

**City of Ormond Beach  
Memorandum**

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

**Hurricane Ian**

- Crowder Gulf has 15 trucks that have been put into service to pick up storm debris.
- Debris hauling continues seven days a week, from 7:00 a.m. to 7:00 p.m.
- Through November 2, Crowder Gulf has collected 95,525 cubic yards of storm debris.
- Attached with this report is a map prepared by GIS for the cumulative work performed by Crowder Gulf.
  
- In last week's staff report, I mentioned that the City was awaiting authorization from FEMA to pick up debris in private gated communities. We had sent documentation to FDEM on October 18 for their review. FDEM found our documentation satisfactory and sent it to FEMA on October 20 for their review.

On Wednesday of this week, the City Managers participated in a FEMA call regarding private debris. FEMA Guidance does not require a City to wait for FEMA authorization prior to removal, however, there is a possible risk that at a future date FEMA may disallow the expense. Some of our sister cities have already begun removal in their communities.

In prior storms, the HOA right-of-entry forms, city and county emergency declarations and City Code Section 10-18 have been sufficient for the City to recover those costs from FEMA. Therefore, staff has notified our debris hauler Crowder-Gulf to proceed with debris removal in these areas. There are 16 areas with total of 13,000± cubic yards (CY), with over half of those areas having less than 300 CY of debris. Staff began collection in these areas on Thursday, November 3. It will take 2+ weeks to complete. Estimated total cost including FEMA required monitoring is approximately \$190,000.

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with senior staff
- New commissioner orientation

Spoke to, attended and/or met with:

- Agenda review meetings with commission members
- SMA Finance Committee meeting
- SMA Board meeting
- City Commission meeting
- FDEM virtual meeting regarding Hurricane Ian
- County Managers call regarding Hurricane Ian, with FEMA representatives
- FCCMA 2022 Fall Symposium
- Team Volusia Executive Committee meeting
- Volusia County EOC meeting regarding the anticipated coastal event

PIO – Public Information

- Press Releases/Media
  - Debris Updates
  - General citizen requests
  - General media inquiries
  
- Social Media
  - Debris Update
  - Spotlight Saturday
  - Holiday Event Registrations
  
- Attended
  - Engineering/Planning Meeting
  - City Manager’s Staff Meeting
  - City Commission Meeting
  
- Training
  - 3CMA Cities for 2023

**Community Development**

Planning

- The following items are scheduled for the November 10, 2022 Planning Board (<https://www.ormondbeach.org/224/Planning-Board>) meeting:
  1. Small-Scale Comprehensive Plan Land Use Map amendment, Ormond Beach Holdings, LLC: for an approximately 4.25 acres located at 264 South Atlantic Avenue, 225 Magnolia Drive, and 300 South Atlantic Avenue from “Public/Institutional” to “Low Intensity Commercial” for approximately 0.76 acres and from “Public/Institutional” to “Low Density Residential” for approximately 3.49 acres.
  2. Zoning Map Amendment, Ormond Beach Holdings, LLC: from the existing zoning district designations of B-6, Tourist Commercial and B-1, Professional Office/Hospital to PBD, Planned Business Development. The subject property is a total of approximately 2.95 acres and is located at 251 South Atlantic Avenue (approximately 2.19 acres) and a portion of the property at 264 South Atlantic Avenue (approximately 0.76 acres).
  3. Issuance of development order, Ormond Beach Holdings, LLC: Planned Business Development seeks to allow the construction of a five (5) story hotel of approximately 95,700 square feet with 137 rooms and parking, including a remote lot on the west side of South Atlantic Avenue, and associate site improvements. The subject property is a total of approximately 2.95 acres and is located at 251 South Atlantic Avenue (approximately 2.19 acres) and a portion of the property at 264 South Atlantic Avenue (approximately 0.76 acres).
  4. Zoning map amendment, Ormond Beach Holdings, LLC: from the existing zoning district designations from B-1, Professional Office/Hospital to R-3, Single-Family Medium Density. The subject property totals approximately 1.70 acres and includes a portion of 264 South Atlantic Avenue (approximately 0.80 acres), a portion of 225 Magnolia Avenue (approximately 0.19 acres) and a portion of 300 South Atlantic Avenue (approximately 0.71 acres).
  5. Preliminary Plat, Ormond Beach Holdings LLC: for the subdivision of 3.48 acres into fifteen (15) single-family lots and associated site improvements. The subject property includes a portion of 264 South Atlantic Avenue, 225 Magnolia Avenue, and 300 South Atlantic Avenue.
  6. Preliminary Plat, Archer’s Mill, phase 3A, Plantation Oaks of Ormond Beach LLC: for the subdivision of 42.38 acres into 94 single-family lots within the Plantation Oaks Planned Residential Development.
  
