

**City of Ormond Beach
Memorandum**

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

- Round Table Volusia County
- Team Volusia Task Force meeting
- Pastor Narcisse

PIO – Public Information

- Press Releases/Media
 - General citizen inquiries
 - General media requests and interview coordination
 - Missing Persons Rescue
- Social Media
 - Spring Forward Time Change
 - Splash Pad Reopening
 - Sharing the Road Florida Bike Month
- Attended
 - Eng/Planning Meeting
 - Volusia PIN Planning 2023
 - Hurricane Preparedness Workshop: FEMA
- Developing
 - One-sheet versions of legislative priorities
 - Strategic plan document

Community Development

Planning

- Attended the neighborhood meeting regarding the development of a maximum of 24 residential units at 121 East Granada Boulevard.
- 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 P.M. and Monday, March 27, 2023 at 10:00 A.M. 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.

- Staff received an application for annexation, land use and zoning amendments for the property at 1755 North U.S. Highway 1. The land use map amendment is from LIC, “Low Intensity Commercial” to LI/U, “Light/Industrial/Utilities”. The zoning map amendment is from B-7, Highway Tourist Commercial to I-1, Light Industrial.
- There are two applications for the April 5, 2023 Board of Adjustment and Appeals meeting:
 1. 596 Riverside Drive: side yard variance to allow construction of a home addition.
 2. 325 South Atlantic Avenue: side yard variances to construct a new single-family residence.

Building Inspections, Permitting & Licensing

- 5 Business Tax Receipts issued.
- 394 inspections preformed, 21 by private provider.
- 141 permits issued within the City, with a valuation of \$1,598,958.
- 5 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. 1240 West Granada Boulevard, Pre-construction meeting. Pre-construction meeting for the enclosing of a former bank drive thru.
 2. 1041 & vacant lot North U.S. Highway 1, pre-application meeting. Pre-application meeting to discuss special events, parking and potential site development options.
- 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.
 2. 600 South Nova Road, Prince of Peace, Parkin Resurfacing. 2nd review. Parking lot re-surfacing.
 3. 860 Hull Road, Halifax Paving Office Building. 2nd review. Construct a new 8,800 square foot office. Property currently in unincorporated Volusia County.
 4. 1405 North US Highway 1, US1& Pine Street STOR-IT. 3rd review. Proposed indoor self-storage facility of 123,534 square feet (three stories) on 5.26 acres and associated site improvements.
- 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	20%
North Interchange	0%
Ocean Club	25%
Ormond Central	15%
Revella	50%
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 Volusia County Economic Development Department routine practitioner call for updates on development activity county wide.
- 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

- Construction work to install a new Automated Weather Observing System (AWOS) at the airport has commenced this week. Staff continues working to coordinate the installation and configuration of equipment at the airport in support of a Florida Department of Transportation (FDOT) Airport Operations Counting Project that is being conducted for FDOT by the Embry-Riddle Aeronautical University (ERAU).
- Staff is working to conduct repairs to the taxiway edge lighting for Taxiway Charlie and the runway edge lighting for Runway 17.

Staff is working with the City’s airport consultants to prepare an advertisement for bids for the southwest quadrant airport access road project.

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

Finance

- On-going Projects

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement request for FY 22-23: \$2,203,085.61

- Other
 - Attended FY 2022 Fire Prevention and Safety (FP&S) webinar.
 - Submitted multiple Local Mitigation Strategy (LMS) Initiatives to Volusia County Emergency Management for inclusion on the LMS listing for Hazard Mitigation Grant Program (HMGP) funding relative to the Hurricane Ian Notice of Funding Opportunity (NOFO).
 - Attended and served as staff liaison for the Neighborhood Improvement Advisory Board (NIAB) March 16 meeting.

