

**City of Ormond Beach
Memorandum**

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

- General discussion meetings with staff
- Reviewed City Commission agenda packet

Spoke to, attended and/or met with:

- City Commission Strategic Planning Session
- Strategic Planning implementation meeting with senior staff
- FLC Municipal Practitioners meeting

PIO – Public Information

- Press Releases/Media
 - Strategic Planning Update
 - General citizen inquiries
 - General media requests
- Social Media
 - FDOT Moving Florida Forward - \$340M for Ormond Beach
 - Strategic Planning
 - Mayor's Health & Fitness
- Attended
 - Strategic Planning Staff Prep meetings
 - Strategic Planning Session with City Commission
 - Strategic Planning Session with Department Directors
 - Engineering/Planning Meeting
- Developing
 - Strategic Planning Update 2023 Document
 - Website wireframe

Community Development

Planning

- Cobb Cole, Attorneys at Law, shall conduct neighborhood meetings on **Wednesday, February 8, 2023** during two (2) sessions, one of which will be held at 5:00 p.m. and one session of which 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.

- 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 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.
- The Planning Board agenda and packet are available at: <https://www.ormondbeach.org/224/Planning-Board>.
- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- Tymber Creek Apartments update: The applicant has not submitted any additional site plans or documents since the January 24, 2023 City Commission meeting continuance. On January 30, 2023, the Planning Director received an e-mail indicating that the applicant is going to seek another continuation. No formal request has been provided to city staff to date. Because the Zoning Map Amendment and Issuance of the Development Order agenda items have been advertised, the agenda items are required to be in the City Commission packet. The City Commission would need to take action on a continuation request if formally made by the applicant at the February 7, 2023 City Commission meeting. Staff did receive additional correspondence regarding a petition and this information has been included as an attachment in the City Commission packet.

Building Inspections, Permitting & Licensing

- 8 Business Tax Receipts issued.
- 344 inspections performed, 3 by private provider.
- 140 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. Five Palms. Conceptual discussion of independent living, short-term/transient living options for clients of the Promises Five Palms facility.
 2. 124 South Yonge Street, MetroNet pre-construction meeting. Pre-construction meeting for the unmanned telecommunications facility.
 3. 305 North U.S. Highway 1, VROOM. Discussion of the required construction improvements and code enforcement actions on the subject property.
- 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. Project approved by the SPRC. Redevelopment of 310 multi-family units on 12 acres.

3. 124 South Yonge Street, MetroNet. Project approved by the SPRC. 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.
 6. 29 North Perrott, Perrott Depot. Revision. Add additional storage building of 4,972 square feet.
 7. Iris Subdivision, Flagler County – utilities only. Revision. Utility related revisions.
 8. 600 North Nova Road, Prince of Peace. 1st review. Re-paving of parking lot.
 9. 490 North U.S. Highway 1, Ormond Beach Self-Storage. 1st review. Proposed 166,423 of storage square footage on 24.28 acres and associated site improvements.
 10. 234 West Granada Boulevard, Pep Boys Remediation. 2nd review. Remediation plan.
 11. Archer' Mill, Plantation Oaks, Phase 3A. 4th review. 94 single-family lots on 42.38 acres.
 12. 251 South Atlantic Avenue, Ormond Beach Holdings, LLC. 5th review. Proposed five story, 95,700 square foot hotel with 137 rooms, associated site improvements.
 13. 655 West Granada Boulevard, Culver's Restaurant. 3rd review. Construction of a 4,460 square foot drive-thru restaurant on a vacant 3.04-acre parcel. Part of Granada Pointe PBD.
- 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%
MetroNet	0%
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%
Iris	0%
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 Enterprise Florida Stakeholder Webinar discussing statewide economic development priorities.
- 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 has been returned to service. Ceiling observation and reporting remain unavailable. Staff has issued a NOTAM (Notice to Air Missions) advising pilots that ceiling data is not available via the AWOS.
- The project to construct and install new directory signage at the airport remains underway. This project is being funded by an FDOT grant.
- Staff continues working with the City's airport engineering consultants to coordinate replacement of a damaged directional sign on Taxiway Delta.
- Staff completed work with the FAA's Orlando Airports District Office on the Airport Improvement Program (AIP) grant risk assessment, which is required at least every three years.

