

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: May 13, 2022

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- City Commission agenda packet review
- OB Life prep meetings

Spoke to, attended and/or met with:

- Ormond Memorial Art Museum ribbon cutting
- OB Life Airport Focus community meeting
- ICMA webinar series – 2022 Council Orientation, Strategic Planning & Budgeting
- Tiger Bay meeting

**PIO – Public Information**

- Press Releases/Media
  - OB Life 2022: Airport Focus
  - General citizen inquiries
  - General media requests and fact sheets
- Social Media
  - OB Life 2022
  - #LivingTheOBLife Series
  - Hurricane Preparedness
  - Police Unity Tour
  - Ormond Memorial Art Museum & Gardens Ribbon Cutting
  - International Firefighters' Day
  - Road Closure Alerts
- Attended
  - Engineering/Planning Meeting
  - OB Life Prep meetings
  - OB Life 2022: Airport Focus
  - Ormond Memorial Art Museum & Gardens Ribbon Cutting
- Training
  - FEMA 2022 Certificate: New PIO Updates
  - Webinar: 3CMA Press Releases

**Community Development**

**Planning**

- The Revella Assisted Living Facility at 1211 West Granada Boulevard has started the installation of silt fencing and is expected to start site construction the week of May 16. 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.

- 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 starting at 5:00 p.m.
- There have been six applications submitted for variances for the June 1, 2022, Board of Adjustments and Appeals as follows:
  1. 38 Carriage Creek Way – rear yard setback variance request to construct a hard roof structure over the existing rear yard patio.
  2. 112 Sawtooth Lane – rear yard setback variance request to construct a screen enclosure over an existing swimming pool.
  3. 601B Robin Road – side yard setback variance request to construct a glass room within the Ocean Village Villas development.
  4. 777A Flamingo Drive – side yard setback variance request to remove a glass Florida room and construct a permanent addition within the Ocean Village Villas development.
  5. 1121 Sherbourne Way – rear setback variance request to construct a screen enclosure over an existing swimming pool.
  6. 710A Flamingo Drive – side yard setback variance request to construct a carport within the Ocean Village Villas development.

#### Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 348 inspections performed within the city (22 by private providers).
- 175 permits issued within the city, with a valuation of \$5,203,007 (10 garage sale permits).

#### Development Services

- The Site Plan Review Committee (SPRC) met with:
  1. 644 North Nova Road. Pre-application meeting with a prospective property owner who seeks to develop multi-family on the property. Discussions included a previously approved site plan, existing trees, including historic trees, utilities, and landscape buffers.
- SPRC projects under review:
  1. Regal multi-family, 215 Williamson Boulevard. 1<sup>st</sup> review. Demolition of the existing movie theater and construction of 310 multi-family units and associated site improvements on a 12.00 acre parcel.
  2. Splash car wash, 55 North Nova Road. 1<sup>st</sup> review. Redevelopment of a church site into a car wash with associated site improvements.
  3. Tiger Oaks Final Plat (Plantation Oaks, Phase 1A). 2<sup>nd</sup> review. Development of 121 lots on 100.91 acres. Final plat. Single family homes.
  4. Ormond Holdings, LLC, Small Scale Land Use Map Amendment. 1<sup>st</sup> review. Amendment of the Future Land Use Map designation of a 4.28-acre property at 264 South Atlantic Avenue, 225 Magnolia Avenue, and 300 South Atlantic Avenue from “Public Institutional” to “Low Intensity Commercial” and “Low Density Residential”.
  5. Force Main Extension at Hunter's Ridge, Flagler County (easement). 1<sup>st</sup> Review. Easement for the force main along Airport Road within Flagler County.

