

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 2, 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.

Hurricane Ian

Crowder Gulf has picked up a total of 123,171 cubic yards of storm debris, including pickup in gated communities, for Hurricane Ian, and has finalized their pickups for this storm event. The estimated cost is \$1.62 million, and took 53 days after the beginning of the storm to complete the debris removal. As a comparison, in 2016 for Hurricane Matthew it took 95 days to remove the debris, and in 2017 for Hurricane Irma it took 73 days. We anticipate full reimbursement from FEMA for debris removal costs.

Finance staff continues to meet with FEMA and FDEM representatives to review the City's damage assessment from Hurricane Ian. At the latest meeting, staff initiated the formal request for 50% advance funding of category A (debris removal) costs. This request is under review by FEMA.

On November 30 Finance, Engineering and Facilities Maintenance staff met with FEMA and Thompson Consulting. At this meeting, staff reviewed the damages with FEMA and we have 60 days from November 30 to submit all damages to FEMA. Going forward, City staff will be attending weekly meetings with FEMA until all projects have been submitted to FEMA.

Hurricane Nicole

Finance has started tracking costs for this storm and on November 30 staff submitted to FEMA the Request for Public Assistance for reimbursement of expenses related to this storm.

On December 1, Volusia County Government, FDEP and coastal cities, including Ormond Beach, held a joint open house to address emergency permitting for temporary and permanent repairs on coastal structures due to Hurricanes Ian and Nicole at the Daytona Beach Shores Community Center. Staff from these governmental agencies were available to answer questions and assist with state and local emergency permitting for damages sustained by these hurricanes.

This will be the final special notation on these storm events. If there is information of note that needs to be provided, I will reach out to you by email or phone. As always, I am here to assist or answer any questions you may have.

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- City Commission agenda packet review

Spoke to, attended and/or met with:

- Ormond Beach to Go at Bear Creek
- FDEP, Volusia County and Coastal Cities Joint Open House for permitting issues regarding Hurricanes Ian and Nicole.

PIO – Public Information

- Press Releases/Media
 - Home for the Holidays Parade Route and Detour Info
 - General media inquiries
 - General citizen requests
- Social Media
 - Home for the Holidays Parade
 - Holiday Activities and Events
 - End of Hurricane Season Reminders
 - Thanksgiving Thankful Posts
- Attended
 - Engineering/Planning Meeting
 - Volusia PIN 2023 Planning
- Training
 - FEMA Incident Command Refresh Course

Community Development

Planning

- Attended Ormond Beach 2 Go at Bear Creek.
- Attended the Emergency permitting open house in coordination with Volusia County and the Florida Department of Environmental Protection (FDEP) regarding coastal permitting.
- The Monthly Development Report is posted at: <https://www.ormondbeach.org/247/Development-Projects>.
- The following items are scheduled for the December 5, 2022 Planning Board meeting <https://www.ormondbeach.org/224/Planning-Board>. Additional information is also available at: <https://www.ormondbeach.org/247/Development-Projects> or <https://www.ormondbeach.org/1000/Public-Hearing-Advertisements-and-Notice>:
 1. Small-Scale Comprehensive Plan Land Use Map Amendment, Ormond Beach Holdings, LLC
 2. Zoning Map Amendment, Ormond Beach Holdings, LLC
 3. Issuance of Development Order, Ormond Beach Holdings, LLC
 4. Zoning Map Amendment, Ormond Beach Holdings, LLC
 5. Preliminary Plat, Ormond Beach Holdings LLC
 6. Preliminary Plat, Archer's Mill, Phase 3A, Plantation Oaks of Ormond Beach LLC
 7. RidgeHaven West, Land Use Map Amendment
 8. RidgeHaven West, Zoning Map Amendment
- The following Planning items are scheduled for the December 6, 2022 City Commission meeting.
 1. Land Development Code Amendment, Townhouses dimensional standards and criteria
 2. Land Development Code Amendment, Screen enclosure setbacks
 3. Land Development Code Amendment, Expiration of variances
 4. Land Development Code Amendment, Adding second ISBA recording information
 5. 350 Clyde Morris Boulevard, Paradise Point, wall waiver
 6. West Street Partial Right-of-Way vacation – Notice of Intent
- The following items are scheduled for the December 8, 2022 Planning Board meeting <https://www.ormondbeach.org/224/Planning-Board>. Additional information is available at: <https://www.ormondbeach.org/247/Development-Projects> or <https://www.ormondbeach.org/1000/Public-Hearing-Advertisements-and-Notice>):
 1. Zoning Map Amendment, Tymber Creek Apartments
 2. Issuance of Development Order, Tymber Creek Apartments
 3. Planned Business Development Amendment, Ormond Central (self-storage)

