

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: April 22, 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
- OB Life prep meeting
- Began CIP meetings with departments

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- City Commission meeting
- Ormond Chamber Economic Prosperity Hour
- The Casements Guild Appreciation Luncheon
- Team Volusia Board Meeting

**PIO – Public Information**

- Press Releases/Media
  - OB Life Airport Focus
  - General citizen inquiries
  - General media updates and interview coordination
- Social Media
  - OB Life Airport Focus
  - Earth Day Tree Giveaway
  - Road Closure: Wilmette
  - Holiday Posts
- Attended
  - Volusia PIN Conf Call
  - PACE Transportation Day
- Training
  - PR Webinar: Muckrack

**Community Development**

**Planning**

- Attended and presented at the City Commission meeting.
- The May 12, 2022 Planning Board meeting has been canceled based on a lack of applications.
- The May 4, 2022 Board of Adjustments has one application for a variance at 46 River Ridge Trail to replace a paver driveway in the exact same location as it exists which is at the property line, requiring a three foot variance.

- City staff have received an updated master development plan from the applicant for the Plantation Oaks major amendment (<https://www.ormondbeach.org/1014/Plantation-Oaks-Major-Amendment>). The update master plan shows a reduction of proposed lots in Phase 1 (40 proposed residential lots – reduced from 80) and Phase 3 (43 proposed residential lots – reduced from 80). Phase 4 provided a reduction of 90 residential lots – reduced from 125. The Plantation Oaks major amendment is scheduled for the May 17, 2022 (1<sup>st</sup> reading) City Commission meeting and June 7, 2022 (2<sup>nd</sup> reading).

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 313 inspections performed within the city (24 by private providers).
- 116 permits issued within the city, with a valuation of \$1,293,027 (21 garage sale permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
  1. 275 Williamson Boulevard, Love Whole Food. Discussion of SPRC comments for a 4,765 square foot addition and associated site improvements.
  2. 1355 Ocean Shore Boulevard. Pre-construction meeting for a septic to sewer conversion of a multi-family building in Ormond by the Sea.
  3. One Breakaway Trail. Pre-application meeting to discuss allowed uses, site design, buffers, utilities and stormwater for the commercial parcel at the entrance of Breakaway Trails. Per the Development of Regional Impact development order this parcel is only for the use of Breakaway Trails residents.
  4. 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. 2001 West Granada Boulevard, Walgreens and commercial area improvements. 2<sup>nd</sup> review. Discussion of site plan comments regarding the site plan submittal showing entrance modifications along West Granada Boulevard and stormwater modifications.
  2. Tymber Creek Apartments. 2<sup>nd</sup> review. 300 multi-family units and associated site improvements on a vacant 19.62 acre parcel.
  3. Tomoka Reserve. 1<sup>st</sup> review. Establishment of a Development Order for the former Tomoka Oaks Golf Course property of 147.94 acres. The application seeks 300 residential units or 2.03 units per acre.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	90%
Caldera Spas	5%
Dunkin Donuts, 1535 North US Hwy 1	65%
GPR1	50%
Interchange Depot	5%
KOMN Condominium Association	95%
McNamara Warehouse	5%
Ormond Museum	95%

Paradise Pointe ALF	75%
Shoppes at Granada Point	0%
SONC Gym	30%
Total Comfort	80%
Volusia Memorial expansion	10%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	5%
Ocean Village Townhomes	35%
Verona Oceanside	90%
<b>Residential</b>	
Cupola at Oceanside	20%
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.
  - The Ormond Beach Kauffman FastTrac program is underway with approximately 12 entrepreneurs participating in the virtual sessions.
  - Staff gave a presentation on Economic Development in Ormond Beach to the Ormond Chamber Leadership Class.
- 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

- The bid opening meeting was held for Bid No. 2022-14, for the installation of a new Automated Weather Observing System at the airport. Staff will utilize the bid results to submit grant applications seeking federal and state funding of the construction phase of the project, which is expected to commence in October of this year.
- The pre-construction meeting for the project to rehabilitate Taxiways Bravo and Delta was held. Work is expected to commence early next month.