- Construction status of projects under construction:

<b>Project</b>	<b>% Complete</b>
783 North U.S. Highway 1	55%
Caldera Spas	10%
Dunkin Donuts, 1535 North US Hwy 1	65%
GPR1	65%
Interchange Depot	10%
KOMN Condominium Association	70%
McNamara Warehouse	40%
Paradise Pointe ALF	75%
Revella	0%
Shoppes at Granada Point	0%
SONC Gym	50%
SONC Outdoor basketball court	0%
Total Comfort	80%
Volusia Memorial expansion	10%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	30%
Ocean Village Townhomes	35%
Verona Oceanside	90%
<b>Residential</b>	
Cupola at Oceanside	40%
Plantation Oaks, Phase 1A	35%
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 concluded Monday evening. Approximately 10 entrepreneurs participated in and completed the virtual sessions.
  - Staff attended the Ormond Mainstreet Economic Vitality Committee meeting.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues outreach efforts to existing businesses to provide technical assistance and support for business operations and expansions.
  - 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.
- The construction phase of the project to rehabilitate Taxiways Bravo and Delta will commence on May 23. The project is expected to take approximately 230 days to complete.
- Staff is preparing the annual reports for FAA grants received under the CARES Act and related programs.

#### 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 137 Journal Entry Batches.
  - Utility Billing Meter Readers completed 417 work orders.
  - Approved 17 Purchase Requisitions totaling \$886,503.44.
  - Issued 19 Purchase Orders totaling \$180,033.09.
  - Issued 631 past due notices on utility accounts.
  - Auto-called 255 utility customers regarding receipt of a past due notice.
  - Processed 583 payments through Interactive Voice Response System totaling \$44,592.08.
  - Processed 1,314 payments through City online payment portal totaling \$115,940.92.
  - 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
- Other
  - Attended Shuttered Venue Operators Grant (SVOG) Audit Webinar.

##### Risk Management Projects

- Hosted "Meet Your Finance Team" meeting
- Attend City Hall Safety Team meeting
- Attend DFWP webinar

### **Fire Department**

- Weekly Statistics
    - Fires: 5
    - Fire Alarms: 6
    - Hazardous: 2
    - EMS: 83
    - Motor Vehicle Accidents: 6
    - Public Assists: 55
    - TOTAL CALLS: 157
  
  - Aid provided to other agencies: 11 Calls – Daytona Beach (4), Flagler County (1), Volusia County (6)
  - Total staff hours provided to other agencies: 28
  - # of overlapping calls: 33
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 6
  - Total EMS patients treated: 70
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 288
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- Training Hours
    - NFPA 472: 6
    - NFPA 1001: Firefighting 61
    - NFPA 1002: Driver 8
    - NFPA 1021: Officer 6
    - NFPA 1500: Safety/Equipment 112
    - NFPA 1620: Preplanning 22
    - EMT/Paramedic 7
    - TOTAL TRAINING HOURS: 222
- 
- Station Activities
    - Updated 10 pre-fire plans
    - Conducted 4 fire Inspections
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- Significant Incidents
    - 5/3/22, 9:37 AM: 1133 N. US-1 – Motor Vehicle Accident – Upon arrival found a single vehicle rollover in ditch – one patient transported as a trauma alert – a firefighter assisted EVAC during transport.
    - 5/4/22, 2:57 AM: 323 Pine Cone Dr. – Structure Fire – Engine 92, Engine 94 and Battalion 90 provided assistance to Volusia County – arrived on scene to a fully involved fire of a garage, four vehicles and boat – crews prevented fire from spreading to main house — no injuries.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Building Inspector
    - Civil Engineer
    - Environmental Improvement Officer (Arborist)
    - Neighborhood Improvement Officer
    - Maintenance Worker II (Stormwater)
    - Maintenance Worker II (Streets)
    - Maintenance Worker II (WWCR)
    - Part Time Treatment Plant Operator C/B/A (Water Plant)
    - Police Officer
    - Planner
    - Accounting Technician
    - Senior Staff Accountant
    - Part Time Recreation Leader (Casements)

- Summer Camp Counselors (EDC, Nova, SONC)
- Treatment Plant Operator C/B/A (Water Plant)
- Treatment Plant Operator C/B/A (WW Plant)
- Utilities Engineer
- Water Distribution Operator 3, 2, 1, or Trainee
  
- Background/Reference Checks/Job Offers
  - Fire Chief
  - Police Officer
  - Summer Camp Counselors
  
