

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 16, 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
- Strategic planning prep work

Spoke to, attended and/or met with:

- Elected Officials Roundtable meeting
- Rotary meeting
- PD Promotional Ceremony

PIO – Public Information

- Press Releases/Media
 - Holiday Parade Winners
 - General citizen inquiries
 - General media updates and interview coordination
- Social Media
 - Holiday Parade Detour Routes
 - Holiday Parade Livestream (more than 9k views to date!)
 - Fraud and Elder Scam Alerts with Tips
 - Santa on Patrol Alerts
- Attended
 - Engineering/Planning meeting
 - Volusia PIN meeting
 - Strategic planning meeting
- Training
 - Everbridge Training (Orange County EOC)

Community Development

Planning

- Attended the Ormond MainStreet Design Committee 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.
- 496 inspections preformed, 53 by private provider.
- 144 permits issued within the City, with a valuation of \$4,183,797.
- 10 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. 121 East Granada Boulevard: Discussion of multi-family project with topics including dumpster location, landscaping, stormwater, utilities and building architecture.
 2. 1510 North U.S. Highway 1: Pre-application meeting to discuss a fast food restaurant. Topics included landscaping, site access, stormwater, building architecture and utilities.
 3. 1629 West Granada Boulevard: Concept of converting an existing car wash structure into a take-out restaurant with no seats. Topics discussed included landscaping, utilities, and required building permitting.
 4. 1079 West Granada Boulevard: Pre-application regarding the addition of land area into the existing House of Worship use. Topics included public hearings, conditional use criteria, surveying and development of a concept plan.
- SPRC projects under review:
 1. RidgeHaven subdivision, PRD & Preliminary Plat. 3rd review. 96 duplex units and 202 single-family lots within a Planned Residential Development on 103.45 acres
 2. 655 West Granada Boulevard, Culver's Restaurant: 2nd review. Development of a 4,500 square feet drive thru restaurant and associated site improvements.
275 Williamson Boulevard, Love Whole Food, revision: 1st review. Revisions to the parking spaces of the existing site.
- 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	5%
Ormond Central	5%
Paradise Pointe ALF	90%
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.
- 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.
 - 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 continues preparations for the acquisition and installation of a new Automated Weather Observing System (AWOS). The construction contract was approved at the December 6 City Commission meeting. The work authorization for construction engineering services is scheduled to be on the agenda for the January 24 City Commission meeting.
- Staff participated in a webinar hosted by the FDOT Aviation Office to review the results of the 2022 Florida Aviation Economic Impact Study (AEIS).
- Staff, with the assistance of the City's airport engineering consultants, has provided feedback on the FDOT 2022 Airport Pavement Condition Index (PCI) Evaluation Report for the 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 submitted the Request for Public Assistance to FEMA for Hurricane Nicole.
- Completed Projects - Weekly
 - Process 143 Journal Entry Batches.
 - Utility Billing Meter Readers completed 329 work orders.
 - Approved 15 Purchase Requisitions totaling \$623,345.45.
 - Issued 10 Purchase Orders totaling \$370,404.69.
 - Issued 584 past due notices on utility accounts.
 - Auto-called 366 utility customers regarding receipt of a past due notice.
 - Processed 736 payments through Interactive Voice Response System totaling \$59,755.01.
 - Processed 1,625 payments through City online payment portal totaling \$176,232.02 (26% of City customers utilize this service).
 - Prepared 150 Accounts Payable checks totaling \$857,019.97 and 52 Accounts Payable EFT payments totaling \$650,276.69.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement request for FY 22-23: \$1,987,201.44
- Other
 - Attended Volusia County Local Mitigation Strategy (LMS) Meeting. The NOFA for HMGP funds related to the Hurricane Ian disaster declaration is tentatively scheduled for January with applications due in May.

