

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 10, 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:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- SONC Renaming Ceremony: "Joe & Elwillie Daniels South Ormond Neighborhood Center"
- MainStreet Taste of Ormond
- Individual agenda review meetings with commission members
- Tiger Bay Board meeting
- SMA Finance Committee meeting
- SMA Board of Directors meeting
- City Commission meeting
- County Library lease meetings
- A1A Resiliency Plan meeting
- Eggs & Issues meeting
- Team Volusia EDC 2023 Annual Meeting

PIO – Public Information

- Press Releases/Media
 - Media Alert for Events
 - General citizen inquiries
 - General media updates and interview coordination
- Social Media
 - Joe & Elwillie Daniels Dedication
 - Nextdoor promotion
 - International Women's Day
 - National Weather Fire Danger Updates
- Attended
 - City Manager's Staff Meeting
 - Joe & Elwillie Dedication at SONC
 - City Commission Meeting
 - State of the City Planning
 - Community Partnership Misc Meetings
- Developing
 - Strategic Issues Document
 - Budget Template Theming

Community Development

Planning

- Cobb Cole shall conduct a neighborhood meeting on Tuesday, March 14, 2023 at 6:00 PM in the auditorium of the Ormond Beach Regional Library, 30 South Beach Street, Ormond Beach, FL 32174 regarding the development of a maximum of 24 residential units at 121 East Granada Boulevard. The neighborhood meeting is required based on the Ormond Beach Land Development Code. The site plan for the project (121 East) is available at: <https://www.ormondbeach.org/1027/121-East>. Individuals may provide written comments or questions regarding this request by email to Debi.LaCroix@CobbCole.com or by letter to Debi LaCroix, CLA, Cobb Cole, 149 S. Ridgewood Avenue, Suite 700, Daytona Beach, FL 32114.
- Two public meetings based on Florida Statutes, Section 163.31801, the Florida Impact Fee Act, the City of Ormond Beach, in conjunction with the consultants Raftelis Financial Consultants, shall conduct a meeting on Wednesday, March 22, 2023 at 5:30 PM and Monday, March 27, 2023 at 10:00 AM in Room 103, the City Commission Conference Room at 22 South Beach Street, Ormond Beach, FL 32174, to discuss the extraordinary circumstances regarding the City of Ormond Beach impact fee study update. Please see <https://www.ormondbeach.org/1028/Impact-Fees> for additional information.
- Attended and presented at the City Commission meeting.
- Attended and presented at the Planning Board.
- Attended the FEMA HMGP Grant Program Workshop hosted by the City of New Smyrna Beach. The meeting provided an introduction on the Hazard Mitigation Grant Program and funding opportunities based on the presidentially declared disaster event for Hurricane Ian. Pegasus Engineering provided the information on HMGP grant alternatives, grant opportunities, HMGP timelines and costs, and schedules and expectations.

Building Inspections, Permitting & Licensing

- 9 Business Tax Receipts issued.
- 576 inspections preformed, 45 by private provider.
- 154 permits issued within the City, with a valuation of \$7,252, 120 (includes Archer's Mill subdivision improvements of \$4,920,754.
- 12 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) did not meet this week.
- Projects under SPRC review:
 1. RidgeHaven subdivision. 5th review. 96 duplex units and 202 single-family lots within a Planned Residential Development on 103.45 acres.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Interchange Depot	90%
Love Whole Foods	20%
McNamara Warehouse	85%
MetroNet	15%
North Interchange	0%
Ocean Club	20%
Ormond Central	15%
Revella	45%
Riverbend expansion	35%

Shoppes at Granada Point	0%
Valiant Diner	20%
Vroom	95%
Utilities only	
101 Town & Country Lane	40%
Celadine	60%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	95%
Iris Forcemain	10%
Ocean Village Townhomes	95%
Verona Oceanside	95%
Residential	
Cupola at Oceanside	90%
Plantation Oaks, Phase 1A	90%
Plantation Oaks, Unit 2B	75%
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 participated in the Ormond Mainstreet Economic Vitality Committee meeting.
 - Staff attended the Team Volusia EDC 2023 Annual Meeting at Daytona State College.
- 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 ten active projects generated via direct contact with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- The annual RSAT (Runway Safety Action Team) meeting was conducted by Steve Brockett, OBMA Air Traffic Manager.
- Staff continues coordination for the installation and configuration of equipment at the airport in support of an FDOT Airport Operations Counting Project being conducted by Embry-Riddle Aeronautical University (ERAU).
- Staff is working to conduct minor repairs to Gate 13 at the airport.

