

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 11, 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 agenda packets for the city commission workshop and city commission meeting

Spoke to, attended and/or met with:

- Annual audit meeting with Senior Finance staff and James Moore representative.
- Live streamed State of the County
- Assisted New Smyrna Beach City Manager with recruitment efforts for Assistant City Manager position.
- Cassen Park public meeting
- Team Volusia Executive Committee meeting

PIO – Public Information

- Press Releases/Media
 - Cassen Park Concept Voting
 - General media inquiries and interview coordination
 - General citizen requests and calls
- Social Media
 - Severe Weather Awareness Week (multi-post series)
 - Cassen Park Concept Voting
 - Kaufman FastTrac
 - Reclaim Responsibly Campaign Launch
- Attended
 - Engineering/Planning Meeting
 - Cassen Park Concept Review
 - Cassen Park Public Meeting
 - Volusia PIN Updates
- Developing
 - City Commission PowerPoint Template

Community Development

Planning

- Attended and participated in the Ormond MainStreet Design Committee meeting.
- Attended and presented at the Planning Board meeting.
- Received a Special Exception application for two signs at 100 West Granada Boulevard (proposed ice cream store) and 124 West Granada Boulevard (proposed Pumphouse BBQ restaurant). City staff do not have the ability to permit the requested signage and a Special Exception is being sought

to allow the signage. The Special Exception is scheduled for the March 10, 2022 Planning Board meeting.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 359 inspections performed within the city (28 by private providers).
- 119 permits issued within the city, with a valuation of \$3,536,884 (2 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with the following groups:
 1. 121 East Granada Boulevard. Pre-application. Concept plan discussion to allow multi-family development that would be consistent with the Downtown Overlay District. Items discussed included density, permitting process, layout, fire protection, landscaping, and utilities.
 2. 1240 West Granada Boulevard. Pre-application meeting. Former bank has been converted to a medical office. The discussion included the process to enclose the former drive-thru area to an office use.
 3. 215 Williamson Boulevard, Regal Center. Pre-application meeting. Conceptual discussion of allowing a 300 unit multifamily development. Items discussed included site layout, density, parking calculation, landscaping, stormwater and utilities. A Planned Business Development amendment would be needed for the proposed concept.
 4. Flagler Road, north of Broadway. Pre-application meeting. Conceptual discussion on a 3-story climate control building (105,450 square feet) and two warehouse/flex buildings (each 14,400 square feet) on a 5.81 acre site located along Flagler Road, north of Broadway Avenue. The project would require a zoning map amendment to Planned Business Development.
- 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	2%
Ormond Museum	60%
Paradise Pointe ALF	60%
Revella	0%
The Pumphouse	95%
Total Comfort	75%
US 1 Business Park amendment	93%
Volusia Memorial Expansion	10%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	90%

Ocean Village Townhomes	30%
Verona Oceanside	95%
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

- 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://KauffmanFastTrac|CityofOrmondBeach,FL-OfficialWebsite). All Ormond Beach/Volusia entrepreneurs, aspiring entrepreneurs and early stage business owners are encouraged to sign up and attend.
 - Staff attended the Ormond Mainstreet Economic Vitality Meeting on Thursday, February 9, to support efforts of economic development in the District.
- 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

- FDOT conducted the annual airport licensing inspection this week.
- A work authorization for the design and bidding phases to replace the airport's automated weather observing system (AWOS) project is on the February 15 City Commission meeting agenda.
- Staff continued work this week assisting the FDOT with 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 419 work orders.
 - Approved 24 Purchase Requisitions totaling \$1,375,065.92.
 - Issued 15 Purchase Orders totaling \$52,618.34.
 - Issued 532 past due notices on utility accounts.
 - Auto-called 124 utility customers regarding receipt of a past due notice.
 - Processed 745 payments through Interactive Voice Response System totaling \$57,446.82.
 - Processed 1,339 payments through City online payment portal totaling \$128,498.14.
 - Prepared 92 Accounts Payable checks totaling \$568,286.72 and 46 Accounts Payable EFT payments totaling \$455,977.13.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted an online grant application for the VOCA grant for the 22nd year of funding.
 - Grant reimbursement requests FY 21-22: \$487,024.65
- Other
 - Completed the update of the System for Award Management (SAM) as required for the City to be able to receive grant awards from the federal government.
 - Completed US Department of Justice Online Grants Financial Management Training which is required every three years.
 - Completed the Neighborhood Improvement Advisory Board (NIAB) agenda packet for its February 17 meeting, which will be the Mandatory Public Hearing meeting to receive citizen input, which is a grant requirement, as to the use of Community Development Block Grant (CDBG) FY22-23 funding.
 - Attended Volusia ECHO Advisory Committee meeting (virtually).

