

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 6, 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:

- Staff meeting
- General discussion meetings with senior staff
- OB Life prep meetings

Spoke to, attended and/or met with:

- Agenda review meetings with commission members
- Participated with Mayor on a WNDB radio interview
- ICMA Webinar Series on Council Orientation, Roles and Responsibilities
- SMA Finance Committee meeting
- SMA Board meeting
- City Commission meeting
- PD Swearing In ceremony
- Team Volusia Executive Committee meeting

PIO – Public Information

- Press Releases/Media
 - OB Life reminders
 - Reclaimed Water
 - General media requests
 - General citizen inquiries
- Social Media
 - Reclaimed Watering Schedule
 - Move Over Campaign
 - Hurricane Preparedness Week
 - Vadner Park Grand Opening
- Attended
 - City Manager staff meeting
 - Engineering/Planning meeting
 - OB Life Prep meetings
 - Volusia County PIO
- Training
 - Press Release in 2022 Webinar

Community Development

Planning

- Staff presented the 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 to the Board of Adjustment and Appeals.
- Staff has been made aware that the Revella Assisted Living Facility at 1211 West Granada Boulevard intends to start construction in the next two weeks. The project is for a 150 resident Assisted Living Facility, with a 120,501 square foot building on 5.54 acres and associated site improvements. This proposed development conforms to our land use and zoning requirements and has been reviewed by the Site Plan Review Committee (SPRC). No exceptions were requested and therefore may be authorized by the SPRC. There are seven (7) trees to be removed as part of the entrance, which will impact the greenbelt buffer. Other trees will be planted elsewhere to compensate for this loss. We believe construction may begin soon.
- The Ormond Memorial Art Museum & Gardens, Inc. shall conduct a neighborhood meeting/sound test regarding a request to allow live outdoor entertainment under certain conditions. The Ormond Memorial Art Museum & Gardens, Inc. located at 78 East Granada Boulevard seeks to allow live outdoor music as part of reserved events on the roof top terrace of the museum. Live music is sought between the hours of 11:00 a.m. to 10:00 p.m. Sunday through Saturday as part of a scheduled outdoor event. Outdoor music is defined as an outdoor activity and would require a Special Exception with review by the Planning Board and a final action from the City Commission. The neighborhood meeting/sound test shall be held at the Ormond Memorial Art Museum & Gardens, Inc., 78 East Granada Boulevard, Thursday, May 19 at 5:00 p.m.

Building Inspections, Permitting & Licensing

- 10 new business tax receipts issued.
- 413 inspections preformed within the city (35 by private providers).
- 168 permits issued within the city, with a valuation of \$6,385,593 (16 garage sale permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 128 East Granada Boulevard. Pre-application meeting to discuss the concept of conversion of the former bank building to a medical office on the first floor and residential use on the second floor.
 2. 49 South Yonge Street, Mister Car Wash. Discussion of the existing car wash and a desire to add vacuum cleaning stations to the site.
 3. 1415 Ocean Shore Boulevard, Regency Plaza Condominium. Pre-application meeting to discuss the options of converting the existing condominium to city sewer services.
 4. 2011 West Granada Boulevard, Tymber Creek Apartments. Review of SPRC comments.
 5. 176 Division Avenue, South Ormond Neighborhood Center, outdoor basketball court. Pre-construction meeting for the construction of an outdoor basketball court.
- SPRC projects under review:
 1. Tymber Creek Apartments, 2011 West Granada Boulevard. 2nd review. 300 multi-family units and associated site improvements on a vacant 19.62 acre parcel.
 2. Tomoka Reserve, 20 Tomoka Oaks Boulevard. 1st 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.
 3. Regal multi-family, 215 Williamson Boulevard. 1st review. Demolition of the existing movie theater and construction of 310 multi-family units and associated site improvements on a 12.00 acre parcel.
 4. Splash car wash, 55 North Nova Road. 1st review. Redevelopment of a church site into a car wash with associated site improvements.
 5. Tiger Oaks Final Plat (Plantation Oaks, Phase 1A). 2nd review. Development of 121 lots on 100.91 acres. Final plat. Single family homes.

6. 176 Division Avenue, SONC Basketball Court. 2nd review. Construction of an outdoor basketball court.

- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	10%
Dunkin Donuts, 1535 North US Hwy 1	65%
GPR1	65%
Interchange Depot	5%
KOMN Condominium Association	70%
McNamara Warehouse	40%
Paradise Pointe ALF	75%
Shoppes at Granada Point	0%
SONC Gym	50%
Total Comfort	80%
Volusia Memorial expansion	10%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	30%
Ocean Village Townhomes	35%
Verona Oceanside	90%
Residential	
Cupola at Oceanside	40%
Plantation Oaks, Phase 1A	25%
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.
- 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 next Aviation Advisory Board meeting is scheduled for May 23 at 7:00 p.m.
- Preparations for the project to rehabilitate Taxiways Bravo and Delta are underway. The project is expected to commence on May 16 and will take approximately 230 days to complete.
- FDOT is working on a project to integrate advanced air mobility (AAM) across the state. FDOT will select up to 30 airports to examine traffic patterns and approaches for the first two phases of the AAM project. The Ormond Beach airport is under consideration as one of the facilities to be studied.
- Quotes to replace the solar shades in the air traffic control tower are being reviewed.

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

Finance

- On-going Projects
 - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act.
 - Budget projections for the 2022-23 fiscal year have begun.
- Completed Projects - Weekly
 - Process 90 Journal Entry Batches.
 - Utility Billing Meter Readers completed 385 work orders.
 - Approved 12 Purchase Requisitions totaling 64,024.52.
 - Issued 14 Purchase Orders totaling \$124,464.53.
 - Issued 464 past due notices on utility accounts.
 - Auto-called 130 utility customers regarding receipt of a past due notice.
 - Processed 637 payments through Interactive Voice Response System totaling \$62,709.51.
 - Processed 1,479 payments through City online payment portal totaling \$150,470.77.
 - Prepared 114 Accounts Payable checks totaling \$126,634.06 and 36 Accounts Payable EFT payments totaling \$892,067.12.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement requests FY 21-22: \$521,251.79

Risk Management Projects

- Renew petroleum liability insurance coverage
- Update vendor insurance in Tyler
- Send subrogation demands for property damage

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 9
 - Hazardous: 2

- EMS: 80
- Motor Vehicle Accidents: 9
- Public Assists: 46
- TOTAL CALLS: 150

- Aid provided to other agencies: 8 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (3)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 43
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 69
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 280

- Training Hours
 - NFPA 472: Hazmat 8
 - NFPA 1001: Firefighting 60
 - NFPA 1002: Driver 8
 - NFPA 1021: Officer 9
 - NFPA 1500: Safety/Equipment 110
 - NFPA 1620: Preplanning 8
 - EMT/Paramedic 5
 - TOTAL TRAINING HOURS: 208

- Station Activities
 - Provided a station tour, presentation and safety talk to group of girl scouts
 - Updated 9 pre-fire plans
 - Conducted 3 fire inspections

- Significant Incidents
 - 5/1/22, 12:33 AM: 1 Fernery Trail – Motor Vehicle Accident – Upon arrival found a single motorcycle accident – one patient transported as a trauma alert – a firefighter assisted EVAC during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Building Inspector
 - Civil Engineer
 - Environmental Improvement Officer (Arborist)
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (WWCR)
 - Part Time Treatment Plant Operator C/B/A (Water Plant)
 - Police Officer
 - Senior Planner
 - Senior Staff Accountant
 - Summer Camp Counselors (EDC, Nova, SONC)
 - Treatment Plant Operator C/B/A (Water & WW Plants)
 - Utilities Engineer
 - Utilities Manager
 - Water Distribution Operator Trainee

- Background/Reference Checks/Job Offers
 - Maintenance Worker II (Streets)
 - Neighborhood Improvement Officer
 - Police Officer
 - Summer Camp Counselors

- Separations
 - Mechanic III (Fleet)
 - Part Time Recreation Leader (Casements)
 - Environmental Improvement Officer

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
 - Work Orders
 - New: 33
 - Completed: 29
 - In progress: 44
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,829
 - Inbound E-Mails Blocked: 8,566
 - Delivered Inbound E-Mails: 27,588
 - Quarantined Messages: 617
 - Percentage Good Email: 72.93%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 7
 - Corrections: 1
 - Map/Information Requests: 2
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,209
 - Meters GPS Located this week: 0 : Total in system = 24,257; 23,393 potable, 853 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- City Manager staff meeting
- City Commission meeting
- OB Life Prep meeting
- Website/City calendar updates
- Updating all 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 painting the breezeway and planter boxes at City Hall.

