

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 9, 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:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Attended visit by FL Secretary of State to Ormond Beach MainStreet
- Individual agenda review meetings with commission members
- SMA Finance Committee Meeting
- City Commission Advisory Board Workshop
- City Commission Meeting
- ICMA Credentialing Advisory Board Annual Meeting

PIO – Public Information

- Press Releases/Media
 - Home for the Holidays Detour Alert
 - General citizen inquiries
 - General media requests and interviews
- Social Media
 - Home for the Holidays Parade
 - Santa on Patrol
 - Holiday Safety Tips (#OBsafeThisHoliday)
- Attended
 - Engineering/Planning Meeting
 - City Manager's Weekly Staff Meeting
 - City Commission Meeting
 - 3CMA Regional Meeting
 - Volusia PIN Conference Call
- Training
 - FEMA Emergency Services Certification Renewals

Community Development

Planning

- Attended and presented at the December 5, 2022 and December 8, 2022 Planning Board meetings.
- Attended and presented at the December 6, 2022 City Commission meeting.
- A neighborhood meeting/sound test for the Boot Hill Saloon Outpost at 1089 North U.S. 1 has been scheduled. The site was previously approved for a Special Exception for outdoor activities that had a three-year time limit which is now coming up. The Boot Hill Saloon Outpost seeks to continue live

outdoor music from 2 pm to 10 pm during the recognized special event periods of Bike Week, Biketoberfest, Speed Weeks, and July 4th. Also, live outdoor music on weekends from 2 pm to 10 pm during the year is being requested similar to that provided at other local restaurants in the area. **The meeting shall be held at Boot Hill, 1089 N. US Highway 1, on Monday, December 19, 2022, at 5 pm.** The Planning Board meeting for this item would be in January 2023.

Building Inspections, Permitting & Licensing

- 8 Business Tax Receipts issued.
- 326 inspections preformed, 6 by private provider.
- 165 permits issued within the City, with a valuation of \$2,205,466.
- 9 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) conducted a pre-construction meeting with the Ocean Club project at 88 South Atlantic Avenue.
- SPRC projects under review:
 1. 1926 Ocean Shore Boulevard, utility connection. 1st review. Ormond by the Sea sewer connection.
 2. 215 Williamson Boulevard, Regal Multifamily. 4th review. Redevelopment of 310 multi-family units on 12 acres.
 3. Hunter's Ridge Storage Site. 2nd review. Utility connection for a Hunter's Ridge Flagler County project.
 4. RidgeHaven subdivision, PRD & Preliminary Plat. 3rd review. 96 duplex units and 202 single-family lots within a Planned Residential Development on 103.45 acres
 5. Tymer Creek Apartments. 7th review. Construction of 300 multi-family units on 19,62 acres.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	75%
Interchange Depot	65%
Love Whole Foods	0%
McNamara Warehouse	80%
Ocean Club	0%
Ormond Central	5%
Paradise Pointe ALF	85%
Revella	30%
Riverbend expansion	15%
Shoppes at Granada Point	0%
SONC Gym	95%
Valiant Diner	0%

Utilities only	
101 Town & Country Lane	40%
Celadine	25%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	80%
Ocean Village Townhomes	90%
Verona Oceanside	95%
Residential	
Cupola at Oceanside	80%
Plantation Oaks, Phase 1A	80%
Plantation Oaks, Unit 2B	30%
Plantation Oaks, Unit 2C	10%
Plantation Oaks, Unit 2D	5%

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.
 - Staff attended the Daytona Chamber Market Watch Business Summit for an update and outlook on macro business trends and panel discussion on business trends in Volusia County.
 - Staff provided an update on economic development activity at the Ormond Chamber's Economic Prosperity Hour event.
 - Staff participated in a visit by the Florida Secretary of State to Ormond Mainstreet organization
- 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

- Work on the project to construct and install new directory signage at the airport has commenced.
- Installation of new solar shades at the Air Traffic Control Tower has been completed.
- Staff is preparing the contracts and work authorizations to commence the acquisition and installation of a new Automated Weather Observing System (AWOS) at the airport. The construction contract for the project was approved by the City Commission this week. The work authorization for construction engineering services will be presented to the City Commission at their first meeting in January.
- Staff received the draft airport-specific 2022 Airport Pavement Condition Index (PCI) Evaluation Report. This report summarizes the analysis and inspection of the airport as part of the City's participation in the Statewide Airfield Pavement Management Program. Staff is working with the engineering consultants to provide feedback on the report.

