

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 4, 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
- SMA Board meeting
- City Commission Meeting
- FCCMA Webinar: Using Enterprise Funds as a Management Tool
- Walking with the Manager
- City Manager Virtual Think Tank

**PIO – Public Information**

- Press Releases/Media
  - Enviro Camp
  - Statement of Support
  - General media inquiries
  - General citizen requests
- Social Media
  - National Anthem Day
  - Spotlight on PD Open House
  - Reclaimed Water Schedule Reminders
- Attended
  - City Manager's Staff Meeting
  - Engineering/Planning Meeting
  - PD Open House Planning
  - City Commission Meeting
  - Webinar ADL
- Training
  - Digital Media for 2022

**Community Development**

**Planning**

- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- Items scheduled for the March 10, 2022 Planning Board (<https://www.ormondbeach.org/224/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.
- City staff is in receipt of the Traffic Impact Analysis (TIA) Methodology Letter for the former Tomoka Oaks Golf Course property and have uploaded the document to the city's website: <https://www.ormondbeach.org/1013/Former-Tomoka-Oaks-Golf-Course-Property>. The Traffic Impact Analysis Methodology Letter is a required step to conduct a Traffic Impact Analysis which is required for this project. The project has not submitted a site plan to the Site Plan Review Committee or Planned Development amendment application to date. As information is submitted in the future it will be uploaded to the city website.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 403 inspections performed within the city (24 by private providers).
- 151 permits issued within the city, with a valuation of \$4,017,248 (18 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with the following groups:
  1. 295 Interchange Boulevard, Interchange Depot. Pre-construction meeting. Three storage facility of 111,825 square feet on a 2.94 acre parcel and associated site improvements. The site engineering permit has been issued.
- The Valiant Diner, Phase 3 expansion is under SPRC. The application seeks the expansion of existing facility with a 11,250 square foot building and associated site improvements
- The demolition of the building at 1561 North U.S. Highway 1 (former gas station and Wendy's) started and the building has been removed.
- SPRC conducted a final inspection at Pineland Phase 5 and the required sidewalk improvement along Pineland Trail. A list of punch list items have been developed and the contractor
- 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.
  - The Ormond Chamber and Economic Development Department hosted Startup Grind on Thursday, March 3, with a fireside chat with local entrepreneurs.
  
- 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 the annual Runway Safety Action Team meeting, which was conducted by the Air Traffic Manager and open to all airport tenants and users.
- Staff participated in the annual Airport Capital Improvement Project meeting with representatives from the FAA Orlando Airports District Office and FDOT District 5 Office.
- Staff participated in a training session presented by the USDOT Departmental Office of Civil Rights, the FAA Headquarters Offices and other agencies to discuss best practices in project/contract goal setting for DBE's (disadvantaged business enterprise).
- Staff completed the bid advertisement phase for the replacement of the airport's automated weather observing system.

#### 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 123 Journal Entry Batches.
  - Utility Billing Meter Readers completed 392 work orders.
  - Approved 20 Purchase Requisitions totaling \$248,931.48.
  - Issued 20 Purchase Orders totaling \$232,612.81.
  - Issued 567 past due notices on utility accounts.
  - Auto-called 106 utility customers regarding receipt of a past due notice.
  - Processed 706 payments through Interactive Voice Response System totaling \$64,465.02.
  - Processed 1,411 payments through City online payment portal totaling \$113,706.43.
  - Prepared 100 Accounts Payable checks totaling \$265,636.65 and 26 Accounts Payable EFT payments totaling \$174,806.13.

##### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted final budget for the Shuttered Venue Operators Grants (SVOG) for the Performing Arts Center.
  - Grant reimbursement requests FY 21-22: \$495,364.43
- Other
  - Completed Employee Newsletter for March 2022.

