

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 27, 2023

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:

- Strategic Plan Update preparation
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- Elected Officials Roundtable meeting
- City Commission FDOT Projects Update workshop
- City Commission meeting
- Claims Committee meeting
- ICMA Credentialing Advisory Board meeting
- Ormond Beach Chamber Annual Banquet

PIO – Public Information

- Press Releases/Media
 - Strategic Planning Meeting Notification
 - General media inquiries and interview coordination
 - General citizen requests
- Social Media
 - Andy Romano Beachfront Park Restoration Progress
 - Mayor's Health and Fitness Challenge
 - EDC Bird Walks Programming
- Attended
 - City Manager's Staff Meeting
 - Strategic Planning Development Meeting
 - Engineering/Planning Meeting
- Training
 - 3CMA Webinar: Policies and Process Communication

Community Development

Planning

- Cobb Cole, Attorneys at Law, shall conduct neighborhood meetings on **Wednesday, February 8, 2023 during two (2) sessions, one session will be held at 5:00 p.m. and one session will be held at 7:00 p.m.** in the **sanctuary at Temple Beth-El, located at 579 North Nova Road** in Ormond Beach, FL 32174 regarding the application of Triumph Oaks of Ormond Beach I, LLC. The application, submitted as Tomoka Reserve, seeks a Planned Residential Development amendment to allow single-family residential development on the former golf course located at 20 Tomoka Oaks

Boulevard. The information on the project is available at: <https://www.ormondbeach.org/1013/Tomoka-Reserve>. The project shall require the review and recommendation of the Planning Board and final action by the City Commission. Additional information on the neighborhood meeting can be obtained by contacting Debi LaCroix, CLA, Cobb Cole by telephone at (386) 323-9263 or by email at Debi.LaCroix@cobbcole.com.

- Attended the MetroNet neighborhood meeting regarding the site development project for an unmanned fiber-optic communication building.
- Attended and presented at the Historic Landmark Preservation Board to review a Certificate of Appropriateness (COA) to construct a ±192 square foot new pergola at The Casements.
- Received an application from the Ormond Memorial Art Museum & Gardens, Inc., for a Special Exception to allow the conversion of two parking spaces into a cottage style garden shed, approximately 18' by 24', to be located in the southeast corner of the Museum and Gardens parking lot, approximately five (5') feet to the rear property line. The subject property is located at 78 East Granada Boulevard, is zoned as B-4 (Central Business) and is within the Downtown Overlay District. This item would be on the February 9, 2023 Planning Board meeting.
- There are three (3) administrative amendments proposed to the Land Development Code (LDC) scheduled to be heard at the February 9, 2023, Planning Board meeting: (1) Chapter 1, General Administration, Article IV, Schedule of Development Review and Impact Fees, Section 1-28, Utility installation fees, to update the fee schedule for meter costs, (2) Chapter 2, District and General Regulations, Article III, General Regulations, Section 2-50, Accessory Uses, subsection (n) fences and walls, item (2), In general, to allow a fence setback less than three (3') feet to a right-of-way with review and approval of the Site Plan Review Committee (SPRC), and (3) Chapter 4, Plan Review and Subdivision, Article I, Site Plan Review Procedures, Section 4-03, Site Plan Review Committee (SPRC) established, amending the SPRC coordinating liaison and updating the process for neighborhood meetings.

Building Inspections, Permitting & Licensing

- 11 Business Tax Receipts issued.
- 323 inspections preformed, 13 by private provider.
- 123 permits issued within the City, with a valuation of \$1,901,863.
- 4 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. Iris, Flagler County utilities only. Utility connection for 76 single-family homes. Flagler County (Hunter's Ridge)
 2. 520 South Atlantic Avenue. Discussion of the redevelopment of this site for a retail store of 5,700 square feet.
- SPRC projects under review:
 1. RidgeHaven subdivision. 3rd review. 96 duplex units and 202 single-family lots within a Planned Residential Development on 103.45 acres.
 2. 215 Williamson Boulevard, Regal Multi-Family. 7th review. Redevelopment of 310 multi-family units on 12 acres.
 3. 124 South Yonge Street, MetroNet. 2nd review. Proposed 344 square foot concrete unmanned fiberoptic communication building.
 4. Tomoka Reserve. 2nd review. Establishment of a Development Order for the former Tomoka Oaks Golf Course property of 147.94 acres. The application seeks 300 residential units or 2.03 units per acre.
 5. 475 N Tymber Creek Road, Zoning Map Amendment. 1st review. Zoning Map Amendment from an expired Planned Residential Development (PRD) – Enclave – to the Suburban Residential zoning district.

- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Interchange Depot	90%
Love Whole Foods	15%
McNamara Warehouse	85%
Ocean Club	15%
Ormond Central	10%
Revella	40%
Riverbend expansion	30%
Shoppes at Granada Point	0%
SONC Gym	99%
Valiant Diner	10%
Utilities only	
101 Town & Country Lane	40%
Celadine	40%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	95%
Ocean Village Townhomes	95%
Verona Oceanside	95%
Residential	
Cupola at Oceanside	90%
Plantation Oaks, Phase 1A	90%
Plantation Oaks, Unit 2B	50%
Plantation Oaks, Unit 2C	20%
Plantation Oaks, Unit 2D	20%

Economic Development/Airport

Economic Development

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff participated in the Volusia County Economic Development Department's Volusia Business Resources meeting.
- Prospective Business Attraction/Retention/Expansion
 - Staff has initiated a new year of business visits to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on six active project generated via direct contact with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff continues preparations for the acquisition and installation of a new Automated Weather Observing System (AWOS) at the airport. The existing AWOS unit is out of service. The primary processor has failed and repairs are being attempted off-site. Staff has issued a NOTAM (Notice to Air Missions) advising pilots that the AWOS is unavailable.
- Staff is working with the Next-Generation Applied Research Lab at ERAU to assist with their project to explore technologies intended to automate the counting of aircraft operations at non-towered airports. This project is being conducted by ERAU on behalf of FDOT.
- Staff responded to an inquiry from the FAA concerning the design phase of the project to rehabilitate the Bravo apron and ramp area at the airport. The FAA requested an updated project illustration and also an apron utilization plan.
- Permitting for the project to construct and install new directory signage at the airport is underway.
- Staff continues working with the City's airport engineering consultants to coordinate replacement of a damaged directional sign on Taxiway Delta.
- Staff is acquiring quotes to upgrade the environmental control systems at the air traffic control tower. These upgrades will improve air circulation and cleanliness within the control tower. This project is being funded by a grant from the Federal Aviation Administration under the Airport Coronavirus Response Grant Program.
- Staff continues working with FDOT on a project to update the Florida Aviation Database (FAD) as part of the 2025 Florida Aviation System Plan (FASP).

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

Finance

- On-going Projects
 - Finance is working on the 2021-22 fiscal year audit.
 - Finance has started working on Hurricane Ian/Nicole tracking.
 - Finance and associated staff meet weekly with FEMA to discuss Hurricane Ian reimbursement.
 - Finance submitted the Request for Public Assistance to FEMA for Hurricane Nicole.
- Completed Projects - Weekly
 - Process 105 Journal Entry Batches.
 - Utility Billing Meter Readers completed 329 work orders.
 - Approved 8 Purchase Requisitions totaling \$53,977.23.
 - Issued 9 Purchase Orders totaling \$3,286,217.44.
 - Issued 283 past due notices on utility accounts.
 - Auto-called 338 utility customers regarding receipt of a past due notice.
 - Processed 581 payments through Interactive Voice Response System totaling \$55,928.28.
 - Processed 1,235 payments through City online payment portal totaling \$110,483.11.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Working with the Fire Department on an Assistance to Firefighters Grant.
 - Grant reimbursement request for FY 22-23: \$2,040,126.21
- Other
 - Attended Neighborhood Improvement Advisory Board (NIAB) organizational meeting serving as liaison.
 - Attended City Commission meeting.
 - Attended Volusia County Local Mitigation Strategy meeting.

Risk Management Projects

- Attend WC mediation
- Attend Claims Committee meeting

- Attend WC webinar

Fire Department

- Weekly Statistics
 - Fires: 7
 - Fire Alarms: 8
 - Hazardous: 1
 - EMS: 84
 - Motor Vehicle Accidents: 4
 - Public Assists: 36
 - TOTAL CALLS: 140

