

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: August 12, 2022

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

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- City Commissioner agenda packet review

Spoke to, attended and/or met with:

- FDOT public meeting for Granada Blvd. improvements
- Chamber Executive Director Debbie Cotton, discussed various topics
- Training on the new commission meeting agenda software

**PIO – Public Information**

- Press Releases/Media
  - Fire Chief Informational Interview
  - General media inquiries
  - General citizen requests
- Social Media
  - Fire Chief Announcement
  - FDOT Meeting Reminders
  - Floating Dock Reminders
  - #SpotlightSaturday
- Attended
  - FAPIO Regional Meeting
  - FPRA Luncheon
  - Engineering/Planning Meeting
- Developing
  - SOTC Script and Brochure
  - 2023 Social Media Planning

**Community Development**

**Planning**

- Mark A. Watts, Esq., of Cobb Cole, Attorneys at Law, shall conduct a neighborhood meeting associated with the proposed Tattersall Planned Development project located at the northwest intersection of Tymber Creek Road and Airport Road, Ormond Beach, Florida 32174. The property addresses are: 304 North Tymber Creek Road, 370 North Tymber Creek Road, and 2099 Airport Road. The neighborhood meeting shall be held on Tuesday, August 23, 2022 at 6:00 p.m. at Coquina Presbyterian Church, located at 2085 West Granada Boulevard, Ormond Beach, FL 32174. The project submittal intends to develop the property as a single-family planned residential development project. The project shall require public hearings before the Planning Board and City

Commission. All interested parties are invited to participate in the neighborhood meeting. Additional information can be obtained by contacting Lynne Figensch, Cobb Cole, Attorneys at Law, at (386) 736-7700 or via e-mail at [Lynne.Figensch@CobbCole.com](mailto:Lynne.Figensch@CobbCole.com). The information submitted to the Site Plan Review Committee is available at: <https://www.ormondbeach.org/1024/Tattersall-at-Tymber-Creek>.

- Attended the Executive Committee meeting of Ormond MainStreet.
- Attended and presented at the Planning Board that included the following projects:
  1. 2080 West Granada Boulevard, Riverbend Academy expansion, Special Exception amendment.
  2. Volusia County parkland parcels: 3214-00-00-0022, 3239-03-17-0130, and 3239-03-07-0100 generally located at Old Dixie Highway and Plantation Oaks Boulevard – Small-Scale Land Use Map Amendment.
  3. Volusia County parkland parcels: 3214-00-00-0022, 3239-03-17-0130, and 3239-03-07-0100 generally located at Old Dixie Highway and Plantation Oaks Boulevard – Zoning Map Amendment.

#### Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 408 inspections preformed within the city (15 by private providers).
- 113 permits issued within the city, with a valuation of \$3,198,246 (3 garage sale permits).

#### Development Services

- Site Plan Review Committee (SPRC) met with:
  1. 801 West Granada Boulevards & 101 Fiesta Drive. Pre-application to demolish existing house at 101 Fiesta Drive and construct additional parking spaces for the Hamlin building at 801 West Granada Boulevard. A Comprehensive Plan land use amendment and zoning map amendment are required. Discussion included buffering, access, landscaping, stormwater and lighting.
  2. 55 North Nova Road, Splash Car Wash. Discussion of revisions needed based on Florida Power and Light comments on the site plan including landscaping material and the location of the dumpster.
  3. 85 South Washington Street, Ed's Pools and Spa. Discussion of outdoor storage and Special Exception requirements. Also discussed fencing along the area abutting the front plane of the existing building.
  4. 1022 North US Highway 1, US 1 Business Park. Discussion of the permitting process for a storage warehouse shown on a previously approved site plan.
- SPRC projects under review:
  1. 1 South Old Kings Road, Ormond Central Self Storage. 1<sup>st</sup> review. Construction of a 106,140 square foot, three story climate controlled self-storage facility and associated site improvements.
  2. 1240 West Granada Boulevard, Complete Cardiology Expansion. 1<sup>st</sup> review. Enclosing of the former bank drive through with new building square footage totaling 4,326 square feet and associated site improvements.
  3. Archers Mill 3A subdivision (Plantation Oaks PRD). 1<sup>st</sup> review. 94 single-family lots on 42.38 acres
  4. North Interchange, Industrial Flex Space. 2<sup>nd</sup> Review. Proposed two 11,999 square foot industrial flex space buildings on 2.34 acres and associated site improvements.
  5. North Interchange, Self- Storage. 2<sup>nd</sup> review. Proposed 4-story self-storage facility (110,900 square feet) with 28 RV and boat parking spaces on 3.40 acres and associated site improvements.
  6. North Interchange, lot line adjustment. 2<sup>nd</sup> review. Amendment of the property line between two vacant parcels.
  7. 1167 Old Tomoka Road, lots split. 2<sup>nd</sup> review. Subdivision of one lot into two lots.

