

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 3, 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:

- Continued budget meetings with departments
- City Commission agenda packet review

Spoke to, attended and/or met with:

- Memorial Day Remembrance Service
- Individual meetings with commission members to review the draft CIP
- Attended and participated in the FCCMA annual conference

PIO – Public Information

- Press Releases/Media
 - Hurricane Preparedness
 - General media contacts and interview requests
 - General citizen inquiries
- Social Media
 - Hurricane Prep
 - Summer Camp Announcements
- Attended
 - Engineering/Planning
 - Volusia PIN Network
- Training
 - 3CMA Cybersecurity Webinar

Community Development

Planning

- Attended and presented six applications submitted for variances at 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 has 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. 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

- 2 new business tax receipts issued.
- 403 inspections performed within the city (53 by private providers).
- 131 permits issued within the city, with a valuation of \$1,811,788 (7 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. Hunter's Ridge indoor storage facility, utilities connection. Pre-application meeting to discuss a utility connection for an indoor storage facility.
 2. 507 Grandview Avenue. Pre-application meeting to discuss potential redevelopment options.
- Representatives of the Tomoka Reserve project have requested a time slot with the Site Plan Review Committee (SPRC). The SPRC will meet with representatives on Wednesday, June 8, 2022 at 9:30 a.m. The SPRC meeting can be attended in person in Room 103, City Commission Conference Room, of the Ormond Beach City Hall at 22 S. Beach Street or virtually through Zoom <https://ormondbeach.zoom.us/j/98395178655?pwd=MVFEYXVMa092YjBkN1FCOW9jcFJYUT09> Project information is available at: <https://www.ormondbeach.org/1013/Tomoka-Reserve>.
- SPRC projects under review:
 1. Splash Car Wash, 55 North Nova Road. 2nd review. Redevelopment of a church site into a car wash with associated site improvements.
 2. 183 South Orchard Street, Stanton Grove. 1st review. 21 townhomes on 3.92 acres.

3. Ridge Haven PRD & Preliminary Plat. 1st review. 298 units on 103.45 acres.
 4. 50 Bosarvey Circle, release of easement. 1st review. Partial release of easement.
 5. 350 Clyde Morris Boulevard, Lot split. 1st review. Subdivision of one lot into two.
 6. 2001 West Granada Boulevard, Walgreens site improvements. 3rd review. Access and site improvements.
 7. Tides Edge Preliminary Plat. 1st review. 15 single-family lots on 3.49 acres.
 8. 251 South Atlantic Avenue, Ormond Beach Holdings, LLC. 2nd review. Five story, 95,700 square feet hotel with 137 units.
 9. Tiger Oaks Final Plat, Phase 1A. 3rd review. 121 lots on 100.91 acres.
- Construction status of projects under construction:

Project	% Complete
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%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	60%
Ocean Village Townhomes	90%
Verona Oceanside	90%
Residential	
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.

- 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

- Staff participated in the weekly construction meeting for the project to rehabilitate Taxiways Bravo and Delta. Milling of Taxiway Delta, west of the intersection with Taxiway Bravo, remains the focus of work. 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.
- Staff participated in the weekly Airport Safety Meeting at the Daytona Beach International Airport.
- Staff is working to conduct minor repairs to Gate 13.

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 84 Journal Entry Batches.
 - Utility Billing Meter Readers completed 416 work orders.
 - Approved 14 Purchase Requisitions totaling \$44,695.88.
 - Issued 15 Purchase Orders totaling \$114,763.07.
 - Issued 522 past due notices on utility accounts.
 - Auto-called 125 utility customers regarding receipt of a past due notice.
 - Processed 528 payments through Interactive Voice Response System totaling \$43,258.04.
 - Processed 1,377 payments through City online payment portal totaling \$123,256.93.
 - Prepared 106 Accounts Payable checks totaling \$154,602.17. and 48 Accounts Payable EFT payments totaling \$470,017.13.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Continued 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 NIAB at its March

24 meeting. An item is scheduled for the June 7 Commission meeting. The final allocation amount was received on May 26.

