

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 28, 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.

Hurricane Ian

- Crowder Gulf has 15 trucks that have been put into service to pick up storm debris.
- Debris hauling continues seven days a week, from 7:00 a.m. to 7:00 p.m.
- Through 10/26, Crowder Gulf has collected 68,600 cubic yards of storm debris.
- Attached with this report is a map prepared by GIS for the cumulative work performed by Crowder Gulf.
- The City is awaiting authorization from FEMA to pick up debris in private gated communities. As often happens with FEMA, rules change from storm to storm. In March 2022, the City received signed and approved right of entry forms from our private and gated communities, which in the past has been sufficient.

- As required by Florida Division of Emergency Management, Legal prepared a letter for my signature providing the City's declaration of emergency, HOA Right of Entry Forms, Florida AG Opinions 98-22 and 2012-33 along with City Code of Ordinances Article VIII, Section 10-18 which was sent on October 18. This information required FDEM review. It was found satisfactory and was then sent by FDEM to FEMA. Kevin Gray spoke with FDEM today and we hope to hear something soon, maybe the next 5-10 days.

- I have personally spoken to the HOAs that have called, so far it has been Broadwater and Tymber Creek, and explained the process to them. They remain frustrated, but seemed to understand.

- <https://www.floridadisaster.org/news-media/news/20221007-governor-ron-desantis-urges-debris-removal-companies-to-hire-locally-highlights-economic-recovery-resources-available-for-floridians/>

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Prep work for new commission reception
- City Commission agenda packet review

Spoke to, attended and/or met with:

- Rotary meeting
- Introductory meeting with Palm Coast City Manager and Flagler County Manger
- FCCMA Investment Committee meeting
- FDEM hurricane recovery conference call
- Volusia Managers meeting
- Chamber Board meeting
- Team Volusia Board meeting
- First Responder Appreciation Day at PD and fire stations

- I was appointed to serve on the International City/County Management Association's Credentialed Manager Advisory Board. This Board oversees the ICMA Voluntary Credentialing Program that recognizes ICMA members who are qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development.
- Participants who complete this self-directed program may earn the designation of ICMA Credentialed Manager (ICMA-CM) granted by the ICMA Executive Board through a peer review credentialing process. ICMA Credentialed Managers are viewed with growing distinction by local governing bodies and progressive, civically engaged communities.
- There are monthly virtual meetings and two in persons meetings per year.
- I earned my Credentialed Manager Designation in 2009

PIO – Public Information

- Press Releases/Media
 - Debris Removal Updates
 - General media inquiries and reporting
 - General citizen inquiries
- Social Media
 - FEMA Updates on Reimbursement
 - Hazardous Waste Event
 - Veterans Day Luncheon Reminders
- Attended
 - Engineering/Planning meeting
 - City Commission Orientation Planning meeting
- Developing
 - Materials for Commission Orientation

Community Development

Planning

- The following items are scheduled for the November 10, 2022 Planning Board meeting:
 1. Small-Scale Comprehensive Plan Land Use Map amendment, Ormond Beach Holdings, LLC: for an approximately 4.25 acres located at 264 South Atlantic Avenue, 225 Magnolia Drive, and 300 South Atlantic Avenue from "Public/Institutional" to "Low Intensity Commercial" for approximately 0.76 acres, and from "Public/Institutional" to "Low Density Residential" for approximately 3.49 acres.
 2. Zoning Map Amendment, Ormond Beach Holdings, LLC: from the existing zoning district designations of B-6, Tourist Commercial and B-1, Professional Office/Hospital to PBD, Planned Business Development. The subject property is a total of approximately 2.95 acres and is located at 251 South Atlantic Avenue (approximately 2.19 acres) and a portion of the property at 264 South Atlantic Avenue (approximately 0.76 acres).
 3. Issuance of Development Order, Ormond Beach Holdings, LLC: Planned Business Development seeks to allow the construction of a five (5) story hotel of approximately 95,700 square feet with 137 rooms and parking, including a remote lot on the west side of South Atlantic Avenue, and associate site improvements. The subject property is a total of approximately 2.95 acres and is located at 251 South Atlantic Avenue (approximately 2.19 acres) and a portion of the property at 264 South Atlantic Avenue (approximately 0.76 acres).
 4. Zoning Map Amendment, Ormond Beach Holdings, LLC: from the existing zoning district designations from B-1, Professional Office/Hospital to R-3, Single-Family Medium Density. The subject property totals approximately 1.70 acres and includes a portion of 264 South Atlantic Avenue (approximately 0.80 acres), a portion of 225 Magnolia Avenue (approximately 0.19 acres) and a portion of 300 South Atlantic Avenue (approximately 0.71 acres).

