

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 1, 2022

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Prepare presentation for Chamber Leadership Government Day
- Reviewed agenda packet for City Commission meeting
- OB Life prep meeting

Spoke to, attended and/or met with:

- Standing O awards for PD and FD
- Field Day with concrete crew
- Fire Chief interviews

PIO – Public Information

- Press Releases/Media
 - Earth Day
 - General media requests and interview coordination
 - General citizen requests
- Social Media
 - Earth Day Tree Giveaway
 - Summer Connections Camp
 - Vietnam Veterans Day
- Attended
 - Engineering/Planning
 - PRSA Webinar: GovTech2022
 - OB Life Document Review
- Training
 - FEMA Crisis Comms
 - FEMA PIO 2022

Community Development

Planning

- There are two variances scheduled for the April 6, 2022 Board of Adjustment and Appeals (<https://www.ormondbeach.org/218/Board-of-Adjustment-Appeals>):
 1. 128 South Halifax Drive: Replacement of a paver driveway in same location that has a zero-foot setback when three feet is required.
 2. 325 South Atlantic Avenue. New single-family home that is seeking side yard variances.

- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- Met with representatives of Tyler/Energov to begin the conversion of the city's permitting and code enforcement systems.
- There are two items scheduled for the April 14, 2022 Planning Board meeting:
 1. Plantation Oaks Planned Residential Development amendment: An amendment to add 291 single-family homes within the Plantation Oaks development on land previously identified for a public-school site (53.41 acres) and a golf course (145.68 acres). The amendments propose the following:
 - Phase 1: Convert a portion of the 145.68-acre golf course within Phase 1 to add 80 non-age restricted, fee simple lots. This phase was approved for 669 single-family lots and the amendment seeks to allow 749 lots. This phase is a private community with private streets maintained by the Homeowners Association (HOA).
 - Phase 2: No changes proposed. Phase 2 allows 427 age-restricted manufactured homes on leased lots. This phase is a private community with private streets maintained by the HOA.
 - Phase 3: Lift age restriction, prohibit manufactured homes, and convert phase 3 portion of 145.68-acre golf course to add 86 non-age restricted, fee simple lots. This phase was approved for 481 single-family lots and the amendment seeks to allow 567 lots. This phase is a private community with private streets maintained by the HOA.
 - Phase 4: Land identified as public-school site of 53.41 acres to be converted to 125 fee simple lots, with no manufactured housing. There has been a determination that the site is no longer needed for a public-school site. This phase proposes public streets.
 - Remove a tract of land of approximately 33.10 acres purchased by Volusia County from the Plantation Oaks Planned Residential Development.

The property is generally located along the east side of Interstate 95, south of Halifax Plantation subdivision, west of Old Dixie Highway, and north of U.S. Highway 1.

2. An administrative request to amend front and waterfront yard setbacks of Chapter 2, District And General Regulations, Article II, District Regulations, Sections 2-09, REA, Rural Estate Agricultural Zoning District; 2-10 RR, Rural Residential Zoning District; 2-12, R-1, Residential Estate Zoning District; 2-13, R-2, Single Family Low Density Zoning District; 2-19, R-6, Multifamily Medium High Density Zoning District; Section 2-40, Exceptions and Supplemental Standards to provide consistency of language between zoning districts, clarification for existing criteria and new review criteria under the Waterbody setbacks that will protect the view corridor of abutting properties along the Tomoka and Halifax River and reduce the necessity for most variances.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 341 inspections performed within the city (31 by private providers).
- 141 permits issued within the city, with a valuation of \$3,326,544 (14 garage sales permits).

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 499 South Nova Road. FEC Christian private school. Property owner discussed proposed site and building improvements related to a proposed private school.
 2. 2020 and 2021 Ocean Shore Boulevard. Pre-application meeting with the civil engineer in attendance to discuss proposed development in Volusia County with connection to Ormond Beach utilities.

