

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 2, 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
- City Commission agenda packet review

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- Rotary meeting
- FCCMA webinar on Trends Shaping the Future of Local Government

PIO – Public Information

- Press Releases/Media
 - Holiday parade theme
 - General citizen inquiries
 - General media requests
- Social Media
 - Road closures and traffic alerts
 - Home for the Holidays theme voting
 - #SpotlightSaturday features
- Attended
 - 3CMA Webinar: Advanced City Communications Planning
 - FPRA Lunch & Learn
- Developing
 - SOTC brochure and script plan

Community Development

Planning

- There has been one application received for the September 7, 2022 Board of Adjustment and Appeals meeting (<https://www.ormondbeach.org/218/Board-of-Adjustment-Appeals>). The application seeks a rear yard variance to allow the construction of a pool and screen enclosure at 54 Herringbone Way.
- The September 8, 2022 Planning Board meeting (<https://www.ormondbeach.org/224/Planning-Board>) includes the following items:
 1. Tattersall at Tymber Creek Planned Residential Development.
 2. North Interchange Planned Business Development.
 3. Second ISBA Zoning Map Amendment (8 properties).
 4. Coastal Management Element of the Comprehensive Plan amendments.

- The Monthly Development Report is available on the City's website at the link below:
<https://www.ormondbeach.org/247/Development-Projects>.
- The Storch Law Firm shall conduct a neighborhood meeting on Tuesday, September 13, 2022, at 6:00 p.m. at the Trails Clubhouse, 201 Main Trail, Ormond Beach, FL 32174, regarding the Ormond Central Planned Business Development Amendment/Self-Storage. The Ormond Central Planned Business Development Amendment/Self-Storage seeks to allow the construction of a 3-story climate controlled self-storage building at 1 South Old Kings Road (intersection of South Old Kings Road/West Granada Boulevard). The Planned Business Development amendment would require Planning Board review and recommendation and City Commission action. Additional information can be obtained by contacting the Storch Law Firm at (386) 238-8383. The project submittal can be found at: <https://www.ormondbeach.org/1025/Ormond-Central-Self-Storage>.
- Cobb Cole, Attorneys at Law, shall conduct a neighborhood meeting on Wednesday, September 14, 2022, at 6:00 p.m. in the Meeting Room of the Ormond Beach Regional Library, located at 30 South Beach Street, Ormond Beach, Florida 32174, regarding a Future Land Use Amendment, Planned Development Rezoning, and Subdivision Plat applications. The properties under application are located along Atlantic Avenue, generally southeast and southwest of the intersection of Atlantic Avenue and Seminole Avenue (251, 264, 300 South Atlantic Avenue and 225 Magnolia Drive). Ormond Beach Holdings, LLC seeks to develop the two vacant sites for a proposed 137 room hotel on the east side of SR A1A and 15 single-family homes on the west side of SR A1A. The applications would require Planning Board review and recommendation and City Commission action. The project submittal information is on the City's website at the following link: <https://www.ormondbeach.org/1018/Ormond-Beach-Holdings-LLC>.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 361 inspections performed within the city (33 by private providers).
- 116 permits issued within the city, with a valuation of \$1,506,105 (4 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. 1 South Old Kings Road, Ormond Central Self-Storage. 1st review. Construction of a 106,140 square foot, three story climate controlled self-storage facility and associated site improvements.
- SPRC projects under review:
 1. North Interchange, Industrial Flex Space. 3rd review. Proposed two 11,999 square foot industrial flex space buildings on 2.34 acres and associated site improvements.
 2. North Interchange, Self- Storage. 3rd 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.
 3. Tides Edge Preliminary Plat. 2nd review. Preliminary plat for 15 single-family lots.
 4. 251 South Atlantic Avenue, Ormond Beach Holdings LLC. 2nd review. Proposed five story, 95,700 square foot hotel with 137 rooms, associated driveways, parking (108 spaces east of SR A1A and 62 spaces west of SR A1A) stormwater, utilities, signage, lighting, landscaping, public sidewalk and ADA beach access, and hotel related beach access.
 5. 183 South Orchard Street, Stanton Grove. 3rd review. 21-unit multi-family project consisting of three buildings on 3.92 acres. This use is a permitted use and would be permitted by the SPRC.
 6. 121 East Granada Boulevard, 121 East. 1st review. Proposed multi-story multi-family development of 24 units. This project would require public hearings.
 7. Tattersall at Tymber Creek. 2nd review. Construction of 129 lot subdivision and associated site improvements.

- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	50%
Interchange Depot	35%
KOMN Condominium Association	85%
Love Whole Food expansion	0%
McNamara Warehouse	70%
Paradise Pointe ALF	75%
Perrot Depot	60%
Revella	20%
Shoppes at Granada Point	0%
SONC Gym	65%
SONC Outdoor basketball court	95%
Utilities only	
101 Town & Country Lane	40%
Celadine	0%
Forcemain – Huntington Green	95%
Forcemain extension – Airport Road	95%
Ocean Village Townhomes	90%
Verona Oceanside	95%
Residential	
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 is participating in regular meetings 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 received two grant agreements from FDOT for the airport. One agreement is to provide supplementary funding for the Automated Weather Observing System (AWOS) Replacement Project. The other agreement is to provide funding for installation of new directory signage. The agreements are expected to be presented at a City Commission meeting in October.
- 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 coordinating repairs to the exterior catwalk and safety railings at the air traffic control tower, and also pedestrian Gate No. 8 in the southeast quadrant of the airport.
- Staff continues coordinating installation of new solar shades at the air traffic control tower.

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

Finance

- On-going Projects
 - Finance is starting preparations for the 2021-22 annual audit.
- Completed Projects - Weekly
 - Process 133 Journal Entry Batches.
 - Utility Billing Meter Readers completed 356 work orders.
 - Approved 19 Purchase Requisitions totaling \$798,576.35.
 - Issued 22 Purchase Orders totaling \$66,261.09.
 - Issued 533 past due notices on utility accounts.
 - Auto-called 137 utility customers regarding receipt of a past due notice.
 - Processed 602 payments through Interactive Voice Response System totaling \$53,247.44 (12% of City customers utilize this service)
 - Processed 1,433 payments through City online payment portal totaling \$145,734.38 (26% of City customers utilize this service).

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement request for FY 21-22: \$1,375,550.35
- Other
 - Attended NLC webinar about its upcoming bootcamps about Bipartisan Infrastructure Law for upcoming funding opportunities.
 - Completed Employee Newsletter for September 2022.

Risk Management Projects

- Finalizing active assalant procedure
- Updating vendor insurance information in Tyler
- Follow-up on restitution and subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 11
 - Hazardous: 2
 - EMS: 78
 - Motor Vehicle Accidents: 4
 - Public Assists: 55

- TOTAL CALLS: 152
- Aid provided to other agencies: 8 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (3)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 56
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 25
- Training Hours
 - NFPA 1006: Technical Rescue 2
 - NFPA 1001: Firefighting 61
 - NFPA 1002: Driver 27
 - NFPA 1021: Officer 2
 - NFPA 1500: Safety/Equipment 75
 - NFPA 1620: Preplanning 11
 - EMT/Paramedic 17
 - TOTAL TRAINING HOURS: 195
- Station Activities
 - Updated 12 pre-fire plans
 - Conducted 3 fire inspections
- Significant Incidents
 - 8/26/22, 11:50 AM: 294 W. Granada Blvd. – Motor Vehicle Accident – Upon arrival found a single vehicle with front end damage – one patient pronounced on scene.
 - 8/26/22, 4:10 PM: S. Yonge St./Division Ave. – Motor Vehicle Accident – Single vehicle into a pole – one patient transported as a trauma alert.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II (Finance)
 - Administrative Assistant (Leisure Services)
 - Building Inspector
 - Civil Engineer
 - Environmental Improvement Officer/Arborist (Police)
 - Evidence/Crime Scene Technician (Police)
 - IT Manager
 - Maintenance Worker II (Streets)
 - Neighborhood Improvement Officer (Police)
 - Part Time Evidence Custodian (Police)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Recreation Leader (NOVA/Leisure Services)
 - Part Time Water Treatment Plant Operator C/B/A
 - Police Officer
 - Recreation Leader (Police Athletic League)
 - Senior Staff Accountant (Finance)
 - Support Services Administrator (City Clerk)
 - Treatment Plant Operator C/B/A (Water Reclamation)
 - Treatment Plant Operator Trainee (Water Reclamation)
 - Utilities Engineer
 - Water Distribution Operator 3, 2, 1, or Trainee
 - Water Treatment Plant Operator C/B/A