8. 15 West Tower Circle, Valiant Diner expansion. 2<sup>nd</sup> review. Building addition and related site improvements.
  9. 55 North Nova Road, Splash Car Wash. 3<sup>rd</sup> review. Redevelopment of a 2.53-acre parcel of a vacant church for a full-service car wash with a 9,956 square foot building.
  10. Tymber Creek Apartments. 5<sup>th</sup> review. 300 multi-family units and associated site improvements on a vacant 19.62-acre parcel.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	50%
Dunkin Donuts, 1535 North US Hwy 1	98%
GPR1	98%
Interchange Depot	35%
KOMN Condominium Association	85%
McNamara Warehouse	70%
Paradise Pointe ALF	75%
Perrot Depot	55%
Revella	12%
Shoppes at Granada Point	0%
SONC Gym	60%
SONC Outdoor basketball court	60%
Total Comfort	98%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Celadine	0%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	95%
Ocean Village Townhomes	90%
Verona Oceanside	95%
<b>Residential</b>	
Cupola at Oceanside	70%
Plantation Oaks, Phase 1A	60%
Plantation Oaks, Unit 2B	25%
Plantation Oaks, Unit 2C	2%
Plantation Oaks, Unit 2D	2%

## **Economic Development/Airport**

### Economic Development

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff participated in the Ormond Main Street Economic Vitality monthly meeting on Thursday.
- 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 received a grant agreement from the FAA to provide primary funding for the Automated Weather Observing System (AWOS) Replacement Project at the airport. This grant is expected to be presented at the September 7 City Commission meeting.
- Staff participated in the FAA's Airport Improvement Program (AIP) meeting this week.
- Staff participated in the weekly Airport Safety Meeting at the Daytona Beach International Airport.
- Staff participated in the weekly construction meeting for the Taxiways Bravo and Delta Rehabilitation Project.
- Staff continues working to coordinate installation of new solar shades at the air traffic control tower.

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

### Finance

- Completed Projects - Weekly
  - Process 118 Journal Entry Batches.
  - Utility Billing Meter Readers completed 331 work orders.
  - Issued 13 Purchase Orders totaling \$66,628.17.
  - Issued 586 past due notices on utility accounts.
  - Auto-called 272 utility customers regarding receipt of a past due notice.
  - Processed 525 payments through Interactive Voice Response System totaling \$52,640.58 (12% of City customers utilize this service)
  - Processed 1,195 payments through City online payment portal totaling \$108,013.70 (26% of City customers utilize this service).
  - Prepared 126 Accounts Payable checks totaling \$658,802.35 and 39 Accounts Payable EFT payments totaling \$331,454.10.

### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted the Police Department Edward Byrne Memorial Justice Assistance (JAG) Grant Local Solicitation request in Just Grants which was due on August 8. This item was approved at the August 3 City Commission meeting and it is for the purchase of a DART simulation training system.
  - Following the County Council meeting of August 2 approving the City's ECHO funding request for the PAC Renovations, the Restrictive Covenants have been completed and sent for recording to the Clerk of Court as required by ECHO guidelines. Following receipt of the recorded document, it will be sent to ECHO staff, along with the Letter Contract, after which a Notice to Proceed will be issued and the project can proceed with implementation.
  - Grant reimbursement request for FY 21-22: \$1,369,544.46
- Other
  - Attended State-wide briefing from the Division of Emergency Management on the Flood Mitigation Assistance (FMA) and Building Resilient Infrastructure and Communities (BRIC) programs.
  - Attended CivicClerk training.

- Attended webinar for What to Expect During an SVOG Monitoring Event.
- Attended Assistance to Firefighters (AFG) Listening Session.

