

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 17, 2023

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

Spoke to, attended and/or met with:

- Meetings relative to Waste Pro
- Congressman Waltz's Academy Nomination Ceremony
- TVEDC Meeting
- Financial audit exit interview with James Moore and Company
- Penland Property Ribbon Cutting
- Met with FPL representative and staff
- Tiger Bay Board of Directors meeting
- FLC Municipal Practitioners meeting

PIO – Public Information

- Press Releases/Media
 - Penland Property Ribbon Cutting Media Coordination
 - General citizen updates
 - General media coordination and interview prep
- Social Media
 - Penland Property Ribbon Cutting
 - Severe Weather Awareness Week
 - Hurricane Grant Information
 - Valentine's Day Small Business Love
- Attended
 - Engineering/Planning Meeting
 - Do the Right Thing with OBPD
 - Penland Property Ribbon Cutting
- Developing
 - Strategic Plan Update
 - Legislative Priorities Flyers

Community Development

Planning

- Volusia County is hosting a hurricane mitigation town hall meeting that includes sessions for local officials and residents. The event will be held at 3825 Tiger Bay Road, Daytona Beach on Wednesday, February 22, 2023. The public town hall portion starts at 5pm. City staff will be attending both sessions.

- Attended the Ormond MainStreet Design Committee meeting.

Building Inspections, Permitting & Licensing

- 10 Business Tax Receipts issued.
- 467 inspections performed, 30 by private provider.
- 124 permits issued within the City, with a valuation of \$1,846,955.
- 3 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. 1170 North U.S. Highway 1, Warehouse Use, Pre-application. Discussion of a proposed 18,400 square foot warehouse building. Items discussed included parking, utilities, site design, landscaping, and wetland protection.
 2. Elliano's Coffee at Winn Dixie, Pre-application. Discussion of free-standing coffee drive thru use within the Winn-Dixie parking lot. Items discussed include an overall parking analysis, site access and circulation, utilities, stacking, and landscaping.
 3. Manchester at Granada, Pre-application. Discussion of a residential development at Old Tomoka Road and West Granada Boulevard. Items discussed included density, site design, wetlands, utilities, and landscaping.
 4. 2341 West Granada Boulevard, Pre-application. Discussion of the development of the property for a retail use. Items discussed included setbacks, landscape buffers, utilities, stormwater, and annexation of the portion of the property within Volusia County.
- SPRC projects under review:
 1. Ormond Gateway Subdivision, revision. 1st review. Commercial subdivision of 18.17 acres into eight (8) lots.
 2. 675 West Granada Boulevard, IHOP. 1st review. IHOP restaurant consisting of 3,550 square feet on 1.52 acres.
 3. 600 North Nova Road, Prince of Peace. 1st review. Re-paving of parking lot.
 4. 490 North U.S. Highway 1, Ormond Beach Self-Storage. 1st review. Proposed 166,423 of storage square footage on 24.28 acres and associated site improvements.
 5. Tomoka Reserve. 2nd review. Establishment of a Development Order for the former Tomoka Oaks Golf Course property of 147.94 acres. The application seeks 300 residential units or 2.03 units per acre.
 6. Granada Pointe, north parcel lot split. 2nd review. Subdivision of one parcel into two parcels.
 7. 5 Sea Raven Terrace, Ormond by the Sea, no objection letter request. 1st review. No objection letter request by a homeowner as part of a partial utility vacation in Volusia County.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Interchange Depot	90%
Love Whole Foods	15%
McNamara Warehouse	85%
MetroNet	5%
North Interchange	0%
Ocean Club	15%
Ormond Central	10%
Revella	40%

Riverbend expansion	30%
Shoppes at Granada Point	0%
SONC Gym	99%
Valiant Diner	10%
Vroom	0%
Utilities only	
101 Town & Country Lane	40%
Celadine	40%
Forcemain - Huntington Green	95%
Forcemain extension – Airport Road	95%
Iris	0%
Ocean Village Townhomes	95%
Verona Oceanside	95%
Residential	
Cupola at Oceanside	90%
Plantation Oaks, Phase 1A	90%
Plantation Oaks, Unit 2B	50%
Plantation Oaks, Unit 2C	20%
Plantation Oaks, Unit 2D	20%

