

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 24, 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:

- Individual agenda review meetings with Commission members
- A1A Resiliency Plan meeting
- Team Volusia EDC meeting
- Volusia Managers meeting
- ICMA Senior Fellowship Program orientation

PIO – Public Information

- Press Releases/Media
 - Check presentation for OBPD PAL
 - General citizen updates
 - General media inquiries
- Social Media
 - OBPD PAL Check Ceremony
 - Water Wednesday – New Series
 - Florida Bike Month Safety Reminders
 - Government Finance Professionals Week
- Attended
 - City Manager's Staff Meeting
 - Eng/Planning
 - 3CMA Judging Panel for Government Social Media
- Developing
 - Andy Romano Beachfront Park Campaign

Community Development

Planning

- Attended the Ormond MainStreet Board meeting.
- Attended and presented at the City Commission meeting.
- Attended an impact fee update study meeting to discuss the extraordinary circumstances regarding the City of Ormond Beach impact fee study update.

- A public meeting will be held, based on Florida Statutes, Section 163.31801, the Florida Impact Fee Act, on 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. The land use and zoning applications are scheduled for the April 13, 2023, Planning Board.
- The RidgeHaven subdivision applications (zoning map amendment, issuance of a development order and preliminary plat) are scheduled for the April 13, 2023, Planning Board. The proposed RidgeHaven subdivision is located south of Plantation Oaks Boulevard, east of Addison Drive, north of the Village of Pine Run subdivision, and west of the Plantation Oaks subdivision.
- An annexation application has been submitted for approximately 52 acres owned by Halifax Paving along Hull Road.
- 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.
- 314 inspections preformed, 15 by private provider.
- 175 permits issued within the City, with a valuation of \$2,124,208.
- 58 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. 119 & 125 South Orchard Street, pre-application meeting. Pre- application meeting to discuss adding a 6-unit multi-family building.
 2. 226 Vining Court, Heartland Veterinary Office Expansion and Parking Improvements. Pre-application meeting to discuss potential expansion of veterinary office.
- 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. Tides Edge, Preliminary Plat. 4th review. Preliminary plat for 15 single-family lots.
 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. Tattersall at Tymber Creek, Preliminary Plat. 1st review. Preliminary plat for a 129 lot subdivision and associated site improvements.
 5. 675 West Granada Boulevard, IHOP. 2nd review. IHOP restaurant consisting of 3,550 square feet on 1.52 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	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

- 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 remains underway this week.
- The required tri-annual inspection and verification of the existing AWOS facility was completed this week.
- Repair and re-installation of the wind sensor at the air traffic control tower was accomplished this week.
- Staff continues coordinating the installation and configuration of equipment at the airport in support of a FDOT Airport Operations Counting Project being conducted by Embry-Riddle Aeronautical University (ERAU).
- Repairs to the taxiway edge lighting for Taxiway Charlie have been completed.
- Repairs to the telecommunications line serving Gate 13 at the airport have been completed.

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 268 Journal Entry Batches.
 - Utility Billing Meter Readers completed 337 work orders.
 - Approved 12 Purchase Requisitions totaling \$98,915.89.
 - Issued 21 Purchase Orders totaling \$322,494.13.
 - Issued 255 past due notices on utility accounts.
 - Auto-called 276 utility customers regarding receipt of a past due notice.
 - Processed 620 payments through Interactive Voice Response System totaling \$53,330.43
 - Processed 1,281 payments through City online payment portal totaling \$109,014.24.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement request for FY 22-23: \$2,203,085.61
- Other
 - Attended Local Mitigation Strategy (LMS) meeting to review and prioritize Volusia County and municipality projects for submission to the Hazard Mitigation Grant Program (HMGP) under the Hurricane Ian Notice of Funding Opportunity (NOFO).