- SPRC projects under review:
 1. 251 South Atlantic Avenue, Ormond Beach Holdings, LLC: 1st review. Proposed five story, 95,700 square foot hotel with 137 rooms, associated driveways, parking (108 spaces east of SRA1A and 62 spaces west of SRA1A) stormwater, utilities, signage, lighting, landscaping, public sidewalk and ADA beach access, and hotel related beach access
 2. Little Tomoka lot split. 1st review. A subdivision of land from one lot into two lots. The property is located at intersection of Old Tomoka Road and West Granada Boulevard.
 3. 348 Nottinghill Street. 1st review. Request to release a portion of a private drainage easement.
 4. 176 Division Avenue. 1st review. Project to construct an outdoor basketball court at the South Ormond Neighbor Center.
 5. 2001 West Granada Boulevard, Walgreens and commercial area improvements. 1st Review. Proposed entrance modifications along West Granada Boulevard and stormwater modifications.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Ace Hardware	80%
Caldera Spas	0%
Dunkin Donuts, 1535 North US Hwy 1	65%
GPR1	50%
Interchange Depot	5%
KOMN Condominium Association	60%
McNamara Warehouse	5%
Ormond Museum	85%
Paradise Pointe ALF	70%
Shoppes at Granada Point	0%
SONC Gym	30%
Total Comfort	80%
Volusia Memorial expansion	10%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	5%
Ocean Village Townhomes	35%
Verona Oceanside	90%
Residential	
Cupola at Oceanside	20%
Pineland, Phases 4 & 5	99%

Plantation Oaks, Phase 1A	5%
Plantation Oaks, Unit 2B	5%
Plantation Oaks, Unit 2C	0%
Plantation Oaks, Unit 2D	0%

Economic Development/Airport

Economic Development

- Airport Business Park
 - The design phase for the airport access road project from the Airport Business Park into the southwest quadrant of the airport is underway.
 - Design work for Runway Drive in the Airport Business Park is underway. This road will be designed to connect Tower Circle West to Pineland Trail creating a secondary ingress and egress to the business park.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular calls with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
 - Staff officially launched SizeUp Ormond Beach on the City's website. It can be accessed at www.sizeup.info/ormondbeach. This tool makes market research and business intelligence available to small and medium sized businesses so they can make informed decisions as they start and grow their business.
 - The Ormond Beach Kauffman FastTrac program is underway with approximately 20 entrepreneurs participating in the virtual sessions.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on three project leads generated via direct contact with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff has compiled plans and specifications and requested quotes for the replacement of the large solar shades in the air traffic control tower. Staff is also working to review and approve plans to upgrade the HVAC systems at the control tower. These improvements are 100% funded by the FAA's Airport Coronavirus Response Grant Program.
- Staff continues work to repair certain airfield lighting systems at the airport, including edge lighting for Taxiways Alpha and Echo. The runway end identifier lights for Runway 35 will require additional service and parts.
- The next meeting of the Aviation Advisory Board will be held on May 9 at 7:00 p.m.

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

Finance

- On-going Projects
 - Annual Audit for the 2020-2021 fiscal year was presented to the City Commission with an unmodified opinion.
 - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
- Completed Projects - Weekly
 - Process 141 Journal Entry Batches.
 - Utility Billing Meter Readers completed 372 work orders.
 - Approved 25 Purchase Requisitions totaling \$883,785.25.
 - Issued 16 Purchase Orders totaling \$150,599.06.

- Issued 564 past due notices on utility accounts.
- Auto-called 137 utility customers regarding receipt of a past due notice.
- Processed 555 payments through Interactive Voice Response System totaling \$46,998.62.
- Processed 1,314 payments through City online payment portal totaling \$123,447.08.
- Prepared 94 Accounts Payable checks totaling \$163,153.22 and 33 Accounts Payable EFT payments totaling \$97,111.95.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement requests FY 21-22: \$513,715.94
- Other
 - Attended quarterly Local Mitigation Strategy (LMS) meeting.
 - Attended VOCA training webinar.
 - Completed April 2022 Employee Newsletter.