- Separations
  - Part Time Recreation Leader (The Casements)
  - Accounting Technician
  - 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: 15
    - Completed: 17
    - In progress: 48
  
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 38,434
    - Inbound E-Mails Blocked: 8,804
    - Delivered Inbound E-Mails: 27,604
    - Quarantined Messages: 719
    - Percentage Good Email: 71.82%
    - Virus E-Mails Blocked: 0
  
  - Notable Events: OB Life Preparation
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 1
    - Changes: 0
    - Corrections: 2
  - Map/Information Requests: 17
  - 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: 15 : Total in system = 24,272; 23,406 potable, 855 irrigation, 11 effluent

### **Leisure Services**

#### **Administration**

- Engineering meeting
- LSAB meeting
- OB Life prep meeting
- OB Life meeting

- Website/City calendar/social media updates

#### Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance Account Manager
- Operations meeting with Athletic Maintenance Account Manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow up with concerns, issues and questions within scope of work, weekly administrative assignments and activities.

#### Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.

#### Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Gardening Florida Style, presented by Volusia Master Gardeners, Wednesday, 10 am to 12 pm.
- Little Learners Butterfly program, Friday, 10 am to 11 am.

#### Athletics

- Shuffleboard continues 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.
- OBSC Soccer practices, Monday through Friday, 5:30 pm, Sports Complex, Soccer Fields.
- OBYBSA Rec Games Monday, Wednesday and Friday, 5:45 pm, Quad and Nova.
- 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.
- USSSA Baseball Tournament, Saturday and Sunday, 8:30 am to 6 pm, Sports Complex and Nova.

#### 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

- Set-up and provided technical support for OB Life Meeting at the Senior Center on May 10.
- Attended OBPAC Friends Board meeting on May 12.
- Updated information on OBPAC Facebook page and Internet ticketing site.

#### South Ormond Neighborhood Center

- Mayor's Health and fitness challenge weigh-out was held on Saturday, May 7.
- Youth basketball practice Saturday (noon until 2 pm).

- Jazzercise Monday evening (5:45 pm until 6:45 pm).
- Splash pad open daily (10 am until dusk).
- Open park and playground (sunrise until 11 pm).
- 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.
- Mayor's Health & Fitness Challenge weigh out was held on 5/7 & 5/9.
- Attended Senior Games board meeting, 5/10
- Assisting with OB Life - Airport Focus, 5/10
- Attended Memorial Day Remembrance committee meeting, 5/11
- 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 on Wednesday and Thursday at 5:45 pm to 6:45 pm, 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.
- Challenger Yoga/Baseball will start Monday from 3 pm to 5 pm.

#### The Casements

- The Casements was closed on Saturday for The Casements Guild's Mother's Day Tea.
- Life Community Church held a Mother's Day service at Bailey Riverbridge on Sunday.
- House of Healing held their Sunday evening service at Bailey Riverbridge on Sunday.
- The Casements was open for guided and self-guided tours Monday through Friday from 8 am to 5 pm.
- On Monday, The Casements Guild held their Executive Board Meeting and Administrative Board Meeting from 9:30 am to 11:30 am.
- A memorial service was held at Bailey Riverbridge on Tuesday morning from 10 am to 2 pm.
- The Citrus Council of Girl Scouts held their annual Bridging Ceremony in Rockefeller Gardens after crossing the Granada Bridge from 6:30 pm to 7:30 pm.
- The Casements Crafters met on Thursday in the craft room from 12 pm to 3:30 pm.
- A group from East Volusia Homeschooled children took a tour and attended a special Greek Cooking Class on Tuesday.
- A group of Red Hat Ladies from Bear Creek visited the home on Wednesday for a group tour.
- The Memorial Day Committee met on Wednesday morning from 11:30 am to 12:30 pm.
- Ora Yoga classes met this week on Tuesday and Thursday mornings from 10 am to 11:30 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- Pilates classes met this week 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
- Check all parks for unemptied trash cans
- Bathroom checks twice per day



- Inspected signs at all playground equipment
- Skatepark concrete inspected and repaired
- Trails blown off
- Magic Forest wood repairs
- Memorial Gardens bench repairs
- Memorial bench formed at Magic Garden
- Repaired backboards at court at Nova