Economic Development/Airport

Economic Development

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff attended the Volusia County Economic Development “Q” Meeting. These meetings provide quarterly updates on economic development activity in Volusia County.
 - Staff participated in the monthly meeting of economic development practitioners hosted by the Volusia County Department of Economic Development.
 - Staff attended the Ormond Beach Chamber Economic Prosperity Hour to present an update to the business community on Economic Development activity.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues its business visits to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on six active projects generated via direct contact with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- An administrative meeting of the Aviation Advisory Board was held this week. Staff participated in the annual airport licensing inspection by Florida Department of Transportation (FDOT).
- Staff participated in a meeting of the East Central Metro Area CFASSP Committee this week. Staff coordinated the delivery of equipment to the airport as part of an FDOT Airport Operations Counting Project that is being conducted by Embry-Riddle Aeronautical University.

- Staff continues working to acquire quotes to upgrade the environmental control systems at the air traffic control tower. This project is being funded by a grant from the Federal Aviation Administration under the Airport Coronavirus Response Grant Program.
- Staff continues working with FDOT on a project to update the Florida Aviation Database (FAD) as part of the 2025 Florida Aviation System Plan (FASP).

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 meet weekly with FEMA to discuss hurricane Ian reimbursement.
 - Finance submitted the Request for Public Assistance to FEMA for hurricane Nicole.
- Completed Projects - Weekly
 - Process 145 Journal Entry Batches.
 - Utility Billing Meter Readers completed 364 work orders.
 - Approved 9 Purchase Requisitions totaling \$116,936.43.
 - Issued 14 Purchase Orders totaling \$172,774.73.
 - Issued 511 past due notices on utility accounts.
 - Auto-called 331 utility customers regarding receipt of a past due notice.
 - Processed 640 payments through Interactive Voice Response System totaling \$55,806.91.
 - Processed 1,563 payments through City online payment portal totaling \$190,766.24.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement request for FY 22-23: \$2,055,511.21
- Other
 - Attended Neighborhood Improvement Advisory Board (NIAB) Mandatory Public Hearing meeting and served as staff liaison on February 16

Risk Management Projects

- Investigate several claims for property damage
- Attend mediation
- Continue editing Leadership day

Fire Department

- Weekly Statistics
 - Fires: 8
 - Fire Alarms: 14
 - Hazardous: 3
 - EMS: 78
 - Motor Vehicle Accidents: 5
 - Public Assists: 63
 - TOTAL CALLS: 171
 - Aid provided to other agencies: 6 Calls – Daytona Beach (1), Holly Hill (2), Volusia County (3)
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 10
 - Total EMS patients treated: 53
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 361
- Training Hours
 - NFPA 1001: Firefighting 66

- NFPA 1002: Driver 25
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 43
 - NFPA 1620: Preplanning 8
 - TOTAL TRAINING HOURS: 146
- Significant Incidents
 - 2/8/23, 4:59 PM: N. US-1 / N. I-95 – Brush Fire – Responded to a 5-acre fire located 100 yards into woods and west to railroad tracks – crews provided exposure protection for Florida Eastcoast Railway equipment – Division of Forestry cut lines around fire to contain – last Ormond Beach unit cleared scene at 8:12 PM.
 - 2/9/23, 1:43 PM: Birch Tree St., Daytona Beach – Brush Fire – Provided aid for a 140-acre brush fire surrounded by homes – multiple agencies also provided assistance – last Ormond Beach unit cleared scene at 11:25 PM.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Leisure Services)
 - Community Service Officer (Animal Control)
 - Engineer
 - Equipment Operator I (Streets)
 - Evidence/Crime Scene Technician
 - Executive Assistant
 - Firefighter/EMT
 - Fleet Technician I, II, or III (Mechanic)
 - Part Time Recreation Leader (SONC)
 - Part Time Recreation Leader (The Casements)
 - Part Time Treatment Plant Operator C/B/A (Water Plant)
 - Plant/Pump Mechanic
 - Police Officer
 - Recreation Program Specialist
 - Seasonal Part Time Maintenance Worker II (Parks)
 - Sign Technician
 - Support Services Administrator (Records & Boards)
 - Treatment Plant Operator C/B/A (Wastewater Plant)
 - Treatment Plant Operator C/B/A (Water Plant)
 - Utilities Engineer
 - Utilities Tech I, II, and III (Wastewater Collection/Reuse)
 - Background/Reference Checks/Job Offers
 - Account Clerk II (Finance)
 - Environmental Improvement Officer (Arborist)
 - Maintenance Worker II (Parks)
 - Office Manager
 - Police Officer
 - Police Officer
 - Separations
 - 2/15: Help Desk Specialist
 - 2/15: Community Service Officer
 - 2/17: Treatment Plant Operator (Wastewater)
 - 2/24: Executive Secretary
 - 2/24: Engineer

