

**City of Ormond Beach
Memorandum**

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

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Reviewed agenda packets for the city commission workshop and city commission meeting

Spoke to, attended and/or met with:

- Elected Officials Roundtable meeting
- Debbie Cotton, Chamber President, discussed various topics

PIO – Public Information

- Press Releases/Media
 - General media updates
 - General citizen requests
 - Background information requests
- Social Media
 - Severe Weather Preparedness
 - Bike Week Safety
 - St. Patrick's Day Celebrations
- Attended
 - Engineering/Planning meeting
 - Volusia EOC PIN Update
 - Webinar: Meta Communications
- Developing
 - Summer rollout of events

Community Development

Planning

- There are two variances scheduled for the April 6, 2022, Board of Adjustment and Appeals:
 1. 128 South Halifax Drive: Replacement of a paver driveway in same location that has a zero foot setback when three feet is required.
 2. 325 South Atlantic Avenue. New single-family home that is seeking side yard variances.
- City staff received a Special Exception application to amend the number of students allowed at the school for Riverbend Church at 2080 West Granada Boulevard, including the construction of new classrooms totaling 6,359 square feet.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 398 inspections performed within the city (18 by private providers).

- 160 permits issued within the city, with a valuation of \$3,059,450 (6 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with representatives of the property at 1405 North U.S. Highway 1. The concept plan discussed an internal storage facility of two stories of 90,000 square feet. The concept would require a Planned Business Development zoning map amendment.
- SPRC projects under review:
 1. 1355 Ocean Shore Boulevard, Traders Inn Beach Club (sewer connection): 1st review. Sewer connection permit.
 2. Plantation Oaks, major amendment: 2nd review. Amendment that seeks 291 additional lots in the former school and golf course land area.
 3. 251 South Atlantic Avenue, Ormond Beach Holdings, LLC: 1st review. Proposed 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
 4. 2080 West Granada Boulevard, Riverbend Church, school expansion: 1st review. Special Exception amendment for the number of students allowed at school for Riverbend Church at 2080 West Granada Boulevard, including the construction of new classrooms totaling 6,359 square feet.

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	65%
Dunkin Donuts, 1535 North US Hwy 1	55%
GPR1	15%
KOMN Condominium Association	40%
McNamara Warehouse	5%
Ormond Museum	70%
Paradise Pointe ALF	60%
Shoppes at Granada Point	0%
SONC Gym	10%
Total Comfort	75%
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	99%
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.

- 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 has been advised that the U.S. House and Senate appropriations leaders have filed an omnibus spending package that includes \$178 million for the federal contract tower program, which fully funds the program and includes a \$5.2 million increase in funding.
- Minor repairs are being made to systems at the air traffic control tower. Work includes service on the battery backup system for data and voice communications, and repair of lighting systems.

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

Finance

- On-going Projects
 - Prepare final reporting to State agencies for FY 2020-21.
 - Begin preparation of the FY 2022-23 to FY 2027-28 Capital Improvement Plan.
 - Planning meeting with City Auditors for preparation of reporting requirements related to the American Relief Act.

- Completed Projects - Weekly
 - Process 134 Journal Entry Batches.
 - Issued 637 past due notices on utility accounts.

- Auto-called 266 utility customers regarding receipt of a past due notice.
- Processed 755 payments through Interactive Voice Response System totaling \$59,870.73.
- Processed 1,428 payments through City online payment portal totaling \$139,569.40.
- Prepared 127 Accounts Payable checks totaling \$722,550.85 and 36 Accounts Payable EFT payments totaling \$134,520.59

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
 - Prepared and disseminated the Neighborhood Improvement Advisory Board packet for its March 24 meeting.

Risk Management Projects

- Attended DFWP webinar
- Attended FMLA compliance webinar
- Managed subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 9
 - Hazardous: 0
 - EMS: 60
 - Motor Vehicle Accidents: 10
 - Public Assists: 62
 - TOTAL CALLS: 143
 - Aid provided to other agencies: 9 Calls – Daytona Beach (5), Volusia County (4)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 27
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
 - Total EMS patients treated: 54
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 17
- Training Hours
 - NFA 472: 16
 - NFA 1001: Firefighting 30
 - NFA 1002: Driver 2
 - NFA 1021: Officer 6
 - NFA 1500: Safety/Equipment 103
 - NFA 1620: Preplanning 15
 - EMT/Paramedic 11
 - TOTAL TRAINING HOURS: 183
 - Station Activities
 - Updated 8 pre-fire plans
 - Conducted 2 fire inspections
 - Significant Incidents
 - 3/9/22, 1:56 AM: N. I-95 / Mile Marker 273 – Motor Vehicle Accident – Responded to a car vs. semi-truck accident – car found in tree line with heavy front-end damage – one patient transported.