Risk Management Projects

- Work with field adjuster – Hurricane Ian losses
- Send subrogation demands
- Continue gathering expenses for property damage claims

Fire Department

- Weekly Statistics
 - Fires: 5
 - Fire Alarms: 9
 - Hazardous: 1
 - EMS: 84
 - Motor Vehicle Accidents: 2
 - Public Assists: 54
 - TOTAL CALLS: 155
- Aid provided to other agencies: 9 Calls – Daytona Beach (2), Flagler County (1), Holly Hill (1), Volusia County (5)
- # of personnel sent with VCEMS to assist with patient care during hospital transport: 4
- Total EMS patients treated: 62
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 426
- Training Hours
 - NFPA 1001: Firefighting 18
 - NFPA 1002: Driver 25
 - NFPA 1500: Safety/Equipment 52
 - NFPA 1620: Preplanning 3
 - EMT/Paramedic 5

- TOTAL TRAINING HOURS: 103
- Significant Incidents
 - 3/20/23, 2:04 PM: Plantation Oaks Blvd. / Atlantic Rd. – Brush Fire – Responded to a 3-acre brush fire with homes nearby – road was closed for units to access fire – Division of Forestry cut lines around fire – approximately 150,000 gallons of water flowed – last crews cleared scene at 6:32 PM.
 - 3/23/23, 4:03 PM: Atlantic Rd. / Gowers St. – Brush Fire – Ormond Beach units responded to a brush fire operation – Division of Forestry cut lines around fire – Ormond Beach Units Q93, B93 and Volusia County BA18 contained the fire within the lines – approximately 20 acres burned with no homes in immediate danger – all units released at 11:33 PM.

Human Resources

- Staffing Update
 - Staffing Update
 - 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
 - Police Officer
 - Public Information Officer (Public Safety)
 - 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 TRAINEE (Wastewater Treatment Plant)
 - Treatment Plant Operator C/B/A (Water Production Plant)
 - Treatment Plant Operator C/B/A (Water Production 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)
 - Firefighter/EMT
 - Part Time Recreation Leader (SONC)
 - Plant/Pump Technician
 - Police Officer
 - Recreation Leader (Police Athletic League)
 - Separations
 - 3/10: Stormwater Tech I (Stormwater)
 - 3/10: Administrative Assistant (Support Services)
 - 3/11: Part Time Recreation Leader (Nova)

- 3/19: Firefighter/EMT
- 3/25: Fire Captain
- 3/28: Wastewater Treatment Plant Operator – TRAINEE

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
 - Work Orders
 - New: 36
 - Completed: 30
 - In progress: 26
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,575
 - Inbound E-Mails Blocked: 7,683
 - Delivered Inbound E-Mails: 27,249
 - Quarantined Messages: 962
 - Percentage Good Email: 72.51%
 - Virus E-Mails Blocked: 1
 - Notable Events: 0
- Geographical Information Systems provided the following services for the week of Tuesday, March 14, 2023 – Monday, March 20, 2023:
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 3
 - 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: 0

Leisure Services

Administration

- Engineering meeting
- Staff meeting
- City Manager Staff meeting
- City Commission 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
- Replaying 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.
- Completed new fascia installation at the Public Works compound.

Environmental Discovery Center

- Open for guided and self-guided tours, Tuesday through Saturday, 10 am to 4 pm
- Planning for Enviro Camp
- Volunteer training
- FYCCN online course
- Garden Party/Meeting, Sunday at 1pm
- Planning for Earth Day event
- Planning/booking field trip tours
- 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 Baseball had practices this week on Wendelstedt Field #2 at 5pm on Monday, Wednesday and Thursday.
- 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 Monday and Tuesday 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 practices on Thursday and hosted games on 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.
- City Youth Volleyball Program started this week, Monday and Wednesday nights, 6 – 7:30 pm, at Nova Gym.
- City Adult Coed Softball started this week, Tuesday, Wednesday, and Thursday nights, at 6:20 & 7:30 pm at Softball Quad #4.

- SHS Softball held practices on Tuesday and Thursday at New Softball Field at 5pm. They also played a JV Game on Friday at 6pm.
- SHS Tennis had matches on Wednesday and Friday at the Nova Tennis Courts, starting at 4pm.