4. Planned Business Development Amendment, Stor-It, North Ormond (self-storage)
 5. 101 Fiesta Drive, Land Use Map Amendment
 6. 101 Fiesta Drive, Zoning Map Amendment
- The December 7, 2022 Board of Adjustment and Appeals meeting has been canceled based upon a lack of applications.

Building Inspections, Permitting & Licensing

- 1 Business Tax Receipt issued.
- 200 inspections performed, 11 by private provider.
- 70 permits issued within the City, with a valuation of 1,148,390. (4 garage sale permits.)

Development Services

- Site Plan Review Committee (SPRC) conducted two pre-construction meetings:
 1. 55 North Washington Street. Discussion of land use zoning, allowed use, private school conditional use criteria, stormwater, and parking.
 2. Culvers, 655 West Granada Boulevard. Discussion of SPRC comments.
- SPRC projects under review:
 1. 1462 West Granada Boulevard, lot split. 1st review. Subdivide one lot into two lots.
 2. Hunter's Ridge Storage Site. 2nd review. Utility connection for a Hunter's Ridge Flagler County project.
 3. 1 South Old Kings Road, Ormond Central Self-Storage. 3rd review. Proposed three story building for a 106,140 square foot climate controlled self-storage facility.
 4. 100 North Halifax Drive, The Cupola at Oceanside, Final Plat. 2nd review. Final plat for 12 units.
 5. RidgeHaven subdivision, PRD & Preliminary Plat. 3rd review. 96 duplex units and 202 single-family lots within a Planned Residential Development on 103.45 acres
 6. 215 Williamson Boulevard, Regal Multifamily. 4th review. Redevelopment of 310 multi-family units on 12 acres.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	75%
Interchange Depot	65%
Love Whole Foods	0%
McNamara Warehouse	80%
Ocean Club	0%
Ormond Central	5%
Paradise Pointe ALF	85%
Revella	30%
Riverbend expansion	15%
Shoppes at Granada Point	0%
SONC Gym	95%
Valiant Diner	0%
Utilities only	
101 Town & Country Lane	40%

Celadine	25%
Forcemain – Huntington Green	95%
Forcemain extension – Airport Road	80%
Ocean Village Townhomes	90%
Verona Oceanside	95%
Residential	
Cupola at Oceanside	80%
Plantation Oaks, Phase 1A	80%
Plantation Oaks, Unit 2B	30%
Plantation Oaks, Unit 2C	10%
Plantation Oaks, Unit 2D	5%

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 Volusia Manufacturing Association’s Awards banquet Thursday, where several Ormond Beach manufacturers were recognized for their achievements.
- 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 continues working with the contractor on the project to construct and install new directory signage at the airport. FDOT is providing funding through a grant agreement with the City.
- Installation of new solar shades at the Air Traffic Control Tower commenced this week.
- Staff is preparing the contracts and work authorizations for the acquisition and installation of a new Automated Weather Observing System (AWOS) at the airport. Staff plans to present the construction contract to the City Commission for approval at their meeting on December 6.
- Staff has been advised that the FDOT Aviation Office has announced that the results of the 2022 Florida Aviation Economic Impact Study (AEIS) are ready to be published. The AEIS plans to conduct a webinar in the near future to present the findings of the project and answer question from airport sponsors.

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/Nicole tracking.
 - Finance and associated staff met with FEMA to discuss hurricane Ian reimbursement.
 - Finance submitted the Request for Public Assistance to FEMA for hurricane Nicole.
- Completed Projects - Weekly
 - Process 162 Journal Entry Batches.
 - Utility Billing Meter Readers completed 302 work orders.