- The Monthly Development Report is available at: <https://www.ormondbeach.org/247/Development-Projects>
  
- Parker Mynchenberg, P.E., R.L.A. of Parker Mynchenberg & Associates, Inc. shall conduct a neighborhood meeting on **Thursday, November 17, 2022 at 6:00 p.m. at the Ormond Beach**

**Senior Center located at 351 Andrews Street for the Stor-It – North Ormond project.** The Stor-It – North Ormond project seeks to construct a three-story building that is 128,214 square foot, including a 2,500 square foot office, including associated site improvements at 1405 North U.S. Highway 1 (corner of Pine Tree Drive and North U.S. Highway 1).

- An application for a Small Scale Land Use Map amendment and a Zoning Map amendment for the property at 101 Fiesta Drive has been submitted to city staff. The Land Use Map amendment seeks to amend the existing designation of “Low Density Residential” to “Residential, Office, Retail” with restrictions of no residential density and no floor area ratio allowance. The Zoning Map amendment seeks to amend the existing zoning classification of R-3, Single-Family Medium Density to B-1, Professional Office/Hospital. The amendment seeks to allow a parking lot in association with the existing property at 801 West Granada Boulevard

Building Inspections, Permitting & Licensing

- 13 Business Tax Receipts issued.
- 326 inspections preformed, 21 by private provider.
- 134 permits issued within the City, with a valuation of \$3,259,864. 10 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) did not meet with any applicants this week.
- SPRC projects under review:
  1. 1 South Old Kings Road, Ormond Central Self-Storage. 2<sup>nd</sup> review. Proposed three story building for a 106,140 square foot climate controlled self-storage facility. A second neighborhood meeting occurred on October 20, 2022. The project is seeking to be on the December 8, 2022 Planning Board agenda.
  2. 1405 North Ormond, Stor-It – North Ormond. 2<sup>nd</sup> review. The project is seeking to construct a three-story building that is 128,214 square feet, including a 2,500 square foot office, including associated site improvements. The project is seeking to be on the December 8, 2022 Planning Board agenda.
  3. Tymber Creek Apartments. 6th review. The project seeks to construct 300 multi-family residential units. The project is seeking to be on the December 8, 2022 Planning Board agenda.
  4. 124 South Yonge Street, MetroNet. 1<sup>st</sup> review. Proposed 344 square foot concrete unmanned fiberoptic communication hut.
  5. West Street ROW Vacation. 2<sup>nd</sup> review. Partial right-of-way vacation for a portion of West Street.
  6. 1167 Ocean Shore Boulevard, Sands Point Condo, sewer connection. 2<sup>nd</sup> review. Sewer connection for a 20 multi-family condominium.
  7. 1415 Ocean Shore Boulevard, Regency Plaza Condominium, sewer connection. 2<sup>nd</sup> review. Sewer connection for a 133 multi-family condominium.
  8. Tides Edge Preliminary Plat. 2<sup>nd</sup> review. Preliminary plat for 15 single-family lots.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	65%
Interchange Depot	55%
KOMN Condominium Association	95%
Love Whole Food expansion	0%
McNamara Warehouse	75%