 - Aid provided to other agencies: 9 Calls – Daytona Beach (6), Volusia County (3)
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 53
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 311
-
- Training Hours
 - NFPA 1001: Firefighting 120
 - NFPA 1002: Driver 2
 - NFPA 1006: Tech Rescue 46
 - NFPA 1021: Officer 2
 - NFPA 1500: Safety/Equipment 52
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 232
-
- Station Activities
 - Updated 14 pre-fire plans
 - Conducted 3 fire Inspections
-
- Significant Incidents
 - 1/19/23, 5:23 AM: 1065 N. US1 – Structure Fire – Assisted Volusia County with a fully involved fire of a storage container – 1,000 gallons of water used to extinguish.
 - 1/19/23, 3:16 PM: Hand Ave. / S. Nova Rd. – Motor Vehicle vs. Pedestrian Accident – One patient found in roadway and transported to hospital.
 - 1/21/23, 11:39 AM: 301 Memorial Medical Pkwy., Daytona Beach – Assisted Police – Dispatched for an active shooter at Advent Hospital – an Ormond Beach Captain Paramedic with the special response team assisted Daytona Beach Police in relocating patients from the floor where active shooter was located – Engine 92 crew also relocated patients and stood by for additional assistance.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II (Finance)
 - Administrative Assistant (Leisure Services)
 - Environmental Improvement Officer (Arborist)
 - Equipment Operator I (Streets)
 - Evidence/Crime Scene Technician (Police)
 - Executive Secretary (Administration)
 - Firefighter/EMT
 - Fleet Technician I, II, or III (Mechanic)
 - Maintenance Worker II (Parks)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Recreation Leader (The Casements)

- Part Time Recreation Leader (SONC)
 - Part Time Treatment Plant Operator C/B/A (Water Plant)
 - Plant/Pump Mechanic (Public Works)
 - Police Officer
 - Recreation Leader (Police Athletic League)
 - Recreation Program Specialist (Leisure Services)
 - Seasonal Part Time Maintenance Worker II (Parks)
 - Support Services Administrator (Records & Boards)
 - Treatment Plant Operator C/B/A (Wastewater Plant)
 - Treatment Plant Operator C/B/A (Water Plant)
 - Utilities Engineer (Public Works)
 - Utilities Tech I or II (Wastewater Collection/Reuse Distribution)
- Background/Reference Checks/Job Offers
 - Part Time Events Tech (Casements)
 - Equipment Operator I
 - Meter Reader
 - Office Manager
 - Police Officer
 - Separations
 - Firefighter/EMT

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Verkada Cameras and Door Access for Public Works
 - Network Switch Upgrade and Phone System
 - Replace RDP with VPN access and Two Factor Auth
 - Radwin P2P bandwidth upgrade and wireless at Station 94
 - Work Orders
 - New: 30
 - Completed: 49
 - In progress: 39
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 32,285
 - Inbound E-Mails Blocked: 6,248
 - Delivered Inbound E-Mails: 32,697
 - Quarantined Messages: 849
 - Percentage Good Email: 73.40%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 23
 - Corrections: 0
 - Map/Information Requests: 26
 - 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 = 3,273

- Meters GPS Located this week: 0 : Total in system = 24,458; 23,572 potable, 875 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- City Manager staff meeting
- Staff meeting
- City Commission meeting
- 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 to 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 painting in offices at the Performing Arts Center

Environmental Discovery Center

- Open for guided and self -guided tours, Tuesday through Saturday, 10 am to 4 pm
- Volusia County Mosquito Control class
- Prepping for ECHO Rangers event (2/4/23)
- Prepping for Lyonia Wildlife Festival (2/11/23)
- Prepping for Backyard Bird Count event (2/18/23)
- Managing Community Gardens issues
- Planning for classes/programs
- Planning/booking field trip tours
- Planning for Enviro Camp

Athletics

- Shuffleboard Club held practices on Monday, Wednesday and Friday at 1 pm at Sports Complex.
- SHS Boys & Girls Soccer continued practices this week, Monday through Friday at 5 pm and 7 pm at Soccer Fields. Games this week are on Friday only.
- SHS Softball & Baseball has tryouts and practices this week, Baseball at Kiwanis Field at 4 pm each day, Softball at Quad #1 at 6 pm each day.
- Wendelstedt Umpire School continues this week, Monday through Friday, 9 am to 5 pm, at the Wendelstedt Fields and Kiwanis Field.
- Ormond Beach Golden Spikes held practices this week on Tuesday and Thursday at 6pm at Nova Fields.

