

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: February 25, 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:

- General discussion meetings with senior staff
- Reviewed city commission agenda packet

Spoke to, attended and/or met with:

- FD Achievement, Promotions, and Retirements Ceremony
- J.J. Martin Leadership Award, Chief Godfrey recipient

**PIO – Public Information**

- Press Releases/Media
  - Statement of Support for the Jewish Community
  - Enviro Camp
  - General citizen updates
  - General media inquiries and key point prep
- Social Media
  - Ormond Beach Police Explorers Support Request
  - Enviro Camp
- Attended
  - PIO Government Webinar (East Coast)
  - Volusia PIN Network Meeting
- Developing
  - Crisis Communications 2022 Updates Q1

**Community Development**

**Planning**

- The March 2, 2022 Board of Adjustment and Appeals meeting has been canceled based on no applications.
- Items scheduled for the March 10, 2022 Planning Board meeting include:
  1. 100 West Granada Boulevard, building signage Special Exception.
  2. 124 West Granada Boulevard, building signage Special Exception.
  3. Second Interlocal Service Boundary Agreement (ISBA) Small Scale Comprehensive Plan Land Use Map Amendment (Ridgehaven – 84.26 acres and Enclaves – 5.73 acres).
  4. Ridgehaven original ISBA Small Scale Comprehensive Plan Land Use Map Amendment (Ridgehaven – 19.19 acres).
  5. Comprehensive Plan text amendment related to the second ISBA amendment.

6. Discussion item: waterbody calculated setbacks.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 358 inspections performed within the city (36 by private providers).
- 154 permits issued within the city, with a valuation of \$3,298,573 (23 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with the following groups:
- 1141 North U.S. Highway 1. Pre-construction meeting. Building and site plans issued for a change of use for the sales of spas.
- 1175 North U.S. Highway 1. Pre-application meeting. Discussion of the development of a vacant site for a 4,000 square foot building and associated site improvements. Items discussed included utilities, sidewalks, stormwater, landscaping and the permitting process.
- 264 South Atlantic Avenue, former Florida Hospital site. Pre-application meeting. Concept plan showing remote parking for the proposed hotel at 251 South Atlantic Avenue and 15 single family lots. Items discussed included land use, zoning, stormwater, and landscaping.
- Construction status of projects under construction:

<b>Project</b>	<b>% Complete</b>
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	1%
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://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 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**

- Staff participated in a quarterly meeting of the East Central Metro Area CFASPP Steering Committee this week.
- Staff participated in a meeting with FDOT, contractors and stakeholders for the project to be conducted at the US1 and I-95 interchange. The project area is within the airport traffic area.
- Staff worked with consultants and the FAA on the design phase of the project to replace the airport's automated weather observing system (AWOS).
- Staff continued assisting 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 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 117 Journal Entry Batches.
  - Utility Billing Meter Readers completed 374 work orders.
  - Approved 20 Purchase Requisitions totaling \$133,851.00.
  - Issued 31 Purchase Orders totaling \$1,469,012.36.
  - Issued 279 past due notices on utility accounts.
  - Auto-called 261 utility customers regarding receipt of a past due notice.
  - Processed 696 payments through Interactive Voice Response System totaling \$52,361.02.
  - Processed 1,100 payments through City online payment portal totaling \$114,199.85.
  - Prepared 118 Accounts Payable checks totaling \$233,702.99 and 38 Accounts Payable EFT payments totaling \$847,496.55.

**Grants**

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Grant reimbursement requests FY 21-22: \$495,364.43
- Other
  - Attended the Volusia ECHO Mandatory Workshop for the Spring 2022 submittal cycle.

**Risk Management Projects**

- Attended webinar for risk management
- New FF training for WC
- Filed several subrogation demands

**Fire Department**

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 8
  - Hazardous: 1
  - EMS: 98
  - Motor Vehicle Accidents: 6
  - Public Assists: 37
  - TOTAL CALLS: 151
- Aid provided to other agencies: 5 Calls – Daytona Beach (1), Volusia County (4)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 41
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 74
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 248
- Training Hours
  - NFPA 1001: Firefighting 125
  - NFPA 1002: Driver 24
  - NFPA 1021: Officer 4
  - NFPA 1500: Safety/Equipment 56
  - NFPA 1620: Preplanning 6