Paradise Pointe ALF	80%
Perrot Depot, Phase I	95%
Revella	20%
Shoppes at Granada Point	0%
SONC Gym	85%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Celadine	15%
Forcemain – Huntington Green	98%
Forcemain extension – Airport Road	98%
Ocean Village Townhomes	90%
Verona Oceanside	95%
<b>Residential</b>	
Cupola at Oceanside	75%
Plantation Oaks, Phase 1A	85%
Plantation Oaks, Unit 2B	25%
Plantation Oaks, Unit 2C	2%
Plantation Oaks, Unit 2D	2%

### **Economic Development/Airport**

#### Economic Development

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is participating in regular meetings with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
  - Staff participated in the Chamber's Youth Leadership Economic Development Day presenting on economic development activity in Ormond Beach.
  - Staff participated in the Volusia County Economic Development Dept. Volusia Business Resources Week, providing an overview on services and programs provided by the Economic Development Department during a live stream webinar on Monday, October 31.
- 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 is working with the contractor on the project to construct and install new directory signage at the airport. The City has a grant agreement with FDOT to provide funding for this project.
- Staff is working to prepare the contracts and work authorizations to commence the acquisition and installation of a new Automated Weather Observing System (AWOS) at the airport. Staff plans to present these items to the City Commission for approval in December.
- Staff participated in the weekly Airport Safety Meeting at the Daytona Beach International Airport.

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

**Finance**

- On-going Projects
  - Finance is working on the 2021-22 fiscal year audit.
  - Finance has started working on Hurricane Ian tracking.
  
- Completed Projects - Weekly
  - Process 137 Journal Entry Batches.
  - Utility Billing Meter Readers completed 316 work orders.
  - Approved 22 Purchase Requisitions totaling \$1,080,637.60.
  - Issued 35 Purchase Orders totaling \$2,763,951.42.
  - Issued 459 past due notices on utility accounts.
  - Auto-called 137 utility customers regarding receipt of a past due notice.
  - Processed 678 payments through Interactive Voice Response System totaling \$54,381.28.
  - Processed 1,658 payments through City online payment portal totaling \$157,498.39 (26% of City customers utilize this service).

**Grants**

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Grant reimbursement request for FY 22-23: \$650,933.52
  
- Other
  - Completed Employee Newsletter for November 2022.
  - Attended National League of Cities (NLC) Bootcamp Module 4 for the Flood Mitigation Assistance (FMA) program.

**Risk Management Projects**

- Update Workers' Comp report
- Continued investigation into claims

**Fire Department**

- Weekly Statistics
    - Fires: 0
    - Fire Alarms: 12
    - Hazardous: 2
    - EMS: 76
    - Motor Vehicle Accidents: 11
    - Public Assists: 55
    - TOTAL CALLS: 156
  
  - Aid provided to other agencies: 15 Calls – Daytona Beach (9), Flagler County (1), Volusia County (5)
  - Total staff hours provided to other agencies: 14
  - # of overlapping calls: 44
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
  - Total EMS patients treated: 60
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 264
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- Training Hours
    - NFPA 1001: Firefighting 127
    - NFPA 1002: Driver 23
    - NFPA 1500: Safety/Equipment 70
    - NFPA 1620: Preplanning 8

- EMT/Paramedic 6
- TOTAL TRAINING HOURS: 234
  
- Station Activities
  - Updated 4 pre-fire plans
  - Participated in Food Fare Festival International Cuisine event at Holy Cross Church
  
- Significant Incidents
  - 10/30/22, 7:40 AM: N. I-95 / Mile Marker 273 – Motor Vehicle Accident – Upon arrival found single vehicle into guardrail – two patients transported to hospital with one as a trauma alert.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Administrative Assistant (Leisure Services)
    - Building Inspector
    - Environmental Improvement Officer (NID)
    - Equipment Operator I (Streets)
    - Evidence/Crime Scene Technician
    - Firefighter/EMT
    - Fleet Technician II (Mechanic)
    - Meter Reader (Finance)
    - Part Time Events Tech (The Casements)
    - Part Time Recreation Leader (The Casements)
    - Part Time Recreation Leader (Nova Community Center)
    - Part Time Recreation Leader (South Ormond Neighborhood Center)
    - Part Time Treatment Plant Operator C/B/A (Water Production)
    - Police Officer
    - Records Specialist (Police)
    - Recreation Leader (Police Athletic League)
    - SCADA Tech (Public Works)
    - Sign Technician (Public Works)
    - Staff Accountant (Finance)
    - Treatment Plant Operator C/B/A (Water Production)
    - Utilities Technician I
    - Utilities Engineer
  