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"
- Prep Tee-Ball fields for Tee-Ball practices

Performing Arts Center

- Provided logistical support to Friends of the Ormond Beach Performing Arts Center March 19th concert.
- Attended meeting with chair of Friends of OBPAC and Phoenix Talent Agency to discuss possible future show.
- 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

- Open gym and weight room (center hours)
- Splash Pad is open daily (10am until dusk)
- Open tennis courts, outdoor basketball court and playground (park hours)
- Youth basketball practice Monday and Wednesday (6pm until 8pm)
- Jazzercise Monday evening at 5:30pm
- 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.
- Assisting with food pick up and set up for Ormond Beach Fire Department meeting at Museum on March 22.
- 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:
 - Kid's Club on Monday from 3pm-5pm
 - Social Squad on Wednesday from 1pm to 4pm
 - The Explorers' Club on Thursday from 4pm to 6pm
- Coed Volleyball begins Monday from 6pm to 8pm. It will continue on Monday and Wednesday for 8 weeks.

The Casements

- Seas the day yoga met at The Casements on Saturday 9 am to 10 am.
- Herb Society met at Bailey Riverbridge on Saturday 9 am to 12:30 pm.
- Staff set up for Once Upon a Storytime.
- Once Upon a Storytime at The Casements Tuesday 10 am to 11 am.
- Guild General Meeting in the Gallery on Wednesday at 10 am to 12 pm.
- Calvary Christian Academy 6th graders visited for the day on Wednesday at The Casements with 35 students and teachers in attendance.
- Greek Cooking in the Kitchen on Thursday at 4 pm to 8:30 pm
- Mayor's Health and Fitness Yoga on Thursday at Fortunato from 6 pm to 7 pm
- Miss Erin's Music and Movement in the Dance Room Friday 10:30 am to 11 am
- Wedding Rehearsal Dinner in The Gallery Friday 6 pm to 8 pm
- 30th Ebony & Ivory Show open for viewing in the Gallery Monday through Friday 8 am to 5 pm and Saturday 8 am to 12 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge with 35 people in attendance.
- Self-guided tours were offered 8am to 5pm Monday through Friday and 8am to 12 pm on Saturday.
- Guided Tours were offered on the hour every hour starting at 10 am and ending at 3 pm Monday through Friday and 9:30 am until 10:30 am 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 5:30 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
- Sand graffiti off of picnic table at Magic forest Playground
- Trim back and cleanup hurricane debris at Central Park I
- Install tree rock and plaque at Fortunato Park
- Repair picnic table at Fortunato Park
- Install repaired handrail on dock at Central Park I
- Fix bench at Memorial Gardens
- Install missing plant signs at Vadner Park

Building Maintenance

- Hang blinds at the Performing Arts Center

- Prepare splash pad at Andy Romano Beachfront Park
- Prepare splash pad at South Ormond Neighborhood Center
- Restrung 2-gun range cables at Police Department
- Seal roof areas around problem areas at the Police Department
- Repair gate at Public Works
- Remove plexiglass in front office at Public Works
- Make keys for the Shop
- Fill in holes from water main repair at Nova Community Center
- Clean fountains
- Check sump pump at the Casements
- Check AC at FS93
- Cleanup debris from the homeless at City Hall
- Overhead door inspected at WWTP
- Repair restroom door at WWTP
- Call AAT Roofing for repairs

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting.
- Staff attended Old Glory K-9 presentation at the Police Department.
- Staff attended monthly meeting with City Manager.
- Staff attended Police Athletic League Board meeting at the Police Department.
- Staff participated in the Bargaining Unit negotiations held at City Hall.
- Staff held a meeting with a citizen from Ormond Beach.
- Staff travelled to Clermont, Florida, and attended Lieutenant John Borzner's graduation ceremony from the 10-week Command Officer's Development Course. Staff worked with training unit/instructors regarding the new firearms and logistical issues.