Risk Management Projects

- Attended leadership planning meeting
- Managed subrogation claims
- Facilitated Safety Team leader meeting

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 5
 - Hazardous: 3
 - EMS: 85
 - Motor Vehicle Accidents: 10
 - Public Assists: 45
 - TOTAL CALLS: 148
- Aid provided to other agencies: 7 Calls – Daytona Beach (6), Volusia County (1)
- Total staff hours provided to other agencies: 5
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 67

- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 182

- Training Hours
 - NFPA 472: Hazmat 12
 - NFPA 1001: Firefighting 58
 - NFPA 1002: Driver 4
 - NFPA 1021: Officer 3
 - NFPA 1500: Safety/Equipment 68
 - NFPA 1620: Preplanning 18
 - EMT/Paramedic 21
 - TOTAL TRAINING HOURS: 184

- Station Activities
 - Updated 8 pre-fire plans
 - Conducted 2 fire Inspections

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Civil Engineer, Engineering
 - Accounting Tech (Pension/Payroll), Finance
 - Senior Staff Accountant, Finance
 - Fire Chief
 - Deputy Fire Chief
 - Help Desk Specialist, Information Technology
 - Part Time Maintenance Worker II (Athletic Fields), Leisure Services
 - Part Time Recreation Leader (Casements), Leisure Services
 - Seasonal Part Time Maintenance Worker II (ARBP), Leisure Services
 - Environmental Improvement Officer (Arborist), Police NID
 - Police Officer
 - Community Service Officer, Police Support Services
 - Maintenance Worker II (Streets), Public Works Operations
 - Maintenance Worker (WWCR), Public Works Utilities
 - Lead Operator (Water Plant), Public Works Utilities
 - Treatment Plant Operator (WW Plant), Public Works Utilities
 - Utilities Engineer, Public Works Utilities
 - Utilities Manager, Public Works Utilities
 - Water Distribution Operator, Public Works Utilities

 - Background/Reference Checks/Job Offers
 - Account Clerk II, Finance
 - Firefighter/EMT, Fire
 - Maintenance Worker II (Stormwater), Public Works Operations
 - Maintenance Worker II (Streets), Public Works Operations
 - Maintenance Worker II (WWCR), Public Works Utilities
 - Part Time Evidence Custodian, Police Support Services
 - Police Officer, Police Operations

 - Separations
 - Assistant City Clerk, Support Services
 - Part Time Rec Leader (Casements), Leisure Services
 - Utilities Manager, Public Works Utilities
 - Fire Chief
 - Deputy Fire Chief
 - Firefighter/EMT, Fire
 - Lead Treatment Plant Operator (Water Plant), Public Works Utilities

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
 - Work Orders
 - New: 45
 - Completed: 39
 - In progress: 56
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 35,110
 - Inbound E-Mails Blocked: 9,441
 - Delivered Inbound E-Mails: 24,273
 - Quarantined Messages: 974
 - Percentage Good Email: 68.85%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 1
 - Changes: 1
 - Corrections: 1
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 6 : Total in system = 3,165
 - Meters GPS Located this week: 1 : Total in system = 24,185; 23,326 potable, 848 Irrigation, 11 Effluent
 - Notable Events: Compiled new Electric/Fiber Conduit Utility Atlas

Leisure Services

Administration

- Engineering meeting
- Staff meeting
- Leisure Services Advisory meeting
- Mayor's Health & Fitness Challenge Kick off preparation
- Master Plan committee meeting
- Update to 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.

