

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 25, 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:

- Staff meeting
- General discussion meetings with senior staff
- Prep work on presentation for Chamber Leadership Government Day

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- City Commission workshop
- City Commission meeting
- Volusia Managers meeting
- Claims meeting
- Moderator for the Chamber of Commerce Women 2 Women event

**PIO – Public Information**

- Press Releases/Media
  - Event Schedule Updates
  - General media requests
  - General citizen inquiries
- Social Media
  - Severe Storm Warnings
  - Jewish Festival Announcements
  - St. Patrick's Day
- Attended
  - City Manager's Staff Meeting
  - City Commission Workshop: Parks & Rec Masterplan
  - City Commission Meeting
  - FPRA Breakfast and Learn
- Training
  - Metaverse and Government Communications Webinar
  - 3CMA Communication Post Covid Webinar

**Community Development**

**Planning**

- There are two variances scheduled for the April 6, 2022, Board of Adjustment and Appeals meeting:
  1. 128 South Halifax Drive: Replacement of a paver driveway in same location that has a zero foot setback when three feet is required.
  2. 325 South Atlantic Avenue. New single-family home that is seeking side yard variances.

- Attended Ormond MainStreet meetings of Design Committee, Board, and Arts District.
- There are two items scheduled for the April 14, 2022 Planning Board meeting:
  1. Plantation Oaks Planned Residential Development amendment: Site posting to occur on or **before March 31, 2022**. An amendment to add 291 single-family homes within the Plantation Oaks development on land previously identified for a public-school site (53.41 acres) and a golf course (145.68 acres). The amendments propose the following:
    - Phase 1: Convert a portion of the 145.68-acre golf course within Phase 1 to add 80 non-age restricted, fee simple lots. This phase was approved for 669 single-family lots and the amendment seeks to allow 749 lots. This phase is a private community with private streets maintained by the Homeowners Association (HOA).
    - Phase 2: No changes proposed. Phase 2 allows 427 age-restricted manufactured homes on leased lots. This phase is a private community with private streets maintained by the HOA.
    - Phase 3: Lift age restriction, prohibit manufactured homes, and convert phase 3 portion of 145.68-acre golf course to add 86 non-age restricted, fee simple lots. This phase was approved for 481 single-family lots and the amendment seeks to allow 567 lots. This phase is a private community with private streets maintained by the HOA.
    - Phase 4: Land identified as public-school site of 53.41 acres to be converted to 125 fee simple lots, with no manufactured housing. There has been a determination that the site is no longer needed for a public-school site. This phase proposes public streets.
    - Remove a tract of land of approximately 33.10 acres purchased by Volusia County from the Plantation Oaks Planned Residential Development.

The property is generally located along the east side of Interstate 95, south of Halifax Plantation subdivision, west of Old Dixie Highway, and north of U.S. Highway 1.

2. An administrative request to amend front and waterfront yard setbacks of Chapter 2, District And General Regulations, Article II, District Regulations, Sections 2-09, REA, Rural Estate Agricultural Zoning District; 2-10 RR, Rural Residential Zoning District; 2-12, R-1, Residential Estate Zoning District; 2-13, R-2, Single Family Low Density Zoning District; 2-19, R-6, Multifamily Medium High Density Zoning District; Section 2-40, Exceptions and Supplemental Standards to provide consistency of language between zoning districts, clarification for existing criteria and new review criteria under the Waterbody setbacks that will protect the view corridor of abutting properties along the Tomoka and Halifax River and reduce the necessity for most variances.

#### Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 393 inspections performed within the city (53 by private providers).
- 115 permits issued within the city, with a valuation of \$2,621,011 (8 garage sales permits).

