

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 7, 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
- State of the City final prep work
- Generated multiple reports and communications to the commission regarding Hurricane Ian, prior to, during and after the storm event. Updates included storm stats, city staff prep work and recovery efforts, daily recovery activities and storm debris removal updates.

Spoke to, attended and/or met with:

- The EOC was activated for Hurricane Ian, worked before, during and after the storm.
- City/County Manager virtual meetings regarding Hurricane Ian
- Individual agenda review meetings with commission members
- National Night Out
- City Commission meeting

PIO – Public Information

- Press Releases/Media
 - Hurricane Ian Storm Debris
 - State of Emergency Resolution
 - General citizen inquiries
 - General media questions and interviews
- Social Media
 - Hurricane Prep
 - Storm Updates
 - Post-Storm Recovery Info
- Attended
 - City Manager's Weekly Staff Meeting
 - City Commission Meeting
 - Emergency Operations Center (multiple days over storm) add to summary
- Training
 - 3CMA Social Media Benchmarks 2023
 - FL PIO Social Media After-Action

Community Development

Planning

- Attended and presented at the October 5, 2022 Board of Adjustment and Appeals (<https://www.ormondbeach.org/218/Board-of-Adjustment-Appeals>) meeting for the following applications:
 1. 463 Hammock Lane: Request for a variance to construct a single-family house and avoid a historic tree.
 2. 630 South Beach Street: Request for a variance to allow expansion of an existing garage.
- The following applications are scheduled for the October 13, 2022 Planning Board meeting (<https://www.ormondbeach.org/224/Planning-Board>)
 1. Paradise Point, 350 Clyde Morris Boulevard, wall waiver request to allow a natural buffer and decorative open style aluminum fence instead of a masonry wall along the property line abutting the Aberdeen development.
 2. Townhouses in the R-4, R-5 and R-6 zoning districts, Land Development Code amendments: amending dimension standards and conditional use criteria.
 3. Screen porches/enclosures, Land Development Code amendments: (1) amend the required rear yard setback for screen enclosures from ten feet (10') to five feet (5') and (2) amend the required side yard setback for screen enclosures from seven and one-half feet (7½') to five feet (5').
 4. Variations expiration, Land Development Code amendment: amend the expiration date of a variance from one (1) year to two (2) years.
 5. Municipal Service Area, Land Development Code amendment: add the Book and Page numbers for the second amended ISBA.
- Attended City Commission meeting.

Building Inspections, Permitting & Licensing

- Business tax receipts – information unavailable – permitting system not operable.
- Inspections performed – information unavailable – permitting system not operable.
- Permits issued within the city– information unavailable – permitting system not operable.

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. 385 South Yonge Street. Pre-application meeting regarding the potential expansion of the Halifax Humane Society thrift store parking.
 2. 305 North U.S. Highway 1. Pre-application meeting of a vehicle sales use.
- SPRC projects under review:
 1. 759 South Atlantic Avenue, Georgian Inn. 2nd Review. Construction of a 1,212 square foot recreation building and amenities for the Georgian Inn on a 0.72 acre parcel.
 2. 450 North Tymber Creek, lot split. 1st review. One parcel into two parcels.
 3. Archer's Mill, Phase 3 subdivision. 2nd review. Ninety-four single-family lots on 42.38 acres.
 4. RidgeHaven subdivision. 2nd review. Ninety-six duplex units and 202 single-family lots within a Planned Residential Development on 103.45 acres.
 5. 183 South Orchard Street, Stanton Grove. 5th review. Twenty-one unit rental townhome project consisting of three buildings on 3.92 acres.
 6. 363 Putnam Avenue, ROW vacation. 1st review. Request to vacate a portion of West Street.
 7. 1167 Ocean Shore Boulevard, Sands Point Condo, sewer connection. 1st review. Sewer connection within Ormond By the Sea.
 8. Ormond Enclave. 2nd review. Former Courtyards at Ormond Beach – 64 multi-family units.

- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	65%
Interchange Depot	50%
KOMN Condominium Association	95%
Love Whole Food expansion	0%
McNamara Warehouse	70%
Paradise Pointe ALF	75%
Perrot Depot, Phase I	95%
Revella	20%
Shoppes at Granada Point	0%
SONC Gym	75%
SONC Outdoor basketball court	95%
Utilities only	
101 Town & Country Lane	40%
Celadine	10%
Forcemain -Huntington Green	98%
Forcemain extension – Airport Road	98%
Ocean Village Townhomes	90%
Verona Oceanside	95%
Residential	
Cupola at Oceanside	75%
Plantation Oaks, Phase 1A	85%
Plantation Oaks, Unit 2B	25%
Plantation Oaks, Unit 2C	2%
Plantation Oaks, Unit 2D	2%

Economic Development/Airport

Economic Development

- Airport Business Park
 - Toured the airport business park and other primary employment centers to assess any damage and speak with business owners about the impact of the storm to operations.
 - Conducted outreach to employers to assess damage and discuss any assistance that needs to be provided in the short and long term.
 - Disseminated information on assistance available through the Federal and State government with respect to available funding resources, agency contacts, and surveys to assist in recovery efforts.

- Participated in calls with Florida ESF-18, Volusia County Economic Development, Ormond Chamber and Ormond Mainstreet to enhance assistance to businesses.
- 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 participated in the weekly Airport Safety Meeting at the Daytona Beach International Airport.
- Staff participated in the weekly construction meeting for the Taxiways Bravo and Delta Rehabilitation Project.
- The airport's existing Automated Weather Observing System (AWOS) is out of service and may have been damaged by the storm. Staff is working to assess any damage and make repairs.

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

Finance

- On-going Projects
 - Finance is starting preparations for the 2021-22 fiscal year audit.
 - Finance opened fiscal year 2022-23.
 - Finance has started working on Hurricane Ian tracking.
- Completed Projects - Weekly
 - Process 76 Journal Entry Batches.
 - Utility Billing Meter Readers completed 389 work orders.
 - Approved 45 Purchase Requisitions totaling \$1,398,237.54.
 - Issued 7 Purchase Orders totaling \$146,176.88.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 54 payments through Interactive Voice Response System totaling \$4,312.03 (12% of City customers utilize this service).
 - Processed 1,411 payments through City online payment portal totaling \$131,259.27 (26% of City customers utilize this service).

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Working on closing out the Shuttered Venue Operators Grant (SVOG) which provided \$164,503.07 toward the Performing Arts Center payroll expenses during the Covid-19 pandemic.
 - Grant reimbursement request for FY 22-23: \$0.00
- Other
 - Prepared summary information for employees needing to register/apply for FEMA Individual Assistance resulting from the impacts Hurricane Ian to help with property damage, vehicle damage, temporary housing, and other storm related damages.
 - Drafted Mayor's ACE award recipient introductions for State of the City.
 - Attended National League of Cities (NLC) Bootcamp Module 2 for the Flood Mitigation Assistance (FMA) program.
 - Attended Volusia County Mandatory Workshop for ECHO grant submittal.

Fire Department

- Weekly Statistics
 - Fires: 6
 - Fire Alarms: 29
 - Hazardous: 91
 - EMS: 97
 - Motor Vehicle Accidents: 5
 - Public Assists: 86
 - TOTAL CALLS: 314

 - Aid provided to other agencies: 16 Calls – Daytona Beach (5), Daytona Beach Shores (1), Flagler County (1), Holly Hill (2), Ponce Inlet (1), Volusia County (6)
 - Total staff hours provided to other agencies: 14
 - # of overlapping calls: 119
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 52
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 46
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- Training Hours
 - NFPA 1001: Firefighting 8
 - NFPA 1002: Driver 4
 - NFPA 1500: Safety/Equipment 44
 - EMT/Paramedic 6
 - TOTAL TRAINING HOURS: 62
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- Operations
 - The Fire Department took a lead role in set-up, staffing, and coordinating operations of the Ormond Beach Emergency Operations Center (EOC) during the Hurricane Ian event. Partial EOC activation began on Tuesday 9/27. Full activation was implemented on Wednesday 9/28 and lasting through the morning of Saturday 10/01. During this time, fire personnel staffed critical EOC functions, developed incident action plans, assisted Central Dispatch in triaging emergency calls, and coordinated with surrounding municipalities and the County EOC. After storm conditions subsided, personnel coordinated fire, police and public works responses to various hazards and calls for service, including high-water rescues, and even retrieving a frightened cat from a tree.
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- Significant Incidents
 - 9/30/22, 3:12 PM: Harvard Dr. / S. Atlantic Ave. – Vehicle Fire – Found a parked truck fully involved with flames and heavy smoke – two vehicles on each side of truck damaged from radiant heat – 400 gallons of water used to extinguish – no injuries.
 - 10/1/22, 4:48 PM: 371 Grove St. – Electrical Hazard – Upon arrival found a power pole on fire and burnt in half with potential to involve nearby structures – hazards quickly mitigated by Quint 93 crew.
 - 10/02/22, 4:15 AM: 810 S. Atlantic Ave. – Outside Fire – Upon arrival found trees and power pole on fire – FPL contacted to secure power to lines – 400 gallons of water used to extinguish – fire called out at 4:45 AM.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Leisure Services)
 - Building Inspector
 - Environmental Improvement Officer (Arborist)
 - Equipment Operator I (Streets)
 - Evidence/Crime Scene Technician