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Plant Clinic with Volusia Master Gardeners, Tuesday, 10 am to 12 pm.
- Brazilian Pepper removal class for Community Gardens Board members presented by Zev Cohen Associates, Tuesday, 2 pm.

Athletics

- Shuffleboard continued to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBGS Baseball continued practices at Nova Fields 2-5 at 6 pm on Tuesday and Thursday.
- SHS Softball practices this week, Monday, Wednesday, Thursday and Friday 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 had practices this week, Monday and Thursday, 3:30 pm, Quad #3 and Kiwanis, Sports Complex.
- OBYBSA Rec Games this week, Monday, Wednesday, and Friday, 5:45, Quad & Nova.
- SHS Baseball held practices Monday, Wednesday and Thursday at 4:30 pm, Sports Complex, Wendelstedt Fields.
- SHS JV Baseball hosted games, Monday and Wednesday, 6 pm, Sports Complex, Wendelstedt Field #1.
- Youth Volleyball Program continued on 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.
- 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.

Performing Arts Center

- Hosted Ormond Beach PAC Friends fundraiser U.S. Stones – Rolling Stones Tribute on April 30 and Divas of Jazz on May 1.
- Preparing for OB Life meeting on May 10.
- Attended Volusia County Cultural Alliance Awards Ceremony on May 2.
- 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)
- YMCA Soccer is on Monday, Tuesday, and Thursday, 5:30 pm to 8 pm
- Open gym and weight room (center hours)

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Clean up of supplies and equipment from Art in the Park
- Planning for the following events:
 - Memorial Day Remembrance Service, 5/30
 - Reel in the Fun Fishing Tournament, 6/18
 - Independence Day Celebration, 7/4
 - Summer Sounds Free Concert Series, 7/15, 7/22, & 7/29

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 will begin 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.
- Challenger Yoga/Baseball was held on 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.
- House of Healing held their service at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- The Casements was open for guided & self-guided tours Monday through Friday from 8 am to 5 pm.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.
- Pilates classes met on Monday, Wednesday and Friday mornings from 8:30 am to 9:30 am.
- 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.
- Ormond Beach Garden Club Meeting, Wednesday 10 am to 12 pm.
- Casements Crafters Meet, Thursday, Art Room 12 pm to 3:30 pm.
- Wedding Rehearsal, Bailey Riverbridge, Friday 5 pm to 6 pm.
- Movies on the Halifax, Friday, May 6, 8:30 pm, feature film "Onward" rated PG.
- Mother's Day Tea, Saturday, Casements, 1 pm to 3 pm.
- Memorial, Ormond Memorial Arts Museum, Saturday, 3:30 pm to 5:30 pm.

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.
- Magic Forest wood repairs.
- Replaced damaged bench at Rockefeller Gardens.

Building Maintenance

- Installed plaque at the Skate Park.
- Replaced door lock at City Hall.
- Unclogged a toilet at Cassen Park and at Central Park II.
- Hallway white board repaired at WTP.

- Replace six window blinds at WTP.
- Repaired Senior Center glass double entry doors to Building B.
- Installed dividers at the range at the Police Department,
- Removed metal barriers/dividers from gymnastics at Nova.
- Moved cubicles at the Police Department.
- Removed slide at Magic Forest Playground.
- Replaced exit and emergency lights at Nova.
- Repaired exposed outlet at South Ormond Neighborhood Center.
- Repaired power wash at Fleet.
- Replaced lights at EDC.
- Replaced men's restroom lights at The Casements.
- Replaced lights on the airport taxiway.

Police Department

Administrative Services

- Staff hosted the weekly staff meeting.
- Staff participated in the Science on Patrol tour of the police department.
- Staff attended Leadership Academy.
- Staff attended a budget meeting.
- Staff attended Crime View.
- Staff attended the Volusia-Flagler Police Chief's meeting.
- Staff attended the Ormond Beach Middle School National Junior Honor Society induction ceremony.
- Staff attended the American Heritage Girls presentation at Oasis Church.
- Staff attended the OB Life preparatory meeting.

Community Outreach

- Youth Leadership Council (YLC) – YLC did not meet last week.
- OBPAL Basketball – Ten (10) members of the OBPAL Bruins teams attended practice last week 6:00-8:30 p.m. on Monday and Wednesday at the South Ormond Neighborhood Center.
- PAL Educational Programs
 - 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 p.m. to 4:45 p.m. 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.