#### Development Services

- The Site Plan Review Committee (SPRC) met with:
  1. 1845 North US Highway 1, Sunrise at the Crossings. SPRC staff met with individuals to discuss the zoning of the property that allows multi-family development within the B-8 zoning district. Items discussed included density, building height, permitting process, utilities, conditional use criteria, landscaping, and stormwater.
  2. 259 West Granada Boulevard, Culvers. SPRC staff met with the design team and business representatives to discuss permitting and zoning requirements of a restaurant with a drive thru. Items discussed included the Downtown Overlay District standards, landscaping, parking, utilities, design criteria, and stormwater.
- SPRC projects under review:
  1. 1355 Ocean Shore Boulevard. Traders Inn Beach Club (sewer connection): 1<sup>st</sup> review. Sewer connection permit.

2. Plantation Oaks, major amendment: 2<sup>nd</sup> review. Amendment that seeks 291 additional lots in the former school and golf course land area.
  3. 251 South Atlantic Avenue, Ormond Beach Holdings, LLC: 1<sup>st</sup> review. Proposed five story, 95,700 square foot hotel with 137 rooms, associated driveways, parking (108 spaces east of SRA1A and 62 spaces west of SRA1A) stormwater, utilities, signage, lighting, landscaping, public sidewalk and ADA beach access, and hotel related beach access
  4. 2080 West Granada Boulevard, Riverbend Church, school expansion: 1<sup>st</sup> review. Special Exception amendment for the number of students allowed at school for Riverbend Church at 2080 West Granada Boulevard, including the construction of new classrooms totaling 6,359 square feet.
  5. Little Tomoka lot split. 1<sup>st</sup> review. A subdivision of land from one lot into two lots. The property is located at intersection of Old Tomoka Road and West Granada Boulevard.
  6. 348 Nottingham Street. 1<sup>st</sup> review. Request to release a portion of a private drainage easement.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	65%
Dunkin Donuts, 1535 North US Hwy 1	55%
GPR1	15%
KOMN Condominium Association	40%
McNamara Warehouse	5%
Ormond Museum	70%
Paradise Pointe ALF	60%
Shoppes at Granada Point	0%
SONC Gym	10%
Total Comfort	75%
Volusia Memorial expansion	10%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Forcemain -Huntington Green	90%
Forcemain extension – Airport Road	1%
Ocean Village Townhomes	30%
Verona Oceanside	95%
<b>Residential</b>	
Cupola at Oceanside	20%
Pineland, Phases 4 & 5	99%
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.
  - The Ormond Beach Kauffman FastTrac program is underway in collaboration with Volusia/Flagler SCORE Chapter #87.
- 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**

- Staff has received additional plans and specifications for improvements to certain systems and infrastructure at the air traffic control tower. These improvements are 100% funded by the FAA under their Airport Coronavirus Response Grant Program.
- Staff is working to complete repairs to airfield lighting systems, including edge lighting for Taxiways Alpha and Echo, and Runway End Identifier Lights (REILs) for Runway 35.

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

#### **Finance**

- On-going Projects
  - Annual Audit for the 2020-2021 fiscal year was presented to the City Commission with an unmodified opinion.
  - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
- Completed Projects - Weekly
  - Process 120 Journal Entry Batches.
  - Utility Billing Meter Readers completed 397 work orders.
  - Approved 13 Purchase Requisitions totaling \$171,583.98.
  - Issued 19 Purchase Orders totaling \$186,269.27.
  - Issued 266 past due notices on utility accounts.
  - Auto-called 265 utility customers regarding receipt of a past due notice.
  - Processed 848 payments through Interactive Voice Response System totaling \$69,739.97.
  - Processed 1,144 payments through City online payment portal totaling \$105,973.60.
  - Prepared 113 Accounts Payable checks totaling \$517,468.74 and 50 Accounts Payable EFT payments totaling \$1,191,599.49.

### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Grant reimbursement requests FY 21-22: \$508,042.43
- Other
  - Attended Victim of Crime Act (VOCA) training webinar.
  - Attended City Commission meeting.
  - Attended UEI Transition Webinar: System of Award Management (SAM) transitioning to Unique Entity ID (UEI) in April 2022.
  - Submitted Volusia County ECHO grant request for the PAC renovation project.
  - Attended and served as liaison to the Neighborhood Improvement Advisory Board (NIAB) meeting.

### Risk Management Projects

- Attended Claims Committee meeting
- Attended COVID webinar
- Processed certificates of insurance in Tyler

### Fire Department

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 7
  - Hazardous: 3
  - EMS: 71
  - Motor Vehicle Accidents: 7
  - Public Assists: 43
  - TOTAL CALLS: 133
- Aid provided to other agencies: 8 Calls – Daytona Beach (3), Volusia County (5)
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 26
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 51
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 51
- Training Hours
  - NFPA 1001: Firefighting 91
  - NFPA 1002: Driver 11
  - NFPA 1021: Officer 30
  - NFPA 1500: Safety/Equipment 105
  - NFPA 1620: Preplanning 17
  - EMT/Paramedic 15
  - TOTAL TRAINING HOURS: 269
- Station Activities
  - Updated 10 pre-fire plans
  - Conducted 3 fire Inspections
- Significant Incidents
  - 3/21/22, 6:58 AM: 295 S. Center St. – Structure Fire – Upon arrival found a single-family home with smoke showing from roof line – home filled with smoke and zero visibility – occupants escaped out bedroom window – fire located in hallway – cause appeared to be from interior air handler – no injuries – units cleared scene at 8:12 AM.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Civil Engineer
    - Deputy Fire Chief
    - Fire Chief
    - Summer Camp Counselors (SONC, EDC, Nova)
    - Plans Examiner
    - Senior Planner
    - Environmental Improvement Officer (Arborist)
    - Neighborhood Improvement Officer
    - Police Officer
    - Community Service Officer
    - Maintenance Worker II (Stormwater)
    - Maintenance Worker II (Streets)
    - Maintenance Worker II (WWCR)
    - Treatment Plant Operator C/B/A (Water Plant)
    - Part Time Treatment Plant Operator C/B/A (Water Plant)
    - Treatment Plant Operator C/B/A (WW Plant)
    - Water Distribution Operator 3, 2, 1, or Trainee
    - Utilities Engineer
    - Utilities Manager
  - Background/Reference Checks/Job Offers
    - Accounting Tech
    - Senior Staff Accountant
    - Help Desk Specialist
    - Community Service Officer
    - Police Officer - 7 in process
    - Part Time Maintenance Worker II (Athletic Fields)
    - Maintenance Worker II (WWCR)
    - Mechanic III
  - Separations
    - Police Officer
    - Senior Planner
    - Maintenance Worker II (WWCR)
    - Neighborhood Improvement Officer
    - Treatment Plant Operator C (Water Plant)
    - Maintenance Worker II (WWCR)
    - Fire Driver Engineer

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

- Information Systems (IS)
  - Work Plan Projects in process
    - Energov
    - Office 365
    - PD Door access and cameras
  - Work Orders
    - New: 40
    - Completed: 42
    - In progress: 46
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 38,554

- Inbound E-Mails Blocked: 10,946
- Delivered Inbound E-Mails: 25,949
- Quarantined Messages: 715
- Percentage Good Email: 67.31%
- Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 0
    - Changes: 136
    - Corrections: 1
  - Map/Information Requests: 11
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 3,192
  - Meters GPS Located this week: 0 : Total in system = 24,234; 23,371 potable, 852 Irrigation, 11 Effluent

## **Leisure Services**

### **Administration**

- Engineering meeting
- City Manager staff meeting
- City Commission Workshop
- City Commission Meeting
- CIP discussion meeting
- Curating relevant content to share on social media pages
- Updating website and social media pages as needed

### **Contract Manager – Grounds and Athletic Maintenance**

- Operations meeting with Grounds Maintenance Account Manager
- Operations meeting with Athletic Maintenance Account Manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow up 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.

