

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 28, 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
- Reviewed city commission meeting agenda packet

Spoke to, attended and/or met with:

- Ribbon Cutting Nature Park Mountain Bike Trail
- Volusia Managers virtual meeting
- Ormond Beach Chamber annual banquet

PIO – Public Information

- Press Releases/Media
 - Reel in the Fun
 - Mayor's Health & Fitness Update
 - General citizen inquires
 - General media interviews and updates
- Social Media
 - Riverbend Nature Park Mountain Bike Trail Ribbon Cutting
 - Arbor Day Celebration
 - I-95 Ramp Closure and Detour
 - Freeze Warning
- Attended
 - Engineering/Planning Meeting
 - 3CMA Webinar Series (1/4)
 - Canva Masterclass
- Developing
 - 2022 Q2 Communications Plan Updates

Community Development

Planning

- The following items are scheduled for the February 10, 2022 Planning Board meeting:
 1. **722 South Atlantic Avenue (parcel number 4223-10-02-0050):** An administrative request for a small-scale Comprehensive Plan Land Use Map amendment for a 0.34± acre property located at 722 South Atlantic Avenue Volusia County Parcel ID 4223-10-02-0050. The proposed amendment is to amend the Future Land Use Map from "Low Density Residential" (LDR) to "Tourist Commercial" (TC). This request is to correct an inconsistency with the adopted Zoning District of B-7 (Highway Tourist Commercial).

2. **Benjamin Drive Rezonings:** An administrative request for four Zoning Map Amendments for the following properties: (1) 215 Benjamin Dr., (2) 225 Benjamin Dr., (3) 229 Benjamin Dr., (4) 233 Benjamin Dr. to amend the city zoning designation from B-7 (Highway Tourist Commercial) to R-3 (Single-Family Medium Density). These Zoning Map Amendments are to correct an inconsistency with the adopted Future Land Use designation of “Low Density Residential” (LDR). These properties are all developed as residential homes and the amendment would made the zoning consistent with the land use.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 451 inspections preformed within the city (87 by private providers).
- 128 permits issued within the city, with a valuation of \$4,168,868 (4 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with the following groups:
 1. 1648-1718 Old Tomoka Road. Pre-application. Discussion of development of four existing single-family homes into a residential development of 8 to 9 units per acre over 24 acres. SPRC staff expressed concern with the multi-family type density and states that staff would support a single-family development concept similar to Southern Trace of approximately 2.3 units per acre.
 2. 100 Rivell Trail. Pre-application meeting. Discussion of the subdivision requirements to convert a one house lot into a four-lot subdivision. Items discussed included the process, utilities, stormwater and tree preservation/landscaping.
 3. 1641 West Granada Boulevard. 2nd pre-application meeting. Concept plan discussion to convert an old gas station into a car wash. The use would require a zoning map amendment. The site has limited depth and overall square footage. Items discussed included the Planned Development process, access and vehicle stacking, building architecture, landscaping, setbacks, and signage.
 4. 2001 West Granada Boulevard. Pre-application meeting. Discussion regarding the access to the west of the existing Walgreen’s and a modification to their exiting stormwater pond.
- The SPRC approved the project at 1141 North U.S. Highway 1 for a conversion to a retail store for spas.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	60%
Dunkin Donuts, 1535 North US Hwy 1	50%
GPR1	10%
KOMN Condominium Association	40%
McNamara Warehouse	0%
Ormond Museum	60%
Paradise Pointe ALF	60%
Revella	0%
SONC gym	5%
The Pumphouse	90%

Total Comfort	80%
US 1 Business Park amendment	90%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	85%
Ocean Village Townhomes	30%
Verona Oceanside	90%
Residential	
Cupola at Oceanside	30%
Pineland, Phases 4 & 5	95%
Plantation Oaks, Phase 1A	5%
Plantation Oaks, Unit 2B	5%
Plantation Oaks, Unit 2C	0%
Plantation Oaks, Unit 2D	0%

