parks
- Bathroom checks twice per day
- Inspected virus signs on bathroom doors
- Inspected signs at all playground equipment
- Skate park concrete inspected
- Replaced sign at Hand Pocket Park
- Replaced wall stones at Andy Romano Beachfront Park



- Repaired board at Magic Forest

#### Building Maintenance

- 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 holding cell door at the Police Department
- Restroom unclogged at Cassen Park
- Spot lights repaired at the Police Department and Tennis Center
- Removed outlet at the Skate Park
- Checked A/C operation at FS 92
- Restroom unclogged at Andy Romano Beachfront Park
- Treated drains at FS 94
- Replaced one bunkhouse door at FS 94
- Adjusted stream on water fountain at Rivera Park
- HVAC filters changed at South Ormond Neighborhood Center
- Tightened bolts on pier at Cassen Park
- Gym lights repaired at South Ormond Neighborhood Center
- Added power to east property line at Vadner Park

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff met with the Director of Emergency Services at Daytona State College regarding recruiting
- Staff assisted with a funeral detail
- Staff submitted budget paperwork to Finance for review
- Staff compiled recruiting team for an upcoming event
- Staff updated vendor and school resource contracts
- Staff assisted our Explorers in preparation for the State Conference
- Staff coordinated personnel for different county wide events

##### Community Outreach

- Youth Leadership Council (YLC) – Congratulations to the YLC Mainland High School graduates Anterion Lee and Jamari Wilson, and Seabreeze High School graduate DJ Jayasinghe.
- OBPAL Basketball – Twelve players participated in practice on Tuesday and Thursday evening last week.
- PAL Educational Programs – The summer program partnership is scheduled to begin June 21.

##### Community Services & Animal Control

- Animal Calls responded to: 40
- Animal Reports: 4
- Return To Field: 1
- Animal Bites: 1
- Animals to Halifax: 3
- Wildlife Calls: 1
- Found Property Reports: 3

##### Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 9
- Inactive: 7
- Fraud: 5
- Burglary Business: 2
- Burglary Residential: 3

- Larceny Car break: 1
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 4
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0

#### Records

- Walk - Ins / Window: 101
- Phone Calls: 142
- Arrest / NTA'S: 17
- Reports Generated: 143
- Reports Entered: 135
- Citations Issued: 38
- Citations Entered: 54
- Warnings Entered: 71
- Trespass Warnings: 11
- CORF Entered: 39
- Mail / Faxes / Request: 48

#### Patrol

- Total Calls 1,395
- Total Traffic Stops 97

#### Operations

- Crime Opportunity Report Forms: 73

##### 06/02/21

- Burglary Residence, 70 Trailmark Court. Unknown suspect entered the garage and stole 6 cabinets.
- Armed Occupied Burglary/Stalking, 80 Knollwood Estates Drive. Subject entered his ex-girlfriend's residence with a weapon and left prior to her waking. Offense was discovered on video surveillance.
- Battery Domestic Violence, 7 Fox Run Trail. Subject pulled his girlfriend to the ground, dragged her, and subsequently strangled her during an argument.
- Theft, 1000 Ocean Shore Boulevard (Saint Brendan Catholic Church). An unknown male entered the foyer and took a cart of food.
- Carbreak, 440 North Nova Road (Nova Rec). Unknown suspect forced entry through a window and stole the victim's purse containing her ID, credit cards, cash, and medication.
- Battery on Person 65 YOA Arrest, 24 Park Place. Subject was placed under arrest for hitting another subject and throwing an object at an elderly adult.
- Driving Under the Influence Arrest, 690 South Nova Road. Subject was contacted after a crash with property damage. The investigation revealed that the subject was intoxicated.

##### 06/03/21

- Battery Domestic Violence Arrest, 1608 North United States Highway One #242 (Days Inn) Subject contacted who was wanted for battery.
- Burglary, 570 Collins Street. The victim suspects a known person entered the residence and stole an electrical panel and wiring from an A/C unit.

- Warrant/Narcotics Arrest, 309 Sandoval Drive. Subject contacted and found to have an open warrant and be in possession of narcotics.