- Firefighter/EMT
 - IT Manager
 - Lead Equipment Operator (Streets)
 - Neighborhood Improvement Officer (NID)
 - Part Time Events Tech (The Casements)
 - Part Time Evidence Custodian (PD)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Recreation Leader (Nova)
 - Part Time Treatment Plant Operator C/B/A (Water Production)
 - Police Officer
 - Recreation Leader (Police Athletic League)
 - Staff Accountant (Finance)
 - Treatment Plant Operator C/B/A (Water Production)
 - Treatment Plant Operator Trainee (Water Reclamation)
 - Utilities Engineer
 - Utilities Tech III (Wastewater Collection/Reuse Distribution)
- Background/Reference Checks/Job Offers
 - Civil Engineer
 - Firefighter/EMT
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Police Officer
 - Treatment Plant Operator Trainee (Water Reclamation)
 - Water Distribution Operator 3, 2, 1, or Trainee
- Separations
 - 10/7/2022 - Lead Equipment Operator

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
 - Work Orders
 - New: 40
 - Completed: 31
 - In progress: 30
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 35,994
 - Inbound E-Mails Blocked: 8,545
 - Delivered Inbound E-Mails: 22,870
 - Quarantined Messages: 816
 - Percentage Good Email: 63.54%
 - Virus E-Mails Blocked: 0
 - Notable Events: Assisted at the EOC during the storm.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 1
 - Changes: 0

- Corrections: 0
- Map/Information Requests: 10
- Information Requests from External Organizations: 1
- 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 = 3,237
- Meters GPS Located this week: 0 : Total in system = 24,338; 23,463 potable, 864 Irrigation, 11 Effluent

Leisure Services

Administration

- City Manager staff meeting
- Engineering meeting
- National Night Out
- City Commission meeting
- Quality of Life Advisory Board meeting
- Reel in the Fun Fishing Tournament
- Website/City calendar/social media 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 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 interior painting at FS93.
- Completed painting the north lawn gazebo at The Casements.

Environmental Discovery Center

- Open for guided and self-guided tours, Tues – Sat, 10 am – 4 pm
- Prepping EDC for reopening post-lan
- Purchasing plants for botany exhibit and assembling botany exhibits
- Working on bid documents for aquarium rebuild and aquarium maintenance
- Working on grant applications for Community Groves
- Managing Community Garden issues/repairs
- Conducting inventory of existing classroom supplies and materials
- Planning for classes/programs
- Planning/purchasing for marine biology and botany exhibits
- Creating social media content
- Planning/booking field trip tours
- Planning classes/programs
- Updating flyers in kiosks

Athletics

- OBGS 9, 10, 11, 12, & 15's Practices on Tuesday and Thursday, 6 pm, Nova fields #2 - #5 and Wendelstedt #3.
- OBSC Recreational & Competitive practices Wednesday and Friday, 5:30 pm and 7 pm, Soccer fields #2C, #4, #5, #6, & #8.

- Adult Coed Softball games were held on Tuesday and Thursday, 6:20 pm and 7:30 pm, on Quad #4.
- Youth Flag Football continued practices on Tuesday and Friday at 5:30 pm and 7 pm at Quad #2/3, & Kiwanis field.
- OBYBSA continued practices on Wednesday and Friday at Nova 2 - 5, as well as Kiwanis field & Quads #1 & #2.
- Pop Warner football played Wednesday night at 6 pm on Championship Field #7.
- OBYBSA girls softball practices continued on Tuesday and Thursday at 6 pm on Quad 1 & 2, and Softball Championship field 7.
- SHS girls soccer continued training on Wednesday night at 4 pm at soccer fields.
- SHS baseball training was held on Tuesday and Thursday nights at Wendelstedt fields.
- Pride Football games start at 9 am at Championship Field #7 on Saturday.
- OBSC Recreational and Competitive soccer games on Saturday at soccer fields.
- Pride Football Games, 9am, multi-purpose field #11, Sports Complex.
- Pop Warner Football games, Saturday, 8:30 am, Championship Field 7, Sports Complex.
- USSSA Baseball Tournament, 8:30 am to 5:30 pm, Saturday and Sunday, Nova and Sports Complex.