Risk Management Projects

- Attend WC webinar
- WC file review
- Send subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 5
 - Fire Alarms: 6
 - Hazardous: 4
 - EMS: 100
 - Motor Vehicle Accidents: 10
 - Public Assists: 48
 - TOTAL CALLS: 173
- Aid provided to other agencies: 9 Calls – Daytona Beach (1), Volusia County (8)
- # of personnel sent with EVAC to assist with patient care during hospital transport: 11
- Total EMS patients treated: 80
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 400
- Training Hours
 - NFPA 1001: Firefighting 41
 - NFPA 1002: Driver 57
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 60
 - EMT/Paramedic 8
 - TOTAL TRAINING HOURS: 170
- Significant Incidents
 - 3/7/23, 2:40 PM: N. Ridgewood Ave. – Motor Vehicle vs. Pedestrian – One patient transported as a trauma alert – a firefighter assisted VCEMS with patient care during transport to hospital.
 - 3/8/23, 8:40 PM: Chelsea Place Ave. – Structure Fire – Responded to a two-story single-family home with smoke showing from opened front door – fire located in kitchen involving appliances, cabinets and ceiling – CPR performed on dog unsuccessful – heavy smoke damage throughout first floor – last unit cleared scene at 10:10 PM.
 - 3/10/23, 6:59 PM: Halifax Dr. / E. Granada Blvd. – Motor Vehicle Accident – Responded to a two vehicle and one motorcycle collision – one patient transported as a trauma alert.
 - 3/11/23, 1:27 PM: McIntosh Rd. / Rosewood Ave. – Motor Vehicle Accident – One motorcycle collided with a parked car – two patients transported as trauma alerts.
 - 3/12/23, 3:44 AM: SR 40 / Palmetto Pines Rd. – Motor Vehicle Accident – Two vehicle head-on collision with two motorcycles involved after initial collision – four patients transported as trauma alerts – one patient pronounced on scene – two firefighters assisted VCEMS with patient care during transport to hospital.

Human Resources

- Staffing Update

- Approved/Active Recruitment
 - Administrative Assistant (Support Services)
 - 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
 - Plant/Pump Technician
 - Police Officer
 - Public Information Officer (Public Safety)
 - Recreation Leader (SONC) – PART TIME
 - Recreation Leader (Nova) – PART TIME
 - Recreation Leader (Casements) – PART TIME
 - Sign Technician
 - Stormwater Tech I
 - Summer Camp Counselors
 - Support Services Administrator (Records & Boards)
 - Treatment Plant Operator C/B/A (Wastewater Treatment Plant)
 - Treatment Plant Operator C/B/A (Water Treatment Plant)
 - Treatment Plant Operator C/B/A (Water) – 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)
 - Firefighter/EMT
 - Police Officer
 - Recreation Leader (Police Athletic League)
 - Maintenance Worker II (Parks) – SEASONAL PART TIME

- Separations
 - 3/10: Stormwater Tech I (Stormwater)
 - 3/11: Part Time Recreation Leader (Nova)
 - 3/10: Administrative Assistant (Support Services)
 - 3/19: Firefighter/EMT
 - 3/25: Fire Captain

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: 39
- Completed: 45
- In progress: 20

- Barracuda Email Security cloud service statistics
- Total Inbound E-Mails: 36,816
- Inbound E-Mails Blocked: 8,168
- Delivered Inbound E-Mails: 25,940
- Quarantined Messages: 952
- Percentage Good Email: 70.46%
- Virus E-Mails Blocked: 0
- Notable Events: 0

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 2
 - Corrections: 3
 - Map/Information Requests: 22
 - Information Requests from External Organizations: 2
 - 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 = 24,469; 23,578 potable, 880 Irrigation, 11 Effluent
 - Notable Events: Updated Stormwater Basemap Book.

Leisure Services

Administration

- Engineering meeting
- Leisure Services Advisory Board meeting
- Assisting registration
- Processing Art in the Park applications
- Researching NAYS, Tree City Requirements, and other ongoing projects for new position
- 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.

Environmental Discovery Center

- Open for guided and self -guided tours, Tuesday through Saturday, 10 am to 4 pm
- Planning for Enviro Camp
- St. Patrick's Day craft planning
- Community Garden Board meeting, Wednesday, 3 pm to 4 pm
- Re-assigning garden plots
- Managing Community Gardens issues
- Planning for classes/programs
- Planning/booking field trip tours

