

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: May 27, 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
- Completed CIP meetings with departments
- Started budget meetings with departments
- City Commission agenda packet review

Spoke to, attended and/or met with:

- Rotary meeting
- Team Volusia Finance Committee meeting
- FDOT community meeting on the A1A corridor
- Meet and greet with new MainStreet director Caroline Skinner
- Chamber of Commerce Board meeting

**PIO – Public Information**

- Press Releases/Media
  - FDOT Meetings
  - General citizen inquiries
  - General media requests and interview prep
- Social Media
  - Armed Forces Day
  - Officer of Year Rick Taylor 2021 Goldwing Riders Association
  - Mayor's Health and Fitness
- Training
  - 3CMA Webinar: Debunking Social Media Myths

**Community Development**

**Planning**

- Attended the Ormond MainStreet Board of Directors meeting.
- Participated in Tyler/EnerGov training for permitting, site plan, business tax receipt, and code enforcement.
- 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.
- The following items are scheduled for the June 9, 2022 Planning Board:
    1. Second Amended Interlocal Service Boundary Agreement (ISBA) Future Land Use Map Amendment (Small Scale).
    2. 55 North Nova Road, Splash Car Wash, Zoning Map Amendment to Planned Business Development.
    3. 55 North Nova Road, Splash Car Wash, Issuance of a Development Order.
    4. Regal Multi-Family, Planned Business Development First Amendment
    5. 78 East Granada Boulevard, Ormond Memorial Art Museum and Gardens, Wall Signage Special Exception.
    6. 78 East Granada Boulevard, Ormond Memorial Art Museum and Gardens, Outdoor Activity Special Exception.
    7. Land Development Code amendment, Warehouse, Indoor Mini-Rental.Additional information on these items are available at: <https://www.ormondbeach.org/1000/Public-Hearing-Advertisements-and-Notice>
  - Planning staff have received an application for public art in association with the Ormond Memorial Art Museum and Gardens at 78 East Granada Boulevard. The application seeks to authorize the existing butterfly wall sculptures and expand to an additional exterior wall. The application will be heard by the Ormond Arts District Board on June 15, 2022 at 5:30 p.m. in Room 103, City Commission Conference Room of the Ormond Beach city hall.
  - Tymber Creek Apartments neighborhood meeting notice. Mark A. Watts, Esquire, shall conduct a neighborhood meeting associated with a Planned Business Development zoning map amendment for the land located at 36 Tymber Creek Road and a portion of 2011 West Granada Boulevard. **The neighborhood meeting shall be held on Wednesday June 8, 2022 starting at 6:00 p.m. at the Coquina Presbyterian Church, located at 2085 West Granada Boulevard, Ormond Beach 32174.** The developer intends to develop the property as a multi-family planned residential development project. The project submittals have been posted on the city website at: <https://www.ormondbeach.org/1015/Tymber-Creek-Apartments>.

#### Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued.
- 372 inspections performed within the city (37 by private providers).
- 137 permits issued within the city, with a valuation of \$3,151,124 (10 garage sale permits).

#### Development Services

- There was no Site Plan Review Committee (SPRC) this week.
- SPRC projects under review:
  1. Splash car wash, 55 North Nova Road. 2<sup>nd</sup> review. Redevelopment of a church site into a car wash with associated site improvements.
  2. 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	15%
Dunkin Donuts, 1535 North US Hwy 1	70%
GPR1	80%
Interchange Depot	15%
KOMN Condominium Association	75%
McNamara Warehouse	50%
Paradise Pointe ALF	75%
Perrot Depot	30%
Revella	5%
Shoppes at Granada Point	0%
SONC Gym	60%
SONC Outdoor basketball court	0%
Total Comfort	90%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Forcemain – Huntington Green	95%
Forcemain extension – Airport Road	60%
Ocean Village Townhomes	90%
Verona Oceanside	90%
<b>Residential</b>	
Cupola at Oceanside	60%
Plantation Oaks, Phase 1A	50%
Plantation Oaks, Unit 2B	25%
Plantation Oaks, Unit 2C	2%
Plantation Oaks, Unit 2D	2%

**Economic Development/Airport**

**Economic Development**

- Airport Business Park
  - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
  - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Trail creating a secondary ingress and egress to the business park.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
  - Staff participated in the Volusia Business Resources Meeting held by the Volusia County Economic Development Department. The initiative intends to create a clearinghouse of information and contacts to help entrepreneurs and small business connect with appropriate resources to help them succeed.
- 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 project to rehabilitate Taxiways Bravo and Delta commenced this week and is expected to take approximately 230 days to complete. Milling of Taxiway Delta, west of the intersection with Taxiway Bravo, is the focus this week. Runway 17/35 will be closed during this phase of the project due to the need for personnel and equipment to work within the Runway Safety Area.
- Repairs to the runway end identifier lights on the approach end of Runway 35 were completed this week.