- Continued working with the Police Department on a COPS hiring grant request which is due June 16.
- Grant reimbursement requests FY 21-22: \$526,207.58.
- Other
 - Completed Employee Newsletter for June 2022.

Risk Management Projects

- Attended City Hall Safety Team meeting
- Working on subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 4
 - Hazardous: 1
 - EMS: 86
 - Motor Vehicle Accidents: 7
 - Public Assists: 45
 - TOTAL CALLS: 145
- Aid provided to other agencies: 7 Calls – Daytona Beach (1), Volusia County (6)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 63
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 262
- Training Hours
 - NFPA 1001: Firefighting 113
 - NFPA 1002: Driver 68
 - NFPA 1500: Safety/Equipment 95
 - NFPA 1620: Preplanning 21
 - EMT/Paramedic 9
 - TOTAL TRAINING HOURS: 306
- Station Activities
 - Updated 16 pre-fire plans
 - Conducted 3 fire Inspections
 - Visited 75 children at Pine Trail Elementary
- Significant Incidents
 - 5/26/22, 5:54 PM: W. Granada Blvd. / Indian Springs Dr. – Motor Vehicle Accident – Arrived on scene to find a single vehicle rollover with heavy damage – one patient transported as a trauma alert – a firefighter paramedic provided assistance during transport to hospital.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II
 - Accounting Technician
 - Senior Staff Accountant
 - Building Inspector

- Civil Engineer
- Utilities Engineer
- Environmental Improvement Officer (Arborist)
- Neighborhood Improvement Officer
- Evidence/Crime Scene Technician
- Part Time Evidence Custodian
- Firefighter/EMT
- Maintenance Worker II (Stormwater)
- Maintenance Worker II (Streets)
- Maintenance Worker II (Wastewater Collection/Reuse Distribution)
- Maintenance Worker III (Wastewater Collection/Reuse Distribution)
- Maintenance Worker IV (Wastewater Collection/Reuse Distribution)
- Part Time Events Leader (Community Events)
- Part Time Recreation Leader (Casements)
- Planner
- Police Officer
- Summer Camp Counselors (EDC, Nova, SONC)
- Part Time Treatment Plant Operator C/B/A (Water Production Plant)
- Treatment Plant Operator C/B/A (Water Production Plant)
- Treatment Plant Operator C/B/A/Trainee (Water Reclamation Plant)
- Water Distribution Operator 3, 2, 1, or Trainee

- Background/Reference Checks/Job Offers
 - Fire Chief
 - Police Officer
 - Summer Camp Counselor
 - Maintenance Worker II (WWCR)
 - Part Time Recreation Leader (Casements)

- Separations
 - Accounting Technician
 - Evidence/Crime Scene Technician

Information Technology (IT)

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

 - Work Orders
 - New: 26
 - Completed: 24
 - In progress: 38

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 38,779
 - Inbound E-Mails Blocked: 9,956
 - Delivered Inbound E-Mails: 26,269
 - Quarantined Messages: 674
 - Percentage Good Email: 67.74%
 - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
 - Addressing

- Additions: 164
- Changes: 2
- Corrections: 0
- Map/Information Requests: 10
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0 : Total in system = 3,223
- Meters GPS Located this week: 0 : Total in system = 24,306; 23,440 potable, 855 irrigation, 11 effluent

Leisure Services

Administration

- Memorial Day Service
- Engineering meeting
- 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.
- Completed office painting and storage cabinet installation at the Police Department.

Environmental Discovery Center

- Wrapping up Enviro Camp lesson planning.

Athletics

- Shuffleboard continued 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.