Risk Management Projects

- Continued subrogation claim processing

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 16
 - Hazardous: 5
 - EMS: 83
 - Motor Vehicle Accidents: 4
 - Public Assists: 53
 - TOTAL CALLS: 164
 - Aid provided to other agencies: 8 Calls – Daytona Beach (1), Holly Hill (1), Volusia County (6)
 - Total staff hours provided to other agencies: 9
 - # of overlapping calls: 49
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
 - Total EMS patients treated: 68
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 62
- Training Hours
 - NFPA 472: Hazmat 6
 - NFPA 1001: Firefighting 85
 - NFPA 1002: Driver 17
 - NFPA 1021: Officer 24
 - NFPA 1500: Safety/Equipment 98
 - NFPA 1620: Preplanning 13
 - EMT/Paramedic 5
 - TOTAL TRAINING HOURS: 248
 - Station Activities
 - Updated 7 pre-fire plans
 - Conducted 2 fire Inspections
 - Significant Incidents
 - 3/25/22: 8:30 PM: N. Yonge St. / W. Granada Blvd. – Motor Vehicle Accident – Upon arrival found a four-vehicle rear end chain reaction type accident – vehicles were hit at high speed –

- two patients extricated and transported as trauma alerts – scene turned over to OBPD for investigation.
- 3/27/22: 3:17 PM: N. I-95 / Mile Marker 273 – Brush Fire – Upon arrival found heavy white smoke with grass and trees burning – two brush fires located between I-95 and Pineland Trail – Engine 93, Brush 93, Engine 94, Battalion 90 and Volusia County Engine 13 on-scene – last unit cleared scene at 5:24 PM.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Senior Staff Accountant
 - Civil Engineer
 - Deputy Fire Chief
 - Fire Chief
 - Summer Camp Counselors (SONC, EDC, Nova)
 - Plans Examiner
 - Senior Planner
 - Environmental Improvement Officer (Arborist)
 - Neighborhood Improvement Officer
 - Police Officer
 - Community Service Officer
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (WWCR)
 - Treatment Plant Operator C/B/A (Water Plant)
 - Part Time Treatment Plant Operator C/B/A (Water Plant)
 - Treatment Plant Operator C/B/A (WW Plant)
 - Water Distribution Operator 3, 2, 1, or Trainee
 - Utilities Engineer
 - Utilities Manager
 - Applications Under Review
 - Accounting Tech
 - Help Desk Specialist
 - Community Service Officer
 - Police Officer
 - Part Time Maintenance Worker II (Athletic Fields)
 - Maintenance Worker II (WWCR)
 - Mechanic III
 - Separations
 - Police Officer
 - Senior Planner
 - Maintenance Worker II (WWCR)
 - Neighborhood Improvement Officer
 - Treatment Plant Operator C (Water Plant)
 - Maintenance Worker II (WWCR)

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras

- Work Orders
 - New: 45
 - Completed: 39
 - In progress: 52

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,585
 - Inbound E-Mails Blocked: 10,711
 - Delivered Inbound E-Mails: 27,344
 - Quarantined Messages: 538
 - Percentage Good Email: 69.08%
 - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 116
 - Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 1 : Total in system = 3,193
 - Meters GPS Located this week: 3 : Total in system = 24,237; 23,374 potable, 852 Irrigation, 11 Effluent
 - Notable Events: Updated Fire Map book

Leisure Services

Administration

- Engineering meeting
- CIP discussion meeting
- Website/City calendar updates
- Curating relevant content to share on social media pages

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 with 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 flooring replacement in the hallways and conference room at the Police Department.

Environmental Discovery Center

- Open for guided tours Saturday 10 am to 4 pm; Monday through Friday from 10 am to 5 pm.
- Spring Bird Walk with Joan Tague was held on Wednesday, 8 am to 10 am.
- Guided tour for students from UBIC Academy was held on Thursday, 10 am to 11 am.

Athletics

- Shuffleboard continued practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.