#### 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 242 Journal Entry Batches.
  - Utility Billing Meter Readers completed 337 work orders.
  - Approved 19 Purchase Requisitions totaling \$86,437.92.
  - Issued 14 Purchase Orders totaling \$161,232.60.
  - Issued 595 past due notices on utility accounts.
  - Auto-called 300 utility customers regarding receipt of a past due notice.
  - Processed 634 payments through Interactive Voice Response System totaling \$47,903.29.
  - Processed 997 payments through City online payment portal totaling \$89,435.52.
  - Prepared 101 Accounts Payable checks totaling \$138,970.34 and 27 Accounts Payable EFT payments totaling \$572,891.09.

##### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Received Volusia County ECHO Technical Review comments for the PAC Renovation grant application. Comments were addressed and the application was resubmitted prior to the April 28 final deadline.
  - Grant reimbursement requests FY 21-22: \$520,273.98
- Other
  - Attended pre-construction meeting for Central Park I (Fleming) CDBG funded new playground.
  - Attended Bureau of Justice Assistance Performance Report webinar.
  - Attended Concept to Application webinar for the Land and Water Conservation Fund Program.

##### Risk Management Projects

- Attended Risk Management/Workers Comp webinar
- Working with Leisure Services to create a model certificate of insurance for special events

##### Fire Department

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 8
  - Hazardous: 1
  - EMS: 89
  - Motor Vehicle Accidents: 9
  - Public Assists: 45
  - TOTAL CALLS: 154

- Aid provided to other agencies: 10 Calls – Daytona Beach (4), Flagler County (1), Holly Hill (1), Volusia County (4)
- Total staff hours provided to other agencies: 20
- # of overlapping calls: 39
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 65
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 133
  
- Training Hours
  - NFPA 472: 2
  - NFPA 1001: Firefighting 121
  - NFPA 1021: Officer 17
  - NFPA 1500: Safety/Equipment 101
  - NFPA 1620: Preplanning 4
  - EMT/Paramedic 8
  - TOTAL TRAINING HOURS: 253
  
- Station Activities
  - Flow tested 20 fire hydrants for ISO requirements
  - Updated 7 pre-fire plans
  
- Significant Incidents
  - 4/12/2022, 8:25 PM: 1414 W. Granada Blvd. – Motor Vehicle vs. Bicyclist Accident – One patient transported as a trauma alert.
  - 4/15/22, 5:22 PM: 204 Riverbend Rd. – Structure Fire – Upon arrival found light smoke showing from residential home – fire located on stove top extending to cabinetry above – heavy smoke in kitchen and light smoke throughout – resident exited home safely – two cats and reptile rescued with one cat receiving oxygen.
  - 4/16/22, 10:51 AM: 205 S. Atlantic Ave. – Motor Vehicle Accident – Responded to a motorcycle down in roadway – total lane blockage of North A1A – one patient transported as a trauma alert – a firefighter assisted EVAC during transport.
  - 4/16/22, 11:18 PM: 2401 Lipizzan Trl – Motor Vehicle Accident – Responded to an all-terrain vehicle accident – one patient airlifted by Air One as a trauma alert – a firefighter assisted during transported.

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Civil Engineer
    - Building Inspector
    - Fire Chief
    - Summer Camp Counselors (SONC, EDC, Nova)
    - Senior Planner
    - Environmental Improvement Officer (Arborist)
    - Police Officer - 7 openings
    - 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)
    - Senior Staff Accountant
    - 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
  - Police Officer
  - Summer Camp Counselors
- Separations
  - Maintenance Worker II (Stormwater)
  - Administrative Assistant
  - Maintenance Worker II (Wastewater Collection/Reuse)
  - 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: 40
    - Completed: 39
    - In progress: 41
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 37,447
    - Inbound E-Mails Blocked: 8,683
    - Delivered Inbound E-Mails: 26,766
    - Quarantined Messages: 497
    - Percentage Good Email: 71.48%
    - Virus E-Mails Blocked: 7
    - Notable Events:
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 7
    - Changes: 112
    - Corrections: 0
  - Map/Information Requests: 5
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 13 : Total in system = 3,209
  - Meters GPS Located this week: 0 : Total in system = 24,257; 23,393 potable, 853 Irrigation, 11 Effluent
  - Notable Events: Updated Volusia and Flagler Parcel Layer