Economic Development/Airport

Economic Development

- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
 - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Trail creating a secondary ingress and egress to the business park.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular calls with Volusia County's Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - Staff officially launched SizeUp Ormond Beach on the City's website. It can be accessed at www.sizeup.info/ormondbeach. This tool makes market research and business intelligence available to small and medium sized businesses so they can make informed decisions as they start and grow their business.
 - The Economic Development Department in collaboration with Volusia/Flagler SCORE will host a new session of the Ormond Beach Kauffman FastTrac program starting Monday, March 7. More information and registration can be found on the following city website: [Kauffman FastTrac | City of Ormond Beach, FL - Official Website](http://KauffmanFastTrac|CityofOrmondBeach,FL-OfficialWebsite) All Ormond Beach/Volusia entrepreneurs, aspiring entrepreneurs and early stage business owners are encouraged to sign up and attend.

- 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

- A work authorization for the design and bidding phases for the replacement of the automated weather observing system (AWOS) project will be presented at the February 15 City Commission meeting.
- Staff is working with AVCON, Inc. to address a water leak in the roof of the airport's primary electrical vault.

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

Finance

- On-going Projects
 - Annual Audit for the 2020-2021 fiscal year is ongoing
 - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
- Completed Projects - Weekly
 - Process 132 Journal Entry Batches.
 - Utility Billing Meter Readers completed 347 work orders.
 - Approved 27 Purchase Requisitions totaling \$126,365.23.
 - Issued 29 Purchase Orders totaling \$119,751.61
 - Issued 278 past due notices on utility accounts.
 - Auto-called 274 utility customers regarding receipt of a past due notice.
 - Processed 470 payments through Interactive Voice Response System totaling \$38,685.34.
 - Processed 579 payments through City online payment portal totaling \$58,207.78.
 - Prepared 93 Accounts Payable checks totaling \$118,280.38 and 30 Accounts Payable EFT payments totaling \$819,410.19.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement requests FY 21-22: \$487,024.65
- Other
 - Attended Office of Justice Programs webinar.

Risk Management Projects

- Attended risk management webinar
- Worked on subrogation claims
- Investigated liability claims

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 12
 - Hazardous: 2
 - EMS: 83
 - Motor Vehicle Accidents: 4
 - Public Assists: 49
 - TOTAL CALLS: 151
- Aid provided to other agencies: 7 Calls – Daytona Beach (3), Volusia County (4)
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 48
- # of personnel sent with EVAC to assist with patient care during hospital transport: 7
- Total EMS patients treated: 60
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 206

- Training Hours
 - NFPA 1001: Firefighting 71
 - NFPA 1002: Driver 8
 - NFPA 1021: Officer 6
 - NFPA 1500: Safety/Equipment 40
 - NFPA 1620: Preplanning 15
 - EMT/Paramedic 9
 - TOTAL TRAINING HOURS: 149

- Station Activities
 - Updated 14 pre-fire plans
 - Conducted 3 fire Inspections

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II (Utility Billing/Finance)
 - Accounting Tech (Pension/Payroll)
 - Assistant City Clerk
 - Civil Engineer (Engineering)
 - Environmental Improvement Officer (Arborist)
 - Firefighter/EMT
 - Maintenance Worker II (Streets)
 - Maintenance Worker (Wastewater Collection/Reuse Distribution)
 - Neighborhood Improvement Officer
 - Part Time Maintenance Worker II (Athletic Fields)
 - Police Officer
 - Seasonal Part Time Maintenance Worker II (Parks/ARBP)
 - Senior Staff Accountant
 - Treatment Plant Operator A, B, C, or Trainee (Water Reclamation Facility)
 - Utilities Engineer
 - Water Distribution Operator 3, 2, 1, or Trainee