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

Finance

- On-going Projects
 - Finance has started working on Hurricane Ian/Nicole tracking.
 - Finance and associated staff meet weekly with FEMA to discuss hurricane Ian/Nicole reimbursement.

- Completed Projects - Weekly
 - Process 134 Journal Entry Batches.
 - Utility Billing Meter Readers completed 360 work orders.
 - Approved 13 Purchase Requisitions totaling \$334,605.80.
 - Issued 11 Purchase Orders totaling \$263,632.34.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 257 utility customers regarding receipt of a past due notice.
 - Processed 675 payments through Interactive Voice Response System totaling \$57,185.92
 - Processed 1,608 payments through City online payment portal totaling \$163,853.60.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Completed Grants Summary for February 2023.
 - Submitted an online grant application for the VOCA grant for the 23rd year of funding.
 - Grant reimbursement request for FY 22-23: \$2,203,085.61
- Other
 - Neighborhood Improvement Advisory Board (NIAB) packet out for the March 16 meeting.
 - Met with staff members on Local Mitigation Strategy (LMS) and the Hazard Mitigation Grant Program (HMGP) for the federal disaster declaration for Hurricane Ian.
 - Attended FY23 Law Enforcement-Based Victim Services (LEV) Webinar.
 - Attended Hurricane Loss Mitigation Program (HLMP) Webinar.
 - Attended Local Mitigation Strategy (LMS) meeting to discuss new initiatives and prioritization.

Risk Management Projects

- Conduct Meet Your Finance Team meeting
- Edit Emergency Management exercise for Leadership
- Manage subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 7
 - Hazardous: 4
 - EMS: 79
 - Motor Vehicle Accidents: 4
 - Public Assists: 80
 - TOTAL CALLS: 178
- Aid provided to other agencies: 10 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (7)
- # of personnel sent with EVAC to assist with patient care during hospital transport: 8
- Total EMS patients treated: 60
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 472
- Training Hours
 - NFPA 1001: Firefighting 32
 - NFPA 1002: Driver 20
 - NFPA 1021: Officer 3
 - NFPA 1500: Safety/Equipment 65
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 130

- Significant Incidents
 - 3/4/23, 10:41 AM: W. Tower Circle – Emergency Medical – Responded to a fall from a lift greater than 10' – patient transported as a trauma alert.
 - 3/4/23, 3:20 PM: Pine Bluff Tr. – Emergency Medical – Responded to a fall from a horse – patient transported as a trauma alert.
 - 3/4/23, 3:49 PM: W. SR40 / Rodeo Rd. – Motor Vehicle Accident – Responded to a vehicle rollover and motorcycle collision – two patients transported as trauma alerts – one OBFD firefighter assisted VCEMS with patient care during transport to hospital.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Leisure Services)
 - Athletics Supervisor
 - Community Service Officer (Animal Control)
 - Engineer
 - Equipment Operator I (Streets)
 - Events Leader – PART TIME
 - Evidence/Crime Scene Technician
 - Firefighter/EMT
 - Maintenance Worker II (Athletic Fields) – PART TIME
 - Maintenance Worker II (Parks) – SEASONAL PART TIME
 - Plant/Pump Technician
 - Police Officer
 - Public Information Officer (Public Safety)
 - Recreation Leader (Casements) – PART TIME
 - Recreation Leader (Nova) – PART TIME
 - Recreation Leader (SONC) – PART TIME
 - Sign Technician
 - Stormwater Technician I
 - Support Services Administrator (Records & Boards)
 - Treatment Plant Operator C/B/A (Wastewater Reclamation Plant)
 - Treatment Plant Operator C/B/A (Water Distribution Plant)
 - Treatment Plant Operator C/B/A (Water Distribution Plant) – PART TIME
 - Utilities Engineer
 - Utilities Tech I (Wastewater Collection/Reuse)
 - Utilities Tech II (Wastewater Collection/Reuse)
 - Utilities Tech III (Wastewater Collection/Reuse)
 - Background/Reference Checks/Job Offers
 - Building Inspector
 - Environmental Improvement Officer (Arborist)
 - Executive Assistant
 - Firefighter/EMT
 - Police Officer
 - Recreation Leader (Police Athletic League)
 - Recreation Program Specialist
 - Separations
 - 3/10: Stormwater Tech I (Stormwater)
 - 3/11: Part Time Recreation Leader (Nova)
 - 3/19: Firefighter/EMT