Community Outreach

- Youth Leadership Council (YLC) - There was not a YLC meeting last week due to Volusia County Schools (VCS) spring break. The State of Florida Association of Police Athletic League's YLC leadership training will be Saturday, March 25, 2023, and parent letters were given out last week.
- OBPAL Basketball - Basketball practice was not held last week due to VCS spring break. Practice is resumed this week on Tuesday and Wednesday from 6:00 – 8:00 PM at the South Ormond Neighborhood Center.
- PAL Educational Programs
 - PAL educational programs were not held last week due to VCS spring break. Science on Patrol at Ormond Beach Middle and the READ program resumed on Tuesday, March 20th.
 - Tutors R Us will resume on May 1st.
 - Donut Dash 5K 2023 (April 22) - 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: 41
- Animal Reports: 5
- Return to Field: 5
- Animal Bites: 2
- Animals to Halifax: 3
- Injured Wildlife Calls: 1

- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 3
- Inactive: 5
- Fraud: 3
- Burglary Business: 2
- Burglary Residential: 0
- Larceny Car break: 2
- Grand Theft: 5
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 4
- Suspicious Incident: 0
- Vandalism: 1

Records

- Walk - Ins / Window: 92
- Phone Calls: 129
- Arrest / NTA's: 14
- Reports Generated: 125
- Reports Entered: 120
- Citations Issued: 85
- Citations Entered: 85
- Warnings Entered: 114
- Trespass Warnings: 11
- CORF Entered: 17
- Mail / Faxes / Request: 43

Patrol

- Total Calls: 1,388
- Total Traffic Stops: 106

Operations

- Crime Opportunity Report Forms: 35

03/15/23

- Business Burglary, 926 North United States Highway One (Ormond RV Storage). An unidentified subject entered the property and removed the catalytic converter from the victim's RV.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole a misdemeanor amount of merchandise. The incident was witnessed by Loss Prevention.
- Business Burglary, 1622 North United States Highway One (Exxon). An unidentified subject forced entry by shattering the glass door with a hammer. The subject then attempted to break into the "Barber Cut" game system containing cash.
- Theft, 333 West Granada Boulevard (Ace Hardware). An unidentified subject stole the victim's electric bicycle from in front of this location.
- Warrant Arrest, 721 East Lindenwood Circle. A subject was found to have an open warrant.

03/16/23

- Robbery, 664 South Nova Road (Prince of Peace Villas). The homeless victim who was staying in a vehicle at the above location was approached by an unidentified subject, beat up and robbed of his cash.
- Vandalism, 440 North Nova Road (Nova Rec). An unidentified subject spray painted the racquetball courts at this location.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject stole a misdemeanor amount of merchandise. The incident was witnessed by Loss Prevention. The subject fled the scene prior to law enforcement arrival.
- Narcotics Arrest, 100-Block North Orchard Street. A traffic stop was conducted and the driver was found to have a suspended/revoked driver's license. He was also found to be in possession of marijuana.

03/17/23

- Theft, 4 Sunshine Boulevard (Germ Free Lab). An unidentified subject stole a glove box class 3 biochemical safety cabinet for science research valued at \$145,000.
- Warrant Arrest, 600 South Nova Road (Prince of Peace). A subject was found to have an open warrant.
- Domestic Violence Battery Arrest, 290 Pine Street. A male and his girlfriend were in an argument that turned physical. He also gave a false name to law enforcement and had open warrants for his arrest.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). A male stole a misdemeanor amount of merchandise. The incident was witnessed by Loss Prevention. The subject fled the scene prior to law enforcement arrival.

03/18/23

- Theft, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject stole the victim's purse that was in her shopping cart while in the parking lot.
- Warrant Arrest, Williamson Boulevard/West Granada Boulevard. A subject was found to have an open warrant

03/19/23

- Stolen Vehicle, 214 Pine Cone Trail. An unidentified subject stole the victim's vehicle from this location. The vehicle was later recovered by Gainesville Police Department.
- Carbreak, 218 Pine Cone Trail. An unidentified subject made entry into the victim's unlocked vehicle at this location stealing the victim's purse and cash.
- Carbreak, 218 Pine Cone Trail. An unidentified subject made entry into the victim's unlocked vehicle at this location stealing the victim's cash.
- Give a false name arrest, 200-Block of South Atlantic Avenue. A traffic stop was conducted and the driver used her twin sister's name to identify herself.

03/20/23

- Residential Burglary, 640 North Nova Road #409 (Tomoka Oakwood North). A former tenant is suspected of entering the apartment and removing the refrigerator, dishwasher, cabinet hardware, microwave, and door knobs.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole a misdemeanor amount of merchandise. The incident was witnessed by Loss Prevention.