Risk Management Projects

- WC webinars: knee injuries, chronic pain, hip pain
- Preparing subrogation demands

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 6
 - Hazardous: 2
 - EMS: 70
 - Motor Vehicle Accidents: 8
 - Public Assists: 47
 - TOTAL CALLS: 134
 - Aid provided to other agencies: 6 Calls – Daytona Beach (1), Holly Hill (1), Volusia County (4)
 - Total staff hours provided to other agencies: 5
 - # of overlapping calls: 25
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 50
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 236
- Training Hours
 - NFPA 1001: Firefighting 25
 - NFPA 1002: Driver 12
 - NFPA 1500: Safety/Equipment 43
 - EMT/Paramedic 19
 - TOTAL TRAINING HOURS: 99
 - Station Activities
 - Participated in Tomoka Elementary Fall Festival

- Participated in Home- for-the-Holidays Parade
- Updated 3 pre-fire plans
- Conducted 3 fire Inspections

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
 - Meter Reader
 - 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 (Public Works)
 - Police Officer
 - Recreation Leader (Police Athletic League)
 - Recreation Program Specialist (Leisure Services)
 - Sign Technician (Public Works)
 - Staff Accountant (Finance)
 - Treatment Plant Operator C/B/A (Water Production)
 - Utilities Engineer (Public Works)
 - Background/Reference Checks/Job Offers
 - Building Inspector
 - Police Officer
 - Records Specialist
 - Separations
 - Police Officer
 - 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: 48
 - Completed: 46
 - In progress: 33
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 38,148
 - Inbound E-Mails Blocked: 9,091
 - Delivered Inbound E-Mails: 25,242
 - Quarantined Messages: 762

- Percentage Good Email: 66.17%
- Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 1
 - Corrections: 1
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 2
 - 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: 7 : Total in system = 24,406; 23,522 potable, 873 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Staff 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.

Environmental Discovery Center

- Open for guided and self -guided tours, Tuesday through Saturday, 10 am to 4 pm
- Prepping for Holiday Craft Day
- Planning for classes/programs
- Planning/booking field trip tours
- Community Garden inspections
- Creating and posting social media content
- Tending indoor plant exhibits and tower garden
- Managing Community Grove project
- Managing invasive plant species removal in parks/facilities
- Coordinating aquarium rebuild with Engineering and Hall Construction

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
- Cleaned all sports parks daily of debris/trash from the events during the week
- 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
- Painted all soccer fields

Performing Arts Center

- Updated information on OBPA 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)
- 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:
 - Holidays at The Casements Concert, 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 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
- 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

The Casements

- The Casements was open for guided and self-guided tours on Saturday 9:30 am and 10:30 am. During the week self-guided tours were offered during the day and Guild guided tours from 10 am until 3 pm.
- Assisted with the Home for the Holidays Parade.
- House of Healing held their Sunday evening service at Bailey Riverbridge.
- 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.
- "Did You Know?" posted on our Facebook page this week.

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

Building Maintenance

- Repaired a/c at Nova Community Center
- Unclogged toilet at Nova Community Center
- Repaired fountain at Bailey Riverbridge Gardens
- Repaired fountain at the Performing Arts Center
- Replaced ceiling tiles at the Police Department
- Painting project at the EDC
- Unclog toilet at the Senior Center

Police Department

Administrative Services

- Staff hosted the weekly staff meeting.
- Staff attended a meet and greet for Florida Secretary of State by request of Ormond MainStreet.
- Staff attended a meeting on scheduling an additional "new supervisor" training course with staff.
- Staff worked on upcoming promotional ceremony.
- Staff worked the annual Home for the Holidays parade.
- Staff completed a 50-mile Police Unity Tour 2023 qualification ride.

Community Outreach

- Youth Leadership Council (YLC) – Contacted active members last week in regards to upcoming Holiday Party. (6) members will be in attendance to assist during event.
- OBPAL Basketball – Ten (10) players attended open gym practice on Monday and Wednesday last week at the South Ormond Neighborhood Center.
- PAL Educational Programs – Twenty (20) 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 for the winter/spring semester.