- 3/14/22, 2:11 AM: N. Perrott Dr. / W. Granada Blvd. – Motor Vehicle Accident – Responded to a vehicle vs. palm tree collision – found a large tree down across westbound lanes of Granada – vehicle found in westbound lanes facing east – major damage to vehicle – one patient transported.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Civil Engineer
 - Deputy Fire Chief
 - Fire Chief
 - Summer Camp Counselors (SONC, EDC, Nova)
 - Plans Examiner
 - Senior Planner
 - Environmental Improvement Officer (Arborist)
 - Neighborhood Improvement Officer
 - Police Officer
 - Community Service Officer
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (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
 - Senior Staff Accountant
 - Help Desk Specialist
 - Community Service Officer
 - Police Officer
 - Part Time Maintenance Worker II (Athletic Fields)
 - Maintenance Worker II (WWCR)
 - Separations
 - Police Officer
 - Senior Planner
 - Maintenance Worker II (WWCR)
 - Neighborhood Improvement Officer
 - Treatment Plant Operator C (Water Plant)
 - Maintenance Worker II (WWCR)
 - 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: 47
 - Completed: 47
 - In progress: 48

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 41,897
 - Inbound E-Mails Blocked: 12,919
 - Delivered Inbound E-Mails: 27,194
 - Quarantined Messages: 819
 - Percentage Good Email: 64.91%
 - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 14
 - Changes: 2
 - Corrections: 0
 - Map/Information Requests: 22
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,192
 - Meters GPS Located this week: 0 : Total in system = 24,234; 23,371 potable, 852 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Master Plan Committee Meeting
- Updated social media/websites/postings

Contract Manager – Grounds and Athletic Maintenance

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

Contract Manager – Facilities Maintenance

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

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Guided tour for the Academy of Martial Arts students, Friday, 10 am to 11 am.
- Mammal Crafts for Kids, Saturday, March 19, 11 am to 12 pm.

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBGS Baseball continued practice this week at Nova Fields 2-5 at 6 pm on Tuesday and Thursday.
- SHS Softball had practices this week, Monday and Wednesday at 4:45 pm on Quad #1 at Sports Complex. They also hosted a home game on Thursday at 6 pm on Quad #1.
- RBA Soccer games, Friday, 4 pm & 5:30 pm, Sports Complex, Soccer #8
- OBSC Soccer practices, Monday through Friday, 5:30 pm, Sports Complex, Soccer Fields
- USSSA Baseball Tournament, Saturday and Sunday, 8:30 am to 5:30 pm, Sports Complex and Nova

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 rental baseball practices/games this week
- Prepped Quad for SHS Softball practices this week

Performing Arts Center

- Hosted Special Populations Division Shining STARS Pageant on March 12.
- Hosted for Sinatra, The Musical Tribute show, March 13.
- Preparing for Divas of Jazz show on March 19.
- Continued working on PAC ECHO Grant application.
- Attended PAC Friends board meeting.
- Preparing for Chris Ruggiero Silly Love Songs on March 20.
- Updated information on OBPAC Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- Splash pad opens Wednesday 3/15/22 (10 am until dusk)
- Open park and playground (sunrise until 11 pm)
- Open gym and weight room (center hours)
- Ongoing construction project on the East side of the complex

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended Tyler training
- Mayor's Health & Fitness Challenge:
 - Lunch & Learn, 3/17
 - Labyrinth walk, 3/19
- 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
- A Dr. Seuss party for Special Populations will be held on Friday at 6 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.
- The Ormond Beach Garden Club flower show took place on Saturday from 12 pm to 4 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge on Sunday.

