

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 7, 2022

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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
- Staff meeting

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- Rotary meeting
- City Commission meeting
- Senior staff, and Team Volusia representatives, discussed various topics

**PIO – Public Information**

- Press Releases/Media
  - Parade Winners Notifications
  - General media inquiries and talking point preparations
  - General citizen requests
- Social Media
  - Covid-19 Testing Sites
  - Standing O Awards for PD and Fire
  - New Year's Safety Reminders
- Attended
  - City Manager's Staff Meeting
  - SONC Groundbreaking Ceremony
  - Engineering/Planning Meeting
  - Communications Planning Meeting
- Training
  - Civics Plus New Updates Webinar
  - FEMA Advanced PIO Seminar

**Community Development**

**Planning**

- Attended and presented at the City Commission meeting.
- Attended and presented at the Board of Adjustment and Appeals. There was one variance at 480 Collins Street that was approved to replace a manufactured home and required front and rear yard variances.
- The January 13, 2022 Planning Board meeting has been canceled based on no applications ready for review.

- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- The following items are scheduled for the January 18, 2022 City Commission meeting:
  1. **Tattersall at Tymber Creek:** This is a request for a Planned Residential Development (PRD) amendment for the issuance of a development order for the Tattersall at Tymber Creek Planned Residential Development. The PRD development order seeks to allow 143 single-family lots on approximately 84.14 acres and associated subdivision improvements at 304 North Tymber Creek Road, 370 North Tymber Creek Road and 2099 Airport Road.
  2. **Regal Center, 215 Williamson Boulevard:** This is a request for a zoning map amendment from B-8 (Commercial) to PBD (Planned Business Development) and the issuance of a development order. The Planned Business Development zoning map amendment seeks to (1) create an outparcel along Williamson Boulevard, (2) allow additional uses within the PBD, and (3) create a framework for future redevelopment. The subject property is 12.00+ acres and is located at 215 Williamson Boulevard.
  3. **Preliminary Plat, Cupola at Oceanside:** This is a request for a preliminary plat for a 1.48-acre property located at 100 North Halifax Drive for a twelve (12) unit townhome development.
  4. **Property Rights Element, Comprehensive Plan amendment:** An administrative request for a Comprehensive Plan Amendment creating the Property Rights Element, adding a Goal, Objective and Policies to ensure that private property rights are considered in local decision-making in accordance with Florida Statutes Section 163.3177(6)(i).

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 195 inspections performed within the city (7 by private providers).
- 73 permits issued within the city, with a valuation of \$7,530,472 (5 garage sales permits). The valuation includes the permitting for the Cupola at Oceanside (12 townhome units).

Development Services

- The Site Plan Review Committee (SPRC) met with:
  - Former Tomoka Oaks Golf Course property. Pre-application meeting. The project design team presented two drawings for discussion with members of the SPRC. The project does not yet have a concept plan showing the development plan. Items discussed included buffers, tree preservation, historic tree preservation, stormwater, utilities, traffic, including traffic study and emergency access requirements, requirements for an environmental analysis, requirements of a Planned Residential Development and the permitting review process. There has been no site plan submittal and the timeframe for public hearings is unknown.
- Projects under SPRC review:
  1. 1031 North U.S. Highway 1, Lentz Surgical Center. 1<sup>st</sup> review. Construction of a 10,557 square foot building and associated site improvements on 1.06 acres.
  2. Iris, Flagler County. 3<sup>rd</sup> review. Utility connection for 76 single-family homes. Flagler County (Hunter's Ridge).
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	50%
Dunkin Donuts, 1535 North US Hwy 1	45%
GPR1	5%
KOMN Condominium Association	35%