5. Preliminary Plat, Ormond Beach Holdings LLC: for the subdivision of 3.48 acres into fifteen (15) single-family lots and associated site improvements. The subject property includes a portion of 264 South Atlantic Avenue, 225 Magnolia Avenue, and 300 South Atlantic Avenue.
 6. Preliminary Plat, Archer’s Mill, phase 3A, Plantation Oaks of Ormond Beach LLC: for the subdivision of 42.38 acres into 94 single-family lots within the Plantation Oaks Planned Residential Development.
- Parker Mynchenberg, P.E., R.L.A. of Parker Mynchenberg & Associates, Inc. shall conduct a neighborhood meeting on **Thursday, November 17, 2022 at 6:00 p.m.** at the Ormond Beach Senior Center located at 351 Andrews Street for the Stor-It – North Ormond project. The Stor-It – North Ormond project seeks to construct a three-story building that is 128,214 square foot, including a 2,500 square foot office, including associated site improvements at 1405 North U.S. Highway 1 (corner of Pine Tree Drive and North U.S. Highway 1).

Building Inspections, Permitting & Licensing

- 5 Business Tax Receipts issued.
- 355 inspections preformed, 4 by private provider.
- 155 permits issued within the City, with a valuation of \$2,396,868. 17 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. Architect for First Watch restaurant regarding the buildout of an existing unit at the property at 1425 West Granada Boulevard (Ormond Town Square). Topics discussed included an outdoor seating area, modifications to the parking area, landscaping, and the interior build out of the existing unit for a restaurant.
 2. Ormond Central infrastructure pre-construction meeting. The Ormond Central project was approved for infrastructure improvements to create a four-lot commercial subdivision. The infrastructure improvements include a master stormwater system, improvements along West Granada Boulevard, common roadway access, connections to water and sewer and construction of a wall along Old Kings Roads. The individual lots would have separate site plans. The project team conducted a pre-construction meeting for the infrastructure improvements only.
 3. Partial right-of-way vacation for West Street. The property owner and city staff discussed options for a partial right-of-way vacation of West Street.
- SPRC projects under review:
 1. 1 South Old Kings Road, Ormond Central Self-Storage. 2nd review, Proposed three story building for a 106,140 square foot climate controlled self-storage facility. As second neighborhood meeting occurred on October 20, 2022. The project is seeking to be on the December 8, 2022 Planning Board agenda.
 2. 183 South Orchard Street, Stanton Grove. 5th review. 21-unit rental townhome project consisting of three buildings on 3.92 acres.
 3. 1405 North Ormond, Stor-It – North Ormond. 2nd review. The project is seeking to construct a three-story building that is 128,214 square foot, including a 2,500 square foot office, including associated site improvements. The project is seeking to be on the December 8, 2022 Planning Board agenda.
 4. Tymber Creek Apartments. 6th review. The project seeks to construct 300 multi-family residential units. The project is seeking to be on the December 8, 2022 Planning Board agenda.
- 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%
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

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular meetings with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.

- 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.
- The airport's Automated Weather Observing System (AWOS) was inspected this week by the City's Technician of Record, and FAA staff.

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

Finance

- On-going Projects
 - Finance is working on the 2021-22 fiscal year audit.
 - Finance has started working on Hurricane Ian tracking.
 - Utility Billing Phone Systems were restored on October 24, 2022.
- Completed Projects - Weekly
 - Process 174 Journal Entry Batches.
 - Utility Billing Meter Readers completed 264 work orders.
 - Approved 33 Purchase Requisitions totaling \$635,302.52.
 - Issued 20 Purchase Orders totaling \$1,595,126.10.
 - Issued 234 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 258 payments through Interactive Voice Response System totaling \$18,716.17. Phone Systems were restored on October 24, 2022.
 - Processed 1,415 payments through City online payment portal totaling \$126,952.98 (26% of City customers utilize this service).