 - Background/Reference Checks/Job Offers
 - Administrative Assistant (Support Services)
 - Firefighter/EMT
 - Maintenance Worker II (Streets)
 - Part Time Evidence Custodian
 - Police Officer
 - Maintenance Worker II (Stormwater)
 - Utilities Engineer (Utilities/Public Works)

 - Separations
 - Neighborhood Improvement Officer
 - Garage Supervisor
 - Office Assistant III
 - Water Distribution Supervisor
 - Assistant City Clerk
 - Fire Chief
 - Deputy Fire Chief
 - Firefighter/EMT
 - Lead Treatment Plant Operator

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation in process.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - Work Orders
 - New: 37
 - Completed: 36
 - In progress: 54
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 36,674
 - Inbound E-Mails Blocked: 12,481
 - Delivered Inbound E-Mails: 22,417
 - Quarantined Messages: 772
 - Percentage Good Email: 61.13%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 5
 - Corrections: 0
 - Map/Information Requests: 2
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,159
 - Meters GPS Located this week: 85 : Total in system = 24,184; 23,325 potable, 848 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Facility hardening preconstruction meeting
- Master Plan committee meeting
- Updated social media/websites/postings

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
- Conducted 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.
- Walk through of WTP with janitorial operations manager.
- Completed painting interior of Ames Park restrooms.

- Removed Dutch door and framed in opening in the I.T. Department.

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Florida Black Bears with Janelle Musser, FWC Black Bear Program. Saturday from 10 am to 11 am.

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm, Sports Complex.
- SHS Girls and Boys Soccer teams play home games on Monday, Tuesday, and Friday, Championship Field #7 at the Sports Complex at 5 pm
- SHS Girls Soccer Team had a district playoff game, 7 pm on Wednesday, Championship Field #7.
- Wendelstedt Umpire School continues this week, Monday through Saturday, 8 am to 5 pm, Sports Complex, Wendelstedt Fields 1-3 and Kiwanis Field.
- OBYBA Basketball continues this week, Tuesday through Friday, at both the Nova and South Ormond Gym, 5:45 pm to 6:45 pm.
- OBGS Baseball continues practices this week at Nova Fields 2-5 at 6 pm
- SHS Baseball tryouts this week on Monday and Tuesday at Sports Complex, Kiwanis Field, with practices on Wednesday through Friday on Kiwanis Field.
- USSSA Baseball will host their first tournament of the year on Saturday and Sunday at Nova Fields 2-5 & the Softball Quad 1-4 from 8:30 am to 6 pm each day.

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
- Corners painted on flag football and soccer fields, as well as soccer parking lot
- Prepped Wendelstedt fields for Spikes baseball training
- Prepped Quad 4 for Coed Softball playoff games
- Put out soccer goals on 1/9/10
- Painted soccer fields 1/2/6/8/9/10
- Prepped Championship Field #7 for SHS soccer games
- Prepped Wendelstedt Field for Umpire School daily, Monday through Saturday
- Prepped Nova Fields 2-5 for OBGS 9/10/11/12's for practices this week
- Clean up soccer fields and pull out totes from OBSC Soccer Tournament
- Prepped Kiwanis Field for SHS Baseball tryouts/practices this week
- Prepped Quad/Nova Fields for USSSA Baseball Tournament this weekend

Performing Arts Center

- Hosted Orlando Transit Authority concert on January 22.
- Hosted Rat Pack Together Again show on January 23.
- Prepared for Tomoka Oaks Homeowners Association meeting in PAC auditorium on January 27.
- Prepared statistical data for ECHO grant application for the PAC renovation project.
- Updated information on OBPA Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

- Pinewood Derby Friday 1/21 and Saturday 1/22 (gym all day)
- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- Youth basketball games on Monday, Wednesday, and Friday from 5:45 pm to 6:45 pm

- Open park and playground (sunrise until 11 pm)
- Open gym and weight room (center hours)