Community Services & Animal Control

- Animal Calls responded to: 42
- Animal Reports: 8
- Return to Field: 2
- Animal Bites: 2
- Animals to Halifax: 3
- Injured Wildlife Calls: 2
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 9
- Inactive: 5
- Fraud: 0
- Burglary Business: 1

- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 0
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 2
- Suspicious Incident: 0

Records

- Walk - Ins / Window: 72
- Phone Calls: 121
- Arrest / NTA's: 12
- Reports Generated: 109
- Reports Entered: 101
- Citations Issued: 38
- Citations Entered: 36
- Warnings Entered: 89
- Trespass Warnings: 7
- CORF Entered: 64
- Mail / Faxes / Request: 47

Patrol

- Total Calls: 1,401
- Total Traffic Stops: 129

Operations

- Crime Opportunity Report Forms: 65

04/27/22

- Battery on Law Enforcement Arrest, 20 Crooked Tree Trail (The Trails subdivision). While conducting a well-being check at this address, a female kicked and struck an officer.

04/28/22 & 04/29/22

- No Part One Crimes

04/30/22

- Narcotics Arrest, South Nova Road/Fleming Avenue. While conducting a crash investigation at this location, the driver was found to be in possession of Fentanyl.
- Leaving the Scene of Crash Arrest, 8 Castle Manor Drive. A female crashed into a neighbor's parked vehicle and drove home.
- Narcotics Arrest, 400 West Granada Boulevard. A male was found to be in possession of Fentanyl and was driving on a suspended driver's license/Habitual Offender status. The male also violated his probation with these new charges and was charged accordingly.
- Business Burglary, 1608 North United States Highway 1 (Days Inn). A former employee went behind the clerk's front desk counter and stole cash from cash box and drawer.

05/01/22

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Stolen Bicycle, 1521 West Granada Boulevard (Wal-Mart). A male stole the victim's bicycle while the victim was inside the store shopping.

05/02/22

- Stolen Vehicle, 885 Willow Run (The Village subdivision). An unidentified subject stole the victim's vehicle from this location.
- Carbreak, 885 Willow Run (The Village subdivision). An unidentified subject entered the victim's unlocked vehicle. A purse containing the key for the stolen vehicle was taken.
- Stolen Vehicle, 343 Oak Drive. An unidentified subject stole the victim's vehicle from this location.
- Residential Burglary, 54 South Ridgewood Avenue. An unidentified subject made entry through an unsecure door on the 3rd floor and stole 5 microphones, a projector, and a computer.
- Dealing in Stolen Property Arrest, 1521 West Granada Boulevard (Wal-Mart). A male selected an item, passed all points of sale, and returned the item for monetary gain.
- Carbreak, 123 Arlington Way. An unidentified subject entered the victim's unlocked vehicle, nothing appeared to be missing.
- Residential Burglary, 180 Willow Run (The Village subdivision). Two unidentified juveniles stole bicycles from the front porch of this address. Incident was captured on video surveillance.
- Domestic Violence Battery Arrest, 420 Lakebridge Drive (The Oaks of Lakebridge Apartment Complex). A male and female were in an argument when the female struck the male in the face.
- Rape, 337 West Granada Boulevard (Moe's). A female advised that a known male raped her in the parking lot of this location several days ago.
- Warrant Arrest, 1400 Hand Avenue. Subject was contacted and found to have an open warrant.

05/03/22

- Theft, 700 Hull Road (Ormond Beach Sports Complex). The victim's iPhone was stolen from this location.
- Warrant Arrest, 1608 North United States Highway One (Days Inn). Subject was contacted and found to have an open warrant.
- Business Burglary, 1608 North United States Highway One (Days Inn). A former employee went behind the clerk's front desk counter and stole cash from cash box and drawer.
- Shoplifting, 1546 West Granada Boulevard (Sunoco). An unidentified subject stole merchandise from this location. The theft was witnessed by a store employee.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 22
 - Number of Citations issued: 16
 - Number of Written Warnings Issued: 30
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 4
 - 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: 5 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 2 Cases initiated
- 45 signs have either been removed or sign cases created.
- 7 tree removal permit requests.
- Administrative staff assisted with four (4) walk-in's and fifty-two (52) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting held on May 4.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Materials delivered, Notice to Proceed issued for April 27.
 - 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 – Pre-construction meeting was held on May 4.
 - PD Access Control Replacement – Pre-construction meeting was held on May 3.
 - Bidding:
 - CDBG 2022 Sidewalk Improvements – Project was approved for advertisement at May 3 City Commission meeting.
 - PD HVAC Upgrades – Project was approved for bidding at the May 3 City Commission meeting.
 - Fleming Avenue Drainage Improvements – Project is scheduled for approval to bid at the May 17 City Commission meeting.
 - Design Projects:
 - Downtown: Cassen Park Improvements – An RFQ for re-design was approved for advertisement at the May 3 City Commission meeting.
 - Update Parks & Recreational Master Plan – The final master plan update document is scheduled for adoption at the June 7 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 – FPL is working on design of the underground electrical distribution system.
 - 2022 Roadway Resurfacing – Design is complete, bid documents are being prepared.
 - Departmental Activities
 - Reviewed 23 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