  - Background/Reference Checks/Job Offers
    - IT Manager
    - Police Officer

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

- Information Systems (IS)
  - Work Plan Projects in process
    - Energov
    - Office 365
    - PD Door access and cameras
  
  - Work Orders
    - New: 46
    - Completed: 45
    - In progress: 30
  
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 38,094
    - Inbound E-Mails Blocked: 8,389

- Delivered Inbound E-Mails: 25,577
- Quarantined Messages: 931
- Percentage Good Email: 67.14%
- Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 11
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 9
  - Information Requests from External Organizations: 10
  - CIP Related Projects (pavement management, project tracking map): 0
  - PEP Tank Location this week: 0 : Total in system = 87
  - Reclaim Connections Located this week: 0 : Total in system = 3,268
  - Meters GPS Located this week: 0 : Total in system = 24,351; 23,476 potable, 864 Irrigation, 11 Effluent
  - Notable Events: Provide daily updates to debris cleanup map using latitude/longitude coordinates provided by Thompson Consulting. The latest report included 1,583 locations.

### **Leisure Services**

#### **Administration**

- Engineering meeting
- City Manager Staff meeting
- Preparation for Hometown Heroes Ceremony
- Website/City calendar/social media updates

#### **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 to 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 and self -guided tours, Tuesday through Saturday, 10 am to 4 pm
- Halloween Craft Day, October 29, 11 am to 12 pm, 14 children attended
- Managing Community Grove project
- Managing invasive plant species removal in parks/facilities
- Coordinating aquarium rebuild with Engineering Department and Hall construction
- Inventory/re-organizing existing classroom supplies and materials
- Community Garden inspections
- Creating and posting social media content
- Tending indoor plant exhibits and tower garden
- Updating flyers in kiosks
- Tracking attendance/volunteer hours
- UF IFAS Volusia Extension Plant Clinic, Tuesday, 10 am to 11 am
- TPAR Training, Tuesday, 8:30 am to 12 pm
- Making ID tags for new exhibit materials

- Managing Community Garden
- Planning for classes/programs
- Planning/booking field trip tours
- ECHO Rangers Program, Saturday, 9:30 am to 10:30 am

#### Athletics

- Shuffleboard Club continues to hold practices on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- OBGS 9, 10, 11, 12, & 15's Practices on Tuesday and Thursday, 6 pm, Nova Fields #2-#5 and Wendelstedt #3.
- OBSC Recreational & Competitive practices Tuesday through Friday, 5:30 pm and 7 pm, Soccer Fields #2C, #4, #5, #6, & #8.
- Adult Coed Softball games are Tuesday through Thursday, 6:20 pm and 7:30 pm, on Quad #4.
- Youth Flag Football starts games this week, Tuesday through Friday at 5:45 pm, 6:45 pm and 7:45 pm at Quad #2/3, & Kiwanis Field.
- OBYBSA continued games this week on Wednesday and Friday at Nova #2-#5, as well as Kiwanis Field & Quads #1 & #2.
- OBYBSA Girls Softball continued games on Tuesday and Thursday at 6 pm on Quad #1 & #2, as well as New Softball Championship Field 7.
- SHS Boys & Girls Soccer continued training this week at 4 pm at soccer Fields.
- OBSC Recreational and Competitive soccer games on Saturday at soccer fields.
- USSSA Baseball Tournament, Saturday and Sunday, 8 am, Sports Complex and Nova Fields