#### 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
  - The City has submitted for the second payment of the ARPA funds.
  - Budget projections for the 2022-23 fiscal year have begun.
- Completed Projects - Weekly
  - Process 133 Journal Entry Batches.
  - Utility Billing Meter Readers completed 479 work orders.
  - Approved 24 Purchase Requisitions totaling \$117,353.07.
  - Issued 17 Purchase Orders totaling \$1,042,229.94.
  - Issued 234 past due notices on utility accounts.
  - Auto-called 280 utility customers regarding receipt of a past due notice.
  - Processed 656 payments through Interactive Voice Response System totaling \$57,141.54.
  - Processed 1,101 payments through City online payment portal totaling \$101,014.07.
  - Prepared 124 Accounts Payable checks totaling \$250,78565. and 25 Accounts Payable EFT payments totaling \$775,316.22.

##### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted the VOCA monitoring packet required by May 25 for the June 15 virtual monitoring visit.
  - Working on the Community Development Block Grant (CDBG) Annual Plan for FY 22-23 which is due June 15 and is based upon the recommendations of the Neighborhood Improvement Advisory Board (NIAB) at its March 24 meeting. An item is scheduled for the June 7 Commission meeting relative to the Annual Plan and NIAB recommendations.
  - Grant reimbursement requests FY 21-22: \$521,251.79

- Other
  - Attended the ECHO Site Visit and Grant Eligibility Meeting for the City's Performing Arts Center renovation request.

#### Risk Management Projects

- Attended various webinars
- Attended Claims Committee meeting
- Processing subrogation claims

#### Fire Department

- Weekly Statistics
    - Fires: 5
    - Fire Alarms: 5
    - Hazardous: 3
    - EMS: 73
    - Motor Vehicle Accidents: 6
    - Public Assists: 52
    - TOTAL CALLS: 144
  
  - Aid provided to other agencies: 3 Calls – Daytona Beach (2), Volusia County (1)
  - Total staff hours provided to other agencies: 3
  - # of overlapping calls: 40
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
  - Total EMS patients treated: 60
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 201
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- Training Hours
    - NFPA 472: Hazmat 4
    - NFPA 1001: Firefighting 206
    - NFPA 1002: Driver 32
    - NFPA 1021: Officer 13
    - NFPA 1500: Safety/Equipment 77
    - NFPA 1620: Preplanning 12
    - EMT/Paramedic 2
    - TOTAL TRAINING HOURS: 346
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- Station Activities
    - Updated 11 pre-fire plans
    - Conducted 2 fire Inspections
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- Significant Incidents
    - 5/17/22, 8:57 PM: W. Granada Blvd. / N. Nova Rd. – Motor Vehicle Accident – Responded to a single vehicle accident – vehicle swerved off road, lost control and collided with a tree – one patient transported as a trauma alert.
    - 5/23/22, 3:57 PM: Hand Ave. / Williamson Blvd. – Motor Vehicle Accident – Arrived on scene to find a two vehicle T-bone type collision – one patient transported as a trauma alert.

#### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Accounting Tech
    - Building Inspector
    - Civil Engineer
    - Environmental Improvement Officer (Arborist)
    - Evidence/Crime Scene Technician

- Maintenance Worker II (Stormwater)
  - Maintenance Worker II (Streets)
  - Maintenance Worker II (WWCR)
  - Neighborhood Improvement Officer
  - Part Time Recreation Leader (The Casements)
  - Part Time Treatment Plant Operator C/B/A (Water Plant)
  - Planner
  - Police Officer
  - Senior Staff Accountant
  - 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
    - Maintenance Worker II (WWCR)
  - Separations
    - Part Time Recreation Leader (The Casements)
    - Mechanic III (Fleet)
    - Accounting Technician
    - Firefighter/EMT
    - Environmental Improvement Officer (Arborist)

