

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 10, 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:

- General discussion meetings with senior staff
- Staff meeting
- Continued budget review meetings with departments

Spoke to, attended and/or met with:

- Individual agenda meetings with commission members
- PD Awards Ceremony
- City Commission CIP Workshop
- City Commission Meeting
- Met with Bonda Garrison, Historical Society President, discussed various topics.
- Planning Board meeting
- City Managers monthly kick off meeting for hurricane preparedness

PIO – Public Information

- Press Releases/Media
 - State Legislative Funding
 - General citizen inquiries
 - General media requests and interview prep
- Social Media
 - State Legislative Funding
 - Reel in the Fun
 - Disaster Preparedness Tax Free Week
 - Independence Day Celebration announced
 - Pet Safety for Summer
 - D-Day Reminders
- Attended
 - City Manager Staff Meeting
 - Engineering/Planning Meeting
 - City Commission Meeting
 - City Commission CIP Workshop
 - Volusia PIN Meeting
- Training
 - 3CMA Webinar- Savvy Award Apps

Community Development

Planning

- Attended and presented the following items 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.
- Attended the Tymber Creek Apartments 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 project submittals have been posted on the city website at: <https://www.ormondbeach.org/1015/Tymber-Creek-Apartments>.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 294 inspections performed within the city (24 by private providers).
- 123 permits issued within the city, with a valuation of \$3,855,560 (8 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. Tattersall subdivision. Pre-application meeting to discuss a Planned Residential Development submittal. Items discussed included a revised project layout, traffic, and stormwater.
 2. Tomoka Reserve. The meeting discussed the SPRC comments including, the 50' landscape buffer, pedestrian connectivity, emergency access easement, utilities, and the application process. No timeline for public hearings has been established and it is expected that the next step would be a re-submittal to the SPRC.
 3. 791 & 803 North U.S. Highway 1. New owners have purchased the Crab Shack and sought to discuss concepts regarding the operation of the use. The new owners discussed canoe/kayak rentals which would require a Special Exception as outdoor activity.
- SPRC projects under review:
 1. 350 Clyde Morris Boulevard, Lot split. 1st review. Subdivision of one lot into two.
 2. Splash car wash, 55 North Nova Road. 2nd review. Redevelopment of a church site into a car wash with associated site improvements.
 3. 50 Bosarvey Circle, release of easement. 1st review. Partial release of easement.
 4. 183 South Orchard Street, Stanton Grove. 1st review. 21 townhomes on 3.92 acres.
 5. RidgeHaven PRD & Preliminary Plat. 1st review. 298 units on 103.45 acres.
 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.
 10. 215 Williamson Boulevard, regal multi-family. 310 multi-family units on 12 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	20%
KOMN Condominium Association	75%
McNamara Warehouse	50%
Paradise Pointe ALF	75%
Perrot Depot	35%
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.
 - 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 worked with CO2Meter to facilitate their recently announced expansion to a new location in the airport business park.
 - 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

- Construction of the project to rehabilitate Taxiways Bravo and Delta continues. Staff participated in the weekly construction meeting. Milling of Taxiway Delta and preparation of the new apron area, west of the intersection with Taxiway Bravo, has been largely completed and the contractor is preparing to install new lime rock base course material. Runway 17/35 is 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.
- Minor repairs to Gates 10 and 13 have been completed.
- Staff is working to coordinate installation of new solar shades at the air traffic control tower. The new shades will replace the shades that have been in service since 2004. The cost of this project is 100% funded by the FAA under the Airport Coronavirus Response Grant Program (ACRGP).
- Staff has been notified by the FAA that the airspace study for the proposed location of the new Automated Weather Observing System (AWOS) has been completed. The FAA may now begin processing the City's application for grant funds to construct and install the new AWOS.

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 131 Journal Entry Batches.
 - Utility Billing Meter Readers completed 439 work orders.
 - Approved 15 Purchase Requisitions totaling \$44,601.68.
 - Issued 20 Purchase Orders totaling \$76,147.49.
 - Issued 694 past due notices on utility accounts.