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Verkada Cameras and Door Access for Public Works
 - Network Switch Upgrade and Phone System
 - Replace RDP with VPN access and Two Factor Auth
 - Radwin P2P bandwidth upgrade and wireless at Station 94
 - Work Orders
 - New: 65
 - Completed: 61
 - In progress: 40
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 38,869
 - Inbound E-Mails Blocked: 8,735
 - Delivered Inbound E-Mails: 27,834
 - Quarantined Messages: 912
 - Percentage Good Email: 71.61%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 113
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 1
 - 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 = 24,468; 23,577 potable, 880 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Penland Property Ribbon Cutting
- Assisting registration
- Website/City calendar updates
- YMCA Dog Park report
- Monthly attendance for facilities
- Posting on Facebook
- Posting to Instagram
- Updating parks page on website (new photos/details)
- Replying to LS info box
- Replying to social media inboxes
- Updating website when needed
- Updating all social media pages as needed
- Cross-posting announcements from City to OB page

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.
- Attended weekly FEMA meeting
- Completed installation of epoxy floor coating in the carriage house at The Casements.

Environmental Discovery Center

- Open for guided and self-guided tours, Tuesday through Saturday, 10 am to 4 pm
- Great Backyard Bird Count event, Saturday, 10 am to 2 pm
- Tomoka State Park meeting re: camp rentals
- Volusia County Mosquito Control class, Tuesday, 10 am and 1 pm
- Prepping for Backyard Bird Count event (2/18/23)
- Re-assigning garden plots
- Managing Community Gardens issues
- Planning for classes/programs
- Planning/booking field trip tours
- Planning for Enviro Camp
- EDC attending Wildlife Festival at Lyonia Environmental Center, Saturday, 9 am to 3 pm

Athletics

- Shuffleboard Club continues to hold practices on Monday, Wednesday and Friday at 1 pm at Sports Complex.
- SHS Girls Soccer continued practices this week, Monday, Wednesday, and Thursday at 5 pm at Soccer Field #5. Regional Championship for Girls Team is Tuesday at 7 pm at Sports Complex, Championship Field 7.
- SHS Softball & Baseball had practices this week, Baseball on Wendelstedt Fields at 4 pm each day, Softball at Quad 1 at 6 pm each day.
- Ormond Beach Golden Spikes continued practices this week on Tuesday and Thursday at 6 pm at Nova Fields.
- Calvary Christian Academy held baseball practices on Monday, Tuesday, Wednesday and Friday this week at 3 pm at the Kiwanis Field. Soccer team practiced on Thursday and Friday at 3:30 pm on Soccer Field #8.
- OBYBSA Recreational Baseball started their “Spring Training” for the upcoming spring season this week, Monday, Wednesday, and Friday at the Nova Fields, as well as the Quad & Kiwanis Field, nightly at 6 pm.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park
- Cleaned handball, tennis, and basketball courts at Nova Park
- Cleaned Magic Forest Park and the common area of Nova Park
- Made fuel runs to fill gas cans
- Cleaned all sports parks daily of debris/trash from the events during the week
- Edging fields
- Dragging fields
- De-weeding infields
- 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
- Pick up/take in Carts to Fleet for service/repair
- Paint Soccer Fields #3/#4/#5/#6
- Paint Championship Football Field #7 for SHS soccer
- Prep Wendelstedt fields daily for high school practices
- Prep Nova fields for Spikes practices
- Prep Quad daily for HS softball practices and Pinto Boys “Spring Training”

Performing Arts Center

- Evaluate and make recommendations for sound system at Wendelstedt Field at Airport Sports Complex
- Attend Ormond Mainstreet Arts District Board meeting.
- Prepare for Economic Development Strategic Planning meeting on February 22nd in PAC Blue Room Studio.
- Updated information on OBPAC Facebook and Friends of the OBPAC Facebook pages.
- Entered work orders for Performing Arts Center and Senior Center facility and equipment repairs

South Ormond Neighborhood Center

- PAL tutoring program (Monday thru Thursday 3:30 pm until 6 pm)
- Open gym and weight room (center hours)
- Open park and playground area (sunrise until 11 pm daily)

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Assisting with City Commission workshop meal.
- Attended Memorial Day committee meeting.
- Make up Weigh In for MH&FC, 2/13.
- Planning for the Reel in the Fun Fishing Tournament, Central Park 1, Saturday, February 18th. Preliminary planning for Art in the Park, May 6th & 7th, and Memorial Day Remembrance Service, Monday, May 29th.