- Completed floor care and window cleaning at the Greg Smith field house.

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 Program, "Preparing Your Spring Garden," Wednesday, February 9, from 10 am to 11 am.
- Little Learners, Birds Program, Friday, February 11, from 10 am to 11 am.

Athletics

- Shuffleboard continued to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- SHS Girls and Boys Soccer continues this week at 5 pm on fields #5 and #6, at the Sports Complex, Soccer Fields.
- OBYBA Basketball continues this week, Monday through Friday, at both the Nova and South Ormond Gym, 5:45 pm to 6:45 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 has practices this week on Monday, Tuesday, and Thursday at 3:30 pm on Quad #3 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
- Prepped Wendelstedt for Umpire School, 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

Performing Arts Center

- Prepared for Ernie Hasse and Signature Sound show on February 10.
- Preparing for Minute By Minute – Doobie Borthers Tribute on February 12.
- Walk-through for PAC renovation with contractors on February 8.
- Updated information on OBPAC 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)
- Preparing for Mayor's Health & Fitness Challenge Kick off

Community Events

- Weekly administrative tasks, office work, meetings, and activities.

- Continued to recruit partners and sponsors for MH&FC
- Attended Art in the Park meeting with Girl Scout contacts
- Attended Memorial Day committee meeting
- 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 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 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.
- Gymmin'n'Jammin' Monday from 3 pm to 5 pm
- Social Squad Wednesday from 1 pm to 4 pm
- Explore the Stage 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.
- Cub Scout Tour, Saturday 10:30 am, 10 attended.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm with 35 attending.
- Greek Cooking, Tuesday, 4:30 pm to 8:30 pm, 15 attended.
- Memorial Day Committee Meeting, Wednesday 11 am to 1 pm, 12 attended.
- 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.
- Echo Rangers, Saturday, 11 am, 6 attended.
- Wedding ceremony, Saturday, Ormond Memorial Art Museum 12 pm.

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
- Camera installed at Joyce Ebbets pier
- Replaced wood floor section at Magic Forest Playground
- Repaired dock railing at Central Park I
- Repaired swing at Central Park I
- Added sand at Fortunato Park

Building Maintenance

- Replaced parking lot light and light in commission chambers at City Hall
- Replaced parking lot lights at the Police Department
- Replaced mag locks at Sanchez Park
- Repaired hand dryer at Andy Romano Beachfront Park
- Repaired Fleet work station outlets
- Sign relocation at the Airport Taxiway "C"
- Replaced Clerks office lights at City Hall

- Rockefeller Gardens- turned water wheel on
- Moved two desks at City Hall
- Checked backup generator at Airport
- Delivered and installed table at WWTP
- Ice maker repaired at WTP
- Cassen Park men's restroom divider repaired
- Service the CO2 System at WTP
- Unclogged ladies restroom toilet at Cassen Park
- Planning door repaired at City Hall
- Repaired doorbell at Ames House
- Replaced Nova gate lock
- Step repaired at Wendelstedt Field
- Re-secured tarp to poles at WTP

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting.
- Staff hosted the Police Explorer Delegates Training at Ormond Beach Middle School.
- Staff participated in the Annual Back the Blue Kickball event at Riverbend Church.
- Staff is working with vendor on updated body cameras.

