

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: February 18, 2022

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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 review meetings with commission members
- City Commission Workshop Cassen Park Redesign
- City Commission Meeting
- Chamber of Commerce Economic Prosperity Hour
- Impact fee study meeting with consultant and city staff

**PIO – Public Information**

- Press Releases/Media
  - Cassen Park Survey
  - General citizen requests
  - General media inquiries
- Social Media
  - GFOA Award for 28 Years Excellence in Financial Reporting
  - Severe Weather Awareness Week
  - Upcoming Special Events
- Attended
  - Engineering/Planning Meeting
  - City Manager's Staff Meeting
  - City Commission Workshop Cassen Park Redesign
  - City Commission Meeting
  - OBPD Recruiting Open House Discussion
- Developing
  - Webinar Series on Citizen Engagement

**Community Development**

**Planning**

- Attended and participated in the Volusia County Council meeting regarding the second Interlocal Service Boundary Agreement amendment for the RidgeHaven subdivision. The amendment was approved by the Volusia County Council. The RidgeHaven applicant and city staff agreed to a maximum project density of 298 units. County staff stated that the maximum units allowed under the Volusia County land uses were 1,054 units.
- Attended and presented at the City Commission meeting.

- Attend the Ormond MainStreet Arts District 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.
- Received a small-scale land use plan amendment for the 19.19 acres that are within the original Interlocal Service Boundary Agreement to amend the land use from “Low Intensity Commercial” to residential to allow the Ridgehaven subdivision. The land use amendment is scheduled for the March 10, 2022 Planning Board meeting.
- The land use map amendments and Comprehensive Plan text amendments for the second Interlocal Service Boundary Agreement amendment are scheduled for the March 10, 2022 Planning Board meeting.
- Attended and participated in a meeting to review the impact fee study with the project consultant and city staff.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 376 inspections preformed within the city (30 by private providers).
- 155 permits issued within the city, with a valuation of \$2,967,757 (12 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with the following groups:
  1. 267 Hand Avenue. Pre-application. Concept plan discussion to allow a building conversion from a single-family house to a warehouse. Items discussed included landscaping and required building improvements to support the commercial use.
  2. 1641 West Granada Boulevard and 1671 North U.S. Highway 1. Pre-application meeting. Discussion of the requirements to allow a car wash at both locations. 1641 West Granada Boulevard was also discussed for a convenience store with gas pumps.
  3. 620 South Yonge Street. Pre-application meeting. Conceptual discussion of allowing a 10,200 square foot retail building. Items discussed included parking, architectural design, stormwater, landscaping, and utilities. Retail sales is an allowed use within the B-8 zoning district.
- There have been inquiries about the survey stakes from Leeway Trail into Flagler County along Airport Road. The survey stakes mark the planned location for a sewer force main extension to serve Hunter’s Ridge Flagler County. The sewer force main extension is designed/ permitted/constructed by the Hunter’s Ridge development with review/inspection by the Site Plan Review Committee.
- 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	5%
Ormond Museum	60%
Paradise Pointe ALF	60%

Revella	0%
The Pumphouse	95%
Total Comfort	75%
US 1 Business Park amendment	95%
Volusia Memorial expansion	10%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Forcemain – Huntington Green	90%
Forcemain extension – Airport Road	0%
Ocean Village Townhomes	30%
Verona Oceanside	95%
<b>Residential</b>	
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](http://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 Ormond Chamber Economic Prosperity Hour on Wednesday, February 16, to provide the business community an update on economic activity in the City.

- 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

- The FAA has responded favorably to a request to include additional directional signage as part of the project to rehabilitate Taxiways Bravo and Delta at the airport. There will be no additional cost for the proposed signs due to overall cost savings realized in the project.
- A work authorization to conduct the design and bidding phases for the project to replace the airport's automated weather observing system (AWOS) was approved at the February 15 City Commission meeting.
- Staff continues assisting FDOT with collection of data and information relevant to FDOT's 2022 Airport Economic Impact Study.
- Staff provided AVCON, Inc. with additional details related to the project to upgrade certain systems and equipment at the Air Traffic Control Tower. The upgrades are 100% funded by a grant from the FAA.