Nova Community Center and Special Populations

- Pickleball from 9am-3pm Monday through Saturday.
- Jazzercise from 9am-10am Monday through Saturday and 5:45-6:45pm Wednesday and Thursday in Activity Room.
- Open Play Basketball will be offered Tuesday and Thursday from 3pm-9pm.
- Basketball League begins games on Wednesday. Teams will play games on Monday, Wednesday, and Friday throughout the season.
- Ms. Debby Dance and Acting classes Monday, Tuesday, and Friday from 3:30pm-7:30pm
- Spec pop programs start this week:
 - Kid’s Club on Monday from 3 pm to 5 pm
 - Challenger Sports on Tuesday from 4p to 6 pm
 - Social Squad on Wednesday from 1 pm to 4 pm
 - The Explorers’ Club on Thursday from 4 pm to 6 pm
- Basketball League will have games on Monday, Wednesday, and Friday at 6 pm and 7 pm

The Casements

- The Casements was open for guided tours on Saturday 9:30 to 10:30 a.m. and on Monday through Friday, on the hour, from 10:00 a.m. to 3:00 p.m. Self-guided tours were offered 8 a.m. to 5 p.m. Monday-Friday and 8 a.m. to 12 p.m. on Saturday.
- House of Healing, Bailey Riverbridge, Sunday, 4:30-6:30 p.m. with 35 people attending.
- The Guild Executive Board Meeting was held in the Preservation Room on Monday 9:30-10:00 a.m.
- The Administrative Guild Meeting was held in the Preservation Room on Monday 10:00-10:30 a.m.

- On Monday there a holiday party was held at Bailey Riverbridge 2:00-6:00 p.m. with 40 people attending.
- On Tuesday the Halifax Garden Club met at Bailey Riverbridge 9:30 a.m.-12:30 p.m.
- The Gala meeting was held in the art room on Tuesday 10:00 a.m.-12:00 p.m.
- The St. Barnabas Episcopal School came for a group tour on Thursday 10:30-11:30 a.m. with 50 children attending.
- Greek Cooking was held Thursday evening 4-8 p.m.
- There was a memorial service held on Friday 12:00-8:00 p.m. with 120 people attending.
- Ora Yoga classes met this week on Tuesday and Thursday 9:00-10:00 a.m. and Wednesday evening at Bailey Riverbridge from 5:30-8:00 p.m.
- Pilates classes met this week on Monday and Wednesday morning and at Bailey Riverbridge and Friday morning at The Casements from 8:30-9:30 a.m.
- "Did You Know?" posted on our Facebook page.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections and posted reservations
- Check all parks for unemptied trash cans
- Bathroom checks 1x per day
- Skate park concrete inspected
- Trails blown off
- Repair railing at Birthplace of Speed Park
- Repair slide at Magic Forest Playground
- Repair chain climber at Magic Forest Playground
- Trim bushes near floating dock at Central Park I
- Install two toddler swings at Sanchez Park
- Install picnic tables at Central Park I
- Repair pavers under bridge at Cassen Park
- Install sign at Vadner Park
- Repair tennis court at Central Park III

Building Maintenance

- Unclog restroom at Nova Community Center
- Repair door handle at Fortunato Park
- City Hall lights safety check
- Replace mag locks at Nova restrooms
- Place termite spikes at Central Park I
- Cleanup Shop
- Pickup plumbing and fountain materials
- Hang bulletin board at the Police Department
- Assess water leak at the Police Department
- Touch up paint in men's restroom at Nova
- Unclog men's restroom at City Hall
- Replace mag locks at Central Park II
- Replace light at the Police Department
- Troubleshoot AC at PW
- Replace outside restroom lights at Ames

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff met with members of Training Unit about new weapons and sights.
- Staff attended the Ormond Beach Police Department Awards committee meeting.
- Staff attended a meeting in reference to updates/changes to Beachside Elementary and Tomoka Elementary campuses.