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 Authentication
 - Radwin P2P bandwidth upgrade and wireless at Station 94
 - Work Orders
 - New: 38
 - Completed: 39
 - In progress: 26
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,947
 - Inbound E-Mails Blocked: 9,207
 - Delivered Inbound E-Mails: 28,389
 - Quarantined Messages: 907
 - Percentage Good Email: 71.07%
 - Virus E-Mails Blocked: 0
 - Notable Events: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 7
 - Corrections: 1
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 4
 - 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: 1; Total in system = 24,469; 23,578 potable, 880 Irrigation, 11 Effluent
 - Notable Events: Updated Water and Sewer Basemap Book.

Leisure Services

Administration

- Engineering meeting
- City Manager Staff meeting
- City Commission meeting
- Performing Arts Center renovations discussion
- Library Lease meeting
- Revenue Source for the Performing Arts Center meeting
- 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 soffit installation at the civil air patrol building.

Environmental Discovery Center

- Open for guided and self-guided tours, Tuesday through Saturday, 10 am to 4 pm
- UF IFAS Master Gardener Plant Clinic, Tuesday, 10 am to 11 am
- UF IFAS 'Gardening Florida Style' Class, Wednesday, 10 am to 11 am
- Community Garden Board meeting, Wednesday, 3 pm to 4 pm
- FLWAA Featured Artist Exhibit Changeover, Thursday, 9 am to 10 am
- St. Patrick's Day craft planning
- Re-assigning garden plots
- Managing Community Gardens issues
- Planning for classes/programs
- Planning/booking field trip tours
- Planning for Enviro Camp

Athletics

- Shuffleboard Club continues to hold practices on Monday, Wednesday and Friday at 1 pm at Sports Complex.
- SHS Softball & Baseball had practices this week, baseball on Wendelstedt Fields at 4 pm Tuesday through Friday; softball at Quad 1 at 6 pm on Monday through Thursday. Softball has a game on Friday at 6 pm and baseball had games on Monday, Wednesday, & Thursday at 6 pm at Sports Complex.
- 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 Tuesday, Thursday, and Friday this week at 3 pm on the Kiwanis Field. Softball team folded.
- OBYBSA Recreational Baseball started their practices 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.
- SHS Flag Football had games on Wednesday night at 6 pm and 7 pm at Championship Field #7 at the Sports Complex.
- CCA hosted soccer games on Monday and Tuesday at 5 & 6:30 pm at Soccer Field #8.
- Halifax Academy has baseball practice on Monday, Wednesday, and Friday at 4 pm on the Kiwanis Field.
- Ormond Beach Soccer Club hosted recreational games on Saturday morning, while the competitive teams played Saturday and Sunday afternoon.

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 Golden Spikes practices
- Prep Quad daily for HS softball practices and Pinto Boys "Spring Training"
- Prep Tee-Ball fields for Tee-Ball practices

Performing Arts Center

- Attended Memorial Day Remembrance Committee meeting.
- Prepared for Leisure Services Advisory Board meeting.
- Updated information on OBPA Facebook and Friends of the OBPA Facebook pages.
- Entered work orders for Performing Arts Center and Senior Center facility and equipment repairs.

South Ormond Neighborhood Center

- Open gym and weight room (center hours)
- Splash Pad is closed until March 15th
- Open tennis courts, outdoor basketball court and playground (park hours)
- Activity room rental Saturday evening 4 pm until 8 pm
- Jazzercise Monday evening at 5:30 pm
- Tutoring (PAL) Monday thru Thursday (3:30 pm until 6:30 pm)
- Youth basketball games Monday thru Wednesday (evening)
- Open gym (daily as per availability and event scheduling)
- Open weight room (daily center hours)
- Dedication ceremony for the renaming of South Ormond Neighborhood Center

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Set up, work and break down of South Ormond Neighborhood Center renaming, Saturday, March 4th.
- Clean up of supplies and equipment from South Ormond Neighborhood Center renaming event.
- Attended Memorial Day Remembrance Service committee meeting.
- Ongoing planning for upcoming events:
 - Art in the Park, May 6th & 7th
 - Memorial Day Remembrance Service, Monday, May 29th
 - Summer Sounds Free Concert Series, July 14th, 21st & 28th