- Staff participated remotely in the CFASPP Statewide Steering Committee meeting this week at the Tampa International Airport.

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/Nicole tracking.
 - Finance and associated staff meet weekly with FEMA to discuss Hurricane Ian reimbursement.
 - Finance has submitted the Request for Public Assistance to FEMA for Hurricane Nicole.
- Completed Projects - Weekly
 - Process 171 Journal Entry Batches.
 - Utility Billing Meter Readers completed 317 work orders.
 - Approved 17 Purchase Requisitions totaling \$660,768.16.
 - Issued 13 Purchase Orders totaling \$2,838,474.93.
 - Issued 737 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 671 payments through Interactive Voice Response System totaling \$60,359.88.
 - Processed 1,532 payments through City online payment portal totaling \$147,150.80 (26% of City customers utilize this service).
 - Prepared 113 Accounts Payable checks totaling \$187,499.35 and 42 Accounts Payable EFT payments totaling \$522,947.79.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement request for FY 22-23: \$1,977,946.39
- Other
 - Completed Employee Newsletter for December 2022.

Risk Management Projects

- Mentored local student in risk management
- Attended WC webinar
- Worked on several subrogation claims

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 12
 - Hazardous: 1
 - EMS: 71
 - Motor Vehicle Accidents: 9
 - Public Assists: 58
 - TOTAL CALLS: 154
- Aid provided to other agencies: 10 Calls – Daytona Beach (3), Volusia County (7)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 62
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 198

- Training Hours
 - NFPA 1001: Firefighting 7
 - NFPA 1002: Driver 5
 - NFPA 1021: Officer 2
 - NFPA 1500: Safety/Equipment 60
 - EMT/Paramedic 7
 - TOTAL TRAINING HOURS: 81
- Station Activities
 - Updated 5 pre-fire plans
- Significant Incidents
 - 12/1/22, 10:31 PM: Woodcrest Dr. – Motor Vehicle Accident – Upon arrival found one vehicle with heavy front damage that crashed into two vehicles in driveway – one patient extricated from vehicle – two patients transported as trauma alerts.
 - 12/4/22, 12:53 AM: N. US 1 / Wilmette Ave. – Motor Vehicle Accident – Responded to a single vehicle rollover accident – vehicle found against tree – one patient extricated by removing tree – patient transported as a trauma alert.
 - 12/5/22, 1:52 PM: 702 Virginia Ter. – Structure Fire – Responded to a working mobile home fire – search and rescue performed with nine cats and two dogs being rescued – homeowners received assistance from the Red Cross.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Leisure Services)
 - Environmental Improvement Officer (Arborist)
 - Equipment Operator I (Streets)
 - Evidence/Crime Scene Tech
 - Firefighter/EMT
 - Fleet Tech I, II, or III
 - Office Manager (Police)
 - Part Time Events Tech (The Casements)
 - Part Time Recreation Leader (Nova)
 - Part Time Recreation Leader (SONC)
 - Part Time Recreation Leader (The Casements)
 - Part Time Treatment Plant Operator C/B/A (Water Production)
 - Plant/Pump Mechanic
 - Police Officer
 - Recreation Leader (Police Athletic League)
 - Recreation Program Specialist (Leisure Services)
 - Sign Technician (Public Works)
 - Staff Accountant
 - Treatment Plant Operator C/B/A (Water Production)
 - Utilities Engineer (Public Works)
 - Background/Reference Checks/Job Offers
 - Administrative Assistant (Support Services)
 - Building Inspector
 - Meter Reader
 - Police Officer
 - Records Specialist
 - Separations
 - Office Manager (Police)