- Staff conducted interviews for a Police Athletic League Recreation Leader.
- Staff communicated with Finance on Firearms Bid Process.
- Staff processed purchasing receipts.
- Staff attended the farewell ceremony for Marcus Buckley at Oasis Church.
- Staff is working with Christina Maguire on Ormond Beach Leadership Academy.
- Staff attended the ceremony in New Smyrna Beach for Ormond Beach Firefighter Ethan Wilson.

Community Outreach

- Youth Leadership Council (YLC) - Ten (10) members attended a YLC member training on Thursday, February 9th. The next State of Florida Association of Police Athletic League's YLC leadership training will be Saturday, March 25, 2023.
- OBPAL Basketball - Practice was held on Tuesday and Wednesday from 6:00–8:30 PM at the South Ormond Neighborhood Center. Twelve (12) players attended practice each day.
- PAL educational programs with partner organizations began on Monday, February 13, 2023. Currently 28 students are registered for Science on Patrol (SOP) at Ormond Beach Middle School; 21 are registered for Tutors R Us at the South Ormond Neighborhood Center; and, 15 are registered for READ at Ormond Beach Elementary.
- Donut Dash 5K 2023 - On-line registration Ormond Beach PAL Donut Dash 5K 2023 is available at the following link:
<https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>
For additional information on sponsorship or participation please contact PAL staff at 386 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 40
- Animal Reports: 4
- Return to Field: 5
- Animal Bites: 3
- Animals to Halifax: 3
- Injured Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 10
- Inactive: 6
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 0
- Larceny Car break: 5
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1

- Suspicious Incident: 1
- Threats/Extortion: 1

Records

- Walk - Ins / Window: 98
- Phone Calls: 139
- Arrest / NTA's: 18
- Reports Generated: 133
- Reports Entered: 121
- Citations Issued: 82
- Citations Entered: 82
- Warnings Entered: 208
- Trespass Warnings: 40
- CORF Entered: 38
- Mail / Faxes / Request: 48

Patrol

- Total Calls: 1,614
- Total Traffic Stops: 193

Operations

- Crime Opportunity Report Forms: 49

02/08/23

- Domestic Violence Aggravated Battery, 980 Old Mill Run (The Village). A male returned to this address and attacked his girlfriend again. We had pending charges from a previous incident. He came back. Hit her with a laptop and threw a candle at her. The male fled again prior to law enforcement arrival. Charges were filed and a warrant for his arrest is now in place.
- Carbreak, 1009 Ocean Shore Boulevard (Coral Sands). An unidentified subject made entry into the victim's unlocked vehicle and stole a purse and its contents.
- Warrant Arrest, 1567 North United States Highway One #117. A subject was located at this location and was found to have multiple warrants for his arrest from different states.

02/09/23

- Carbreak, 926 North United States Highway One (Ormond RV Storage). An unidentified subject cut and stole the catalytic converter from the victim's motorhome at this location.

02/10/23

- Vandalism, 145 South Atlantic Avenue (The Cove). A female was observed to be damaging the victim's vehicle with a rock. Charges were filed.
- Domestic Violence Battery/Narcotics/Smuggling contraband into Detention Facility Arrest, 19 North Yonge Street #18 (Granada RV Park). A male got into a verbal argument with his ex-girlfriend outside of her residence and struck her, knocking her to the ground. He was arrested and transported to the Branch Jail where he was found to be in possession of cocaine. Additional charges were completed.
- Domestic Violence Battery Arrest, 45 Oak Avenue. A female was in an argument with her boyfriend when she spat on him and started throwing glass items at him. She was arrested and transported to the Branch Jail where she was found to be in possession of prescribed medication located in her bra. Additional charges were completed.
- Domestic Violence Battery Arrest, 596 North Nova Road. A female hit her husband in his face during an argument.
- Domestic Violence Battery Arrest, 500 Sandy Oaks Boulevard. A male was in an argument with his wife over alleged infidelity issues. The argument turned physical and the male was arrested.