- OBGS Baseball continued practices at Nova Fields 2-5 at 6 pm on Tuesday and Thursday.
- SHS Softball practices this week, Monday and Friday at 4:4 5pm on Quad #1 at Sports Complex. Games held on Tuesday, Wednesday, and Thursday at 6 pm on Championship Softball Field.
- OBSC Soccer practices, Monday through Friday, 5:30 pm, Sports Complex, Soccer Fields.
- CCA Softball and Baseball practices on Monday and Tuesday, 3:30 pm, Quad #3 and Kiwanis, Sports Complex.
- CCA Baseball had a game on Monday, 5 pm, Sports Complex.
- CCA Softball had games on Tuesday and Thursday, 5 pm, Quad #3, Sports Complex.
- HA Baseball hosted practices Monday, Tuesday, and Thursday at 3:30 pm, Kiwanis field, Sports Complex.
- OBYBSA Rec practices continued on Monday, Wednesday, and Friday, Nova fields 1-5, 6 pm.
- SHS Flag Football will hold games, Friday, 6 pm and 7 pm, Sport Complex, Championship Field 7.
- SHS Baseball practices, Tuesday, Wednesday, and Friday at 4:30 pm, Sports Complex, Wendelstedt Fields.
- SHS Baseball games on Monday and Thursday, 5 pm and 7 pm, Sports Complex, Wendelstedt Fields #1 & #2.
- Youth Volleyball Program continued on Monday and Wednesday, 5:30 and 6:45 pm, Nova Gym.
- RBA Soccer games on Monday 4 pm and 5:30 pm, Sports Complex, Soccer #8.
- USSSA baseball tournament, Saturday and Sunday, 8:30 am to 5 pm, Sports Complex and Nova.
- T-ball games are Saturday, 9 am and 10:30 am, Sports Complex, T-ball fields.
- OBSC Soccer games, Saturday, 8:30 am to 12 pm, Sports Complex, Soccer fields.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond.
- Tended to the infields, tennis and handball courts at Osceola Elementary School.
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova.
- Cleaned Magic Forest and the common area of Nova Park.
- Cleaned all sports parks daily of debris/trash from the events during the week.
- Continued dragging infields (18) daily at Sport Complex/Nova Fields.
- Continued edging infields (18) weekly at Sport Complex/Nova Fields.
- Dragged and edged South Ormond and Osceola (2) Softball Fields.
- Painted soccer fields 1/2/6/8/9/10.
- Prepped Nova Fields 1-5 for OBGS and Rec clinics this week.
- Prepped Kiwanis and Wendelstedt fields for rental baseball/high school practices/games this week.
- Prepped Quad for SHS Softball/Rec Softball/Pinto baseball practices this week.
- Prepped Championship Softball Field for SHS and Pinto baseball games this week.
- Prepped Championship Field #7 for SHS flag football games this week.
- Prepped T-ball fields for practices/games this week.
- Put up temp fence at Nova Field #1.

Performing Arts Center

- Hosted True Rumours Fleetwood Mac Tribute on March 25.
- Preparing for Alborea Dances Phantom, A Flamenco Story on April 2.
- Updated information on OBPAC Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- Splash pad opens daily (10 am until dusk)
- Open park and playground (sunrise until 11 pm)
- PAL tutoring Monday through Thursday (3 pm until 6 pm)
- Open gym and weight room (center hours)
- Gym construction project ongoing

Community Events

- Weekly administrative tasks, office work, meetings, and activities.

- Mayor's Health & Fitness Challenge Lunch & Learn, 3/31
- Planning for the following events:
 - Vadner Park Grand Opening, 4/26
 - Art in the Park, 4/30 and 5/1
 - Memorial Day Remembrance Service, 5/30

Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am to 10 am, and 5:45 pm to 6:45 pm on Wednesday and Thursday in the Activity Room.
- Pickleball was held in the gym Monday-Friday from 9 am to 3 pm.
- Open Play Basketball was offered Monday from Saturday from 3 pm to 9 pm and on Sunday from 1 pm to 5:30 pm.
- Ms. Debby's Dance and Acting classes on Monday, Tuesday and Friday, 3 pm to 7:30 pm.
- Social Squad Wednesday from 1 pm to 4 pm.
- Coordinator will attend the Easter Seals' Autism Event on Friday to hand out flyers for upcoming events.
- Coed Volleyball takes place on Monday and Wednesday from 5:30 pm and 6:45 pm.