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement request for FY 22-23: \$650,933.52

Risk Management Projects

- File review with WC administrator
- Prepare subrogation file for legal review
- Monthly file maintenance

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 1
 - Hazardous: 4
 - EMS: 79
 - Motor Vehicle Accidents: 1
 - Public Assists: 51
 - TOTAL CALLS: 136
 - Aid provided to other agencies: 5 Calls to Volusia County
 - Total staff hours provided to other agencies: 5
 - # of overlapping calls: 29
 - # of personnel sent with VCEMS to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 53
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 244
- Training Hours
 - NFPA 1001: Firefighting 136
 - NFPA 1002: Driver 27
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 72

- NFPA 1620: Preplanning 9
- EMT/Paramedic 19
- TOTAL TRAINING HOURS: 267

- Station Activities
 - Updated 10 pre-fire plans
 - Conducted 4 fire Inspections
 - Visited 50 children at The Casements for Once Upon a Storytime event

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
 - Fleet Tech II
 - Lead Equipment Operator (Streets)
 - Part Time Events Tech (The Casements)
 - Part Time Recreation Leader (Nova)
 - Part Time Treatment Plant Operator C/B/A (Water)
 - Police Officer
 - Records Specialist
 - Recreation Leader (Police Athletic League)
 - SCADA Tech
 - Staff Accountant (Finance)
 - Treatment Plant Operator C/B/A (Water)
 - Utilities Engineer
 - Utilities Tech (Wastewater Collection/Reuse Distribution)
 - Utility Mapping/Locate Tech

 - Background/Reference Checks/Job Offers
 - Civil Engineer
 - IT Manager
 - Neighborhood Improvement Officer
 - Police Officer
 - Treatment Plant Operator Trainee (Water Reclamation)
 - Water Distribution Operator Trainee

 - Separations
 - Lead Equipment Operator
 - Police Officer

Information Technology (IT)

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

 - Work Orders
 - New: 30
 - Completed: 55
 - In progress: 29

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,446
 - Inbound E-Mails Blocked: 9,584
 - Delivered Inbound E-Mails: 25,280
 - Quarantined Messages: 961
 - Percentage Good Email: 64.09%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 7
 - 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 = 3,268
 - Meters GPS Located this week: 0 : Total in system = 24,351; 23,476 potable, 864 Irrigation, 11 Effluent
 - Notable Events: Providing daily updates to debris cleanup map using latitude/longitude coordinates provided by Thompson Consulting. The latest report included 1,323 locations.

Leisure Services

Administration

- Engineering meeting
- Staff meeting
- PACE Center for Girls meeting
- 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.

Environmental Discovery Center

- Open for guided and self-guided tours, Tuesday – Saturday, 10 am to 4 pm
- Assembling marine biology and botany exhibits
- Working on bid documents for aquarium rebuild and aquarium maintenance
- Working on grant applications for Community Groves
- Managing the Community Garden issues/repairs
- Planning for classes/programs
- Curating new exhibits
- Creating social media content
- Planning/booking field trip tours

Athletics

- Shuffleboard Club continues to hold practices on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- 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 Monday through Friday, 5:30 pm and 7 pm, Soccer Fields #2C, #4, #5, #6, & #8.
- Adult Coed Softball games are Monday through Thursday, 6:20 pm and 7:30 pm, on Quad #4.
- Youth Flag Football starts games this week, Monday through Friday at 5:45 pm, 6:45 pm and 7:45 pm at Quad #2/3, & Kiwanis Field.
- OBYBSA games this week on Monday, Wednesday and Friday at Nova #2-#5, as well as Kiwanis Field & Quads #1 & #2.
- OBYBSA Girls Softball starts games on Tuesday and Thursday at 6 pm on Quad #1 & #2, as well as New Softball Championship Field 7.
- SHS Boys & Girls Soccer training this week at 4 pm at soccer fields.
- OBSC Recreational and Competitive soccer games on Saturday at 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 Park
- Cleaned Magic Forest Park and the common area of Nova Park
- 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 Nova #1- #5 for OBGS practices
- Painted soccer fields
- Painted Championship Football Field #7.
- Painted Youth Flag Football fields on Quad #4 & Kiwanis Field

Performing Arts Center

- Hosted Friends of OBPAC Murder Mystery dinner fundraiser at Senior Center.
- Attended Volusia County Cultural Alliance Board meeting.
- Attended Ormond Mainstreet Arts District Board meeting
- Updated information on OBPAC Facebook page and Internet ticketing site.
- Responded to customer inquiries and booked Senior Center rentals.
- Entered work orders for Performing Arts Center and Senior Center facility and equipment repairs.