##### Risk Management Projects

- Continued preparations for Leadership program: Government Day
- Attended risk management conference
- Reviewed property appraisal with broker

##### Fire Department

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 7
  - Hazardous: 3
  - EMS: 71
  - Motor Vehicle Accidents: 3
  - Public Assists: 58
  - TOTAL CALLS: 143

- Aid provided to other agencies: 8 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (5)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 24
- # of personnel sent with EVAC to assist with patient care during hospital transport: 7
- Total EMS patients treated: 55
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 293
  
- Training Hours
  - NFPA 1001: Firefighting 119
  - NFPA 1002: Driver 5
  - NFPA 1021: Officer 10
  - NFPA 1500: Safety/Equipment 87
  - NFPA 1620: Preplanning 19
  - EMT/Paramedic 16
  - TOTAL TRAINING HOURS: 256
  
- Station Activities
  - Updated 13 pre-fire plans
  - Conducted 6 fire Inspections

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Civil Engineer
    - Senior Staff Accountant
    - Deputy Fire Chief
    - Fire Chief
    - Help Desk Specialist
    - Part Time Maintenance Worker II (Athletic Fields)
    - Plans Examiner
    - Senior Planner
    - Environmental Improvement Officer (Arborist)
    - Police Officer
    - Community Service Officer
    - Maintenance Worker II (Stormwater)
    - Maintenance Worker II (Streets)
    - Maintenance Worker (WWCR)
    - Treatment Plant Operator C/B/A (Water Plant)
    - Part Time Treatment Plant Operator C/B/A (Water Plant)
    - Treatment Plant Operator C/B/A (Wastewater Plant)
    - Utilities Engineer
    - Utilities Manager
    - Water Distribution Operator 3, 2, 1, or Trainee
  
  - Background/Reference Checks/Job Offers
    - Accounting Tech (Pension/Payroll)
    - Seasonal Part Time Maintenance Worker II (ARBP)
    - Police Officer
    - Part Time Evidence Custodian
    - Maintenance Worker II (Streets)
    - Maintenance Worker II (WWCR)
    - Maintenance Worker III (WWCR)
  
  - Separations
    - Maintenance Worker II (Stormwater)

- Police Officer
- Senior Planner
- Fire Captain

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects in process
    - Energov
    - Office 365
    - PD Door access and cameras
  - Work Orders
    - New: 50
    - Completed: 41
    - In progress: 48
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 39,336
    - Inbound E-Mails Blocked: 11,038
    - Delivered Inbound E-Mails: 26,405
    - Quarantined Messages: 978
    - Percentage Good Email: 67.13%
    - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 9
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 22
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 22 : Total in system = 3,187
  - Meters GPS Located this week: 36 : Total in system = 24,196; 23,362 potable, 851 irrigation, 11 effluent

### **Leisure Services**

#### **Administration**

- Engineering meeting
- City Manager staff meeting
- City Commission meeting
- FFEA Awards Committee
- JustFOIA Training
- Master Plan Committee Meeting
- Update social media/websites/postings

#### **Contract Manager – Grounds and Athletic Maintenance**

- Operations meeting with Grounds Maintenance Account Manager
- Operations meeting with Athletic Maintenance Account Manager
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow up with concerns, issues and questions within scope of work, weekly administrative assignments and activities

#### Contract Manager – Facilities Maintenance

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

#### Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm and Monday through Friday from 10 am to 5 pm.
- Volusia Master Gardeners Plant Clinic, Tuesday, March 1 from 10 am to 12 pm.
- Community Gardener meeting, Sunday, March 6, at 1 pm at Hammock Garden.

#### Athletics

- Shuffleboard held practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBGS Baseball continued practices at Nova Fields 2-5 at 6 pm on Tuesday and Thursday.
- SHS Baseball continues on Wednesday and Friday at Sports Complex. Games were held on Thursday at 5 pm and 7 pm on Wendelstedt 1 and 2.
- CCA Softball had practices on Monday, Tuesday and Thursday at 3:30 pm on Quad #3 at Sports Complex.
- SHS Softball has practices on Wednesday and Friday, at 4:45 pm on Quad #1 at Sports Complex. They also hosted their first home game on Thursday at 6 pm on Quad #1.
- Halifax Academy Baseball hosted a practice on Thursday at 3:30 pm on the Kiwanis Field.
- USSSA Baseball Tournament this weekend at Nova Fields, Quad, and Wendelstedt, 8:30 am to 5 pm.