- Background/Reference Checks/Job Offers
 - Firefighter/EMT
 - Maintenance Worker II (Stormwater)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Police Officer
 - Systems Administrator
 - Treatment Plant Operator Trainee (Water Reclamation)
- Separations
 - Part Time Maintenance Worker II (Athletic Fields)
 - Recreation Center Coordinator (Environmental Discovery Center)
 - Part Time Recreation Leader (Nova)

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
 - Work Orders
 - New: 71
 - Completed: 68
 - In progress: 21
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 34,652
 - Inbound E-Mails Blocked: 8,787
 - Delivered Inbound E-Mails: 23,752
 - Quarantined Messages: 854
 - Percentage Good Email: 68.54%
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 2
 - Corrections: 0
 - Map/Information Requests: 61
 - Information Requests from External Organizations: 1
 - 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: 7 : Total in system = 24,324; 23,457 potable, 856 irrigation, 11 effluent
 - Notable Events: Published EnerGov web map with six GIS feature services to be used by Tyler EnerGov as a display map and data map.

Leisure Services

Administration

- Attended FRPA Conference
- Website/City calendar/social media updates

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance Account Manager
- Operations meeting with Athletic Maintenance Account Manager
- Site inspections of Grounds Maintenance service areas

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

Contract Manager – Facilities Maintenance

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

Environmental Discovery Center

- Open for guided and self-guided tours, Tuesday – Saturday, 10 am – 4 pm.
- Completed orientation of new EDC Coordinator.
- Completed community garden sign ups.

Athletics

- Shuffleboard Club continues to hold practices on Monday, Wednesday, and Friday at 1 pm at the Sports Complex.
- OBGS 9, 10, 11 & 12's practices on Tuesday and Thursday, 6 pm, Nova Fields 2-5.
- OBSC Competitive practices Monday through Thursday, 5:30 pm and 7 pm, Soccer Fields 2C, 4, 5, 6, & 8.
- Adult Coed Softball Games are Monday through Thursday, 6:20 pm and 7:30 pm, on Quad 4.
- Youth Flag Football skills assessments will be held on Tuesday, Wednesday and Thursday at 6 pm, Quad 3.
- OBYBSA hosted Rec Clinics on Monday, Wednesday and Friday at Nova 3 and 4, as well as Kiwanis Field and Quads 1, & 2.
- Pop Warner hosted a make-up game on Saturday, 6pm, Championship Field 7.
- Seabreeze JV Football hosted their first home game of the season on Thursday night at 6 pm on Championship Field 7.
- Halifax Academy V Football hosted their first home game of the season on Friday night at 6 pm on Championship Field 7.
- OBYBSA Girls Softball Evaluation was held on Tuesday and Thursday at 6 pm on Quad 1 and 2.

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.
- Prepped Nova 2-5 for OBGS Clinic.
- Painted Soccer Fields 2C/4/5/6/8.
- Painted Pride Football fields.

Performing Arts Center

- Started seat removal process in PAC auditorium.
- Preparing auditorium floor for installation of donated seating in 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 open 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.
- 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 Wednesday and Thursday from 5:45 pm to 6:45 pm in the Activity Room.
- Gym closed for repairs to floor.
- Coordinator attended FRPA conference.

The Casements

- The Casements was open for guided tours on Saturday at 9:30 am and 10:30 am, and on Monday-Friday for self-guided tours 8 am to 5 pm and guided tours 1pm to 3 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge on Sunday.
- The Casements Camera Club received photographs on Monday, and the exhibit was set up on Tuesday. The opening reception is scheduled for Friday 5:30 pm to 7:30 pm.
- There was a meeting rental on Thursday 11 am to 4 pm.
- The Casements Crafters met on Thursday in the craft room from 12 pm to 3:30 pm.
- Movies on the Halifax is scheduled for Friday 8 pm featuring "Sonic the Hedgehog," movie rating is PG.
- Ora Yoga classes met on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 5:30 pm to 8 pm.
- Pilates classes met on Monday, Wednesday and Friday mornings from 8:30 am to 9:30 am.
- Staff is preparing craft projects for the September Storytime.
- "Did You Know?" posted on 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
- Replaced swings at Central Park I
- Set two plaques for the tree program at Central Park III