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 are held Monday, Tuesday, and Friday from 3:30pm-7:30pm.
- Special populations programs start 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 1 pm to 4 pm
 - The Explorers' Club on Thursday from 4 pm to 6 pm

The Casements

- The Casements was open for guided tours on Saturday at 9:30 am and 10:30 am.
- Reset Rockefeller Gardens from Taste Event, Monday 8 am to 12 pm
- 30th Annual Ebony & Ivory Photography Exhibit through March
- Guild Training Session, Monday, 10 am to 12 pm (4)
- Girl Scout "Walk the World" Challenge, Rockefeller Gardens, Tuesday 6 pm to 7:30 pm (50)
- FDOT Public Meeting, Casements, Wednesday 4 pm to 8 pm (100)
- Memorial Day Meeting, Casements, Wednesday 11:30 am to 2:30 pm (12)
- Seas the Day Yoga, Rockefeller Gardens, Saturday, 9 am to 10 am (9)
- Ora Yoga classes met this week on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 5:30 pm to 8 pm.
- Pilates classes met this week on Monday and Wednesday morning at Bailey Riverbridge and Friday morning at The Casements from 8:30 am to 9:30 am.
- "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
- Install metal on BBQ grill at Sanchez Park
- Install 6 signs at Andy Romano Beachfront Park
- Install plant signs at Vadner Park
- Fill holes at Central Park I

Building Maintenance

- Take the lift to Fleet
- Pickup plywood from Fleet to PW
- Unloaded desk to City Hall
- Remove stray foam from roof at South Ormond Neighborhood Center
- Pickup materials from Lowes
- Install carpet at South Ormond Neighborhood Center
- Build bookcases at South Ormond Neighborhood Center
- Repair water fountain at Nova Community Center
- Replace door handle at Fortunato Park
- Repair projector screen at South Ormond Neighborhood Center
- Removed table from City Hall
- Hung pictures at City Hall
- Replace fountain pump at Fortunato Park
- All decorative fountains serviced
- Replaced flags at South Ormond Neighborhood Center
- Brought road barriers to South Ormond Neighborhood Center

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting.
- Staff participated in a multi-agency, multi ethnic news conference headed by Sheriff Chitwood to denounce hate and talk about the recent anti-Semitism.
- Staff hosted the Citizens Law Enforcement Advisory Board meeting at the Police Department.
- Staff assisted with preparations for the upcoming accreditation process.
- Staff ordered a plaque for a Volusia County Dispatch Supervisor (Glenn Lopez) that has served for over 35 years and always has been our Go-To-Guy!
- Staff hosted a swearing in ceremony for three of our newest Police Officers.
- Staff and Ormond Beach Fire Chief Bailey visited a newly constructed Police/Fire/EOC complex in St. Augustine.
- Staff attended the renaming of the South Ormond Neighborhood Center for Mr. and Mrs. Daniels.
- Staff assisted fellow Police Unity Tour riders with logistics and information on upcoming organized rides.
- Staff qualified with their back-up weapons.
- Staff worked with Shawn Finley to remove concrete barriers placed around some signs on Pineland Trail.

Community Outreach

- Youth Leadership Council (YLC) - YLC did not meet last week. 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 Thursday from 6:00-8:30 PM and on Sunday from 2:00-6:00 PM at the South Ormond Neighborhood Center. Twelve (12) players attended practice. The first tournament of the season will be the State for Florida Association of Police Athletic/Activities League March 10-12 in Jacksonville, Florida. The 14U team will be participating in the tournament.
- PAL Educational Programs
 - Tutors R Us (TRU) - Eighteen (18) students attended tutoring sessions last week at the South Ormond Neighborhood Center. TRU will conclude the first session of the winter/spring program this week. The next session will be offered May 1-25, 2023.
 - Science on Patrol (SOP) -Twenty-eight (28) students attended SOP at Ormond Beach Middle School last week.
 - R.E.A.D. (Reading, Exploration, Adventure and Discovery) - Nineteen (19) students attended the READ program last week. The program will not be held this week and will resume after VCS Spring Break.
 - 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: 31
- Animal Reports: 3
- Return to Field: 5
- Animal Bites: 2
- Animals to Halifax: 0
- Injured Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 9
- Inactive: 8
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car Break: 1
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0