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Continued to recruit partners and sponsors for MH&FC
- Set up, work and clean up from Riverbend Nature Park Ribbon Cutting, 1/22
- Clean up supplies and equipment from Arbor Day tree planting and Riverbend Nature Park ribbon cutting ceremony
- Distribution of flyers for Reel in the Fun Fishing Tournament
- Planning for the following events:
 - Reel in the Fun, 2/19
 - Art in the Park, 4/30 & 5/1
 - Memorial Day Remembrance Service, 5/30

Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am to 10 am, and 5:45 pm to 6:45 pm on Wednesday and Thursday in the Activity Room.
- Pickleball was held in the gym Monday-Friday from 9 am to 3 pm.
- Open Play Basketball was offered Monday from Saturday from 3 pm to 9 pm and on Sunday from 1 pm to 5:30 pm.
- Ms. Debby's Dance and Acting classes were held Monday, Tuesday and Friday, 3 pm to 7:30 pm
- Basketball League will hold practices/games on Monday through Friday from 5:30 pm to 8:30 pm.
- Challenger Basketball will begin on Tuesday from 5 pm to 6 pm
- Gymmin'n'Jammin' was held on Monday from 3 pm to 5 pm
- Social Squad met on Wednesday from 1 pm to 4 pm
- Explore the Stage met on Thursday from 4 pm to 5:30 pm

The Casements

- The Casements was open for guided and self-guided tours on Saturday from 8 am to 12 pm and Monday through Friday from 8 am to 5 pm.
- The Casements had a rental on Saturday from 11 am to 2 pm
- There was a memorial rental at Bailey Riverbridge on Saturday from 10am to 2pm
- Ames Park had a rental on Saturday from 1 pm to 5 pm
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm.
- Janet Rogers Art Workshop, Tuesday through Friday, 9 am to 4 pm
- There was a large tour meeting on Monday, from 9:30am to 11:30am
- The Guild met on Tuesday, from 10 am to 3 pm
- Guild monthly meeting and potluck luncheon on Wednesday from 10am to 1pm
- Coordinator met with Seaside Herb Society on Wednesday from 12:30 pm to 1:30 pm
- Camera Club held a meeting on Thursday from 2:30 pm to 4:30 pm
- Joe Costanzo Gallery Exhibit Reception will be held on Friday 6:30 pm to 8:30 pm
- Ora Yoga classes met this week on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- Pilates classes met on Monday, Wednesday and Friday mornings from 8:30 am to 9:30 am.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks twice per day
- Inspected signs at all playground equipment
- Skatepark concrete inspected
- Trails blown off

- Removed Plaza Grande bench
- Replaced pickets at Magic Forest
- Remove large bronze plaque for refinishing at Andy Romano Beachfront Park

Building Maintenance

- Removed waterwheel at Rockefeller Gardens
- Replaced lock and bolts for the EDC restroom
- Men's restroom soap replaced at Sanchez Park
- Changed out wet ceiling tiles at the Performing Arts Center
- Constructed waterwheel at Rockefeller Gardens
- Replaced toilet at Andy Romano Beachfront Park
- Roof leaks addressed in FS 94 bunk room, at The Casements and in the bay at FS91
- Installed two exterior ceiling deck lights at the EDC

Police Department

Administrative Services

- Staff interviewed police officer candidates.
- Staff interviewed a part-time evidence technician.
- Staff is coordinating the installation of new radios in work vehicles.
- Staff is working on quarterly and annual examinations/audits.
- Staff is preparing for the upcoming CLEAB meeting.
- Staff issued each patrol supervisor a new ballistic shield.
- Staff attended the annual Special Repose Team training last week.
- Staff created and posted new traffic/patrol saturation details.