#### Building Maintenance

- Evaluated repair of playset at Andy Romano Beachfront Park
- Unclogged toilet at Cassen Park
- Repaired front door Public Works
- Repaired fence post at DTW
- Repaired chlorinator at the Performing Arts Center

#### Police Department

##### Administrative Services

- Staff hosted the weekly staff meeting.
- Staff attended the Florida Police Chiefs Association Board of Directors meeting.
- Staff attended Coffee-With-A-Cop event at Aberdeen.
- Staff is training the newly hired police officers.
- Staff attended the Orange City Police Department's new Chief swearing in ceremony.
- Staff attended the Law Enforcement Memorial planning meeting in South Daytona.
- Staff attended the Ormond Beach Leadership Academy.

##### Community Outreach

- Youth Leadership Council (YLC) – Seven (7) members attended the YLC meeting on Sunday, May 7. Members reviewed the upcoming community service projects and the requirements of the State of Florida Association of Police Athletic Leagues Annual YLC meeting at Disney.
- 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. Ten (10) youths attended practice on Saturday from 2:00 p.m. to 5:00 p.m. Members of the PAL basketball program will travel to Orlando for the Super Six Tournament to be held May 13-15, 2022
- 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.
  - Forty (40) students, parents and members of the Police Department staff attended Parent Night for Science on Patrol on Thursday, May 5 at Ormond Beach Middle School. Seventeen (17) OBMS students completed the ten (10) week afterschool program this year. During Parent Night, students had the opportunity to guide their parents through labs completed during the crime scene scenarios. The evening concluded with refreshments and a highly competitive forensic science trivia game.
- Summer Educational Programs – OBPAL partners with the South Ormond Neighborhood Center to provide science, art, reading and computer lab for 6 weeks during Volusia County Schools summer break. The OBPAL portion of the summer program partnership is offered Monday through Thursday.

##### Community Services & Animal Control

- Animal Calls responded to: 40
- Animal Reports: 5
- Trap Neuter Release: 3
- Animal Bites: 1

- Animals to Halifax: 2
- Wildlife Calls: 6
- Found Property Reports: 2

#### Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 4
- Inactive: 3
- Fraud: 8
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Car break: 1
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 5
- Suspicious Incident: 2

#### Records

- Walk - Ins / Window: 85
- Phone Calls: 134
- Arrest / NTA's: 17
- Reports Generated: 135
- Reports Entered: 129
- Citations Issued: 46
- Citations Entered: 45
- Warnings Entered: 89
- Trespass Warnings: 5
- CORF Entered: 53
- Mail / Faxes / Request: 40

#### Patrol

- Total Calls: 1,370
- Total Traffic Stops: 115

#### Operations

- Crime Opportunity Report Forms: 68

#### 05/04/22

- Domestic Violence Battery Arrest, 50 Doug Thomas Way (Hull Road Sports Complex). A female slapped and punched her ex-girlfriend after a verbal altercation.
- Warrant Arrest, 1634 West Granada Boulevard. Subject was contacted and found to have an open warrant.
- Domestic Violence Aggravated Assault, 48 Park Place. A male went to his ex-girlfriends' residence and requested his belongings. The victim told him to leave and she would bring his belongings out to him. He refused at that point. The victim then stated that the male pulled out a revolver and placed it into her stomach. They then both walked outside and he grabbed her neck and pushed her against a wall. The male then fled the scene.
- Business Burglary, 262 North Nova Road (Wine Not). An unknown subject stole seat cushions from the business.

- Theft, 1614 North United States Highway One (Econo Lodge). The victim lost her wallet at the hotel and it was later returned and missing a debit card. The victim later noticed unauthorized transactions occurred.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.

05/05/22

- Warrant Arrest, 274 West Granada Boulevard (Dollar Tree). Subject was contacted and found to have an open warrant.
- Residential Burglary, 5 Riverside Circle. An unidentified suspect was seen entering the rear of the residence after throwing an item through the window.
- Theft, 1521 West Granada Boulevard (Wal-Mart). The victim had her purse stolen while shopping inside Wal-Mart.