- On Monday the Casements Guild held their Executive Board Meeting at 9:30 am and their Administrative Board Meeting at 10:30 am.
- The Casements held Once Upon a Storytime on Tuesday at 10 am.
- The Casements Crafters met in the Craft Room on Thursday from 12 pm to 3:30 pm.
- On Friday, staff set up Rockefeller Gardens for the Tomoka Marathon.
- House of Healing held their mid-week service at Bailey Riverbridge on Tuesday from 4:30 pm to 6:30 pm.
- Ora Yoga classes met this week on Tuesday and Thursday mornings from 10 am to 11:30 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- Pilates classes met this week 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
- Magic Forest Playground pickets painted
- Removed sun shades for painting at South Ormond Neighborhood Center

Building Maintenance

- Repaired gate 10 at the Airport
- Repaired fountain at Central Park I
- Replaced light at The Casements north foyer
- Replaced mag lock at Andy Romano Beachfront Park
- Repaired generator at FS 93
- Repaired waterwheel at Rockefeller Gardens
- Repaired gate at WTP
- Repaired gate at Fleet
- Rebuilt plaque at Andy Romano Beachfront Park
- Repaired a hole in the wall at The Casements
- Replaced ceiling tiles at South Ormond Neighborhood Center
- Repaired drywall near stage door frame at the PAC
- Moved boxes from various city facilities to Fleet
- Changed ceiling tiles at the Police Department
- Replaced lights in the finance department at City Hall
- Replaced office exhaust fan at The Casements
- Verified splash pad settings at SONC and Andy Romano Beachfront Park
- Repaired roof leak at SONC

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting.
- Staff attended the PAL Board of Directors meeting.
- Staff completed several tours of the City during Bike Week and worked with Neighborhood Improvement Department Manager on some clean up issues on the North U.S. 1 corridor.
- Staff met new Bunnell Police Chief.
- Staff met with Human Resources for Field Training Officer status update.

Community Outreach

- OBPAL Basketball – Twelve (12) players participated in open gym practice last Thursday from 6 pm to 8 pm.

- Youth Leadership Council (YLC) – Six (6) members met on Saturday, March 12. This week, members assisted stuffing goody bags for the March of Dimes walk. Members will be attending a regional State PAL training meeting on Saturday April 23.
- 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. Nine (9) students are enrolled in the program. The 2022 READ program is offered on Tuesdays from 2:30 pm to 4:45 pm through May 18.
 - *Science on Patrol at Ormond Beach Middle School* continues. Twenty-five (25) students in grades 6, 7 and 8 are enrolled in the 2022 SOP. 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
 - 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: 26
- Animal Reports: 3
- Return to Field: 3
- Animal Bites: 1
- Animals to Halifax: 2
- Injured Wildlife Calls: 2
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 8
- Inactive: 16
- Fraud: 5
- Burglary Business: 4
- Burglary Residential: 5
- Larceny Car break: 1
- Grand Theft: 2
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0

Records

- Walk - Ins / Window: 85
- Phone Calls: 142
- Arrest / NTA's: 11
- Reports Generated: 122
- Reports Entered: 116

- Citations Issued: 68
- Citations Entered: 187
- Warnings Entered: 326
- Trespass Warnings: 18
- CORF Entered: 31
- Mail / Faxes / Request: 37

Patrol

- Total Calls: 1,491
- Total Traffic Stops: 229

Operations

- Crime Opportunity Report Forms: 55

03/09/22

- Business Burglary, 470 Destination Daytona Lane (WyoTech). Video surveillance showed two unidentified males entering the business. Unknown what was taken at the time.
- Domestic Violence Battery Arrest, 170 Williamson Boulevard (Sleep Inn). A husband was in an argument with his wife when he slapped her causing a laceration to her lip.
- Residential Burglary, 175 Interchange Boulevard #221 (Baymont Inn & Suites). An unidentified subject entered a room and took jewelry, makeup, shoes and name brand bags.
- Residential Burglary, 175 Interchange Boulevard #303 (Baymont Inn & Suites). An unidentified subject entered a room and took jewelry, money, clothing, alcohol, a handgun and a cooler.
- Violation of Pretrial Arrest, 1000 Saint Georges Road #207 (Bermuda Estates Apartment Complex). A female was found to be in contact with her sisters which violated her pretrial release conditions from a prior Domestic Violence Battery arrest.
- Grand Theft Arrest, 353 West Granada Boulevard (Winn-Dixie). A female employee was found to have stolen \$750 in cash from the store.
- Loitering & Prowling Arrest, 918 North Halifax Drive. A female was observed going into the victim's vehicle and wandering around their front yard. The victim didn't wish to pursue charges for the carbreak.

