

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 4, 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:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Individual agenda meetings with commission members
- City Commission meeting
- SMA Finance Committee meeting
- SMA Board meeting
- FCCMA Winter Institute

PIO – Public Information

- Press Releases/Media
 - CrimeStoppers Award
 - General citizen inquiries
 - Media requests and interview coordination
- Social Media
 - CrimeStoppers Award
 - Great Bird Watch
 - Freeze Warning and Winter Safety Tips
- Attended
 - Engineering/Planning Meeting
 - City Manager's Weekly Staff Meeting
 - 3CMA Webinar (2/4)
 - City Commission Meeting
- Developing
 - 2022 Communications Plans Updates

Community Development

Planning

- The following items are scheduled for the February 10, 2022 Planning Board meeting (<https://www.ormondbeach.org/224/Planning-Board>):
 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.
- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>
 - Staff has been informed that the second Interlocal Service Boundary Area (ISBA) amendment is scheduled for the February 15, 2022 Volusia County Council agenda. If approved, the next steps would include annexation of the Ridgehaven subdivision property and the Comprehensive Plan land use amendments for the ISBA.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 422 inspections performed within the city (10 by private providers).
- 130 permits issued within the city, with a valuation of \$1,993,294 (8 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with the following groups:
 1. 15 West Tower Circle. Pre-application. Concept plan discussion to expand the Valiant Diners site with a third building of 11,250 square feet.
 2. Old Tomoka Road and SR 40. Pre-application meeting. Discussion of a lot split to divide one parcel into two parcels.
 3. 625 South Yonge Street. Pre-application meeting. Conceptual discussion of redevelopment of the property. Topics included uses, setbacks, utilities, and landscape buffers.
- There is a demolition permit in process for the former Wendy’s restaurant and gas station at 1561 North U.S. 1. The project is working on the submittal of an impact fee preservation agreement to preserve the buildings’ impact fee credits.
- 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%
The Pumphouse	90%
Total Comfort	75%

US 1 Business Park amendment	90%
Volusia Memorial Expansion	5%
Utilities only	
101 Town & Country Lane	40%
Forcemain - Huntington Green	85%
Ocean Village Townhomes	30%
Verona Oceanside	90%
Residential	
Cupola at Oceanside	20%
Pineland, Phases 4 & 5	98%
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 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://www.cityoformondbeach.com/kauffman-fast-trac) All Ormond Beach/Volusia entrepreneurs, aspiring entrepreneurs and early stage business owners are encouraged to sign up and attend.
 - Staff attended the Volusia County Economic Development Quarterly Breakfast, which provides an update on county-wide economic activity and development.

- 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 to conduct the design and bidding phases for the replacement of the airport's automated weather observing system (AWOS) project is on the February 15 City Commission meeting agenda.
- Staff participated in a virtual meeting of the Florida Airports Council's General Aviation Committee.
- Staff met with an FDOT consultant regarding the collection of data and information relevant to FDOT's 2022 Airport Economic Impact Study.

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 138 Journal Entry Batches.
 - Utility Billing Meter Readers completed 317 work orders.
 - Approved 22 Purchase Requisitions totaling \$119,854.00.
 - Issued 27 Purchase Orders totaling \$479,106.98
 - Issued 532 past due notices on utility accounts.
 - Auto-called 124 utility customers regarding receipt of a past due notice.
 - Processed 671 payments through Interactive Voice Response System totaling \$95,961.67.
 - Processed 1,335 payments through City online payment portal totaling \$124,439.38.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted agenda item for the submittal of spring 2022 Volusia County ECHO grant application for the renovation of the Performing Arts Center.
 - Grant reimbursement requests FY 21-22: \$487,024.65
- Other
 - Completed February 2022 Employee Newsletter
 - Attended City Commission meeting

Risk Management Projects

- Webinar: safety team program
- Investigation of subrogation claims
- Random drug testing follow-up

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 7
 - Hazardous: 1
 - EMS: 79
 - Motor Vehicle Accidents: 6
 - Public Assists: 58
 - TOTAL CALLS: 154
- Aid provided to other agencies: 7 Calls – Daytona Beach (3), Volusia County (4)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 56

- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 202

- Training Hours
 - NFPA 1001: Firefighting 99
 - NFPA 1021: Officer 7
 - NFPA 1500: Safety/Equipment 65
 - NFPA 1620: Preplanning 3
 - EMT/Paramedic 14
 - TOTAL TRAINING HOURS: 188

- Station Activities
 - Updated 8 pre-fire plans
 - Conducted 5 fire inspections

- Significant Incidents
 - 1/26/22, 6:13 AM: 43 New Britain Ave. – Structure Fire – Responded to a single-family home with fire showing – fire located in utility shed under car port – crews cleared scene at 7:40 AM.
 - 1/27/22, 9:58 AM: S. Yonge St./Laws Ln. – Motor Vehicle Accident – Upon arrival found a two-vehicle collision with one vehicle on its hood – one patient transported as a trauma alert.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II (Utility Billing/Finance)
 - Accounting Tech (Pension/Payroll)
 - Assistant City Clerk
 - Civil Engineer (Engineering)
 - Community Service Officer
 - Environmental Improvement Officer (Arborist)
 - Firefighter/EMT
 - Help Desk Specialist (Information Technology)
 - Maintenance Worker II (Streets)
 - Maintenance Worker (Wastewater Collection/Reuse Distribution)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Recreation Leader (Casements)
 - Police Officer – 10 openings
 - Seasonal PT MW 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
 - Firefighter/EMT
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Part Time Evidence Custodian
 - Police Officer

- Separations
 - Assistant City Clerk
 - Fire Chief
 - Deputy Fire Chief
 - Firefighter/EMT

- Lead Treatment Plant Operator

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
 - Work Orders
 - New: 38
 - Completed: 42
 - In progress: 50
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 36,915
 - Inbound E-Mails Blocked: 10,434
 - Delivered Inbound E-Mails: 24,837
 - Quarantined Messages: 806
 - Percentage Good Email: 67.28%
 - Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 2
 - Corrections: 0
 - Map/Information Requests: 17
 - 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: 0 : Total in system = 24,184; 23,325 potable, 848 Irrigation, 11 Effluent
 - Notable Events: Updated mapping declination on street atlas project (62 sheets)

Leisure Services

Administration

- Engineering meeting
- City Manager staff meeting
- Staff meeting
- Master Plan Committee Meeting
- Update 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
- Conduct over-site of enhancement, trimming, install and application projects
- Follow up with concerns, issues and questions within scope of work, weekly administrative assignments and activities

Contract Manager – Facilities Maintenance

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

- Walk through of WWTP with janitorial operations manager.
- Completed painting in the lobby and reception area at the Senior Center
- Completed new door installation in I.T. department at City Hall.
- Completed carpet cleaning and flooring service at the Senior Center

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Volusia Master Gardener Plant Clinic, February 1, 10 am to 12 pm.

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- SHS Girls and Boys Soccer teams play home games on Monday, Tuesday, and Friday, at Championship Field #7 at the Sports Complex at 5 pm
- SHS Girls Soccer team had a District Playoff Game 7 pm Wednesday at Championship Field #7.
- Wendelstedt Umpire School continued this week, Monday through Tuesday, 8 am to 5 pm, at 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 continues this week on Monday through Friday at Sports Complex, Kiwanis Field, with practices on Wednesday through Friday on Kiwanis Field.
- CCA Softball had practices this week on Monday, Tuesday, and Thursday at 3:30 pm on Quad #3 at Sports Complex.
- CCA Baseball had practice this week on Thursday at 3:30 pm on Kiwanis Field at Sports Complex.
- SHS Softball has practices this week, Monday through Friday, at 4:4 5pm on Quad #1 at Sports Complex.

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/Painted Championship Field #7 for SHS soccer games
- Prepared Wendelstedt for Umpire School every day, Monday and Tuesday
- Prepped Nova 1-5 for OBGS 9/10/11/12/13/14's for practices this week
- Prepped Kiwanis Field for SHS/CCA/Rental Baseball practices this week
- Prepped Quad & put in bases for SHS/CCA Softball practices this week
- Prepped Wendelstedt for SHS and rental practices this week..