- EMT/Paramedic 18
- TOTAL TRAINING HOURS: 233
  
- Station Activities
  - Held an achievement and retirement ceremony at Fire Station 92.
  - Updated 10 pre-fire plans
  - Conducted 2 fire Inspections
  
- Significant Incidents
  - 2/16/22, 7:39 PM: W. SR 40 / Appaloosa Ln. – Motor Vehicle Accident – Responded to a head-on collision – one patient extricated and transported as a trauma alert – one patient pronounced on-scene.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Civil Engineer
    - 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)
    - Plans Examiner (Planning)
    - Police Officer
    - Senior Staff Accountant
    - Senior Planner
    - 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
    - Accounting Tech (Pension/Payroll)
    - Account Clerk II (Finance)
    - Community Service Officer
    - 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
    - Seasonal Part Time Maintenance Worker II (Leisure Services/Parks ARBP)
  
  - 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: 36
  - Completed: 44
  - In progress: 39
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 38,075
  - Inbound E-Mails Blocked: 11,110
  - Delivered Inbound E-Mails: 25,284
  - Quarantined Messages: 795
  - Percentage Good Email: 66.41%
  - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 19
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 15
  - Information Requests from External Organizations: 2
  - 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: 0 : Total in system = 24,188; 23,329 potable, 848 Irrigation, 11 Effluent

### **Leisure Services**

#### **Administration**

- Reel in the Fun Tournament
- Engineering meeting
- Shell Parking Lot Restoration Pre-Construction Meeting
- Impact Fee Study Update 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
- Conducted over-site of enhancement, trimming, install and application projects
- Follow up with concerns, issues and questions within scope of work, weekly administrative assignments and activities

#### **Contract Manager – Facilities Maintenance**

- Weekly meeting with janitorial services operations manager.
- Weekly site visits to evaluate janitorial services.
- Completed carpet repairs in the IT Department

#### **Environmental Discovery Center**

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Kids Bird Craft Program, Saturday, February 26, 11 am to 12 pm.

#### Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBYBA Basketball continued Monday through Thursday, at the Nova and South Ormond gyms, 5:45 pm to 6:45 pm.
- SHS Baseball continues this week on Tuesday, Thursday, and Friday at Sports Complex, Kiwanis Field. They hosted their Jamboree on Tuesday and Thursday.
- CCA Softball had practices on Monday and Tuesday at 3:30 pm on Quad #3 at Sports Complex.
- SHS Softball has practices this week, Monday, Tuesday, Thursday and Friday, at 4:45 pm on Quad #1 at Sports Complex.
- Halifax Academy Baseball hosted a practice on Thursday at 3:30 pm on the Kiwanis Field
- Warner Christian Academy hosted a softball game on Thursday at 5 pm on the Quad.

#### 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
- Paint soccer fields 1/2/6/8/9/10
- Prep/Paint Championship Field #7 for SHS soccer games
- Prepped Nova 1-5 for OBGS for practice and rec clinics this week
- Prepped Kiwanis Field for HA/CCA/Rental baseball practices this week
- Prepped Quad for SHS/CCA/WCA/Rec softball practices/games this week
- Prepped Wendelstedt for SHS/HA and rental practices this week

#### Performing Arts Center

- Assisted with fishing tournament at Central Park I on February 19.
- Hosted Edwards Twins show on February 25. The show was sold out.
- Prepared for PAC Friends fundraiser Jazz Through the Ages coming up on February 26.
- 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)
- PAL tutoring Monday through Thursday

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Reel in the Fun, 2/19
- Attended mandatory Tyler online training, 2-days
- Planning for the following events:
  - Art in the Park, 4/30 and 5/1
  - Memorial Day Remembrance Service, 5/20

#### 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 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.
- Florida Women's Art Association Gallery Exhibit through February.
- The Casements Guild held training on Tuesday, from 10 am to 11 am and their monthly meeting on Wednesday, from 10 am to 12 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 pm with 35 attending.
- Camera Club Meeting, Thursday, 7 pm to 9 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.
- Ormond Strong's Veterans Appreciation Day, Rockefeller Gardens, Sat. 12 pm to 4 pm
- Baby Shower Rental, Bailey Riverbridge, 9 am to 1 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
- Replaced location sign at Central Park III
- Installed turtle swing at Magic Forest Playground
- Cleaned signs at Central Park I
- Realigned bike rack at Andy Romano Beachfront Park