South Ormond Neighborhood Center

- Jazzercise Monday evening (5:30 pm until 6:30 pm)
- Monday thru Thursday PAL tutoring (3:30 pm until 6 pm)
- YMCA soccer is on Monday, Tuesday, Thursday and Friday evening (5:30 pm until 8 pm)
- Open gym and weight room daily (center hours)
- Open splash pad daily (10 am until dusk)
- Open playground and tennis courts daily (sunrise until 11pm)
- Gym construction project ongoing

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Planning for the following events:
 - 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

- Pickleball from 9 am to 3 pm Monday through Saturday.
- Jazzercise from 9 am to 10 am Monday through Saturday and 5:45 pm to 6:45 pm Wednesday and Thursday in Activity Room.
- Open Play Basketball will be offered Tuesday and Friday from 3 pm to 9 pm
- Ms. Debby Dance and Acting classes Monday, Tuesday, and Friday from 3:30 pm to 7:30 pm
- Adult Volleyball continues and will meet from 6 pm to 8 pm on Thursdays
- Spec pop programs this week:
 - Kid's Club on Monday from 3 pm to 5 pm
 - Challenger Sports on Tuesday from 4 pm to 6 pm
 - Social Squad on Wednesday from 1pm to 4 pm
 - The Explorers' Club on Thursday from 4 pm to 6 pm
- SPARC Halloween Party on Friday from 6 pm to 8 pm
- Pickleball Senior Games on Monday and Tuesday from 9 am to 5 pm

The Casements

- The Casements was open for guided and self-guided tours on Saturday 9:30 am and 10:30 am. Monday through Friday, self-guided tours were offered all day and Guild guided tours were offered on the hour from 10 am until 3 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge with 35 people in attendance.
- The Ormond Beach Art Guild Exhibit is at The Casements throughout October.
- There was a large tour on Monday with Small World Tours at 1:30 pm.
- Guild Docent Training was held on Monday at 10 am.
- There was a Boy Scout tour on Tuesday at 7 pm.
- Ghost Stories was held at The Casements on Wednesday at 6:30 pm.
- Ora Yoga classes met on Tuesday and Thursday mornings at The Casements from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 5:30 pm to 8 pm.
- Pilates classes met on Monday, Wednesday, and Friday morning at The Casements from 8:30 am to 9:30 am.
- The Casements staff is preparing for next week's Once Upon a Storytime.
- "Did You Know?" posted on our Facebook page twice this week.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks 1x per day
- Skate park concrete inspected
- Trails blown off
- Carved two rocks for the Tree Program
- Removed a plaque at Vadner Park
- Installed tire swing Magic Forest Playground
- Inspected metal barricades at Andy Romano Beachfront Park

Building Maintenance

- Reset the hallway exit door at South Ormond Neighborhood Center
- Returned bleachers to Nova Community Center
- Removed chairs at Nova Community Center
- Inspected Ames Park
- Inspected snowflakes decorations
- Moved front office desks at PW
- Provided 2 gate remotes to WWTP
- Repaired Fleet gate
- Unclogged ladies restroom at City Hall
- Reinstalled shade at the Police Department

- Installed fountain pump at Ames Park
- Straightened light at Memorial Gardens

Police Department

Administrative Services

- Staff hosted the weekly staff meeting
- Staff attended a departmental staff meeting.
- Staff prepared for Trucktoberfest.
- Staff conducted interviews for the Lieutenant position.
- Staff attended the Day of Unity Breakfast in Daytona Beach.
- Staff attended Active Shooter Training at Advent Hospital.

