

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 8, 2022

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
- OB Life prep meeting

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- City Commission meeting
- SMA Board of Directors meeting
- Presented at Chamber Leadership – Government Day
- Historical Society representatives, discussed various topics
- Walk with the Manager

PIO – Public Information

- Press Releases/Media
 - General media inquiries
 - General citizen requests
 - Interview prep materials
- Social Media
 - Veteran's Reminder
 - Flood Preparedness/Emergency Alerts
 - Summer Connections Camp
- Attended
 - City Manager's Staff Meeting
 - Engineering/Planning Meeting
 - City Commission Meeting
 - OB Life Prep Mtgs
- Training
 - Webinar: Engagement Post-Covid

Community Development

Planning

- Attended and presented at the Board of Adjustment and Appeals for two variance applications.
- Attended and presented at the City Commission meeting.
- There are two items scheduled for the April 14, 2022 Planning Board meeting:

1. Plantation Oaks Planned Residential Development amendment: 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

- 6 new business tax receipts issued.
- 432 inspections preformed within the city (29 by private providers).
- 216 permits issued within the city, with a valuation of \$3,015,946 (123 garage sale permits, several communities had large sales planned).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 1815 North U.S. Highway 1. Discussion of the potential use of storage and creation of an RV and boat storage facility.
 2. 2001 West Granada Boulevard, Walgreens and commercial area improvements. Discussion of site plan comments regarding the site plan submittal showing entrance modifications along West Granada Boulevard and stormwater modifications.
- SPRC projects under review:
 1. 348 Nottinghill Street. 1st review. Request to release a portion of a private drainage easement.
 2. Plantation Oaks, major amendment. 3rd review. Modification of existing development order to modify the age restriction for phase 3, and place single-family homes on the former golf course and middle school site. Total increase of 291 residential units to 1,868 residential units.

3. 1355 Ocean Shore Boulevard. 2nd review. Connection to city sewer services, including lift station.
4. 275 Williamson Boulevard, Love Whole Food expansion. 2nd review. Addition at the existing Love Whole property and associated site improvements.

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	80%
Caldera Spas	0%
Dunkin Donuts, 1535 North US Hwy 1	65%
GPR1	50%
Interchange Depot	5%
KOMN Condominium Association	60%
McNamara Warehouse	5%
Ormond Museum	85%
Paradise Pointe ALF	70%
Shoppes at Granada Point	0%
SONC Gym	30%
Total Comfort	80%
Volusia Memorial expansion	10%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	5%
Ocean Village Townhomes	35%
Verona Oceanside	90%
Residential	
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. 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 with approximately 12 entrepreneurs participating in the virtual sessions.

- 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

- A pre-bid meeting was held for Bid No. 2022-14 for the project to install a new Automated Weather Observing System (AWOS).
- Staff attended the FDOT District 5 Airport Sponsor PTGA Process Meeting.
- Staff participated in the 2022 Continuing Florida Aviation Systems Planning Process (CFASSP) Statewide Committee Meeting.

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 127 Journal Entry Batches.
 - Utility Billing Meter Readers completed 378 work orders.
 - Approved 15 Purchase Requisitions totaling \$46,422.28.
 - Issued 16 Purchase Orders totaling \$183,232.55.
 - Issued 782 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 672 payments through Interactive Voice Response System totaling \$54,349.17.
 - Processed 1,285 payments through City online payment portal totaling \$112,211.07.
 - Prepared 79 Accounts Payable checks totaling \$72,018.25 and 35 Accounts Payable EFT payments totaling \$663,574.11.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

- Grant reimbursement requests FY 21-22: \$513,715.94
- Other
 - Attended FDOT District 5 Airport Sponsor PTGA Process Meeting.
 - Attended City Commission meeting.
 - Attended Shuttered Venue Operators Grant (SVOG) Reporting Meeting.

Risk Management Projects

- Hosted Ormond Beach Chamber Leadership Government Day
- Attended Defensive Driving webinar

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 9
 - Hazardous: 9
 - EMS: 94
 - Motor Vehicle Accidents: 3
 - Public Assists: 49
 - TOTAL CALLS: 165
- Aid provided to other agencies: 12 Calls – Daytona Beach (5), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 52
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 68
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 31
- Training Hours
 - NFPA 1001: Firefighting 92
 - NFPA 1002: Driver 5
 - NFPA 1021: Officer 5
 - NFPA 1500: Safety/Equipment 44
 - NFPA 1620: Preplanning 6
 - EMT/Paramedic 24
 - TOTAL TRAINING HOURS: 176
- Station Activities
 - Updated 9 pre-fire plans
 - Conducted 3 fire Inspections
- Significant Incidents
 - 4/3/22, 8:07 PM: N. I-95 / N. US-1 – Motor Vehicle Accident – Responded to a single motorcycle with passenger accident – two patients transported as trauma alerts – a firefighter assisted EVAC during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Senior Staff Accountant
 - Civil Engineer
 - Fire Chief
 - Summer Camp Counselors (SONC, EDC, Nova)
 - Senior Planner
 - Environmental Improvement Officer (Arborist)

