

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 11, 2022

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Parks and Recreation Master Plan Update meeting
- State of the City meeting

Spoke to, attended and/or met with:

- Taste of Ormond
- Chamber BOSS program
- Tiger Bay meeting
- Team Volusia Annual Meeting

PIO – Public Information

- Press Releases/Media
 - PD Open House
 - Enviro Camp
 - General media inquiries and interview coordination
 - General citizen requests
- Social Media
 - PD Rescue
 - Bike Week Safety Campaign
 - I-95 Road Closures
- Attended
 - Engineering/Planning
 - Volusia PIN Meeting
 - Webinar: Digital Media for Gov
- Developing
 - Revised digital media plan Q2

Community Development

Planning

- Planning staff attended and presented the items for the March 10, 2022, Planning Board meeting.
- The second submittal for the Plantation Oaks major zoning amendment has been received by the city Site Plan Review Committee (SPRC) and the information is available at: <https://www.ormondbeach.org/247/Development-Projects> (one combined file) or at <https://www.ormondbeach.org/1014/Plantation-Oaks-Major-Amendment> where the documents are provided individually. The submittal information was provided to the e-mail distribution list for this project.

- City staff received the first submittal of Ormond Beach Holdings, LLC at 251 South Atlantic Avenue. The project proposes to construct a five story, 95,700 square foot hotel with 137 rooms, associated driveways, parking (108 spaces east of SRA1A and 62 spaces west of SRA1A) stormwater, utilities, signage, lighting, landscaping, public sidewalk and ADA beach access, and hotel related beach access. The project information is available at: the information is available at: <https://www.ormondbeach.org/247/Development-Projects>.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 388 inspections preformed within the city (10 by private providers).
- 131 permits issued within the city, with a valuation of \$2,012,979 (8 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) did not meet this week.
- Final inspections were held at the US1 Business Park project at 1044 North U.S. Highway 1 and the Pumphouse at 124 West Granada Boulevard.
- 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	100%
Total Comfort	75%
US 1 Business Park amendment	100%
Volusia Memorial expansion	10%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	90%
Forcemain extension – Airport Road	1%
Ocean Village Townhomes	30%
Verona Oceanside	95%
Residential	
Cupola at Oceanside	20%
Pineland, Phases 4 & 5	98%
Plantation Oaks, Phase 1A	5%

Plantation Oaks, Unit 2B	5%
Plantation Oaks, Unit 2C	0%
Plantation Oaks, Unit 2D	0%

Economic Development/Airport

Economic Development

- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
 - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Trail creating a secondary ingress and egress to the business park.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - Staff officially launched SizeUp Ormond Beach on the City's website. It can be accessed at www.sizeup.info/ormondbeach. This tool makes market research and business intelligence available to small and medium sized businesses so they can make informed decisions as they start and grow their business.
 - The Ormond Beach Kauffman FastTrac program is underway with approximately 20 entrepreneurs participating in the virtual sessions.
 - Staff participated in the OMS Economic Vitality Committee meeting.

- 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 webinar hosted by the FAA's Office of Airports to discuss the implementation details of the historic Bipartisan Infrastructure Law.
- A disposition item to advertise for bids for the automated weather observing system (AWOS) replacement project is on the agenda for the March 22 City Commission meeting.
- 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 132 Journal Entry Batches.
 - Utility Billing Meter Readers completed 317 work orders.
 - Approved 11 Purchase Requisitions totaling \$91,313.84.
 - Issued 19 Purchase Orders totaling \$329,933.01.
 - Issued 567 past due notices on utility accounts.
 - Auto-called 106 utility customers regarding receipt of a past due notice.
 - Processed 749 payments through Interactive Voice Response System totaling \$64,553.75.

- Processed 1,387 payments through City online payment portal totaling \$140,413.87.
- Prepared 111 Accounts Payable checks totaling \$526,324.69 and 33 Accounts Payable EFT payments totaling \$349,884.95.

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 site visits by Volusia County ECHO staff for the Tennis Center lighting and MacDonald House renovation projects.