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

- Information Systems (IS)
  - Work Plan Projects in process
    - Energov
    - Office 365
    - PD door access and cameras
  - Work Orders
    - New: 34
    - Completed: 34
    - In progress: 36
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 40,636
    - Inbound E-Mails Blocked: 11,840
    - Delivered Inbound E-Mails: 26,740
    - Quarantined Messages: 735
    - Percentage Good Email: 65.80%
    - Virus E-Mails Blocked: 0
    - Notable Events:
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 1
    - Changes: 3
    - Corrections: 0
  - Map/Information Requests: 7

- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 14 : Total in system = 3,223
- Meters GPS Located this week: 32 : Total in system = 24,306; 23,440 potable, 855 irrigation, 11 effluent

## Leisure Services

### Administration

- ECHO site visit for the Performing Arts Center renovation
- Website/City calendar updates
- Updating social media pages as needed

### Contract Manager – Grounds and Athletic Maintenance

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

### Contract Manager – Facilities Maintenance

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

### Environmental Discovery Center

- Wrapping up Enviro Camp lesson planning.
- Mammal/wildlife presentation to local church group at Central Park II, Saturday, 11 am.

### Athletics

- Shuffleboard held 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.
- OBYBSA Rec playoff games this week, Monday and Wednesday, 5:45 pm, Quad and Nova.
- Adult Coed City Softball League finals, Tuesday and Thursday, 6:30/7:30 pm, Sports Complex, Quad #4.

### 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 performances of Children's Musical Theatre Workshop production of Seussical Jr. at 1 pm and 7 pm on Saturday, May 21, and 1 pm on Sunday, May 22.
- Preparing for Daytona Beach Concert Band Patriotic Concert on May 29.
- Preparing for Memorial Day Remembrance Ceremony on May 30.
- Attended the ECHO Site Visit and Grant Eligibility Meeting for the PAC renovation.
- Updated information on OBPA Facebook page and Internet ticketing site.

#### South Ormond Neighborhood Center

- 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)
- Gym construction project ongoing

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Preparing for the Memorial Day Remembrance Service rehearsal and event.
- Assisting with Patriotic Concert at the PAC, 5/29
- Planning for the following events:
  - 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 ended Wednesday.
- Challenger Yoga/Baseball will end Monday.

#### The Casements

- Open for guided and self-guided tours, Monday through Friday, 8 am to 5 pm.
- The Casements will be closed Saturday, May 28, for the Memorial Day Remembrance rehearsal.
- House of Healing, Bailey Riverbridge, Sunday, 4:30 pm to 6:30 pm.
- FDOT Community Meeting, Tuesday, 5:30 pm to 7:30 pm.
- Meeting rental, Thursday, 11 am to 4 pm.
- Casements Crafters met Thursday, 12 pm to 3:30 pm.
- Casements Camera Club met, Thursday, 7 pm to 9 pm.
- Guild Training, Thursday and Friday, 10 am.
- Ora Yoga classes met on Tuesday and Thursday mornings from 10 am to 11:30 am and Wednesday at Bailey Riverbridge from 6 pm to 7 pm.
- Pilates classes met on Monday, Wednesday and Friday mornings from 8:30 am to 9:30 am.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.

#### Parks Maintenance

- Citywide park inspections and cleaning.
- Pavilion inspections completed and posted reservations.
- Checked all parks for unemptied trash cans.
- Bathroom checks twice per day.



- Inspected signs at all playground equipment.
- Skatepark concrete inspected.
- Trails blown off.
- Magic Forest wood repairs.
- Installed bench at Nova Community Center.
- Repaired a bench at Andy Romano Beachfront Park.
- Installed plaque at Andy Romano Beachfront Park.
- Installed two benches at Cassen Pier.

#### Building Maintenance

- Gate repaired at the Police Department.
- Water fountain repaired at Andy Romano Beachfront Park.
- Unclogged toilet at Cassen Park.
- Replaced door at Streets.
- Removed washer at The Casements.
- Cassen Park water fountain repaired.
- Urinal repaired at Cassen Park.
- Repaired door in back stairway at City Hall.
- Repaired tower spray at Andy Romano Beachfront Park.
- Replaced plaque Andy Romano Beachfront Park.
- Repaired toilet at FS92 and at Sports Complex.
- Replaced lights at the Nova Skate Park.
- Reset Memorial Gardens gazebo time clock.
- Replaced City Hall atrium stair lights.
- Repaired Memorial Gardens waterfall pump.

#### Police Department

##### Administrative Services

- Staff hosted the weekly staff meeting.
- Staff attended a budget meeting with Finance.
- Staff attended an Awards Ceremony meeting.
- Staff attended Fraud Presentation at Harbor Baptist Church.
- Staff attended Law Enforcement Memorial Service.