#### Building Maintenance

- Repaired faucet WWTP
- Adjusted sagging screens at Nova Community Center
- Replaced several ceiling tiles at the Police Department
- Repaired loose spigot at WWTP
- Repaired stall door at Fleet
- Ice maker repaired at the Police Department
- Toilet seat replaced at Ames Park
- Move protected area signs at EDC
- Installed rock at Vadner Park
- Painted grill at Shop
- Constructed three chairs at Shop
- Cleaned air filters at PW
- Cleaned out the air handler room at City Hall
- Gate repaired WWTP



- Mounted shade cover at Andy Romano Beachfront Park
- Bathroom handle replaced at Fortunato Park
- Replaced map sign at Central Park II
- Replaced grill at Birthplace of Speed
- Installed three chairs at Vadner Park
- Removed tire from pond at Central Park I
- Replaced hallways lights at City Hall
- Fountain hook up at Vadner Park

### **Police Department**

#### **Administrative Services**

- Staff hosted the Weekly Staff Meeting
- Staff met with a vendor and Public Works Director regarding vehicle barriers.
- Staff is training and raising awareness for the 2022 Police Unity Tour.
- Staff hosted Police Officer new hire interviews.
- Staff attended the Fire Department Promotion/Retirement Ceremony.
- Staff is reviewing proposals for a new access control system.

#### **Community Outreach**

- Youth Leadership Council (YLC) – Nine (9) members of the YLC attended a virtual meeting on Sunday, February 20. Members reviewed service project opportunities and discussed upcoming State PAL meetings.
- OBPAL Basketball – Ten (10) players participated in open gym practice Thursday from 6 pm to 8 pm. Regular team practice will begin March 2. The first tournament for the 2022 season is the State of Florida Association of Police Athletic Leagues Annual Basketball tournament in Jacksonville at the end of March.
- PAL Educational Programs
  - Eighteen (18) students attended the Tutors R Us program at the South Ormond Neighborhood Center last week. Students participated in one-on-one tutoring to increase their academic success.
  - R.E.A.D., Reading, Exploration, Adventure and Discovery continues at Ormond Beach Elementary School. 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.
  - Science on Patrol at Ormond Beach Middle School begins Tuesday February 22. Science on Patrol provides an opportunity for students in grades 6–8 to increase skills in science and math through science labs designed around crime scene scenarios.
- 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: 45
- Animal Reports: 3
- Return to Field: 2
- Animal Bites: 1
- Animals to Halifax: 2
- Injured Wildlife Calls: 2
- Found Property Reports: 2

### Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 4
- Inactive: 1
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 1
- Grand Theft: 4
- Auto Theft: 1
- Death Undetermined: 2
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 2
- Police Information: 0
- Suspicious Incident: 1

### Records

- Walk - Ins / Window: 93
- Phone Calls: 136
- Arrest / NTA's: 14
- Reports Generated: 150
- Reports Entered: 141
- Citations Issued: 49
- Citations Entered: 122
- Warnings Entered: 243
- Trespass Warnings: 18
- CORF Entered: 51
- Mail / Faxes / Request: 35

### Patrol

- Total Calls: 1,486
- Total Traffic Stops: 276

### Operations

- Crime Opportunity Report Forms: 38

#### 02/16/22

- Battery on Law Enforcement Officer Arrest, 247 Ormwood Drive. A male subject was trespassing at 915 Ocean Shore Boulevard and acting erratically. While officers were in contact with the suspect, the suspect proceeded to run into traffic across Ocean Shore Boulevard. Once the officers caught up to the suspect, the suspect became combative, attempting to stab one of the officers on the scene with a Taser probe and kicked two other officers on the scene.
- Residential Burglary, 955 South Nova Road #29 (Ormond Beach Oasis Mobile Home Park). An unidentified suspect entered by prying the rear door of residence. Unknown if anything was stolen at this time.
- Residential Burglary, 32 Byron Ellinor Drive. Unknown suspect made forced entry through rear window of the residence. Nothing was missing or disturbed.
- Child Abuse/Domestic Violence Battery Arrest, 29 Moonglow Drive (Ormond Lakes). A female slapped her juvenile daughter in the face and beat her with a belt leaving marks.
- Theft, 4000 Saint Georges Road #105B (Bermuda Estates). An unidentified subject stole bicycle parts from the victim's bicycle at this location.