Risk Management Projects

- Meet Your Finance Team training
- Attended Leadership planning meeting
- Attended City Hall Safety Team meeting

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 6
 - Hazardous: 5
 - EMS: 81
 - Motor Vehicle Accidents: 16
 - Public Assists: 51
 - TOTAL CALLS: 163
- Aid provided to other agencies: 17 Calls – Daytona Beach (5), Volusia County (12)
- Total staff hours provided to other agencies: 17
- # of overlapping calls: 52
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 69
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 256
- Training Hours
 - NFPA 472: Hazmat 18
 - NFPA 1001: Firefighting 110
 - NFPA 1021: Officer 14
 - NFPA 1500: Safety/Equipment 112
 - NFPA 1620: Preplanning 22
 - EMT/Paramedic 21
 - TOTAL TRAINING HOURS: 297
- Station Activities
 - Updated 7 pre-fire plans
 - Conducted 3 fire Inspections
- Significant Incidents
 - 3/1/22, 1:20 PM: 2369 W. Granada Blvd. – Vehicle Fire – Found a truck and surrounding grass on fire located on dirt road with limited access – engine and passenger compartments fully involved – strong winds pushed fire – approximately one acre burned – cause of fire due to truck becoming stuck and caught grass on fire which caused the vehicle fire.
 - 3/2/22, 3:57 AM: 1140 W. Granada Blvd. – Rescue – Crews assisted PD in a search after hearing someone yelling – a man was located in 3’ of mud in a retention pond behind shopping

- center – crews secured him to a sled and pulled him out – man was transported for hypothermia.
- 3/5/22, 4:30 PM: 1504 San Marco Dr. – Medical Assist – Found an unconscious person in a locked vehicle – crews broke rear passenger window to access patient – patient was transported.
 - 3/5/22, 6:08 PM: 300 Block Sandoval Dr. – Motorcycle Accident – Responded to a single motorcycle accident with complete road blockage – motorcyclist was doing tricks and fell off bike – transported as a trauma alert.
 - 3/5/22, 9:55 PM: W. Granada Blvd. / Interchange Blvd. – Motorcycle Accident – Responded to two motorcycles down in roadway – one person pinned under motorcycle – two patients transported as trauma alerts.
 - 3/8/22, 4:18 PM: N. US1 / N. Nova Rd. – Motorcycle Accident – Responded to a single motorcycle accident – found two riders laying off shoulder of road in grassy area – two patients transported as trauma alerts.

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)
 - Seasonal Part Time Maintenance Worker II (ARBP)
 - Summer Camp Counselors (SONC, EDC, Nova)
 - Plans Examiner
 - Senior Planner
 - Environmental Improvement Officer (Arborist)
 - Neighborhood Improvement Officer
 - Police Officer
 - Community Service Officer
 - Part Time Evidence Custodian
 - 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 (WW 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)
 - Community Service Officer
 - Police Officer
 - Maintenance Worker III (WWCR)
 - Separations
 - Police Officer
 - Senior Planner
 - Maintenance Worker II (WWCR)
 - Neighborhood Improvement Officer
 - Fire Driver Engineer

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
 - Work Orders
 - New: 44
 - Completed: 44
 - In progress: 48
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 42,395
 - Inbound E-Mails Blocked: 12,382
 - Delivered Inbound E-Mails: 27,869
 - Quarantined Messages: 997
 - Percentage Good Email: 65.74%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 13
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 5 : Total in system = 3,192
 - Meters GPS Located this week: 10 : Total in system = 24,234; 23,371 potable, 852 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- State of the City meeting
- Parks & Rec Master Plan meeting
- VCRDA 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; Monday through Friday from 10 am to 5 pm.
- Florida Women's Art Assoc rotation of art display at EDC. Monday, 12 pm.
- Reign Academy school EDC tour, first grade students, Tuesday, 10 am.
- Volusia Master Gardeners Program: Creating a Florida Friendly Flower Bed. Wednesday, 10 am to 11 am
- Little Learners: Mammals program, Friday, 10 am to 11 am