#### 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 Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged and edged South Ormond and Osceola (2) Softball Fields
- Prep Nova #1- #5 for OBGS practices
- Painted all soccer fields
- Painted Championship Football Field #7.
- Painted Youth flag football fields on Quad #4 & Kiwanis Field

#### Performing Arts Center

- Preparing for Hometown Heroes drive-through event.
- Continued preparations for installation of new theater seating.
- Continued preparations of PAC lobby for the commencement of demolition and construction for the renovation project.
- Updated information on OBPAC Facebook page and Internet ticketing site.
- Responded to customer inquiries and booked Senior Center rentals.

#### South Ormond Neighborhood Center

- Jazzercise Monday evening (5:30 pm until 6:30 pm)
- Monday through Thursday PAL tutoring (3:30 pm until 6 pm)
- YMCA soccer is on Monday, Tuesday, Thursday and Friday evening (5:30 pm until 8 pm)
- Gym and weight room open daily (center hours)
- Splash pad open daily (10 am until dusk)
- Playground and tennis courts open daily (sunrise until 11pm)

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended Senior Games event, 10/29
- Attended Tyler Munis training, 11/01



- Preparation for Hometown Heroes Ceremony, 11/5
  - Planning for the following events:
    - Veteran's Day Luncheon, 11/10
    - New Commission reception, 11/15
    - HOMe for the HOLIDAYS Parade, 12/10
    - Holidays at The Casements Concert, 12/15
    - Breakfast with Santa, 12/17

#### Nova Community Center and Special Populations

- Pickleball from 9 am to 3 pm Monday through Saturday.
- Jazzercise from 9 am to 10 am Monday through Saturday and 5:45 pm to 6:45 pm Wednesday and Thursday in Activity Room.
- Open Play Basketball is offered Tuesday and Friday from 3 pm to 9 pm
- Ms. Debby Dance and Acting classes Monday, Tuesday, and Friday from 3:30 pm to 7:30 pm
- Adult Volleyball continues and will meet from 6 pm to 8 pm on Thursdays
- Spec pop programs begin again this week
  - Kid's Club on Monday from 3 pm to 5 pm
  - Challenger Sports on Tuesday from 4 pm to 6 pm
  - Social Squad on Wednesday from 1pm to 4 pm
  - The Explorers' Club on Thursday from 4 pm to 6 pm

#### The Casements

- The Casements was open for guided and self-guided tours on Saturday 9:30 am and 10:30 am. On Monday-Friday self-guided tours were offered all day and guided tours on the hour from 10 am to 3 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge with 35 people in attendance.
- Breakfast with Santa tickets went on sale Tuesday November 1 at 8 am and are sold out.
- A meeting for the Gaslight Parade was held on Wednesday 10 am to 10:30 am.
- The Casements Crafters met on Thursday in the craft room from 12 pm to 3:30 pm with 10 members attending.
- My Big Fat Greek Cooking Class was held on Thursday 4 pm to 7:30 pm.
- Guild training was held in the Preservation Room on Friday 10 am to 12 pm.
- Ora Yoga classes met this week on Tuesday and Thursday mornings here at The Casements from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 5:30 pm to 8 pm with 35 attending.
- Pilates classes met this week on Monday, Wednesday, and Friday morning here at The Casements from 8:30 am to 9:30 am.
- Casements Staff prepared for next week's Once Upon a Storytime this week.
- "Did You Know?" posted on our Facebook page twice this week.
- Movies on the Halifax will be held in Rockefeller Gardens Friday night, from 6:30 to 8:30 p.m. The feature film is The Goonies, movie rating is PG.

#### Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks daily
- Skate park concrete inspected
- Trails blown off
- Refinished plaque at Vadner Park
- Inspected metal barricades at Andy Romano Beachfront Park
- Repaired a bench at Sanchez Park
- Replaced a swing at Magic Forest Playground
- Removed bike rack at Cassen Park
- Installed signs at the Tennis Center

#### Building Maintenance

- Replaced parking lot light at Public Works
- Put temporary lighting at the Ames House
- Replace tiles at the Senior Center
- Moved bleachers at Nova Community Center
- Unclog the restroom at Nova Community Center and Cassen Park
- Repaired the waterwheel at Fortunato
- Installed two door stops at the new doors at Public Works
- Repaired buckle in atrium wood floor at The Casements
- Repaired float waterfall at Memorial Gardens
- Re-hung blinds in the Explorer office at the Police Department
- Replaced wind socks at the Airport

#### Police Department

##### Administrative Services

- Staff hosted the weekly staff meeting.
- Staff attended D.A.R.E. Graduation at St. Brendan's.
- Staff attended Ormond Beach Police Athletic League Golf Tournament Meeting.
- Staff attended a Crime View meeting.
- Staff is working on filling promotional positions within the agency.
- Staff attended the Florida Police Chief's Association Board of Directors meeting.

##### Community Outreach

- Youth Leadership Council (YLC) – A meeting of the YLC was held last Friday to discuss upcoming community service projects.
- OBPAL Basketball – Open Gyn practice resumed on Tuesday, November 1, at the South Ormond Neighborhood Center. Practice is held for ages 10 to 12 on Tuesdays and Thursdays from 6:00 to 8:00 pm.
- The Tutors R Us continues at the South Ormond Neighborhood Center. Currently, 18 students are registered for the program. TRU is held Monday to Thursday from 3:00 pm to 6:00 pm.
- Special Events
  - The Ormond Beach Police Athletic League Annual Golfing for Youth Tournament will be held on Sunday, November 6, 2022 at Halifax Plantation Golf Club. For additional information please call the OBPAL House at 386 299-1843.

##### Community Services & Animal Control

- Animal Calls responded to: 49
- Animal Reports: 5
- Return to Field: 6
- Animal Bites: 2
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 5

##### Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 5
- Inactive: 10
- Fraud: 3
- Burglary Business: 2
- Burglary Residential: 1

- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 4
- Suspicious Incident: 0

#### Records

- Walk - Ins / Window: 96
- Phone Calls: 142
- Arrest / NTA's: 10
- Reports Generated: 95
- Reports Entered: 92
- Citations Issued: 26
- Citations Entered: 26
- Warnings Entered: 120
- Trespass Warnings: 16
- CORF Entered: 43
- Mail / Faxes / Request: 42

#### Patrol

- Total Calls: 1,002
- Total Traffic Stops: 64

#### Operations

Crime Opportunity Report Forms: 31

##### 10/27/22

- Residential Burglary, 523 Sandy Oaks Boulevard. An unidentified subject made entry through a rear window and stole numerous items, including two firearms.
- Sex Offense Arrest, 103 Pinion Circle (Fiesta Heights Subdivision). A male was in a disturbance with his wife because of his actions towards a juvenile family member. He struck his wife and was arrested.
- Warrant Arrest, 240 Williamson Boulevard (Launch Credit Union). Subject was contacted and found to have an open warrant.

##### 10/28/22

- Shoplifting Arrests, 1521 West Granada Boulevard (Walmart). Two subjects stole merchandise from this location. The thefts were witnessed by loss prevention for the store.

##### 10/29/22

- Business Burglary, 685 South Yonge Street (Worldwide Furniture Outlet). An unidentified subject made entry to this location, cash and a business credit card were stolen.
- Carbreak, 86 South Yonge Street (Randy's Auto Nobody). An unidentified subject made entry into an unlocked vehicle at this location and stole various hand tools.
- Carbreak, 440 North Nova Road (Nova Community Center). An unidentified subject made entry into the victim's vehicle and stole her purse.
- Domestic Violence Battery Arrest, 1298 Buckeye Road. A juvenile male punched, kicked, and spit on his father who was escorting him to his room for bullying his brothers.

10/30/22

- No notable incidents occurred.