McNamara Warehouse	0%
Ormond Museum	60%
Paradise Pointe ALF	50%
Revella	0%
The Pumphouse	90%
Total Comfort	75%
US 1 Business Park amendment	85%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Forcemain -Huntington Green	70%
Ocean Village Townhomes	30%
Verona Oceanside	90%
<b>Residential</b>	
Cupola at Oceanside	10%
Pineland, Phases 4 & 5	95%
Plantation Oaks, Phase 1A	5%
Plantation Oaks, Unit 2B	5%
Plantation Oaks, Unit 2C	0%
Plantation Oaks, Unit 2D	0%

**Economic Development/Airport**

**Economic Development**

- 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.
  - Staff officially launched SizeUp Ormond Beach on the City’s website. It can be accessed at [www.sizeup.info/ormondbeach](http://www.sizeup.info/ormondbeach). This tool makes market research and business intelligence available to small and medium sized businesses so they can make informed decisions as they start and grow their business.
  - City Economic Development and Ormond Chamber are hosting Startup Grind Ormond Beach on Thursday, January 13. More information and tickets are available here: [Startup Grind Ormond Beach | Global Community for Entrepreneurs](#)
  
- 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 generated via direct contact 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.
- Staff updated the Florida Aviation Database with information regarding diesel exhaust fluid safety mitigation and exclusion plans for each fixed-base operator that performs onsite treatment of aviation fuel with a fuel system icing inhibitor.
- Staff worked with the FDOT District 5 Office to finalize the closeout of an open Public Transportation Grant Agreement from the State's Aviation Grant Program.
- Staff is working with the City's aviation consultants to review the planned federal funding allocations for the airport under the Bipartisan Infrastructure Law. Eligible projects include improvements related to enhancing airport safety, capacity, security, and environmental concerns.

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

##### Finance

- On-going Projects
  - Annual Audit for the 2021-2021 fiscal year is ongoing
  - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
  - City is undergoing a systemwide upgrade to the Enterprise Resource System, Munis.
- Completed Projects - Weekly
  - Process 112 Journal Entry Batches.
  - Utility Billing Meter Readers completed 215 work orders.
  - Approved 10 Purchase Requisitions totaling \$67,687.44.
  - Issued 21 Purchase Orders totaling \$3,006,222.26.
  - Issued 389 past due notices on utility accounts.
  - Auto-called utility customers regarding receipt of a past due notice.
  - Processed 550 payments through Interactive Voice Response System totaling \$55,126.64.
  - Processed 583 payments through City online payment portal totaling \$58,090.34.

##### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted agenda item for the Community Development Block Grant (CDBG) FY 2021-2022 Subrecipient Agreement approval.
  - Grant reimbursement requests FY 21-22: \$476,340.37
- Other
  - Completed Employee Newsletter for January 2022.
  - Attended webinar for VOCA FY 2022-2023 application cycle.

##### Risk Management Projects

- Attended City Hall Safety Committee meeting
- Preparing program for Leadership-Government Day
- Managing subrogation claims

##### Fire Department

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 17
  - Hazardous: 2
  - EMS: 97
  - Motor Vehicle Accidents: 5

- Public Assists: 46
- TOTAL CALLS: 169
  
- Aid provided to other agencies: 13 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (10)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 46
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 83
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 166
  
- Training Hours
  - NFPA 1001: Firefighting 55
  - NFPA 1002: Driver 17
  - NFPA 1500: Safety/Equipment 61
  - EMT/Paramedic 18
  - TOTAL TRAINING HOURS: 151
  
- Station Activities
  - Conducted 3 fire Inspections
  - Updated 8 pre-fire plans

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Accounting Tech (Pension/Payroll)
    - Administrative Assistant (Support Services)
    - Civil Engineer (Engineering)
    - Environmental Improvement Officer (Arborist)
    - Firefighter/EMT
    - Maintenance Worker II (Stormwater)
    - Maintenance Worker II (Streets)
    - Maintenance Worker (Wastewater Collection/Reuse Distribution)
    - Neighborhood Improvement Officer
    - Part Time Maintenance Worker II (Athletic Fields)
    - Part Time Maintenance Worker II (Parks)
    - Police Officer
    - Senior Staff Accountant
    - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
    - Utilities Engineer
    - Water Distribution Foreman
    - Utilities Engineer
  