#### Risk Management Projects

- Attended webinar Medical Billing Abuse in Tort Cases
- Attended City Clerk training
- Handled subrogation claims

#### Fire Department

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 13
  - Hazardous: 1
  - EMS: 100
  - Motor Vehicle Accidents: 5
  - Public Assists: 46
  - TOTAL CALLS: 166
- Aid provided to other agencies: 8 Calls – Daytona Beach (3), Holly Hill (1), Volusia County (4)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 71
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 264
- Training Hours
  - NFPA 1001: Firefighting 54
  - NFPA 1002: Driver 17
  - NFPA 1006: Technical Rescue 2
  - NFPA 1500: Safety/Equipment 142
  - NFPA 1620: Preplanning 23
  - EMT/Paramedic 13
  - TOTAL TRAINING HOURS: 251
- Station Activities
  - Updated 3 pre-fire plans
  - Attended multi-agency training at Volusia County Training Center
  - Conducted safety walk-throughs at Ormond Beach Schools
- Significant Incidents
  - 8/3/22, 7:26 PM: 1534 Franklin Cir. – Structure Fire – Assisted Holly Hill Fire Rescue with a laundry room fire – Ormond crews assigned to primary search and ventilation of home.
  - 8/5/22, 6:10 AM: N. I-95 / Mile Marker 268 – Motor Vehicle Accident – Single vehicle struck guardrail – vehicle found submerged in water up to its windows – one patient found in vehicle and transported.

#### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Account Clerk II (Finance)
    - Administrative Assistant (Leisure Services)
    - Building Inspector
    - Civil Engineer
    - Environmental Improvement Officer (Arborist)
    - Evidence/Crime Scene Technician
    - IT Manager

- Maintenance Worker II (Streets)
  - Neighborhood Improvement Officer
  - Part Time Events Leader (Community Events)
  - Part Time Maintenance Worker II (Athletic Fields)
  - Part Time Water Treatment Plant Operator C/B/A
  - Police Officer
  - Recreation Leader (Police Athletic League)
  - Senior Staff Accountant
  - Support Services Administrator
  - Water Treatment Plant Operator C/B/A
  - Treatment Plant Operator C/B/A (Water Reclamation Plant)
  - Treatment Plant Operator Trainee (Water Reclamation Plant)
  - Utilities Engineer
  - Water Distribution Operator 3, 2, 1, or Trainee
- Background/Reference Checks/Job Offers
    - Firefighter/EMT/Paramedic
    - Maintenance Worker II (Stormwater)
    - Part Time Maintenance Worker II (Athletic Fields)
    - Police Officer
    - Treatment Plant Operator A (Water Reclamation Plant)
    - Systems Administrator
- Separations
    - Part Time Maintenance Worker II (Athletic Fields)
    - Summer Camp Counselors
    - Recreation Leader (Police Athletic League)

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

- Information Systems (IS)
  - Work Plan Projects in process
    - Energov
    - Office 365
    - PD Door access and cameras
  - Work Orders
    - New: 63
    - Completed: 66
    - In progress: 19
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 34,704
    - Inbound E-Mails Blocked: 9,841
    - Delivered Inbound E-Mails: 22,492
    - Quarantined Messages: 732
    - Percentage Good Email: 64.81%
    - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 33
    - Changes: 4
    - Corrections: 0
  - Map/Information Requests: 8
  - Information Requests from External Organizations: 4
  - CIP Related Projects (pavement management, project tracking map): 0

- PEP Tank Location this week: 0 : Total in system = 87
- Reclaim Connections Located this week: 0 : Total in system = 3,237
- Meters GPS Located this week: 0 : Total in system = 24,317; 23,451 potable, 855 irrigation, 11 effluent

## Leisure Services

### Administration

- Engineering meeting
- Leisure Services Advisory Board meeting
- Virtual meeting with City of Gainesville
- Halloween Hwy meeting
- Website/City calendar updates

### Contract Manager – Grounds and Athletic Maintenance

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

### Contract Manager – Facilities Maintenance

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed new cabinet and counter top installation in the kitchen area at the Ames house.

### Environmental Discovery Center

- Open for guided and self-guided tours, Tuesday – Saturday, 10 am – 4 pm.
- Re-organized and reset classroom post Enviro Camp.
- Coordinated reset of bee hive by the beekeepers.