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBGS Baseball continues practices this week at Nova Fields 2-5 at 6 pm on Tuesday and Thursday
- SHS Baseball continues this week on Tuesday, Thursday, and Friday at Sports Complex. Games will be on Monday, Tuesday and Thursday at 5 pm and 7 pm on Wendelstedt 1 and 2.
- CCA Softball had practice this week on Monday at 3:30 pm on Quad #3 at Sports Complex.
- SHS Softball had practices this week, Monday and Wednesday at 4:4 5pm on Quad #1 at Sports Complex. They also hosted their 1st home game on Thursday at 6 pm on Quad #1.
- SHS Flag Football Games, Wednesday and Thursday, 6 pm & 7 pm, Sports Complex, Championship Field 7
- RBA Soccer games, Friday, 4 pm & 5:30 pm, Sports Complex, Soccer #8
- HA Baseball practice, Tuesday, 3:30 pm, Kiwanis, 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
- 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
- Painted Championship Field 7 for SHS Flag football games

Performing Arts Center

- Hosted Kinetic Expressions Dance Academy production of Alice in Wonderland on March 5.
- Preparing for the Ormond Beach Special Populations Division Shining STARS Pageant and Talent Show. Rehearsal was held on March 11, the pageant is scheduled for March 12.
- Preparing for Sinatra Tribute show on March 13.
- Updated information on OBPAC Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- PAL basketball practices Tuesday and Thursday from 3 pm to 6 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.
- Attended Senior Games Board meeting
- Planning for the following events:

- Vadner Park Grand Opening 4/26
- 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
- Challenger Basketball will continue Tuesdays from 5 pm to 6 pm
- Gymmin' and Jammin' Monday from 3 pm to 5 pm
- Social Squad Wednesday from 1 pm to 4 pm
- Shining STARS Pageant Practice on Friday from 6 pm to 8 pm at the Performing Arts Center

The Casements

- The Casements was open for guided and self-guided tours from 8 am to 12 pm on Saturday.
- The Casements Camera Club 29th Annual Ebony and Ivory exhibit through March.
- Casements Guild Gala meeting, Tuesday, 10 am.
- Chelsea Place HOA meeting, Tuesday, Bailey Riverbridge, 5:30 pm to 7:30 pm.
- Casements Crafters meetings resumed on Thursday, Art Room 12 pm to 3:30 pm.
- House of Healing, Bailey Riverbridge, Thursday, 4:30 pm to 6:30 pm.
- Ormond Beach Garden Club Flower Show, Saturday 12 pm to 4 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.

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
- Formed park bench at Central Park II
- Installed picnic table at Central Park III
- Inspected and repaired kayak dock at Central Park II
- Form a bench pad at Riviera Park
- Wood repairs at Magic Forest

Building Maintenance

- Replaced sign at South Ormond Neighborhood Center
- Replaced light in main lobby at the Performing Arts Center
- Repaired toilet at The Casements
- Replaced soap dispenser at Andy Romano Beachfront Park
- Constructed and delivered chairs to Ames Park
- Unclogged toilet at Fortunato Park
- Finished stone wall at Vadner Park
- Repaired urinal at Cassen Park
- Checked water leak at the Performing Arts Center
- Replace ceiling tiles in offices at The Casements
- Replaced sanitizer in gym at Nova Community Center

Police Department

Administrative Services

- Staff hosted the weekly staff meeting.
- Staff attended FOIA Training at City Hall (New Public Records Software).
- Staff worked with Finance on Police Department Budget Goals and Accomplishments.
- Staff is working on filling Community Service Officer position.
- Staff working on Bike Week safety and traffic concerns.

Community Outreach

- Youth Leadership Council (YLC) – Eight (8) members of the YLC attended a virtual meeting on Saturday, March 5. Five (5) went to the fair at the Port Orange Pavilion for their spring day out. Members will be attending a regional training meeting of Saturday April 23.
- OBPAL Basketball – Twelve (12) players participated in open gym practice last Thursday from 6 pm to 8 pm. Registration for the 14U boys team to attend the State of Florida Association of Police Athletic/Activities League Basketball Tournament was submitted last week. Twelve (12) players are on the tournament team.
- 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, continues at Ormond Beach Elementary School. Currently nine (9) students are enrolled in the program. This program is offered on Tuesdays from 2:30 pm to 4:45 pm through May 18.
 - Science on Patrol at Ormond Beach Middle School began Tuesday February 22. Twenty-five (25) students in grades 6, 7 and 8 are enrolled. 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.
 - Spring Break for Volusia County Schools is March 14-18, 2022. No educational programs will be held during that week.
- Special Events
 - 5th Annual Donut Dash 5K – The Donut Dash is scheduled for Saturday, April 23. The race will begin and end at the back of the Trails Shopping Center. Registration can be completed at: <https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>. For additional information on registration and sponsorship please call the PAL house at 386-676-3505.