### **Leisure Services**

#### **Administration**

- Engineering meeting
- City Manager staff meeting
- City Commission meeting
- Guild Appreciation Luncheon
- OB Life Prep meeting
- Growth Award

- Website/City calendar updates
- Curating relevant content to share on social media pages
- Updating all 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.
- Completed carpet replacement at the Police Department in the admin section.

#### 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.
- OB Elementary 2nd grade Field Trip. Thursday, 10 am to 12:30 pm.
- Right Whale Program with Frank Gromling. Saturday, 11 am to 12 pm.

#### Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBGS Baseball practices this week at Nova Fields 2-5 at 6 pm on Tuesday and Thursday.
- SHS Softball had practices this week, Tuesday, Wednesday, and Thursday, at 4:45 pm on Quad #1 at Sports Complex.
- OBSC Soccer practices, Monday through Friday, 5:30 pm, Sports Complex, Soccer Fields.
- CCA Softball and Baseball practices on Monday, 3:30 pm, Quad #3 and Kiwanis, Sports Complex.
- CCA Baseball had games this week, Tuesday and Thursday, 5 pm, Sports Complex.
- CCA Softball has a game this week, Tuesday, 5 pm, Quad #3, Sports Complex.
- HA Baseball hosted practice this week, Thursday at 3:30 pm, Kiwanis field, Sports Complex.
- OBYBSA Rec practices this week, Monday, Wednesday, and Friday, Nova fields 1-5, 6 pm.
- SHS Baseball practices Monday and Wednesday at 4:30 pm, Sports Complex, Wendelstedt Fields.
- SHS Baseball games Thursday and Friday, 6 pm, Sports Complex, Wendelstedt Field #1.
- Youth Volleyball Program continued Monday and Wednesday, 5:30 and 6:45 pm, Nova Gym.
- 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.
- Prep Kiwanis and Wendelstedt fields for rental baseball/high school practices/games this week.

- Prep Quad for HS Softball/Rec Softball/Pinto baseball practices this week.
- Prep Championship Softball Field for SHS and Pinto baseball games this week.
- Prep Tee Ball Fields for practices/games this week.

#### Performing Arts Center

- Held tech rehearsal for Ormond Ballet performance of The Gathering.
- Prepared and sent out RFQ for event services for OB Life meeting on May 10.
- Attended the Performing Arts Center Friends fundraising event committee meeting on April 19.
- Updated information on Performing Arts Center 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)
- Tennis courts and walk trail closed due to construction
- Open gym and weight room (center hours)
- Gym construction project ongoing

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- MH&FC Partner presentation in Senior Center ballroom, 4/21.
- 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 took place on Monday and Wednesday from 5:30 pm and 6:45 pm.
- Challenger Yoga/Baseball started Monday from 3 pm to 5 pm.

#### The Casements

- A wedding and reception were held in Bailey Riverbridge on Saturday from 11 am to 5 pm with 40 in attendance.
- House of Healing held their weekly service at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm with 35 in attendance.
- The Casements was open for guided & self-guided tours Monday through Friday from 8 am to 5 pm.
- The Ormond Beach Art Guild's exhibit is in the Gallery for the month of April.
- There was a Guild training session on Tuesday at 10 am with 4 new perspective members attending.
- B.A.M. held a meeting in Rockefeller Gardens on Tuesday evening from 5:30 pm to 7:30 pm.
- House of Healing held their Tuesday service at Bailey Riverbridge from 4:30 pm to 6:30 pm.
- The Casements Guild held their monthly meeting on Wednesday at 10 am with 50 members attending.
- The Casements Guild Appreciation Luncheon was held on Wednesday at 11:30 am.
- The Casements Crafters met in the Art Room on Thursday afternoon as they get ready for the annual Christmas Gala.
- Greek Cooking took place in The Casements kitchen on Thursday from 4:30 pm to 8:30 pm.