The Casements

- The Casements was open on Saturday for guided and self-guided tours from 8 am to 12 pm.
- Staff reviews movie for this week's Movies on the Halifax
- Guild Training, Monday, Art Room 10 am
- 80th Birthday Party Rental, Bailey Riverbridge, Monday 6 pm to 10 pm.
- Staff is preparing for Earth Day Coloring Contest video as entries come in.
- Coordinator assisted with Enviro Camp Scholarship Awards, Tuesday, 10 am.
- House of Healing, Bailey Riverbridge, Tuesday, 4:30 pm to 6:30 pm.
- Casements Crafters met on Thursday, in the Art Room, 12 pm to 3:30 pm.
- Staff pre-set the first floor for wedding/reception to be held on Saturday.
- Wedding rental, Casements & Rockefeller Gardens, Saturday 2 pm to 11 pm.
- Wedding ceremony rental, Ormond Memorial Art Museum, Saturday 11 am to 12 pm.
- Wedding ceremony rental, Ormond Memorial Art Museum, Saturday 3 pm to 5 pm.
- Poetry Rental, Casements, Sunday 12 pm to 5 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge.
- Ora Yoga classes met on Tuesday and Thursday morning from 10 am to 11:30 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- Pilates classes met on Monday, Wednesday and Friday morning from 8:30 am to 9:30 am.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks twice per day
- Inspected signs at all playground equipment
- Skatepark concrete inspected
- Trails blown off
- Replaced all cameras at Nova Community Center
- Added chains at the entrances of Sanchez Park
- Prepared Riviera Park for a bench slab

Building Maintenance

- Repaired splash pad pump at Andy Romano Beachfront Park
- Repaired gate at WTP
- Replaced parking lot light at Nova Community Center
- Replaced flood light at WTP

- Repaired outside outlet at Central Park II
- Saved trapped racoon at PW
- Replaced belts on air handler at City Hall
- Replaced ceiling tiles at Fleet
- Replaced ceiling tile in the weight room at South Ormond Neighborhood Center
- Installed changing tables at Andy Romano Beachfront Park
- Installed rock pump cover at Rockefeller Gardens
- Repaired leak in the ladies restroom at Cassen Park
- Replaced sink at Nova Community Center
- Installed cubicles at the Police Department
- Checked a/c at the Tennis Center
- Replaced mag lock at Andy Romano Beachfront

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting.
- Staff interviewed a potential police officer candidate.
- Staff attended in-house budget meeting.
- Staff participated in the “Do the Right Thing” ceremony.
- Staff met with Engineering on upcoming C.I.P. projects.
- Staff attended the Volusia/Flagler Police Chief’s Association meeting.
- Staff attended the opening ceremony for Jewish Heritage Festival at The Casements.
- Staff is attending the Ormond Beach Leadership Academy.
- Staff attended a promotional ceremony at the Volusia Sheriff’s Office.