- Approved 6 Purchase Requisitions totaling \$70,773.75.
- Issued 20 Purchase Orders totaling \$2,940,348.04.
- Issued 254 past due notices on utility accounts.
- Auto-called 153 utility customers regarding receipt of a past due notice.
- Processed 567 payments through Interactive Voice Response System totaling \$42,892.58.
- Processed 1,458 payments through City online payment portal totaling \$129,521.50 (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: \$1,977,946.39
- Other
 - Coordinated and attended "Ormond Beach 2 Go!" event at Bear Creek.

Risk Management Projects

- Attended webinar on first responders and fentanyl
- Presented "Meet Your Finance Team" for new employees
- Finalized several subrogation demands

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 11
 - Hazardous: 3
 - EMS: 91
 - Motor Vehicle Accidents: 3
 - Public Assists: 59
 - TOTAL CALLS: 168
 - Aid provided to other agencies: 6 Calls – Daytona Beach (3), Volusia County (3)
 - Total staff hours provided to other agencies: 8
 - # of overlapping calls: 40
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
 - Total EMS patients treated: 74
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 157
- Training Hours
 - NFPA 1001: Firefighting 12
 - NFPA 1002: Driver 20
 - NFPA 1500: Safety/Equipment 47
 - NFPA 1620: Preplanning 6
 - EMT/Paramedic 3
 - TOTAL TRAINING HOURS: 88
 - Station Activities
 - Provided a tour of Station 91 for a group of 15 children
 - Updated 4 pre-fire plans
 - Significant Incidents
 - 11/23/22, 7:07 PM: 2405 N. Atlantic Ave. – Motor Vehicle Accident – Upon arrival found a four vehicle collision with major damage – two patients determined to be trauma alerts – a firefighter paramedic assisted with patient care during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Leisure Services)
 - Administrative Assistant (Support Services)
 - Environmental Improvement Officer (Arborist)
 - Equipment Operator I (Streets)
 - Firefighter/EMT
 - Fleet Tech I, II, or III
 - Part Time Events Tech (The Casements)
 - Part Time Recreation Leader (Nova)
 - Part Time Recreation Leader (SONC)
 - Part Time Recreation Leader (The Casements)
 - Part Time Treatment Plant Operator C/B/A (Water Production)
 - Plant/Pump Mechanic (Public Works)
 - Police Officer
 - Recreation Leader (Police Athletic League)
 - Recreation Program Specialist (Leisure Services)
 - Sign Technician (Public Works)
 - Staff Accountant
 - Treatment Plant Operator C/B/A (Water Production)
 - Utilities Engineer (Public Works)
 - Utilities Tech I (Wastewater Collection/Reuse Distribution)
 - Utility Mapping/Locate Tech
 - Background/Reference Checks/Job Offers
 - Building Inspector
 - Meter Reader
 - Police Officer
 - Records Specialist

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
 - Work Orders
 - New: 24
 - Completed: 20
 - In progress: 32
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 29,806
 - Inbound E-Mails Blocked: 7,773
 - Delivered Inbound E-Mails: 18,669
 - Quarantined Messages: 721
 - Percentage Good Email: 62.64%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 1

- Changes: 1
- Corrections: 0
- Map/Information Requests: 15
- Information Requests from External Organizations: 0
- 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 = 3,273
- Meters GPS Located this week: 0 : Total in system = 24,380; 23,505 potable, 864 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Staff meeting
- Holiday parade meeting
- Mayors Health & Fitness Challenge 2023 meeting
- 44th Annual Christmas Gala “Christmas on the Halifax” Tree Lighting ceremony
- Assisting registration
- 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
- Fall Birds Walks with Joan Tague, Tuesday, 10 am
- Working with Community Gardeners
- Assigning plots to new Community Gardeners
- Working with new Animal Ambassador (Rough green snake)
- Prepping for Holiday Craft Day
- Planning for classes/programs
- Planning/booking field trip tours
- Planning for Enviro Camp
- Community Garden inspections
- Creating and posting social media content
- Tending indoor plant exhibits and tower garden
- Updating flyers in kiosks
- Tracking attendance/volunteer hours
- Managing Community Grove project
- Managing invasive plant species removal in parks/facilities
- Coordinating aquarium rebuild with Engineering Division and Hall Construction
- Inventory/re-organizing existing classroom supplies and materials