Performing Arts Center

- Preparing for NY Rockabilly Rockets show on February 5.
- Preparing for Red Skelton Tribute on February 6.
- Preparing for Ormond Beach Memorial Art Museum installation of Pop-Up exhibit in PAC lobby.
- Prepare statistical data for ECHO grant application for PAC renovation project.
- Updated information on OBPA Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

- 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 Mayor's Health & Fitness Challenge
- Planning for the following events:
 - Reel in the Fun, 2/19
 - Art in the Park, 4/30 and 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 Wednesday and Thursday 5:45 pm to 6:45 pm on 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 on 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.

The Casements

- The Casements was open for guided and self-guided tours on Saturday from 8 am to 12 pm, and on Monday through Friday from 8 am to 5 pm.
- A baby shower was held at Bailey Riverbridge on Sunday 10 am to 2 pm with an attendance of 40 people.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm with 35 attending.
- Janet Rogers Art Workshop, Tuesday through Friday, 9 am to 5 pm
- Guild Meeting, Tuesday, 10 am to 3 pm
- Florida Women's Art Association (FLWAA) Gallery Installation took place on Tuesday from 10 am to 12 pm with 5 people attending.
- The Ormond Beach Garden Club held a meeting on Wednesday from 10 am to 12 pm with an attendance of 20 people.
- The FLWAA Gallery judging took place on Thursday between 9 am to 10 am attended by the 2 judges. The opening reception will take place on Friday between 5 pm to 7 pm.
- Ora Yoga classes met 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.
- The Casements will host Movies on the Halifax on Friday, February 4, at 6:30 p.m. The feature film is Ground Hog Day (PG).

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
- Installed 2 new benches Calle Grande
- Sand needed at Fortunato Park

Building Maintenance

- City Hall south door – repaired handicap buttons
- Troubleshoot no heat at WWTP
- Addressed lights out at the airport
- Fleet gate, repaired key pad
- Replaced regulator parts and wire splices to vault at the airport
- Reinstalled Opticom at FS92
- Memorial Gardens, replaced walkway lights
- Replaced Riverbend Nature Park men's restroom mag lock
- Removed book shelves from the Senior Center
- Repaired leaking toilet at WWTP
- Check thermostat and changed air filters at South Ormond Neighborhood Center
- Replaced broken antenna at gate at WTP

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended all shift briefings.
- Staff attended the Basic Law Enforcement Academy Class graduation for Daytona State College.
- Staff met with Volusia County Schools Commander Mike Chilcott about Pathways traffic issues and made a visit during peak pickup times.
- Staff attended Trident Jiu Jitsu women's self-defense class that was put on for the Ormond Beach Police Department.
- Staff attended the Volusia/Flagler Police Chief's meeting.
- Staff is working with Communications International to obtain the remaining new patrol vehicle radio's installed.
- Staff is working with Engineering on a new access control system for the Police Department.

Community Outreach

- Youth Leadership Council (YLC) – Ten (10) members attended a virtual planning meeting. Members attending the meeting researched community service projects for the 2022 year.
- OBPAL Basketball – 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 for the Winter/Spring semester in February 2022. Tutors R Us will begin Monday, February 7. Currently, 18 students are registered for the Tutors R Us program. 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, 2022. 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: 43
- Animal Reports: 3
- Return to Field: 2
- Animal Bites: 1
- Animals to Halifax: 1
- Injured Wildlife Calls: 2

- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 11
- Inactive: 4
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 2
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 3
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Disturbance: 1
- Vandalism: 1

Records

- Walk - Ins / Window: 95
- Phone Calls: 132
- Arrest / NTA'S: 10
- Reports Generated: 78
- Reports Entered: 73
- Citations Issued: 31
- Citations Entered: 34
- Warnings Entered: 89
- Trespass Warnings: 10
- CORF Entered: 45
- Mail / Faxes / Request: 26

Patrol

- Total Calls: 1,076
- Total Traffic Stops: 122

Operations

- Crime Opportunity Report Forms: 77

01/26/22

- Driving Under the Influence Arrest, North Nova Road/Florida East Coast. A female was found to be intoxicated after being found sleeping in her vehicle in the middle of the roadway.