- Police 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
 - Neighborhood Improvement Officer
 - Plans Examiner
 - Police Officer 10 in process
 - Mechanic III
 - Summer Camp Counselors

- Separations
 - Maintenance Worker II (Stormwater)
 - Administrative Assistant (Support Services)
 - Maintenance Worker II (Wastewater Collection/Reuse)

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras

 - Work Orders
 - New: 37
 - Completed: 47
 - In progress: 42

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,697
 - Inbound E-Mails Blocked: 10,858
 - Delivered Inbound E-Mails: 27,125
 - Quarantined Messages: 670
 - Percentage Good Email: 68.33%
 - Virus E-Mails Blocked: 1

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 1
 - Changes: 32
 - Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 3 : Total in system = 3,196
 - Meters GPS Located this week: 20 : Total in system = 24,257; 23,393 potable, 853 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- City Manager staff meeting
- City Commission meeting
- Growth Award meeting
- Walk with the City Manager at Vadner Park
- Website/City calendar updates
- Updating social media pages

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.
- Completed exterior painting of the Greg Smith fieldhouse

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Plant Clinic, Volusia Master Gardeners, Tuesday, 10 am to 12 pm.
- Spring Bird Walk with Joan Tague, Wednesday, 8 am to 10 am.
- Little Learners – Marsh Rabbits, Friday, 10 am to 11 am.

Athletics

- Shuffleboard held practices on Monday, Wednesday, and Friday at 1 pm at the Sports Complex.
- OBGS Baseball practiced this week at Nova Fields 2-5 at 6 pm on Tuesday and Thursday.
- OBSC Soccer practices, Monday through Friday, 5:30 pm, Sports Complex, Soccer Fields
- CCA Softball and Baseball held practice on Monday, Tuesday and Thursday, 3:30 pm, Quad #3 and Kiwanis, Sports Complex.
- CCA Baseball had a game this week, Monday, 5 pm, Sports Complex.
- CCA Softball had a game this week, Tuesday, 5 pm, Quad #3, Sports Complex.
- HA Baseball hosted practice this week, Tuesday and Thursday at 3:30 pm, Kiwanis field, Sports Complex.
- OBYBSA Rec practices continued on Monday, Wednesday, and Friday, Nova fields 1-5, 6 pm.
- SHS Baseball held practice on Tuesday, Wednesday, and Friday at 4:30 pm, Sports Complex, Wendelstedt Fields.
- SHS Baseball games, Friday, 6 pm, Sports Complex, Wendelstedt Field #1.
- Youth Volleyball program continued Monday and Wednesday, 5:30 and 6:45 pm, Nova Gym.
- USSSA baseball tournament, Saturday and Sunday, 8:30 am to 5 pm, Sports Complex and Nova.
- T-ball games are Saturday, 9 am and 10:30 am, Sports Complex, Tee Ball Fields.
- OBSC Soccer games, Saturday, 8:30 am to 12 pm, Sports Complex, Soccer Fields.

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 Tee Ball Fields for practices/games this week.
- Repaired windscreens at Sports Complex and Nova Fields.

Performing Arts Center

- Hosted for Alborea Dances Phantom, A Flamenco Story on April 2.
- Preparing for Beach Buoys Tribute to the Beach Boys on April 9.
- Booked new engagement Ormond Ballet presents The Gathering on April 23.
- Updated information on OBPA Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

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

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Assisted with Walk with the Manager, 4/8
- 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 1 pm to 5:30 pm.
- Ms. Debby Dance and Acting classes on Monday, Tuesday and Friday, 3 pm to 7:30 pm
- Social Squad Wednesday from 1 pm to 4 pm
- Coed Volleyball continues to take place on Monday and Wednesday from 5:30 pm and 6:45 pm

The Casements

- The Casements was open on Saturday for guided and self-guided tours from 8 am to 12 pm.
- Ormond Beach Art Guild Exhibit Installation, Monday.
- House of Healing, Bailey Riverbridge, Tuesday, 4:30 pm to 6:30 pm.
- Ormond Beach Garden Club Meeting, Wednesday 10am to 12 pm.
- Large Tour Group, Victoria Gardens, Wednesday 11 am.
- Casements Crafters met on Thursday, Art Room 12 pm to 3:30 pm.
- Ormond Beach Art Guild Opening Reception, Thursday 5 pm to 7 pm.
- Swing into Spring Concert Series #1, Thursday 6:30 pm to 8 pm.
- Staff pre-set the first floor for a wedding/reception to be held on Saturday.
- Wedding Rehearsal, Rockefeller Gardens, Friday 5 pm to 6 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge on Sunday.