### **Environmental Discovery Center**

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Spring Bird Walk with Joan Tague, Wednesday, 8 am to 10 am.

### **Athletics**

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBGS Baseball continues practices this week at Nova Fields 2-5 at 6 pm on Tuesday and Thursday
- SHS Softball has practices this week, Monday, Wednesday and Friday at 4:4 5pm on Quad #1 at Sports Complex. They hosted a home game on Thursday at 6 pm on Quad #1.
- OBSC Soccer practices, Monday through Friday, 5:30 pm, Sports Complex, Soccer Fields.
- CCA Softball and Baseball had practice this week, Monday, 3:30 pm, Quad #3 and Kiwanis, Sports Complex.
- CCA Baseball has a game this week, Friday, 5 pm, Sports Complex.

- CCA Softball had a game this week, Tuesday, 5 pm, Quad #3, Sports Complex.
- HA Baseball hosted a practice this week, Monday, 3:30 pm, Kiwanis field, Sports Complex.
- OBYBSA Pinto games this week, Monday, Wednesday, and Friday, 5:45 pm, Quad and Championship Softball Field.
- OBYBSA Rec practices continues, Monday, Wednesday, and Friday, Nova fields 1-5, 6 pm.
- SHS Flag Football hosted games Tuesday, Thursday, 6 pm and 7 pm, Sports Complex, Championship Field 7.
- SHS Baseball had practices Monday and Tuesday, 4:30 pm, Sports Complex, Wendelstedt Fields.
- SHS Baseball games, Thursday and Friday, 5 pm and 7 pm, Sports Complex, Wendelstedt Fields #1 & #2.
- Youth Volleyball program started this week for 8 weeks, Monday and Wednesday, 6 pm, Nova Gym.

#### 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
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sport Complex/Nova Fields
- Continued edging infields (18) weekly at Sport Complex/Nova Fields
- Dragged and edged South Ormond and Osceola (2) Softball Fields
- Painted soccer fields 1/2/6/8/9/10
- Prepped Nova Fields 1-5 for OBGs and Rec clinics this week
- Prepped Kiwanis and Wendelstedt fields for rental baseball/high school practices/games this week
- Prepped Quad for HS Softball/Rec Softball/Pinto baseball practices this week
- Prepped Championship Softball Field for SHS and Pinto baseball games this week
- Prepped Championship Field #7 for SHS flag football games this week
- Prepped Tee Ball fields for practices this week

#### Performing Arts Center

- Hosted Divas of Jazz concert on March 19.
- Hosted Chris Ruggiero concert on March 20.
- Reviewed draft of PAC ECHO grant application.
- Preparing for True Rumours Fleetwood Mac Tribute on March 26.
- Updated information on OBPAC Facebook page and Internet ticketing site.

#### South Ormond Neighborhood Center

- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- Splash pad open daily (10 am until dusk)
- Open park and playground (sunrise until 11 pm)
- PAL tutoring Monday through Thursday (3 pm until 6 pm)
- Open gym and weight room (center hours)

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended MH&FC sponsor beach clean-up, 3/20, Michael Crotty Bicentennial Park
- Planning for the following events:
  - Vadner Park Grand Opening, 4/26
  - Art in the Park, 4/30 and 5/1
  - Memorial Day Remembrance Service, 5/30

#### Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am to 10 am, and 5:45 pm to 6:45 pm on Wednesday and Thursday in the Activity Room.
- Pickleball was held in the gym Monday-Friday from 9 am to 3 pm.



- Open Play Basketball was offered Monday from Saturday from 3 pm to 9 pm and on Sunday from 1pm to 5:30pm.
- Ms. Debby Dance and Acting classes on Monday, Tuesday and Friday, 3 pm to 7:30 pm
- Challenger Basketball continues on Tuesdays from 5 pm to 6 pm
- Gymmin' n' Jammin' continues on Mondays from 3 pm to 5 pm
- Social Squad continues on Wednesdays from 1 pm to 4 pm
- Explore the Stage continues on Thursdays from 4 pm to 5:30 pm
- Coed Volleyball began Monday at 6:00 pm. They will meet Monday and Wednesday each week.