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 137 Journal Entry Batches.
 - Utility Billing Meter Readers completed 362 work orders.
 - Approved 8 Purchase Requisitions totaling \$1,438,511.81.
 - Issued 13 Purchase Orders totaling \$1,620,651.03.
 - Issued 121 past due notices on utility accounts.
 - Auto-called 492 utility customers regarding receipt of a past due notice.
 - Processed 554 payments through Interactive Voice Response System totaling \$42,266.68.
 - Processed 1,563 payments through City online payment portal totaling \$161,974.68.

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
 - Completed February 2023 Employee Newsletter.

Risk Management Projects

- Attend Member Education Day for industry training
- Attend Leadership planning meetings
- Finish Claims Committee paperwork

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 5
 - Hazardous: 3
 - EMS: 74
 - Motor Vehicle Accidents: 3
 - Public Assists: 43
 - TOTAL CALLS: 131
- Aid provided to other agencies: 5 Calls – Daytona Beach (2), Volusia County (3)
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 52
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 344
- Training Hours
 - NFPA 1001: Firefighting 140
 - NFPA 1002: Driver 2
 - NFPA 1500: Safety/Equipment 53
 - EMT/Paramedic 7
 - TOTAL TRAINING HOURS: 202
- Station Activities
 - Provided a truck showing and safety talk to 53 children and staff at Little Blessings Preschool
 - Updated 16 pre-fire plans
 - Conducted 4 fire inspections

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II (Finance)
 - Administrative Assistant (Leisure Services)
 - Community Service Officer (Animal Control)
 - Engineer
 - Equipment Operator I (Streets)
 - Evidence/Crime Scene Technician
 - Executive Assistant
 - Firefighter/EMT
 - Fleet Technician I, II, or III (Mechanic)
 - Help Desk Specialist

- Maintenance Worker II (Parks)
- Part Time Events Tech (Casements)
- Part Time Maintenance Worker II (Athletic Fields)
- Part Time Recreation Leader (SONC)
- Part Time Recreation Leader (The Casements)
- Part Time Treatment Plant Operator C/B/A (Water Plant)
- Plant/Pump Mechanic
- Police Officer
- Recreation Leader (Police Athletic League)
- Recreation Program Specialist
- Seasonal Part Time Maintenance Worker II (Parks)
- Sign Technician
- Support Services Administrator (Records & Boards)
- Treatment Plant Operator C/B/A (Wastewater Plant)
- Treatment Plant Operator C/B/A (Water Plant)
- Utilities Engineer
- Utilities Tech I (Wastewater Collection/Reuse)
- Utilities Tech II (Wastewater Collection/Reuse)
- Utilities Tech III (Wastewater Collection/Reuse)

- Background/Reference Checks/Job Offers
 - Environmental Improvement Officer (Arborist)
 - Equipment Operator I (Streets)
 - Office Manager
 - Police Officer

- Separations
 - Fleet Technician III
 - Police Officer
 - Help Desk Specialist
 - Community Service Officer
 - Executive Secretary
 - Engineer

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: 60
 - Completed: 45
 - In progress: 44

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,540
 - Inbound E-Mails Blocked: 7,260
 - Delivered Inbound E-Mails: 27,138
 - Quarantined Messages: 1,017
 - Percentage Good Email: 72.30%
 - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 2
 - Corrections: 0
 - Map/Information Requests: 9
 - 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: 10 : Total in system = 24,468; 23,577 potable, 880 Irrigation, 11 Effluent
 - Notable Events: Completed BAS (Boundary and Annexation Survey) report for Dept. of Census