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
- Paint 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 Daytona Beach Concert Band Patriotic Concert on May 29.
- Provided technical direction and support for Memorial Day Remembrance Ceremony.
- Prepared for rehearsals and performance of Ms. Debby's Dance and Acting presents "Jungle" on June 5.
- Responded to inquiries regarding PAC and Senior Center rentals.
- Updated information on Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

- Youth basketball practice Saturday (noon until 2 pm)
- Splash pad opens daily (10 am until dusk)
- Open park and playground (sunrise until 11 pm)
- Open gym and weight room (center hours)
- Gym construction project ongoing

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Assisted with Memorial Day Remembrance Service rehearsal on 5/28 and event on 5/30
- 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, 22, & 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

The Casements

- Open for guided and self-guided tours, Monday through Friday, 8 am to 5 pm.
- A rental took place at Bailey Riverbridge on Saturday from 1 pm to 5 pm with 45 guests attending.
- House of Healing held their Sunday evening service at Bailey Riverbridge on Sunday.
- Memorial Day Remembrance Service in Rockefeller Gardens was held on Monday at 9 am.
- On Tuesday, The Casements Camera Club accepted photographs for their upcoming 9th Annual Spring Show. On Wednesday, they met to install their photography show.
- The Casements Guild trained new potential members on Wednesday at 10 am.
- The Casements Crafters met on Thursday in the craft room from 12 pm to 3:30 pm.
- The Summer Story Stroll was installed on Friday afternoon. The story is "Oceans of Love" by Janet Lawler and illustrated by Holly Clifton-Brown.
- 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.
- Movies on the Halifax feature film "Soul" will be shown on Friday, June 3 at 8:30 p.m. in Rockefeller Gardens.

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.
- Update memorial bench program.
- Deck repairs at Central Park II.
- Install new basketball nets Central Park I.
- Replaced ADA swing at Magic Forest.

Building Maintenance

- A/C work at FS93.
- Rockefeller waterwheel repaired.
- Ceiling bracket install at the Police Department.
- Installed boat cleats at Cassen Park.
- Unclogged ladies restroom toilet at Fortunato Park.
- Repaired faucet leak at WWTP.
- Repaired bay door at FS94.
- Repaired flag pole at Fleet.
- Replaced straps on swing and installed at Magic Forest.
- Adjusted the door closers on two entrances at South Ormond Neighborhood Center.
- Replaced lights at City Hall and at the Police Department.

Police Department

Administrative Services

- Staff hosted the weekly virtual staff meeting.
- Staff attended the Chamber Leadership Academy Graduation Ceremony.
- Staff completed several public records requests.
- Staff is working on the School Resource Officer contract.
- Staff met with Stewart Marchman and set up training for the Police Department.
- Staff is arranging a Stealth Stat study on Wilmette Avenue with Traffic Unit.
- Staff attended the Memorial Day Ceremony with the MRAP/SRT presentation.

Community Outreach

- Youth Leadership Council (YLC) – Six (6) members attended a YLC team day on May 30. YLC members are prepping for upcoming community service projects and reviewing the guidelines 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-seven (27) 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.
- PAL Educational Programs – All after school educational programs have concluded for the school year. Programs for the 2022-23 school year will begin in October.
- Summer Educational Program – OBPAL partners with the South Ormond Neighborhood Center to provide science, art, reading and computer lab for 6 weeks during the Volusia County School summer break. The program is offered Monday through Thursday.

Community Services & Animal Control

- Animal Calls responded to: 50
- Animal Reports: 4
- Return to Field: 2
- Animal Bites: 2
- Animals to Halifax: 3
- Injured Wildlife Calls: 8

- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 1
- Inactive: 11
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 0
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 3
- Missing Persons: 2
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Aggravated Battery: 1
- Police Information: 2
- Vandalism: 2
- Disturbance: 2
- Threats/Harassing calls: 1

Records

- Walk - Ins / Window: 76
- Phone Calls: 98
- Arrest / NTA's: 17
- Reports Generated: 120
- Reports Entered: 111
- Citations Issued: 70
- Citations Entered: 11
- Warnings Entered: 123
- Trespass Warnings: 7
- CORF Entered: 15
- Mail / Faxes / Request: 42

Patrol

- Total Calls: 1,504
- Total Traffic Stops: 232

Operations

- Crime Opportunity Report Forms: 60

05/25/22

- Theft, 65 Caballero Court. An unidentified subject stole construction materials from this location.
- Theft, 70 Caballero Court. An unidentified subject stole construction materials from this location.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). An employee stole multiple hover boards from this location.
- Domestic Violence Battery Arrest, 281 Sunset Pointe Drive (Pineland Subdivision). A juvenile was in an argument with her mother when she charged her mother and pulled her hair.
- Shoplifting, 690 South Nova Road (7Eleven). An unidentified male stole merchandise from this location and fled the scene prior to law enforcement arrival. The offense was witnessed by a store employee.