03/10/22

- Residential Burglary, 707 South Atlantic Avenue #106 (The Makai Motel). An unidentified subject entered the victim's hotel room and stole suitcases, leather items and medication valued at approximately \$2,900.

03/11/22

- Business Burglary, 455 Parque Drive. A male suspect stole numerous tools and 12 motorcycles.
- Theft, 1230 North United States Highway One. An unidentified subject stole the victim's tag from their vehicle at this location.
- Sex Offense, 55 Merrywood Circle. The Department of Children and Families reported a possible sexual abuse issue between adults and juveniles at this location.
- Business Burglary, 1140 West Granada Boulevard (Granada Family Restaurant). An unidentified subject gained entry to the building. A camera system, jackhammer and bolt cutters were stolen.
- Warrant Arrest, 1058 North United States Highway One (Circle K). Subject was contacted and found to have an open warrant.

03/12/22

- Domestic Violence Battery Arrest, 30 South Beach Street (Ormond Beach Public Library). A male slapped his wife during an argument at this location.
- Domestic Violence Aggravated Battery, 640 North Nova Road #201 (Tomoka Oakwood North). A wife was in an argument with her husband when she struck him with her car.
- Domestic Violence Battery Arrest, 3000 Saint Georges Road #207B (Bermuda Estates Apartment Complex). A male was in a verbal argument with his boyfriend when he pushed his boyfriend and placed his hands on his neck.

- Fleeing & Eluding Arrest, 200 Block South Atlantic Avenue. A male was observed doing a wheelie on his motorcycle. When officers attempted to conduct a traffic stop, the subject fled. He was later located and arrested.
- Warrant Arrest, 175 Interchange Boulevard #322 (Baymont Inn & Suites). Subject was contacted and found to have an open warrant.

03/13/22

- Domestic Battery by Strangulation Arrest, 170 Williamson Boulevard #302 (Sleep Inn). A male used his forearm to choke his girlfriend during an argument.
- Theft, 129 Lucky Drive. An unidentified subject stole a wheel from the victim's trailer.
- Theft, 112 Fiesta Drive. An unidentified subject stole tools from the front porch.
- Vandalism / Resisting Without Violence / Dumping Untreated Human Waste Arrest, 1614 North United States Highway 1 (Econo Lodge). A female was arrested for kicking and punching a glass window, causing it to shatter. The female resisted officers while they were making the arrest and urinated in the patrol vehicle.
- Warrant Arrest, 735 South Nova Road (Tomoka Plaza). Subject was contacted and found to have an open warrant. He also lied to officers about his name.
- Business Burglary, 1020 West Granada Boulevard (PNC Bank). Officers located a vehicle with a chain attached to the ATM. The vehicle was found to be stolen.
- Theft, 715 South Nova Road (Wash Up Hand Laundromat). An unidentified subject stole the victim's cell phone.

03/14/22

- Business Burglary, 1227 North United States Highway One (Pikes Electric). Two unidentified subjects stole 400 lbs. of copper wire.
- Domestic Violence Battery Arrest, 23 Fair Oaks Circle. A male struck his live-in girlfriend during an argument.
- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). A male was found to be huffing compressed air with freon (Dust Off) while in the bathroom.