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

##### Finance

- On-going Projects
  - Annual Audit for the 2020-2021 fiscal year was presented to the City Commission with an unmodified opinion.
  - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
- Completed Projects - Weekly
  - Process 129 Journal Entry Batches.
  - Utility Billing Meter Readers completed 419 work orders.
  - Approved 21 Purchase Requisitions totaling \$237,683.30.
  - Issued 21 Purchase Orders totaling \$458,276.52.
  - Issued 528 past due notices on utility accounts.
  - Auto-called 348 utility customers regarding receipt of a past due notice.
  - Processed 698 payments through Interactive Voice Response System totaling \$52,398.21.
  - Processed 1,196 payments through City online payment portal totaling \$116,859.21.
  - Prepared 131 Accounts Payable checks totaling \$415,919.63 and 29 Accounts Payable EFT payments totaling \$221,953.29.

##### 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
  - Submitted a request to the HEROS (Help Emergency Responders Obtain Support) program for Narcan for the Police Department.
  - Attended the Neighborhood Improvement Advisory Board (NIAB) Mandatory Public Hearing meeting as staff liaison.

##### Risk Management Projects

- Facilitated Safety Team leader meeting
- Attend webinar on claimant privacy rights
- Attend several continuing education sessions

### **Fire Department**

- Weekly Statistics
    - Fires: 3
    - Fire Alarms: 6
    - Hazardous: 2
    - EMS: 95
    - Motor Vehicle Accidents: 4
    - Public Assists: 59
    - TOTAL CALLS: 169
  
  - Aid provided to other agencies: 10 Calls – Daytona Beach (5), Flagler County (1), Volusia County (4)
  - Total staff hours provided to other agencies: 16
  - # of overlapping calls: 44
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
  - Total EMS patients treated: 71
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 199
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- Training Hours
    - NFPA 1001: Firefighting 56
    - NFPA 1002: Driver 6
    - NFPA 1021: Officer 20
    - NFPA 1500: Safety/Equipment 73
    - NFPA 1620: Preplanning 9
    - EMT/Paramedic 3
    - TOTAL TRAINING HOURS: 167
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- Station Activities
    - Updated 8 pre-fire plans
    - Conducted 3 fire Inspections
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- Significant Incidents
    - 12/11/22, 6:12 PM: 161 Business Center Dr. – Commercial Structure Fire – Upon arrival found heavy flames from a large open-sided lumber storage shed – 750 gallons of foam used to extinguish fire – crews cleared scene at 8:15 PM – State Fire Marshal called to investigate.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Account Clerk II (Utility Billing/Finance)
    - Accounting Tech (Pension/Payroll)
    - Civil Engineer (Engineering)
    - Community Service Officer
    - Environmental Improvement Officer (Arborist)
    - 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)
    - Plans Examiner (Planning)
    - Police Officer
    - 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
  - Account Clerk II (Finance)
  - Maintenance Worker II (Stormwater)
  - Maintenance Worker II (Streets)
  - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
  - Maintenance Worker III (Wastewater Collection/Reuse Distribution)
  - Part Time Evidence Custodian
  - Police Officer
- Separations
  - Assistant City Clerk
  - Plans Examiner
  - Utilities Manager
  - 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: 48
    - Completed: 57
    - In progress: 47
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 39,301
    - Inbound E-Mails Blocked: 12,961
    - Delivered Inbound E-Mails: 24,398
    - Quarantined Messages: 899
    - Percentage Good Email: 62.08%
    - Virus E-Mails Blocked: 3
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 8
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 14
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 3,165
  - Meters GPS Located this week: 3 : Total in system = 24,188; 23,329 potable, 848 Irrigation, 11 Effluent

### **Leisure Services**

#### **Administration**

- Engineering meeting
- City Manager staff meeting
- Staff meeting

- City Commission meeting
- Impact Fee Study Update meeting
- Master Plan Committee Meeting with Barth Associates
- YMCA Dog Park Reports
- 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
- 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 painting in the IT Department at City Hall

#### Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Great Backyard Bird Count, Saturday, February 19, 10 am to 2 pm. Community event conducted by Leisure Services in partnership with the Halifax River Audubon.

#### Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBYBA Basketball continued this week, Monday through Thursday, at the Nova and South Ormond gyms, 5:45 pm to 6:45 pm.
- SHS Baseball continues this week on Monday, Wednesday, and Friday at Sports Complex, Kiwanis Field. They are hosting their Jamboree on Tuesday and Thursday.
- CCA Softball held practices 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 4:45 pm 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
- Prep/Paint Championship Field #7 for SHS soccer games
- 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 for SHS/CCA/Rec Softball practices this week

- Prepped Wendelstedt for SHS and rental practices this week
- Added clay and turface to Nova Fields #3 & #4.

#### Performing Arts Center

- Hosted Ernie Hasse and Signature Sound show on February 10.
- Hosted Minute By Minute – Doobie Brothers Tribute on February 12.
- Hosted Coasters Drifters Motown Salute on February 14.
- Booked three new engagements for PAC Friends Benefit; Majesty of Rock – Journey/Styx Tribute on 4-29-22, and U.S. Stones – Rolling Stones Tribute on 4-30-22, and Divas of Jazz on 5-1-22.
- Updated information on OBPAC Facebook page and Internet ticketing site.

#### South Ormond Neighborhood Center

- Mayor's Health and Fitness Challenge
- 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)
- PAL tutoring Monday through Thursday

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Mayor's Health & Fitness Challenge
  - Kick Off & Weigh In, 2/12
  - Make up Weigh In, 2/15
  - Lunch & Learn, 2/17
- Assisted with Commission workshop meal
- Attended 3 day mandatory Tyler training
- 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 playoffs from 5:30 pm to 7:30 pm, Monday through Friday.
- Challenger Basketball continued Tuesday from 5 pm to 6 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.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm with 35 attending.
- Casements Guild Administrative Board Meeting, Monday 10 am to 11:30 am, 15 attended.
- Greek Cooking, Tuesday, 4:30 pm to 8:30 pm, 15 attended.
- Once Upon a Storytime, Tuesday, 10 am to 11 am, 104 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.



- Seaside Herb Society Meeting, Bailey Riverbridge, Saturday 9 am to 12 pm, 30 attended.

#### 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
- Inspect signs at all playground equipment
- Skatepark concrete inspected
- Trails blown off
- Replaced two signs at Andy Romano Beachfront Park
- Capped posts at Central Park III
- Replaced location sign at Central Park III
- Installed two benches at Cassen Park
- Replace pickets at Magic Forest Playground
- Installed sign at Ames Park
- Installed bench at Ted Porter Park
- Replaced bench slates at Cassen Pier

#### Building Maintenance

- Repaired urinal at Cassen Park
- Unclogged a toilet at City Hall
- Repaired ice machine at WTP
- Installed water bubbler at the Performing Arts Center
- Removed fly bridge and canoe at Cassen Park
- Rerouted downspout line at The Casements
- Repaired a toilet at The Casements
- Replaced water damaged ceiling tiles in the weight room at South Ormond Neighborhood Center
- Installed drawers underneath washer and dryer in carriage house at The Casements
- Repaired wall and baseboard molding at FS92
- Cut rope down at the bike trail
- Finished water feature at Vadner Park
- Replaced a burnt-out light in the west hallway at South Ormond Neighborhood Center
- Breaker repaired at City Hall
- Repaired exhaust fan at WTP
- Replaced a light at South Ormond Neighborhood Center

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting.
- Staff attended the quarterly CLEAB meeting.
- Staff met with new director of the PACE Center for Girls.
- Staff conducted New Police Officer Hire interviews.
- Staff registered for the Police Unity Tour 2022.
- Staff met with the Director of the Daytona State College Basic Law Enforcement Academy.
- Staff is working on training for new K-9 Klaus and Officer Hyatt.

##### 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 – Eight (8) players participated in open basketball practice Thursday from 6 PM to 8 PM.