#### 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
- Painted soccer fields 1/2/6/8/9/10
- Prepped Nova Fields 1-5 for OBGS and Rec clinics this week
- Prepped Kiwanis Field for HA/CCA/rental baseball practices/games this week
- Prepped Quad for SHS/CCA/Rec Softball practices/games this week
- Prepped Wendelstedt for SHS/HA and rental practices/games this week

#### Performing Arts Center

- Hosted PAC Friends fundraiser Jazz Through the Ages on February 26.
- Hosted Kinetic Expression Dance Academy rehearsal.
- 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 and Saturday from 5:45 pm to 6:45 pm
- Activity room rental (Saturday 11 am until 1 pm)
- PAL basketball tryouts (Sunday 1 pm until 4 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.
- Clean up of supplies and equipment from First Responders Day at Rockefeller Gardens
- MH&FC Lunch & Learn, March 3
- Attended Walk with the Manager, March 4

- Planning for the following events:
  - Vadner Park Grand Opening, April 26
  - Art in the Park, April 30 and May 1
  - Memorial Day Remembrance Service, May 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
- Challenger Basketball continued Tuesdays from 5 pm to 6 pm
- Gymmin' and Jammin' continued on Monday from 3 pm to 5 pm
- Social Squad was held on Wednesday from 1 pm to 4 pm
- Explore the Stage was held on Thursday from 4 pm to 5:30 pm

#### The Casements

- The Casements was open on Saturday for guided and self-guided tours from 8 am to 12 pm.
- Casements Camera Club Registration, Monday 2 pm to 4 pm.
- Casements Camera Club Exhibit Installation, Tuesday 12 pm.
- House of Healing, Bailey Riverbridge, Tuesday, 4:30pm to 6:30 pm.
- Ormond Beach Garden Club Meeting, Wednesday 10 am to 12 pm.
- Large tour, Central Florida Spokes, Thursday 10 am.
- Large tour, Presidents & Patriots, Thursday 10:30 am.
- Casements Camera Club Judging, Thursday 3 pm.
- Casements Camera Club Opening Reception, Friday 3 pm to 5 pm.
- House of Healing met at Bailey Riverbridge on Sunday from 4:30 pm to 6:30 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.
- Movies on the Halifax, "The Mitchells vs. The Machines, Friday 6:30 pm.
- Ormond MainStreet's Taste of Ormond, Sunday, Rockefeller Gardens, 4 pm to 7 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
- Installed park bench at Central Park III
- Inspected and tightened boards at Central Park II
- Cut and shaped 30 pickets for Magic Forest

#### Building Maintenance

- Cleaned windows at the Greg Smith Fieldhouse
- The Casements closet door repaired
- The Casements toilet unclogged
- Replaced soap dispenser at WTP
- Moved memorial plaque to Vadner Park
- Replace men's soap dispenser at Public Works
- Toilet repaired at WTP
- Replaced faucet at WWTP



- Unclogged toilet at Fortunato Park
- Repaired the men's restroom door
- Repaired dishwasher at FS92
- Drilled for door at South Ormond Neighborhood Center
- Repaired railing on bridge at Central Park I
- Patched/repared wall in gallery at The Casements
- Replaced broken spigot at Andy Romano Beachfront Park
- Reinstalled urinal at Central Park II
- Concession air filter cleaned at Andy Romano Beachfront Park
- Replaced burnt-out light in the west hallway at the South Ormond Neighborhood Center
- Rewired water wheel in Rockefeller Gardens
- Replaced parking lot lights at City Hall
- Replaced airport taxiway lights
- Replaced kitchen lights at The Casements

### **Police Department**

#### **Administrative Services**

- Staff hosted the weekly staff meeting.
- Staff assisted with the "Do the Right Thing" program at Ormond Beach Middle School.
- Staff assisted with the escort of the Vietnam Veteran's Wall to The Casements.
- Staff attended the Ormond Strong Veteran's appreciation event. Chief Godfrey was the recipient of the 2022 J.J. Martin Leadership Award.
- Staff met with vendor regarding outfitting new patrol vehicles.
- Staff is preparing for the upcoming open house for new police recruits.