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 Park 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 Sports Complex/Nova Fields

- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged and edged South Ormond and Osceola (2) Softball Fields
- Painted Soccer Fields #3/#4/#5/#6
- Painted Championship Football Field #7 for SHS soccer.
- Prepped W Fields daily for Wendelstedt Umpire School
- Prepped Nova Fields for Spikes practices

Performing Arts Center

- Coordinated activities with contractor on facility hardening project.
- Preparing for OBPAC Friends board meeting on February 6.
- Update ticketing site and put tickets on sale for the Friends of OBPAC March 19 fundraiser.
- Updated information on OBPAC Facebook and Friends of the OBPAC Facebook pages.
- Entered work orders for Performing Arts Center and Senior Center facility and equipment repairs.

South Ormond Neighborhood Center

- PAL tutoring program (Monday thru Thursday 3:30 pm until 6 pm)
- Open gym and weight room (center hours)
- Open park and playground area (sunrise until 11 pm daily)

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Assisting with City Commission workshop meal.
- Planning for 2023 Mayor's Challenge.
- Planning for the Reel in the Fun Fishing Tournament, Central Park 1, Saturday, February 18.

Nova Community Center and Special Populations

- Pickleball from 9 am-3 pm Monday through Saturday.
- Jazzercise from 9 am-10 am Monday through Saturday and 5:45-6:45 pm Wednesday and Thursday in the Activity Room.
- Open Play Basketball Tuesday and Thursday from 3 pm-9 pm
- Basketball League began games on Wednesday. Teams will play games on Monday, Wednesday, and Friday throughout the season.
- Ms. Debby Dance and Acting classes Monday, Tuesday, and Friday from 3:30 pm-7:30 pm
- Spec pop programs start this week:
 - Kid's Club on Monday from 3 pm to 5 pm
 - Challenger Sports on Tuesday from 4 p to 6 pm
 - Social Squad on Wednesday from 1 pm to 4 pm
 - The Explorers' Club on Thursday from 4 pm to 6 pm
- Basketball League games on Monday, Wednesday, and Friday at 6 pm and 7 pm
- Private gym rental on Tuesday from 9 am to 1 pm

The Casements

- The Casements was open for guided tours on Saturday at 9:30 am and 10:30 am.
- Wedding Ceremony, Sunday 3 pm to 7 pm
- House of Healing, Bailey Riverbridge, Sunday, 4:30 pm to 6:30 pm
- Coordinator and Guild President attended HLP Board Meeting, Monday 4 pm
- Once Upon a Storytime, Tuesday, 10 am to 11am
- Coordinator met with Veteran's Appreciation Event planner, Tuesday 3 pm
- Guild General Meeting, Wednesday, 10 am to 12 pm
- Coordinator met with OB Rotary, planning May Craft Beer Festival, Wednesday 4 pm
- Casements Camera Club Meeting, Thursday 3 pm to 5 pm
- Ora Yoga classes 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 Monday and Wednesday morning at Bailey Riverbridge and Friday morning at The Casements from 8:30 am to 9:30 am.

- “Did You Know?” posted on our Facebook page.

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks 1x per day
- Skate park concrete inspected
- Trails blown off
- Cleaned up damaged picnic table at Central Park I
- Repaired a damaged fence at Community Gardens
- Wood repairs at Magic Forest
- Replaced damaged metal rack at Cassen Floating dock
- Removed picnic table at Rockefeller Gardens

Building Maintenance

- Unclogged toilets at Riverbend Nature Park, Nova Community Center, Cassen Park
- Replaced toilet seat in men’s restroom at Nova Community Center
- Repaired men’s restroom door at Nova Community Center
- Repaired sink in women’s restroom at Central Park I
- Repaired door at WTP
- Moved bookcase at the EDC
- Made keys for various departments
- Repair gates at Public Works

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting.
- Staff attended User Group meeting at Central Communications.
- Staff planned for New Communications Director and another employee from the Volusia Sheriff’s Office Communications Center to be guest speakers at upcoming Volusia/Flagler Chief’s meeting.