03/21/23

- Narcotics Arrest, 600 West Granada Boulevard (Wawa). A male was located in a vehicle to be in possession of methamphetamine.
- Business Burglary, 610 South Yonge Street (Simply Self Storage). An unidentified subject forced entry into the victim's unit and stole tools, taxidermy deer mounts, and other miscellaneous items.

- Domestic Violence Aggravated Battery Arrest, 980 Old Mill Run. A male struck his girlfriend in the face with a fire extinguisher during an argument.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole a misdemeanor amount of merchandise. The incident was witnessed by Loss Prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole a misdemeanor amount of merchandise. The incident was witnessed by Loss Prevention.
- Warrant Arrest, North Washington Street/West Granada Boulevard. A subject was found to have an open warrant.

Traffic Unit

Traffic Enforcement Stats:

- Number of Traffic Stops: 8
- Number of Criminal Citations: 0
- Number of Citations issued: 15
- Number of Written Warnings Issued: 12
- Number of Parking Tickets Issued: 0

Traffic Crash Reports:

- Number of Crashes without Injuries: 3
- Number of Crashes with Injuries: 7
- Number of Crashes with Serious Bodily Injury: 1
- Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Case initiated
 - Zone 2: 5 Cases initiated
 - Zone 3: 3 Cases initiated
 - Zone 4: 1 Cases initiated
- (7) signs have either been removed or sign cases created.
- (12) tree removal permit requests
- Administrative staff assisted with two (2) walk-in and thirty-five (35) 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 is underway.
 - 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 was awarded to Ric-Man Construction Florida at the March 21 City Commission meeting.
 - SONC Pavilion Replacement – Project was advertised February 26, pre-bid meeting was held on March 15, bids are due on March 30.
 - Neighborhood Traffic Calming – A sole source procurement of speed tables was approved at the March 21 City Commission meeting.

- Performing Arts Center Renovations – Work Authorization for Construction Management Services was approved at 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 – Project was Approved for bidding at 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 – 100% design and bid documents received and under review.
 - Lift Station 4P Rehab – Site surveys are underway.
 - 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 underway.
 - 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 – In-house design is in process.
 - Hurricane Ian – Staff is preparing bid specifications for several facility damage repair projects.
 - 2023 Roadway Resurfacing – In-house design is in process.
 - Downtown – East Granada Utility Undergrounding – Project scope of work has been increased to include adding electrical to the east Granada medians. Additional design has been authorized.
- Departmental Activities
 - Reviewed 24 Engineering Permit applications through the ProjectDOX system, and 2 Franchise Utility Work-in-the-Right-of-Way permits were created and approved.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Fix pothole on Loyola, Tropical Ln, Tiffany Cir
- Backfill at Cassen Park
- Rip sidewalk & form on Division Ave
- Form, grade, pour sidewalk on Fairview
- Concrete pour on N Halifax Dr; Backfill, pull forms
- Form, backfill, prep for concrete on China Moon, Clyde Morris

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
- Trim all brush back growing toward road, cut way back on Bennett Ln
- Picked up debris piles on Northbrook

- Removed fallen tree from walk path on 400 block of Division Ave; Oak tree on ROW by driveway on Pebble Beach Dr; Oak tree on ROW at Hidden Hills/Timberlake
- Cut Pine trees from soccer field netting at Ormond Beach Sports Complex

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 with trimming Bennett Ln

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

- Depression repair on Greenvale Dr
- Inlet repair on Shady Branch Trl; Villages; China Moon Dr
- Pipe repair at Crossings pond
- Debris pick up on Rockefeller Dr
- Gates & pumps Citywide
- Inlet cleaning in Zone 2
- Gutter repair at Northbrook & Brookside
- TV truck for W/W 200 block of Warwick Ave
- Ditch mowing at Forest Hills walkway

Vactor

- Assist with repair on China Moon Dr

Fleet

- Mileage traveled by all departments for the week: 22,401
- 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: 14,313 gallons unleaded, 7,631 gallons diesel
 - Fuel used in one week: 2,610 gallons of unleaded and 745 gallons of diesel.
 - Fleet completed 39 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 37.77 million gallons for the week of March 18, 2023 (5.40 MGD average).
- Backwashed 7 filters for a total of 496,130 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 18, 2023 @ 5.99 MGD, SJRWMD 2022 allocation @ 8.041 MGD.
- Produced & hauled 77 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 0 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 30.45 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.35 MGD
- Produced 24.23 Million Gallons of Reclaim water.
- Produced 6.22 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 7 loads for the month of March 2023 for a total of 170.01 wet tons through 03-10-2023.

