

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 20, 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
- Staff meeting
- Continued CIP meetings with departments

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- PW Appreciation Week recognition
- FCCMA Investment Committee meeting

PIO – Public Information

- Press Releases/Media
 - Reclaimed Water Schedule
 - General citizen requests
 - General media requests and interview coordination
- Social Media
 - Hurricane Season Alerts
 - Reclaimed Water Workshop
 - Public Works Appreciation
- Attended
 - City Manager Staff Meeting
 - PIN Network
 - Engineering/Planning
 - Public Works Appreciation Week Celebration
- Training
 - 3CMA Crisis Comms Webinar

Community Development

Planning

- Staff attended the Ormond Memorial Art Museum & Gardens, Inc. neighborhood meeting/sound test regarding a request to allow live outdoor entertainment under certain conditions at 78 East Granada Boulevard.
- There have been six applications submitted for variances for the June 1, 2022 Board of Adjustments and Appeals as follows:
 1. 38 Carriage Creek Way – rear yard setback variance request to construct a hard roof structure over the existing rear yard patio.

2. 112 Sawtooth Lane – rear yard setback variance request to construct a screen enclosure over an existing swimming pool.
 3. 601B Robin Road – side yard setback variance request to construct a glass room within the Ocean Village Villas development.
 4. 777A Flamingo Drive – side yard setback variance request to remove a glass Florida room and construct a permanent addition within the Ocean Village Villas development.
 5. 1121 Sherbourne Way – rear setback variance request to construct a screen enclosure over an existing swimming pool.
 6. 710A Flamingo Drive – side yard setback variance request to construct a carport within the Ocean Village Villas development.
- The following items are scheduled for the June 9, 2022 Planning Board:
 1. Second Amended Interlocal Service Boundary Agreement (ISBA) Future Land Use Map Amendment (Small Scale).
 2. 55 North Nova Road, Splash Car Wash, Zoning Map Amendment to Planned Business Development.
 3. 55 North Nova Road, Splash Car Wash, Issuance of a Development Order.
 4. Regal Multi-Family, Planned Business Development First Amendment
 5. 78 East Granada Boulevard, Ormond Memorial Art Museum and Gardens, Wall Signage Special Exception.
 6. 78 East Granada Boulevard, Ormond Memorial Art Museum and Gardens, Outdoor Activity Special Exception.
 7. Land Development Code amendment, Warehouse, Indoor Mini-Rental.Additional information on these items are available at: <https://www.ormondbeach.org/1000/Public-Hearing-Advertisements-and-Notice>
 - Planning staff have received an application for public art in association with the Ormond Memorial Art Museum and Gardens at 78 East Granada Boulevard. The application seeks to authorize the existing butterfly wall sculptures and expand to an additional exterior wall. The application will be heard by the Ormond Arts District Board on June 15, 2022 at 5:30 p.m. in Room 103, City Commission Conference Room of the Ormond Beach City Hall, 22 S. Beach Street.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 354 inspections performed within the city (0 by private providers).
- 144 permits issued within the city, with a valuation of \$14,643,204 (9 garage sale permits). The permits and valuation include the All-Aboard Storage facility, Interchange Depot at 295 Interchange Boulevard.

Development Services

- The Site Plan Review Committee (SPRC) met with:
 1. 81 Dianne Drive. Pre-application meeting (property owner) to discuss a lot split, including the requirement to install a sewer lateral to the newly created parcel.
 2. 40 North Beach Street. Pre-application discussion of the former Veranda building. The current property owner seeks to keep the existing building and add two to three residential units.
 3. 215 Williamson Boulevard, Regal Multi-family: Discussion of the SPRC comments.
- SPRC projects under review:
 1. Splash car wash, 55 North Nova Road. 2nd review. Redevelopment of a church site into a car wash with associated site improvements.
 2. Ormond Holdings, LLC, Small Scale Land Use Map Amendment. 1st review. Amendment of the Future Land Use Map designation of a 4.28-acre property at 264 South Atlantic Avenue,

225 Magnolia Avenue, and 300 South Atlantic Avenue from “Public Institutional” to “Low Intensity Commercial” and “Low Density Residential”.