Community Outreach

- Youth Leadership Council (YLC) – Six (6) members attended a virtual planning meeting for the upcoming year. The next community service project is assisting with the OBPAL Donut Dash, April 23, 2022.
- OBPAL Basketball – Basketball practice will resume in late January. Team selection and team practices will begin in February. Team applications and information is being given to interested families and youths.
- PAL Educational Programs
 - OBPAL educational programs will resume in February. Tutors R Us will begin Monday, February 7. Science on Patrol at Ormond Beach Middle School will begin February 22. The R.E.A.D., Reading, Exploration, Adventure and Discovery at Ormond Beach Elementary School is scheduled to begin February 8.
- Special Events
 - 2022 Annual Donut Dash 5K – The 5th Annual Donut Dash 5K is scheduled for Saturday, April 23. The race will begin and end at the back of the Trails Shopping Center. Registration can be completed at the link below:
<https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>

Community Services & Animal Control

- Animal Calls responded to: 39
- Animal Reports: 3
- Return to Field: 2
- Animal Bites: 2
- Animals to Halifax: 2
- Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 6
- Inactive: 4
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 6
- Grand Theft: 0
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Baker Act: 1
- Harassing Calls: 1

Records

- Walk - Ins / Window: 82
- Phone Calls: 123
- Arrest / NTA'S: 12
- Reports Generated: 92
- Reports Entered: 0
- Citations Issued: 26
- Citations Entered: 38
- Warnings Entered: 121
- Trespass Warnings: 16
- CORF Entered: 21
- Mail / Faxes / Request: 37

Patrol

- Total Calls: 1,212
- Total Traffic Stops: 151

Operations

- Crime Opportunity Report Forms: 61

01/19/22

- Domestic Violence Battery Arrest, 10000 Saint Georges Road #106B (Bermuda Estates). A female and her boyfriend with whom she lives with were in a verbal argument that became physical.

01/20/22

- Warrant Arrest, 102 South Ridgewood Avenue Apartment B. Subject was contacted and found to have an open warrant.

01/21/22

- Strong Arm Robbery Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise from this location. The offense was witnessed by loss prevention for the store. As the male was leaving with the merchandise, he pushed the loss prevention officer.

- Aggravated Battery Arrest, 250 North United States Highway One (Astro Skating Center). Two females were involved in a physical altercation at this location. During the fight, one of the females used a box cutter style knife, cutting and stabbing the victim.
- Battery Arrest, 1614 North United States Highway One (Econo Lodge). An adult male was in a physical altercation with a juvenile by pushing him and putting him in a head lock.
- Shoplifting Arrest, 3 North Yonge Street (7Eleven). A male stole merchandise from this location. The offense was witnessed by a store employee.

01/22/22

- Theft, 275 Interchange Boulevard (Extended Stay). A male stole a television from the room he was renting and sold it. The television was recovered. The business declined to pursue charges and the subject was trespassed.
- Carbreak, 30 Mayfield Terrace. An unidentified suspect entered the victim's unlocked vehicle and stole his firearm.
- Carbreak Attempt, 24 Winding Woods Trail. An unidentified male was captured on video surveillance pulling on the victim's vehicle door handle. The vehicle was locked and no entry was made.

01/23/22

- Carbreak, 700 Hull Road (Hull Road Sports Complex). An unidentified subject entered an unlocked vehicle and stole the victim's purse and contents.
- Driving Under the Influence Arrest, 700-Block West Granada Boulevard. A male was found asleep behind the wheel of his vehicle with the keys in the ignition and running. The male was on probation and also charged with Violation of Probation.
- Warrant Arrest, 610 South Yonge Street (Simply Self Storage). Subject was contacted and found to have an open warrant.

01/24/22

- Theft, 610 South Yonge Street (Simply Self Storage). The victim's bicycle was stolen within the last three weeks from this location.
- Theft, 361 West Granada Boulevard (Taco Bell). The victim had \$600 cash stolen from their purse.
- Carbreak, 6 Arborvue Trail. An unidentified suspect stole several items from the victim's unlocked work van.
- Shoplifting Arrest, 795 West Granada Boulevard (CVS). Two females stole merchandise from this location. The offense was witnessed by a store employee. One of the females was found to have narcotics.
- Carbreak, 145 South Ridgewood Avenue. An unidentified subject stole the victim's firearm from their unlocked vehicle.
- Stalking Arrest, 1102 West Granada Boulevard (Speedway). A male was found to be stalking a female. This had been an ongoing issue.