##### Community Outreach

- Youth Leadership Council (YLC) – Six (6) members attended the YLC meeting on Sunday, May 22. Members reviewed upcoming community service projects and the requirements of the State of Florida Association of Police Athletic Leagues Annual YLC meeting at Disney. The YLC conference is scheduled for July 17-20, 2022.
- OBPAL Basketball – Twenty-one (21) members of the OBPAL Bruins Basketball program attended practice last week from 6:00 to 8:30 pm on Tuesday and Thursday at the South Ormond Neighborhood Center. Ten (10) members of the 8<sup>th</sup> grade Bruins Basketball team attended The All-American Jam basketball tournament May 20-22 in Naples, Florida.
- PAL Educational Programs
  - R.E.A.D., Reading, Exploration, Adventure and Discovery concluded last week with an exhibition of books created by the students in the program. Students enjoyed an ice cream party and shared their books with family and friends. Since the OBPAL READ program began in 2005, students at Ormond Beach Elementary School have written and illustrated 275 books.
- 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: 46
- Animal Reports: 7
- Returned to Field: 3
- Animal Bites: 1
- Animals to Halifax: 2
- Injured Wildlife Calls: 4
- Found Property Reports: 3

#### Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 9
- Inactive: 2
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car Break: 2
- Grand Theft: 2
- Auto Theft: 3
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 1
- Police Information: 1
- Suspicious Incident: 1
- Vandalism: 2

#### Records

- Walk - Ins / Window: 92
- Phone Calls: 126
- Arrest / NTA's: 16
- Reports Generated: 123
- Reports Entered: 118
- Citations Issued: 32
- Citations Entered: 32
- Warnings Entered: 62
- Trespass Warnings: 4
- CORF Entered: 24
- Mail / Faxes / Request: 54

#### Patrol

- Total Calls: 1,389
- Total Traffic Stops: 113

#### Operations

- Crime Opportunity Report Forms: 56

#### 05/18/22

- Aggravated Assault with Firearm, Ormond Lakes Boulevard/Lorelane Drive (Ormond Lakes). The victim was in a road rage incident with another driver. The victim claimed that the other driver pulled out a gun and threatened to shoot him.

- Narcotics Arrest, 134 Green Forest Drive. A male was found to have methamphetamine on him while visiting an acquaintance at this address.
- Narcotics Arrest, Hand Avenue/South Nova Road. A male was found to be in possession of oxycodone with intent and was also in possession of a new legend drug without a prescription after the K-9 alerted on a traffic stop.
- Warrant Arrest, 16 Fernmeadow Lane. Subject was contacted and found to have an open warrant.

05/19/22

- Stolen Vehicle, 4 Rio Pinar Trail (The Trails subdivision). The victim's vehicle was stolen overnight, the keys were left inside the vehicle.
- Stolen Vehicle Arrest, 3 North Yonge Street (Sunoco). Officers located a male passed out in a stolen vehicle at this location. He was medically cleared and arrested.
- Battery on A Law Enforcement Officer, 101 East Granada Boulevard (Publix). Officers responded to a shoplifting at this location. Once on scene officers identified a male as the suspect. While speaking with officers, the male threw a food can at the officer. The officer was not injured.
- Sex Offense, 273 Amberwood Court. Offense was reported by the Department of Children and Families hotline with limited information. Officers established that two children were being abused by another sibling.
- Warrant Arrest, 19 Stratford Place. Subject was contacted and found to have an open warrant.

05/20/22

- Stolen Vehicle, 595 North Nova Road. An unidentified subject stole the victim's vehicle from this location.
- Aggravated Battery, 2415 Durrance Lane. During a disturbance over a horse trailer, the victim stood behind the suspect's truck, preventing access to the trailer. The suspect reversed the vehicle into the victim, allegedly causing her to fall and injure her shoulder. The victim does not wish to prosecute.
- Residential Burglary/Stolen Vehicle, 22 Byron Ellinor Drive. An unidentified subject stole the victim's scooter from inside his residence while he was away.
- Theft, 167 Kimberly Drive. The victim sold an enclosed trailer without removing the tag. The purchaser was supposed to send it back, but has not done so. The victim is now receiving toll fines.
- Disorderly Conduct Arrest, 275 Interchange Boulevard (Extended Stay). A male subject caused a scene in the parking lot of this location. There were multiple witnesses.