Records

- Walk - Ins / Window: 99
- Phone Calls: 152
- Arrest / NTA's: 26
- Reports Generated: 145
- Reports Entered: 142
- Citations Issued: 128
- Citations Entered: 128
- Warnings Entered: 323
- Trespass Warnings: 19
- CORF Entered: 74
- Mail / Faxes / Request: 53

Patrol

- Total Calls: 1,781
- Total Traffic Stops: 364

Operations

- Crime Opportunity Report Forms: 92

03/01/23

- Stolen Vehicle Arrest, 364 South Atlantic Avenue. A male was found to be driving a stolen motorcycle and after he was arrested, a large bag of narcotics was located in the motorcycle.
- Business Burglary, 301 Division Avenue. An unidentified subject entered the business and stole a Toro Workman utility car.
- Narcotics Arrest, 900-Block of North US Highway One. A traffic stop was conducted. Two juveniles were found to be in possession of hash oil and marijuana over 20 grams.

03/02/23

- Warrant Arrest, 1608 North US Highway One (Ormond Extended Stay). A subject was found to have an open warrant.

03/03/23

- Domestic Violence Battery Arrest, 31 Herringbone Way. A male was in a verbal argument with his grandfather. The male punched his grandfather multiple times in the head during the incident.
- Driving Under the Influence Arrest, McAlister Drive/Sylvania Place. A male was found intoxicated in his vehicle parked, with the vehicle running, in the front yard of 40 Sylvania Place.
- Trespass Arrest, 83 Harvard Drive. A male was found passed out in the wrong house. He was heavily intoxicated and could not find his rental.

03/04/23

- Robbery by Sudden Snatching Arrest, 220 North Nova Road (Publix). A juvenile followed the victim into this location and stole a vape out of the victim's bra.

03/05/23

- Residential Burglary, 1 Tomoka Oaks Boulevard #111 (Tomoka Oaks). An unidentified subject stole the victim's bicycle from an empty carport at this location.
- Violation of Injunction Arrest, 25 Riverside Drive (The Casements). Officers responded to The Casements in reference to transients sleeping on the property. A male and female were located. The male violated a protection order by being with the female. The female was placed under arrest for providing a false name for she did not want the male to get arrested.

03/06/23

- Domestic Violence Battery Arrest, 32 Melrose Avenue. A juvenile male pushed and scratched his mother while trying to take his phone back from her.
- Narcotics Arrest, 1608 North US Highway One (Extended Stay). While investigating a vandalism, officers discovered narcotics and paraphernalia in plain view inside the suspects room.
- Residential Burglary, 671 South Nova Road. An unidentified subject forced entry through the front glass door. It is unknown what was taken.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject stole a misdemeanor amount of merchandise from this location. The theft was witnessed by Loss Prevention. Subject left prior to law enforcement arrival.
- Theft, 30 South Beach Street (Ormond Beach Library). An unidentified subject stole the victim's bicycle from this location.
- Theft, 1637 North US Highway One (Harley-Davidson Shop). An employee is suspected of stealing approximately \$500 from the victim's purse.
- Domestic Violence Battery Arrest, 503 Crowne Sunset 1322 (The Crowne Apartments). A female and her boyfriend were involved in a verbal argument that turned physical.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). A male stole a misdemeanor amount of merchandise from this location. The theft was witnessed by Loss Prevention.

03/07/23

- Vandalism, 170 Williamson Boulevard (Sleep Inn). An unidentified subject shattered the rear window of the victim's vehicle.
- Stolen Vehicle, 1608 North US Highway One (Days Inn). An unidentified subject stole the victim's motorcycle from the parking lot.
- Shoplifting, 1478 West Granada Boulevard (Publix). An unidentified subject stole a misdemeanor amount of merchandise from this location. The theft was witnessed by Loss Prevention. Subject left prior to law enforcement arrival.
- Domestic Violence Battery, 759 South Atlantic Avenue (Georgian Inn). A male pushed his girlfriend to the ground during a drunken argument.
- Prowler Arrest, 323 Oak Drive. A male was observed laying down next to the A/C unit of the residence. When discovered, he fled the area and began wandering around other residences and the nearby golf course.
- Driving Under the Influence/Resisting without Violence/Disorderly Intoxication Arrests, 1151 North US Highway One (Broken Spoke). A female was intoxicated and attempted to drive her motorcycle from the location; in doing so, struck two parked motorcycles. While conducting a DUI investigation,

a male began interfering with the investigation. The male, who was also intoxicated became belligerent, disruptive, and hindered the investigation. The female was placed under arrest for DUI and the male was placed under arrest for Disorderly Intoxication and Resisting.