Leisure Services

Administration

- Engineering meeting
- City Manager staff meeting
- L.S. staff meeting
- City Commission Workshop
- Strategic Planning Implementation Session with directors
- 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.
- Attended weekly FEMA meeting
- Met with evaluation team for RFP 2023-07

Environmental Discovery Center

- Open for guided and self -guided tours, Tuesday through Saturday, 10 am to 4 pm
- UF Master Gardener Plant Clinic
- 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
- Planning for classes/programs
- Planning/booking field trip tours
- Planning for Enviro Camp

Athletics

- Shuffleboard Club continues to hold 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 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 finished this week, Monday through Friday, 9 am to 5 pm, at the three Wendelstedt Fields, as well as Kiwanis Field.
- Ormond Beach Golden Spikes held practices this week on Tuesday and Thursday at 6 pm 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 Park
- Cleaned Magic Forest Park and the common area of Nova Park
- 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
- Paint Soccer Fields #3/#4/#5/#6
- Paint Championship Football Field #7 for SHS soccer.
- Prepped Wendelstedt fields daily for Wendelstedt Umpire School
- Prepped Nova Fields for Spikes practices

Performing Arts Center

- Attended meeting to discuss commission chambers audiovisual system.
- Coordinated activation of software for in-box office ticket sales with Finance staff and vendor.
- Updated information on PAC Facebook and Friends of the Ormond Beach Performing Arts Center Facebook pages.
- Entered work orders for PAC and Senior Center facility and equipment repairs.

South Ormond Neighborhood Center

- PAL tutoring program (Monday through 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.
- Assisted with planning session meals.
- Attended wrap up meeting for 2022 holiday parade.
- Planning for 2023 Mayor's Challenge.
- Preliminary planning for the Reel in the Fun Fishing Tournament, Central Park I, Saturday, February 18.

Nova Community Center and Special Populations

- Pickleball from 9 am to 3 pm Monday through Saturday.
- Jazzercise from 9 am to 10 am Monday through Saturday and 5:45 pm to 6:45 pm Wednesday and Thursday in Activity Room.
- Open Play Basketball Tuesday and Thursday from 3 pm to 9 pm
- Basketball League games on Wednesday.
- Ms. Debby Dance and Acting classes Monday, Tuesday, and Friday from 3:30 pm to 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 pm 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

The Casements

- The Casements was open for guided tours on Saturday at 9:30am and 10:30am. Self guided tours were offered 8 am to 5 pm Monday-Friday and 8 am to 12 pm on Saturday.
- House of Healing, Bailey Riverbridge, Sunday, 4:30 pm to 6:30 pm (35)
- Guided Tours were offered on the hour every hour starting at 10 am and ending at 3 pm Monday-Friday and 9:30 am until 10:30 am on Saturday.
- A wedding was held in Rockefeller gardens on Sunday 3 pm to 7 pm with 35 people attending.
- Guild training was held in the preservation room on Tuesday 10 am to 12 pm.
- Guild training was held in the preservation room on Wednesday 9 am to 11 am.
- Ormond Beach Garden Club held a meeting in the gallery on Wednesday 10 am to 12 pm.
- Movies on The Halifax was held in Rockefeller Gardens Friday night.
- Janet Rogers Watercolor Workshop continued this week Monday- Friday.
- Ora Yoga classes met this week on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 5:30pm to 8 pm.
- Pilates classes met this week on Monday and Wednesday morning at Bailey Riverbridge and Friday morning here at The Casements from 8:30 am to 9:30 am.
- "Did You Know?" posted on our Facebook page.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections and posted reservations
- Check all parks for unemptied trash cans
- Bathroom checks 1x per day
- Skate park concrete inspected
- Trails blown off
- Repaired picnic tables at Central Park I
- Prepared Andy Romano Beachfront Park to re-open
- Wood repairs at magic Forest Playground
- Repaired concrete bench at Memorial Gardens