Athletics

- Shuffleboard Club continues to hold practices on Monday, Wednesday and Friday at 1 pm at Sports Complex.
- SHS JV Baseball had practices this week on Wendelstedt Field #2 at 5pm on Thursday and Friday.
- Ormond Beach Golden Spikes continued practices this week on Tuesday and Thursday's 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 continued 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.
- CCA hosted soccer games on Monday and Tuesday at 5 & 6:30 pm at Soccer Field #8.
- OBSC held Competitive practices on Tuesday and Thursday on soccer fields 2/4/5/6.
- Tee Ball Opening Day Games on Saturday morning at 9 & 10:30am on Tee Ball Fields at Sports Complex.
- USSSA Baseball Tourney on Saturday and Sunday from 8:30 am to 5:30 pm at Nova and Wendelstedt 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
- 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
- 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"
- Prep Tee-Ball fields for Tee-Ball practices

Performing Arts Center

- Attended Ormond Beach Mainstreet Arts District Board meeting.
- Attended Volusia County Cultural Alliance Board meeting.
- Attended RFP for PAC Concessionaire Review Committee 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)
- Jazzercise Monday evening at 5:30 pm
- Open gym (daily as per availability and event scheduling))
- Open weight room (daily center hours)

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended Concessionaire evaluation committee meeting
- Attended Patriotic Concert committee meeting
- Ongoing planning of 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 Monday, Tuesday, and Friday from 3:30pm-7:30pm
- Spec pop programs start this week:
 - Spring Break Field Days
Monday from 3pm to 5pm, Wednesday from 1pm to 4pm

The Casements

- The Casements was open for guided tours on Saturday at 9:30am and 10:30am.
- Guild Executive Board Meeting in the Art room Monday 9:30am to 10am.
- Administrative Guild Meeting at The Casements Monday 10am to 10:30am.
- Halifax Garden Club in The Gallery Tuesday 9am to 12pm.
- Guild Gala meeting in the Art room Tuesday 10am to 12:00pm.
- Wilson – Hansen Wedding Rehearsal at Bailey Riverbridge Tuesday 4pm to 5pm.
- Memorial Day Concert meeting in The Preservation room Wednesday 11:30am to 12:30pm.
- Wilson – Hansen Wedding Ceremony at Bailey Riverbridge Wednesday 3:30pm to 5:30pm
- 30th Ebony & Ivory Show open for viewing in the Gallery Monday-Friday 8am to 5pm and Saturday 8am to 12pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge with 35 people in attendance.
- Self guided tours were offered 8am-5pm Monday-Friday and 8am-12pm on Saturday.
- Staff continues planning for Once Upon a Story Time.
- Guided Tours were offered on the hour every hour starting at 10am and ending at 3pm Monday-Friday and 9:30am until 10:30am on Saturday.

- Ora Yoga classes met this week on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 5:30pm to 8 pm.
- Pilates classes met this week on Monday and Wednesday morning at Bailey Riverbridge and Friday morning here 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
- Clean up tree limbs at Central Park I
- Fix loose boards at Magic Forest Playground
- Clean up from a burnt trash can at Central Park
- Repair picnic table at Fortunato Park
- Install dog bag signs at Fortunato Park
- Install dog bags signs at Rockefeller Gardens
- Screw down loose boards at Central Park I
- Fill holes at Central Park I

Building Maintenance

- Pickup ladders and barricades at South Ormond Neighborhood Center
- Check error code on thermostat at WWTP
- Install new AED box at Nova East Field
- Bring trailer to the Casements
- Repair door handle at Fortunato Park
- Replace flush handle at Pace Center for Girls
- Clean storage room at the Shop
- Repair toilet at the Performing Arts Center
- Replace the flags at City Hall
- Replace sink at the Sports Complex
- Replaced restroom door at Nova Community Center
- Replaced mags locks at Cassen Park
- Repaired lights at City Hall
- Replaced light in the concession stand at Andy Romano Beachfront Park
- Replaced lights at the Police Department
- Change clocks city wide

Police Department

Administrative Services

- Staff attended Staff meeting.
- Staff expressed their appreciation via email for another successful Bike Week!
- Staff expressed their appreciation via email for another successful Re-Accreditation process!
- Staff attended the City Manager's Staff meeting.
- Staff attended an on-line Anti-Defamation League Zoom conference call regarding the rise in anti-Semitic incidents in Florida.
- Staff attended the City Commission meeting.
- Staff attended an Awards Committee meeting concerning the Annual Awards Ceremony and future award ceremonies.