- Building Maintenance Supervisor

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
 - Work Orders
 - New:
 - Completed: 42
 - In progress: 31
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 41,187
 - Inbound E-Mails Blocked: 8,958
 - Delivered Inbound E-Mails: 27,828
 - Quarantined Messages: 966
 - Percentage Good Email: 67.57%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 13
 - 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 = 3,273
 - Meters GPS Located this week: 19 : Total in system = 24,399; 23,518 potable, 870 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- City Manager staff meeting
- Staff meeting
- Batting Cage project meeting
- Home for the Holidays Parade
- 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.
- Met with Thompson Consulting and toured Hurricane Ian damage
- Met with FEMA re: Hurricane Ian

Environmental Discovery Center

- Open for guided and self-guided tours, Tuesday through Saturday, 10 am to 4 pm
- Fall Birds Walks with Joan Tague, Tuesday, 10 am
- UF Master Gardener Plant Clinic, Tuesday, 10am
- Zev Cohen meeting regarding 2023 Brazilian Pepper removal plan
- Working with new Animal Ambassador (Rough Green snake)
- Prepping for Holiday Craft Day
- Planning for classes/programs
- Planning/booking field trip tours
- Planning for Enviro Camp
- Community Garden inspections
- Creating and posting social media content
- Tending indoor plant exhibits and tower garden
- Updating flyers in kiosks
- Managing Community Grove project
- Managing invasive plant species removal in parks/facilities
- Coordinating aquarium rebuild with Engineering Department and Hall Construction
- Inventory/re-organizing existing classroom supplies and materials

Athletics

- Shuffleboard Club continues to hold practices on Monday, Wednesday and Friday at 1 pm at Sports Complex.
- OBGS 9's practices on Tuesday and Thursday, 6 pm, Nova Fields #2 - #5 and Wendelstedt #3.
- Youth Flag Football playoff games this week, Monday through Thursday at 5:45 pm, 6:45 pm at Quad #2/3, & Kiwanis Field.
- SHS Boys & Girls Soccer continued practices this week at 4 pm 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 all soccer fields
- Painted Championship Football Field #7.
- Painted youth flag football fields on Quad #4 & Kiwanis Field
- Added clay to Nova Fields 3/4/5

Performing Arts Center

- Attended Volusia County Cultural Alliance Board meeting.
- Attended Ormond Beach Chamber of Commerce Economic Prosperity Breakfast.
- Updated information on OBPA Facebook page and Internet ticketing site.
- Responded to customer inquiries and booked Senior Center rentals.
- Entered work orders for PAC and Senior Center facility and equipment repairs.

South Ormond Neighborhood Center

- Jazzercise Monday evening (5:30 pm until 6:30 pm)
- Pal tutoring program (Monday through Thursday 3:30 pm until 6 pm)
- Open gym and weight room (center hours)
- Open splash pad 10 am until dusk daily
- Open park and playground area (sunrise until 11 pm daily)

Community Events

- Weekly administrative tasks, office work, and activities.
- Checked Santa's mailboxes.
- Planning for the following events:
 - HOMe for the HOLIDAYS Parade, 12/10
 - Holidays at The Casements, 12/15
 - Breakfast with Santa, 12/17

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 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
- Spec Populations programs held 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

The Casements

- The Casements was open for guided and self- guided tours on Saturday 9:30 am and 10:30 am, and during the week from 10 am to 3 pm.
- Staff reset building and Rockefeller Gardens from the Gala weekend
- Boca Raton Temple Group toured Tuesday, 10:30 am to 1 pm
- Ormond Beach Garden Club Meeting, Wednesday 10 am to 12 pm
- Grand Haven's Women's Club toured Wednesday 1:30 pm to 2:30 pm
- SE Volusia Garden Club toured Wednesday, 3:30 pm to 4:30 pm
- Greek Cooking, Thursday 4:30 pm
- Assisting with Home for the Holidays Parade on Saturday
- House of Healing held their Sunday evening service at Bailey Riverbridge.
- Ora Yoga classes met on Tuesday and Thursday mornings 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 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, Friday, 6:30pm "The Santa Clause" PG