#### The Casements

- The Casements was open on for guided and self-guided tours Saturday from 8 am to 12 pm.
- The Camera Club's 29<sup>th</sup> Annual Ebony & Ivory Exhibit is on display throughout March.
- Staff began planning the Earth Day Coloring Contest.
- House of Healing held their evening service at Bailey Riverbridge on Sunday.
- Meeting Rental, Preservation Room, Tuesday and Thursday, 9 am to 4 pm.
- Casements Crafters meetings resume, Thursday, Art Room 12 pm to 3:30 pm.
- Greek Cooking class was held on Thursday, 4 pm to 8:30 pm.
- Casements Camera Club meeting was held on Thursday, 7 pm to 9 pm.
- Staff pre-set The Casements & Rockefeller Gardens for the Jewish Heritage Festival.
- Ora Yoga classes met this week on Tuesday and Thursday mornings from 10 am to 11:30 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- Pilates classes met on Monday, Wednesday and Friday mornings from 8:30 am to 9:30 am.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.

#### Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks twice per day
- Inspected signs at all playground equipment
- Skatepark concrete inspected
- Trails blown off
- Installed plaque at Andy Romano Beachfront Park
- Replaced signs at Andy Romano Beachfront Park

#### Building Maintenance

- Replaced feature pump at Andy Romano Beachfront Park
- Unclogged men's restroom at the Performing Arts Center
- Repaired shelf at the Police Department
- Fixed garden box at Central Park II
- Repaired net at Wendelstedt Field
- Replace ground box at Vadner Park and Nova Community Center
- Replaced light in the Airport Tower restroom
- Troubleshoot a/c at Nova Community Center
- Built shelves at PW
- Repaired restroom door at FS91
- Replaced gutters at WTP
- Startup splash pad at Andy Romano Beachfront Park
- Replaced a light at FS 93
- Startup splash pad at South Ormond Neighborhood Center
- Replaced lights in parking lot at South Ormond Neighborhood Center
- Repaired lights at Fortunato Park
- Replaced gazebo outlet at Birthplace of Speed

## **Police Department**

### **Administrative Services**

- Staff hosted the weekly staff meeting.
- Staff attended an open house recruiting event at the Police Department.
- Staff took an FDLE behavior threat assessment training.
- Staff is working with the Early Learning Coalition to bring back Officer Friendly's Book Club.
- Staff attended the 2022 Florida Public Safety UAS/Drone Summit.

### **Community Outreach**

- Youth Leadership Council (YLC) – Five (5) members assisted with preparation of the goody bags for the March of Dimes Walk. Members of the YLC are participating in the walk on March 30 to raise funds for the March of Dimes program. Members will be attending a regional State PAL training meeting on Saturday April 23, 2022.
- OBPAL Basketball – During Spring Break open gym practice was offered daily. Twelve (12) to fifteen (15) youths attended daily.
- PAL Educational Programs – There were no educational programs last week due to Spring Break.
- Special Events
  - 5th Annual Donut Dash 5K – The Donut Dash is scheduled for Saturday, April 23. 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>. For additional information on registration and sponsorship please call the PAL house at 386-676-3505.