Community Outreach

- Youth Leadership Council (YLC) – Met with new members to complete applications and updated current member applications.
- OBPAL Basketball – Basketball practice was held on Wednesday and Thursday from 6:00-8:00 pm at the South Ormond Neighborhood Center. Ten players attended practice each day.
- PAL Educational Programs – The programs with partner organizations will resume the week of February 13, 2023. Winter/Spring programs include Science on Patrol at Ormond Beach Middle School, R.E.A.D. at Ormond Beach Elementary School and Tutors R Us at the South Ormond Neighborhood Center.
- Ormond Beach PAL Donut Dash 5K 2023 - On-line registration is available at the following link: <https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>. For additional information on sponsorship or participation please contact PAL staff at 386 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 55
- Animal Reports: 3
- Return to Field: 5
- Animal Bites: 2
- Animals to Halifax: 1

- Injured Wildlife Calls: 1
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 4
- Inactive: 3
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 1
- Grand Theft: 3
- Auto Theft: 1
- Death Undetermined: 2
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 5
- Suspicious Incident: 1
- Vandalism: 4

Records

- Walk - Ins / Window: 97
- Phone Calls: 142
- Arrest / NTA's: 12
- Reports Generated: 131
- Reports Entered: 128
- Citations Issued: 31
- Citations Entered: 31
- Warnings Entered: 61
- Trespass Warnings: 13
- CORF Entered: 34
- Mail / Faxes / Request: 43

Patrol

- Total Calls: 1,477
- Total Traffic Stops: 143

Operations

- Crime Opportunity Report Forms: 38

01/18/23

- Vandalism, 440 North Nova Road (Nova Community Center). An unidentified subject caused damage to the exterior restrooms.
- Carbreak, 779 South Nova Road (Tomoka Plaza). A male entered the victim's unsecure vehicle, stealing a cell phone and cigarettes. He left prior to law enforcement's arrival.
- Carbreak Arrest, 1 South Beach Street (Cassen Park). A male was witnessed by an officer attempting to start a fork lift as well as remove a traffic safety vest from the operator seat. Owner wished to pursue charges.
- Driving Under the Influence Arrest, South Orchard Avenue/West Granada Boulevard. A male was observed driving the wrong way on multiple roads. A traffic stop was conducted, the driver was found to be intoxicated.

01/19/23

- Stolen Vehicle, 1576 North United States Highway One. An unidentified subject stole the victim's vehicle from this location. Possible known subject.
- Driving Under the Influence Arrest, West Granada Boulevard/North Orchard Street. An EVAC ambulance was struck by a driver who did not stop for a red light at the intersection. The driver was found to be intoxicated.
- Violation of Probation Arrest, 31 Putnam Avenue. A male violated his probation conditions by being in contact with a person he was not allowed to contact.

01/20/23

- Vandalism Arrest, 116 South Nova Road (Pagano's Pizza). A male was intoxicated and caused a disturbance with staff. The male grabbed a metal chair and smashed the front window of the business.
- Vandalism, 839 South Atlantic Avenue (Andy Romano Park). An unidentified subject spray painted graffiti on a grill at this location.
- Vandalism, 601 Fleming Avenue (Central Park). An unidentified subject burned picnic tables and trash cans at this location.
- Domestic Violence Battery Arrest, 361 West Granada Boulevard (Taco Bell). A male struck his girlfriend who is 12 weeks pregnant in the stomach while attempting to slap a pen out of her hand. He was found to be on probation, which was violated. The male was also found to be in possession of marijuana.

01/21/23

- Agency Assist, 301 Memorial Medical Parkway (Advent Hospital). OBPD officers responded to assist Daytona Beach Police Department with a shooter on the eleventh floor of the hospital. OBPD assisted with lockdown and the media.
- Shoplifting, 795 West Granada Boulevard (CVS). An unidentified male and female (wearing masks) stole a misdemeanor amount of merchandise. The theft was witnessed by store employees.
- Narcotics Arrest, Fleming Avenue/South Nova Road. A male was found to be in possession of methamphetamine and narcotic paraphernalia.
- Traffic Arrest, Fleming Avenue/South Nova Road. A traffic stop was conducted and the driver was found to have a suspended license/habitual traffic offender status.

01/22/23

- Domestic Violence Battery Arrest, 396 Sauls Street. A male pushed and grabbed his wife by her arm and pulled her to the ground.
- Traffic Arrest, 1300 West Granada Boulevard. A traffic stop was conducted and the driver was found to have a suspended license/habitual traffic offender status.
- Traffic Arrest, Hammock Lane/South Orchard Street. A traffic stop was conducted and the driver was found to have a suspended license/habitual traffic offender status.
- Warrant Arrest, 19 North Yonge Street #71 (Granada RV Park). Subject was contacted and found to have an open warrant.