01/25/22

- Grand Theft, 372 Destination Daytona Lane (Destination 4x4's & More). An employee of the business was captured on surveillance video stealing property and tools from another employee. Victim declined to pursue charges and the employee was fired.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). A male stole merchandise from this location. The offense was witnessed by loss prevention for the store.
- Sex Offense, 2099 North Beach Street (Tomoka State Park). Parent of a juvenile came to the police department to report that the juvenile was sexually assaulted at the Tomoka State Park.
- Domestic Violence Battery Arrest, 228 Pine Cone Trail. A female was in an altercation with her boyfriend where she had bitten him several times.
- Shoplifting, 795 West Granada Boulevard (CVS). Two males stole merchandise from this location. The offense was witnessed by an employee for the store.

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 16
 - Number of Citations issued: 18
 - Number of Written Warnings Issued: 11
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 6
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 0 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 1 Case initiated
- 2 signs have either been removed or sign cases created.
- 6 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and forty (40) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – A pre-construction meeting was held on January 26, construction is scheduled to begin on January 31.
 - WRF Chlorine Contact Improvements – The project is substantially complete, chlorine chamber is on-line.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Long lead time materials delivery has been re-scheduled again for March due to supply chain issues.
 - ARBP ADA Ramp Repair – Materials are on order, construction is being scheduled.
 - Gazebo Replacement 2 CP II – Contracts are being executed.
 - Facility Hardening Re-Bid - A pre-construction meeting was held on January 26.
 - Shadow Crossings Ground Storage Tank Maint/Repairs – Work is being scheduled with the Contractor.
 - Bidding:
 - 385 South Old Kings Road – Contract approval is scheduled for the February 15 City Commission meeting.
 - Shell Parking Lot Restoration – Contracts are being prepared for execution.
 - 2022 Storm & Sewer Lining – Project was advertised on January 9, a pre-bid meeting was held on January 26, and bids are due on February 8.
 - PD Access Control Replacement – RFP was advertised on January 9, a pre-proposal meeting was held on January 27, and proposals are due on February 8.
 - Design Projects:
 - Stormwater Master Plan Update - 2019 – The Consultant continues working on the master plan update.
 - Downtown: Cassen Park Improvements – A City Commission workshop will be held on February 15.
 - Update Parks & Recreational Master Plan – The Consultant continues working on the master plan update.

- Business Park Drive Phase II – Design is in process.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design in in process.
 - Water Main Replacement Ph IV – Mainland – Design is in process.
 - Water Main Replacement Ph IV – Peninsula – Design is in process.
 - Doug Thomas Way Extension Design – Design is in process.
 - WRF Upgrades – Design is in process.
 - Leeway Storage Tank & Pump Station Rehabilitation – Design revisions are in process.
 - CDBG 2022 Sidewalk Improvements – Design is in process.
 - Downtown Sidewalk Renovations – Project drawings and specifications are being prepared.
 - Downtown – East Granada Utility Undergrounding – FPL is performing an electric utility survey to determine the scope of work.
 - PD HVAC Upgrades – A Work Authorization is being prepared for additional design.
 - 2022 Roadway Resurfacing – Design is in process.
- Departmental Activities
 - Reviewed 31 Engineering Permit applications through the ProjectDOX system, and created and approved 0 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Graded and formed sidewalk on Lincoln Ave; poured; cut sidewalk, backfilled & cleaned up
- Poured driveway patch on Ocean Shore Blvd.
- Patched asphalt on Pine Look Pass

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
- Picked up debris on SR40
- Trimming on S Ridgewood Ave