#### **Community Outreach**

- Youth Leadership Council (YLC) – Seven (7) members attended a virtual meeting on Sunday, February 27. Members reviewed service project opportunities and discussed upcoming State PAL meetings.
- OBPAL Basketball – Twelve (12) players participated in open gym practice Thursday from 6 pm to 8 pm. Eight (8) players came to team tryouts on Sunday. Coach Avery met with parents to complete the paperwork for the State of Florida Association of Police Athletic Leagues Annual Basketball tournament in Jacksonville March 25-27. The 14U Boys team will be competing in the tournament.
- PAL Educational Programs
  - Twenty (20) 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) continues at Ormond Beach Elementary School. Currently, nine (9) students are enrolled in the program, which is offered on Tuesdays from 2:30 pm to 4:45 pm through May 18.
  - Science on Patrol at Ormond Beach Middle School began on Tuesday, February 22. Twenty-five (25) students in grades 6-8 are enrolled. This program provides an opportunity for students to increase skills in science and math through science labs designed around crime scene scenarios.
  - Nine (9) Ormond Beach Middle School students we honored at the Do the Right Thing luncheon at the Ormond Beach Police Department. Burntwood Tavern provided lunch for the honorees, officers and PD staff who joined us to celebrate. All honorees were selected for their good citizenship and positive choices that make the OBMS campus a better community.
- 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/OrmondBeachPoliceAthleticLeagueDonutDas>

[h5K](#). For additional information on registration and sponsorship please call the PAL house at 386 676-3505.

#### Community Services & Animal Control

- Animal Calls responded to: 43
- Animal Reports: 4
- Return to Field: 2
- Animal Bites: 1
- Animals to Halifax: 4
- Injured Wildlife Calls: 3
- Found Property Reports: 5

#### Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 6
- Inactive: 5
- Fraud: 5
- Burglary Business: 2
- Burglary Residential: 0
- Larceny Car break: 6
- Grand Theft: 2
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 2
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Threats: 1
- Suspicious Incident: 1

#### Records

- Walk - Ins / Window: 93
- Phone Calls: 131
- Arrest / NTA's: 10
- Reports Generated: 124
- Reports Entered: 121
- Citations Issued: 37
- Citations Entered: 48
- Warnings Entered: 162
- Trespass Warnings: 12
- CORF Entered: 56
- Mail / Faxes / Request: 48

#### Patrol

- Total Calls: 1,333
- Total Traffic Stops: 130

#### Operations

- Crime Opportunity Report Forms: 98

#### 02/23/22

- Stolen Vehicle, 5 Marjorie Trail. The victim had their vehicle stolen from this location with the keys possibly left inside it.

- Theft, 535 North Nova Road (Grand Villas). An unidentified subject stole the victim's mother's ring from her room.
- Theft, 175 Interchange Boulevard (Baymont Inn & Suites). An unidentified subject stole the tag from the victim's vehicle at this location.
- Carbreak, 10 Barbara Court. An unidentified suspect entered the victim's locked vehicle by breaking the window and stole a Wendy's gift card.
- Carbreak, 4 Kim Court. An unidentified suspect entered the victim's unlocked vehicle taking costume jewelry and also knocked off the rearview mirror.
- Warrant Arrest, 300-Block West Granada Boulevard. Subject was contacted and found to have an open warrant.

02/24/22

- Carbreak, 120 Bonita Place. An unidentified suspect entered the victim's unlocked vehicle, nothing appeared to be missing.
- Domestic Violence Assault Arrest, 1223 Parkside Drive. An intoxicated male threatened to hit his adult stepson and called him outside to fight.