- Background/Reference Checks/Job Offers
  - Mechanic III (Fleet)
  - Part Time Evidence Custodian
  - Part Time Recreation Leader (SONC)
  - Permit Technician (Planning)
  - Police Officer
  - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
  
- Separations
  - Neighborhood Improvement Officer
  - Garage Supervisor
  - Office Assistant III
  - Water Distribution Supervisor

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation in process.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
  - Work Orders
    - New: 33
    - Completed: 11
    - In progress: 90
  - Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 21,608
  - Inbound E-Mails Blocked: 6,514
  - Delivered Inbound E-Mails: 14,109
  - Quarantined Messages: 529
  - Percentage Good Email: 65.30%
  - Virus E-Mails Blocked: 0
  - Notable Events: SentinelOne Antivirus Rollout
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 12
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 9
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 3,140
  - Meters GPS Located this week: 0 : Total in system = 24,071; 23,237 potable, 823 Irrigation, 11 Effluent

### **Leisure Services**

#### **Administration**

- Park visits
- One-on-one staff meetings
- Engineering Project Coordination meeting
- City Manager's staff meeting
- City Commission meeting
- RBGC conceptual discussion
- South Ormond Gym Groundbreaking
- Bid opening
- Master Plan Team meeting
- Impact Fee Committee
- Website/City calendar updates

#### **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 with 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
- Annual cleaning and sealing at Central Park II Labyrinth
- Window tinting in City Clerk's area completed
- Planning Department renovations completed; doors painted, electric locks and safety glass installed.

#### Environmental Discovery Center

- Monitoring progress of honey beehive rebuild following beekeeper maintenance
- Took down EDC holiday tree at The Casements on Monday
- Volusia Master Gardener Plant Clinic Tuesday at 10 am
- Initial planning meeting for Enviro Camp Wednesday at 9:30 am

#### Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- Calvary Christian Academy Soccer hosts practices this week Monday, Tuesday, Thursday and Friday afternoon from 3 pm-5 pm.
- Seabreeze High School Boys' and Girls' soccer practice continues this week at 5 pm on Soccer Fields 4 and 5 at the Sports Complex.
- Seabreeze High School Boys' and Girls' Soccer teams played home games on Wednesday and Friday on Championship Field 7 at the Sports Complex at 5 pm and 7 pm.
- Wendelstedt Umpire School began this week, Monday through Friday from 8 am-5 pm, at the Sports Complex on Wendelstedt Fields 1-3 and the Kiwanis Fields with over 190 participants.
- OBYBSA basketball games held Monday-Friday evenings at the South Ormond and Nova gyms.

#### 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 handball, tennis, basketball courts, Magic Forest and Skateboard Park and common areas at Nova.
- Cleaned all sports parks daily of debris and trash from events during the week.
- Continued dragging and edging (18) infields daily at Sports Complex and Nova.
- Dragged and edged South Ormond and Osceola Softball Fields.
- Painted Soccer Fields 4-5.
- Prepped Championship Field 7 for Seabreeze High School soccer games.
- Put up corner flags for Seabreeze High School soccer games
- Prepared Wendelstedt for Umpire School
- Moved soccer goals to Soccer Fields 4 & 5

#### Performing Arts Center

- Continued training Box Office Attendants
- Updated information on OBPAC Facebook page and website.
- The Performing Arts Center is preparing to host the following events:
  - Kiss Me, Thrill Me, Twisting the Night Away – Sam Cook Tribute; Saturday, January 8, 3 pm, \$50.00.
  - Friends of the PAC Present John Ford Coley, Saturday, January 15, 7 pm, \$30 General Reserved Seating, \$150 VIP Reserved Seating (includes front section seat, dinner, and CD).