05/26/22

- Vandalism/Resisting without Violence Arrest, 1210 Oak Forest Drive. A male came home intoxicated and damaged the windows of his electrician's van for no apparent reason. Subject hid in his backyard from law enforcement until he was located and arrested.
- Domestic Violence Aggravated Battery, 1521 West Granada Boulevard (Wal-Mart). A female was hitting her girlfriend with her fists and a stick. The female fled prior to law enforcement arrival.
- Domestic Violence Aggravated Battery, 175 Interchange Boulevard (Extended Stay). A female hit her grandson and granddaughter with a cane. She left prior to law enforcement arrival.

05/27/22

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise from this location. The offense was witnessed by loss prevention for the store.
- Theft, 520 West Granada Boulevard (Cloud 10 Car Wash). An unidentified male stole the victim's purse that was next to her vehicle as she was vacuuming.

05/28/22

- Child Neglect Arrest, 275 Interchange Boulevard #412 (Extended Stay). A female left her three minor children in a hotel room by themselves overnight and came back to the room while law enforcement was on scene.
- Trespass Arrest, 735 South Nova Road (Tomoka Plaza). A male was located at this location after previously being trespassed.
- Driving Under the Influence Arrest, Melrose Avenue/Andrews Street. While investigating a single vehicle crash, it was found that the driver was intoxicated.
- Warrant Arrest, North United States Highway One/North Nova Road. Subject was contacted and found to have an open warrant.

05/29/22

- Narcotics Arrest, 105 Interchange Boulevard (McDonald's). A male subject was found to be in possession of narcotics at this location.
- Aggravated Battery with a Deadly Weapon, 505 South Atlantic Avenue #209 (Lotus Inn & Suites). An unidentified male stabbed the victim in his arm and side after a disagreement over money.
- Narcotics Arrest, 163 Tomoka Avenue. A male and female were located at this location and were found to be in possession of narcotics.
- Warrant Arrest, 759 South Atlantic Avenue (Georgian Inn). Subject was contacted and found to have an open warrant.
- Domestic Violence Battery Arrest, 507 Sandy Oaks Boulevard. A juvenile female was in a verbal argument that turned physical.

05/30/22

- Theft, 220 North Nova Road (Publix). An unidentified male stole merchandise from this location and fled the scene prior to law enforcement arrival. The offense was witnessed by a store employee.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise from this location. The offense was witnessed by loss prevention for the store.
- Domestic Violence Battery Arrest, 1670 West Granada Boulevard. A male struck his wife in the mouth during an argument.
- Narcotics Arrest, 530 South Atlantic Avenue (Circle K). A female was contacted at this location and was found to be in possession of narcotics.
- Warrant Arrest, 1670 West Granada Boulevard. Subject was contacted and found to have an open warrant.

05/31/22

- Domestic Violence Battery Arrest, 281 South Atlantic Avenue (Days Inn). A male and his girlfriend were in a verbal argument when he threw bobble heads and a wallet hitting the victim. He then threatened to punch her in the face.

- Narcotics Arrest, Division Avenue/South Nova Road. A traffic stop was conducted. The driver was found to be in possession of multiple narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 44
 - Number of Citations issued: 33
 - Number of Written Warnings Issued: 57
 - Number of Parking Tickets Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 0 Case initiated
 - Zone 2: 1 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 1 Case initiated
- 4 sign has either been removed or sign case created.
- 2 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 was held on June 1.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Construction is in process.
 - Facility Hardening – Materials are scheduled to be delivered early June.
 - 385 South Old Kings Road – Remediation work is nearing completion.
 - 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 is in process and scheduled for completion by the end of June.
 - 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.