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections and posted reservations
- Check all parks for unemptied trash cans
- Bathroom checks 1x per day
- Skate park concrete inspected
- Trails blown off
- Put up Christmas displays
- Put up Christmas tree at The Casements
- Installed bike station at Riverbend Nature Park

- Remove side facing signs on tennis court fence at South Ormond Neighborhood Center
- Replaced pickets at Magic Forest Playground
- Walkway boards replaced at Magic Forest Playground

Building Maintenance

- Repaired a/c at Nova Community Center
- Unclogged toilets at Nova Community Center, Senior Center and The Casements
- Repaired fountains at Bailey Riverbridge Gardens and the Performing Arts Center
- Checked toilets at the Police Department
- Repaired west gate at the Police Department
- Replaced ceiling tiles at the Police Department
- Installed monitor at EDC

Police Department

Administrative Services

- Staff hosted the weekly staff meeting.
- Staff attended Home for the Holidays internal meeting.
- Staff attended CLEAB meeting.
- Staff attended Keiser Criminal Justice Advisory Board Meeting.
- Staff attended Crime View.
- Staff attended Shop with a Cop.
- Staff attended Bear Creek community event.
- Staff attended Bethune Cookman event.

Community Outreach

- Youth Leadership Council (YLC) – YLC members will be assisting with the PAL Annual Holiday Party on December 14 and stuffing treat bags prior to the event.
- OBPAL Basketball – Eight (8) players attended open gym practice last week at the South Ormond Neighborhood Center. On Monday and Tuesday evenings, OBPAL basketball coaches assist with the evaluation of players for teams in the Ormond Beach Youth Basketball Association upcoming recreation basketball season.
- PAL Educational Programs – Eighteen (18) students attended the Tutors R Us program last week at the South Ormond Neighborhood Center. The program concludes this week and will resume in February 2023 for the Winter/Spring Semester.
- PAL Annual Holiday Program – This year's event will be held at the South Ormond Neighborhood Center on Wednesday, December 14 from 5:30 pm to 7:30 pm. Each year over 100 children receive one new wrapped toy during the Annual Holiday Program.

Community Services & Animal Control

- Animal Calls responded to: 48
- Animal Reports: 7
- Return to Field: 4
- Animal Bites: 2
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 7
- Inactive: 25

- Fraud: 3
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 4
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 2
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0

Records

- Walk - Ins / Window: 109
- Phone Calls: 43
- Arrest / NTA's: 80
- Reports Generated: 105
- Reports Entered: 105
- Citations Issued: 80
- Citations Entered: 80
- Warnings Entered: 253
- Trespass Warnings: 27
- CORF Entered: 80
- Mail / Faxes / Request: 22

Patrol

- Total Calls: 1,325
- Total Traffic Stops: 202

Operations

- Crime Opportunity Report Forms: 27

12/01/22

- Domestic Violence Battery Arrest, North Beach Street/Putnam Avenue. A male punched his girlfriend in the face during an argument.
- Trespass Arrest, 690 South Nova Road (7 Eleven). A female was at this location after previously being issued a trespass warning.

12/02/22

- Battery Arrest, 251 East Granada Boulevard (Larry's Giant Subs). An intoxicated female punched the victim for taking her drink.
- Domestic Violence Battery/Battery on a Law Enforcement Officer Arrest, 2180 Warden Trail. A female became physical with her husband during an argument. After being arrested, she slapped the officer.
- Business Burglary, 2003 Old Tomoka Road. An unidentified subject stole the victim's trailer from this location.

12/03/22

- Domestic Violence Battery Arrest, 615 Andrews Street. A female struck her mother over an argument about the family dog.
- Armed Residential Burglary, 417 Pine Road #B. An unidentified subject stole a firearm from this location. Entry was made through an unlocked door.