- Ora Yoga classes met 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
- Relocated all cameras at Nova Community Center
- Replaced backboard with new hoop and net at Nova Community Center
- Replaced pickets at Magic Forest Playground
- Installed picnic table at Birth Place of Speed
- Replaced nets on large court at Nova Community Center

Building Maintenance

- Fountain repair at Nova Community Center
- Installed changing station at Andy Romano Beachfront Park
- Repaired gate entrance at Hammock Garden
- Added vent fans to splash pad pump at Andy Romano Beachfront Park
- Installed wood memorial next to elevator at City Hall
- Repaired leaking irrigation pipe to plot #23 at Hammock Garden
- Repaired dock bumpers at Cassen Park
- Replaced table at Birth Place of Speed
- Installed informational signs at Cassen Park
- Fence repaired at Andy Romano Beachfront Park
- Replaced light outside the rear doors at the Performing Arts Center

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff conducted new hire interviews for open police officer positions.
- Staff participated in the Law Enforcement Academy graduation of two new hires.
- Staff attended Daytona State College Law Enforcement Academy graduation for another new hire.
- Staff assisted with Fire Chief interviews.

Community Outreach

- Youth Leadership Council (YLC) – Eight (8) members attended an organizational meeting on Sunday. Four (4) members participated in the March of Dimes walk on Wednesday, March 30.
- OBPAL Basketball – Twelve (12) players attended open gym practice Tuesday, May 29 from 6:00-8:30 pm at the South Ormond Neighborhood. Sixteen (16) players attended Saturday practice from 9:00 am – 1:00 pm.
- PAL Educational Programs
 - Fifteen (15) students attended the *Tutors R Us* program at the South Ormond Neighborhood Center last week. Students participated in one-one tutoring to increase their academic success.
 - *R.E.A.D., Reading, Exploration, Adventure and Discovery* continues at Ormond Beach Elementary School. Nine (9) students attended the program. The 2022 R.E.A.D. program is offered on Tuesdays from 2:30 pm to 4:45 pm through May 18. Last week, students transitioned from reader’s theater presentations to writing their short stories.

- *Science on Patrol at Ormond Beach Middle School* continues. Twenty-five (25) students are enrolled. Science on Patrol provides an opportunity for students in grades 6–8 to increase skills in science and math through science labs designed around crime scene scenarios.
- 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: 28
- Animal Reports: 4
- Return to Field: 3
- Animal Bites: 1
- Animals to Halifax: 0
- Injured Wildlife Calls: 3
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 13
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 10
- Inactive: 22
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 1
- Grand Theft: 4
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 79
- Phone Calls: 132
- Arrest / NTA's: 22
- Reports Generated: 116
- Reports Entered: 110
- Citations Issued: 43
- Citations Entered: 47
- Warnings Entered: 133
- Trespass Warnings: 15
- CORF Entered: 3
- Mail / Faxes / Request: 35