Building Maintenance

- Reprogrammed gate remote at the airport
- Repaired outlets in the courtyard at City Hall
- Repaired/replaced lights at FS 91
- Troubleshoot electric at Riverbend Nature Park
- Troubleshoot splash pad at South Ormond Neighborhood Center
- A/C repairs and maintenance at various City facilities
- Removed old poles at WWTP
- Repaired gate at WTP
- Installed plaque on podium at City Hall
- Replaced ceiling tiles in offices at the Police Department

- Replaced air filters at Ames House
- Verified AED locations and checked batteries

Police Department

Administrative Services

- Staff hosted the weekly staff meeting.
- Staff attended an in-house budget meeting.
- Staff attended active shooter meeting response with Police Captains, Fire Chief and Deputy Fire Chief. VCFS Fire Chief Kamine reviewed the SAVE presentation and Unified Command.
- Staff attended the CLEAB meeting.
- Staff met with Human Resources to build the new supervisor's test.
- Staff attended the Volusia/Flagler Police Chief's Association meeting.
- Staff responded to the incident at S. Perrott Dr. and W. Granada Blvd.
- Staff attended Crime View.
- Staff attended the presentation for K-9 Klaus.

Community Outreach

- Donut Dash 5K 2023 – On-line registration Ormond Beach PAL Donut Dash 5K 2023 opened on August 29, 2022. Since 2017, the Donut Dash 5k has grown from 51 runners to 255 runners in 2022. The OBPAL Donut Dash 5K is a part of the Daytona Running Series and will be the last race of the series in 2023. More information on registration is available at the following link: <https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>

Community Services & Animal Control

- Animal Calls responded to: 41
- Animal Reports: 5
- Return to Field: 3
- Animal Bites: 1
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 3
- Inactive: 2
- Fraud: 7
- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Baker Act: 1

Records

- Walk - Ins / Window: 86
- Phone Calls: 139
- Arrest / NTA's: 22

- Reports Generated: 120
- Reports Entered: 115
- Citations Issued: 35
- Citations Entered: 39
- Warnings Entered: 129
- Trespass Warnings: 21
- CORF Entered: 84
- Mail / Faxes / Request: 41

Patrol

- Total Calls: 1,420
- Total Traffic Stops: 156

Operations

- Crime Opportunity Report Forms: 88

08/24/22

- Theft, 17 Fisherman's Circle #8 (Fisherman's Landing Apartments). An unidentified subject was invited into the victim's residence; a watch and ring are now missing.
- Carbreak, 85 North Yonge Street (Courteaux Electric). An unidentified subject stole two catalytic converters from vehicles belonging to the business.
- Narcotics Arrest, 350 South Center Street. A male subject was placed under arrest for possession of Fentanyl and drug paraphernalia.
- Narcotics Arrest, 701 South Nova Road (Tomoka Plaza). A male subject was placed under arrest for possession of drug paraphernalia. The subject was on probation and violated the probation by getting arrested for the drug paraphernalia.

08/25/22

- Theft, 30 Forest Court (Sarah House). An unidentified subject stole a government assistance phone from the victim's nightstand.
- Warrant Arrest, 495 Sterthaus Drive (Ormond Manor). Subject was contacted and found to have an open warrant.
- Trespass Arrest, 1657 North United States Highway One (Love's Truck Stop). A male subject was placed under arrest for returning to the property after he was trespassed from the location.