Athletics Field Maintenance

- Cleaning up at facilities after Hurricane Ian
- 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
- Prepped fields for soccer, baseball, flag football, Pride Football, girls softball, adult co-ed softball, and Tee Ball.

Performing Arts Center

- Inspecting and documenting storm damage at PAC and Senior Center
- Preparing for the installation of new seating in PAC auditorium.
- Updated information on OBPAC Facebook page and Internet ticketing site.
- Entered work orders for PAC and Senior Center facility and equipment repairs.

South Ormond Neighborhood Center

- Closed due to Hurricane Ian

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended Senior Games Board meeting.
- Assisting with PD for the National Night Out event, 10/4
- Planning for the following events:
 - Reel in the Fun Fishing Tournament, 10/8
 - Assisting with State of the City event, 10/11
 - Senior Games Kick-Off Luncheon, 10/21
 - Senior Games, 10/22-10/29
 - Hometown Heroes Ceremony, 11/5
 - Veteran's Day Luncheon, 11/10
 - HOme for the HOLIDAYS Parade, 12/10

Nova Community Center and Special Populations

- The facility was closed to general programming and activities due to Hurricane Ian.
- National Night Out was held on Tuesday, October 4, 2022, from 5 pm to 8 pm.

The Casements

- The Casements Camera Club exhibit strike was on Saturday 9 am to 11 am.
- House of Healing held their Sunday evening service at Bailey Riverbridge.

- The Casements offered self-guided tours all day and guided tours from 10 am until 3 pm throughout the week.
- Family Renew Art Exhibit installation was Monday morning.
- Small World Tours had a group tour on Tuesday 1:30 pm to 2:30 pm.
- Ormond Beach Garden Club held a meeting in the Gallery on Wednesday 10 am to 12 pm.
- Small World Tours had a group tour on Wednesday 1:30 pm to 2:30 pm with 50 people attending.
- The Casements Crafters met on Thursday in the craft room from 12 pm to 3:30 pm.
- Family Renew had its exhibit opening and fundraiser on Thursday 4 pm to 8:30 pm.
- Ora Yoga classes met on Tuesday and Thursday at The Casements from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 5:30 pm to 8 pm.
- Pilates classes were held on Monday, Wednesday, and Friday at The Casements from 8:30 am to 9:30 am.
- "Did You Know?" posted on our Facebook page twice this week.
- Movies on the Halifax is scheduled for Friday at 7 pm. At 6 pm Realty Pros is hosting a Trunk or Treat for the community.

Parks Maintenance

- Citywide parks inspections and clean up following Hurricane Ian

Building Maintenance

- Prepared generators and facilities prior to Hurricane Ian
- Removed shade covers at splash pad at South Ormond Neighborhood Center
- Assisted at five locations for sand bags
- Performing maintenance duties following the storm

Police Department

Administrative Services

- Staff attended staff meeting.
- Staff attended numerous meetings before, during and after Hurricane Ian.
- Staff implemented the emergency schedule for Hurricane Ian.
- Staff worked with Outreach to continue preparing for National Night Out.
- Staff is arranging for assignment/training for new K-9 Argo.

Community Outreach

- PAL Educational Programs
 - Due to Volusia County School closures, the Tutors R Us program start date has been moved back one week. The program will begin Monday, October 10, and continue through the week of December 5, 2022.
- Special Events
 - National Night Out was held on October 4 at the Nova Community Center. National Night Out is a free event that is held nationwide in over 15,000 communities and helps to promote partnerships between the police department and the community. This year's event included Noah's Landing Petting Zoo, bounce houses, a maze, raffle prizes, fire and police vehicles on display. Grilled hot dogs and hamburgers were provided to attendees.
 - The Ormond Beach Police Athletic League Annual Golfing for Youth Tournament will be held on Sunday, November 6, 2022, at Halifax Plantation Golf Club. For additional information on the tournament and sponsorship opportunities, please call the PAL House at 386 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 28
- Animal Reports: 3
- Return to Field: 2
- Animal Bites: 0
- Animals to Halifax: 1

- Injured Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 5
- Inactive: 10
- Fraud: 4
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 0
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 0

Records

- Walk - Ins / Window: 85
- Phone Calls: 116
- Arrest / NTA's: 12
- Reports Generated: 97
- Reports Entered: 95
- Citations Issued: 52
- Citations Entered: 52
- Warnings Entered: 69
- Trespass Warnings: 9
- CORF Entered: 30
- Mail / Faxes / Request: 37