Community Services & Animal Control

- Animal Calls responded to: 51
- Animal Reports: 7
- Return to Field: 10
- Animal Bites: 2
- Animals to Halifax: 3
- Injured Wildlife Calls: 2
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 8
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 8
- Inactive: 16
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 2
- Grand Theft: 0

- Auto Theft: 0
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Vandalism: 1

Records

- Walk - Ins / Window: 92
- Phone Calls: 141
- Arrest / NTA's: 19
- Reports Generated: 115
- Reports Entered: 103
- Citations Issued: 28
- Citations Entered: 28
- Warnings Entered: 107
- Trespass Warnings: 26
- CORF Entered: 39
- Mail / Faxes / Request: 28

Patrol

- Total Calls: 1,422
- Total Traffic Stops: 148

Operations

- Crime Opportunity Report Forms: 10

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.

12/08/22

- Trespassing Arrest, 21 Ocean Shore Boulevard (Birthplace of Speed Park). A female was at this location who had been previously issued a trespass warning.
- Domestic Violence Aggravated Assault & Battery Arrest, 9 Ramsey Terrace (Ramsey Terrace). A male punched and kicked his girlfriend multiple times causing injuries. He also grabbed a hammer and threatened to kill her with it. Upon his arrest, he was found to be in possession of narcotic paraphernalia and have multiple open warrants for his arrest.

12/09/22

- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise from this location. The theft was witnessed by loss prevention for the store. After he was arrested, he was found to be in possession of narcotics.
- Narcotics Arrest, 601 Fleming Avenue (Central Park). Officers located 2 vehicles in this park after hours. Eight (8) subjects were contacted in total. Numerous subjects were found to be in possession of misdemeanor amounts of marijuana. One of the subjects was found to also be in possession of a small bag containing cocaine.
- Carbreak, 7 Fisherman's Circle #2 (Fisherman's Landing Apartments). Two unidentified males were observed to have stolen the catalytic converter from the victim's vehicle at this location.

12/10/22

- Aggravated Assault with a Deadly Weapon & Threats to a Law Enforcement Officer of Serious Bodily Harm, Division Avenue/South Washington Street. A male became upset that he could not drive around the barricaded street on South Washington Street to go home. He threatened (2) Community Service Officers and a Law Enforcement Officer that he would run them over, and proceeded to go through the barricade.
- Domestic Violence Battery Arrest, 125 Orchard Street #105 (Orchard Garden Apartments). A male was in a verbal argument with his girlfriend when he grabbed her by the hair then pushed her to the ground.
- Domestic Violence Battery Arrest, 29 Moonglow Drive (Ormond Lakes Subdivision). A male was in a verbal argument with his fiancé when he pushed her out of the way to get into his vehicle and punched her multiple times when she got into the vehicle.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Resisting an Officer without Violence Arrest, 1502 San Marco Drive #207 (San Marco Apartments). A male was in a verbal argument with his ex-wife. When units approached, the male took off running and was apprehended a short time later. North Carolina Corrections advised that the male removed his monitoring ankle bracelet and they will be issuing a warrant for his arrest as well.

12/11/22

- Violation of Pre-trial Release Orders Arrest, 250 North United States Highway One (Astro Skate Center). A female at this location was previously in violation of a no contact order from an arrest that occurred in Port Orange per an investigation that was being conducted by the Department of Children and Families.
- Resisting an Officer without Violence Arrest, 43 Dix Avenue. A traffic stop was conducted. The driver refused to provide his name and resisted officers when taking him into custody. The driver was found to never have had a driver's license and the vehicle was not registered.
- Resisting an Officer without Violence, 162 South Nova Road (Jeremiah's Italian Ice). A male was at this location, possibly vandalizing the bathroom. Officers arrived and the male resisted their lawful commands to stop and sit on the ground by walking away when they were trying to investigate the incident.