Honorable Mayor and City Commissioners

March 17, 2023

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- Staff attended a Supervisors meeting where we hosted UCF Restores spokesperson.
- Staff conducted new hire interviews for Police Officer candidates. Three conditional offers were given.
- Staff assisted with the missing person investigation from Breakaway Trails.

Community Outreach

Youth Leadership Council (YLC)

There was not a YLC meeting last week. The next State of Florida Association of Police Athletic League's YLC leadership training will be Saturday, March 25, 2023.

OBPAL Basketball

Basketball practice was held on Sunday from 2:00 PM to 5:00 PM and Wednesday from 6:00 – 8:00 PM at the South Ormond Neighborhood Center. Twelve (12) players attended practice. The 14U Boys' basketball team participated in the State of Florida Association of Police Athletic/Activities League tournament March 10 -12 in Jacksonville, Florida. The team finished 2nd in their Division. in Jacksonville, Florida. Open gym practice will be held this week during Volusia County Schools (VCS) spring break.

PAL Educational Programs

Tutors R Us

Sixteen (16) students attended tutoring sessions last week at the South Ormond Neighborhood Center. TRU concluded the first session of the Winter/Spring program last week. The next session will be offered May 1- 25, 2023.

Science on Patrol

Twenty-eight (28) students attended SOP at Ormond Beach Middle School last week.

R.E.A.D., Reading, Exploration, Adventure and Discovery

The READ program was not held last week due to activities at OBE. The program 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>

Thank you to our DD5K23 sponsors: Signature Sponsor: Daytona Beach Roto Rooter Plumbing and Water Cleanup, Platinum Sponsor: Daytona Toyota, Gold Sponsor: Delta Life Fitness, DB Costal Homes, Volusia-Flagler Police Chief's Association and Every and Stack. Silver sponsors: Publix, The Cottages of Daytona Beach, Heaster Family Properties, New Journey Chiropractic, Crime Stoppers, Vystar Credit Union, Ameris Bank and Revive Fitness. Donut Dash Friend: Ryan Ochipa-State Farm, Al Legg in Loving Memory of Judy W. Legg, and Brown and Nawrocki Restorative and Cosmetic Dentistry. Community Partners: Krispy Kreme, The Trails Shopping Center and Foxtail Coffee. 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: 4
- Return to Field: 4
- Animal Bites: 4
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 5

Criminal Investigations

- Cases Assigned: 15

- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 3
- Inactive: 10
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 3
- Grand Theft: 5
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 2
- Police Information: 0
- Suspicious Incident: 0

Records

- Walk - Ins / Window: 95
- Phone Calls: 123
- Arrest / NTA's: 10
- Reports Generated: 137
- Reports Entered: 135
- Citations Issued: 158
- Citations Entered: 158
- Warnings Entered: 301
- Trespass Warnings: 7
- CORF Entered: 47
- Mail / Faxes / Request: 49

Patrol

- Total Calls: 1,677
- Total Traffic Stops: 269

Operations

- Crime Opportunity Report Forms: 72

03/08/23

- Aggravated Battery, 24 Ocean Shore Boulevard (TGI Fridays). Two unidentified subjects attacked the victim with a baton like object after they were in an argument inside this location.
- Domestic Violence by Strangulation Arrest. 275 Interchange Boulevard. A female was in a physical altercation with her boyfriend when he struck her in the face and grabbed her around the neck until she almost passed out.

03/09/23

- Carbreak, 926 North US Highway 1 #79 (Ormond RV Storage). Time element 02/25 to 03/08. Catalytic converter removed from the victims RV. Estimated value \$2500.
- Narcotics Arrest, Fleming Avenue/South Nova Road. A traffic stop was conducted. The male was found to be in possession of marijuana and narcotic paraphernalia.

03/10/23

- Domestic Violence Battery Arrest, 338 Fir Street. A juvenile male punched his sister during an argument over sweet tea.
- Shoplifting, 205 East Granada Boulevard (Walgreens). An adult female stole a misdemeanor amount of merchandise before leaving the scene. The offense was witnessed by a store employee.

- Driving Under the Influence Arrest, 49 New Britain Avenue. A male sideswiped a parked vehicle while attempting to park. The male was found to be intoxicated.