- The final Swing into Spring Concert took place on Thursday from 6:30 pm to 8:00 pm with Tye Dye Road.
- 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
- Inspect signs at all playground equipment
- Skatepark concrete inspected
- Trails blown off
- Repaired backboard at Nova
- Removed graffiti at Nova
- Various repairs at Magic Forest Playground

#### Building Maintenance

- Repaired door frame at Andy Romano Beachfront Park
- Seal kiosk Doors at Vadner Park
- Replace door knob at Stormwater
- Tighten sunshade at the Police Department
- Re-pipe the water wheel at The Casements
- Placed signs for playground at Central Park I and at Sanchez Park
- Placed plant ID signs at Vadner Park
- Replaced AED box at South Ormond Neighborhood Center
- Changed wet tiles at the Police Department
- Replaced ceiling tiles at South Ormond Neighborhood Center
- Replaced the mag lock at Andy Romano Beachfront Park
- Replaced electrical box at The Casements
- Repaired the irrigation timer at the EDC
- Repaired flood light at the Performing Arts Center
- GFI replaced at Central Park II
- Repaired water fountain at Nova
- Repaired the pump for the splash pad at South Ormond Neighborhood Center

#### Police Department

##### Administrative Services

- Staff hosted the weekly staff meeting.
- Staff participated in DARE Graduation at Pathways Elementary.
- Staff visited the Volusia County Communications Center to thank the telecommunicators as part of National Telecommunicators Appreciation Week.
- Staff attended a User Group meeting at Volusia County Communications Center.
- Staff conducted a police officer interview.
- Staff attended a Donut Dash meeting.
- Staff attended the Ormond Beach Chamber Leadership Academy.
- Staff attended a PD Awards Committee meeting.

##### Community Outreach

- Youth Leadership Council (YLC) – YLC did not meet this week.

- OBPAL Basketball – Twelve (12) players attended open gym practice last week 6:00-8:30 pm on Tuesday and Wednesday at the South Ormond Neighborhood. Sixteen (16) players attended Saturday practice from 9:00 am – 1:00 pm.
- PAL Educational Programs
  - Eleven (11) students attended the *Tutors R Us* program at the South Ormond Neighborhood Center last week. Students participated in one-one one tutoring to increase their academic success. The winter/spring *Tutors R Us* session has concluded. The summer tutoring session will begin in June in partnership with the SONC Summer Connections program.
  - *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.
  - *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
  - 2022 Annual Donut Dash 5K – The 5<sup>th</sup> Annual Donut Dash 5K is scheduled for Saturday, April 23.

#### Community Services & Animal Control

- Animal Calls responded to: 41
- Animal Reports: 6
- Return to Field: 2
- Animal Bites: 2
- Animals to Halifax: 4
- Injured Wildlife Calls: 3
- Found Property Reports: 3

#### Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 3
- Inactive: 7
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 6
- Suspicious Incident: 2
- Assist Outside Agency: 1

#### Records

- Walk - Ins / Window: 82
- Phone Calls: 128
- Arrest / NTA's: 13
- Reports Generated: 126

- Reports Entered: 119
- Citations Issued: 67
- Citations Entered: 88
- Warnings Entered: 128
- Trespass Warnings: 13
- CORF Entered: 21
- Mail / Faxes / Request: 38

#### Patrol

- Total Calls: 1,355
- Total Traffic Stops: 139

#### Operations

- Crime Opportunity Report Forms: 71

#### 04/13/22

- Residential Burglary, 23 Southern Pine Trail. An unidentified subject gained access to the residence through the rear window. Jewelry items were stolen.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowes). A male stole merchandise from this location. The theft was witnessed by loss prevention for the store. The male was also found to have an open warrant for his arrest.