### Athletics

- Shuffleboard Club continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBGS 11 & 12's Practices on Tuesday and Thursday, 6 pm, Nova Fields #4 & #5
- OBSC Competitive practices Monday through Thursday, 5:30 pm and 7 pm, Soccer Fields #2C, #4, #5, #6, & #8.
- OBGS 15'S – 18'S Tryouts on Saturday AT 9 am ON Wendlestedt #2 & #3

### 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.
- Prepped Nova #3 & #4 for OBGS Clinic.
- Added goals to soccer fields #2,#4,#5.
- Painted Pride football fields.

### Performing Arts Center

- Attended PAC renovation pre-construction meeting.

- Developed an installation plan for donation of new seating for the PAC auditorium.
- Handled customer inquiries, met with customers, and booked Senior Center event rentals.
- Updated information on OBPA Facebook page and Internet ticketing site.

#### South Ormond Neighborhood Center

- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- Splash pad opens daily (10 am until dusk)
- Open park and playground (sunrise until 11 pm)
- Open gym and weight room (center hours)

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Planning for the following events:
  - Reel in the Fun Fishing Tournament, 10/8
  - Halloween Highway Drive Thru event, date TBD
  - Senior Games, 10/22-10/29
  - Veteran's Day Luncheon, 11/10
  - HOME for the HOLIDAYS Parade, 12/10

#### 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.
- Gym closed for floor repairs.

#### The Casements

- The Casements was open for guided tours on Saturday at 9:30 am and 10:30 am, and Monday-Friday for self-guided tours from 8 am to 5 pm and guided tours from 1 pm to 3 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge.
- FDOT held a public meeting on Tuesday from 5:30 pm to 7:30 pm.
- The Casements Crafters met on Thursday in the craft room from 12 pm to 3:30 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
- Remove racks to close off Althouse Trail
- Installed sign at Central Park III
- Repaired tables at Birthplace of Speed and South Ormond Neighborhood Center
- Repaired pier boards at Fortunato Park
- Repaired pier at Sanchez Park

#### Building Maintenance

- Repaired front gate at PW
- Replace tile at City Hall
- Replace sign at the EDC
- Replaced first responders flag at City Hall
- Water heater disconnected at Ames Park
- Hung pictures at Ames House
- Replaced lock at the press box at the Sports Complex
- A/C maintenance/repairs at various City facilities



- Repaired exhaust fan at the Police Department
- Replaced lights at the Police Department
- Replaced hallway lights at South Ormond Neighborhood Center
- Repaired fountain at Vadner Park

### **Police Department**

#### Administrative Services

- Staff hosted the weekly staff meeting.
- Staff met with AdventHealth representatives and a took tour of the Reflections Building.
- Staff hosted a meeting with Captains and Lieutenants.
- Staff attended the “Bring Your Kids to Work” event at Security First.
- Staff attended Civic Clerk training.
- Staff attended “Fill the MRAP” event at Wal-Mart.

#### Community Outreach

- Youth Leadership Council (YLC) – Eight members of the YLC attended a virtual meeting on Sunday, August 7th.
- OBPAL Basketball – Five (5) members of the OBPAL basketball team participated in practice Friday, August 5. Basketball practice will continue after school begins and players are settled into their new school year schedules.

#### Community Services & Animal Control

- Animal Calls responded to: 44
- Animal Reports: 9
- Return to Field: 3
- Animal Bites: 1
- Animals to Halifax: 4
- Injured Wildlife Calls: 1
- Found Property Reports: 4

#### Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 3
- Inactive: 8
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 1
- Grand Theft: 1
- Auto Theft: 2
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 1

#### Records

- Walk - Ins / Window: 98
- Phone Calls: 126
- Arrest / NTA's: 15
- Reports Generated: 126

- Reports Entered: 120
- Citations Issued: 43
- Citations Entered: 46
- Warnings Entered: 149
- Trespass Warnings: 14
- CORF Entered: 44
- Mail / Faxes / Request: 56