Building Maintenance

- Replaced flag at the Performing Arts Center
- Moved furniture at City Hall
- Hung a clock at City Hall
- Installed restroom door at Fleet
- Installed outdoor restroom sign at Nova Community Center
- Repaired water fountain at South Ormond Neighborhood Center
- Repaired sink at South Ormond Neighborhood Center
- Installed door handle at the Performing Arts Center
- Check sprinkler at FS92
- Repaired mag locks at South Ormond Neighborhood Center
- Moved data ports in Support Services

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff met with Volusia County IT about new RMS.
- Staff attended the monthly Volusia/Flagler Police Chief's meeting.
- Staff is preparing for new supervisor training.
- Staff hosted a meeting for annual response to resistance reviews.
- Staff participated in and attended the Basic Law Enforcement Academy graduation hosted by Daytona State College.

Community Outreach

- OBPAL Basketball - Basketball practice was held on Tuesday and Thursday from 6:00 – 8:00 pm at the South Ormond Neighborhood Center. Twelve (12) players attended practice each day.
- PAL Educational Programs – The educational programs with partner organizations will resume the week of February 13. 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: <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: 36
- Animal Reports: 2
- Return to Field: 3
- Animal Bites: 0
- Animals to Halifax: 2
- Injured Wildlife Calls: 2
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 7
- Inactive: 1
- Fraud: 8
- Burglary Business: 2
- Burglary Residential: 0
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 2
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 95
- Phone Calls: 136
- Arrest / NTA's: 20
- Reports Generated: 133
- Reports Entered: 129
- Citations Issued: 96
- Citations Entered: 96
- Warnings Entered: 207
- Trespass Warnings: 13
- CORF Entered: 40

- Mail / Faxes / Request: 46

Patrol

- Total Calls: 1,563
- Total Traffic Stops: 163

Operations

- Crime Opportunity Report Forms: 87

01/25/23

- Fraud/Possession of Stolen Firearm Arrest, 570 South Yonge Street (Dick Stark Carpet Shop). Officers responded to the scene in reference to the suspects of an ongoing fraud ring being back at the location. Post arrest search, found a male to be possession of a stolen handgun.
- Residential Burglary, 4 Highwood Ridge Trail. A male came to the residence to retrieve his cell phone from his ex-girlfriend, he became angry and punched the front window shattering it. He then attempted to make entry, but left prior to law enforcement arrival.
- Warrant Arrest, 1635 North United States Highway 1. Subject was contacted and found to have an open warrant.

01/26/23

- Domestic Violence Aggravated Assault Arrest, 349 Tomoka Avenue. A male had been drinking all day and attempted to run his son off the road in his vehicle.

01/27/23

- Disorderly Conduct/Resisting Without Violence Arrest, 600 Crowne Commerce Court (The Ormond Crowne Apartments). A male became irate with staff because they would not allow him to use their golf cart, or provide him with cold weather clothing. The male was locked out of the clubhouse, at which point he began yelling and banging on the doors and window.
- Fraud/Resisting Without Violence Arrest, 1301 West Granada Boulevard (Vystar Credit Union). A male attempted to open a line of credit using a fictitious ID. Shortly after coming into contact, the subject attempted to flee from officers on foot. He was found to have multiple warrants for fraud related offenses.
- Video Voyeurism/Manufacturing Child Pornography Arrest, Address Confidential. An adult male was discovered secretly video recording his juvenile stepdaughter.
- Business Burglary, 85 North Yonge Street #17 (Courteaux Electric). An unidentified subject stole two Honda generators from this location.
- Aggravated Assault, 1657 North United States Highway One (Loves). An unruly customer attempted to strike a store employee after being confronted for loitering/pan handling. While leaving, the suspect intentionally drove her vehicle towards the victim and another employee, leaving them with little room to avoid being struck. The suspect fled prior to law enforcement arrival.
- Shoplifting Arrests, 795 West Granada Boulevard (CVS). Two juvenile subjects stole merchandise from this location. The theft was witnessed by an employee for the store.
- Domestic Violence Battery Arrest, 69 Grizzly Bear Path (Bear Creek Mobile Home Park). A female had been drinking and began arguing with the victim and punched the victim in the nose.
- Warrant Arrest, 240 South Nova Road. Subject was contacted and found to have an open warrant.