#### 04/14/22

- Residential Burglary, 8 Grackle Lane (Ormond Lakes Subdivision). An unidentified subject made entry through a rear window that had pry marks on it. The house was ransacked and multiple items were reportedly stolen.
- Sexual Battery, 372 South Yonge Street #11 (Ormond Inn). A female advised that she had been raped at this location by a male.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Theft, 43 West Granada Boulevard (Rosevilla). A patron attempted to leave without paying his tab.
- Theft, 271 Tropical Lane. The victim's tag was stolen from their vehicle at this location.
- Carbreak, 10 Sugarberry Circle. An unidentified subject entered the victim's unlocked vehicle and stole an iPad.

#### 04/15/22

- No Part One Crimes

#### 04/16/22

- Battery, 440 North Nova Road (Magic Forest Playground). A male struck the victim in the face after getting into a verbal altercation.

#### 04/17/22

- Domestic Violence Battery Arrest, 21 Sunset Falls Drive (The Falls Subdivision). A male was in a physical altercation with his wife by pulling his wife out of their vehicle and shoving her onto the ground and injuring her foot.
- Domestic Violence by Strangulation Arrest, 1635 North United States Highway 1 #1229 (Destination Daytona). A male grabbed his girlfriend around the neck and impeded her normal breathing during an argument. He was also found to be in possession of methamphetamine.

#### 04/18/22

- Driving Under the Influence Arrest, 300-Block South Old Kings Road. A single vehicle crashed into a telephone pole. The driver was found to be intoxicated. The passenger was found to be in possession of narcotic paraphernalia. Once at the jail it was discovered that the passenger was in

possession of narcotics. He was additionally charged with the narcotics and smuggling contraband into the jail.

- Domestic Violence Battery Arrest, 120 South Nova Road (Rivergate Plaza). A male was in a physical altercation with the victim. The victim stated she was behind the shipping container when the male threw a cell phone at her and hit her in the leg. He then proceeded to hit the victim on her head.

#### 04/19/22

- Sex Offense, 1009 Ocean Shore Boulevard (Coral Sands Inn). It was advised that a juvenile was sexually assaulted by another juvenile while at this location on vacation.
- Sexual Battery, 2000-Block of North Beach Street (Tomoka State Park). The victim called in from out of state stating that she was raped by a known subject in the past at this location.
- Residential Burglary, 75 Seminole Avenue. The victim's lawn mower was stolen from the garage.
- Theft Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Carbreak, 75 Shadow Lakes Boulevard. An unidentified subject stole the victim's purse from her vehicle, it is a convertible that had the top down.
- Violation of Injunction Arrest, 1521 West Granada Boulevard (Wal-Mart). During the investigation regarding a shoplifting, the male was found to be in violation of a Domestic Violence Injunction as he called his wife (protected person) who responded to the scene to take custody of his dogs.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 12
  - Number of Citations issued: 31
  - Number of Written Warnings Issued: 10
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 13
  - Number of Crashes with Injuries: 6
  - Number of Crashes with Serious Bodily Injury: 1
  - Number of Fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 3 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 2 Cases initiated
- 0 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and sixty-two (62) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting was held on April 20.
    - SONC Gym – Construction is ongoing.
    - CDBG Fleming Playground – Materials are scheduled for delivery in April.
    - ARBP ADA Ramp Repair – Construction is complete.
    - 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 – Contracts are being executed and a pre-construction meeting is being scheduled.
- Bidding:
  - PD Access Control Replacement – Vendor contract was approved at the April 19 City Commission meeting.
  - CDBG 2022 Sidewalk Improvements – Project scheduled for approval to advertise at May 3 City Commission meeting.
  - PD HVAC Upgrades – Project scheduled for approval to advertise at May 3 City Commission meeting.
- Design Projects:
  - Stormwater Master Plan Update – The Consultant continues working on the master plan update.
  - Downtown: Cassen Park Improvements – An RFQ for re-design is on the May 3 City Commission agenda for approval to advertise.
  - 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 – Design is in process.
  - Downtown Sidewalk Renovations – Project drawings are being prepared.
  - Downtown – East Granada Utility Undergrounding – CAD files and electrical survey for design of the underground electrical distribution system have been submitted to FPL.
  - 2022 Roadway Resurfacing – Design is complete, bid documents are being prepared.
- Departmental Activities
  - Reviewed 35 Engineering Permit applications through the ProjectDOX system, and created and approved 4 Franchise Utility Work-in-the-Right-of-Way permits.