Community Outreach

- Youth Leadership Council (YLC) – Eight (8) members of the YLC attended an organizational meeting and assisted with preparation of the goody bags for the March of Dimes Walk. Members of the YLC are participating in the walk on Wednesday, March 30 to raise funds for the March of Dimes program.
- OBPAL Basketball – Fifteen (15) players attended open gym practice Monday through Friday from 6:00-8:30 p.m. at the South Ormond Neighborhood last week. Fifteen (15) players attended Saturday practice from 9:00 a.m. – 1:00 p.m.
- PAL Educational Programs
 - Seventeen (17) students attended the *Tutors R Us* program at the South Ormond Neighborhood Center last week. Students participated in one-one one tutoring to increase their academic success.
 - *R.E.A.D., Reading, Exploration, Adventure and Discovery* continues at Ormond Beach Elementary School. Nine (9) students attended the program. The 2022 R.E.A.D. program is offered on Tuesdays from 2:30 p.m. to 4:45 p.m. through May 18. This week, the students transitioned from reader’s theater presentations to writing their short stories.
 - *Science on Patrol at Ormond Beach Middle School* continues. Twenty-five (25) students in grades are enrolled in the 2022 SOP. Science on Patrol provides an opportunity for students in grades 6–8 to increase skills in science and math through science labs designed around crime scene scenarios.
 - Twelve (12) students from Ormond Beach Middle School were honored on Thursday, March 24 in the *Do the Right Thing* program. Students attended a luncheon sponsored by Burntwood Tavern, received a certificate and t-shirt from Chief Godfrey and a tour of the Police Department with Officer Henderson and Officer Rossi. *Do the Right Thing* honors 6-8 grade students at Ormond Beach Middle School who are model citizens on campus. Students are nominated by teachers, guidance counselors and administration for their positive impact at school.

- Special Events
 - 5th Annual Donut Dash 5K – The Donut Dash is scheduled for Saturday, April 23. The race will begin and end at the back of the Trails Shopping Center. Registration can be completed at: <https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>. For additional information on registration and sponsorship please call the PAL house at 386-676-3505.

Community Services & Animal Control

- Animal Calls responded to: 25
- Animal Reports: 4
- Return to Field: 2
- Animal Bites: 0
- Animals to Halifax: 3
- Injured Wildlife Calls: 3
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 7
- Inactive: 9
- Fraud: 1
- Burglary Business: 2
- Burglary Residential: 0
- Larceny Car break: 1
- Grand Theft: 3
- Auto Theft: 3
- Death Undetermined: 4
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 1
- Vandalism: 1

Records

- Walk - Ins / Window: 82
- Phone Calls: 128
- Arrest / NTA's: 18
- Reports Generated: 126
- Reports Entered: 118
- Citations Issued: 33
- Citations Entered: 33
- Warnings Entered: 96
- Trespass Warnings: 6
- CORF Entered: 43
- Mail / Faxes / Request: 45

Patrol

- Total Calls: 1,313
- Total Traffic Stops: 139

Operations

- Crime Opportunity Report Forms: 46

03/23/22

- Dating Violence Battery Arrest, 1513 San Marco Drive #202 (San Marco Apartments). A female deployed pepper spray to her boyfriend's face, damaged his video game console and cellphone.
- Domestic Violence Battery Arrest, 1515 San Marco Drive (San Marco Apartments). A male hit his father in the face with a motorcycle helmet during an altercation.
- Theft, 212 Melrose Avenue. A biohazard cleaning company was contracted to clean a residence, and after completion three items of jewelry were noted to be missing.

03/24/22

- Domestic Violence Battery Arrest, 108 Colina Place. A male struck his sister in the face with his elbow.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise from this location. The theft was witnessed by loss prevention for the store.

03/25/22

- Crash with Death, North Yonge Street/West Granada Boulevard. Three vehicles were involved in a crash at this location and one of the drivers died.
- Domestic Violence Battery Arrest, 707 South Atlantic Avenue #316 (Makai Resort). A male grabbed his girlfriend by her arm and began to threaten her.

03/26/22

- Business Burglary, 499 South Nova Road (Florida East Coast Charter School). An unidentified subject stole three air conditioning units from this location.
- Business Burglary, 455 Parque Drive. Two unidentified suspects entered the location and attempted to steal a Vespa scooter. The scooter was found elsewhere on the property.
- Theft, 1608 North United States Highway One #127 (Days Inn). A male was given money for a deposit for rent, but he stole the money and never made the deposit.

03/27/22

- Warrant Arrest, 110 South Nova Road. Subject was contacted and found to have an open warrant.
- Domestic Violence Battery Arrest, 530 South Center Street. A female shoved her mother during a verbal argument.
- Stolen Vehicle, 84 Cardinal Drive #B. The victim had their vehicle stolen from this location.
- Loitering and Prowling Arrest, 280 Destination Daytona Lane (Giant Recreation World). A male and female was located walking around this closed business at 4 am and could not dispel the officer's alarm. The male was found to have an open warrant for his arrest. He also had the keys and paperwork belonging to the above stolen vehicle. The female also violated her probation with this arrest.