#### Patrol

- Total Calls: 1,440
- Total Traffic Stops: 158

#### Operations

- Crime Opportunity Report Forms: 92

#### 08/03/22

- Aggravated Assault, 225 Williamson Boulevard. An unidentified subject chased the victim with a chainsaw after an argument. The subject was gone on arrival.
- Warrant Arrest, 1 South Beach Street (Cassen Park). Subject was contacted and found to have an open warrant. Subject was also found to be in possession of narcotics and on probation.
- Domestic Violence Battery Arrest, 108 Bear Creek Path (Bear Creek Mobile Home Park). A female was in a verbal argument with her mother when she grabbed her mother by the arms and slammed her against the door.
- Domestic Violence Battery Arrest, 191 Carib Drive. A male was in a verbal argument with his adult son when he got upset, tackled his son and started punching him.
- Narcotics Arrest, 690 South Nova Road (7-Eleven). Officers were dispatched to a suspicious vehicle parked at the fuel pumps at this location. K-9 was deployed and alerted on the vehicle. A search of the vehicle and the driver yielded methamphetamine, fentanyl and narcotic paraphernalia.

#### 08/04/22

- Domestic Violence Battery Arrest, 250 South Atlantic Avenue (Dunkin' Donuts). A male pulled his girlfriend from a vehicle, causing her to fall on the ground.
- Residential Burglary, 225 Carabelle Court. An unidentified subject stole lumber from this residence that is under construction.
- Residential Burglary, 235 Carabelle Court. An unidentified subject stole lumber from this residence that is under construction.
- Loitering & Prowling Arrest, Byron Ellinor Drive. A male was walking back and forth in front of an officer's residence. The subject stopped and began looking at the officer in her patrol vehicle as she was preparing to secure. The subject was wearing a black hoodie with the hood over his head. The subject's behavior was concerning as he was unable to dispel officers' alarm. The subject also provided a fictitious name and was found to be in possession of a methamphetamine pipe.

#### 08/05/22

- Grand Theft Arrest, 1521 West Granada Boulevard (Wal-Mart). An employee was found to have been stealing money and items from the store over the past couple of weeks.
- Warrant Arrest, 175 Interchange Boulevard #324 (Baymont Inn & Suites). Subject was contacted and found to have an open warrant.

#### 08/06/22

- Dating Violence Battery Arrest, 1 Laurel Oaks Circle. A female was in a verbal argument with her boyfriend when she smashed an unopened soda can on top of the victims' head. Later she scratched him in multiple locations.
- Residential Burglary, 109 Golfview Lane. An unidentified subject entered the victims' garage through an unlocked door. Once inside the subject went straight to the camera and unplugged it. Nothing was reported taken.

08/07/22

- Domestic Violence Battery Arrest, 1614 North United States Highway One #264 (Econo Lodge). A family friend came into town. There was an argument over the victim's stepson riding with her, which he did not approve. The situation escalated and the victim got in between the family friend and his wife to prevent a fight. The son then got upset and began punching the victim in the face.
- Stolen Vehicle, 23 Spring Meadows Drive. The victim rented his vehicle on the Turo Application. When the vehicle was not returned, the suspect began to ignore and block the victim's calls.
- Carbreak, 125 South Orchard Street #109 (Orchard Garden Apartments). An unidentified subject made entry through the victim's unlocked doors. A car battery, wallet, and car radio were taken.
- Theft, 1720 West Granada Boulevard. An unidentified subject stole the victim's personal items from his tent to include a generator, cell phone, and flashlights.