Community Outreach

- The Tutors R Us continues at the South Ormond Neighborhood Center. Currently 16 students are registered for the program. This program is held Monday to Thursday 3:00 pm to 6:00 pm.
- Golfing for Youth, November 6, 2022 – 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 and sponsorship opportunities please call the PAL House at 386 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 45
- Animal Reports: 10
- Return to Field: 7
- Animal Bites: 5
- Animals to Halifax: 3
- Injured Wildlife Calls: 1
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 1
- Inactive: 4
- Fraud: 8
- Burglary Business: 0
- 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: 3
- Aggravated Battery: 1

Records

- Walk - Ins / Window: 92
- Phone Calls: 151
- Arrest / NTA's: 9
- Reports Generated: 111
- Reports Entered: 107

- Citations Issued: 41
- Citations Entered: 58
- Warnings Entered: 323
- Trespass Warnings: 13
- CORF Entered: 71
- Mail / Faxes / Request: 46

Patrol

- Total Calls: 1,518
- Total Traffic Stops: 178

Operations

- Crime Opportunity Report Forms: 92

10/19/22

- Theft, 24 Ocean Shore Boulevard (TGI Fridays). An unidentified subject stole the victim's wallet after he left his wallet at the restaurant.
- Warrant Arrest, 1 Overbrook Court. Subject was contacted and found to have an open warrant.
- Driving Under the Influence Arrest, 900 West Granada Boulevard. A traffic stop was conducted. The driver was found to be intoxicated.

10/20/22

- Domestic Violence Battery, 175 Interchange Boulevard #319 (Baymont In & Suites). A female was in an argument with her sister when it turned physical.
- Theft, 333 Grover Creek Crossing. An unidentified subject stole \$4,200 worth of tools and equipment during a renovation at this location.
- Battery Arrest, 240 Interchange Boulevard. A male was in a physical altercation with his co-worker. The male bit the victim, ripped off her weave and punched her in the face.

10/21/22

- Theft, 800-Block of Riverside Drive. An unidentified subject stole a special event enforcement sign belonging to the City.
- Theft, 122 South Nova Road (Big Lots). An unidentified subject stole the victim's wallet from her shopping cart.
- Carbreak, 74 North Yonge Street (Silver Star Auto Repair). An unidentified subject made entry into the victim's unlocked vehicle and stole a firearm.

10/22/22

- Domestic Violence Aggravated Battery Arrest, 158 Tomoka Avenue. A female was in an argument with her son when she hit her son in the stomach with a large bottle and attempted to hit him with a broom.

10/23/22

- Stolen Vehicle, 1635 North United States Highway One (Destination Daytona). An unidentified subject stole the victim's motorcycle from this location.
- Battery Arrest, 515 Tomoka Avenue (Choices). A male was in a verbal argument with other residents when he became mad and punched one of them in the face.

10/24/22

- Traffic Arrest, 170 North Nova Road (7 Eleven). A male was stopped for a tag light out. He was found to be driving knowing that his driver's license was suspended.

10/25/22

- Warrant Arrest, Riverside Drive/Cardinal Drive. Subject was contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 8
 - Number of Citations issued: 12
 - Number of Written Warnings Issued: 3
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 6
 - Number of Crashes with Serious Bodily Injury: 1
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 0 Cases initiated
 - Zone 2: 1 Case initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 2 Cases initiated
- 54 signs have either been removed or sign cases created.
- 4 tree removal permit requests
- Administrative staff assisted with six (6) walk-in's and forty-four (44) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Contractor is working on punch list items.
 - SONC Gym – construction is ongoing.
 - Facility Hardening – Work is in process at Pubic Works.
 - Sanchez Park Playground Equipment Replacement – A pre-installation meeting was held on October 26.
 - PD Access Control Replacement – Project is complete.
 - PD HVAC Upgrades – Long lead time equipment is on order.
 - CDBG 2022 Sidewalk Improvements – Construction is ongoing.
 - WRF Clarifier Improvements – Materials have a 5-6 month lead time.
 - 2022 Road Resurfacing – A pre-construction meeting was held on October 26.
 - Bidding:
 - 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.
 - Performing Arts Center Renovations – Work Authorization for Pre-Construction Phase Services scheduled for approval at the November 1 City Commission meeting.
 - Design Projects:
 - Downtown: Cassen Park Improvements – A Work Authorization for design services is scheduled for approval at the December 6 City Commission meeting.
 - 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.