01/23/23

- Carbreak, 1414 West Granada Boulevard (La Petite Academy). An unidentified subject forced entry into the victim's vehicle (shattered window) and stole her purse.
- Violation of Probation Arrest, 50 Williamson Boulevard (Taco Bell). A male was found to be in possession of alcohol which violated his probation. He also had an active warrant for his arrest.
- Narcotics Arrest, 1132 West Granada Boulevard. A female was found to be in possession of marijuana.
- Violation of Probation Arrest, 290 South Old Kings Road. A traffic stop was conducted and the driver refused to stop when directed by law enforcement. The driver continued to drive down the road to his residence. The driver was found to be in violation of his probation by driving and resisted officers by not stopping when ordered to.

01/24/23

- Stolen Vehicle, 1561 North United States Highway One. An unidentified subject stole the victim's vehicle and trailer from this location.
- Traffic Arrest, Domicilio Avenue/North Ridgewood Avenue. A male was observed to be driving recklessly in this area.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 41
 - Number of Citations issued: 34
 - Number of Written Warnings Issued: 57
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 3
 - Number of Crashes with Injuries: 8
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 2 Cases initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 1 Case initiated
- 17 signs have either been removed or sign cases created.
- 1 tree removal permit requested
- Administrative staff assisted with four (4) walk-in's and forty (40) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - SONC Gym – Contractor is working on punch list items.
 - Facility Hardening – Three windows for the PAC, damaged in shipment, will be installed upon delivery. The project is otherwise substantially complete.
 - Sanchez Park Playground Equipment Replacement – Installation has been delayed, awaiting response from Contractor.
 - PD HVAC Upgrades – Construction is ongoing.
 - WRF Clarifier Improvements – Concrete work is in process.
 - 2022 Road Resurfacing – The project is substantially complete. Contractor is completing punch list items.
 - Downtown Sidewalk Renovations – A logistics meeting was held on January 5. Construction anticipated to commence after Bike Week.
 - Bidding:
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Approval to bid has been moved to the February 21 City Commission meeting.
 - EDC Feature Exhibit Improvements – Work Authorization was approved at the January 24 City Commission meeting.
 - Hurricane Ian Tennis Center Fence Replacement – Bid was awarded at the January 24 City Commission meeting.
 - 2023 Storm & Sewer Lining – Project was advertised on January 15, a pre-bid meeting is scheduled for February 2, and bids are due on February 15.

- SONC Pavilion Replacement – Approval to bid is scheduled for the February 21 City Commission meeting.
- Neighborhood Traffic Calming – A sole source procurement of speed tables is scheduled for approval at the February 21 City Commission meeting.
- Design Projects:
 - Performing Arts Center Renovations – Received final plans, Construction Manager is evaluating pricing for submission of a proposal late January.
 - Downtown: Cassen Park Improvements – Design is in process.
 - Business Park Drive Phase II – Design is in process.
 - Doug Thomas Way Extension Design – Design is in process.
 - WRF Upgrades – 90% design is complete.
 - Downtown – East Granada Utility Undergrounding – Consultant is preparing 90% design plans and specs.
 - Lift Station 4P Rehab – A Work Authorization for design services is scheduled for approval at the February 21 City Commission.
 - Lift Stations 11M and OBSC3 Rehab – Staff has requested proposals from Underground Utility Construction contractor. An evaluation meeting was held on January 27.
 - Septic to Sewer – Oak, Magnolia & Bonita – Design – A project kick off meeting is being scheduled.
 - Hudson Wellfield Expansion – A Work Authorization for design services was approved at the January 24 City Commission meeting.
 - SONC Rental Pavilion Replacement – Project plans and specifications are complete, project is scheduled for approval to bid at the February 21 City Commission meeting.
 - CDBG North Ridgewood Sidewalk-East Side – Design is in process.
 - Outdoor Fitness Stations-Nova Community Park – An RFP is being prepared for City Commission approval to advertise.
 - Shadow Crossings Reuse Pump Facility – A Work Authorization for design services is scheduled for approval at the February 21 City Commission meeting.
 - ARBFP Ramp & Seawall Repairs Hurricane Ian & Nicole – Design is in process.
 - City Hall Landscape Improvements-CRA – Design is in process.
 - Hurricane Ian – Staff is preparing bid specifications for several facility damage repair projects. Roof surveys were performed on January 26.
- Departmental Activities
 - Reviewed 24 Engineering Permit applications through the ProjectDOX system, and 1 Franchise Utility Work-in-the-Right-of-Way permit was created and approved.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Concrete work, ripped out old concrete, formed, graded, backfilled – Cardinal Dr
- Poured sidewalk - Laurel Oaks Cir
- Form, pour concrete – Hammock Ln