02/11/23

- Sex Offense, 151 Domicilio Avenue (Ormond Beach Middle School). A juvenile male received videos of what appears to be a juvenile male performing a sexual act.
- Residential Burglary, 265 Rosewood Avenue. An unidentified subject made entry into this location and stole a Honeywell security system, two chairs, and a fire extinguisher. The victim suspects a former tenant of the offense.
- Theft, 125 Interchange Boulevard (Cracker Barrel). An unidentified subject attempted to steal the victim's purse in a distraction type theft.
- Traffic Crash Fatality, North Nova Road/Sterthaus Drive. An elderly male operating white minivan made an illegal left turn in front of a northbound motorcyclist. The motorcyclist was transported to Halifax Hospital where he was pronounced deceased.
- Battery on LEO/Resisting with Violence/Shoplifting Arrests, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention from this location observed three subjects skip scanning items. When they were confronted by a Law Enforcement Officer, a male pushed the shopping cart between a subject and the officer. The male broke loose and fled on foot. All three subjects were located and arrested.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). A subject was found to have an open warrant for his arrest.
- Violation of Probation Arrest, 1521 West Granada Boulevard (Wal-Mart) A female that was arrested for shoplifting was also found to be on probation.
- Shoplifting/Narcotics Arrest, 1521 West Granada Boulevard. A female was observed by the Loss Prevention Officer for this location to be skip scanning and concealing merchandise under her clothing. After being arrested, she was found to also be in possession of narcotics.
- Shoplifting Arrests, 1521 West Granada Boulevard. A male and female were observed by the Loss Prevention Officer for this location to be skip scanning items while at the self-checkout register.

02/12/23

- Stalking, 390 Muddy Creek Lane. A female continues to harass her neighbors. Charging affidavit completed.
- Warrant Arrest, 24 Baymeadow Court. A subject was found to have an open warrant for his arrest.

02/13/23

- Narcotics Arrest, 505 South Atlantic Avenue #109. Two female subjects were both found to be in possession of cocaine and narcotic paraphernalia.
- Warrant Arrest, 505 South Atlantic Avenue. A subject was found to have an open warrant for his arrest.

02/14/23

- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). A male was observed by the Loss Prevention Officer for this location to be concealing merchandise under his clothing.
- Grand Theft, 1628 West Granada Boulevard (BP Gas Station). An unidentified subject stole \$15,000 worth of diesel fuel from this location.
- Narcotics/Violation of Probation Arrest, 2 John Anderson Drive. A male was stopped for a traffic infraction. He was found to be in possession of methamphetamine and drug paraphernalia. He was also found to be on probation.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 85
 - Number of Criminal Citations: 3
 - Number of Citations issued: 55
 - Number of Written Warnings Issued: 118
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 5

- Number of Crashes with Serious Bodily Injury: 0
- Number of Fatal Crashes: 1

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 5 Cases initiated
 - Zone 2: 2 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 1 Case initiated
- (27) signs have either been removed or sign cases created.
- (23) tree removal permit requests
- Administrative staff assisted with four (4) walk-ins and sixty-four (64) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - SONC Gym – The Construction Contractor’s work is complete.
 - Facility Hardening – Three windows for the PAC were installed, the project is complete.
 - PD HVAC Upgrades – Construction is ongoing.
 - WRF Clarifier Improvements – Construction is ongoing.
 - 2022 Road Resurfacing – The project is complete.
 - Downtown Sidewalk Renovations-Banding – Construction anticipated to commence after Bike Week.
 - EDC Feature Exhibit Improvements – A project kick-off meeting was held on February 1. Fish tanks are being manufactured.
 - Hurricane Ian Tennis Center Fence Replacement – A pre-construction meeting was held on February 15.
 - Bidding:
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Approval to bid is scheduled for the February 21 City Commission meeting.
 - 2023 Storm & Sewer Lining – Bids were opened on February 15 and are under review.
 - SONC Pavilion Replacement – Approval to bid is scheduled for the February 21 City Commission meeting.
 - Performing Arts Center Renovations – A Construction Management Work Authorization is scheduled for approval at the March 7 City Commission meeting.
 - 2023 Shell Parking Restoration – Approval to bid is scheduled for the March 7 City Commission meeting.
 - PAC Renovation – A Work Authorization for Construction Management Services is scheduled for approval at the March 7 City Commission meeting.
 - Outdoor Fitness Stations-Nova Community Park – Approval to advertise RFQ is scheduled for the March 7 City Commission meeting.
 - CDBG North Ridgewood Sidewalk-East Side – Approval to bid is scheduled for the March 21 City Commission meeting.
 - Neighborhood Traffic Calming – A sole source procurement of speed tables is scheduled for approval at the March 21 City Commission meeting.
 - Stormwater Construction – Arbor Drive – A meeting is being scheduled with SJRWMD to determine permitting requirements, if any.
 - Design Projects:
 - Downtown: Cassen Park Improvements – Design is in process.
 - Business Park Drive Phase II – Consultant is preparing final plans and specifications for bidding.