- Replaced sidewalk at Station 93.
- Drilled holes & put in rebar on Oak Forest Dr.
- Ground sidewalk on Cambridge Trace
- Poured sidewalk at CPI.

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 fence line at Leeway water tank

- Trimmed for sight view at Bosarvey & Seton Trl.

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

- Basin repair on Rio Ave; repaired inlet
- Locates, gates & pumps Citywide
- Pipe repair (wrap) on New Britain Ave

Vactor

- Fleming Ave (Water Dept)
- Prairievew Ln

Fleet

- Mileage traveled by all departments for the week: 22,607
- 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: 9,930 gallons unleaded, 6,761 gallons diesel
 - Fuel used in one week: 2,424 gallons of unleaded and 817 gallons of diesel.
 - Fleet completed 56 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 Treat Plant

- Delivered 41.78 million gallons for the week ending April 30, 2022 (5.97 MGD).
- Backwashed 5 filters for a total of 292,730 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through April 30, 2022 @ 6.49 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 82.25 wet tons of dewatered sludge (65%-70% solids).
- Flushed distribution system 46,700 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 26.64 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.81 MGD
- Produced 26.64 Million Gallons of Reclaim water.
- Produced 0 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 14 loads in April 2022 for a total of 291.28 wet tons through April 18. Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 4 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 11 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, one needed repairs.
- Replaced 5 residential water services due to pressure concerns or leaks.
- Replaced 6 broken water meter boxes.
- Performed valve maintenance on 4 main line valve.
- Installed 21 new water meters/ services for new construction.
- Performed maintenance on 1 city fire hydrant.
- Repaired 2 inch water main located at 3 Lone Tree Look.
- Repaired 2 inch leak located behind the County library.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 164 utility locates for the previous week.

Wastewater Collection

- Crews responded to 8 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 1,400 gallons of effluent off of Hunter's Ridge force main.
- Replaced PEP pumps at 19 Pine Hollow Way, 44 Huntmaster Ct., 10 Canter Ct., and 25 Westland Run.
- Prepping 10 Canter Ct. for PEP tank replacement.
- Replaced broken PEP tank at 10 Canter Ct.
- TV'ed sanitary lateral at 190 Oak Grove St. to check depression in street. Line looks good.
- Broken 90° bend at back of PEP tank at 67 Carriage Creek Way, scheduled for repair.
- TV'ed 7 sanitary laterals on the PM list.

Reuse

- Responded to 2 reuse trouble calls.
- Turned off reclaimed at 15 Tomoka Ridge Way per customer request.
- Located and marked PEP tank and reclaimed service at 17 Crescent Lake Way, 76 Westland Run, 25 Carriage Creek Way, 6 Shadow Creek Way.

Wastewater Plant – Lift Stations

- Bear Creek – replaced non-operating pump controller, also replaced thermal overloads and both sets of contactors.
- Effluent Transfer Pump #1 – removed pump & motor assembly for repairs.
- R.A.S. Pump #5 – replaced priming water valve.

- Influent Pump #3 – water leak at small plumbing, found to be leaking at AARV, repaired as needed.
- Plant Eye Wash Stations – continued repair/replacement of flow switches.
- Sludge Holding Tank Mixer #2 – mixer installed in tank.
- P.E.P. Tank – 19 Pine Hollow Trail, service call to verify electrical power availability.
- 8P - replaced latch on the wet well and replaced backup batteries in the R.T.U.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- South LSP Aerator Blower – excessive noise noted at housing, corrosion at mounting points is creating a vibration, tightened hardware, will increase monitoring.
- R.O. Deck – refurbished sample rack.
- 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.
- City Clerk attended ICMA New Council Orientation webinar.
- Staff attended and provided support for May 3, 2022, City Commission meeting.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation for May 17, 2022, City Commission meeting.