6/04/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). An employee had been stealing cologne over the past few weeks.
- Vandalism Arrest, 502 South Ridgewood Avenue. Subject was yelling and screaming in the living room when he threw an object at his mother's television, damaging the screen.
- Battery Domestic Violence Arrest, 226 Melrose Avenue. Subject got into a verbal argument with his daughter that turned physical.
- Battery Domestic Violence Arrest, 1614 North United States Highway One #134 (Econo Lodge). Subject and his girlfriend got into an argument that turned physical.

06/05/21

- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Subject was observed by loss prevention skip scanning items and placing them in a bag.

06/06/21

- Burglary Residence, 39 Ormond Green Boulevard (Ormond Green). A large amount of cash was taken over an extended period of time.
- Battery Domestic Violence Arrest, 97 Lucky Drive. Subject got into a verbal argument with her boyfriend that turned physical.

06/07/21

- Burglary Business, 550 North Nova Road (Volusia Memorial Cemetery). Unknown suspect broke into a shed on the property, spray painted graffiti, and stole a golf cart. The golf cart was located a short time later at 440 N Nova Rd, behind the baseball fields.
- Shoplifting/Trespassing Arrest, 175 West Granada Boulevard. Subject only made partial payment for a coffee from this location. He was also previously issued a trespass warning.
- Stolen Tag, 1287 West Granada Boulevard (Zaxby's). Victim reported their license tag stolen.
- Theft, 151 Domicilio Avenue (Ormond Beach Middle School). Cell phone was taken.
- Warrant Arrest, 130 North Nova Road. Subject contacted and found to have an open warrant.
- Warrant Arrest, 170 West Granada Boulevard (Police Department.) Subject contacted and found to have an open warrant.

06/08/21

- Burglary, 239 Ocean Shore Boulevard. Unknown suspect entered the residence (under renovation) and stole tools.
- Violation of Probation, 386 Military Boulevard. Subject contacted and found to be in violation of their probation terms.
- Carbreak, 24 Fair Oaks Circle. Victim advised that their unlocked vehicle was entered and several personal items were taken.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 23
  - Number of Citations issued: 19
  - Number of Written Warnings Issued: 13
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 7
  - Number of Crashes with Injuries: 6
  - 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: 1 Case initiated
- Zone 4: 3 Cases initiated
- 1 sign has either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and fifty-eight (58) 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 cable installation to FS-91 is complete. John Anderson Drive fiber optic conduit repairs at Ocean Terrace West and Halifax Drive are ongoing.
    - North US1 Water Main and Force Main Improvements – Construction is ongoing.
    - MacDonald House Improvements – Phase 1 improvements are scheduled for completion mid-June. Progress meeting #9 was held on June 10.
    - 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.
    - 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 – Pre-construction meeting was held on June 9.
    - Nova Community Park Tennis Court Lighting Improvements – Long lead time, materials have been ordered.
  - Bidding:
    - SONC Gym – Bid award is scheduled for the July 20 City Commission meeting.
    - CDBG Fleming Playground – The RFP was advertised on June 6, a pre-submittal meeting is scheduled for June 22, proposals are due on July 8.
    - 2021 Roadway Resurfacing – The project was advertised on June 6, a pre-bid meeting is scheduled for June 24, and bids are due on July 6.
  - Design Projects:
    - Stormwater Master Plan Update - 2019 – 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, working with Construction Manager.
    - 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 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 was approved at the June 1 City Commission meeting.

- South Beach Street Water Main Replacement – In-house design is nearing completion.
- WRF Upgrades – A Work Authorization for design was approved at the June 1 City Commission meeting.
- Central Park Trail, 385 S Old Kings Road – Staff is working with design consultant for concept plan proposal.
- Departmental Activities
  - Reviewed 24 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

- Formed & backfilled on Interchange Blvd; concrete pour
- Formed & poured concrete slab at Fortunato Park; strip forms and backfill
- Asphalt patch at Airport

#### 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 tree in park at Limitless Park; bushes and trees at James/Mary St & Fortunato Park