Patrol

- Total Calls: 1,686
- Total Traffic Stops: 85

Operations

- Crime Opportunity Report Forms: 49

09/28/22

- Domestic Violence Battery Arrest, 1290 Scottsdale Drive. A juvenile advised that her father grabbed and pulled her, attempted to take her phone, and ransacked her room during an argument. The juvenile also stated that the father has threatened the victim in the past with a knife.
- Domestic Violence Battery Arrest, 56 Warwick Ave. An adult female slapped her stepfather in the face during an argument.
- Sex Offense, 170 West Granada Boulevard (Ormond Beach Police Department). The victim reported that she was sexually abused as a child by her grandfather. Incident location is unknown at this time.
- Stolen Vehicle, 500 Shadow Lakes Boulevard #77 (The Park at Santa Maria Apartments). An unidentified subject stole the victim's motorcycle from this location.

09/29/22

- Domestic Violence Battery Arrest, 154 Rosewood Avenue. A male entered the victim's residence without permission and grabbed the victim's wrist in an attempt to cause harm. The male was arrested for Domestic Violence Battery.

09/30/22

- Provide False Name to Law Enforcement Arrest, 470 Destination Daytona Lane (WyoTech). While patrolling businesses in Destination Daytona, three subjects were located in a U-Haul being questioned by WyoTech security. Upon investigating the situation, it was learned that the three subjects were claiming to be employed with a roofing company who had been contracted to assess roof damage. The subjects were ultimately trespassed. One subject was found to provide a fake name and was arrested.
- Stolen Vehicle, 151 South Ridgewood Avenue. A known subject took the victim's vehicle without permission.
- Business Burglary, 3 North Yonge Street (7Eleven). An unidentified subject forced entry through the front door and stole multiple food, tobacco, and alcohol products during the hurricane while the business was closed.
- Business Burglary, 790 West Granada Boulevard (Walgreens). An unidentified subject attempted to gain entry to the business by breaking a window pane on the front door of the business during the hurricane while the business was closed.
- Residential Burglary, 145 South Ridgewood Avenue. An unidentified subject stole the victim's purse through an open kitchen window.
- Domestic Violence Battery/Violation of Probation Arrest, 35 Oak Brook Drive. A male struck his sister during an argument. The male was also on probation.

10/01/22

- Domestic Violence Battery Arrest, 250 South Center Street. A juvenile male grabbed his grandmother and shoved her to the ground causing injury to her left arm.
- Fleeing and Eluding Arrest, West Granada Boulevard/North Nova Road. A male fled from officers after a traffic stop was attempted. The male crashed his motorcycle and was arrested for fleeing and eluding, possession of drug paraphernalia and driving while license suspended.
- Warrant Arrest, 241 South Atlantic Avenue. Subject was contacted and found to have an open warrant.

10/02/22

- Domestic Violence Battery Arrest, 3 Clydesdale Drive. A female struck her brother with a Yeti cup during an argument.
- Stolen Vehicle, 1506 San Marco Drive (San Marco apartment complex). An unidentified subject stole the victim's motorcycle from this location.
- Battery on a Law Enforcement Officer Arrest, 118 Colina Place. A male shoved a female officer during a disturbance investigation at this location.

10/03/22

- Theft, 1 Timberline Trail (The Trails subdivision). An unidentified suspect stole the right rear wheel from the victim's vehicle.
- Battery Arrest, 955 South Nova Road #43 (Oasis Mobile Home Park). A male was in an argument with a neighbor, another neighbor approached the male and he pushed her backwards.