- Shoplifting Arrest, 205 East Granada Boulevard (Walgreens). Subject stole merchandise from this location. The theft was witnessed by a store employee.
- Theft, 36 Plaza Grande Avenue. An unidentified subject stole the license plate off of the victim's vehicle at this location.
- Domestic Violence Battery Arrest, 10 Oakwood Park. A male grabbed his wife during an argument, knocking her to the ground with a child in her arms.
- Trespasser Arrests, 1478 West Granada Boulevard (Ormond Towne Square). Two males were at this location after previously being issued trespass warnings.

12/04/22

- Theft, 122 South Nova Road (Big Lots). An unidentified subject stole the victim's wallet from this location.
- Theft Arrest, 30 South Atlantic Avenue (LuLu's Oceanside Grill). A male ordered and ate food, but had not means to pay for it.
- Warrant Arrest, 187 Cloverdale Court (Timber Creek Subdivision). Subject was contacted and found to have an open warrant.
- Shoplifting Arrest, 205 East Granada Boulevard (Walgreens). Subject stole merchandise from this location. The theft was witnessed by an employee for the store.
- Domestic Violence Aggravated Assault Arrest, 745 Garden Lane. A male threatened his brother with a knife during an argument.

12/05/22

- Narcotics Arrest, 591 South Atlantic Avenue. A male was found to be in possession of narcotics during a traffic stop.
- Strong Arm Robbery Arrest, Durrance Lane/North Tymber Creek Road. A male attacked and robbed an Uber driver at this location.

12/06/22

- Narcotics Arrest, East Granada Boulevard/South Atlantic Avenue. A male was found to be in possession of narcotics during a traffic stop.

12/07/22

- Theft, 203 South Orchard Street #90. An unidentified subject stole the victim's bicycle from this location.
- Traffic Arrest, 300 Clyde Morris Boulevard. A female was found to be driving while having a habitually suspended driver's license.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 61
 - Number of Citations issued: 0
 - Number of Written Warnings Issued: 88
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 13
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 0 Cases initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 1 Case initiated

- Zone 4: 6 Cases initiated
- 1 sign has either been removed or sign case created.
- 5 trees removal permit requests
- Administrative staff assisted with five (5) walk-in and forty-one (41) 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 at the PAC is scheduled to begin on December 12.
 - Sanchez Park Playground Equipment Replacement – A pre-installation meeting was held on October 26.
 - PD HVAC Upgrades – Long lead time equipment is on order.
 - CDBG 2022 Sidewalk Improvements – Project is substantially complete.
 - WRF Clarifier Improvements – Materials have a 5-6 month lead time.
 - 2022 Road Resurfacing – Construction is in process.
 - Bidding:
 - Downtown Sidewalk Renovations – Bid was awarded at the December 6 City Commission meeting.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Approval to bid has been moved to the January 24, 2023 City Commission meeting.
 - EDC Feature Exhibit Improvements – Work Authorization scheduled for approval at the January 10, 2023 City Commission meeting.
 - Hurricane Ian Tennis Center Fence Replacement – The project was advertised November 13, a pre-bid meeting was held on November 29, and bids are due on December 12.
 - Design Projects:
 - Performing Arts Center Renovations – Final design and value engineering is in process.
 - Downtown: Cassen Park Improvements – A Work Authorization for design services was approved at the December 6 CC 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 in process.
 - Bailey Riverbridge Roof Replacement – Project plans and specifications are complete.
 - 2023 Lift Station Rehab – Consultant is preparing a proposal for design.
 - Septic to Sewer – Oak, Magnolia & Bonita – Design – A Work Authorization for design was approved at the December 6 CC meeting.
 - Hudson Wellfield Expansion – A Work Authorization for design services is scheduled for approval at the January 10, 2023 CC meeting.
 - WRF Ultraviolet Disinfection Conversion – DEP permit pre-application meeting is scheduled for January 5, 2023.
 - Hurricane Ian – Staff is preparing bid specifications for several facility damage repair projects.
 - Departmental Activities
 - Reviewed 22 Engineering Permit applications through the ProjectDOX system, and 4 Franchise Utility Work-in-the-Right-of-Way permits were created and approved.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Asphalt – Fairway Dr, Windward Dr
- Pour sidewalk – Police Department, Sports Complex, N Beach St
- Patched asphalt – Wilmette Ave, Airport Rd, John Anderson Dr