- Doug Thomas Way Extension Design – Consultant is preparing final plans and specifications for bidding.
 - WRF Upgrades – 90% design is complete.
 - Downtown – East Granada Utility Undergrounding – Consultant is preparing 90% design plans and specs.
 - Lift Station 4P Rehab – A Work Authorization for design services is scheduled for approval at the February 21 City Commission.
 - Lift Stations 11M and OBSC3 Rehab – Staff has requested proposals from Underground Utility Construction contractor.
 - Septic to Sewer – Oak, Magnolia & Bonita – Design – Design is in process.
 - Hudson Wellfield Expansion – A design kick-off meeting is being scheduled
 - Shadow Crossings Reuse Pump Facility – A Work Authorization for design services is scheduled for approval at the February 21 City Commission meeting.
 - ARBP Ramp & Seawall Repairs Hurricane Ian & Nicole – Design is in process.
 - City Hall Landscape Improvements-CRA – Preliminary design is in process.
 - Hurricane Ian – Staff is preparing bid specifications for several facility damage repair projects.
- Departmental Activities
 - Reviewed 21 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

- Concrete pour on S Center St; strip forms, backfill, stress cut
- Strip forms, backfill, stress cut on Cotton Seed Trl
- Rip out slab at the batting cage in Sports Complex
- Concrete pour, 2yds, on Aaron Cir; strip forms, stress cut, backfill
- Form, grade on Bonita Pl

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, Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Various projects

Stormwater Maintenance

- Ditch spraying Citywide
- Inlet cleaning Citywide
- Depression investigation Knollwood Dr
- Gates & pumps Citywide
- Inlets inspected & cleaned Citywide
- Ditch maintenance on Thompson Rd
- Pipe headwall repair on Tomoka View Dr
- Gutter cleaning on South Forty Trl
- Reachout mower on Harmony
- Gradall ditch maintenance on Arroyo Pkwy

Vactor

- Inlet cleaning Citywide; Division Ave
- Line cleaning on Knollwood Estates Dr

Fleet

- Mileage traveled by all departments for the week: 22,409
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 9,763 gallons unleaded, 8,987 gallons diesel
 - Fuel used in one week: 2,599 gallons of unleaded and 785 gallons of diesel.
 - Fleet completed 37 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 Plant Status Report

- Delivered 38.54 million gallons for the week ending February 11, 2023 (5.51 MGD average).
- Backwashed 6 filters for a total of 424,260 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 11, 2023 @ 5.94 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 87 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 122,000 gallons.

Plant Activity: (Ongoing Projects and Misc.)

- WTP housekeeping projects
- BAT Well #2 Clearance
- LS Aerator motor alignment

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.25 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.89 MGD
- Produced 23.73 Million Gallons of Reclaim water.
- Produced 3.53 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2022 – December 31, 2022) (MGD):
 - Influent 5.35 (Permit 8 MGD);

- Surface Water Discharge 1.23 (Permit 6 MGD);
- Reuse 3.41 (Permit 10 MGD)
- Hauled 19 loads for the month of January 2023 for a total of 439.46 wet tons through 01-30-2023. Sludge numbers are the most recent reported values.
- Operations are on 8-hour weekday and 12-hour weekend shifts. This schedule will be in effect until another certified operator can be hired and trained. Certified Operator position has been posted.

Water Distribution

- Responded to 5 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing concerns.
- Responded to 18 calls from customers concerning leaking water.
- Replaced 2 residential water meters due to operational concerns.
- Tested 12 city owned backflow preventers and made repairs when needed.
- Replaced 3 residential water services due to pressure concerns or leaks.
- Replaced 3 broken water meter boxes/lids.
- Performed valve maintenance on 4 main line valves.
- Installed 5 new meters/services for new construction.
- Performed fire hydrant maintenance on 1 fire hydrant.
- Flushed N Beach St area to pull chlorine and for water clarity.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 161 utility locates for the previous week.