Athletics

- Shuffleboard Club continues to hold practices on Monday, Wednesday and Friday at 1 pm at Sports Complex.
- OBGS 10 & 11's practices on Tuesday and Thursday, 6 pm, Nova Fields #2 - #5 and Wendelstedt #3.
- Adult Coed Softball playoff games are Monday through Thursday, 6:20 pm and 7:30 pm, on Quad #4.
- Youth Flag Football playoff games this week, Monday through Friday at 5:45 pm, 6:45 pm and 7:45 pm at Quad #2/3, & Kiwanis Field.
- SHS Boys & Girls Soccer continued training this week at 4 pm at soccer 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
- Cleaned all sports parks daily of debris/trash from the events during the week
- 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
- Prepped Nova #1 - #5 for OBGS practices
- Painted all soccer fields
- Painted Championship Football Field #7.
- Paint Youth flag football fields on Quad #4 & Kiwanis Field
- Put up windscreen at fields and tennis courts.

Performing Arts Center

- Attended Friends of OB PAC entertainment subcommittee meeting.
- Participated in Ormond Beach to Go (OB2Go!) event at Bear Creek.
- Updated information on OB PAC Facebook page and Internet ticketing site.
- Responded to customer inquiries and booked Senior Center rentals.
- Entered work orders for PAC and Senior Center facility and equipment repairs.

South Ormond Neighborhood Center

- Jazzercise Monday evening (5:30 pm until 6:30 pm)
- Youth basketball skills assessments (Monday and Wednesday 5:30 pm thru 8:30 pm)
- Pal tutoring program (Monday through Thursday 3:30 pm until 6 pm)
- Open gym and weight room (center hours)
- Open splash pad 10 am until dusk daily
- Open park and playground area (sunrise until 11 pm daily)

Community Events

- Weekly administrative tasks, office work, and activities.
- Attended HOME for the HOLIDAYS Parade meeting.
- Set out Santa's mailboxes.
- Decorated City Hall tree with students from PACE Center.
- Attended MH&FC meeting.
- Attended Ormond To Go at Bear Creek.
- Planning for the following events:
 - Letters to Santa
 - 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 the 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
- Spec pop programs 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.
- The Casements was closed to the public this week for holiday decorating.
- The 44th Annual Casements Guild Christmas Gala, will be held on Friday, December 2, from 6 pm to 9 pm (6 pm tree lighting); Saturday, December 3, from 12 pm to 6 pm; and, Sunday, December 4, from 12 pm to 5 pm.
- Symphony Beach Club Meeting, Bailey Riverbridge, Saturday 9 am to 1 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge.
- Ora Yoga classes met at Bailey Riverbridge on Tuesday and Thursday morning from 9 am to 10 am and Wednesday evening from 5:30 pm to 8 pm.
- Pilates classes met at Bailey Riverbridge on Monday, Wednesday, and Friday morning from 8:30 am to 9:30 am.
- Casements staff is preparing for next week's Once Upon a Storytime.
- "Did You Know?" posted on our Facebook page twice this week.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks 1x per day
- Skate park concrete inspected
- Trails blown off
- Put up holiday displays
- Repairs made to Cassen Park floating dock
- Ames gazebo bench repair
- Replaced Limitless Playground sign
- Replaced sign caps at Sanchez Park

Building Maintenance

- Addressed water leak at City Hall
- Repaired door not closing properly at City Hall
- Prep work for painting at the EDC
- Kitchen back door repaired at FS91
- Replaced ceiling tiles in office at the Senior Center
- Repaired basketball hoop at Nova
- Checked oil transfer pump at Fleet
- Changed blue flood light on flagpole at the Police Department
- Installed electrical receptacle north interior at the Police Department
- Addressed a/c on the 3rd floor at the Casements
- Cleaned carpet on second floor at City Hall
- Pressure washed bay walls and exterior of FS91

Police Department

Administrative Services

- Staff hosted the weekly staff meeting.
- Staff attended the Gas Light Parade.
- Staff is working on the operations plan for the upcoming holiday parade.
- Staff hosted a Swearing-In Ceremony for New Officers.
- Staff is working on paperwork for the retirement of K-9 Rex.
- Staff will be attending Shop with a Cop.

Community Outreach

- Youth Leadership Council (YLC) – YLC members will be assisting with the PAL holiday party on December 14 and are stuffing treat bags prior to the event.
- OBPAL Basketball – Ten (10) players attended open gym practice on Monday and Tuesday last week at the South Ormond Neighborhood Center from 6:00 to 8:00 PM.
- Annual Holiday Program – The OBPAL Annual Holiday event will be held at the South Ormond Neighborhood Center on Wednesday, December 14. Each year over 100 children receive one new wrapped toy during this event.