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

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
- Debris pickup on r-o-w & medians – US 1 N to Hull Rd
- Assisted Reach Out Operator cutting back ROW - Sterthaus Dr
- Assisted Tree Crew – Wilmette Ave

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 locations
- Various projects

Stormwater Maintenance

- Reach-out – Ballfields citywide
- Inlet cleaning – Zone 2&3
- Ditch spraying – Meisner's Trl ditch
- Manhole repair – 100 block Highland Ave
- Reach-out Pond mowing – EDC.
- Inlet cleaning/hot spots – Zone 1
- Gates & Pumps – citywide
- Ditch/ pond maintenance – Division Rec, Mainsail Cir, Bennett Ln
- Reach-out – Hull Rd & Airport Rd

Fleet

- Mileage traveled by all departments for the week: 22,402
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,919 gallons unleaded, 4,420 gallons diesel
 - Fuel used in one week: 2,544 gallons of unleaded and: 735 gallons of diesel.
 - Fleet completed 43 work orders this week.

Utilities

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

Water Treatment

- Delivered 39.14 million gallons for the week ending January 21, 2023 (5.59 MGD average).
- Backwashed 8 filters for a total of 585,930 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 21, 2023 @ 5.99 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 60 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 143,700 gallons

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.09 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.01 MGD
- Produced 22.23 Million Gallons of Reclaim water.
- Produced 5.86 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2022 – December 31, 2022) (MGD):
 - Influent 5.39 (Permit 8 MGD);
 - Surface Water Discharge 1.27 (Permit 6 MGD);
 - Reuse 3.39 (Permit 10 MGD)

Water Distribution

- Responded to 2 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 17 calls from customers concerning leaking water.
- Replaced 2 residential water meters due to operational concerns.
- Tested 3 city owned backflow preventer and made repairs when needed.
- Replaced 3 residential water services due to pressure concerns or leaks.
- Replaced 2 broken water meter boxes/lids.
- Performed valve maintenance on 3 main line valves.
- Installed 14 new meters/services for new construction.
- Performed fire hydrant maintenance on 1 fire hydrant.
- Repaired 2-inch main at 150 Sage Brush Trail in South Forty.
- Repaired 2-inch GSP water main at 4 Riverside Dr. Pinhole in pipe.
- Began flushing to pull water because we are on a chlorine burn.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 187 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 11 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.
- TV'ed sanitary laterals on the PM list
- Changed pumps 4 Pine Look Pass, 38 Foxfield Look, 17 Circle Creek Way and 6 Clydesdale Dr.
- 3 Cottonwood Flat, rewired j box and restored yard
- 738 N Ridgewood, located and raised C/O
- Installed pep tanks at 11 and 15 Noble Woods Way
- Responded to 3 reuse trouble calls.
- 59 Creek Bluff Way: Repaired broken reuse main
- Located Reuse and Pep tanks at 3 addresses
- Shut service at off 1 Manderley Ln, 23 Tomoka Ridge Way, and 8 Circle Creek Way

Wastewater Plant – Lift Stations

- R.A.S. Pump #5 – not working, found no power at VFD, found bad breaker and replaced.
- 7M – replaced Check Valve #2 and Plug Valve #2.
- Influent VFD #1 – VFD ground faulting. Testing showed all other components good, installed new VFD for pump #1, and has been operating without problem.
- Decant Room – installed flange at Sludge Holding Tank #1 plumbing, for tank draining.
- Fermentation Submersible Mixer #5 – found mixer to be bad, pulled for repairs.
- PEP Tanks – replaced control boxes at 77 Carriage Creek, 44 Carriage Creek, 86 Gray Dapple, and 144 Gray Dapple.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Sand Filters – replaced 4 pressure gauges and associated sample piping.
- Well 31H – connected feed wire to newly installed pump motor.
- Clari-cone Trough Drains – inspected area to add drain holes and ordered parts.
- 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 the January 24, 2023 City Commission FDOT Project Update Workshop and City Commission Meeting.
- City Clerk attended meeting with Assistant City Manager.
- City Clerk attended Claims Committee Meeting.
- Agenda packet preparation and distribution for January 31, 2023 City Commission Strategic Planning Workshop.
- Agenda packet preparation for February 7, 2023 City Commission Meeting.