Wastewater Collection

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Flushed Nova Rec.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 2000 gallons of effluent off of Hunters Ridge force main.
- TV'ed 6 sanitary laterals on the PM list
- Changed pump at Nova Rec Center
- Performed 7 Utility Verifications
- 906 Quail Run: raised C/O
- 21 Coquina Ridge Way: Pumped blanket out of pep tank, possible broken tank

Reuse

- Responded to 2 reuse trouble calls.
- Located Reuse and Pep tank at 2 addresses
- Replaced reuse box at 46 Thornhill Chase and 67 Westland Run
- 108 Seminole Dr: replaced broken box and lid
- 108 Windsong Ct: replaced broken curb stop

Wastewater Plant – Lift Stations

- Supplemental Hypochlorite System – replace both Pump with SCADA Compatible equipment.
- Reaeration - New Aerator arrived, prep for installation, manufacture Legs and Feet for installation over top of existing Submerged Diffuser Bank.
- 2P – no starts #1, pull Pump to clear blockage at Volute & Impeller, found bad Circuit Breaker at #1 Pump, installed replacement Breaker.
- Harley Davidson – Wet Well heavy grease, apply Floating Lift Station Degreaser as needed, will monitor.
- Relocated D.O. meter at the swing zone and installed it in aeration.
- 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

- Lee Way Elevated Tower - installed new light fixture on equipment building.
- R/O deck - pump #1, disconnected electric at motor for removal of pump and motor for rebuild, install reconditioned pump and motor.
- H.S.P. pump #8, disconnected electric at motor for removal of pump and motor for rebuild.
- Standish Pump Station – installed new mixer in storage tank.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform Operational Checks at various locations.

SCADA System

- SCADA General:
 - Assisted in general maintenance of WTP control room computers (hooked up dual monitors also).
 - Performed load test on Eaton UPS for radio and fiber switch network.
 - Ordered new UPS for WTP PLC RIO 1-2
 - Ordered new digital level display for Standish Tank
 - Working with Chromalox to order “Option B cards” to retro fit WTP sand filters.
- WWTP:
 - OTB I/O Communication Models @ all MCC's, replaced total of 8 UPS's inside the MCC's to prevent
- WTP:
 - State Park Booster: Pressures finally resolved. A break was found inside the signal wire. Pulled in new signal wire for upstream and downstream pressure transducers. OK
 - Cone #2 VFD: Reconfigured control strategy from level base to flow base. (4-20ma PID loop when running two cones.)
 - Standish: Assisted in installing new mixer in tank.
- Lift stations:
 - LS8M1 not working in RTU Mode, Replaced probe rod & 4-20ma signal converter with pressure transducer. Re-wired cabinet to accommodate pressure transducer. Reprogrammed RTU, OK
 - LS13M not reporting runtimes @ Midnight. Reprogrammed RTU, OK

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Cross Connection Control Program – Staff is inspecting many sites across the potable water service area to ensure the database is correct with respect to backflow devices. Many other locations are receiving phone calls to continue to increase backflow device testing compliance.
- Sewer Use Ordinance – FDEP requested the City revise the SUO to add language with respect to new rules including the Dental Amalgam compliance. Staff held a meeting to discuss the direction of the revisions that will assist the Utility in reducing Fats, Oils and Grease from the sewer collection system.
- NELAC Certified Lab – Staff is organizing documents to have the WRF lab become a certified lab as recognized by the Florida Department of Health. This designation will allow the lab to submit analytical reports directly to the FDEP.
- Dental Amalgam Certification – Staff is visiting each of the dental faculties in the City's sewer service area to obtain certification of the EPA Dental Amalgam Rule. The rule states facilities certify their mercury collection equipment meets the criteria.
- Industrial Pretreatment Program – Staff performed the inspection and sampling for the four permitted industries in the IP Program. Staff is currently reviewing the data from the laboratory reports to ensure compliance.

- Water Reclamation Facility Reports – Staff submitted all of the end of the 2022 calendar year reports to the FDEP.
- Bacteriological Testing SOPs – Staff is developing an SOP for the collection of bacteria samples for the WTP. The first draft is being reviewed by supervisory staff.
- FDEP Reuse Report – Staff submitted the Reuse Report to the FDEP and St. Johns River Water Management District. The report outlines the source and use of the City's reclaimed water.

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 meeting with Assistant City Manager.
- Agenda packet preparation and distribution for February 21, 2023, City Commission Meeting.
- Agenda packet preparation for March 7, 2023, City Commission Meeting.