Community Services & Animal Control

- Animal Calls responded to: 28
- Animal Reports: 5
- Return to Field: 3
- Animal Bites: 2
- Animals to Halifax: 1
- Injured Wildlife Calls: 1
- Found Property Reports: 4

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 5
- Inactive: 9
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 6
- Grand Theft: 1
- Auto Theft: 2
- Death Undetermined: 3
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Aggravated Battery: 1
- Child Abuse: 1
- Vandalism: 2
- Suspicious Incident: 1
- Weapons Complaint: 1

Records

- Walk - Ins / Window: 56
- Phone Calls: 100
- Arrest / NTA's: 17
- Reports Generated: 98

- Reports Entered: 93
- Citations Issued: 2
- Citations Entered: 2
- Warnings Entered: 0
- Trespass Warnings: 19
- CORF Entered: 56
- Mail / Faxes / Request: 1

Patrol

- Total Calls: 1,569
- Total Traffic Stops: 123

Operations

- Crime Opportunity Report Forms: 58

11/23/22

- Stabbing, 102 Tomoka Avenue. A male was in an argument with the victim at this location when the male stabbed the victim with a kitchen knife and fled the scene. The victim later declined to pursue charges.
- Theft, 5 Tomoka Meadows Boulevard. An unidentified subject stole the victim's bicycle in the last month.
- Trespassing Arrest, 690 South Nova Road (7Eleven). A male was found to be back at this location after previously being trespassed.

11/24/22

- Domestic Violence Battery Arrest, 5 South Yonge Street (Mobil). A male pulled his girlfriend out of the car by her legs.
- Driving Under the Influence Arrest, Division Avenue/South Center Street. Officers responded to the area in reference to a suspicious vehicle. The driver of the vehicle was found to be intoxicated.
- Traffic Arrest, West Granada Boulevard/Thompson Creek Road. A male was located after leaving the scene of a crash. He was also found to have no driver's license ever issued.

11/25/22

- Child Abuse Arrest, 1300 Hand Avenue #E1. A male struck and choked his juvenile daughter at this location.
- Sex Offense, 1634 North United States Highway 1 (Super 8 Motel). A male committed a sex offense with his juvenile daughter at this location 2-3 days prior.
- Warrant Arrest, 450 Tomoka Avenue #104 (Tomoka Gardens Apartment). Subject was contacted and found to have an open warrant.
- Battery Arrest, 524 South Yonge Street #3. An intoxicated male got into a fight with a couple of his neighbors.

11/26/22

- Residential Burglary, 753 Santa Fe Avenue. An unidentified subject forced entry to the residence while the victims were out of state. Unknown what was damaged or stolen at this time. Burglary occurred to the residence on 10/31/22 by way of forced entry.
- Domestic Violence Battery Arrest, 900 Old Mill Run (The Village Subdivision). A male struck his girlfriend in the face with an open palm and knocked her down to the ground during a verbal argument.
- Warrant Arrest, 524 Hand Avenue. Subject was contacted and found to have an open warrant.

11/27/22

- Warrant Arrest, 744 Candlewood Circle. Subject was contacted and found to have multiple open warrants.

11/28/22

- Theft, 50 South Yonge Street. An unidentified subject stole copper from two exterior air conditioning units at this location.
- Theft, 380 West Granada Boulevard (Arby's). An unidentified subject stole the victim's electric bike from this location overnight.
- Domestic Violence Battery by Strangulation Arrest, 1622 North United States Highway One (Exxon Gas Station). A male placed his boyfriend in a choke hold from behind after a verbal argument.

11/29/22

- No notable incidents occurred.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 30
 - Number of Citations issued: 0
 - Number of Written Warnings Issued: 7
 - Number of Parking Tickets Issued: 21
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 5
 - 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: 0 Cases initiated
 - Zone 4: 1 Case initiated
- 3 signs have either been removed or sign cases created.
- 5 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and eighteen (18) 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 the PAC is scheduled to begin on December 12.
 - 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 – Construction is in process.
 - 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.