03/28/22

- Warrant Arrest, 955 South Nova Road (Ormond Beach Oasis Mobile Home Park). Subject was contacted and found to have an open warrant.
- Warrant Arrest, 1643 North United States Highway One (Houligan's). Subject was contacted and found to have an open warrant.
- Stolen Vehicle, Arroyo Parkway/South Nova Road. The victim left his scooter at this location because it ran out of gas. The victim left and returned with gas to find the scooter stolen.
- Warrant Arrest, Hand Avenue/South Nova Road. Subject was contacted and found to have an open warrant.

03/29/22

- Grand Theft, 67 North Saint Andrews Drive. Victim just moved here from Ohio and hired a moving company. The victim reported approximately \$42,000 in high value jewelry missing.

- Shoplifting/Narcotics/Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise from this location. The theft was witnessed by loss prevention for the store. He was also found to have an open warrant and was in possession of Fentanyl.
- Warrant/Narcotics Arrest, 1614 North United States Highway One (Econo Lodge). Subject was contacted and found to have an open warrant. The subject was also found to be in possession of schedule II narcotics.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 15
 - Number of Citations issued: 26
 - Number of Written Warnings Issued: 32
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 7
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 5 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 2 Cases initiated
- No signs have been removed nor sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and forty-four (44) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting is scheduled for April 6.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Materials are early April.
 - ARBP ADA Ramp Repair – Construction is in progress.
 - Facility Hardening – Long lead-time materials are ordered.
 - Shadow Crossings Ground Storage Tank Maint/Repairs – Construction is complete.
 - 385 South Old Kings Road – Remediation work is in process.
 - Sanchez Park Playground Equipment Replacement – Equipment is being ordered.
 - 2022 Storm & Sewer Lining – Bid was awarded at the March 22 City Commission meeting, contracts are being prepared.
 - Bidding:
 - PD Access Control Replacement – Vendor contract is being prepared.
 - Design Projects:
 - Stormwater Master Plan Update – The Consultant continues working on the master plan update.
 - Downtown: Cassen Park Improvements – An RFP for re-design is being prepared.
 - Update Parks & Recreational Master Plan – The final master plan update document is scheduled for adoption at the May 17 City Commission meeting.

- Business Park Drive Phase II – Design is in process.
- WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design is complete, bid documents are being prepared.
- Water Main Replacement Ph IV – Mainland – Design is complete, bid documents are prepared. Bidding will occur late summer for bid award in October/new FY.
- Water Main Replacement Ph IV – Peninsula – Design is complete, bid documents are prepared. Bidding will occur late summer for bid award in October/new FY.
- Doug Thomas Way Extension Design – Design is in process.
- WRF Upgrades – Design is in process.
- Leeway Storage Tank & Pump Station Rehabilitation – A Work Authorization for design was approved at the March 22 City Commission meeting, design kickoff meeting is being scheduled.
- CDBG 2022 Sidewalk Improvements – Design is complete, bid documents are prepared. Project scheduled for City Commission approval to advertise in May.
- Downtown Sidewalk Renovations – Project drawings are being prepared.
- Downtown – East Granada Utility Undergrounding – Utility easement documents are being prepared.
- PD HVAC Upgrades – Design is in process, a design coordination meeting is scheduled for March 29.
- 2022 Roadway Resurfacing – Design is complete, bid documents are being prepared.
- Departmental Activities
 - Reviewed 21 Engineering Permit applications through the ProjectDOX system, and created and approved 2 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Stripped forms, stress cut new gutter, backfilled, graded & lay for asphalt on Oak Park.
- Cut and remove old sidewalk, backfilled & poured new on Oriole Cir.
- Removed sidewalk and graded for new at Vadner Park.
- Removed dirt to make new sidewalk at Wastewater Plant.