- 2022 Road Resurfacing - Project is scheduled for approval to bid at the July 19 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 – Easement documents are being revised based on field meeting with FPL.
- 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

- Concrete pour on Fleming Ave
- Poured sidewalk on Buena Vista 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 banner for Memorial Day at SR40 & Washington
- Trimming on Harbour Lights Dr
- Tree inspections citywide
- Cleaned up fallen tree at Arroyo Park (Arroyo Oaks Mini Pk)

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

- Yard/shop maintenance
- FDOT pond mowing on SR40
- Inlets inspected citywide
- Reachout on Forest Hills walkway; Arroyo Parkway
- Gates and pumps citywide

Vactor

- Brookside Cir

Fleet

- Mileage traveled by all departments for the week: 21,884
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 9,072 gallons unleaded, 4,751 gallons diesel
 - Fuel used in one week: 1,947 gallons of unleaded and 406 gallons of diesel.
 - Fleet completed 47 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 39.94 million gallons for the week ending May 28, 2022 (5.71 MGD).
- Backwashed 4 filters for a total of 224,060 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 28, 2022 @ 6.44 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 88 wet tons of dewatered sludge (65-70% solids).
- Flushed distribution system 0 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.77 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.11 MGD
- Produced 24.67 Million Gallons of Reclaim water.
- Produced 4.10 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 6 report of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 9 calls from customers concerning leaking water.
- Replaced 5 residential water meters due to operational concerns.
- Tested 7 city owned backflow preventers and made repairs where needed.

- Replaced 2 residential water services due to pressure concerns or leaks.
- Replaced 5 broken water meter boxes.
- Performed valve maintenance on 4 main line valves.
- Installed 6 new water meters/services for new construction.
- Removed a 6-inch T that feeds an easement water main. Water main can now be removed from storm basin so that contractor can line the stormwater pipes.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 173 utility locates for the previous week.

Wastewater Collection

- Crews responded to 14 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 2,600 gallons of effluent off of Hunters Ridge force main.
- TV'ed 3 sanitary laterals on the PM list
- Changed pump at 11 Highwood Ridge Tr, 31 Winding Creek Way, 5 Carriage Creek Way, 105 Shadow Creek Way, 137 Grey Dapple Way.
- 14 Foxfords Chase, repaired broken discharge line on pep system.
- FPL bore at 200 River Bluff Dr. Bored through city lateral. Replaced broken lateral, line is back in service.
- Located, marked and raised C/O at 16 Crooked Tree Tr, and 815 John Anderson.
- 11 Highwood Ridge Tr, no power, changed pump and rewired j box.
- 130 Briargate Look, located and installed new C/O cap.
- 35 Forest View Way, rerouted J-box and rewired.
- Locate and demolished at 366 N Beach St.
- TV'ed main at 779 Ocean Shore Blvd to locate customer sewer lateral. It appears service is tied into 787 Ocean Shore Blvd., needs to be verified.
- TV'ed main for 81 Dianne Dr., double lot has 2 services.
- Verifications, 69 Fawn Haven Tr, 15 Tomoka View, 130 Briargate Look.
- Cleaned out chamber at 4 Creek Branch Way.

Reuse

- Responded to 3 reuse trouble calls.
- Shut service off at 230 Country Club Dr.
- Located reuse and pep tank at 40 Winding Creek Way, and 27 Hunt Master Court.
- 3 Staghound Look, turned service off and replaced damaged lid.

Wastewater Plant – Lift Stations

- SCADA – 5G modem and SIM card installed, programmed, tested and returned to service.
- Castle Gate – replaced wooden privacy fence.
- Centrifuge Grinder #1 – installed new motor and test run.
- 7M1 – trimmed trees as needed.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- RO Clearwell pump 5 – vendor removed for rebuild.
- High Service Building – rebuilt distribution water sample rack.
- Well 30H – repairs completed.
- Well 29H – Out of service, motor tested bad. Equipment pulled, ordering replacements, will install when received .
- Perform 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 6.
- Staff attended and provided support for June 1, 2022 Board of Adjustment and Appeals Meeting.
- Staff attended and provided support for June 2, 2022 Quality of Life Advisory Board Meeting.
- Agenda packet preparation and distribution for June 7, 2022 City Commission Workshop and Meeting.