- Auto-called 250 utility customers regarding receipt of a past due notice.
- Processed 697 payments through Interactive Voice Response System totaling \$62,858.57. (12% of City customers utilize this service)
- Processed 1,468 payments through City online payment portal totaling \$151,233.47. (26% of City customers utilize this service).
- Prepared 57 Accounts Payable checks totaling \$364,423.43. and 16 Accounts Payable EFT payments totaling \$62,208.05.

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 (application) for FY 22-23 which is due June 15 and which was approved at the June 7 City Commission meeting.
 - Continued working with the Police Department on a COPS hiring grant request which is due June 16.
 - Grant reimbursement requests FY 21-22: \$535,046.50
- Other
 - Attended CIP Workshop.
 - Attended City Commission meeting.

Risk Management Projects

- Attended webinar on drug testing
- WC file review
- Continued processing subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 11
 - Hazardous: 3
 - EMS: 84
 - Motor Vehicle Accidents: 2
 - Public Assists: 45
 - TOTAL CALLS: 147
 - Aid provided to other agencies: 6 Calls – Daytona Beach (3), Volusia County (3)
 - Total staff hours provided to other agencies: 5
 - # of overlapping calls: 29
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 9
 - Total EMS patients treated: 66
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 269
- Training Hours
 - NFPA 1001: Firefighting 112
 - NFPA 1002: Driver 66
 - NFPA 1021: Officer 6
 - NFPA 1500: Safety/Equipment 99
 - NFPA 1620: Preplanning 15
 - EMT/Paramedic 7
 - TOTAL TRAINING HOURS: 305
 - Station Activities
 - Updated 9 pre-fire plans

- Conducted 3 fire Inspections
- Visited 25 children at Kinder Care Preschool
- Provided a station tour to group of children and parents

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)
 - Support Services Administrator
 - 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 Counselors
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Part Time Recreation Leader (Casements)
 - Separations
 - Accounting Technician
 - Evidence Crime Scene Technician
 - Assistant City Clerk

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
 - Work Orders
 - New: 49
 - Completed: 38

- In progress: 49
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 36,860
 - Inbound E-Mails Blocked: 10,648
 - Delivered Inbound E-Mails: 24,338
 - Quarantined Messages: 718
 - Percentage Good Email: 66.03%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 1
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 7
 - 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

- Engineering meeting
- City Manager staff meeting
- City Commission workshop
- City Commission meeting
- Budget meeting
- The Casements Projects meeting
- Website/City calendar updates
- Updating all social media pages as needed

Contract Manager – Grounds and Athletic Maintenance

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

Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed new top coat on the playground surface at Andy Romano Beachfront Park
- Met with contractor to discuss The Casements' improvements

Environmental Discovery Center

- Open for guided and self-guided tours
- Enviro Camp-Mammal Week

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.
- Youth Volleyball Program had its Awards Ceremony on Wednesday night at 6 pm, Nova Gym.
- OBYBSA Baseball Board Meeting was held on Tuesday night at 6 pm at PAC.

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, Cleaned 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 Nova 2 for All Star Games on Wednesday and Friday this week.

Performing Arts Center

- Hosted Dance and Acting with Ms. Debby presents "Jungle" on June 5.
- Hosted Volusia County Drug court graduation ceremony on June 10.
- Hosted CMT Workshop Pirates summer camp program from June 6 through June 10.
- Updated information on OBPAC 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 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.
- Attended Senior Games board meeting.
- 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.
- Coach Hill's Skills and Drills begins.
- Camp Counselor training conducted at the fire station.

The Casements

- Open for guided and self-guided tours, Monday through Friday, 8 am to 5 pm.
- House of Healing held their evening service at Bailey Riverbridge on Sunday.
- Staff installed the Summer Story Stroll in Rockefeller Gardens. The story is "Oceans of Love" by Janet Lawler and illustrated by Holly Clifton-Brown. Children can also download the link to a reading challenge from the Volusia County Library and win prizes.