- PAL Educational Programs
  - Eighteen (18) students attended the Tutors R Us program at the South Ormond Neighborhood Center last week. Students participated in one-one one tutoring to increase their academic success.
  - R.E.A.D., Reading, Exploration, Adventure and Discovery at Ormond Beach Elementary School began Tuesday, February 8. Currently, nine (9) students are enrolled in the program. The program is offered on Tuesdays from 2:30 pm to 4:45 pm through May 18.
- Special Events
  - 5<sup>th</sup> 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: 25
- Animal Reports: 3
- Return to Field: 1
- Animal Bites: 2
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 1

#### Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 6
- Inactive: 3
- Fraud: 1
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 2
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 3
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Violation of pretrial release: 1
- Witness tampering: 1

#### Records

- Walk - Ins / Window: 89
- Phone Calls: 128
- Arrest / NTA's: 17
- Reports Generated: 133
- Reports Entered: 125
- Citations Issued: 93
- Citations Entered: 67
- Warnings Entered: 71
- Trespass Warnings: 12
- CORF Entered: 17

- Mail / Faxes / Request: 31

#### Patrol

- Total Calls: 1,339
- Total Traffic Stops: 204

#### Operations

- Crime Opportunity Report Forms: 80

#### 02/09/22

- Inhale Harmful Chemicals Arrest, 1521 West Granada Boulevard (Wal-Mart). A female was found inhaling compressed air from a can at this location.
- Carbreak, 770 West Granada Boulevard. An unidentified subject drilled a hole into the victim's gas tank and took her gas.
- Theft, 440 North Nova Road (Nova Rec). An unidentified subject took the victims' wallet with three bank cards in it after he laid his wallet down for a short time while watching his son skate.
- Warrant Arrest, 20 Holly Street. Subject was contacted and found to have an open warrant.

#### 02/10/22

- Aggravated Assault with Deadly Weapon Arrest, 100 Cotton Seed Trail. A male refused to let his stepfather into the home. The stepson took out a firearm and pointed in the direction of the victim and told him to leave. There was no threat reported, coming from the victim, to warrant the stepson to use a firearm.
- Dating Violence Battery Arrest, 39 South Yonge Street. A male was observed to be striking a female at this location. Officers located them at 3 North Yonge Street (7Eleven). Upon investigation, it was determined the male committed battery against the victim. The male also had a warrant from out of state. The female lied about her identity and was charged. Upon searching her property, narcotics, paraphernalia, and fraudulent items were found.
- Theft, 1340 West Granada Boulevard (Lowes). An unidentified subject stole the victims' tag from his trailer in the parking lot.
- Theft, 709 South Nova Road (Ormond Beach Sports Corner Bar). An unidentified subject stole the victim's purse.
- Domestic Violence Battery Arrest, 7 Stone Quarry Trail (The Trails subdivision). A female used pepper spray on her boyfriend without just cause.
- Shoplifting, 530 South Atlantic Avenue (Circle K). An unidentified subject stole merchandise from this location. The offense was witnessed by the store clerk.
- Narcotics Arrest, 170 Williamson Boulevard (Sleep Inn). A male was found to be in possession of heroin, methamphetamine and drug paraphernalia.
- Warrant Arrest, 175 Interchange Boulevard (Baymont Inn & Suites). Subject was contacted and found to have an open warrant.

#### 02/11/22

- Shoplifting, 353 West Granada Boulevard (Winn-Dixie). A male stole merchandise from this location. The offense was witnessed by the store clerk.
- Disorderly Intoxication/Resisting Officer Without Violence Arrest, 445 Chelsea Place Avenue (Chelsea Place subdivision). A male was intoxicated and outside of his residence yelling and screaming at neighbors. Officers attempted to take him into custody when he resisted being placed in handcuffs.
- Traffic Arrest, North United States Highway One/Hull Road. A traffic stop was conducted. The driver was found to be driving with a habitually suspended driver's license.
- Warrant Arrest, 24 Sugarberry Court. Subject was contacted and found to have an open warrant.
- Disorderly Intoxication/Resisting Officer Without Violence Arrest, 1614 North United States Highway One (Econo Lodge). A father and daughter were found to be in the parking lot intoxicated and were causing a disturbance. The female resisted officers when they took her into custody.