- 2023 Lift Station Rehab – Consultant is preparing a proposal for design.
- Hurricane Ian – Staff is preparing specifications for bidding for several facility damage repair projects.
- Departmental Activities
 - Reviewed 23 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

- Graded and formed for sidewalk on Division Ave.
- Removed concrete curb at MacDonald House

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
- Removed fallen tree off fence by Sanchez park; fallen trees off bike paths at Riverbend Nature Park

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

- Gutter cleaning at S Old Kings & Hand Ave
- Gates & pumps citywide
- Pipe replacement on Tomoka View

Vactor

- Worked with Water & Wastewater divisions

Fleet

- Mileage traveled by all departments for the week: 22,277
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0

- Quick Fleet Facts:
 - Fuel on hand: 3,113 gallons unleaded, 6,966 gallons diesel
 - Fuel used in one week: 2,728 gallons of unleaded and 781 gallons of diesel.
 - Fleet completed 45 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 39.26 million gallons for the week ending October 22, 2022 (5.61 MGD).
- Backwashed 5 filters for a total of 306,360 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 22, 2022 @ 6.30 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 86 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 42.32 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 6.05 MGD
- Produced 26.89 Million Gallons of Reclaim water.
- Produced 15.43 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 11 loads in October for a total of 262.70 wet tons through 10-13-2022. 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 1 residential water meter due to operational concerns.
- Tested 2 city owned backflow preventers and made repairs as needed.
- Replaced 2 residential water services due to pressure concerns or leaks.
- Replaced 11 broken water meter boxes.
- Performed valve maintenance on 12 main line valves.
- Installed 2 new meters/services for new construction.
- Repaired 2-inch water main at 3000 Ocean Shore Blvd.
- Repaired 8-inch water main located at 51 S Atlantic Ave.
- Inspected water utilities for the second phase of Plantation Oaks subdivision.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 213 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 8 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- TV'ed 6 sanitary laterals on the PM list
- Changed pumps at 23 River Chase Way, 141 Grey Dapple Way, 10 Highwood Ridge Way, and 7 Foxcroft Run
- Performed 2 utility verifications
- Verified broken PEP tanks and broken lids at various locations

- 90 Woodbourne Ln: Broken lateral at 90
- 11 Deep Woods Way: Pep tank rehab
- Reopened US1 forcemain and checked all blow offs for leaks
- 700 W Granada: Sewer service was not opened when contractor lined the system. Contractor has fixed the issue and they are back in service.
- Installed new control box at 8 Lake Isle Way
- 5 Shadow Creek Way: Ran new wire from house to j-box
- Responded to 1 reuse trouble call.
- Located reuse and Pep tank at 6 addresses
- Adjusted Melrose valve as needed
- Watered gravel road at debris dump site
- 6 Shadow Creek Way: Addressed broken 3-inch reuse main.

Wastewater Plant – Lift Stations

- Sludge Holding Tank #1 – Aqua Turbo installed new motor and gearbox assembly.
- Storm Water – Mainsail Lift Station, assisted with Crane Truck, replaced pump.
- Sand Filter #2 – Rail Car off track, put rail car back on track, turned over to Operations for use.
- 4P – responded to generator alarm for engine block heater and charger, replaced bad electrical outlet and returned to service.
- Ormond Green, Spring Meadows, 1P, 7P – cleaned level probe to correct pump operation.
- PEP Tank Control Boxes – Installed new control boxes at 29 Black Creek and 8 Lake Isle Way, pulled and terminated new electrical wires at 5 Shadow Creek Way.
- Centrifuge Feed Pumps – repaired wash down hoses and nozzles as needed.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Back wash pump #2 – assisted A/C contractor with installation of VFD air conditioner.
- Wells 35R & 38R – installed cellular antennas on exterior of pump building.
- Well 31H – well pump assembly and pipe have fallen into well, retrieval is scheduled.
- R.O. Train 1 – alum valve actuator is out of service repair/replacement is being scheduled.
- Reuse High Service Pump 2 – install repaired rotating assembly.
- 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 ICMA Emerging Leaders Development Program Class of 2023 monthly virtual class session.
- City Clerk attended meeting with Assistant City Manager.
- Agenda Packet preparation and distribution for November 1, 2022 City Commission Meeting.