- The Casements Crafters met on Thursday in the craft room from 12 pm to 3:30 pm.
- The Casements Coordinator met with a local Boy Scout Troop to show them the Historical Boy Scout Exhibit on Thursday evening at 6:30 pm.
- Ora Yoga classes met on Tuesday and Thursday mornings from 10 am to 11:30 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- Pilates classes met on Monday, Wednesday and Friday mornings from 8:30 am to 9:30 am.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.

Parks Maintenance

- Citywide park inspections and cleaning.
- Pavilion inspections completed and posted reservations.
- Checked all parks for unemptied trash cans.
- Bathroom checks twice per day.
- Inspected signs at all playground equipment.
- Skatepark concrete inspected and repaired.
- Trails blown off.
- Cameras installed at Sports Complex.
- Painted pickets at Magic Forest.
- Repaired benches at Andy Romano Beachfront Park.
- Installed archery frame on EDC grounds.

Building Maintenance

- A/C maintenance/repairs in various facilities
- Replaced LED fixture at Building Maintenance
- Repaired gate at Fleet
- Addressed bugs in lite fixtures at FS91
- Replaced restroom light at WTP
- Repaired no power to the lift chair at The Casements
- Repaired restroom exhaust fans at the Nova Community Center
- Repaired Gate 10 at the Airport
- Remove yellow item above paper dispenser at Nova Community Center
- Repaired urinal at Andy Romano Beachfront Park
- Installed plaque at the Police Department
- Repaired ice maker at South Ormond Neighborhood Center
- Painted offices at City Hall
- Replaced ceiling tiles outside Planning Department
- Replaced lights at the Skate Park

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended a fraud and safety presentation by Outreach at Aberdeen.
- Staff attended a meeting on grants for additional officers.
- Staff met with John Fawcett with Hearts for Heroes.
- Staff attended the 8th Annual Ormond Beach Police Department Awards Ceremony.

Community Outreach

- Youth Leadership Council (YLC) – The 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-two (22) 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. The 8th grade team attended the US Amateurs Florida State Championship in Port Charlotte, Florida June 3-5. The team was the runner up in the U.S. Amateur Florida State Championship for the 8th grade division.

- 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: 69
- Animal Reports: 4
- Return to Field: 3
- Animal Bites: 3
- Animals to Halifax: 3
- Injured Wildlife Calls: 7
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 8
- Inactive: 11
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 4
- Grand Theft: 3
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Vandalism: 1

Records

- Walk - Ins / Window: 86
- Phone Calls: 142
- Arrest / NTA's: 17
- Reports Generated: 108
- Reports Entered: 101
- Citations Issued: 23
- Citations Entered: 73
- Warnings Entered: 194
- Trespass Warnings: 30
- CORF Entered: 50
- Mail / Faxes / Request: 31

Patrol

- Total Calls: 1,429
- Total Traffic Stops: 131

Operations

- Crime Opportunity Report Forms: 41

06/01/22

- Grand Theft, 86 Royal Palm Avenue. An unidentified subject stole the victim's self-mowing robot lawn mower from this location.
- Grand Theft, 1058 North United States Highway One (Circle K). An unidentified subject stole over \$10,000 worth of diesel from the pumps.
- Warrant Arrest, 14 Woodgate Court. Subject was contacted and found to have an open warrant.

06/02/22

- Carbreak, 235 Booth Road. An unidentified subject entered the victim's locked vehicle by smashing a rear driver window and moved a purse out of place. It appears nothing was taken.
- Carbreak, 235 Booth Road. An unidentified subject entered the victim's locked vehicle by smashing a rear passenger window and stole the victim's wallet.
- Warrant Arrest, 900-Block West Granada Boulevard. Subject was contacted and found to have an open warrant.

06/03/22

- Theft, 1670 West Granada Boulevard. An unidentified subject stole a small amount of gasoline.
- Domestic Violence Battery Arrest, 295 South Atlantic Avenue (Quality Inn). A female battered her girlfriend after a verbal argument.