03/11/23

- Carbreak, 440 North Nova Road (Nova Rec). An unidentified subject shattered the passenger window of the victim's vehicle and stole her purse.
- Carbreak, 440 North Nova Road (Nova Rec). An unidentified subject shattered the passenger window of the victim's vehicle and stole her purse.
- Vandalism/Prowling Arrest, 12 Woodlands Circle. A male was seen on doorbell footage at his ex-girlfriend's house and he broke the front window. This has been a reoccurring issue.

03/12/23

- Domestic Violence Battery Arrest, 175 Interchange Boulevard. A female kicked her boyfriend in the head during a verbal argument.

03/13/23

- Theft, 1633 North Unites States Highway One (Colts Pig Stand). An unidentified subject stole a smoker trailer from this location. It was later recovered.
- Vandalism Arrest, 500 Shadow Lakes Boulevard #160. A male was found in the area slashing automobile tires with a knife.
- Vandalism Arrest, 500 Shadow lakes Boulevard. A male was found in the area slashing automobile tires with a knife.
- Vandalism Arrest, 170 North Old Kings. A male was found in the area slashing automobile tires with a knife.
- Vandalism Arrest, 775 West Granada Boulevard. A male was found in the area slashing automobile tires with a knife.
- Vandalism Arrest, 700 West Granada Boulevard. A male was found in the area slashing automobile tires with a knife.
- Prowling Arrest, 1643 North United States Highway 1 (Houligan's). A male was in the Houligan's gated area for seating and the business was closed. The male couldn't dispel Officer's alarm and was placed under arrest.

03/14/23

- No notable incidents occurred

Traffic Unit

Traffic Enforcement Stats:

- Number of Traffic Stops: 118
- Number of Citations issued: 62
- Number of Written Warnings Issued: 168
- Number of Parking Tickets Issued: 0

Traffic Crash Reports:

- Number of Crashes without Injuries: 2
- Number of Crashes with Injuries: 9
- Number of Crashes with Serious Bodily Injury: 1
- Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 9 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 3 Cases initiated

(2) signs have either been removed or sign cases created.
(12) tree removal permit requests
Administrative staff assisted with one (1) walk-in's and fifty-four (54) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - PD HVAC Upgrades – No further work on the project will occur until the air handler ships in October.
 - WRF Clarifier Improvements – Construction is ongoing.
 - Downtown Sidewalk Renovations-Banding – Construction scheduling is being coordinated with the Contractor and FDOT.
 - EDC Feature Exhibit Improvements – Fish tank installation is scheduled for early April.
 - Hurricane Ian Tennis Center Fence Replacement – Construction scheduled to commence next week.
 - Bidding:
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Project was advertised February 26, pre-bid meeting was held on 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 – Project was advertised March 12, pre-bid meeting is March 31, bids are due on April 11.
 - Outdoor Fitness Stations-Nova Community Park – Project was advertised March 12, pre-bid meeting is March 23, bids are due on April 13.
 - 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 has been postponed to increase the scope to include adding electrical to the east Granada medians. Additional design is required.
 - 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 – 100% design and bid documents received and under review.
 - Lift Station 4P Rehab – Site surveys are scheduled to begin March 20.
 - 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 scheduled to begin next week.
 - 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.
- 2023 Roadway Resurfacing – In-house design is in process.
- Departmental Activities
 - Reviewed 16 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

- Clean shop at PW
- Strip forms, backfill on Collins St
- Clear park sidewalk trees on Cherrywood St
- Recycle concrete and asphalt at Shop
- Backfill at Cassen Park
- Fill pothole on Loyola 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
- Clean up storm debris around park at CP1
- Trim trees off of building at Sports Complex
- Clean up storm debris and remove uprooted tree at Cherrywood walk path
- Cleaned shop, service saws & equipment at Shop
- Removed 2 dead Oak trees on ROW on Riverside Dr; Sycamore on ROW off of Wilmette Ave

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
- Assist Tree crew at CP1, off Fleming Ave

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

- TV truck on Business Center Dr (for WW)
- Gates & pumps/inlet cleaning Citywide
- Outfall cleaning on Business Center Dr
- Ditch spraying on Wilmette Ave
- Inlet cleaning Citywide