01/27/22

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan merchandise while in the self-check-out. The theft was witnessed by loss prevention for the store.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to pay for merchandise. The theft was witnessed by loss prevention for the store.
- Carbreak, 351 Andrews Street (Ormond Beach Senior Center). City employee reported that the catalytic converter was removed from a city vehicle.

- Shoplifting Arrest, 530 South Atlantic Avenue (Circle K). Subject stole six sandwiches from this location. The theft was witnessed by the store employee.

01/28/22

- Residential Burglary, 96 South Ridgewood Avenue. An unidentified suspect made forced entry through a window. Nothing appears to be taken. Home is vacant due to recent fire.
- Theft, 236 South Ridgewood Avenue. A known suspect stole \$70 from the victim via Cash App.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to pay for merchandise. The theft was witnessed by loss prevention for the store.
- Residential Burglary, 306 Forest Hills Boulevard (Forest Hills). An unidentified suspect went in through the victim's front door and was observed inside the victim's residence. Suspect fled on foot prior to law enforcement arrival.
- Sexual Battery, 145 East Granada Boulevard (Granada Plaza). A female claimed she was raped at this location.
- Trespass Arrest, 556 Collins Street. Two subjects were located inside this vacant property.
- Traffic Arrest, 301 Tropical Lane. A female was involved in a crash at this location and fled the scene. She was later located and arrested for driving on a suspended driver's license and leaving the scene of a crash with injury.

01/29/22

- Theft, 357 West Granada Boulevard (Nail Time Salon). The victim's wallet was stolen while she was at this location.
- Disorderly Intoxication Arrest, 49 West Granada Boulevard (The Grind). A male was arrested for causing a scene at this location while being intoxicated.

01/30/22

- Warrant Arrest, 741 Calle Grande Street. Subject was contacted and found to have an open warrant.
- Domestic Violence Battery by Strangulation Arrest, 2320 Baja Trail. A male placed his wife in a choke hold after a verbal argument. He slapped his wife causing her to fall to the ground while holding their baby.
- Domestic Violence Battery by Strangulation, 14 Lakewood Park Drive. A male threatened his girlfriend with a belt after an argument. He then placed his hands around her throat trying to choke her.

01/31/22

- Stolen Vehicle, 9000 Saint Georges Road (Bermuda Estates Apartment Complex). An Amazon delivery vehicle was stolen while the driver was dropping off packages. The vehicle was later found in Saint Johns County and the suspect was arrested.
- Domestic Violence Battery Arrest, 1207 North Beach Street. A male was placed under arrest for punching his girlfriend in the mouth and splitting her upper lip.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to pay for merchandise. The theft was witnessed by loss prevention for the store.
- Warrant Arrest, 1259 Gallaten Road. Subject was contacted and found to have an open warrant.

02/01/22

- Warrant Arrest, 1511 San Marco Drive #208 (San Marco Apartment Complex). Subject was contacted and found to have an open warrant.
- Narcotics Arrest, 1102 West Granada Boulevard. A female at this location was found to be passed out in her vehicle. She was found to be in possession of crack cocaine, hydrocodone, amphetamine, clonazepam, paraphernalia, and felony possession of multiple identifications/checks.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 28

- Number of Citations issued: 25
- Number of Written Warnings Issued: 20
- Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 4 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 3 Cases initiated
- 7 signs have either been removed or sign cases created.
- 5 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and fifty-four (54) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Materials have been delivered, construction scheduled to begin February 7.
 - WRF Chlorine Contact Improvements – The project is complete.
 - 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 – A pre-construction meeting was held on February 1.
 - Gazebo Replacement 2 CP II – Gazebo structure is ordered with a six month lead time, anticipated delivery in July.
 - Facility Hardening Re-Bid - A pre-construction meeting was held on January 26.
 - Shadow Crossings Ground Storage Tank Maint/Repairs – Work is scheduled to begin mid-March.
 - 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 – A pre-bid meeting was held on January 26, and bids are due on February 8.
 - PD Access Control Replacement – 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 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 for additional design was approved.
- 2022 Roadway Resurfacing – Design is in process.