#### South Ormond Neighborhood Center

- Splash pad is closed until March 15

- Park is open dawn to dusk daily
- Gym and weight room are open during normal Center hours
- Jazzercise Monday evening 5:45 pm-6:45 pm
- Youth basketball games Monday and Wednesday 5:45 pm and 6:45 pm
- Groundbreaking ceremony for new gym Thursday at 11:00 am

#### Community Events

- Weekly administrative tasks and activities
- Groundbreaking for SONC new gym
- Planning for Mayor's Health & Fitness Challenge
- Preliminary planning for tree planting for Arbor Day, January 21

#### Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am-10 am and 5:45 pm-6:45 pm on Wednesday and Thursday.
- Ms. Debby's Dance and Acting classes were held Monday, Tuesday and Friday 3:30 pm -7:30 pm.
- Basketball League will hold games at 5:45 pm and 6:45 pm Monday through Friday.
- Pickleball was held in the gym Monday-Friday from 9 am-12:30 pm.
- Open Play Basketball was offered Monday through Friday from 3 pm to 5 pm, Saturday from 9 am-9 pm and on Sunday from 1 pm to 5:30 pm.

#### The Casements

- There were no tours on Saturday as The Casements was closed for the New Year's holiday.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm-6:30 pm.
- The Casements was closed on Monday to take down the holiday decorations.
- The Casements was open for guided and self-guided tours Tuesday through Friday from 8 am to 5 pm and on Saturday from 8 am to 12 pm.
- The Ormond Beach Garden Club met on Wednesday at The Casements at 10 am.
- Joe Costanzo installed his Starry, Starry Exhibit in the Gallery on Thursday morning.
- Staff preset for a Saturday rental on Friday morning.
- Ora Yoga classes met this week at Bailey Riverbridge on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening from 6 pm to 7 pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am-9:30 am at Bailey Riverbridge.
- Movies on the Halifax will be held on Friday at 6 pm, the feature movie present Cruella (PG-13).

#### Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks daily
- Skatepark concrete inspected, repairs made as needed
- Blew off trails
- Sanchez Park playset cleanup/removal, removed seat swing and fence
- Replaced plaque at Andy Romano Beachfront Park

#### Building Maintenance

- Repaired bottom step at Wendelstedt
- Repaired gate swing at Airport
- Repaired lights in Room 195 at Police Department
- Repaired west gate at Police Department
- Placed rock at tennis area at Nova
- Repaired dryer at Fire Station 92
- Repaired window in press box at Championship Field 7
- Replaced AED box in Quad building at Sports Complex
- Repaired A/C at Fire Station 93



- Placed rock at Vadner Park
- Changed out half door at Fleet
- Checked inoperable service door at Waste Water Treatment Plant
- Checked Gate 13 and Airport Tower gate stuck open/not closing
- Repaired ceiling leak at PAC ladies' room in lobby
- Repaired refrigerator leak at Fire Station 91
- Repaired gate key pad at Fleet
- Repaired atrium stair lights at City Hall
- Repaired parking lights at SONC
- Repaired power wash timer at Fleet
- Repaired lights on walk trail at SONC

### **Police Department**

#### **Administrative Services**

- Staff worked with vendor to start patrol vehicle radio installations.
- Staff interviewed candidates for part-time Evidence Custodian position.
- Staff distributed new portable radios to officers.
- Staff worked on updating the Field Training Evaluation Program.

#### **Community Outreach**

- Youth Leadership Council (YLC) - There was no meeting last week due to Volusia County Schools Winter break. Meetings resume in February.
- OBPAL Basketball – OBPAL Basketball team practice will resume in late January.
- PAL Educational Programs – OBPAL educational programs will resume in February 2022.
- Special Events
  - The 5th Annual Donut Dash 5K is scheduled for Saturday, April 23, 2022. The race will begin and end at the back of the Trails Shopping Center. Registration can be completed at <https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>

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

- Animal Calls responded to: 25
- Animal Reports: 2
- Return to Field: 2
- Animal Bites: 2
- Animals to Halifax: 3
- Injured Wildlife Calls: 2
- Found Property Reports: 2