02/12/22

- Business Burglary, 1521 West Granada Boulevard (Wal-Mart). A male suspect entered the business by prying open the front sliding doors after the business was closed. He then entered the loss prevention office and stole an iPad.
- Hit and Run Crash/Driving Under the Influence Arrest, 340 West Granada Boulevard (Texaco Express Lube). A vehicle struck a sign at West Granada Boulevard/Yonge Street. The driver then parked the vehicle behind this location and switched seats with the passenger. The driver was located and found to be intoxicated.
- Driving Under the Influence Arrest, 340 West Granada Boulevard (Texaco Express Lube). As officers arrived at this location for the other arrest, they observed the impaired passenger reversing in the parking lot.
- Domestic Violence Battery Arrest, 1502 San Marco Drive #207 (San Marco Apartments). An adult female slapped her stepfather in the face after he came home intoxicated and woke her up.
- Domestic Violence Battery Arrest, 250 North United States Highway One (Astro Skate). A male got into a verbal argument with his girlfriend while driving home and pulled into the Astro Skate parking lot. He then pulled her hair and bit her on the arm.

02/13/22

- Sex Offense, 361 West Granada Boulevard (Taco Bell). An unidentified male was observed masturbating under his clothing by an employee.

02/14/22

- Theft, 151 Domicilio Avenue (Ormond Beach Middle School). A student stole another student's cell phone during the physical education class.
- Driving Under the Influence Arrest, 100 Block South Nova Road. A traffic stop was conducted. The driver was found to be intoxicated.
- Traffic Arrest, Division Avenue/South Nova Road. A traffic stop was conducted and the driver was found to be driving with a suspended driver's license (Habitual Offender).
- Warrant Arrest, 414 Cherrywood Drive. Subject was contacted and found to have an open warrant.

02/15/22

- Theft, 50 South Perrott Drive (Elis Muscle Cars). An unidentified subject stole the victim's handgun from his business over the last year.
- Driving Under the Influence/Narcotics Arrest, Division Avenue/Pine Street. A vehicle was involved in a crash at this location. The driver was found to be passed out behind the wheel of his vehicle. The driver was found to be intoxicated and officers located two small baggies of heroin in his vehicle.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 59
  - Number of Citations issued: 38
  - Number of Written Warnings Issued: 76
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 11
  - 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: 1 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 1 Case initiated

- 14 signs have either been removed or sign cases created.
- 4 tree removal permit requests
- Administrative staff assisted with three (3) walk-in's and forty-nine (49) telephonic inquiries.

## **Public Works**

### Engineering

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – Construction began February 14, progress meeting #1 was held on 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 – Glass quantities have been measured and verified by the Contractor.
    - Shadow Crossings Ground Storage Tank Maint/Repairs – Work is scheduled to begin March 14.
    - Shell Parking Lot Restoration – Contracts are executed, a pre-construction meeting is being scheduled.
  - Bidding:
    - 385 South Old Kings Road – Contract was approved at the February 15 City Commission meeting.
    - 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 – The Consultant continues working on the master plan update.
    - Downtown: Cassen Park Improvements – A City Commission workshop was 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 is 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 – A Work Authorization is being prepared for City Commission approval.
    - CDBG 2022 Sidewalk Improvements – Design is in process.
    - Downtown Sidewalk Renovations – Project drawings are being prepared.
    - Downtown – East Granada Utility Undergrounding – A meeting was held on February 16 with FPL to discuss progress on their survey to determine existing equipment and power line relocations.
    - PD HVAC Upgrades – Design is in process.
    - 2022 Roadway Resurfacing – Design is in process.
  - Departmental Activities
    - Reviewed 34 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

- Patched asphalt in Ormond Green; River Bluff; Leisure Wood Way; Royal Dunes; 5x5 patch on Wildwood Trl
- Removed stone and asphalt across road on Royal Dunes
- Formed and poured patch on Leisure Wood Way