Water Distribution

- Responded to 6 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing concerns.
- Responded to 10 calls from customers concerning leaking water.
- Replaced 3 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 5 broken water meter boxes/lids.
- Performed valve maintenance on 5 main line valves.
- Installed 4 new meters/services for new construction.
- Performed fire hydrant maintenance on 2 fire hydrants.
- Repaired ¾" water service at 270 Midway Ave. Water Service was hit by contractor while boring.
- Witnessed flow test by Wiginton for Tomoka Elementary design.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 224 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Flushed Nova Rec.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Changed pump at: 21 Shadow Creek Way, 103 Black Hickory Way, 43 Black Pine Way, 40 Shadow Creek Way, 15 Tomoka Ridge Way, 109 Shadow Creek Way, 6 Circle Creek Way, and 5 Echo Woods Way.
- Removed 0 gallons of effluent off of Hunters Ridge force main.
- TV'ed 6 sanitary laterals on the PM list.
- Installed Lateral for 490 S Center St. 100 Foot of 6-inch.
- Set points at 517 N Beach St for demo.
- Responded to 2 reuse trouble calls.
- Located Reuse and Pep tank at 0 addresses.
- 2 Cross Creek Way, replaced reuse box.
- 680 John Anderson, repaired service and added reuse box.

SCADA System

- SCADA General:
 - New controller for Sand filters @ WTP came in; Fluid controls sent wrong part number. In process of returning and receiving correct model.
 - In process of building network rack for WTP camera network (most parts have arrived).
 - Ordered 4-20ma parts for Hudson VFD's that have arrived.
- WWTP:
 - Teacup #1: new actuator installed. OK
 - LS3M not alternating: Digital input on pump#2 not registering in SCADA causing run times to not be calculated. Re-programmed PLC. OK
 - Screw Pump NTU meter alarming every 30 minutes: changed the wiring from relay output #1 to #3 and adjusted settings. OK
- WTP:
 - Standish: Installed new digital level indicator, re-wired 4-20ma loop with proper surge protection (previous CEC work). Rescaled CL17 tags in PLC to read "real numbers".
 - Wells 24H & 29H: Install pressure transducer, integrated in SCADA.
 - Hi Service #8 Soft start: programmed soft start dc injection braking to help water hammer and check valve from slamming.

Wastewater Plant – Lift Stations

- McDonalds, Harley Davidson – final close out from activities, flush and clean Wet Well, check Pumps, apply Floating Lift Station Degreaser.
- Effluent Transfer Pump Farm - North Sump Pump, not working, replaced with new.
- Fortunato Park – repair Plumbing at Wash Down Line.
- Bar Screen #1 & #2 – replace Drop Chute Skirts with New Inventory.
- 11M - Installed new duplexer controller and high-level float.
- PEP Tank - #32 Fox field Look, inspect control panel.
- Collections East Nova baseball field –Installed new E-one control box.
- Tea-Cups - Performed a D&R on actuator #1.
- 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

- High Service Pump #8 – Connected 125 hp soft start in the control cabinet – performed start-up, Mechanical seals are leaking, Contractor called for Warranty Repairs.
- Standish Booster Station – mounted junction box to RTU cabinet for Instrumentation, pump #1 out of service, valves closed for isolation.
- Well 16D – Flow Meter non-operational, removed for repairs, well is out of service.
- Wells 24 & 29 – install ½" valves for Flow Sensors.
- Sanchez Park – Begin conduit install for Tidal Sensor.
- 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, elections, 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 meetings with the City Manager.
- Staff provided support for the March 21, 2023 City Commission meeting.
Agenda packet preparation for April 18, 2023 City Commission meeting.