02/25/22

- Theft, 7 Flowertree Drive (Ormond Lakes Subdivision). The City's Water Department discovered that the meter was bypassed after the water was shut off.
- Theft, 200 Highland Avenue. An unidentified subject stole the tag from the victim's vehicle at this location.
- Narcotics Arrest, South Nova Road/Division Avenue. A traffic stop was conducted for a tag light violation. The driver was found to be driving on a suspended license, possession of Methamphetamine and possession of narcotic paraphernalia.
- Driving Under the Influence Arrest, Riverside Drive/Fluhart Drive. A single vehicle crash investigation found the driver to be intoxicated.
- Warrant Arrest, 800-Block of South Beach Street. Subject was contacted and found to have an open warrant.

02/26/22

- Business Burglary/Grand Theft, 1608 North United States Highway One (Days Inn). A male was captured on video removing \$1,104 from the register.

2/27/22

- Loitering and Prowling Arrest, 333 West Granada Boulevard (Gold's Gym). A male was observed trying to steal a bicycle and trying car doors in the parking lot at this location.
- Domestic Violence Battery Arrest, 16 Carrington Lane (Talaquah Subdivision). A husband and wife were in an argument that turned physical at this location.

02/28/22

- Theft, 100 South Nova Road (McDonald's). An unidentified subject stole the tag from the victim's vehicle at this location.
- Shoplifting, 795 West Granada Boulevard (CVS). An unidentified subject stole two boxes of diapers from this location. The theft was witnessed by a store employee.
- Aggravated Assault with a Deadly Weapon Arrest, 346 Putnam Avenue. A male and female were in a verbal argument at this location when the female struck the male with a baseball bat.

03/01/22

- Stolen Vehicle, 145 South Atlantic Avenue (The Cove). The victim had their rental vehicle stolen from this location.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise from this location. The offense was witnessed by loss prevention.
- Carbreak, 709 Orchard Avenue. An unidentified suspect entered the victim's unlocked vehicle and removed several items including a bicycle.

- Violation of Pre-Trial Release Arrest, 87 Grove Street. A male was intoxicated and causing issues at this location. He was found to have a no contact order in place.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 24
  - Number of Citations issued: 16
  - Number of Written Warnings Issued: 25
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 5
  - 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: 4 Cases initiated
  - Zone 2: 0 Cases initiated
  - Zone 3: 1 Case initiated
  - Zone 4: 2 Cases initiated
- 1 sign has either been removed or sign case created.
- 15 tree removal permit requests.
- Administrative staff assisted with six (6) walk-in's and thirty-seven (37) 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 by April 1.
    - ARBP ADA Ramp Repair – Construction is in progress.
    - Facility Hardening – The Contractor received the building permit, shop drawings are under review.
    - Shadow Crossings Ground Storage Tank Maint/Repairs – A pre-construction meeting was held on March 3.
    - Shell Parking Lot Restoration – A Notice to Proceed was issued for March 14.
    - 385 South Old Kings Road – A Notice to Proceed was issued for March 7.
    - Sanchez Park Playground Equipment Replacement – Contract approved at February 15 City Commission meeting.
  - Bidding:
    - 2022 Storm & Sewer Lining – Bid award is scheduled for the March 22 City Commission Meeting.
    - PD Access Control Replacement – Contract award is scheduled for approval at the April 5 City Commission meeting.
  - 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 for design is scheduled for approval at the March 15 City Commission meeting.
- 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 35 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

- Poured slab at CP III; Deer Lake Cir
- Ground sidewalk on Wilmette Ave
- Removed concrete from drain; stripped, formed, backfilled & cleaned up at Water Plant
- Poured park bench at Melrose Park, Plaza Grande
- Repaired concrete & brick walkway on Riverside Dr

##### 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 Sanchez; around new signs on Lincoln Ave
- Tree inspecting citywide

##### 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

- Ditch maintenance on SR40
- SR40 ditch mowing
- Gates and pumps citywide
- Locates citywide
- Pond mowing/reachout citywide
- Swale maintenance at Old Kings & Division
- Baffle box cleaning on Hand Ave
- Slope mowing on SR40
- Pipe repair at South Ormond Neighborhood Center