- Grand Theft, 869 South Atlantic Avenue. An unidentified subject stole the victim's two motorcycle helmets/Bluetooth sets on from the motorcycle.

Traffic Unit

Traffic Enforcement Stats:

- Number of Traffic Stops: 206
- Number of Criminal Citations: 24
- Number of Citations issued: 119
- Number of Written Warnings Issued: 283
- Number of Parking Tickets Issued: 0

Traffic Crash Reports:

- Number of Crashes without Injuries: 3
- Number of Crashes with Injuries: 10
- Number of Crashes with Serious Bodily Injury: 0
- Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 1 Cases initiated
 - Zone 2: 5 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 1 Case initiated
- (160) signs have either been removed or sign cases created.
- (11) tree removal permit requests
- Administrative staff assisted with seven (7) walk-ins and sixty-seven (67) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - PD HVAC Upgrades – New VAV installation is complete. Air handler is scheduled to ship in October.
 - WRF Clarifier Improvements – Construction is ongoing.
 - Downtown Sidewalk Renovations-Banding – Construction anticipated to commence after Bike Week.
 - EDC Feature Exhibit Improvements – Fish tanks are being fabricated.
 - Hurricane Ian Tennis Center Fence Replacement – Materials are on order, anticipated delivery late March.
 - Bidding:
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Project was advertised February 26, pre-bid meeting is March 15, bids are due on March 30.
 - 2023 Storm & Sewer Lining – Bid award is scheduled for the March 21 City Commission meeting.
 - SONC Pavilion Replacement – Project was advertised February 26, pre-bid meeting is March 15, bids are due on March 30.
 - Neighborhood Traffic Calming – A sole source procurement of speed tables is scheduled for approval at the March 21 City Commission meeting.
 - Performing Arts Center Renovations – Approval of a Work Authorization for Construction Management Services has been moved to the March 21 City Commission meeting.

- 2023 Shell Parking Restoration – Approval to bid was approved at the March 7 City Commission meeting.
- Outdoor Fitness Stations-Nova Community Park – Approval to advertise an RFQ was approved at the March 7 City Commission meeting.
- CDBG North Ridgewood Sidewalk-East Side – Approval to bid is scheduled for the March 21 City Commission meeting.
- Downtown – East Granada Utility Undergrounding – Approval to bid is scheduled for the March 21 City Commission meeting.
- Design Projects:
 - Downtown: Cassen Park Improvements – Preliminary design has been received and is under review.
 - Business Park Drive Phase II – Permitting issues are resolved, Consultant anticipates submitting plans and specifications mid-March.
 - Doug Thomas Way Extension Design – Permitting issues are resolved, Consultant anticipates submitting plans and specifications mid-March.
 - WRF Upgrades – 90% design is complete.
 - Lift Station 4P Rehab – Site surveys are being scheduled.
 - Lift Stations 11M and OBSC3 Rehab – Staff is reviewing proposal from Underground Utility Construction contractor.
 - Septic to Sewer – Oak, Magnolia & Bonita – Design – Design is in process.
 - Hudson Wellfield Expansion – Field surveys are being scheduled.
 - Shadow Crossings Reuse Pump Facility – Design is in process.
 - ARBP Ramp & Seawall Repairs Hurricane Ian & Nicole – Design is in process.
 - City Hall Landscape Improvements-CRA – Preliminary design is in process.
 - Stormwater Construction – Arbor Drive – A meeting was held with SJRWMD which confirmed design can be performed in-house.
 - Hurricane Ian – Staff is preparing bid specifications for several facility damage repair projects.
- Departmental Activities:
 - Reviewed 36 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

- Set up jersey barriers along the curve on Pineland Trl
- Form, grade and prep for concrete repair in front of Billy's Tap Room
- Form gutter and grade on Collins St; asphalt patch 16x6; concrete gutter pour
- Asphalt patch on 200 block of S Halifax Dr; Booth Rd
- Grind sidewalk on Forest Quest; 600 block of 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
- Removed Oak in ROW on Buena Vista; Sycamore in ROW on Northshore Dr; Oak on Pebble Beach; Oak in ROW on S Ridgewood Ave
- Grind roots on Collins St
- Haul debris at Nova Rec