- Departmental Activities
 - Reviewed 28 Mark Engineering Permit applications through the ProjectDOX system, and created and approved 1 Franchise Utility Work-in-the-Right-of-Way permit.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Graded and formed sidewalk on Buena Vista
- Poured sidewalk on Lincoln Ave; stripped form, backfilled, stress cut & cleaned up
- Patched asphalt in Ormond Lakes
- Poured sidewalk at SR40 & Riverside

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming on Center St
- Removed dead oak tree on Choctaw Trl; dead limb over R/W on Pebble Beach

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Assisted Tree Crew with traffic control on 1000 block of JAD

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

- Ditch maintenance ballfield; Pineland Trl.
- System inspection Airport Rd.
- Reachout mowing Pineland Trl.
- Gates & pumps/locates citywide
- TV truck Lincoln/Ford St.
- Pipe repair on Spring Meadows

- Water samples citywide
- Inlet repair Spring Meadows

Vactor

- Line cleaning at Ford St/Lincoln
- Water Dept S Halifax/Granada
- Inlet repair – Spring Meadows

Fleet

- Mileage traveled by all departments for the week: 22,021
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 6,179
 - gallons unleaded, 8,925 gallons diesel
 - Fuel used in one week: 2,164 gallons of unleaded and 704 gallons of diesel.
 - Fleet completed 47 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 36.94 million gallons for the week ending January 29, 2022 (5.28 MGD).
- Backwashed 5 filters for a total of 289,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 29, 2022 @ 6.82
- MGD SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 32.40 wet tons of sludge (80% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.18 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.03 MGD
- Produced 18.27 Million Gallons of Reclaim water.
- Produced 9.91 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 9 loads in January 2022 for a total of 221.15 wet tons through January 30, 2022.
- Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 2 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 16 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Performed pressure testing on 4 city owned backflow prevention devices.
- Made repairs to a ¾ inch reduced pressure backflow located at the water plant.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 2 broken water meter boxes.

- Performed valve maintenance on 8 main line valves.
- Installed 16 new residential meters for new construction.
- Repaired 6-inch cast iron water main corner of Rockefeller Dr and Cypress Cir.
- Poured concrete pads around 2 sample stations that were installed recently.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 137 utility locates for the previous week.

Wastewater Collection

- Crews responded to 8 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.
- Replaced PEP pump at 16 Breakaway Trail,
- Demolished sanitary service at 197 S. Orchard St.
- Located and raised sanitary C/O at 33 Cypress Cir. per customer request.
- Repaired broken C/O at 14 Saddlers Run and 26 Greenvale Dr.
- Follow Up TV at 151 Domicilio Ave. (OBMS). Line is clean and clear.
- Located and raised sanitary C/O at 848 N. Halifax Dr.
- TV'ed 8 sanitary laterals on the PM list.

Reuse

- Responded to 1 reuse trouble calls.
- Checked reclaimed service at 246 Sunset Point Dr. No water, turned over to developer. System is still under warranty.
- Located reclaimed box at 7 Crescent Lake Way per customer request
- Located sanitary sewer and reclaimed box at 321 N Beach St.

Wastewater Plant – Lift Stations

- Carrousel Blower #1 – unit's forward/reverse function operates without request at VFD, removed unit from service until repairs are made.
- Clarifier #3 – damaged squeegee at sweep arm, not repairable in house, will get contractor to make repair.
- Reaeration Tank – install repaired submersible aerator at north side of tank.
- Breakaway Trails Clubhouse – replaced PEP tank 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.
- R/O Skid #4 – replaced pressure switch.
- Lime slurry pump #3 – connected electrical to new replacement motor.
- Lime Sludge Pump – installed door mounted key pad for new VFD.
- Perform 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.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended and provided support for February 1, 2022 City Commission Meeting.
- Agenda packet preparation for February 15, 2022 City Commission Meeting.