05/06/22

- Domestic Violence Aggravated Battery Arrest, 4 Foxhunter Flat (Hunter's Ridge Subdivision). A juvenile threatened her father with a knife and sprayed him with OC spray.
- Domestic Violence Battery & Stolen Vehicle Arrest, 1657 West Granada Boulevard (Texaco). A male punched his girlfriend multiple times in the head and fled in her vehicle. He was later apprehended in Daytona Beach with the vehicle.
- Warrant Arrest, North Yonge Street/West Granada Boulevard. Subject from a traffic homicide fatality at this location was contacted at the Hard Rock Hotel in Daytona Beach and was arrested on an open warrant.
- Business Burglary, 336 South Halifax Drive (First United Methodist Church). An unidentified male entered the church building by smashing out a window. Unknown at this time what was stolen.

05/07/22

- Warrant Arrest, 780 West Granada Boulevard (Reflections). Subject was contacted and found to have an open warrant.

05/08/22

- Residential Burglary, 2 Soco Trail (The Trails Subdivision). An unidentified subject attempted to make entry into the victim's residence. Incident was captured on Ring camera system.
- Business Burglary & Vandalism, 20 Tomoka Oaks Boulevard (Tomoka Oaks Golf Club House). Three juveniles broke into the club house through a broken window. Once inside they started breaking more windows and causing damage throughout the building.
- Bicycle Theft, 335 West Granada Boulevard (Wendy's). An unidentified subject stole the victim's bicycle from this location.

05/09/22

- Armed Robbery Arrest, 610 Santa Ana Avenue. A juvenile male pulled up to the victim in a vehicle to hang out with him. The victim approached the vehicle and the juvenile pulled a handgun on him demanding all the money he had on him and fled the scene.
- Domestic Violence Battery Arrest, 1506 San Marco Drive #203 (San Marco Apartments). A female struck the father of her child during an argument.
- Narcotics Arrests, Neptune Avenue/North Halifax Drive. Three subjects were found passed out in a vehicle at this location. K9 Rex alerted to the presence of narcotics in the vehicle. A search of the vehicle rendered a large number of assorted narcotics located in the vehicle.

05/10/22

- Elderly Abuse Arrest, 341 North Yonge Street. A female grabbed and scratched the victim who is an elderly female with a disability. Additional charge for Violation of Probation was added due to the new law violation.
- Carbreak & Aggravated Battery Arrests, 1521 West Granada Boulevard (Wal-Mart). Victim reported an in progress carbreak. When he returned to his vehicle he observed a male taking items from his

work truck. When confronted, the male fled and struck the victim with his vehicle as they were fleeing the scene.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 6
  - Number of Citations issued: 15
  - Number of Written Warnings Issued: 17
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 6
  - Number of Crashes with Injuries: 11
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

#### Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
  - Zone 1: 0 Cases initiated
  - Zone 2: 4 Case initiated
  - Zone 3: 0 Cases initiated
  - Zone 4: 3 Cases initiated
- 4 signs have either been removed or sign cases created.
- 12 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and sixty-seven (67) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting scheduled for May 18.
    - 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 ongoing.
    - Sanchez Park Playground Equipment Replacement – Equipment has been ordered.
    - 2022 Storm & Sewer Lining – Pre-construction meeting was held on May 4, construction is being scheduled.
    - PD Access Control Replacement – Pre-construction meeting was held on May 3, Contractor to provide construction schedule.
  - Bidding
    - CDBG 2022 Sidewalk Improvements – Project was advertised on May 8, a pre-bid meeting is scheduled for May 26, bids are due on June 9.
    - PD HVAC Upgrades – Project was advertised on May 8, a pre-bid meeting is scheduled for May 19, bids are due on June 9.
    - 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 advertised on May 8, a pre-proposal meeting is scheduled for May 25, proposals are due on June 7.
    - 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 36 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 Neptune; stripped forms, backfilled, cleaned up.
- Removed sidewalk on Division at park.
- Installed asphalt on New Britain (patched asphalt); Division 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
- Removed large vine in roadway at Sterthaus & Orchard.
- Trimmed deadwood from tree on Hand Ave e/o Orchard; on Division Ave.