02/17/22

- Domestic Violence Battery Arrest, 99 Ellsworth Avenue. A male got into an argument with his son-in-law over smoking in the house, and struck him in the face.
- Leaving a child under 6 years unattended in a vehicle Arrest, 1521 West Granada Boulevard (Wal-Mart). The mother left her juvenile children in an unattended running motor vehicle while she went shopping in the store.

02/18/22

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Theft, 396 Tomoka Avenue. Theft of utilities on an inactive account.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.

02/19/22

- Aggravated Assault Arrest, 1670 West Granada Boulevard (RaceTrac Gas Station). Two males were in an argument. One male had a tire iron and the other had a firearm. The aggressor was arrested.
- Stolen Vehicle, 31 Big Bear Path (Bear Creek Mobile Home Park). An unidentified subject stole the victim's golf cart. The golf cart was recovered prior to officers arriving.
- Stolen Vehicle, 35 Grizzly Bear Path (Bear Creek Mobile Home Park). An unidentified subject stole the victim's golf cart.
- Child Neglect Arrest, 690 South Nova Road (7Eleven). Two females were both found to be under the influence of narcotics while they had their children with them.

02/20/22

- Driving Under the Influence Arrest, 410 Main Trail. A vehicle crashed into a tree at this location. The driver was found to be intoxicated.
- Violation of Injunction Arrest, 955 South Nova Road #18 (Ormond Beach Oasis Mobile Home Park). A female was located at this address while she had an active injunction in place.
- Driving Under the Influence Arrest, North United States Highway One/Airport Road. A male was passed out behind the wheel of his vehicle at this location. He was found to be intoxicated and in possession of narcotics.
- Dating Violence Battery Arrest, 1614 North United States Highway One #208 (Econo Lodge). A male struck his girlfriend during an argument.

02/21/22

- Shoplifting, 790 West Granada Boulevard (Walgreen's). An unidentified subject stole merchandise from this location. The theft was witnessed by a store employee.

02/22/22

- Business Burglary, 470 Destination Daytona Lane (Old Wyotech). Two unidentified suspects entered the business and stole tools.
- Business Burglary Arrest, 470 Destination Daytona Lane. A female suspect matching the description from the previous burglary was observed on surveillance video. Officers responded and located the female behind the building.
- Theft, 1230 North United States Highway One (Masseys). An unidentified subject stole the tag off of the victim's vehicle at this location.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Carbreak, 400 North United States Highway One (Total Comfort). An unidentified suspect forced entry into two company vehicles overnight.
- Burglary Business, 1482 West Granada Boulevard #605 (Sharps Liquor). Four unidentified subjects forced entry through the front door and took multiple bottles of high-grade liquor.
- Domestic Violence Battery Arrest, 10000 St. Georges Road #207 (Bermuda Estates). An intoxicated female punched her sister multiple times and scratched her during an argument.

- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Warrant Arrest, 24 Ocean Shore Boulevard (TGIF). Subject was contacted and found to have an open warrant.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 57
  - Number of Citations issued: 43
  - Number of Written Warnings Issued: 70
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 14
  - Number of Crashes with Injuries: 6
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 1 sign has either been removed or sign case created.
- 11 tree removal permit requests
- Administrative staff assisted with five (5) walk-in's and forty-five (45) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – Construction start has been delayed by the Contractor.
    - SONC Gym – Construction is ongoing.
    - CDBG Fleming Playground – Materials are scheduled to ship mid-March.
    - ARBP ADA Ramp Repair – Construction began on February 23.
    - Facility Hardening – The Contractor has submitted for building permit, and shop drawings are under review.
    - Shadow Crossings Ground Storage Tank Maint/Repairs – A pre-construction meeting is scheduled for March 3.
    - Shell Parking Lot Restoration – A pre-construction meeting was held on February 23.
    - 385 South Old Kings Road – A pre-construction meeting was held on February 24.
  - Bidding:
    - 2022 Storm & Sewer Lining – Bid award is scheduled for the March 22 City Commission Meeting.
    - PD Access Control Replacement – A Ranking Committee meeting was held on February 23.
  - 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 on the March 15 agenda 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 – The City is preparing utility easement documents for the properties involved in the electrical undergrounding.
- PD HVAC Upgrades – Design is in process.
- 2022 Roadway Resurfacing – Design is in process.
- Departmental Activities
  - Reviewed 30 Engineering Permit applications through the ProjectDOX system, and created and approved 6 Franchise Utility Work-in-the-Right-of-Way permits.