### 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 N Ridgewood Ave & Greenwood Ave, Arlington Way

### 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

- Pipe repair on Division Ave
- Locate underground utilities on Riverbluff Dr
- Gates and pumps checked citywide
- Inlet cleaning citywide
- Spillway cleaning on Main Trl
- Inlet inspected on Tidewater Dr; pipe cleaning
- Pond maintenance at ABC, SDR, Mainsail

### Vactor

- Baffle box cleaning on Dormont; citywide

## Fleet

- Mileage traveled by all departments for the week: 22,195
- 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: 12,220 gallons unleaded, 7,411 gallons diesel
  - Fuel used in one week: 2,334 gallons of unleaded and 772 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 Plant

- Delivered 36.68 million gallons for the week ending February 12, 2022 (5.24 MGD).
- Backwashed 6 filters for a total of 333,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 12, 2022 @ 6.68 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 28.82 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.12 MGD
- Produced 16.29 Million Gallons of Reclaim water.
- Produced 12.53 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 5 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing concerns.
- Responded to 15 calls from customers concerning leaking water.
- Replaced 5 residential water meter due to operational concerns.
- Performed pressure testing on 7 city owned backflow prevention devices, 2 needed repairs.
- Replaced 2 residential water services due to pressure concerns or leaks.
- Replaced 5 broken water meter boxes.
- Performed valve maintenance on 9 main line valves.
- Installed 12 new residential meters for new construction.
- Replaced 6-inch valve at the c/o Kenilworth Ave and N Yonge St. due to operational issues.
- Disconnected and moved service line 8 ft to the east at 120 River Ln. Had to move service due to a new brick paver driveway being installed.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 118 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 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 3,700 gallons of effluent off of Hunters Ridge force main.
- Replaced PEP pump at 18 Creek Bluff Way, 23 Coquina Ridge Way, 51 Creek Bluff Way, 35 Winding Creek Way.
- Met plumber at 936 John Anderson, TV'ed line to locate City C/O and show plumber where issue was on customer side.
- Repaired 4" gravity line at 19 Blackwater Way. Assisted contractor in tracing sanitary lines at South Ormond Neighborhood Center

- Ongoing project to locate PEP tanks and reclaimed boxes for GIS.
- TV'ed 5 sanitary laterals on the PM list.

#### Reuse

- Responded to 1 reuse trouble calls.
- Turned off reclaimed at 14 Spanish Pine Way, customer had broken line.
- Installed pressure gauge at 97 Abacus Ave.
- Replaced bad curb stop at 345 Sunset Point Dr.
- 582 Ocean Shore Blvd reported no reclaimed. Discovered that Yellowstone had closed valve to customer.
- Turned off reclaimed at 4 Brook Crest Way and 23 Tomoka Cove Way at customer's request.
- Located PEP tank and reclaimed at 1 Bent Stream Way.

#### Wastewater Plant – Lift Stations

- Carrousel Blower #1 – Yaskawa VFD rep will be contacted for repair.
- Riverbend Golf Course – both check valves ragged, removed both valves and repaired/replaced.
- 12M - RTU out of service, operating in RTU Bypass mode.
- Sludge Feed Pump #2 – de-ragged grinder.
- 8M3 – high run hours at both pumps – pulled pumps found debris in both, cleared blockages and return to service.
- Airport Road Booster Station – not responding, replaced bad 24 volt power supply and RTU power supply card, pumped water out of pump vault and replaced sump pump, removed vegetation overgrowth, returned station to service.
- Conducted Plant and Lift Station PMs for pumps, motors.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricate as needed.
- Well 38R – painting.
- Well 19SR – Contractor installed new motor – turned over to operations.
- Clearwell Pump #6 – removed mounting hardware and disconnected electric at motor, assisted contractor with removal for reconditioning.
- High Service Pump #4 – moved service disconnect and rewired pump motor.
- 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 15, 2022 City Commission Cassen Park Redesign Workshop and City Commission Meeting.
- Agenda packet preparation for March 1, 2022 City Commission Meeting.