#### **Criminal Investigations**

- Cases Assigned: 13
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 6
- Inactive: 12
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 1
- Grand Theft: 0
- Auto Theft: 3
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 3
- Robbery: 0

- Assaults: 0
- Police Information: 1
- Flee and Alluding: 1
- Vandalism: 1

#### Records

- Walk - Ins / Window: 97
- Phone Calls: 134
- Arrest / NTA's: 16
- Reports Generated: 114
- Reports Entered: 110
- Citations Issued: 27
- Citations Entered: 48
- Warnings Entered: 108
- Trespass Warnings: 18
- CORF Entered: 72
- Mail / Faxes / Request: 27

#### Patrol

- Total Calls: 1,229
- Total Traffic Stops: 131

#### Operations

- Crime Opportunity Report Forms: 47

#### 12/29/21

- Sexual Battery, 34 Snaresbrook Court. The Florida Abuse Hotline reported a sexual battery between two juveniles at this location that occurred sometime over the past few months.
- Sex Offense, 1505 San Marco Drive #301 (San Marco Apartments). The Florida Abuse Hotline reported a sex offense which occurred at this location between two juveniles.
- Residential Burglary Arrest, 955 South Nova Road #18 (Oasis Mobile Home Park). A known female entered the victim's residence unwelcomed, bit the victim's finger and violated the standing injunction.
- Narcotics Arrest, Rockefeller Drive/South Atlantic Avenue. A male was placed under arrest for possession of Methamphetamine, Habitual Driving while License Suspended and possession of narcotic paraphernalia at this location during a traffic stop.
- Warrant Arrest, Rockefeller Drive/South Atlantic Avenue. A subject was contacted and found to have an open warrant.

#### 12/30/21

- Domestic Violence Assault Arrest, 26 Pine Trail. A male was in an altercation with his girlfriend when he punched her multiple times, knocking her to the ground.
- Warrant Arrest, 48 Park Place. A subject was contacted and found to have an open warrant.

#### 12/31/21

- Domestic Violence Aggravated Battery, 1608 North United States Highway One #206 (Days Inn). A male threw his pregnant girlfriend on the bed and into a wall after a verbal argument.
- Domestic Violence Battery Arrest, 221 Blue Heron Lake Circle (Aberdeen). A male battered his girlfriend with whom he lives by grabbing her arm and pushing her into a wall.

#### 01/01/22

- Stolen Vehicle, 955 South Nova Road #22 (Oasis Mobile Home Park). The victim let her daughter borrow her vehicle to go to the store and she never returned.
- Shoplifting Arrest, 795 West Granada Boulevard (CVS). A female placed a hat on her head and covered it with her existing hat and left the store without any attempt to pay.

01/02/22

- Stolen Vehicle, 503 Crowne Sunset Drive (The Ormond Crowne Apartments). A male was suspected of stealing the victim's vehicle from this location.
- Stolen vehicle Attempt, 7 Brookwood Drive. A male (who was later identified) attempted to steal a motorcycle from the driveway of this location but was interrupted by the owner.
- Armed Robbery, 38 Kenilworth Avenue. A male approached an Amazon delivery driver and robbed him at knifepoint, taking his phone.
- Occupied Burglary & Stolen Vehicle Attempt, 503 Laurel Drive. A male approached the victim while she was taking her trash to the street. He then ran into her garage and attempted to steal her vehicle.
- Recovered Stolen Vehicle/Fleeing and Eluding Arrest, 1525 Espanola Avenue. Volusia Sheriff's Office Air-1 intercepted the stolen vehicle from the previous incidents. As units were setting up in the area, the vehicle began to flee. The vehicle and driver were later captured and taken into custody for multiple crimes from several local agencies.
- Recovered Stolen Vehicle/Warrant Arrests, 273 South Interstate 95. Flagler County Sheriff's Office attempted to stop the stolen vehicle. The vehicle fled, but was located abandoned on I-95, just south of US-1. Flagler County Sheriff's Office Deputies were able to identify the occupants, and responded to assist. Volusia Sheriff's Office K-9 Unit responded and started a track. Volusia Sheriff's Office Air-1 was also on scene. Both suspects were located in a pasture along Tymber Creek Road.
- Theft, 450 Lakebridge Drive #312 (The Oaks of Lakebridge Apartments). An unidentified suspect stole the victim's bicycle from this location.
- Warrant Arrests, 900-Block Tymber Creek Road. Two suspects were contacted and found to have multiple open warrants.
- Business Burglary, 1614 North United States Highway One #260 (Econo Lodge). A male was located inside the room while officers were looking for him in reference to a prior incident. Management came to the room and verified it was broken into causing property damage.
- Domestic Violence Battery Arrest, 1614 North United States Highway One #216 (Econo Lodge). A male and his girlfriend were in a verbal argument. The male pushed the victim into a wall in the motel room.