08/26/22

- Theft, 601 Division Avenue (Environmental Discovery Center). An unidentified suspect stole binoculars from this location.
- Fleeing Vehicle/Death Investigation/Weapons Offense/Resisting without Violence Arrest. A vehicle involved in an earlier shooting call was observed traveling in the 300 block of West Granada Boulevard. The vehicle fled from law enforcement. The vehicle then crashed at the intersection of West Granada Boulevard/South Perrott Drive. A male subject fled from the vehicle and was later captured in Dollar Tree. The female driver was found to be deceased. The couple were both persons of interest in a double homicide that occurred in Lake County. The male was arrested and charged with possession of a firearm by a convicted felon, resisting officers without violence, carrying a concealed firearm.
- Narcotics Arrest, Hand Avenue/Parque Drive. A traffic stop was conducted for a vehicle speeding. The vehicle was occupied by 7 subjects (most being juveniles). Multiple arrests were made for possession of narcotics and one of the juveniles was recovered as a missing juvenile. A stolen firearm was also located in the vehicle.
- Narcotics Arrest (X2), 600 South Nova Road (Prince of Peace). A traffic stop was conducted on a vehicle for an equipment violation. Two subjects in the vehicle were found to be in possession of narcotics and have open warrants for their arrest.

08/27/22

- Domestic Violence Battery Arrest, 509 South Nova Road #1000 (All Aboard Storage). A female subject punched her boyfriend in the face during an argument.
- Battery Arrest, 1622 North United States Highway One (Exxon Gas station). A male struck a female at this location.
- Domestic Violence Battery Arrest, 190 Oleeta Street. A male struck and bit the victim while he was sitting in a chair.

08/28/22

- Domestic Violence Battery Arrest, 485 South Atlantic Avenue #613 (The Maverick Motel). A male grabbed his girlfriend's arm because he thought she locked him on the balcony.
- Narcotics Arrest, 453 South Atlantic Avenue (Symphony Beach Club). A female subject was found to be in possession of cocaine and marijuana.
- Theft, 681 Wellington Station Boulevard. An unidentified subject stole the victim's tag off their vehicle.
- Domestic Violence Battery Arrest, 1626 North United States Highway One. A male was in a verbal argument with his girlfriend when he grabbed her.

08/29/22

- Business Burglary, 1400 Hand Avenue #E (Village Gold Smith Jewelers). An unidentified subject gained access after cutting a hole in the roof. The safe was accessed and approximately \$250,000 worth of jewelry was stolen.
- Burglary Business, 229 North Orchard Street. A 20 foot ladder was removed from the business.
- Domestic Violence Battery Arrest, 453 South Atlantic Avenue (Symphony Beach Club). A female was placed under arrest for slapping her husband in the face twice during an altercation.
- Narcotics Arrest, 735 South Nova Road (Tomoka Plaza). A male subject was stopped for operating a bicycle without a light and was found to be in possession of drug paraphernalia and methamphetamine.
- Carrying Concealed Firearm Arrest, 1151 West Granada Boulevard (Providence Church). A traffic stop was conducted for speeding. The male was found to be in possession of a firearm on his person without a conceal carry permit.

08/30/22

- No Part One Crimes

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 2
 - Number of Citations issued: 5
 - Number of Written Warnings Issued: 14
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 7
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 3 Cases initiated
 - Zone 2: 1 Case initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 2 Cases initiated
- 75 signs have either been removed or sign cases created.
- 23 tree removal permit requests

- Administrative staff assisted with nine (9) walk-in and thirty-four (34) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Project is 95% complete.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Construction is approximately 80% complete.
 - Facility Hardening – Construction at City Hall is 95% complete, contractor will be moving to Fleet after the Labor Day holiday.
 - Sanchez Park Playground Equipment Replacement – A pre-installation meeting is being rescheduled.
 - 2022 Storm & Sewer Lining – Construction is ongoing.
 - PD Access Control Replacement – Construction is ongoing, approximately 90% complete.
 - Central Park 2 Gazebo Replacement – Project is complete.
 - PD HVAC Upgrades – Contractor is preparing shop drawings.
 - CDBG 2022 Sidewalk Improvements – A pre-construction meeting was held on September 1, Notice to Proceed issued for September 6.
 - WRF Clarifier Improvements – Contracts are being executed.
 - Bidding:
 - Downtown Sidewalk Renovations – Bid award is planned for the October 18 City Commission meeting.
 - 2022 Road Resurfacing – Bids were opened on August 23 and are under review.
 - Design:
 - Downtown: Cassen Park Improvements – Selected consultant is preparing a proposal for design.
 - 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 complete, consultant is preparing Issued for bid plans and specifications.
 - Downtown – East Granada Utility Undergrounding – Easements on City property are scheduled for approval at the September 7 City Commission meeting.
 - Departmental Activities
 - Reviewed 21 Engineering Permit applications through the ProjectDOX system, and 2 Franchise Utility Work-in-the-Right-of-Way permits were created and approved.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Ground roots, graded & formed sidewalk in Spring Meadows
- Graded & formed sidewalk on N Beach St
- Patched hole on Overbrook Drive