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

- Animal Calls responded to: 38
- Animal Reports: 6
- Return to Field: 2
- Animal Bites: 2
- Animals to Halifax: 2
- Injured Wildlife Calls: 2
- Found Property Reports: 1

### **Criminal Investigations**

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 4
- Inactive: 11
- Fraud: 3
- Burglary Business: 3
- Burglary Residential: 2
- Larceny Car break: 1
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 0

### Records

- Walk - Ins / Window: 91
- Phone Calls: 132
- Arrest / NTA's: 13
- Reports Generated: 97
- Reports Entered: 95
- Citations Issued: 37
- Citations Entered: 37
- Warnings Entered: 74
- Trespass Warnings: 7
- CORF Entered: 44
- Mail / Faxes / Request: 52

### Patrol

- Total Calls: 1,379
- Total Traffic Stops: 135

### Operations

- Crime Opportunity Report Forms: 97

#### 03/16/22

- Business Burglary, 600 South Nova Road (Prince of Peace Catholic Church). An unidentified subject stole a TV, a hammock, and pictures from within the building.
- Driving Under the Influence Arrest, 215 East Granada Boulevard (Granada Plaza). A crash investigation revealed that the driver of one of the involved vehicles was intoxicated.
- Warrant Arrest (X2), 1608 North US Highway 1 (Econo Lodge). Subject was contacted and found to have an open warrant.

#### 03/17/22

- Residential Burglary, 341 Sunset Point Drive. A dishwasher was stolen from within the residence.
- Warrant Arrest, 10 Southern Pine Trail. Subject was contacted and found to have an open warrant.
- Shoplifting, 600 West Granada Boulevard (Wawa). A juvenile stole two cases of beer and fled the store.
- Driving Under the Influence Arrest, 5 Woodbridge Drive. A crash investigation revealed that the driver of one of the involved vehicles was intoxicated.

#### 03/18/22

- Aggravated Assault Arrest, 9 Lake Park Drive. A female attacked her boyfriend with a knife after an argument.
- Carbreak, 421 South Center Street. An unidentified subject attempted to enter the victim's enclosed trailer.
- Disorderly Conduct Arrest, 250 North Nova Road (Burntwood Tavern). A customer became intoxicated and belligerent towards staff.
- Burglary Residence, 44 Spring Meadows Drive. An unidentified subject entered the victim's residence and stole a gun, jewelry, and watches.
- Theft, 7 Ramsey Terrace. An unidentified subject stole the victim's beach cruiser from behind the residence.
- Theft, 749 South Nova Road. An unidentified subject stole the victim's bicycle from this location.
- Warrant Arrest, 800-Block North United States Highway 1. Subject was contacted and found to have an open warrant.

#### 03/19/22

- No Part One Crimes

03/20/22

- Business Burglary, 600 South Yonge Street #3A (Spot Nutrition). An unidentified subject entered through an unlocked window and stole money from the business.
- Sexual Offense, 83 Division Avenue. The victim advised an unidentified subject entered through her unlocked rear sliding glass door and forced himself on her.
- Resisting an Officer without Violence Arrest, Live Oak Avenue/South Ridgewood Avenue. A male was standing in the roadway and refused to move or identify himself.
- Narcotics Arrest, 353 West Granada Boulevard (Winn-Dixie). A male was found to be in possession of Fentanyl and Buprenorphine when he was found passed out behind the wheel of his vehicle.

03/21/22

- Theft, 101 Clyde Morris Boulevard #227 (Ormond in the Pines). The victim suspects that a staff member stole her phone, gold jewelry, and firearm.
- Theft, 600 West Granada Boulevard (Wawa). A male stole a Twisted Tea from this location.
- Filing False Police Report Arrest, 180 Suntree Court. A female called and reported that her husband attempted suicide by cutting himself. Investigation revealed that the male did not cut himself, nor was he suicidal.
- Domestic Violence Battery Arrest, 450 Tomoka Avenue #212. Two adult siblings were in a fight because one woke the other one up.
- Loitering and Prowling Arrest, 1521 West Granada Boulevard (Wal-Mart). A male was observed by several customers to be trying vehicle doors in the parking lot.