3. Force Main Extension at Hunter's Ridge, Flagler County (easement). 1st Review. Easement for the force main along Airport Road within Flagler County.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	10%
Dunkin Donuts, 1535 North US Hwy 1	65%
GPR1	65%
Interchange Depot	10%
KOMN Condominium Association	70%
McNamara Warehouse	40%
Paradise Pointe ALF	75%
Revella	2%
Shoppes at Granada Point	0%
SONC Gym	50%
SONC Outdoor basketball court	0%
Total Comfort	80%
Volusia Memorial expansion	10%
Utilities only	
101 Town & Country Lane	40%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	30%
Ocean Village Townhomes	35%
Verona Oceanside	90%
Residential	
Cupola at Oceanside	40%
Plantation Oaks, Phase 1A	35%
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 attended the Florida Economic Development Council's annual conference to participate in discussions and workshops to improve economic development opportunities locally and in the State of Florida.
 - The City of Ormond Beach was recognized and honored for its support of small business development and collaboration with Volusia/Flagler SCORE Chapter #87 at their annual Client & Volunteer Recognition Breakfast on Wednesday, May 18.
- 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

- The next Aviation Advisory Board is scheduled for May 23 at 7:00 p.m.
- The project to rehabilitate Taxiways Bravo and Delta will commence on May 23 and is expected to take approximately 230 days to complete. Work has begun for preparing alternate parking and staging areas for aircraft during construction.
- Staff completed the annual reports for FAA grants received under the CARES Act and related programs.
- Staff participated in the quarterly meeting of the Florida Airports Council's Legal Affairs Committee this week.
- Staff attended a disaster preparedness discussion hosted by FDOT.
- Staff participated in Ormond Beach Elementary School's "Career Day."

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

Finance

- On-going Projects
 - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
 - Budget projections for the 2022-23 fiscal year have begun
- Completed Projects - Weekly
 - Process 166 Journal Entry Batches.
 - Utility Billing Meter Readers completed 436 work orders.
 - Approved 26 Purchase Requisitions totaling \$161,931.20.
 - Issued 31 Purchase Orders totaling \$593,777.23.
 - Issued 474 past due notices on utility accounts.
 - Auto-called 294 utility customers regarding receipt of a past due notice.
 - Processed 747 payments through Interactive Voice Response System totaling \$62,040.60.
 - Processed 1,346 payments through City online payment portal totaling \$134,321.04.
 - Prepared 170 Accounts Payable checks totaling \$182,904.92 and 32 Accounts Payable EFT payments totaling \$405,228.95.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement requests FY 21-22: \$521,251.79

- Other
 - Attended staff meeting on ECHO MacDonald House closeout.
 - Working on VOCA monitoring for June.

Risk Management Projects

- Attended WC webinar and ADA webinar
- Continued updating insurance for vendors in Tyler

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 8
 - Hazardous: 4
 - EMS: 85
 - Motor Vehicle Accidents: 7
 - Public Assists: 55
 - TOTAL CALLS: 163

 - Aid provided to other agencies: 13 Calls – Daytona Beach (6), Volusia County (7)
 - Total staff hours provided to other agencies: 17
 - # of overlapping calls: 44
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 67
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 275
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- Training Hours
 - NFPA 472: Hazmat 4
 - NFPA 1001: Firefighting 91
 - NFPA 1002: Driver 5
 - NFPA 1500: Safety/Equipment 87
 - NFPA 1620: Preplanning 16
 - EMT/Paramedic 8
 - TOTAL TRAINING HOURS: 211
-
- Station Activities
 - Updated 15 pre-fire plans
 - Participated in the Chamber of Commerce Leadership and Safety Event at Fire Station 92

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Accounting Tech
 - Senior Staff Accountant
 - Civil Engineer
 - Part Time Recreation Leader (Casements)
 - Summer Camp Counselors (SONC, EDC, Nova)
 - Planner
 - Building Inspector
 - Neighborhood Improvement Officer
 - Environmental Improvement Officer (Arborist)
 - Evidence/Crime Scene Technician
 - Police 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

- Background/Reference Checks/Job Offers
 - Fire Chief
 - Police Officer
 - Summer Camp Counselors

- Separations
 - Part Time Recreation Leader (Casements)
 - Mechanic III (Fleet)
 - Accounting Technician
 - Firefighter/EMT
 - Environmental Improvement Officer (Arborist)