01/03/22

- Warrant Arrest, 530 Harbour Lights Drive. A subject was contacted and found to have an open warrant.
- Warrant Arrest, 100 South Yonge Street. A subject was contacted and found to have multiple open warrants.

01/04/22

- Warrant Arrests, Winding Woods/West Granada Boulevard. Two subjects were contacted and were found to have multiple open warrants and narcotic paraphernalia.
- Grand Theft Arrest, 200 Booth Road. A male was arrested for stealing a construction steel I-beam valued at \$5,700.
- Violation of Probation Arrest, North Nova Road/North United States Highway One. A male concealed marijuana in his groin area and refused to give it to officers. He was also found to have scales and baggies in his possession.
- Traffic Arrest, 1500 West Granada Boulevard. A male was placed under arrest for driving while license suspended and under a Habitual Traffic Offender status after being involved in a traffic crash.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 14
  - Number of Citations issued: 3
  - Number of Written Warnings Issued: 1
  - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
  - Number of Crashes without Injuries: 3
  - Number of Crashes with Injuries: 3
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

### Neighborhood Improvement

#### Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Cases initiated
- Zone 2: 4 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 0 Cases initiated
- 14 signs have either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with zero (0) walk-in's and thirty-seven (37) telephonic inquiries.

### Public Works

#### Engineering

- Projects Summaries
  - Construction Projects:
    - MacDonald House Improvements – Construction is complete.
    - Riviera Park Pedestrian Signals – Work on the sidewalk and pavement markings is in process.
    - Wilmette Stormwater Pump Station – Long lead time equipment/materials delivery has been delayed until January 2022.
    - WRF Chlorine Contact Improvements – Construction is ongoing.
    - SONC Gym – Erosion control and site demolition has begun.
    - CDBG Fleming Playground – Long lead time materials delivery has been re-scheduled again for March due to supply chain issues.
    - ARBP ADA Ramp Repair – Preconstruction meeting is being scheduled.
    - PD Chiller Replacement – Construction is complete.
  - Bidding:
    - 385 South Old Kings Road – A contract is being prepared for City Commission for approval.
    - Facility Hardening Re-Bid – Bid awarded at the January 4 City Commission meeting.
    - Gazebo Replacement 2 CP II – Bid awarded at the January 4 City Commission meeting.
    - Stormwater Flap Gates – Bids came in significantly higher than budgeted, rejection of bids is on January 18 City Commission meeting agenda.
    - Shell Parking Lot Restoration – Bids were opened on December 21, bid award is scheduled for the January 18 City Commission meeting.
    - 2022 Storm & Sewer Lining – Project was approved for bidding at the January 4 City Commission meeting.
    - Shadow Crossings Ground Storage Tank Maint/Repairs – Contract approved at the January 4 City Commission meeting.
    - PD Access Control Replacement – RFP approved for advertisement at the January 4 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.
    - Update Parks & Recreational Master Plan – The Consultant continues working on the master plan update.
    - 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.
  - Doug Thomas Way Extension Design – Design is in process.
  - WRF Upgrades – Design is in process.
  - Leeway Storage Tank & Pump Station Rehabilitation – Design revisions are in process.
  - CDBG 2022 Sidewalk Improvements – Design is in process.
  - Downtown Sidewalk Renovations – Project drawings and specifications are being prepared.
- Departmental Activities
    - Reviewed 33 Engineering Permit applications through the ProjectDOX system, and created and approved 12 Franchise Utility Work-in-the-Right-of-Way permits.