Community Outreach

- Youth Leadership Council (YLC) – Nine (9) members attended a virtual planning meeting for the upcoming year. Members researched community service projects for the 2022 year.
- OBPAL Basketball – Seven players and their parents attended an OBPAL Basketball team meeting last Thursday. Practice will resume the week of February 14.
- PAL Educational Programs
 - Tutors R Us began 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 began on February 8. Currently, 11 students are registered for the program.
- Special Events
 - 5th Annual Donut Dash 5K – The Donut Dash 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: <https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>. For additional information on registration and sponsorship please call the PAL house at 386 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 31
- Animal Reports: 3
- Return to Field: 2
- Animal Bites: 1
- Animals to Halifax: 1
- Injured Wildlife Calls: 2
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 14

- Inactive: 7
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 3
- Grand Theft: 0
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 4
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 2
- Police Information: 1
- Vandalism: 1

Records

- Walk - Ins / Window: 94
- Phone Calls: 136
- Arrest / NTA'S: 16
- Reports Generated: 112
- Reports Entered: 110
- Citations Issued: 39
- Citations Entered: 43
- Warnings Entered: 118
- Trespass Warnings: 25
- CORF Entered: 29
- Mail / Faxes / Request: 34

Patrol

- Total Calls: 1,242
- Total Traffic Stops: 145

Operations

- Crime Opportunity Report Forms: 69

02/02/22

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two adult females stole a misdemeanor amount of merchandise. The offense was witnessed by loss prevention for the store.
- Theft, 65 Seton Trail. An unidentified subject stole a black Trek bicycle from this location overnight.
- Warrant Arrest, 1075 Arroyo Parkway. Subject was contacted and found to have an open warrant.
- Shoplifting Arrest, 790 West Granada Boulevard (Walgreens). An adult female stole a misdemeanor amount of merchandise. The offense was witnessed by a store clerk. Subject was also found to be in possession of narcotic paraphernalia.
- Carbreak/Stalking, 1657 North United States Highway One (Love's Truck Stop). A male was observed hiding in the trunk of his ex-girlfriend's vehicle. The male had already been trespassed from this location in the past. The male fled on foot after the victim advised him she was calling the police.

02/03/22

- Carbreak, 440 North Nova Road (Nova Community Center). An unidentified subject forced entry into the victim's vehicle by breaking the driver side front window. No items appeared to have been taken from the vehicle.
- Carbreak, 440 North Nova Road (Nova Community Center). An unidentified subject forced entry into the victim's vehicle by breaking the rear passenger side window. The victim had multiple Apple products and their backpack stolen.

02/04/22

- Stolen Vehicle, 11 Pearl Drive. An enclosed, lawn service trailer was stolen from the parking lot.
- Domestic Violence Battery/False Imprisonment Arrest, 10000 Saint Georges Road #106b (Bermuda Estates Apartment Complex). A female was trying to leave the residence to avoid further conflict when her boyfriend held her against her will and refused to allow her to leave. He pushed her and hit her against the wall as she tried to get away.
- Battery Arrest, 22 Byron Ellinor Drive #B. A male struck his elderly male roommate by pushing him in the face and he also struck another subject in the residence by punching her.
- Sex Battery, 20 Lorillard Place. Victim disclosed to a co-worker she was recently raped by an acquaintance at this location.
- Traffic Arrest, North United States Highway One/Wilmette Avenue. A traffic stop was conducted at this location. The male driver was found to have a habitually revoked driver's license.

02/05/22

- Domestic Violence Battery/Depriving Use of 911 Arrest, 12 Arrowhead Circle. A male struck his wife. When she went to call 911, he took her phone and smashed it.
- Residential Burglary Arrest, 19 North Yonge Street #18 (Granada RV Park). A known male subject broke into the victim's home, she confronted him and he struck her in the face.
- Carbreak, 910 South Atlantic Avenue (Planet Fitness). An unidentified subject entered the victim's unlocked vehicle. \$30 and identification were stolen.
- Warrant Arrest, 169 Ponce De Leon Drive. Subject was contacted and found to have an open warrant.

02/06/22

- Child Abuse Arrest, 200 Central Avenue. A male struck his juvenile daughter leaving welts on her body.
- Domestic Violence Battery Arrest, 572 Arroyo Parkway. A male punched his adult son in the neck and back of the head after an argument.
- Shoplifting, 1657 North United States Highway One (Love's Truck Stop). An unidentified male stole a misdemeanor amount of merchandise. The offense was witnessed by a store clerk.
- Driving Under the Influence Arrest, 700-Block West Granada Boulevard. A traffic stop was conducted at this location. The male driver was found to be intoxicated.