Information Technology (IT)

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

 - Work Orders
 - New: 23
 - Completed: 35
 - In progress: 36

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 42,074
 - Inbound E-Mails Blocked: 11.688
 - Delivered Inbound E-Mails: 28,397
 - Quarantined Messages: 850
 - Percentage Good Email: 67.49%
 - Virus E-Mails Blocked: 33

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 4
 - Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,209
 - Meters GPS Located this week: 2 : Total in system = 24,274; 23,408 potable, 855 irrigation, 11 effluent
 - Notable Events: Published map service to be used with Tyler EnerGov training

Leisure Services

Administration

- Staff meeting
- City Manager staff meeting
- Engineering meeting

- City Commission meeting
- Website/City calendar updates
- Social media pages updates

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

- 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.

Environmental Discovery Center

- 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.

Athletics

- Shuffleboard held practice 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.
- OBSC Soccer practices, Monday through Friday, 5:30 pm, Sports Complex, Soccer Fields.
- OBYBSA Rec games Monday, Wednesday and Friday, 5:45 pm, Quad and Nova.
- Youth Volleyball Program continued on Monday and Wednesday, 5:30 and 6:45 pm, Nova Gym.
- Adult Coed City Softball League playoffs, Tuesday and Thursday, 6:30/7:30, pm, Sports Complex, Quad #4.
- T-ball games Saturday, 9 am and 10:30 am, Sports Complex, Tee 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 HS Softball/Rec Softball/Pinto baseball practices this week.
- Prepped Championship Softball Field for SHS and Pinto baseball games this week.
- Prepped Tee Ball Fields for practices/games this week.

Performing Arts Center

- Hosted rehearsals for Children's Musical Theatre Workshop production of Seussical Jr. throughout the week. The performance is scheduled for Friday, May 20.
- Responded to email correspondence and telephone inquiries about PAC and Senior Center rentals.
- Updated information on OBPAC Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

- Youth basketball practice Saturday (noon until 2 pm)
- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- Splash pad open daily (10 am until dusk)
- Open park and playground (sunrise until 11 pm)
- YMCA Soccer is on Monday, Tuesday, and Thursday, 5:30 pm to 8 pm
- Open gym and weight room (center hours)

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- MH&FC awards presentation, City Commission meeting, 5/17
- Planning for the following events:
 - Memorial Day Remembrance Service, 5/30
 - Reel in the Fun Fishing Tournament, 6/18
 - Independence Day Celebration, 7/4
 - Summer Sounds Free Concert Series, 7/15, 7/22, & 7/29

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 Dance and Acting classes on Monday, Tuesday and Friday, 3 pm to 7:30 pm.
- Social Squad Wednesday from 1 pm to 4 pm.
- Coed Volleyball continues to take place on Monday and Wednesday from 5:30 pm and 6:45 pm.
- Challenger Yoga/Baseball will start Monday from 3 pm to 5 pm.

The Casements

- A Memorial service, Bailey Riverbridge, Sunday 10 am to 2 pm.
- House of Healing, Bailey Riverbridge, Sunday 4:30 pm to 6:30 pm.
- The Casements was open for guided and self-guided tours Monday through Friday from 8 am to 5 pm.
- Herb Society meeting, Bailey Riverbridge, Saturday 9 am to 12 pm.
- Wedding rental, North Lawn, Saturday 8 am to 12 pm.
- Birthday party rental, Bailey Riverbridge, Saturday, 2:30 pm to 4:30 pm.
- Meeting rental, The Casements, Thursday 11 am to 4 pm.
- Casements Crafters met on Thursday in the Art Room, 12 pm to 3:30 pm.
- Guild training, The Casements, Thursday and Friday, 10 am.
- Greek Cooking, Thursday, 4 pm to 8 pm.
- Ora Yoga classes met on Tuesday and Thursday mornings 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 mornings 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.
- Magic Forest wood repairs.
- Replaced all the USA flags citywide.
- Refinished two signs at Andy Romano Beachfront Park.
- Replaced two benches at Magic Gardens.