Patrol

- Total Calls: 1,331
- Total Traffic Stops: 139

Operations

- Crime Opportunity Report Forms: 36

03/31/22

- Business Burglary, 610 South Yonge Street (All Aboard Storage). The victim's Jeep's hard tops were stolen from her storage unit.
- Theft, 910 South Atlantic Avenue (Planet Fitness). The victim's wallet was stolen from his locker.
- Carbreak, 207 Forest Hills Boulevard (Forest Hills Subdivision). A male subject was trying vehicle door handles at this location. The suspect fled on foot once he realized he was spotted. The victim does not wish to prosecute.
- Carbreak, 1275 Vanderbilt Drive (Forest Hills Subdivision). A male subject was trying vehicle door handles at this location. The victim does not wish to prosecute.
- Carbreak, 394 Military Boulevard (Forest Hills Subdivision). A male subject entered the victim's unlocked vehicle and stole their credit/debit cards. The victim does not wish to prosecute.
- Carbreak Arrest, 1211 Fernway Drive (Forest Hills Subdivision). A male subject entered the victim's unlocked vehicle and stole their credit/debit cards.
- Child Neglect, 1521 West Granada Boulevard (Wal-Mart). Officers are currently investigating an incident in which a three-year-old was left unattended in a vehicle.
- Domestic Violence Battery Arrest, 59 Cardinal Drive #A. A female hit her boyfriend in the eye during an argument.
- Loitering and Prowling Arrest, Military Boulevard/Buckeye Road (Forest Hills Subdivision). A male was walking down the roadway while officers were conducting carbreak investigations in the area. The male turned out to be the carbreak subject. He was not able to dispel the officers' alarm.
- Driving Under the Influence Arrest, 1521 North United States Highway One (RaceTrac). A female was involved in an accident at this location and at another location. The driver was found to be intoxicated.
- Domestic Violence Battery Arrest, 12 Winding Woods Trail (Winding Woods Subdivision). A male was in an argument with his girlfriend when he took off his slipper and slapped her in the face.
- Warrant Arrest, 24 Ocean Shore Boulevard (TGIF). Subject was contacted and found to have an open warrant.

04/01/22

- Theft, 1050 Ocean Shore Boulevard (Seaside Manor). Management discovered medication missing.
- Theft, 1340 West Granada Boulevard (Lowe's). An unidentified subject stole the victim's wallet while she was not looking.
- Shoplifting Arrest, 250 East Granada Boulevard (CVS). A male stole merchandise from this location. The offense was witnessed by a store employee.

04/01/22

- Domestic Violence Battery Arrest, 26 Mayfield Terrace. A drunk male was causing a disturbance and kicked his wife during an altercation.

04/02/22

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise from this location. The offense was witnessed by Loss Prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise from this location. The offense was witnessed by Loss Prevention.

04/03/22

- Theft, 220 North Nova Road (Publix). An unidentified subject stole a bicycle that was left outside this location.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject stole merchandise from this location by skip scanning items. The offense was witnessed by Loss Prevention for the store.

- Domestic Violence Battery Arrest, 1614 North United States Highway One #225 (Econo Lodge). A juvenile male shoved his father up against the motel window and placed him in a headlock.
- Domestic Violence Battery Arrest, 955 South Nova Road #30 (Oasis Mobile Home Park). A male shoved and headbutted his son.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise from this location. The offense was witnessed by Loss Prevention.

04/04/22

- Carbreak, 912 Village Drive. An unidentified subject attempted to make entry into the victim's vehicles by pulling door handles. No entry was made.
- False Police Report Arrest, 1280 North United States Highway One (S.R. Perrott). A male called 911 claiming he was shot. He was not shot nor injured.
- Resisting without Violence Arrest, 49 West Granada Boulevard (The Grind). An intoxicated female refused to leave. When officers went to remove her, she fought back.

04/05/22

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). An adult male stole a misdemeanor amount of merchandise. The offense was witnessed by Loss Prevention.
- Theft, 100 South Nova Road. A tag was stolen from the victim's trailer.
- Domestic Violence by Strangulation Arrest, 1000 North Beach Street. A male placed his hands around his brother's neck and choked him.
- Domestic Violence Aggravated Battery Arrest, 285 Sunset Point Drive (Pineland Subdivision). A male was in an argument with his girlfriend when the argument escalated, he sprayed his girlfriend in the face with OC spray.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 11
 - Number of Citations issued: 19
 - Number of Written Warnings Issued: 15
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 3 Cases initiated
 - Zone 2: 8 Cases initiated
 - Zone 3: 4 Cases initiated
 - Zone 4: 4 Cases initiated
- 0 signs have either been removed or sign cases created.
- 16 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and fifty (50) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting was held on April 6.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Materials are scheduled for delivery in April.

- ARBP ADA Ramp Repair – Construction is in progress.
- Facility Hardening – Long lead-time materials are ordered.
- 385 South Old Kings Road – Remediation work is in process.
- Sanchez Park Playground Equipment Replacement – Equipment has been ordered.
- 2022 Storm & Sewer Lining – Bid was awarded at the March 22 City Commission meeting, contracts are being executed.
- Bidding:
 - PD Access Control Replacement – Vendor contract is scheduled for approval at the April 19 City Commission meeting.
- 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 – The final master plan update document is scheduled for adoption at the May 17 City Commission meeting.
 - 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.
 - 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, design kickoff meeting is being scheduled.
 - CDBG 2022 Sidewalk Improvements – Design is complete, bid documents are prepared. Project scheduled for City Commission approval to advertise in May.
 - 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.
 - 2022 Roadway Resurfacing – Design is complete, bid documents are being prepared.
- Departmental Activities
 - Reviewed 48 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

- Sidewalk pour at Vadner Park, Seminole Ave.; stripped forms, backfilled, stress cut, clean up.
- Removed dirt and lay asphalt on Division Ave.
- Removed gutter, back formed and poured for new gutter and spillway on Mayfield Ter.