02/07/22

- Business Burglary, 610 South Yonge Street (Simply Self Storage). An unidentified suspect entered the victim's storage unit sometime over the past two years, taking several items.
- School Threat Arrest, 5 Raintree Lane. An adult male/student of Father Lopez Catholic High School made vague threats of a school shooting via Snap Chat.

02/08/22

- Stolen Vehicle, 1644 North United States Highway One (AA Accurate). An unknown suspect took a vehicle which was parked toward the back of the property. The vehicle was crashed while still on the property and was left behind.
- Business Burglary/Stolen Vehicle, 430 Andalusia Avenue. An unidentified subject stole a car hauler trailer from the fenced in area of the business.
- Carbreak, 1 South Beach Street (Cassen Park). An unidentified subject entered the victim's unlocked vehicle taking cash and debit/credit cards.
- Sex Offense Arrest, 1608 North United States Highway One (Days Inn). An adult male had unlawful sexual relations with a juvenile female at this location. The suspect was located in Holly Hill with the victim and was arrested by Holly Hill Police Department for similar charges.
- Business Burglary Arrest, 671 South Nova Road. Two subjects forced entry to the back door of this vacant building. They stole a backpack and equipment from the property.
- Warrant Arrest, 85 Ford Street. Subject was contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 28
 - Number of Citations issued: 10
 - Number of Written Warnings Issued: 32
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 7
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 3 Cases initiated
- 2 signs have either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and forty-three (43) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction scheduled to begin February 14, progress meeting #1 scheduled for February 16.
 - 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 – Construction is scheduled to begin on February 21.
 - Facility Hardening Re-Bid – Glass quantities have been measured and verified by the Contractor.
 - Shadow Crossings Ground Storage Tank Maint/Repairs – Work is scheduled to begin March 14.
 - Bidding
 - 385 South Old Kings Road – Contract approval is scheduled for the February 15 City Commission meeting.
 - Shell Parking Lot Restoration – Contracts are being executed.
 - 2022 Storm & Sewer Lining – Bids were opened on February 8 and are under review.
 - PD Access Control Replacement – Proposals were opened on February 11 and are under review.
 - 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 is finalizing the master plan update. Adoption of the plan is scheduled for the March 22 City Commission meeting.
 - 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 – Design is in process.
- 2022 Roadway Resurfacing – Design is in process.

- Departmental Activities
 - Reviewed 26 Engineering Permit applications through the ProjectDOX system, and created and approved 2 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Formed and poured sidewalk on Buena Vista
- Graded and formed sidewalk and gutter at Wilmette & N Yonge St
- Ground sidewalk at Central Park IV

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimmed dead wood from elm tree at Fortunato Park

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 pipe repair on Fernmeadow Ln
- Gates and pump citywide
- Locates citywide
- Reachout/ditch mowing Tomoka Ave
- Ditch maint on Wilmette Ave
- Inlet cleaning citywide
- Inlet work on Country Club Lane

Vactor

- Line cleaning on Ford St
- Selden Ave
- Baffle boxes citywide

Fleet

- Mileage traveled by all departments for the week: 22,245
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 3,798 gallons unleaded, 8,183 gallons diesel
 - Fuel used in one week: 2,381 gallons of unleaded and 742 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

- Delivered 37.20 million gallons for the week ending February 5, 2022(5.31 MGD).
- Backwashed 5 filters for a total of 292,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 5, 2022@ 6.77
- MGD SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 81.0 wet tons of sludge (80% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.17 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.02 MGD
- Produced 19.82 Million Gallons of Reclaim water.
- Produced 8.35 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (February 1, 2021 – January 31, 2022) (MGD):
 - Influent 4.61 (Permit 8 MGD);
 - Surface Water Discharge 1.39 (Permit 6 MGD);
 - Reuse 3.34 (Permit 10 MGD)
- Hauled 14 loads in January 2022 for a total of 346.23 wet tons through January 31, 2022.
- Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 4 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 13 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Performed pressure testing on 2 city owned backflow prevention devices, one needed repairs.
- Replaced 1 residential water services due to pressure concerns or leaks.
- Replaced 4 broken water meter boxes.
- Performed valve maintenance on 14 main line valves.
- Installed 2 new residential meters for new construction.
- Repaired a 2 inch main break at 4 Leisure Woods Way, and an 8 inch main break at 2274 John Anderson Dr.
- Installed new fire hydrant at The Casements. Hydrant had been hit by a vehicle.

- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 121 utility locates for the previous week.

Wastewater Collection

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 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 2,000 gallons of effluent off of Hunter's Ridge force main.
- Isolated private lift station at 1030 N US1 for contractor to work on force main
- Replaced broken back lid and rehabbed PEP tank at 63 Westland Run.
- TV'ed and marked for locates at 78 S. St. Andrews Dr.
- Demolished sanitary service at 307 N. Beach St.
- Located, marked, flushed and TV'ed sanitary lateral at 87 Kenilworth Ave.
- TV'ed sanitary lateral at 23 N. St Andrews Dr. per customer request. Line is good.
- TV'ed sanitary lateral at 936 John Anderson Dr. City side is clear.
- Soft dug next to concrete utility pole at 518 Riverside Dr. Verified that pole had been placed through sanitary lateral.
- Follow up at 29 Foxfords Chase. Pump is good, need to rewire alarm circuit.
- Installed C/O at 41 Rockefeller Dr
- Replaced 5' of cast iron pipe and installed a new C/O at 9 Bayberry Cir.
- Follow up TV at 353 S. Halifax Dr. Roots – Cleared with Harben. Put on maintenance program.
- Follow up TV at 97 Hernandez Ave. and 438 N. Yonge St. Clear and clean.
- Rewired floats to j-box at 29 Foxfords Chase. Working properly at departure.
- Cleared gravity main stoppage at Crowne Apts.
- Replaced PEP pump at 7 Spanish Pine Way
- TV'ed 1 sanitary laterals on the PM list.

Reuse

- Responded to 3 reuse trouble calls.
- Repaired broken 3" reclaimed line at 14 Crescent Lake Way.
- Located reclaim and PEP tank for customer at 34 Shadow Creek Way, 35 winding Creek Way.
- Repaired broken 3" reclaimed line at 6 Curved Creek Way.
- Exercised reclaimed main valve at 41 Creek Bluff Way

Wastewater Plant – Lift Stations

- Carrousel Blower #1 – vendor will be contacted for repair.
- Clarifier #3 – vendor contacted for quote to purchase new sweep arm squeegee.
- R.A.S. Room – met vendor on site to discuss replacement motor/pump couplers.
- R.A.S. Pump #5 – removed coupler shroud, installed grease fitting at coupler, modified shroud to accommodate grease access.
- Poly Blend Units #1, #2 – algae build up noted, disassembled and cleaned.
- Sand Filter Mixing Pump #1 – not operational, pulled pump, MEGs bad and volute damaged, replace with new inventory.
- Centrifuge #2 – faulted, found bad wiring in one of the J boxes, wiring repaired.
- The Crowne LS – Back up reported at manholes, lift station is operational, found to be main line back up, assisted Collections with clearing.
- Effluent Transfer Pump Cabinets – replaced lamps in the indicator lights.
- 4P – phase loss, contacted FPL to reset blown jack at transformer, monitoring station until repairs are made.
- 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 clear well deck - Installed V.F.D. control pad outside cabinet.
- Granada booster station – programmed pump #2 soft start.
- Polymer Building – Relocated polymer feed lines and electric for polymer pumps #1 and #2.
- High Service Pump #4 – located and marked control valve wiring for future electric panel relocation.
- Well 38R – continued corrosion removal and painting of pipes and valves.
- 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:

- Staff attended and provided support for the February 10, 2022, Quality of Life Advisory Board Meeting.
- Agenda packet preparation and distribution for the February 15, 2022, City Commission Cassen Park Workshop and City Commission Meeting.