10/31/22

- Trespassing Arrest, 30 South Beach Street (Ormond Beach Library). A female was observed at this location after being issued a warning.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Carbreak, 2 Santa Lucia Ave. An unidentified subject stole a wallet from the victim's unlocked vehicle.
- Carbreak, 183 University Circle. An unidentified subject stole prescription medication from the victim's unlocked vehicle.
- Carbreak, 1 Sharon Terrace. An unidentified subject made entry into the victim's unlocked vehicle, nothing appeared to be missing.
- Driving Under the Influence Arrest, North Ridgewood Avenue/Domicilio Avenue. Officers responded to a motor vehicle accident at this location. The driver of one of the vehicles was found to be intoxicated.

11/01/22

- Narcotics Arrest, 170 North Nova Road (7Eleven). An adult male was observed in his vehicle with narcotics in plain view.
- Theft, 499 South Nova Road. A known male was observed on surveillance video stealing change from a desk inside the Cheer Force Allstars gym.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's) A female subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Theft, 205 South Atlantic Avenue (Castillo Del Sol). An unidentified subject broke into the laundry machines at the business by prying into the coin deposit box and removing an unknown amount of money.
- Residential Burglary Arrest, 112 Harvard Drive. A female was found inside this residence asleep who did not live there.
- Domestic Violence Battery Arrest, 145 South Atlantic Avenue (The Cove). A female hit her daughter in the face while she was driving her vehicle after an argument following dinner.

11/02/22

- Narcotics Arrest, 600 South Nova Road (7Eleven). A male found to be in possession of drug paraphernalia. The male was also found to be on probation.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 4
  - Number of Citations issued: 11
  - Number of Written Warnings Issued: 4
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 3
  - Number of Crashes with Injuries: 8
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
  - Zone 1: 1 Case initiated
  - Zone 2: 1 Case initiated

- Zone 3: 1 Case initiated
- Zone 4: 3 Cases initiated
- 62 signs have either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with five (5) walk-in's and fifty (50) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – Contractor is working on punch list items.
    - SONC Gym – construction is ongoing.
    - Facility Hardening – Work at Pubic Works facility is ongoing.
    - Sanchez Park Playground Equipment Replacement – A pre-installation meeting was held on October 26.
    - PD HVAC Upgrades – Long lead time equipment is on order.
    - CDBG 2022 Sidewalk Improvements – Construction is ongoing.
    - WRF Clarifier Improvements – Materials have a 5-6 month lead time.
    - 2022 Road Resurfacing – A pre-construction meeting was held on October 26.
  - Bidding:
    - Downtown Sidewalk Renovations – Bid award is scheduled for the December 6 City Commission meeting.
    - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Approval to bid will be scheduled at the December 6 City Commission meeting.
    - Performing Arts Center Renovations – Work Authorization for Pre-Construction Phase Services scheduled was approved at the November 1 City Commission meeting.
  - Design Projects:
    - Downtown: Cassen Park Improvements – A Work Authorization for design services is scheduled for approval at the December 6 CC meeting.
    - Business Park Drive Phase II – 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 – Design is complete.
    - Downtown – East Granada Utility Undergrounding – Design is in process.
    - Bailey Riverbridge Roof Replacement – Project plans and specifications are complete.
    - 2023 Lift Station Rehab – Consultant is preparing a proposal for design.
    - Septic to Sewer – Oak, Magnolia & Bonita – Design – A Work Authorization for design is scheduled for approval at the December 6 CC meeting.
    - Hurricane Ian – Staff is preparing bid specifications for several facility damage repair projects.
  - Departmental Activities:
    - Reviewed 37 Engineering Permit applications through the ProjectDOX system, and 0 Franchise Utility Work-in-the-Right-of-Way permits were created and approved.