03/22/22

- Stolen Vehicle, 376 South Yonge Street. An unidentified subject stole the victim's recreational vehicle from this location.
- Stolen Vehicle, 205 South Atlantic Avenue. The victim advised that her daughter stole her vehicle and \$1,000 cash.
- Theft, 378 Sunset Point Boulevard. The victim stated that \$550 worth of lumber was stolen from the front of the residence.
- Violation of Pre-Trail Release Arrest, 90 Bramblewood Lane. A female was reported to have left the residence being suicidal and intoxicated. She was located and found to be intoxicated. Part of her pre-trail release conditions stated no alcohol.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 12
  - Number of Citations issued: 23
  - Number of Written Warnings Issued: 31
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 12
  - 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: 2 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 0 Cases initiated
- 0 signs have either been removed or sign cases created.
- 11 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and forty-four (44) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting was held on March 23.
    - SONC Gym – Construction is ongoing.
    - CDBG Fleming Playground – Materials are scheduled to ship by April 1.
    - ARBP ADA Ramp Repair – Construction is in progress.
    - Facility Hardening – Long lead-time materials are being ordered.
    - Shadow Crossings Ground Storage Tank Maint/Repairs – Construction is ongoing.
    - Shell Parking Lot Restoration – Construction is complete.
    - 385 South Old Kings Road – Remediation work is in process.
    - Sanchez Park Playground Equipment Replacement – Equipment is being ordered.
  - Bidding:
    - 2022 Storm & Sewer Lining – Bid was awarded at the March 22 City Commission Meeting.
    - PD Access Control Replacement – Vendor contract is being prepared.
  - Design Projects:
    - Stormwater Master Plan Update – The Consultant continues working on the master plan update.
    - Downtown: Cassen Park Improvements – An RFP for re-design is being prepared.
    - Update Parks & Recreational Master Plan - A City Commission Workshop was held on March 22 for final review of the master plan update.
    - Business Park Drive Phase II – Design is in process.
    - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design is complete, bid documents are being prepared.
    - Water Main Replacement Ph IV – Mainland – Design is complete, bid documents are prepared. Bidding will occur late summer for bid award in October/new FY.
    - Water Main Replacement Ph IV – Peninsula – Design is complete, bid documents are prepared. Bidding will occur late summer for bid award in October/new FY.
    - Doug Thomas Way Extension Design – Design is in process.
    - WRF Upgrades – Design is in process.
    - Leeway Storage Tank & Pump Station Rehabilitation – A Work Authorization for design was approved at the March 22 City Commission meeting.
    - CDBG 2022 Sidewalk Improvements – Design is complete, bid documents are being prepared.
    - Downtown Sidewalk Renovations – Project drawings are being prepared.
    - Downtown – East Granada Utility Undergrounding – Utility easement documents are being prepared.
    - PD HVAC Upgrades – Design is in process, a design coordination meeting is scheduled for March 29.
    - 2022 Roadway Resurfacing – Design is complete, bid documents are being prepared.
  - Departmental Activities
    - Reviewed 25 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**

- Graded, formed and poured gutter on Oak Park
- Speed bumps on Highland
- Remove concrete bench pad on Melrose Ave
- Poured driveway patch 25 St Andrews
- Lay asphalt on Warwick Ave; Sugarberry Cir

- Patched asphalt on River Ridge Trl

#### 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 street signs on N Ridgewood from Sanchez to SR40; Old Canyon Ln; N Ridgewood & Dix

#### 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
- Filled in washouts on Pineland Trl

#### 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

- Inlet cleaning Zone 1 & 2; Beachside; Trails – Tomoka Oaks; citywide
- System inspection on Prairieview Ln
- Locates citywide
- Gates & pumps inspected/inlet cleaning citywide
- Ditch maintenance Pineland Trl; road maintenance
- Pond maintenance on Wilmette Ave
- Landfill cleanup on Airport Rd

#### Vactor

- Vac truck – Royal Palm
- Sanchez Park/Water Plant

#### Fleet

- Mileage traveled by all departments for the week: 22,014
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 7,331 gallons unleaded, 3,919 gallons diesel
  - Fuel used in one week: 1,720 gallons of unleaded and 520 gallons of diesel.
  - Fleet completed 47 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 35.84 million gallons for the week ending March 19, 2022 (5.12 MGD).
- Backwashed 6 filters for a total of 344,110 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 19, 2022 @ 6.60 MGD, SJRWMD 2021 allocation @ 7.930 MGD.
- Produced & hauled 77.1 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 85,500 gallons.

### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 34.68 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.95 MGD
- Produced 17.39 Million Gallons of Reclaim water.
- Produced 17.29 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (March 1, 2021 – February 28, 2022) (MGD):
  - Influent 4.69 (Permit 8 MGD);
  - Surface Water Discharge 1.38 (Permit 6 MGD);
  - Reuse 3.35 (Permit 10 MGD)
- Hauled 19 loads for the entire month of February for a total of 423.71 wet tons.
- Hauled 7 loads in March 2022 for a total of 149.60 wet tons through March 10, 2022.
- Sludge numbers are the most recent reported values.

### Water Distribution

- Responded to 5 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 6 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Performed pressure testing on 4 city owned backflow prevention devices.
- Replaced 1 residential water services due to pressure concerns or leaks.
- Replaced 2 broken water meter boxes.
- Performed valve maintenance on 1 main line valve.
- Installed 1 new residential meters for new construction.
- Repaired 2 inch galvanized water main at 81 Pine Trail Cir., there was a pinhole leak in the pipe.
- Made repairs to an 8 inch water main located at 105 Runway Dr.
- Assisted in the shutdown of the fire line at the South Ormond Neighborhood Center.
- Located valves that will be needed for future shutdowns related to the 2 inch main replacement program. Valves are located in the Palm Dr. area on beachside.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 107 utility locates for the previous week.

### Wastewater Collection

- Crews responded to 16 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 6,300 gallons of effluent off of Hunter's Ridge force main.
- Replaced PEP pump at 25 Foxhunter Flat, 20 Carriage Creek Way, 5 Tropic Lake Way, 34 Canterbury Woods, 7 Lost Spring Way, 5 Leisure Wood Way, 22 Curved Creek Way, 4 Creekview Way.
- Follow up TV at 467 N Ridgewood Ave.

- Located force main valve at Bear Creek and Airport Rd. for contractor.
- Assisted with repairs at 8P
- Cleaned out and replaced broken force main valve box at 2001 W. Granada Blvd.
- Repaired broken discharge line inside chamber at 7 Lost Spring Way.
- Installed new control box at 5 Leisure Wood Way.
- Located and marked PEP tank at 23 Dartmouth Trace.
- TV'ed 7 sanitary laterals on the PM list.

#### Reuse

- Responded to 3 reuse trouble calls.
- Located and marked reclaimed shutoff per customer request.
- Located and shut off reclaimed water at 385 John Anderson Dr. per customer request.

#### Wastewater Plant – Lift Stations

- Bear Creek – Contractor on site for riser pipe replacement & valve box repairs.
- 8P – Contractor on site for riser pipe replacement & valve box repairs.
- MPS Pump #2 – installed new pump and returned to service
- Centrifuge #1 Grinder Pump – tripping and won't reset, troubleshooting in progress.
- PEP Tank – 5 Leisure Wood Way, replaced control box.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Lime Slurry pumps – lubricated as needed.
- Aerator pump 2 – VFD failed, swapped with VFD #1, Pump 2 returned to service, replacement will be ordered, lead time is 8-10 weeks.
- Well 37 – begin prep work for painting.
- 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:

- City Clerk attended City Manager staff meeting.
- Staff attended and provided support for March 22, 2022, Parks & Recreation Master Plan Workshop and City Commission Meeting.
- Agenda packet preparation for April 5, 2022, City Commission Meeting.