#### Vactor

- Alicen Ct., line cleaning
- Citywide

#### Fleet

- Mileage traveled by all departments for the week: 21,240
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 6,055 gallons unleaded, 6,262 gallons diesel
  - Fuel used in one week: 1,681 gallons of unleaded and 524 gallons of diesel.
  - Fleet completed 44 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 39.98 million gallons for the week ending February 26, 2022 ( 5.71 MGD).
- Backwashed 7 filters for a total of 374,980 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 26, 2022@ 6.65 MGD, SJRWMD 2021 allocation @ 7. MGD.
- Produced & hauled 40.5 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 0 gallons.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.15 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.02 MGD
- Produced 24.20 Million Gallons of Reclaim water.
- Produced 3.94 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 2 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 4 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Performed pressure testing on 5 city owned backflow prevention devices
- Replaced 2 residential water services due to pressure concerns or leaks.
- Replaced 4 broken water meter boxes.
- Performed valve maintenance on 2 main line valves.
- Installed 2 new residential meters for new construction.
- Repaired 8 inch C-900 water main that was leaking at a bell joint. Water main was feeding the Environmental Discovery Center on Division Ave.
- Extended 2-inch blow-off that was going to end up in a driveway at Shearwater Trl.
- Disconnected existing service line at 1720 John Anderson Dr and moved service 30 ft north to accommodate a new drain field being installed.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 106 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 1 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 3,500 gallons of effluent off of Hunter's Ridge force main.
- Repaired broken sanitary lateral at 78 S. St. Andrews Dr. Line had been hit by bore.
- Reworked wiring and plumbing in PEP tank at 19 River Chase Way.
- Follow up on call over weekend at 3 Black Pine Way, everything is working properly.
- Rehabbed PEP tank at 22 Huntsman Look
- TV'ed sanitary tap at 347 John Anderson Dr., line looks good.
- Cleaned and TV'ed sanitary main at 595 Robin Rd., no issue with pipe.
- Located manholes and cleaned 400' of main on easement north of LS 8M.
- Installed new blow off on 4" FM at Shadow Crossing and Foxfords Chase.
- Inspected PEP tank at 8 Canterbury Woods after contractor ran over it numerous times. Tank appears to be undamaged.
- Located PEP tank for contractor at 50 Saddlers Run.

#### Reuse

- Responded to 1 reuse trouble call.
- Follow up on call at 20 Curved Creek Way. Verified that issue was broken sprinkler on customer side. Reclaimed is off.
- Located PEP and reclaimed at 5 Creek Bluff Way.
- Added dirt to area that had been blown out from reclaimed break at 61 Coquina Ridge Way.

#### Wastewater Plant – Lift Stations

- R.A.S. Pump #5 – replaced motor to pump coupler.
- Trailer Mounted Generators – provided generator locations for inventory.
- Sand Filter #1, #2 – replaced weir gate crane & winch assembly.
- BSF Mixing Pump #2 West – not working, replaced, and modified pump for use in this application.
- BSF Mixing Pump #1 East – replaced lifting feet at bottom of pump.
- Mainland pump station – assisted contractor with shutdown of switch gear to replace a breaker for the CCC upgrades.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Concentrate Flow Meter – Public Works facility, meter not working, located electric breaker and remove non-dedicated loads, building maintenance to feed other loads.
- OPTI Lake Level – verified operation of sites with OPTI Tech, Fleming Park is not operational, working with OPTI to resolve.
- Orchard Reuse Facility – Flow meter not operating correctly and causing pumps to shut down, disconnected meter to operate station based on flow only.
- Thickener – replaced corroded electrical conduits.
- Aerator Building – cleaned and re-lamped all lighting fixtures, repaired electrical out on outside of building.
- 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.
- Staff attended and provided support for March 1, 2022, City Commission meeting.
- Staff attended JustFOIA (new public records request software) training.
- Agenda packet preparation beginning for March 22, 2022, Parks and Recreation Master Plan Workshop and City Commission Meeting.