#### 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 repair on Rio Ave
- Reachout on Forest Hills walkway; US1
- Locates, gates & pumps citywide
- Inlets cleaned and inspected

#### Vactor

- Assist W/W in Forest Hills
- Inlet cleaning on N. Halifax

### Fleet

- Mileage traveled by all departments for the week: 22,433
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 7,713 gallons unleaded, 6,008 gallons diesel
  - Fuel used in one week: 2,217 gallons of unleaded and 753 gallons of diesel.
  - Fleet completed 52 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 42.65 million gallons for the week ending May 7, 2022 (6.09 MGD).
- Backwashed 9 filters for a total of 523,910 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 7, 2022 @ 6.49 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 91.12 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 0 gallons.

### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.76 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.97 MGD
- Produced 23.0 Million Gallons of Reclaim water.
- Produced 4.76 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (May 1, 2021 – April 30, 2022) (MGD):
  - Influent 4.89 (Permit 8 MGD);
  - Surface Water Discharge 1.46 (Permit 6 MGD);
  - Reuse 3.33 (Permit 10 MGD)
- Hauled 24 loads in April 2022 for a total of 494.52 wet tons through April 29. Sludge numbers are the most recent reported values.

### Water Distribution

- Responded to 4 report of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 7 calls from customers concerning leaking water.
- Replaced 3 residential water meter due to operational concerns.
- Made repairs to 2 city owned backflows.
- Replaced 6 residential water services due to pressure concerns or leaks.
- Replaced 2 broken water meter boxes.
- Performed valve maintenance on 2 main line valves.
- Installed 15 new water meters/services for new construction.
- Performed maintenance on 2 city fire hydrants.
- Repaired fire hydrant that was hit at Hull Rd sports complex.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 125 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 4 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 1,500 gallons of effluent off of Hunter's Ridge force main.
- Replaced PEP pumps at 4 Creek Branch Way, and 180 Deep Woods Way.
- Located PEP tank at 51 Saddlers Run for contractor.
- Repaired broken discharge line at 4 Shadow Creek Way.
- Responded to possible broken PEP tank at 20 Foxhunter Flat. Customer irrigation issue.
- Follow up TV at 150 Tomoka Ave. City side is clear.
- Installed sod after PEP tank replacements at 36 Huntmaster Ct. and 66 Creek Bluff Way.
- Cleaned 760' of 8" gravity main in backyard easement on Linden St.
- Repaired broken sanitary lateral at 914 Willow Run.
- Locating low pressure force main on Foxfords Chase to install C/O ports.
- Raised sewer valve box at 24 Foxfords Chase.
- TV'ed 9 sanitary laterals on the PM list.

#### Reuse

- Responded to 5 reuse trouble calls.
- Locate PEP tank and reclaimed at 11 Coquina Lake Way,
- Turned off reclaimed at 49 Carriage Creek Way. Customer has break on their side.
- Turned off reclaimed at 21 Nicholas Dr. per customer request.
- Located 4" reclaimed main for blow off installation.

#### Wastewater Plant – Lift Stations

- Effluent Transfer Pump #2 – wiring in cabinet and motor starter burnt, made repairs and returned to service.
- Effluent Transfer Pump #3 – installed automatic air release valve at volute.
- Reaeration Tank – installed repaired submersible aerator #2.
- 5M – noisy operations, pulled pumps, found large block of wood in Pump #2.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Lime Slurry pumps – lubricated as needed.
- Polymer Building - installed photo cell switches on the exterior lights, removed old light pole and electric wires.
- HSP 4 – connected wiring at soft start for SCADA motor run display.
- HSP 1 – Out of service, VFD has failed and replacement is being ordered.
- 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 ICMA Emerging Leaders Development Program Class of 2023 monthly virtual class session.
- City Clerk attended the OB Life: Airport Focus meeting.
- City Clerk attended ICMA New Council Orientation Webinar.
- Agenda packet preparation and distribution for May 17, 2022 City Commission Reclaimed Water Workshop and City Commission Meeting.