Building Maintenance

- Flag pole rope replaced at Rockefeller Gardens
- Fountain repaired at Fortunato Park
- Toilet unclogged at Nova Community Center
- Stall door in men's bathroom replaced at Nova Community Center
- Addressed leaking toilet at the Police Department
- Addressed a/c issue at the Senior Center
- Addressed water in kiosk at Vadner Park
- Replaced light in parking lot at PW
- Unclogged toilet at PW
- Troubleshoot bathrooms at the Senior Center
- Wall repair at the Senior Center
- Installed projector at the Police Department
- Replaced lights in the front office at PW
- Repaired outlets in the Senior Center
- Replaced parking lot lights at Fleet
- Repaired mags locks at Cassen Park

Police Department

Administrative Services

- Staff attended staff meeting.
- Staff attended the Police Unity Tour.
- Staff activated new body worn camera system.
- Staff attended the Ormond Beach Leadership Academy.

Community Outreach

- Youth Leadership Council (YLC) – Four (4) members attended the YLC meeting on Sunday, May 15. Members reviewed upcoming community service projects and the requirements of the State of Florida Association of Police Athletic League's Annual YLC meeting at Disney.
- OBPAL Basketball – Fourteen (14) members of the Bruins team attended practice last week from 6:00 to 8:30 pm on Monday and Wednesday at the South Ormond Neighborhood Center. Fourteen (14) members of the 17U Bruins basketball team attended the Super 6 Basketball Tournament in Orlando on May 14-15, 2022. The team placed second in their division.
- PAL Educational Program – R.E.A.D., Reading, Exploration, Adventure and Discovery continues at Ormond Beach Elementary School (OBE). Nine (9) students attend the program. The program is offered on Tuesdays from 2:30 p.m. to 4:45 p.m. through May 17. The exhibition of the books was held at OBE on Tuesday May 17. Students enjoyed an ice cream party and shared their books with family and friends.
- Summer Educational program – OBPAL partners with the South Ormond Neighborhood Center to provide summer science, summer art, summer reading and summer computer lab for 6 weeks

during Volusia County Schools summer break. The OBPAL portion of the summer program partnership is offered Monday through Thursday.

Community Services & Animal Control

- Animal Calls responded to: 45
- Animal Reports: 4
- Return to Field: 2
- Animal Bites: 2
- Animals to Halifax: 2
- Injured Wildlife Calls: 5
- Found Property Reports: 4

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 2
- Inactive: 0
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 5
- Vandalism: 1

Records

- Walk - Ins / Window: 92
- Phone Calls: 126
- Arrest / NTA's: 15
- Reports Generated: 132
- Reports Entered: 128
- Citations Issued: 22
- Citations Entered: 22
- Warnings Entered: 4
- Trespass Warnings: 14
- CORF Entered: 29
- Mail / Faxes / Request: 38

Patrol

- Total Calls: 1,213
- Total Traffic Stops: 98

Operations

- Crime Opportunity Report Forms: 90

05/11/22

- Theft, 16 Breakaway Trail (Breakaway Trails Subdivision). An unidentified subject stole a bicycle from this location.

05/12/22

- Shoplifting, 550 South Atlantic Avenue (ABC Liquors). An unidentified subject stole two bottles of vodka from this location.
- Warrant Arrest, 1520 West Granada Boulevard. A subject was contacted and found to have an open warrant.
- Warrant Arrest, North United States Highway One/Planation Oaks Boulevard. A subject was contacted and found to have an open warrant.
- Warrant Arrest, 1200-Block of West Granada Boulevard. A subject was contacted and found to have an open warrant.
- Theft, 1547 West Granada Boulevard (Sunoco). An unidentified subject stole diesel fuel from this location.

05/13/22

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female subject stole merchandise from this location by skip scanning items. The incident was witnessed by the loss prevention officer.
- Warrant Arrests, 502 Collins Street. Two subjects were contacted and found to have open warrants.
- Business Burglary, 1482 West Granada Boulevard (Sharps Discount Liquors). An unidentified subject forced entry to the front door of the business and stole six bottles of liquor.
- Driving Under the Influence Arrest, 111 West Granada Boulevard (Hulls Seafood). A male subject was stopped for speeding. He was found to be intoxicated.
- Hit and Run Arrest, River Beach Drive/Hollywood Street. A male subject was involved in a hit and run crash at this location. He was located and arrested. He was found to have a suspended driver license and is on felony probation.