Maintenance

- Rotated Special Event Bridge signs

- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads and 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 and decals for upcoming jobs
- Washed and cleaned signs in various locations
- Various projects

Stormwater Maintenance

- Gutter cleaning at Halifax/Atwood
- TV truck on Knollwood Estates Dr
- Ditch maintenance at Division, Hand, and Hammock
- Inlet repair on Brookside Cir

Vactor

- Brookside Cir
- For W/W

Fleet

- Mileage traveled by all departments for the week: 22,684
- 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: 10,360 gallons unleaded, 8,992 gallons diesel
 - Fuel used in one week: 2,807 gallons of unleaded and 705 gallons of diesel.
 - Fleet completed 36 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 40.83 million gallons for the week March 4, 2023 (5.83 MGD average).
- Backwashed 5 filters for a total of 316,740 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 4, 2023 @ 5.96 MGD, SJRWMD 2023 allocation @ 8.041 MGD.
- Produced & hauled 72 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 107,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.58 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.94 MGD

- Produced 27.58 Million Gallons of Reclaim water.
- Produced 0 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (March 1, 2022 – February 28, 2023) (MGD):
- Influent 5.30 (Permit 8 MGD);
- Surface Water Discharge 1.18 (Permit 6 MGD);
- Reuse 3.46 (Permit 10 MGD)
- Sludge information
 - Hauled 18 loads for the month of February 2023 for a total of 417.10 wet tons through 2-27-2023.
 - Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 7 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing concerns.
- Responded to 13 calls from customers concerning leaking water.
- Replaced 3 residential water meters due to operational concerns.
- Tested 10 city owned backflow preventer and made repairs when needed.
- Replaced 5 residential water services due to pressure concerns or leaks.
- Replaced 2 broken water meter boxes/lids.
- Performed valve maintenance on 4 main line valves.
- Installed 2 new meters/services for new construction.
- Performed fire hydrant maintenance on 2 fire hydrants.
- Repaired 6 Inch water AC water main at 156 Northshore Dr.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 172 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 0 in the conventional system service area.
- Flushed Nova Rec.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 1000 gallons of effluent off of Hunters Ridge force main.
- TV'ed 6 sanitary laterals on the PM list
- 5 Hunt Master Ct, Repaired broken check valve on outside of tank
- 58 E Granada, Installed C/O and repaired lateral
- Adjusted floats at 51 Westland Run and 3 Lost Springs Way
- Responded to 6 reuse trouble calls.
- Located Reuse and Pep tank at 2 addresses
- 407 N Beach, repaired 2" reclaimed break 680 John Anderson, shut off reuse

Wastewater Plant – Lift Stations

- Supplemental Hypo System – install “Y” check valve
- Completed MPS Pump #3 repairs
- Clarifier #1 – replaced lateral support cables
- R.A.S. Pump #1 – valve movement and actuator operations
- 5M – weekly deragging of transducer
- Harley Davidson – check station and prep for large-scale city-wide event
- SCADA monitor/response: Responded to equipment issues 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

- Standish Booster Station – install splash shield at pump #1
- Responded to equipment issues at the Water Plant and offsite locations

- Perform operational checks at various locations

SCADA Systems

WTP:

- Operations Control Room – Finished install and wiring of Network Cabinet.
- Standish – Configured new CL17 meter for 4-20ma
- Well4D not working from SCADA, repaired and placed back in service.

WWTP:

- Installed new VFD for RAS#1
- Repaired SCACA connection to Blowers #1 & 2
- Calibrated reaeration dissolved oxygen SC2000 meters (Tanks 1&2)
- Calibrated new reuse conductivity meter and blend conductivity meter

Reuse:

- Shadow Crossings – adjusted setpoint for wells

Support Services (City Clerk)

In addition to routine department activities such as managing and coordinating the City Commission meeting agenda process, official documents, public records requests, records management, website administrative support, proclamations, advisory board administration, general administrative support, research, and assisting citizens and directing calls at City Hall, the following occurred this week:

- City Clerk attended meeting with City Manager.
- Staff attended and provided support for the March 7, 2023, City Commission Meeting.
- Agenda packet preparation for March 21, 2023, City Commission Meeting.