03/15/22

- Domestic Violence Battery Arrest, 187 Cloverdale Court. A juvenile started breaking items in the house and threw a dinner plate at his mother striking her in the chest.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 107
 - Number of Citations issued: 56
 - Number of Written Warnings Issued: 163
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 10
 - 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: 0 Cases initiated
- Zone 4: 3 Cases initiated
- 3 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with two (2) walk-in's and fifty (50) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting scheduled for March 23.
 - 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 – Long lead-time materials are being ordered.
 - Shadow Crossings Ground Storage Tank Maint/Repairs – Construction commenced on March 14.
 - Shell Parking Lot Restoration – Construction began on March 14.
 - 385 South Old Kings Road – Remediation work is in process.
 - 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 complete, preparing bid documents.
 - Water Main Replacement Ph IV – Mainland – Design is complete, bid documents are prepared. Bidding will occur late summer for bid award in October/new FY.
 - Water Main Replacement Ph IV – Peninsula – Design is complete, bid documents are prepared. Bidding will occur late summer for bid award in October/new FY.
 - 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 complete, bid documents are being prepared.
 - Downtown Sidewalk Renovations – Project drawings are being prepared.
 - Downtown – East Granada Utility Undergrounding – The City is preparing utility easement documents based on FPL requirements.
 - PD HVAC Upgrades – Design is in process.
 - 2022 Roadway Resurfacing – Design is complete, bid documents are being prepared.
 - Departmental Activities
 - Reviewed 35 Engineering Permit applications through the ProjectDOX system, and created and approved 3 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Stripped forms/cleaned up on Kathy Dr

- Graded road & gutter at Oak Park
- Patched hole on Huntsman Look
- Patched pothole on Mound Ave/3 Washington St

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 and picked up debris at Hunters Ridge Water Tank
- Tree trimming with FPL at Riverside & Fluhart

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
- Traffic control at Fluhart & Riverside

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 cleaning citywide
- Swale cleaning on Kenilworth Ave
- Moved barriers at Ormond Green
- Lime rock at Sanchez Park
- Pond maintenance at ABC pond, S Division Rec, Mainsail
- Gates & pumps citywide

Vactor

- Inlet cleaning – Lincoln Ave/US1

Fleet

- Mileage traveled by all departments for the week: 22,614
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 9,051 gallons unleaded, 4,439 gallons diesel
 - Fuel used in one week: 2,558 gallons of unleaded and 769 gallons of diesel.
 - Fleet completed 42 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 39.06 million gallons for the week ending March 12, 2022 (5.58MGD).
- Backwashed 7 filters for a total of 390,620 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 12, 2022 @ 6.65 MGD, SJRWMD 2021 allocation @ 7.930 MGD.
- Produced & hauled 24.3 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 30.53 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.36 MGD
- Produced 21.43 Million Gallons of Reclaim water.
- Produced 9.1 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 18 calls from customers concerning leaking water.
- Replaced 6 residential water meters due to operational concerns.
- Performed pressure testing on 10 city owned backflow prevention devices.
- Made repairs to 5 backflow devices.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 2 broken water meter boxes.
- Performed valve maintenance on 1 main line valve.
- Installed 1 new residential meter for new construction.
- Repaired 2 inch galvanized water main at 16 Buckingham Dr. Water main was leaking at a threaded coupling.
- Made repairs to an 8 inch AC water main located at 802 N Beach St.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 143 utility locates for the previous week.

Wastewater Collection

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 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.
- Located and marked PEP tank for contractor at 50 Saddlers Run.
- Cleaned and TV'ed 10" gravity main from Tomoka Oaks to LS 8M
- Replaced PEP pump at 55 Westland Run, 66 Tomoka Ridge Way, 22 Deep Woods Way.
- Replaced sewer valve box at 98 Shadow Creek Way.
- Follow up TV at 6 Box Elder Ct. Dip in line from 37' to main. Heavy grease. Placed line on preventative maintenance list.
- Repaired broken 8" force main in Breakaway Trails with assistance from Water Distribution. Disinfected area.

- Assisted contractor in repairing broken 8" force main valve in Breakaway Trails.

Reuse

- Responded to 2 reuse trouble calls.
- Turned off reclaimed at 4 Brook Crest Way per customer request.
- Responded to reclaimed leak at 12 Winding Creek Way. Leak on customer's side. Turned reclaimed off hung tag.

Wastewater Plant – Lift Stations

- HOMAC, Harley Davidson, C P Foods, McDonalds – Increased monitoring during Bike Week event.
- Effluent Transfer Pump #3 – auto start not operating, continuing to troubleshoot controls and mechanical components.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well 5D – assisted with flow adjustments.
- Rima Ridge Wells – assisted with turning wells on/off while remote operation is out of service.
- Well 24H, 28H – Troubleshooting remote operation, control cable is corrupt.
- Leeway Elevated Tank – drain valve not operating, troubleshoot controls, valve at street closed.
- 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 22, 2022, Parks and Recreation Master Plan Workshop and City Commission Meeting.