Community Services & Animal Control

- Animal Calls responded to: 36
- Animal Reports: 3
- Return to Field: 2
- Animal Bites: 0
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 6
- Inactive: 18
- Fraud: 2

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

Records

- Walk - Ins / Window: 102
- Phone Calls: 153
- Arrest / NTA's: 13
- Reports Generated: 157
- Reports Entered: 153
- Citations Issued: 175
- Citations Entered: 127
- Warnings Entered: 294
- Trespass Warnings: 12
- CORF Entered: 6
- Mail / Faxes / Request: 60

Patrol

- Total Calls: 1,703
- Total Traffic Stops: 342

Operations

- Crime Opportunity Report Forms: 26

03/02/22

- Theft, 120 Shady Branch Trail (The Trails subdivision). An unidentified subject stole an Amazon package from the front porch at this location.
- Theft, 766 Riverside Drive. The victim suspects his cleaning lady of stealing several pieces of jewelry.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise from this location. The offense was witnessed by loss prevention for the store.
- Shoplifting & Battery Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise from this location. When confronted by loss prevention, he pushed the victim in attempting to escape, leaving the merchandise behind.
- Warrant Arrest, North United States Highway One/Hull Road. Subject was contacted and found to have an open warrant.

03/03/22

- Loitering & Prowling Arrest, 2099 North Beach Street (Tomoka State Park). An adult male was observed checking door handles and rummaging through the bed of a truck. The driver of the truck did not want law enforcement contacted. The suspect could not dispel officers' alarm and was arrested.
- Warrant Arrest, 600 West Granada Boulevard (Wawa). Subject was contacted and found to have an open warrant.

- Residential Burglary/Domestic Violence Battery/Criminal Mischief/Theft Arrest, 39 Pinehurst Circle. A male broke into his father's house, then kicked in his father's bedroom door. Once in his father's bedroom he pushed his elderly father and stole a beer. He was also found to have an open warrant.
- Domestic Violence Battery by Strangulation Arrest, 11 Tomoka Meadows Boulevard (Tomoka Meadows). A male used a dog chain to try and strangle his wife during an argument.
- Carbreak, 839 South Atlantic Avenue (Andy Romano Park). An unidentified subject forced entry on driver side door by breaking lock. No items taken.

03/04/22

- Violation of Probation Arrest, 11 Tomoka Meadows Boulevard (Tomoka Meadows). The male was found to be on the back porch at this address. This was a violation of his probation conditions.
- Theft, 240 Interchange Boulevard (Brookdale Assisted Living Facility). Hired caretaker is believed to have removed \$450 from a resident's room.
- Carbreak, 711 South Atlantic Avenue (Hilton Home 2 Suites). An unidentified subject forced entry by smashing the victim's window. A hard drive was taken.
- Carbreak, 711 South Atlantic Avenue (Hilton Home 2 Suites). An unidentified subject forced entry by smashing the victim's window and two bike cables were taken.
- Carbreak, 170 North Nova Road (7Eleven). An unidentified subject stole an iPad from the victim's unlocked vehicle.
- Carbreak, 295 South Atlantic Avenue (Quality Inn). An unidentified subject forced entry by smashing the victim's window. Nothing was taken.
- Stolen Vehicle, 583 Bryant Street. A known subject borrowed the victim's vehicle without permission and has failed to return it.

03/05/22

- Warrant Arrest, 170 West Granada Boulevard (Ormond Beach Police Department). Subject was contacted and found to have an open warrant.
- Stolen Trailer, 1029 South Nova Road. Unknown subjects stole a construction trailer from this location.

03/06/22

- Theft, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject took the victim's purse that she had placed on top of her car as she loaded groceries.
- Theft, 187 South Atlantic Avenue (Plantation Hotel). An unidentified subject stole the victim's motorcycle tag from the vehicle at this location.