### Environmental Management

#### Street Maintenance - Asphalt/Concrete

- Stripped forms in Saddlers Run; backfilled and cleaned up sidewalk
- Poured concrete slab on A1A North

#### 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 around streetlight on Domicilio Ave
- Trimming in Hidden Hills

#### 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
- Change out Christmas banners on streetscape

#### 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

- Locates – pump stations citywide
- Cleaned ditch of litter, checked hot spots – Tomoka Ave, Multi zones
- Removed pond vegetation – Nova landfill/W Tower Cir
- Gates & pumps citywide
- Pond cleaning at landfill
- Inlet cleaning citywide

#### Fleet

- Mileage traveled by all departments for the week: 20,772
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 7,509 gallons unleaded, 4,108 gallons diesel
  - Fuel used in one week: 2,260 gallons of unleaded and 570 gallons of diesel.
  - Fleet completed 38 work orders this week.

#### Utilities

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

#### Water Treatment

- Delivered 38.23 million gallons for the week ending January 1, 2022 (5.46 MGD).
- Backwashed 6 filters for a total of 283,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 1, 2022 @ 6.32 MGD SJRWMD 2021 allocation @ 7.795 MGD.
- Produced & hauled 81.0 wet tons of sludge (80% solids).

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 34.80 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.97 MGD
- Produced 17.76 Million Gallons of Reclaim water.
- Produced 17.03 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2021 – December 31, 2021) (MGD):
  - Influent 4.50 (Permit 8 MGD);
  - Surface Water Discharge 1.33 (Permit 6 MGD);
  - Reuse 3.38 (Permit 10 MGD)
- Hauled 16 loads in December 2021 for a total of 368.65 wet tons through December 23, 2021.
- Sludge numbers are the most recent reported values.

#### Water Distribution

- Responded to reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to calls from customers concerning leaking water.
- Installed new residential water services.
- Performed pressure testing on city owned backflow prevention devices.
- Replaced residential water service due to pressure concerns or leaks.
- Replaced malfunctioning residential water meters.
- Replaced broken water meter boxes.
- Disconnected residential property due to building demolition.
- Inspected and repaired city owned fire hydrants.
- Performed maintenance/exercising on main line valves.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables.

#### Wastewater Collection

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir., 300 Center St. and 524 Fred Gamble Way.
- Follow up TV at 906 Quail Run, 158 Hernandez Ave, 5 Greenfern Cir. and 39 Caladium Dr.
- Repaired broken back PEP tank lid and rehabbed tank at 148 Black Hickory Way
- Repaired broken C/O at 5 Greenfern Cir.
- Completed restoration at 111 Shady Branch Trail
- TV'ed old sanitary service at 518 Riverside for Risk Mgt.

#### Reuse

- Responded to 1 reuse trouble calls.
- Located sanitary and reclaimed services at 2, 3, 5, and 6 Cross Creek Way
- Locating PEP tanks and Reclaimed services on Shadow Creek Way

#### Wastewater Plant – Lift Stations

- 3M – no starts #2, found motor bad, replaced pump assembly with new inventory.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Lime Slurry pumps – lubricated as needed.
- Perform Operational Checks at various locations.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as coordinating the City Commission agenda packet process, managing official documents, processing public records requests, managing elections, records management, website administration, drafting proclamations, providing advisory board administration, administrative support and research services, and assisting citizens and directing calls at City Hall, the following occurred this week:

- Assistant City Clerk attended City Manager staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for January 4, 2022 City Commission meeting.
- Agenda packet preparation for January 18, 2022 City Commission meeting.