05/21/22

- Theft, 867 South Atlantic Avenue (Andy Romano Beachfront Park). An unidentified subject stole the victim's tag from their vehicle overnight.
- Domestic Violence Battery Arrest, 247 East Granada Boulevard (Granada Plaza). A male was observed by multiple witnesses shoving his girlfriend at this location.
- Resisting without Violence Arrest, 1521 West Granada Boulevard (Wal-Mart). Officers responded in reference to a male holding a female at knife point. While on scene, the suspect fled on foot after being given commands but was taken into custody.
- Hiring Vehicle with Intent to Defraud Arrest, 299 North Nova Road. A male rode around in a taxi and had no money to pay for the ride.
- Stolen Bicycle, 45 Kenilworth Avenue. The victim's bicycle was stolen from her driveway.

05/22/22

- Domestic Violence Battery Arrest, 869 South Atlantic Avenue (Riptide's). A female was having dinner with her wife at this location when an argument turned physical.
- Bicycle Theft, 155 Interchange Boulevard (Hampton Inn). Two bicycles were taken off a bicycle rack attached to the victim's truck at this location.
- Theft Arrest, 3 Clydesdale Drive. A female stole her sister's security cameras and purse containing money.

05/23/22

- Theft, 1614 North United States Highway One #238 (Econo Lodge). An unidentified subject stole numerous items and a debit card that were left behind in a hotel room after checking out.
- Carbreak, 1227 North United States Highway One (Pikes Electric). An unidentified subject stole \$600 worth of copper from a work truck overnight.
- Battery on a Law Enforcement Officer Arrest, 1608 North United States Highway 1 (Super 8). A male was involved in a physical altercation at the Days Inn. Officers contacted the subject when he slapped the officers hand out of his way to walk around him. The male was also charged with possession of Methamphetamine.
- Domestic Violence Battery Arrest, 206 Greenwood Avenue. A female forced her way into her boyfriend's room, threw a duffle bag striking the victim's feet, and threw a chair at him.
- Violation of Probation Arrest, South Orchard Street/Tomoka Avenue. Officers located a male who appeared to be intoxicated. The male was on probation with special conditions of no alcohol.
- Domestic Violence Battery Arrest, 1340 West Granada Boulevard (Lowes). A male and female got into an argument that turned physical.

05/24/22

- Warrant Arrest, North Center Street/Wilmette Avenue. Subject was contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 8
  - Number of Citations issued: 10
  - Number of Written Warnings Issued: 14
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 9
  - Number of Crashes with Injuries: 5
  - Number of Crashes with Serious Bodily Injury: 1
  - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
  - Zone 1: 0 Cases initiated
  - Zone 2: 3 Cases initiated
  - Zone 3: 0 Cases initiated
  - Zone 4: 1 Case initiated
- 1 sign has either been removed or sign case created.
- 6 tree removal permit requests
- Administrative staff assisted with four (4) walk-in's and forty-nine (49) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting scheduled for June 1.
    - SONC Gym – Construction is ongoing.
    - CDBG Fleming Playground – Construction is in process.
    - Facility Hardening – Long lead-time materials are scheduled to ship early June.
    - 385 South Old Kings Road – Remediation work is ongoing.
    - Sanchez Park Playground Equipment Replacement – Equipment has been ordered and has a long manufacturing lead time.

- 2022 Storm & Sewer Lining – Notice to Proceed issued for June 13.
- PD Access Control Replacement – Construction commenced on May 23.
- Central Park 2 Gazebo Replacement – Gazebo is scheduled to ship July 18, a pre-construction meeting is scheduled for June 29.
- Bidding
  - CDBG 2022 Sidewalk Improvements – A pre-bid meeting was held on May 26, bids are due on June 9.
  - PD HVAC Upgrades – A pre-bid meeting was held on May 19, bids are due on June 9.
  - Fleming Avenue Drainage Improvements – Project was advertised on May 22, a pre-bid meeting is scheduled for June 8, bids are due on June 21.
  - WRF Clarifier Improvements – Project is scheduled for approval to bid at the June 7 City Commission meeting.
  - Downtown Sidewalk Renovations – Project is scheduled for approval to bid at the June 7 City Commission meeting.
  - WRF Clarifier Improvements – Project is scheduled for approval to bid at the June 7 City Commission meeting.
- Design Projects:
  - Downtown: Cassen Park Improvements – An RFQ for re-design was advertised on May 8, a pre-proposal meeting was held on 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. The clarifier improvements were broken out of this scope as a separate project.
  - Leeway Storage Tank & Pump Station Rehabilitation – Design is in process.
  - Downtown – East Granada Utility Undergrounding – A field meeting with FPL was held on May 25.
  - 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 5 Franchise Utility Work-in-the-Right-of-Way permits.