01/28/23

- Business Burglary, 610 South Yonge Street #870 (Simply Self Storage). An unidentified subject forced entry into the unit and stole landscaping tools and tool boxes.
- Carbreak, 101 East Granada Boulevard (Publix). An unidentified subject entered the victim's unlocked vehicle and stole a wallet.
- Warrant Arrest, 940 North United States Highway One. Subject was contacted and found to have an open warrant.

- Carbreak, 16 Oak Brook Drive. An unidentified subject stole several items from multiple unlocked vehicles that were parked at this location.

01/29/23

- Narcotics Arrest, 1 South Beach Street (Cassen Park) A male was located in the park after hours. The male was found to be in possession of Methamphetamine (trafficking amount), Hydrocodone and narcotic paraphernalia.
- Warrant Arrest, 735 South Nova Road. Subject was contacted and found to have an open warrant. Post arrest, the subject was found to be in possession of Methamphetamine.
- Shoplifting Arrests, 1521 West Granada Boulevard (Wal-Mart). Subjects stole merchandise from this location. The thefts were witnessed by loss prevention for the store.

01/30/23

- Aggravated Assault, 275 Interchange Boulevard #311 (Extended Stay). A male pointed a handgun and threatened a friend who he believed told the U.S. Marshalls where he was located. The male has multiple open warrants for his arrest. The male fled the scene prior to law enforcement arrival.
- Domestic Violence Battery, 130 South Old Kings Road. A female spat in her stepfather's face during an argument. She left prior to law enforcement arrival.

01/31/23

- Throwing Deadly Missile Arrest, 1567 North United States Highway One #226. A male threw an object at his girlfriend's windshield shattering the glass, while she was in the vehicle driver's seat.
- Battery Arrest, 600 West Granada Boulevard (Wawa). A male shoved an employee during an argument and also for stealing a drink. Wawa didn't want to pursue charges for the theft.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 23
 - Number of Citations issued: 20
 - Number of Written Warnings Issued: 57
 - Number of Parking Tickets Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 5
 - 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: 3 Cases initiated
 - Zone 2: 9 Cases initiated
 - Zone 3: 1 Case initiated
 - Zone 4: 5 Cases initiated
- 16 tree removal permit requests
- Administrative staff assisted with five (5) walk-in's and thirty-nine (39) 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 commenced January 27 and is anticipated to be complete by February 3.
- 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.
- EDC Feature Exhibit Improvements – Notice to Proceed was issued for January 26.
- Hurricane Ian Tennis Center Fence Replacement – Notice to Proceed was issued for January 27.
- Bidding:
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Approval to bid has been moved to the February 21 City Commission meeting.
 - 2023 Storm & Sewer Lining – Project was advertised on January 15, a pre-bid meeting was held on February 2, 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 March 21 City Commission meeting.
- Design Projects:
 - Performing Arts Center Renovations – Pre-construction phase services are complete. An agenda item is being prepared for the March 7 City Commission meeting.
 - 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 was held and survey work is in process.
 - Hudson Wellfield Expansion – A Work Authorization for design services was approved at the January 24 City Commission meeting. A design kick-off meeting is being scheduled
 - CDBG North Ridgewood Sidewalk-East Side – Design complete, awaiting Notice to Proceed from Volusia County/CDBG.
 - 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.
 - ARBP Ramp & Seawall Repairs Hurricane Ian & Nicole – Design is in process.
 - City Hall Landscape Improvements-CRA – Preliminary 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 16 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