08/08/22

- Business Burglary, 205 South Atlantic Avenue (Best Western). An unidentified suspect stole an air conditioning unit from the underground garage.
- Theft, 1657 North United States Highway One (Loves Truck Stop). An unidentified subject stole the victim's gas cap from his vehicle at this location.
- Theft, 120 John Anderson Drive. An unidentified subject stole a package from the front of this location, then fled in a vehicle.
- Shoplifting, 1480 North United States Highway One (Ace Hardware). An unidentified subject stole merchandise from this location. The offense was witnessed by an employee of the store.
- Fraud Arrest, 180 North Nova Road (Regions Bank). A male attempted to deposit three fraudulent checks.
- Carbreak, 103 McAlister Drive. Two subjects entered the victim's unlocked vehicle. Nothing appeared to be missing. The victim declined to pursue charges.
- Carbreak, 116 Rogers Park Drive. Two subjects entered the victim's unlocked vehicle. Nothing appeared to be missing. The victim declined to pursue charges.
- Carbreak, 84 Sylvania Place. Two subjects entered the victim's unlocked vehicle. Nothing appeared to be missing. The victim declined to pursue charges.
- Carbreak, 70 Sylvania Place. Two subjects entered the victim's unlocked vehicle. Nothing appeared to be missing. The victim declined to pursue charges.
- Carbreak Arrest (X2), 111 McAlister Drive. Two subjects entered the victim's unlocked vehicle. Nothing appeared to be missing. The victim wished to pursue charges.
- Carbreak Arrest (X2), 78 McAlister Drive. Two subjects entered the victim's unlocked vehicle. Nothing appeared to be missing. The victim wished to pursue charges.
- Carbreak Arrest (X2), 88 McAlister Drive. Two subjects entered the victim's unlocked vehicle. Nothing appeared to be missing. The victim wished to pursue charges.

08/09/22

- Carbreak, Mile Marker 268 North Interstate-95. An unidentified subject stole the victim's catalytic converter from their vehicle while it was disabled on the side of the interstate.
- Grand Theft Arrest, 1340 West Granada Boulevard (Lowe's). Loss prevention currently has an employee detained for stealing over \$800 in cash.
- Narcotics Arrest, 1290 West Granada Boulevard (Aldi's). Officers made a stop on a subject who matched the description of a shoplifter from Ross. The subject gave consent to search his bags. The search yielded Fentanyl and narcotic paraphernalia.
- Provide a False Name Arrest, 690 South Nova Road (7-Eleven). Officers contacted a subject and during the investigation, the subject provided officers with a fake name.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 18
  - Number of Citations issued: 30
  - Number of Written Warnings Issued: 18
  - 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: 0
  - Number of Fatal Crashes: 0

#### Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
  - Zone 1: 3 Case initiated
  - Zone 2: 5 Cases initiated
  - Zone 3: 1 Case initiated
  - Zone 4: 1 Cases initiated
- 3 signs have either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with five (5) walk-in and forty-nine (49) telephonic inquiries.

#### **Public Works**

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – Construction is ongoing, pump testing was performed on August 11.
    - SONC Gym – Construction is ongoing.
    - CDBG Fleming Playground – Construction is progressing, approximately 40% complete.
    - Facility Hardening – Construction at City Hall is ongoing.
    - Sanchez Park Playground Equipment Replacement – Equipment has been delivered to the contractor, installation is being scheduled.
    - 2022 Storm & Sewer Lining – Construction is ongoing.
    - PD Access Control Replacement – Construction is ongoing, approximately 80% complete.
    - Central Park 2 Gazebo Replacement – Construction is ongoing.
    - PD HVAC Upgrades – Bid awarded at the July 19 City Commission meeting, contracts are being executed.
    - CDBG 2022 Sidewalk Improvements – Bid awarded at the July 19 City Commission meeting, contracts are being executed.
  - Bidding:
    - WRF Clarifier Improvements – Bid award is scheduled for the August 16 City Commission meeting.
    - Downtown Sidewalk Renovations – Bids were opened on July 14 and are under review.
    - 2022 Road Resurfacing - A pre-bid meeting was held on August 9, and bids are due on August 23.
  - Design Projects:
    - Downtown: Cassen Park Improvements – A consultant was selected, a proposal is being prepared.
    - Business Park Drive Phase II – Design is in process.
    - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Bid documents are prepared, permitting in process.
    - Doug Thomas Way Extension Design – Design is in process.
    - WRF Upgrades – Design is in process.
    - Leeway Storage Tank & Pump Station Rehabilitation – Design is in process.
    - Downtown – East Granada Utility Undergrounding – FPL has approved the proposed easement locations. Easements on City property are scheduled for approval at the September 7 City Commission meeting.

- Departmental Activities
  - Reviewed 29 Engineering Permit applications through the ProjectDOX system, and created and approved 3 Franchise Utility Work-in-the-Right-of-Way permits.