05/14/22

- Carbreak, 19 Pine Trail. An unidentified subject made entry to the victim's vehicle and stole credit cards and jewelry.
- Stolen Vehicle, 955 South Nova Road #46 (Oasis Mobile Home Park). The victim allowed an acquaintance use his vehicle for a couple of hours. The subject failed to return the vehicle.

05/15/22

- Theft, 1410 Hand Avenue #6 (The Golden Abbey). An unidentified subject stole the victim's wallet, ID, credit cards, and two radios.
- Felony Battery Arrest, 1653 North United States Highway One #1217 (Clarion Inn). A male subject battered the victim who was staying with him temporarily. The victim was 65 years of age which classified this offense as a felony.
- Domestic Violence Battery Arrest, 21 Aaron Circle. A male battered his wife during an argument.

05/16/22

- Business Burglary/Carbreaks, 1227 North United States Highway One (Pike Electric). An unidentified subject entered the compound and entered at least 8 trucks, stealing copper.
- Residential Burglary/Stolen Vehicle, 707 South Atlantic Avenue #122 (The Makai Motel). An unidentified subject entered the victim's room and stole the key fob to his vehicle. The subject then stole the victim's vehicle.
- Theft, 32 Old Macon Drive. An unidentified subject stole the victim's watch from his bedroom.

05/17/22

- Residential Burglary, 125 South Orchard Street #119B. An unidentified subject forced entry through a side door of a two-car garage. Once inside, the victim's vehicle was entered and several items and stereo equipment were stolen.
- Theft, 1230 North United States Highway One (Massey). Two catalytic converters were stolen from two trucks overnight.
- Theft, 83 New Britain Avenue. An unidentified subject stole the victim's handgun from this location. The victim suspects a housekeeper.
- Resisting Without Violence Arrest. 170 West Granada Boulevard (Ormond Beach Police Department). A male came into the lobby to pick up his property when he initiated a disturbance.

After officers intervened, the male ignored numerous instructions to step away, he resisted when officers went to secure him and a brief struggle occurred before he was arrested.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 10
 - Number of Citations issued: 6
 - Number of Written Warnings Issued: 4
 - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 1 Case initiated
 - Zone 2: 2 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 3 Cases initiated
- 15 signs have either been removed or sign cases created.
- 11 tree removal permit requests
- Administrative staff assisted with four (4) walk-in's and forty-nine (49) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting was held on May 18.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Construction commenced on May 16.
 - Facility Hardening – Long lead-time materials are ordered.
 - 385 South Old Kings Road – Remediation work is ongoing.
 - Sanchez Park Playground Equipment Replacement – Equipment has been ordered.
 - 2022 Storm & Sewer Lining – Pre-construction meeting was held on May 4, construction is being scheduled.
 - PD Access Control Replacement – Notice to Proceed issued for May 23.

 - Bidding:
 - CDBG 2022 Sidewalk Improvements – Project was advertised on May 8, a pre-bid meeting is scheduled for May 26, bids are due on June 9.
 - PD HVAC Upgrades – A pre-bid meeting was held on May 19, bids are due on June 9.
 - Fleming Avenue Drainage Improvements – Project was approved for bidding at the May 17 City Commission meeting.
 - WRF Clarifier Improvements – Project is scheduled for approval to bid at the June 7 City Commission meeting.

 - Design Projects:
 - Downtown: Cassen Park Improvements – An RFQ for re-design was advertised on May 8, a pre-proposal meeting is scheduled for May 25, proposals are due on June 7.
 - Update Parks & Recreational Master Plan – The final master plan update document is scheduled for adoption at the June 7 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.
- Doug Thomas Way Extension Design – Design is in process.
- WRF Upgrades – Design is in process.
- Leeway Storage Tank & Pump Station Rehabilitation – Design is in process.
- Downtown Sidewalk Renovations – Project drawings are being prepared.
- Downtown – East Granada Utility Undergrounding – A field meeting with FPL is scheduled for May 25.
- 2022 Roadway Resurfacing – Design is complete, bid documents are being prepared.
- Departmental Activities
 - Reviewed 32 Engineering Permit applications through the ProjectDOX system, and created and approved 4 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Formed & poured gutter on Oak Forest Dr.
- Dug out for asphalt on Fernery Tr.
- Dug out for asphalt and asphalt patch on Robin Rd.
- Asphalt patch on Lincoln Ave.
- Removed old sidewalk; graded and formed for new on Buena Vista Ave.