### **Environmental Management**

#### **Street Maintenance - Asphalt/Concrete**

- Removed driveway on Southern Pine Trl
- Poured sidewalk on Division Ave; stripped form, backfilled, cleanup, put down sod
- Cleaned up debris 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

#### 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

- Inlets cleaned on Beachside
- Ditch maintenance at FPL ditch
- Gradall – assisted Streets on Division
- Inlet repair on Sandcastle Dr
- Inlets cleaned & inspected citywide
- Ditch maintenance on SR40; Forest Hills sidewalk
- Inlet cleaning in Zone 1
- Pipe replacement on Tomoka View

#### Vactor

- Assisted Wastewater; China Moon Dr
- Pipe repair on Cypress View

#### Fleet

- Mileage traveled by all departments for the week: 22,301
- 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: 9,087 gallons unleaded, 5,980 gallons diesel
  - Fuel used in one week: 2,429 gallons of unleaded and 986 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

- Delivered 39.30 million gallons for the week ending October 29, 2022 (5.61 MGD).

- Backwashed 7 filters for a total of 426,600 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 29, 2022 @ 6.30 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 36 wet tons of dewatered sludge (65 - 70% solids).

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 40.07 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.72 MGD
- Produced 29.34 Million Gallons of Reclaim water.
- Produced 10.73 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (October 1, 2021 – September 30, 2022) (MGD):
  - Influent 4.87 (Permit 8 MGD);
  - Surface Water Discharge 1.04 (Permit 6 MGD);
  - Reuse 3.36 (Permit 10 MGD)
- Hauled 15 loads in October for a total of 361.24 Wet tons through 10-21-2022. 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 15 calls from customers concerning leaking water.
- Replaced 2 residential water meters due to operational concerns.
- Tested 8 city owned backflow preventers and made repairs when needed.
- Replaced 8 residential water services due to pressure concerns or leaks.
- Replaced 9 broken water meter boxes.
- Performed valve maintenance on 2 main line valves.
- Installed 9 new meters/services for new construction.
- Repaired 2-inch backflow that was hit by a vehicle. Backflow was located at 700 Hull Rd at the Greg Smith Field House.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 221 utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 15 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Flushed Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 600 gallons of effluent off of Hunter's Ridge force main.
- TV'ed 3 sanitary laterals on the PM list
- Changed pump at 40 Peruvian Ln, 5 Hunt Master Court, 9 Circle Creek Way, 5 Noblewoods Way, 18 Canterbury Woods, 98 Tomoka Ridge Way.
- Performed 2 utility verifications
- Assisted WRF with cleaning centrifuge drain
- Broken discharge line fixed at 5 Hunt Master Court
- Replaced broken pep tank at 9 Circle Creek Way
- Responded to 5 reuse trouble calls.
- Located Reuse and Pep tank at 3 addresses
- Adjusted Melrose valve as needed
- Watered gravel road at debris dump site

#### Wastewater Plant – Lift Stations

- Sludge Holding Tank #1 – Palletize old motor and Gearbox for future repairs.
- Tea Cups – install Storage Cabinet on site for Spare Parts Storage of Flushing Valves and Repair Parts
- Dewatering Station – not pumping, pull all 4 Pumps to check and clear blockages at Volute.

- 7P – follow up from Call Out, pull Check Valve #1 and Vacuum Pump #1 to replace with New Inventory.
- PEP Tank Control Boxes – located tripped breaker at 3 Buck Thorn Look.
- SCADA monitor/response: Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Rima and Hudson Wells – Assist SCADA Tech with remote operation trouble shooting and repair.
- Wells 29H – install cellular antennas on exterior of pump building.
- Orchard Reuse High Service – remove pump motor for welding repairs.
- Install Sunshades that were removed prior to Hurricane Ian.
- Lime Slurry Building – Install mixer motor at west tank.
- 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:

- City Clerk attended the City Manager staff meeting.
- City Clerk attended meeting with Assistant City Manager.
- Staff attended departmental staff meeting.
- Staff attended and provided support for the November 1, 2022 City Commission meeting.
- Completed migration of agenda management software, from MinuteTraq to CivicClerk. First agenda to be compiled and published with the new software will be November 15, 2022.
- Completed the development of the New Commissioner orientation materials.
- Agenda packet preparation for the November 15, 2022 City Commission organizational meeting.