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

Sign Shop

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

Stormwater Maintenance

- Inlet repair at N. Beach & Northbrook
- Removed stump at South Ormond Neighborhood Center
- System inspected at airport; line cleaning

- Pipe repaired on Orchard Ln.
- Inlets inspected & cleaned citywide
- Pond maintenance at landfill
- Gates & pumps citywide
- Ditch maintenance ballfields

Vactor

- Inlet repair, vac truck at Northbrook/Spring Meadows

Fleet

- Mileage traveled by all departments for the week: 22,016
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,343 gallons unleaded, 9,629 gallons diesel
 - Fuel used in one week: 2,030 gallons of unleaded and 722 gallons of diesel.
 - Fleet completed 45 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 36.52 million gallons for the week ending January 22, 2022(5.22 MGD).
- Backwashed 6 filters for a total of 373,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 22, 2022 @ 6.35
- MGD SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 64.80 wet tons of sludge (80% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.87 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.12 MGD
- Produced 22.22 Million Gallons of Reclaim water.
- Produced 6.65 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2021 – December 31, 2021) (MGD):
 - Influent 4.50 (Permit 8 MGD);
 - Surface Water Discharge 1.33 (Permit 6 MGD);
 - Reuse 3.38 (Permit 10 MGD)
- Hauled 3 loads in January 2022 for a total of 70.56 wet tons through January 7, 2022.
- Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 10 calls from customers concerning leaking water.
- Replaced 3 residential water meter due to operational concerns.
- Performed pressure testing on 3 city owned backflow prevention devices.
- Made repairs to a 2 inch backflow at the waste water plant..
- Replaced 5 residential water services due to pressure concerns or leaks.

- Replaced 5 broken water meter boxes.
- Performed valve maintenance on 4 main line valves.
- Installed 14 new residential meters for new construction.
- Repaired 2 inch GSP that had a pinhole in it at 5 Mystic Lake Way in Breakaway Trails.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 135 utility locates for the previous week.

Wastewater Collection

- Crews responded to 6 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., 300 Center St. and 524 Fred Gamble Way.
- Removed 2,500 gallons of effluent off of Hunters Ridge force main.
- Replaced PEP pump and installed riser at 3 Stallion Way, 8 Foxfield Look, 30 Creek Bluff Way.
- Removed 3' of dirt from manhole at WRF.
- Repaired broken lateral at 93 Bella Vita Way.
- Located and marked PEP tank at 38 Creek Bluff Way, and 103 Shadow Creek Way.
- Installed quiet ring on 3 manholes on Greenwood Ave.
- Located sanitary service at 197 S Orchard St. in preparation of demolition.
- TV'ed 1 sanitary laterals on the PM list.

Reuse

- Responded to 2 reuse trouble calls.
- Located reclaimed service at 42 N. Beach St.
- Turned reclaimed off at 397 John Anderson per customer request.
- Located and replaced destroyed reclaimed box at 820 John Anderson Dr.

Wastewater Plant – Lift Stations

- 1M – no starts #1, pump is bad, pulled and replaced.
- Shadow Crossings – no starts #1 – motor starter tripped and will not reset, repaired and returned to service.
- Breakaway Trails, Bear Creek, 8M3, 8P – reviewed scope of work with contractors to provide quotes for upcoming repairs.
- Centrifuge Drain – backed up and not flowing, found to be full of sand, assisted VacCon crew to clear wet well.
- Post Anoxic Submersible Aerator #2 North – follow up from call out, aerator motor is bad, requesting quotes for suitable replacement, this unit is no longer manufactured.
- P.E.P. Tank – 46 Cambridge Trace, replaced control box.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 8D – installed new electronic overload unit and phase monitor.
- LPRO 1 CW panel – installed new monitoring equipment and performed startup.
- Wells 37 & 38 – began preparing pipes and valves for painting.
- 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:

Honorable Mayor and City Commissioners
January 28, 2022
Page 16

- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation and distribution for February 1, 2022 City Commission Meeting.