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
- Trimmed broken limb on Hidden Hills Dr

- Picked up debris piles on A1A from Neptune to Sandcastle

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
- Assisted Forestry with picking up debris piles

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

- Pipe repair on Lucerne Cir
- Basin repair on Cypress View Trl
- Inlets inspected & cleaned citywide
- Locates citywide
- Overflow repair on Timberlake/worked with Forestry
- Ditch maintenance spraying citywide
- Outfall repair on Putnam Ave
- Inlets inspected at Cumberland & N Yonge St

Vactor

- Lucerne Cir

Fleet

- Mileage traveled by all departments for the week: 22,405
- 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: 14,444 gallons unleaded, 5,547 gallons diesel
 - Fuel used in one week: 2,577 gallons of unleaded and 646 gallons of diesel.
 - Fleet completed 44 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 Plant

- Delivered 39.53 million gallons for the week ending August 27, 2022 (5.65 MGD).
- Backwashed 6 filters for a total of 315,250 gallons backwash water.

- Raw water average daily withdrawal rate from all wells through August 27, 2022 @ 6.39 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 77 wet tons of dewatered sludge (65-70% solids).
- Flushed distribution system 56,500 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 26.72 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.82 MGD
- Produced 25.85 Million Gallons of Reclaim water.
- Produced 0.87 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 eight loads in August for a total of 163.03 wet tons through 8-13-2022. Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 4 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 10 calls from customers concerning leaking water.
- Replaced 5 residential water meters due to operational concerns.
- Tested 1 city owned backflow preventer and made repairs as needed.
- Replaced 3 residential water services due to pressure concerns or leaks.
- Replaced 3 broken water meter boxes.
- Performed valve maintenance on 2 main line valves.
- Installed 2 new water meters/services for new construction.
- Flushed Pineland and Pine Trail subdivisions.
- Replaced services at 28 and 30 Linden Falls.
- Performed hydrant maintenance on 7 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 162 utility locates for the previous week.

Wastewater Collection and Reuse

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 700 gallons of effluent off of Hunter's Ridge force main.
- Changed pump at 18 Saddlers Run, 91 Carriage Creek Way and 7 Lake Vista Way.
- Performed 4 utility verifications.
- 201 S. Ridgewood, roots on city side, cleaned with harban and TV'ed lateral.
- Assisted WWTP with Vac-con to vacuum out sand filter
- 29 Rio Pinar, replaced C/O adaptor and cap
- Repaired lateral at manhole at 18 Tanglewood Cir
- 1355 Ocean Shore Blvd, located force main and valves
- 2 China Moon, removed broken inside drop from manhole
- Shut force main valve at 290 Clyde Morris for manhole repair
- TV'ed manhole at 71 Mayfield Cir for repairs to manhole and lateral
- Rewired J-box at 46 Saddlers Run
- 6 Bent Stream, installed pep tank
- Responded to 1 reuse trouble call.
- Located reuse and pep tank at 2 addresses
- Adjusted Melrose valve as needed
- Installed new reuse box and lid at 14 Saddlers Run

- Turned on reclaimed for 85 Shadow Creek
- Located and turned off reclaimed at 62 Coquina Ridge Way and 161 Pergola Place

Wastewater Plant – Lift Stations

- 7P – Call out, pump 1 not operating, problem in pump controller, made panel wiring changes and replaced pump controller.
- Sludge Thickener Tank – Removed old tank mixing water plumbing.
- Centrifuge Sludge Feed Pump #1 – Adjusted pump packing.
- Security First – Removed damaged site light and cap electric wires.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 35R – Replaced RTU battery.
- High Service Pump 5 – Performed start up and returned to service.
- South Aerator Blower – Drive belt is noisy, blower is in poor condition, monitoring and maintenance is done weekly.
- 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 meeting with Assistant City Manager.
- Agenda packet preparation and distribution of September 7, 2022 City Commission meeting.