#### Environmental Management

##### Street Maintenance - Asphalt/Concrete

- Laid asphalt on Royal Dunes Ave
- Poured slab at CP III
- Repaired pot hole on Wilmette Ave
- Removed old slab, formed, graded and poured new one at Water Plant
- Patched asphalt on Hamlet Chase

##### 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 Nova Rd (DOT); Main Trl lift station

##### Maintenance

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

##### Sign Shop

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

##### Stormwater Maintenance

- Inlet repair at ABC pond

- Locates/hotspots citywide
- Gates & pumps citywide
- Reachout mowing on US1
- Inlets cleaned & inspected in Zone 1 & 2
- Pond mowing SR40; ditch mowing

#### Vactor

- Baffle box cleaning on Hand Ave
- Assisted Water Dept on Division Ave
- Pond cleaning on Riverside Dr

#### Fleet

- Mileage traveled by all departments for the week: 22,614
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 7,736 gallons unleaded, 6,786 gallons diesel
  - Fuel used in one week: 2,250 gallons of unleaded and 625 gallons of diesel.
  - Fleet completed 48 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 38.00 million gallons for the week ending February 19, 2022(5.43 MGD).
- Backwashed 5 filters for a total of 280,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 19, 2022@ 6.63 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 28.21 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.03 MGD
- Produced 19.34 Million Gallons of Reclaim water.
- Produced 8.87 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 6 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 15 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Performed pressure testing on 8 city owned backflow prevention devices
- Replaced 7 residential water services due to pressure concerns or leaks.

- Replaced 7 broken water meter boxes.
- Performed valve maintenance on 3 main line valves.
- Installed 8 new residential meters for new construction.
- Repaired 2-inch GSP at 12 Wildwood Trl.
- Replaced 2 ft of 2-inch pipe due to a main break at 15 Coquina Ridge Way.
- Installed new fire hydrant at 44 Kathy Dr due to operational issues.
- Assisted pump mechanics in locating the valve and shutting the well down at Calvary Church (meter had to be changed at the well).
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 136 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 8 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir., 300 Center St. and 524 Fred Gamble Way.
- Removed 1,000 gallons of effluent off of Hunters Ridge force main.
- Replaced PEP pump at 80 Coquina Ridge Way, 65 Westland Run.
- Dug up J-box cleaned, rewired and sealed at 7 Spanish Pine Way.
- Located PEP tank and reclaimed for new driveway at 27 Winding Creek Way
- Repaired broken lateral and installed C/O at 301 Thackery.
- Rehabilitated PEP tank at 58 Tomoka Ridge Way
- Removed roots from tank and cut away from lid at 35 Winding Creek Way.
- Located sanitary tap at 700 S Beach St.

#### Reuse

- Responded to 2 reuse trouble calls.
- Located reclaimed services at 23 & 21 Tomoka Cove Way. Repaired broken irrigation line at 23 Tomoka Cove Way.
- Located PEP tank, sewer valve and reclaimed service at 35 & 37 Winding Creek Way.

#### Wastewater Plant – Lift Stations

- Carrousel Blower #1 Sand Filters, #1, #2, #3 – gate Davit cranes not working – made repairs.
- Dewatering Station Test – pulled inboard 10 hp pump #2 and installed 20 hp temporary test pump. Test confirmed larger pump will not perform as required, reinstalled 10 hp pump.
- Shop – Reuse Water Pipe Broken – shut down reuse service and made plumbing repairs.
- Effluent Transfer Pump #1 – installed replacement mechanical split seal, vertical alignment needed, requesting PO for alignment.
- Chlorine Contact Deck – removed old electrical junction box and installed new.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Lime Slurry pumps – lubricated as needed.
- Well 21 SR – replaced water flow meter.
- Well 28H – remoter operation not functional, parts ordered for troubleshooting.
- High Service Pump #4 – motor starter not functional, contractor scheduled for troubleshooting and repair.
- OPTI Lake Level – installed new 4G communication modules and antenna at 4 locations.
- Performed operational checks at various locations.

#### Support Services/City Clerk

In addition to routine departmental activities such as coordinating the City Commission agenda packet process, managing official documents, processing public records requests, managing elections, records management, website administration, drafting proclamations, providing advisory board administration,

administrative support and research services, and assisting citizens and directing calls at City Hall, the following occurred this week:

- Agenda packet preparation and distribution for March 1, 2022 City Commission Meeting.
- Staff attended JustFOIA administrator training.