Forestry

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

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the city, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Debris pickup – Wilmette Ave, N Orchard St, N US 1 Hwy, to Hull Rd
- Trash pickup medians & R.O.W. – N US 1 Hwy to Hull Rd
- Pickup Message boards – Daytona Beach Public Works Complex
- Install metal poles – N. US1

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 – citywide
- Preparing for Christmas parade – citywide

Stormwater Maintenance

- Mowing ponds – State Road 40, Airport Rd
- Gates & pumps – citywide
- Pond maintenance – Ormond Shores Park, SONC, Bennett Ln, Mainsail Cir
- Training – Public Works training room
- Inlet cleaning – Zone 1
- System inspection – 100 block River Bluff Dr
- Assisting with prep for Christmas parade
- Forklift Training – Public Works Yard

Fleet

- Mileage traveled by all departments for the week: 22,4015
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 1

- Quick Fleet Facts:
 - Fuel on hand: 5,919 gallons unleaded, 8,739 gallons diesel
 - Fuel used in one week: 2,068 gallons of unleaded and 676 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 37.62 million gallons for the week ending December 03, 2022 (5.37 MGD average).
- Backwashed 5 filters for a total of 334,720 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 03, 2022 @ 6.23 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 100 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 84,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 36.38 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.20 MGD
- Produced 23.62 Million Gallons of Reclaim water.
- Produced 12.76 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2021 – October 31, 2022) (MGD):
 - Influent 5.33 (Permit 8 MGD);
 - Surface Water Discharge 1.29 (Permit 6 MGD);
 - Reuse 3.38 (Permit 10 MGD)
- Hauled 15 loads for the month of November for a total of 366.87 Wet tons through 11-21-2022. Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 9 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 9 calls from customers concerning leaking water.
- Replaced 5 residential water meters due to operational concerns.
- Tested 4 city owned backflow preventers and made repairs as needed.
- Replaced 2 residential water services due to pressure concerns or leaks
- Replaced 2 broken water meter boxes.
- Performed valve maintenance on 5 main line valves.
- Installed 14 new meters/services for new construction.
- Performed fire hydrant maintenance on 2 fire hydrants.
- Repaired 2-inch GSP water main at 4 Silver Lake Way.
- Repaired 3-inch GSP water main at 137 Orchard Ln.
- Assisted Camelot (Modular Home Subdivision) with shutting their system down due to a large water leak.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 292 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 7 trouble calls in the Breakaway/Hunters 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 1,000 gallons of effluent off of Hunter's Ridge force main.
- Changed pump at 1 Lake Vista Way, 57 Shadow Creek Way
- Performed 2 utility verifications
- 145 Highland, repaired separated lateral
- Installed pep tank at Hunter's Ridge clubhouse
- Responded to 3 reuse trouble calls.
- Adjusted Melrose valve as needed.
- Repaired broken reuse 2" line at 41 Curved Creek Way

Wastewater Plant – Lift Stations

- Screw Pumps – #1, #2, #3, repaired sun shade screens.
- 3M – staged generator for scheduled FPL outage.
- Influent Motor #1 – continued to troubleshoot VFD ground fault, motor has shorted windings, replaced with spare, sent bad motor to repair shop.
- Post Anoxic Tank – installed new conduit for signal wire.
- PEP Tanks – replaced control panels at 122 & 152 Deep Woods.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 38R – Motor is bad, contractor is scheduled. Well is out of service.
- B.A.T Well 2 & 3 – Contractor replaced pump, motor and pipe, wells are released for sampling.
- LSP Degasification blower – not operational, replaced bad control fuse.
- LSP gravity filters – installed and connected gauges.
- 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.
- Staff attended and provided support for the December 6, 2022 Advisory Board Workshop and City Commission Meeting.
- Agenda packet preparation for January 10, 2023 City Commission Meeting.