- EDC Feature Exhibit Improvements – Work Authorization scheduled for approval at the Dec 6 City Commission meeting.
- Hurricane Ian Tennis Center Fence Replacement – The project was advertised on November 13, a pre-bid meeting was held on November 29, and bids are due on December 12.
- Design Projects:
 - Performing Arts Center Renovations – Final design and value engineering is in process.
 - 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 38 Engineering Permit applications through the ProjectDOX system, and 2 Franchise Utility Work-in-the-Right-of-Way permits were created and approved.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Patched holes – Cassen Park
- Patched asphalt – 100 block Fairway Dr
- Retrieved barricades from special event – beachside

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
- Debris pickup – US 1 N to Hull Rd

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 - citywide

Stormwater Maintenance

- Ditch maintenance – Pineland Tr
- Reach-out ditch mowing – N US 1 Hwy
- Gates & pumps – citywide
- Ditch Maintenance – Gowers St
- TV truck – Arroyo Pkwy Pond
- Inlet repairs – Ponce De Leon Dr
- Ditch mowing – Wilmette Ave

Fleet

- Mileage traveled by all departments for the week: 22,405
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 10,056 gallons unleaded, 9,415 gallons diesel
 - Fuel used in one week: 2,662 gallons of unleaded and 742 gallons of diesel.
 - Fleet completed 49 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 36.87 million gallons for the week ending November 26, 2022 (5.27 MGD average).
- Backwashed 5 filters for a total of 337,580 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 26, 2022 @ 6.24 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 59 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 36.52 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.22 MGD
- Produced 18.73 Million Gallons of Reclaim water.
- Produced 17.79 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2021 – October 31, 2022) (MGD)):
 - Influent 5.21 (Permit 8 MGD);
 - Surface Water Discharge 1.25 (Permit 6 MGD);
- Reuse 3.39 (Permit 10 MGD)
- Hauled 11 loads for the month of November for a total of 270.13 Wet tons through 11-18-2022.
- Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 4 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 14 calls from customers concerning leaking water.
- Replaced 2 residential water meters due to operational concerns.
- Tested 6 city owned backflow preventers and made repairs when needed.

- Replaced 3 residential water services due to pressure concerns or leaks
- Replaced 2 broken water meter boxes.
- Performed valve maintenance on 6 main line valves.
- Installed 8 new meters/services for new construction.
- Performed fire hydrant maintenance on 2 fire hydrants.
- Shut down 16-inch water main for contractor to tie into pipe at Plantation Oaks. This work is being done for the Halifax Plantation interconnect.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 118 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 1,000 gallons of effluent off of Hunters Ridge force main.
- TV'ed 4 sanitary laterals on the PM list
- Changed pump at 148 Black Hickory Way, 86 Grey Dapple Way
- Performed 6 utility verifications.
- SR 40 and Indian Springs: Repaired broken air release valve
- Repaired main at 11 Noble Woods Way
- 5 Hunt Master Ct: Replaced control box, ran new wires, rewired new pump and j-box, replaced stack on pump. System returned to working order.
- 45 Chrysanthemum: Assisted Water Division with water leak
- Responded to 3 reuse trouble calls.
- Located reuse and pep tank at 3 addresses
- Adjusted Melrose valve as needed
- Watered gravel road at debris dump site
- 240 Standish: Replaced crushed reclaimed box

Wastewater Plant – Lift Stations

- 5P, Saddlers Run – no starts on pump, pulled pump to clear blockage, found malfunctioning pump, and replaced.
- 5P – replaced worn starter contacts for # 1 pump.
- Alum System – began repairs at burst cage for pump mounting assembly, including replacement of damaged Lexan resin thermoplastic panels.
- Influent Pump #1 – replaced automatic air release valve.
- 3M – installed and calibrated new level transducer.
- Spring Meadows – replaced failed pump controller with a duplexer pump controller.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Backwash Storage – attached level probe to guide rail.
- Blend Rack – repaired leak at drain.
- B.A.T Well 3 – assisted well contractor with well head fabrication.
- 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:

Honorable Mayor and City Commissioners

December 2, 2022

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- Staff attended the Ormond Beach2Go! event.
- City Clerk attended meeting with the Assistant City Manager.
- Agenda Packet preparation and distribution for the December 6, 2022 City Commission Workshop and City Commission Meeting.