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the city, on DOT roads, at Orchard and Wilmette and on the Tomoka River bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

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

- Gates & pumps, inlets Citywide
- Inlets cleaned Zone 1
- Manhole repair Willis Dr/inlet repair
- Reachout/ditch mowing Arroyo Parkway
- Ditch spraying Citywide

Vactor

- Willis Dr/baffle box

Fleet

- Mileage traveled by all departments for the week: 22,888
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 12,933 gallons unleaded, 2,929 gallons diesel
 - Fuel used in one week: 2,859 gallons of unleaded and 990 gallons of diesel.
 - Fleet completed 47 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 Plant

- Delivered 38.40 million gallons for the week ending March 26, 2022 (5.49 MGD).
- Backwashed 7 filters for a total of 389,030 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 26, 2022 @ 6.59 MGD, SJRWMD 2021 allocation @ 7.930 MGD.
- Produced & hauled 102.72 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 0 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 36.03 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.15 MGD
- Produced 22.19 Million Gallons of Reclaim water.
- Produced 13.84 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (March 1, 2021 – February 28, 2022) (MGD):
 - Influent 4.69 (Permit 8 MGD);
 - Surface Water Discharge 1.38 (Permit 6 MGD);
 - Reuse 3.35 (Permit 10 MGD)
- Hauled 13 loads in March 2022 for a total of 278.06 wet tons through March 18, 2022.
 - Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 1 report of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 12 calls from customers concerning leaking water.
- Replaced 4 residential water meters due to operational concerns.

- Performed pressure testing on 2 city owned backflow prevention devices which also needed repairs.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 3 broken water meter boxes.
- Performed valve maintenance on 5 main line valves.
- Installed 4 new residential meters for new construction.
- Repaired 2 inch galvanized water main at 2 Oceanside Cir., pin hole size leak in the pipe.
- Made repairs to a 4 inch water main located at 10 Sugarberry Ct.
- Repaired 6 inch water main located at the corner of Warwick Ave & McIntosh Dr.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 84 utility locates for the previous week.

Wastewater Collection

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 2,200 gallons of effluent off of Hunter's Ridge force main.
- Replaced PEP pump 34 Stallion Way, 1 Carriage Creek Way, 6 Foxhunter Flat, 25 Foxfield Look.
- Replaced broken PEP tank at 36 Hunt Master Ct.
- Located C/O and TV'ed at 75 Seminole Ave., line looks good on City side.
- Located sewer and reclaimed at 3 Fawn Pass Way for contractor.
- Located and raised C/O at 75 Seminole Ave.
- Discovered broken tank at 66 Creek Bluff Way.
- Locates called for broken PEP tank at 31 Clydesdale Dr.
- TV'ed 11 sanitary laterals on the PM list.

Reuse

- Responded to 2 reuse trouble calls.
- Located and adjusted reclaimed box at 180 John Anderson Dr.
- Located reclaimed box at customer request at 431 Triton Rd.
- Located and installed box on reclaimed service at 55 Circle Creek Way.

Wastewater Plant – Lift Stations

- Sludge Holding Tank #2 Mixer – assemble repaired motor & gear box.
- Centrifuge #1 Grinder Pump – tripping and won't reset, motor failed, replacement on order.
- R.A.S. Pump #3 – VFD issue, intermittent tripping, online at this time to use as spare – new VFD being ordered.
- 8M3 – Contractor on site for riser pipe replacement & valve box repairs.
- PEP Tank – replaced control box at 6 Creek Bluff Way.
- Fire Station 94 – connected mobile generator to transfer switch as backup for out of service stationary unit.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Aerator Building – Contractor on site to troubleshoot VFD control, corrected control signal from Cone 1 flow meter.
- Well 40R – relocated VFD from well to WTP aerator pump #1. Extremely long delivery times for equipment made this necessary, well is controlled by soft starter.
- Well 37 – painting.
- R/O Building – Installed new lamps in high bay lights.
- Performed operational checks at various locations.

Support Services/City Clerk

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

- Agenda packet preparation and distribution for April 5, 2022 City Commission Meeting.