#### 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/ditch mowing on Arroyo Parkway; Division Ave; Ballfields
- Pond maintenance at ABC, Mainsail
- Locates city wide/hot spots
- Gates/pumps city wide
- Depression investigation on 800 block of N Beach St
- Inlets inspected and cleaned at Trails, Lakebridge
- Ditch/pond mowing on SR40; Ditch maintenance
- TV truck at Princeton/Old Kings
- Baffle box cleaning on Willis Dr
- Ditch spraying city wide

#### Vactor

- Line cleaning on John Anderson Dr

- S Arbor Dr
- City Hall
- Inlet cleaning - The Trails

#### Fleet

- Mileage traveled by all departments for the week: 22,879
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 7,788 gallons unleaded, 7,563 gallons diesel
  - Fuel used in one week: 2,468 gallons of unleaded and 966 gallons of diesel.
  - Fleet completed 42 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 Status Report

- Delivered 42.02 million gallons for the week ending June 5, 2021 (6.00 MGD).
- Backwashed 8 filters for a total of 498,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 5, 2021 @ 6.82 MGD, SJRWMD 2021 allocation @ 7.795 MGD.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.44 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.21 MGD
- Produced 28.02 Million Gallons of Reclaim water.
- Produced 1.42 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (June 1, 2020 – May 31, 2021) (MGD):
  - Influent 4.62 MGD (Permit 8 MGD);
  - Surface Water Discharge 1.28 (Permit 6 MGD);
  - Reuse 3.58 (Permit 10 MGD)

#### Water Distribution

- Responded to 15 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 8 calls from customers concerning leaking water.
- Replaced 2 residential water meters per request by the Finance Department.
- Installed 9 new residential & 1 commercial water services.
- Performed pressure testing on 6 City owned backflow prevention devices, 1 required repair.
- Replaced 6 residential water services due to pressure concerns or leaks.
- Repair a leaking 2" GSP water main on Nottingham Dr.
- Replaced 4 broken water meter boxes.
- Located water service for a customer on for Misner's Branch HOA pool area.
- Continued fire hydrant maintenance per yearly contract with Volusia County in Ormond-by-the-Sea, 16 fire hydrants checked for operability.
- Performed water main flushing for chlorine residual and clarity in Tomoka Oaks subdivision.
- Repaired landscaping to all excavation sites.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 179 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Replaced broken PEP tank at 3 Dartmouth Trace
- Located services at 6 Carriage Creek Way, and 150 Live Oak Ave.
- Assisted in locating Sunshine one call tickets.
- TV'ed sanitary lateral at 524 Fred Gamble Way, pipe had grade issues. Placed on PM list.
- Repaired broken sanitary lateral at 4 Leisure Wood Way.
- Installed new PEP control panel and PEP pump at 55 Deep Woods Way
- Replaced broken sewer valve box at 15 Huntsman Look
- Follow up TV at 124 Rosewood Ave.
- Responded to backup concerns at FS-94, system not in alarm, everything working properly.
- Raised C/O at 111 S Atlantic Ave.
- Removed 17 truckloads of sewage from Plantation Oaks sub division due to high pressure in force main.
- TV'ed 8 sanitary laterals on the PM list.

#### Reuse

- Responded to 1 reuse trouble call.
- Responded to low pressure call at 20 Abacus Ave., filter was clogged with algae.
- Turned off reclaimed at 15 Huntsman Look at customer request.

#### Wastewater Plant – Lift Stations

- Manhole repairs – Assisted contractor with lift station shut downs at 4M1 and 7M1.
- Alum Tank Farm – modified sump pump plumbing as requested.
- Plantation Oaks #1 – Assisted Collections Division with air blockage issue in force main.
- Swing Zones – installed new DO meters.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Lime Slurry pumps – lubricate as needed.
- Hudson Well Fields – toned out signal wires to locate good pairs for new flow meters.
- South Sludge Pit – installed new submersible pump, made piping modifications as need.
- 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:

- Agenda packet preparation and distribution for June 17, 2021 Quality of Life Advisory Board meeting.
- Agenda packet preparation for:
  - July 13, 2021 Capital Improvements Program and Draft Budget Workshop
  - July 20, 2021 Operating Budget Workshop and City Commission Meeting