### Environmental Management

#### Street Maintenance - Asphalt/Concrete

- Form on Buena Vista
- Concrete pour on Ocean Terrace

#### 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
- Trim on Division W/O Center St.
- Lighting loader class at Nova Community Center
- Trimmed low limbs on Arroyo Pkwy & US1; Knollwood Estates

#### 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

- Swale maintenance on Gowers St
- Ditch maintenance citywide
- Inlet repair on John Anderson Dr.
- Inlets inspected and cleaned citywide
- Locates – gates and pumps, citywide

#### Vactor

- Wastewater
- Inlet cleaning on Loyola Dr.
- Ellsworth Ave

#### Fleet

- Mileage traveled by all departments for the week: 21,479
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 1
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 11,649 gallons unleaded, 4,751 gallons diesel
  - Fuel used in one week: 2,345 gallons of unleaded and 658 gallons of diesel.
  - Fleet completed 49 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 39.53 million gallons for the week ending May 21, 2022 (5.65 MGD).
- Backwashed 6 filters for a total of 311,190 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 21, 2022 @ 6.46 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 68.16 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 77,000 gallons.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.46 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.07 MGD
- Produced 26.76 Million Gallons of Reclaim water.
- Produced 1.71 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 for a total of 501.25 wet tons through the end of April 2022. 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 3 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Tested 5 city owned backflow preventers and made repairs as needed.
- Replaced 2 residential water services due to pressure concerns or leaks.
- Replaced 2 broken water meter boxes.
- Performed valve maintenance on 4 main line valves.
- Installed 21 new water meters/services for new construction.
- Exercised all valves on Loyola Dr. for a future shutdown to abandon an easement main that connects Marvin Rd. to Loyola Dr.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 187 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 13 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 14 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 1,800 gallons of effluent off of Hunter's Ridge force main.
- TV'ed 3 sanitary laterals on the PM list
- Changed pump at 26 Laurel Ridge Break, 30 Carriage Creek Way, 60 Shadowcreek Way, Pleasant Woods Way cul-de-sac, 5 Fox Cliff Way, 94 Tomoka Ridge Way, 65 Tomoka Ridge Way.
- 11 Deep Woods Way adjusted floats on pump
- Demo 257 Laws Ln.
- 6 Whipper-in Cir restored area from previous weeks repair
- Replaced relay at 35 Forestview Way, system is working properly
- Installed pressure gauge on Airport Rd. force main
- 1417 North Beach St. line cleaning on city side, small roots at 1<sup>st</sup> joint
- Replaced cracked "Y" at 402 Collins St
- Located and replaced c/o stack at 424 Bryant St.
- Located c/o at 47 Riverview Dr. and marked in road.
- 10 Ardisia Cir., back up city side, swag in line.
- 146 Ponce De Leon city side back up, roots. Put on maintenance schedule.

#### Reuse

- Responded to 3 reuse trouble calls.
- Raised reuse box at 5 Fox Cliff Way.
- Located pep tank and reuse at 35 Forestview way, and 44 Winding Creek Way.
- 108 Deep Woods Way reuse shut off.

- 10 Tanglewood Cir., repaired broken pipe.

#### Wastewater Plant – Lift Stations

- SCADA – Call out, cellular modem not operational, new 5G unit has been ordered.
- Centrifuge #2 – replaced broken grease gun plexiglass tube.
- 7M1 – replaced privacy fence.
- Plantation Oaks #1 – Level not reading at SCADA, station is in RTU bypass, will increase monitoring for cause and reset station when complete.
- 60 Shadow Creek Way – installed new PEP tank control panel.
- Chlorine Contact Tanks – installed new audio/visual alarms.
- 8P – replaced thermal overloads at pump 1 due to tripping.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Lime Slurry pumps – lubricated as needed.
- Well 25H – not operating in remote, replaced control relay and returned to service.
- Well 37R – painting.
- 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 New Council Orientation Webinar session 5.
- City Clerk attended meeting with Assistant City Manager.
- City Clerk attended Claims Committee meeting.
- Office Manager attended FRMA Conference.
- Agenda packet preparation for June 7, 2022 City Commission Workshop and Meeting.