03/07/22

- Theft, 77 South Saint Andrews Drive (Tomoka Oaks Subdivision). An unidentified subject stole 8 flags and flag poles from this location.
- Theft, 1521 West Granada Boulevard (Wal-Mart). An unidentified female stole a red bicycle.
- Carbreak, 735 South Nova Road (Tomoka Plaza). An unidentified subject entered the victim's unlocked vehicle, stole key fobs and a lunch bag.
- Business Burglary, 250 North United States Highway One (Astro Skating Center). An unidentified male and female were observed on video surveillance entering the closed business through an unlocked door. There were no items reported stolen.
- Residential Burglary, 340 Sanchez Avenue. The victim's ex-wife entered the residence without permission. This also violated the female's felony probation conditions.
- Domestic Violence Battery, Hand Avenue/Woodgate Court. A male pushed and shoved his girlfriend during an argument at this location.

03/08/22

- Residential Burglary, 1634 North United States Highway One #264 (Super 8 Motel). An unidentified subject stole three pairs of jeans from within the room.
- Theft, 155 South Nova Road. A male stole a door bell camera from this location. The victim declined to pursue charges.
- Warrant Arrest, 45 Kenilworth Avenue. Subject was contacted and found to have an open warrant.

- Vandalism Arrests, 440 North Nova Road (Nova Community Center). Two juveniles were found actively spray-painting graffiti on the handball court wall at this location.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 147
 - Number of Citations issued: 147
 - Number of Written Warnings Issued: 197
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 14
 - Number of Crashes with Injuries: 14
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 2 Cases initiated
- 1 sign has either been removed or sign case created.
- 7 tree removal permit requests.
- Administrative staff assisted with three (3) walk-in's and fifty-seven (57) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction commenced March 3.
 - 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 – Shop drawings are approved, materials are being ordered.
 - Shadow Crossings Ground Storage Tank Maint/Repairs – A Notice to Proceed was issued for March 14.
 - Shell Parking Lot Restoration – A Notice to Proceed was issued for March 14.
 - 385 South Old Kings Road – Work commenced on March 7.
 - Sanchez Park Playground Equipment Replacement – Contract is executed, equipment is being ordered.
 - Bidding:
 - 2022 Storm & Sewer Lining – Bid award is scheduled for the March 22 City Commission Meeting.
 - PD Access Control Replacement – The review committee selected a vendor, a contract is being prepared.
 - Design Projects:
 - Stormwater Master Plan Update – The Consultant continues working on the master plan update.
 - Downtown: Cassen Park Improvements – An RFP for re-design is being prepared.
 - Update Parks & Recreational Master Plan - A City Commission Workshop is scheduled for March 22 for final review of the master plan update, prior to adoption.
 - 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 complete.
 - 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 22 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 complete, bid documents are being prepared.
- Departmental Activities
 - Reviewed 13 Engineering Permit applications through the ProjectDOX system, and created and approved 0 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Poured park bench at CP II
- Removed and replaced old concrete at Division & S. Beach St.
- Cut asphalt & gutter and removed on Oak Park Cir.

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimmed palms at Hunters Ridge Water Tank
- Picked up tree debris at S Arbor Dr

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

- Gates & pumps, locates citywide
- Delivered sandbags to PW yard
- Cleaned litter around ponds at Division, Lakebridge
- Ditch spraying citywide
- Inlet cleaning Zone 1
- TV truck for Wastewater citywide; Ormond Parkway

- Cleaned catch basins citywide

Vactor

- Lined cleaning/baffle boxes on Hand Ave
- System inspections citywide

Fleet

- Mileage traveled by all departments for the week: 22,499
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 11,609 gallons unleaded, 5,208 gallons diesel
 - Fuel used in one week: 2,312 gallons of unleaded and 1,054 gallons of diesel.
 - Fleet completed 47 work orders this week.

Utilities

- Projects Summary
 - Utilities CIP projects are listed under the Engineering section as this division manages those projects and to avoid duplication of information.