10/04/22

- Theft, 84 South Beach Street (Rio Robles Apartments). A known suspect stole \$900 from within the victim's vehicle.
- Shoplifting, 249 North Nova Road (Five Star Pizza). An unknown juvenile took two 2-liter bottles of soda and fled.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 12
 - Number of Citations issued: 18
 - Number of Written Warnings Issued: 8
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 2
 - Number of Crashes with Injuries: 7
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Due to technical difficulties caused by Hurricane Ian, staff is unable to provide cases by zone.
- 3 signs have either been removed or sign cases created.
- 4 tree removal permit requests
- Administrative staff assisted with one (1) walk-in's and twenty-eight (28) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Final inspection was held on October 5.
 - SONC Gym – Electrical and landscaping are complete. HVAC work is in process.
 - Facility Hardening – Work at Public Works/Fleet is underway.
 - Sanchez Park Playground Equipment Replacement – The pre-installation meeting originally scheduled for August 25 is being rescheduled due to a scheduling conflict.
 - 2022 Storm & Sewer Lining – Construction is complete.
 - PD Access Control Replacement – Gate controls are being installed.
 - PD HVAC Upgrades – Shop drawings are under review.
 - CDBG 2022 Sidewalk Improvements – Construction is ongoing.
 - WRF Clarifier Improvements – Notice to Proceed issued for October 3.
 - Bidding:
 - 2022 Road Resurfacing – Bid awarded at the October 5 City Commission meeting.
 - Downtown Sidewalk Renovations – Bid award will be scheduled for a future City Commission meeting.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Approval to bid will be scheduled for a future City Commission meeting.
 - Design Projects:
 - Downtown: Cassen Park Improvements – A Work Authorization for design services is being prepared.
 - Business Park Drive Phase II – Design is in process.
 - Doug Thomas Way Extension Design – Design is in process.
 - WRF Upgrades – Design is in process.
 - Leeway Storage Tank & Pump Station Rehabilitation – Design is complete.
 - Downtown – East Granada Utility Undergrounding – Design is ongoing.
 - Bailey Riverbridge Roof Replacement – Project plans and specifications are being prepared.

- Departmental Activities
 - Reviewed 17 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

- Hurricane lan prep and storm cleanup

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
- Ground stumps citywide
- Hurricane lan storm cleanup

Maintenance

- 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

- Prep locations for drain relief/debris field on Airport Rd

Fleet

- Mileage traveled by all departments for the week: 28,555
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 1
- Road Calls for the week: 2
- Quick Fleet Facts:
 - Fuel on hand: 3,200 gallons unleaded, 6,169 gallons diesel
 - Fuel used in one week: 2,890 gallons of unleaded and 1,420 gallons of diesel.
 - Fleet completed 62 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 38.85 million gallons for the week ending October 1, 2022 (5.55 MGD).

- Backwashed 5 filters for a total of 279,110 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 1, 2022 @ 6.33 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 36 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 51.51 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 7.36 MGD
- Produced 29.46 Million Gallons of Reclaim water.
- Produced 22.05 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (October 1, 2021 – September 30, 2022) (MGD):
 - Influent 4.87 (Permit 8 MGD);
 - Surface Water Discharge 1.04 (Permit 6 MGD);
 - Reuse 3.36 (Permit 10 MGD)
- Hauled 13 loads in September for a total of 305.42 Wet tons through 9-22-2022. Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 6 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 16 calls from customers concerning leaking water.
- Replaced 2 residential water meter due to operational concerns.
- Tested 7 city owned backflow preventer and made repairs when needed.
- Replaced 2 residential water services due to pressure concerns or leaks.
- Replaced 4 broken water meter boxes.
- Performed valve maintenance on 2 main line valves.
- Installed 4 new water meters/services for new construction.
- Repaired landscaping to all excavation sites.
- Assisted with hurricane related issues which included tree removal, repairing leaks and main breaks, and helping wherever staff was needed.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 120 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 105 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 50 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 700 gallons of effluent off of Hunter's Ridge force main.
- Changed pumps at 26 Clydesdale, and 102 Shadow Creek Way.
- 130 Old Mill Run: Soft blockage on city side
- 90 Woodbourne Ln: Replaced broken fitting.
- Shut off blow off that was damaged by landscaping company at 2 Foxfords Chase.
- 40 Canterbury Woods: Rewired j-box and added new high alarm float.
- Prepared all trucks and equipment for Hurricane Ian.
- Majority of pep calls and sewer stoppage calls were due to Hurricane Ian. Response is on-going.
- Assisted WRF with lift stations and fueling.
- Responded to 2 reuse trouble calls.
- Adjusted Melrose valve as needed
- Opened 5 reclaimed valves on Byron Elinore
- 82 University Cir, located reclaimed box and shut off service.

Wastewater Plant – Lift Stations

- Hurricane Ian preparation – fuel trucks and generators, prepare plant for storm conditions and extended working hours.
- Sand Filter #1 - replaced wash water pump.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Hurricane Ian preparation – fuel trucks and generators, prepared plant for storm conditions.
- Polymer Building – replaced water valve at mixing tank.
- Perform 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.
- Staff attended and provided support for October 5, 2022 City Commission Meeting.
- Staff attended and provided support for October 6, 2022 Quality of Life Advisory Board Meeting.
- Agenda Packet preparation for October 18, 2022 City Commission Meeting.