#### Environmental Management

##### Street Maintenance - Asphalt/Concrete

- Poured sidewalk on Lakebluff; removed form, back filled, cleaned up.
- Removed sidewalk on Neptune Ave.
- Remove dirt and sidewalk for apron at Southern Pine waste plant; formed sidewalk.
- Installed park bench on Melrose Ave.

##### 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
- Hang banner over road on SR40
- Trimmed & removed Oak on Stonehaven Trl
- Trimming on Overbrook

##### 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

- Assisted Water Div with Aquatech
- Check inlets, gates, and pumps citywide
- Repaired storm grate on Riverside Dr
- Pond maintenance citywide
- Locates citywide
- Reachout on US1
- Outfalls inspected and cleaned on Oak Forest Dr

#### Vactor

- Line cleaning on Prarieview Ln

#### Fleet

- Mileage traveled by all departments for the week: 21,744
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 6,314 gallons unleaded, 8,254 gallons diesel
  - Fuel used in one week: 1,880 gallons of unleaded and 1,052 gallons of diesel.
  - Fleet completed 53 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 39.66 million gallons for the week ending April 16, 2022 (5.67 MGD).
- Backwashed 5 filters for a total of 267,560 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 16, 2022 @ 6.54 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 90.16 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 0 gallons.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 33.58 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.80 MGD

- Produced 26.50 Million Gallons of Reclaim water.
- Produced 7.08 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 22 loads in March 2022 for a total of 478.72 wet tons through the end of the month.
  - Sludge numbers are the most recent reported values.

#### Water Distribution

- Responded to 2 report of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 15 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Performed pressure testing on 2 city owned backflow prevention devices.
- Replaced 7 residential water services due to pressure concerns or leaks.
- Replaced 4 broken water meter boxes.
- Performed valve maintenance on 4 main line valve.
- Repaired 6 inch water main at 1258 Biltmore Dr. and at 1420 Oak Forest Dr.
- Performed maintenance on 2 city fire hydrants.
- Disconnected 1 meter service due to home being demolished.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 141 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 19 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 8 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 4,000 gallons of effluent off of Hunter's Ridge force main.
- Repaired screens around chamber at 5 Shadow Creek Way.
- Replaced PEP pumps at 36 Meadow Ridge View, 4 Arcaro Ct., 44 Huntmaster Ct., 51 Deep Woods Way, 47 Forestview Way, 129 Black Hickory Way.
- Follow up TV at 19 Nottingham Dr. Appears cable has been bored through line. Scheduled for repairs.
- Follow up TV at 524 Fred Gamble Way after lateral repair. Line looks good.
- Demolished 504 McIntosh Rd.
- Replaced screens and adjusted floats at 12 Crescent Lake Way.
- Verified that line valves on new 12" US 1 force main were located and open.
- TV'ed 10 sanitary laterals on the PM list.

#### Reuse

- Responded to 6 reuse trouble calls.
- Replaced broken tee and installed ball valve at 4 Crooked Bridge Way.
- Repaired broken sprinkler line at 11 Dartmouth Trace.
- Located and turned off reclaimed per customer request.
- Turned on/off reclaimed at 1009 Ocean Shore Blvd. to locate break. System is now on.

#### Wastewater Plant – Lift Stations

- Chlorine Pump Skid – repaired plumbing as needed, replaced pressure relief valves.
- PEP Tank – 18 Winding Creek Way installed new control panel.
- Sludge Holding Tank #2 – completed pump out and cleaning of tank, aerator installation being scheduled.

- MacDonald's – replaced pressure transmitter on discharge manifold, and installed new RTU backup batteries.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- LPRO Building - repaired the blow off valve.
- Well 32H - out of service, underground electrical wire shorted, repairs are being scheduled.
- 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 19, 2022 City Commission Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation for May 3, 2022 City Commission Meeting.