- Pipe repair on Lincoln Ave

Vactor

- Business Center Dr
- Line cleaning on Knollwood Estates Dr

Fleet

- Mileage traveled by all departments for the week:
- PM Services completed for the week
 - Emergency Vehicles and Equipment:
 - Non-Emergency Vehicles and Equipment:
- Road Calls for the week:
- Quick Fleet Facts:
 - Fuel on hand: X gallons unleaded, X gallons diesel
 - Fuel used in one week: X gallons of unleaded and X gallons of diesel.
 - Fleet completed X 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 41.54 million gallons for the week of March 11, 2023 (5.93 MGD average).
- Backwashed 7 filters for a total of 449,340 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 11, 2023 @ 5.93 MGD, SJRWMD 2022 allocation @ 8.041 MGD.
- Produced & hauled 77 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 48,000 gallons

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.51 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.07 MGD
- Produced 28.51 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)
- Hauled 18 loads for the month of February 2023 for a total of 417.92 wet tons through 02-27-2023.

Water Distribution

- Responded to 5 reports of customer concerns regarding low pressure, colored water, or assistance with other plumbing concerns.
- Responded to 15 calls from customers concerning leaking water.
- Replaced 2 residential water meters due to operational concerns.
- Tested 7 city owned backflow preventers and made repairs when needed.
- Replaced 2 residential water services due to pressure concerns or leaks.
- Replaced 3 broken water meter boxes / lids.
- Performed valve maintenance on 9 main line valves.
- Installed 2 new meters/services for new construction.

- Performed fire hydrant maintenance on 8 fire hydrants.
- Repaired 6-Inch AC water main (2280 OSB) that a contractor hit while directional drilling.
- Installed new sample station (Eclipse 88) at 5 Park Place.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 234 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 13 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Flushed Nova Rec.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Changed pumps at: 24 Indian Springs, 101 Grey Dapple, 11 Cambridge Trace, 28 Carriage Creek Way, 4 Marsh Ridge Watch
- Removed 1,000 gallons of effluent off of Hunters Ridge force main.
- TV'ed 0 sanitary laterals on the PM list
- Repaired lateral at 30 Melrose
- Assisted clean up at 1280 Ocean Shore Blvd
- 29 Southern Pine: Repaired broken lateral
- 259 Seldon Ave: Repaired broken lateral
- 263 Jefferson St: Repaired lateral due to MetroNet bore
- Responded to 4 reuse trouble calls.
- Located Reuse and Pep tank at 3 addresses
- Shut off reclaimed at 25 Country Club Drive and 18 Winding Creek way
- 150 Country Club Drive: Repaired service leak in road

SCADA System

- SCADA General:
 - Main focus on VTSCADA Online Academy. 21 classes left to do as pre-reqs for advance course.
 - Programmed ControlWave Express for future stormwater station (Part of online training with VTSCADA).
 - Training on Altivar VFD's (MODBUS programming).
- WWTP:
 - LSSO: Re wired high level alarm directly to RTU
 - Installed new dissolved oxygen meter (SC4500) @ reaeration basin
 - Installed new tank displays indicators (4-20ma repeaters) @ Alum & Micro-C tanks.
- WTP:
 - Ordered (Duplicate of operations room network cabinet) to install for Security camera network (Extending network into Dallas's office)

Wastewater Plant – Lift Stations

- Effluent Transfer Pump Station – plumb both Sump Pump Discharges to Final Tanks.
- R.A.S. Pump #4 & 5 – replace Priming Water Valve.
- R.A.S. Pump #1 – valve not closing completely - exercise until fully operational.
- Sandy Oaks – high level, floats not secure on rack, secure and adjust floats for proper operation.
- Sand Filter #2 – repair leaking Valve.
- 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

- Aerator Pump 3 – Contractor removed out of service pump and base, replaced 2 out of service isolation valves.

- High Service Pump #8 – Contractor installed refurbished pump and motor, also performed pump alignment, electrical connection scheduled.
- Standish Booster Station – bleed air from high service pumps, replaced out of service sump pump.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform Operational Checks at various locations.

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:

- Agenda packet preparation and distribution for March 21, 2023, City Commission Meeting.