#### Environmental Management

##### Street Maintenance - Asphalt/Concrete

- Formed sidewalk – Fleming Ave
- Stripped forms, backfilled, cleaned up – Rivocean Dr & Riverside Dr
- Graded & formed sidewalk – S. Orchard Dr. to SR40

##### 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
- Trimming – Jill Alison Cir, Cherokee Tr., Central Ave. & Fairview Ave.
- Clean up fallen tree – N. Ridgewood Ave. at Warwick 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
- Blew leaves off walks – City Hall Complex

##### Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straighten, replace, & install signs & posts – Citywide
- Various projects

##### Stormwater Maintenance

- Picked up litter around ponds – Arroyo Pkwy, Old Kings Rd & Division Ave
- Mowed ditches – Division Ave, Hand Ave, Wilmette Ave
- Televised waste water line – Tomoka Oaks Blvd
- Ditch maintenance – Hand Ave & Division Ave
- Reach-out ditch – Arroyo Pkwy
- Locates – citywide
- Pond maintenance – citywide
- System inspection – citywide

#### Fleet

- Mileage traveled by all departments for the week: 22,141
- 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: 13,840 gallons unleaded, 5,715 gallons diesel
  - Fuel used in one week: 2,522 gallons of unleaded and 1,207 gallons of diesel.
  - Fleet completed 52 work orders this week.

#### Utilities

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

#### Water Treatment Plan

- Delivered 44.03 million gallons for the week ending August 6, 2022 (6.29 MGD).
- Backwashed 7 filters for a total of 380,310 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 6, 2022 @ 6.41 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 97 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 99,000 gallons.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 26.94 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.845 MGD
- Produced 26.94 Million Gallons of reclaim water.
- Produced 0 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (August 1, 2021 – July 31, 2022) (MGD):
  - Influent 4.95 (Permit 8 MGD);
  - Surface Water Discharge 1.27 (Permit 6 MGD);
  - Reuse 3.36 (Permit 10 MGD)
- Hauled 19 loads in July for a total of 445.42 wet tons through 7-28-2022.
  - Sludge numbers are the most recent reported values.

#### Water Distribution

- Responded to 3 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 8 calls from customers concerning leaking water.
- Replaced 2 residential water meter due to operational concerns.
- Tested 1 City owned backflow preventer and made repairs when needed.
- Replaced 6 residential water service due to pressure concerns or leaks.
- Replaced 5 broken water meter boxes.
- Performed valve maintenance on 2 main line valves.
- Installed 2 new water meters/services for new construction.
- Sampled multiple locations in Pineland Subdivision and Ormond Green Subdivision, and flushed multiple hydrants in the area to adjust chlorine levels.
- Performed hydrant maintenance on 2 county hydrants located on the north peninsula.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 165 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 18 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 600 gallons of effluent off of Hunter's Ridge force main.
- TV'ed 4 sanitary laterals on the PM list
- Changed pump at 93 Shadow Creek

- 67 Shadow Creek Way changed pump and installed new control box
- Breakaway clubhouse back up was investigated, issue determined to be on customer side.
- 49 Shadow Creek removed blanket in tank.
- 7 Circle Creek rewired pump to J-box.
- Changed pump @ 59 Westland Run.
- Replaced curb stop at 53 Thornhill.
- Changed pump at 35 Carriage Creek, 18 Dartmouth and 136 Grey Dapple.
- 46 Saddlers Run replaced pump and new wire ran to control box.
- Performed 1 utility verification
- 211 River Bluff roots in 6 joints, will add to PM list.
- 2100 Ocean Shore Blvd pumped down lift station and closed valve.

#### Reuse

- Responded to 1 reuse trouble call.
- Adjusted Melrose valve as needed

#### Wastewater Plant – Lift Stations

- Clarifier #1 – repaired sweep arm squeegee.
- Plant Wide Blowers – began installation of gauges and sensors.
- 12M, Airport Business Park - Painted R.T.U. cabinets to reduce heat absorption from the sun.
- 67 Shadow Creek Way - Installed new control box for PEP tank.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Lime Slurry pumps – lubricated as needed.
- Recarb Tank – corrected exposed wiring.
- Well #2 & 3 Breakaway Reuse – working with contractor to remove out of service wells for repair, parts on order.
- 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:

- Staff continued training departments on CivicClerk, new agenda management software.
- City Clerk attended ICMA Emerging Leaders Development Program Class of 2023 monthly virtual class session.
- Agenda packet preparation and distribution of August 16, 2022, City Commission meeting.