Water Treatment

- Delivered 39.98 million gallons for the week ending March 5, 2022 (5.71 MGD).
- Backwashed 5 filters for a total of 297,390 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 5, 2022 @ 6.648 MGD, SJRWMD 2022 allocation @ 7.930 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 28.00 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.33 MGD
- Produced 28.00 Million Gallons of Reclaim water.
- Produced 0.0 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (March 1, 2021 – February 28, 2022) (MGD):
 - Influent 4.69 (Permit 8 MGD);
 - Surface Water Discharge 1.38 (Permit 6 MGD);
 - Reuse 3.35 (Permit 10 MGD)
- Hauled 19 loads in February 2022 for a total of 423.71 wet tons through February 28, 2022.
- Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 7 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 9 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 5 residential water services due to pressure concerns or leaks.
- Replaced 6 broken water meter boxes.
- Performed valve maintenance on 3 main line valves.
- Installed 4 new residential meters for new construction.
- Repaired 8 inch AC water main located at 100 N Halifax Dr.

- Repaired 2 inch galvanized steel water main located at 10 Cypress View Trl. Water main was leaking underneath a storm drain pipe.
- Replaced 30 ft of galvanized service line underneath brick driveway. Water Distribution was able to pull new poly line underneath driveway by attaching it to old galvanized line and pulling it underneath the driveway with a truck. No damage to brick pavers.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 80 utility locates for the previous week.

Wastewater Collection

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir., 300 Center St. and 524 Fred Gamble Way.
- Removed 600 gallons of effluent off of Hunter's Ridge force main.
- Replaced PEP pump at 7 Crescent Lake Way, 22 Curved Creek Way, 27 Winding Creek Way, 17 Crescent Lake Way
- Replaced 12' of sanitary lateral at 524 Fred Gamble Way.
- Performed final walkthrough of Pineland Phase 5.
- Installed new blow-off and pressure gauge in cul-de-sac on Foxfords Chase.
- Demolished 167 Riverside Dr.
- Assisted Maintenance Division in replacing control panel and alarm at 27 Winding Creek Way.

Reuse

- Responded to 4 reuse trouble calls.
- Installed new reclaimed shutoff at 1 Creek Bluff Way.
- Finished restoration of reclaimed break at 14 Crescent Lake Way.
- Low pressure concern at 39 Abacus Ave., will attempt to adjust output of booster station to compensate.
- Located PEP and reclaimed for pool installation at 33 Winding Creek Way.
- Located and turned off reclaimed at 75 Royal Palm at customer's request.
- Replaced reclaimed box and lid damaged by truck at 608 John Anderson Dr.
- Adjusted output of Airport booster station to provide adequate irrigation pressure to Deer Creek.

Wastewater Plant – Lift Stations

- R.A.S. Pump #5 – replaced motor to pump coupler.
- SHT Mixer #1 – not working, found bad mixer motor, also working on an alternate method of aeration and with vendor to speed up repairs of #2 unit for refurbishment.
- 4P – began disassembly of stationary generator towards removal from building.
- MPS Pump #2 – began installation of new pump assembly.
- Sand Filters #1, #2, #3 – repaired plumbing on north side, established wash down lines for the three sand filter influents.
- C P Foods; McDonalds; Harley Davidson; HOMAC – Bike Week prep, checked US1 corridor stations, cleaned & flushed wet wells, confirmed pump operations, confirmed VTSCADA calling to duty phone.
- 27 Winding Creek Way – replaced electrical control box.
- Conducted Plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- High Service Pump #5 – moved service disconnect to the exterior wall for future access of equipment.
- Distribution Meter Vault – repaired wiring and added a GFCI receptacle for the sump pump, repaired wiring for exterior lights adjacent to vault.
- Well 28H – replaced control relays.

- Airport Booster Station – adjusted the discharge pressure.
- High Service Pump #4 – completed conversion of magnetic starters to a soft starter, returned to service.
- 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:

- Implemented new public records request software, JustFOIA, to assist with the management of requests from intake to delivery to the requestor.
- City Clerk attended meeting with Assistant City Manager.
- City Clerk attended ICMA Emerging Leaders Development Program Class of 2023 monthly virtual class session.
- Agenda packet preparation for March 22, 2022 Parks and Recreation Master Plan Workshop and City Commission Meeting.