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming on 1300 block of Overbrook Dr.
- Picked up fallen tree from call out at Northbrook & N Beach St.

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

- Inlet cleaning Citywide/inspected & cleaned
- Reachout mowing Arroyo Parkway
- Ditch spraying Pineland Trl

Fleet

- Mileage traveled by all departments for the week: 22,451
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week:
- Quick Fleet Facts:
 - Fuel on hand: 10747 gallons unleaded, 2,391 gallons diesel
 - Fuel used in one week: 2,186 gallons of unleaded and 538 gallons of diesel.
 - Fleet completed 44 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 38.02 million gallons for the week ending April 2, 2022 (5.43 MGD).
- Backwashed 5 filters for a total of 308,130 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 2, 2022 @ 6.58 MGD, SJRWMD 2021 allocation @ 7.930 MGD.
- Produced & hauled 89.6 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 0 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.49 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.64 MGD
- Produced 22.52 Million Gallons of Reclaim water.
- Produced 9.97 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (April 1, 2021 – March 31, 2022) (MGD):
 - Influent 4.79 (Permit 8 MGD);
 - Surface Water Discharge 1.44 (Permit 6 MGD);
 - Reuse 3.32 (Permit 10 MGD)
- Hauled 16 loads in March 2022 for a total of 348.92 wet tons through March 18, 2022.
 - Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 9 calls from customers concerning leaking water.
- Replaced 2 residential water meters due to operational concerns.
- Performed pressure testing on 7 city owned backflow prevention devices.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 9 broken water meter boxes.
- Performed valve maintenance on 6 main line valves.
- Installed 2 new residential meters for new construction.
- Repaired 2" poly water main at 243 John Anderson Dr., pinhole size leak in the pipe.
- Made repairs to a 4" water line that reduced to 2" and fed a water meter located at 1513 Ocean Shore Blvd.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 86 utility locates for the previous week.

Wastewater Collection

- Crews responded to 6 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 1,200 gallons of effluent off of Hunter's Ridge force main.
- Replaced PEP pump at 5 Whipper-in Cir.
- Rehabbed and installed riser on back lid of PEP tank at 61 Grey Dapple Way
- Completed restoration from Breakaway force main break.
- Located and raised C/O at 43 Brookwood Dr. City side clear.
- Located City point of service. City side good. Customer C/O is broken, customer notified.
- Repaired broken C/O at 533 S Atlantic Ave.
- Inspected sanitary service at 34 Fawn Haven Trl. This is new construction. Discovered line had been damaged at base 90. Informed superintendent that it was his responsibility to repair.
- Locating PEP tanks and reclaimed in Breakaway Trails.
- Set well points at 31 Clydesdale Dr. in preparation for tank replacement.
- Adjusted valve box cover at 12 Allenwood Look.
- TV'ed 7 sanitary laterals on the PM list.

Reuse

- Responded to 1 reuse trouble calls.
- Located and turned off reclaimed at 36 Huntmaster Ct. per customer request.
- Located reclaimed at 680 John Anderson Dr.
- Located sewer and reclaimed valves at 9 Huntsman Look. Installed new reclaimed box.

Wastewater Plant – Lift Stations

- Clarifier #3 – replaced one damaged sweep arm squeegee.
- Chlorine Pump #1 – not working, replaced pump assembly.
- Chlorine Building – replaced broken peristaltic tube.
- Hunters Ridge – High Level – found pump controller to be bad, replaced with duplexer.
- Emergency Shower – alarm not working, replaced flow switch and alarm unit.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Maintenance Shop – replaced burnt out lights.
- 5D – installed new flow meter.
- Well 37 – painting.

- Clearwell Sample Rack – began refurbishment.
- Performed operational checks at various locations.

Support Services/City Clerk

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

- City Clerk attended City Manager Staff Meeting.
- Staff attended and provided support for April 5, 2022, City Commission Meeting.
- Staff attended and provided support for Chamber of Commerce Leadership Program: Government Day.
- Agenda packet preparation for April 19, 2022 City Commission Meeting.