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
- Trimmed limbs over new gym at S. Ormond Community Center
- Trimming on Division near Center St.

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

- Pond maintenance at ABC pond
- Inlet repair on JAD/Ocean Ter
- Locates citywide
- Checked pump operation and carp gates citywide
- Inlet cleaning in hot spots
- Inlet washout repair at Landfill

Fleet

- Mileage traveled by all departments for the week: 22,433
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 13,994 gallons unleaded, 5,409 gallons diesel
 - Fuel used in one week: 2,127 gallons of unleaded and 599 gallons of diesel.
 - Fleet completed 51 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 40.71 million gallons for the week ending May 14, 2022 (5.82 MGD).
- Backwashed 6 filters for a total of 315,840 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through May 14, 2022 @ 6.48 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 102.32 wet tons of dewatered sludge (65-70% solids).
- Flushed distribution system 54,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.30 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.04 MGD
- Produced 26.61 Million Gallons of Reclaim water.
- Produced 1.69 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (May 1, 2021 – April 30, 2022) (MGD):
 - Influent 4.89 (Permit 8 MGD);
 - Surface Water Discharge 1.46 (Permit 6 MGD);
 - Reuse 3.33 (Permit 10 MGD)

Water Distribution

- Responded to 3 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 13 calls from customers concerning leaking water.
- Replaced 3 residential water meter due to operational concerns.
- Tested 6 city owned backflow preventers and made repairs where needed.
- Replaced 7 residential water services due to pressure concerns or leaks.
- Replaced 6 broken water meter boxes.
- Performed valve maintenance on 3 main line valves.
- Installed 10 new water meters/services for new construction.
- Rebuilt 3 commercial meters because of operational concerns.
- Performed maintenance on 2 city fire hydrants.
- Replaced old hydrant with new one at 27 Mayfield Cir.
- Assisted in shutting down the private water main located at Fisherman's Landing.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 125 utility locates for the previous week.

Wastewater Collection

- Crews responded to 8 trouble calls in the Breakaway/Hunter's Ridge PEP System service area and 4 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 800 gallons of effluent off of Hunter's Ridge force main.
- Replaced PEP pumps at 16 Black Water Way.
- Flushed discharge line at 7 Spanish Pine Way, replaced J box and high level alarm.
- TV'ed sanitary lateral at 815 John Anderson Dr.
- Adjusted C/O stack to grade and restored decorative planter after lateral repair.
- TV'ed 5 sanitary laterals on the PM list.
- 67 Carriage Creek Way, made repairs to PEP tank and restored area.
- 128 Vanderbilt Dr., repaired lateral at main tie in and restored area.
- Located sewer lateral at 57 Benjamin Dr and marked service.
- 6 Whipper-in Cir., flushed discharge line from sewer service.
- Adjusted floats at 61 Tomoka Ridge Way.

Reuse

- Responded to 2 reuse trouble calls.
- Checked low pressure issue at 582 Ocean Shore Blvd. Zone is stuck in on position, customer informed.
- Reuse turned off at 1 Carriage Creek Way per customer request .
- Located PEP tank and reuse at 35 Forestview Way, 128 Black Hickory way, 105 Shadow Creek Way, 36 Peruvian Lane, 44 Hunt Master Ct, 31 Thornhill Chase Cir.

Wastewater Plant – Lift Stations

- McDonald's – repaired back flow preventer mounting bracket.
- Chlorine Contact – installed high level alarms.
- South Carousel – Replaced non-operational D.O. reader.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- HSP 8 – pump noted as running in reverse, corrected rotation at keypad.
- LS Aerator – removed filter tray door to review condition of trays.
- 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:

- City Clerk attended City Manager staff meeting.
- City Clerk attended ICMA New Council Orientation Webinar session 4.
- Staff attended and provided support for May 17, 2022 Reclaimed Water/Utilities Update Workshop and City Commission Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation for June 7, 2022 City Commission Meeting.