- Dug out lime rock, graded for asphalt area on Peninsula; asphalt patch
- Concrete pour on Hammock; stripped forms, backfilled, stress cut
- Recycled concrete/asphalt at PW yard
- Concrete pour on Circle Creek Way
- Ripped out concrete on S Center, Bonita Place, Cypress Trail & Aaron Cir

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

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

- Reachout on Hand Ave; SR40
- Ditch maintenance on Division Ave; Thompson Creek
- Inlets inspected/cleaned in various locations
- Basin repair on Cottonseed Trl

Vactor

- Street Dept/Nova Community Center

Fleet

- Mileage traveled by all departments for the week: 22,288
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 14,627 gallons unleaded, 10,442 gallons diesel
 - Fuel used in one week: 2,479 gallons of unleaded and: 776 gallons of diesel.
 - Fleet completed 40 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 38.13 million gallons for the week ending January 28, 2023 (5.45 MGD average).
- Backwashed 7 filters for a total of 431,430 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 28, 2023 @ 5.95 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 68 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.73 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.96 MGD
- Produced 22.20 Million Gallons of Reclaim water.
- Produced 5.53 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)
- Hauled 11 loads for the month of January 2023 for a total of 255.56 wet tons through 01-20-2023.

Water Distribution

- Responded to 5 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 16 calls from customers concerning leaking water.
- Replaced 5 residential water meters due to operational concerns.
- Tested 2 water meters due to operational concerns.
- Tested 15 city owned backflow preventer and made repairs when needed.
- Replaced 6 residential water services due to pressure concerns or leaks.
- Replaced 5 broken water meter boxes/lids.
- Performed valve maintenance on 4 main line valves.
- Installed 4 new meters/services for new construction.
- Performed fire hydrant maintenance on 1 fire hydrant.
- Repaired 2-inch water main at 31 Laurel Oaks Cir.
- Repaired 8-inch AC water main at 2702 John Anderson Dr.
- Assisted Wastewater Department with 6 inch reclaim break due to contractor.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 154 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 8 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- TV'ed 1 sanitary laterals on the PM list.
- Changed pump at 4 Stagden Look, 19 Tomoka Ridge Way, 91 Sounders Trail.
- Performed 1 utility verification.
- Broken lateral at 280 S Halifax and 980 N Halifax.
- Repaired broken lateral at 18 Brookside Circle.
- Rewired J box at 4 Stagden Look, 6 Clydesdale and 19 Tomoka Ridge Way.
- Replaced 2 pallets of sod at 9 addresses.

- Repaired broken lateral at 980 N Halifax.
- Pumped out tank at 6 Fox Hunter's Flat.
- Responded to 4 reuse trouble calls.
- Located Reuse and Pep tank at 4 addresses
- Shut off service at 31 Circle Creek Way
- 1020 N Halifax, repaired reclaimed 6 in main break due to contractor.

Wastewater Plant – Lift Stations

- Effluent Transfer Pump #1 – replaced motor coupler and laser aligned, returned to service.
- Effluent Transfer Pump #2 – removed pump and motor, sent pump to be rebuilt.
- Lift Station 9M & Arroyo Parkway – Site cleanup and landscaping.
- PEP Tanks – 3 Cottonwood Flat, installed new control box.
- Fire Station 92 – assisted Fleet, disconnected and removed temporary generator.
- Screw Pumps – installed plumbing and signal wire for new turbidity meter.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Fluoride Analyzer – installed signal wiring.
- Aerator pump #2 – motor and pump out of alignment, performed laser alignment, welded gusset plates on all 3 pumps to stabilize alignment.
- 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 attended and provided support for the January 31, 2023 City Commission Strategic Planning Workshop.
- City Clerk attended meeting for Strategic Planning Implementation.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for February 7, 2023 City Commission Stormwater Master Plan Workshop and City Commission Meeting.