06/04/22

- Shoplifting, 1521 West Granada Boulevard. An unidentified female stole merchandise from this location, but fled prior to law enforcement's arrival. The offense was witnessed by loss prevention for the store.
- Domestic Violence Battery Arrest, 18 Winding Creek Way. A female grabbed and shoved her husband during an argument.
- Narcotics Arrest, 48 Park Place. A female was found to be in possession of heroin/fentanyl and narcotic paraphernalia.
- Carbreak, 2 John Anderson Drive (Fortunato Park). An unidentified subject smashed the front driver's door window of the vehicle. It does not appear that anything was missing.

06/05/22

- Stolen Vessel Arrest, 806 Riverside Drive. A male attempted to steal a jet ski from the dock at this location.
- Domestic Violence Battery Arrests, 1521 West Granada Boulevard (Wal-Mart). A male and female were observed mutually battering each other by an independent witness. Both were also found to be in possession of narcotics.
- Business Burglary, 151 Domicilio Avenue (Ormond Beach Middle School). Juveniles set off the school alarm after they entered multiple areas of the school through unsecure doors after school was closed.
- Loitering & Prowling Arrest, 1009 Ocean Shore Boulevard (Coral Sands Resort). An intoxicated male was trying to open the car door of a vehicle he thought was his own.

06/06/22

- Business Burglary, 1227 North United States Highway One (Pike). Unidentified subjects entered the business property during the night and forced entry into a service truck.
- Resisting Arrest, 1576 North United States Highway One (Waffle House). Officers responded to a CPR/active overdose call. Paramedics administered Narcan to the subject who became coherent and responsive. Officers attempted to place the subject under a Marchman Act, the subject then actively resisted officers to the point where force was needed to subdue the subject.
- Carbreak, 1622 North United States Highway One. An unidentified subject entered his unlocked vehicle and took his wallet.

- Narcotics Arrest, 1520 West Granada Boulevard (Chase Bank). Subject was contacted and found to have an open warrant. He was also found to be in possession of methamphetamine and narcotic paraphernalia.

06/07/22

- Business Burglary, 1535 North United States Highway One (Dunkin Donuts). An unidentified subject entered the business property during the night and stole light poles from an enclosed area on property; as well as coffee machines from inside the building currently under construction.
- Domestic Violence Battery Arrest, 128 Northbrook Lane. A male shoved his girlfriend into a wicker chair causing an abrasion on her left shin.
- Domestic Violence Battery Arrest, 1506 San Marco Drive #104 (San Marco Apartment Complex). A male grabbed his girlfriend and pulled her earbuds out of her ears during an altercation.
- Driving Under the Influence Arrest, Plaza Grande/South Beach Street. A female was found asleep in her vehicle while stopped in the roadway. She was found to be intoxicated.

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: 1 Case initiated
 - Zone 2: 5 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 3 Cases initiated
- 1 sign has either been removed or sign case created.
- 7 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and sixty (60) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting was held on June 15.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Construction is ongoing.
 - 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.
 - 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 – Bids were opened on June 9 and are under review.
 - PD HVAC Upgrades – Bids were opened on June 9 and are under review.
 - Fleming Avenue Drainage Improvements – Project was advertised on May 22, was held on June 8, bids are due on June 21.
 - WRF Clarifier Improvements – Project was approved for bidding at the June 7 City Commission meeting.
 - Downtown Sidewalk Renovations – Project was approved for bidding 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 – Proposal due date was extended to June 14.
 - Update Parks & Recreational Master Plan – The final master plan update document was adopted 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 is in process.
 - WRF Upgrades – Design is in process.
 - 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 31 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

- Graded and formed sidewalk on Buena Vista; stripped forms & backfilled
- Stripped form, backfilled, cleanup at Fleming & Mainsail

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 fallen palm on SR40 west of Nova
- Trimmed broken limb over sidewalk on SR40/Tomoka 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

- Yard maintenance at PW yard
- Pump station maintenance on Bennett Ln.
- Check pumps and gates citywide
- Pick up pump at Fleet
- Locates citywide
- Reachout on US1; ditches
- Baffle box cleaning on S. Beach St.
- Cut grass in ditch on SR40 at Williamson
- Sprayed vegetation in ditches citywide

Fleet

- Mileage traveled by all departments for the week: 22,143
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 6,866 gallons unleaded, 3,548 gallons diesel
 - Fuel used in one week: 2,206 gallons of unleaded and 797 gallons of diesel.
 - Fleet completed 53 work orders this week.

Utilities

- Projects Summary
 - Utilities CIP projects are listed under the Engineering section as this division manages those projects and to avoid duplication of information.

Water Treatment

- Delivered 40.42 million gallons for the week ending June 4, 2022 (5.77MGD).
- Backwashed 6 filters for a total of 315,940 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 4, 2022 @ 6.43 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 72 wet tons of dewatered sludge (65-70% solids).
- Flushed distribution system 0 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.18 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.03 MGD.
- Produced 27.13 Million Gallons of Reclaim water.
- Produced 1.06 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (May 1, 2021 – April 30, 2022) (MGD):
 - Influent 4.97 (Permit 8 MGD);
 - Surface Water Discharge 1.45 (Permit 6 MGD);
 - Reuse 3.30 (Permit 10 MGD)
- Hauled 17 loads for a total of 364.91 wet tons through May 26, 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 13 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Tested 6 city owned backflow preventers and made repairs when needed.
- Replaced 5 residential water services due to pressure concerns or leaks.
- Replaced 3 broken water meter boxes.
- Performed valve maintenance on 3 main line valve.
- Installed 2 new water meters/services for new construction.
- Assisted contractor in the repair of an 8-inch water main at 275 Interchange Blvd.
- Removed hydrant at 1417 Overbrook Dr. Hydrant was not needed as there is another hydrant located approximately 150 ft away. Hydrant was also having operational issues.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 105 utility locates for the previous week.

Wastewater Collection

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 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 10 sanitary laterals on the PM list
- Changed pump at 75 Westland Run, 22 Winding Creek Way.
- Verifications, 74 Wye Dr.
- Repaired broken discharge line at 75 Westland Run.
- Repaired union and cleaned chamber at 137 Grey Dapple Way.
- Follow up on a self-canceled alarm at 67 Creek Bluff Way.
- Replaced quiet ring on manhole at 88 Greenwood Ave., 130 Greenwood Ave. and 156 Greenwood Ave.
- Located c/o at 789 N. Halifax, resident irrigation issue.

Reuse

- Responded to 4 reuse trouble calls.
- Located reuse and pep tank at 7 Lake Isle Way.
- Shut off Deer Creek reuse for repairs.

Wastewater Plant – Lift Stations

- Laurel Oaks – removed broken privacy fencing and trim overgrown foliage, install new 6 ft. privacy fence and gate.
- Breakaway Trails – core drilled wet well lid and installed level transducer in new location. Began installing 150 ft. of buried conduit and wire for force main pressure sensor.
- Clarifier #2 and #3 – repaired sweep arm squeegee.
- PEP Tank – 22 Creek Way, replaced control panel.
- Crom Tank Public Works – Removed old concentrate meter and installed new one.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Clari-Cones – Repaired shorted lighting circuit for the cat walk, and two malfunctioning lighting fixtures at the base of the stairs.
- Plant - Replaced three 150-watt high pressure sodium lamps.
- Performed operational checks at various locations.

Support Services/City Clerk

In addition to routine departmental activities such as coordinating the City Commission agenda packet process, managing official documents, processing public records requests, managing elections, records management, website administration, drafting proclamations, providing advisory board administration, administrative support and research services, and assisting citizens and directing calls at City Hall, the following occurred this week:

- City Clerk attended City Manager staff meeting.
- Staff attended and provided support for June 7, 2022 Capital Improvement Program Workshop and City Commission Meeting.
- City Clerk attended meeting with Assistant City Manager.