12/12/22

- Domestic Violence Battery Arrest, 1614 North United States Highway One #219 (Econo Lodge). A juvenile female bit, punched and kicked her mother after an argument about her cell phone.
- Warrant Arrest, 765 West Granada Boulevard (CVS). Subject was contacted and found to have an open warrant.

12/13/22

- Warrant Arrest, 600-Block Hand Avenue. Subject was contacted and found to have an open warrant.
- Stolen Vehicle/Carbreak, 497 North Beach Street. An unidentified subject stole the victim's vehicle, which was recovered in Maitland prior to being reported. The victim's other vehicle was unlocked and entered, with headphones being stolen.
- Residential Burglary, 387 North Beach Street. An unidentified subject entered this home that is under construction and stole tools.
- Theft, 70 Hidden Hills Drive. An unidentified subject stole several items from the property.
- Carbreak, 155 Interchange Boulevard (Hampton Inn). An unidentified subject entered the victim's unlocked vehicle and stole a firearm.
- Carbreak, 357 North Beach Street. An unidentified subject made entry into two of the victim's vehicles and stole cash, a firearm, and binoculars.
- Stolen Vehicle, 1509 Oak Forest Drive. An unidentified subject stole the victim's vehicle from his driveway. The vehicle was later recovered in Maitland.

- Warrant Arrest, 1614 North United States Highway One #263 (Econo Lodge). Subject was contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 22
 - Number of Citations issued: 1
 - Number of Written Warnings Issued: 33
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 2 Cases initiated
 - Zone 2: 1 Case initiated
 - Zone 3: 1 Case initiated
 - Zone 4: 1 Case initiated
- 11 signs have either been removed or sign cases created.
- 8 trees removal permit requests.
- Administrative staff assisted with four (4) walk-ins and sixty-seven (67) 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 began on December 12.
 - Sanchez Park Playground Equipment Replacement – Installation is scheduled to begin on December 19.
 - PD HVAC Upgrades – Long lead time equipment is on order.
 - CDBG 2022 Sidewalk Improvements – Project is complete.
 - WRF Clarifier Improvements – Materials have a 5-6 month lead time.
 - 2022 Road Resurfacing – Construction is in process.
 - Downtown Sidewalk Renovations – Bid was awarded at the December 6 City Commission meeting, contracts are being executed.
 - Bidding
 - 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 24, 2023 City Commission meeting.
 - Hurricane Ian Tennis Center Fence Replacement – One bid was opened on December 12. Bid award is scheduled for the January 24, 2023 City Commission meeting.
 - 2023 Storm & Sewer Lining – Project is scheduled for approval to advertise for bidding at the January 10, 2023 City Commission meeting.
 - 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 24, 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 18 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

- Asphalt – Fairway Dr, Windward Dr
- Poured sidewalk – Police Department, Sport Complex and 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
- Picked up leftover barricades & cones citywide
- Removed fence posts from medians on Division to 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

Stormwater Maintenance

- Assisted with parade set up
- Ditch mowing (reachout) on US1
- Pipe replacement on Cliffside; Riverview

- Gates & pumps citywide
- Inlet cleaning citywide

Vactor

- Citywide
- Cliffside Dr
- Riverview

Fleet

- Mileage traveled by all departments for the week: 22,201
- 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: 13,686 gallons unleaded, 8,037 gallons diesel.
 - Fuel used in one week: 2,671 gallons of unleaded and 1,296 gallons of diesel.
 - Fleet completed 41 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 38.42 million gallons for the week ending December 10, 2022 (5.49 MGD average).
- Backwashed 6 filters for a total of 431,750 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 10, 2022 @ 6.23 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 70 wet tons of dewatered sludge (65-70% solids).
- Flushed distribution system 87,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.71 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.67 MGD
- Produced 23.31 Million Gallons of Reclaim water.
- Produced 9.41 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (December 1, 2021 – November 30, 2022) (MGD):
 - Influent 5.33 (Permit 8 MGD);
 - Surface Water Discharge 1.29 (Permit 6 MGD);
 - Reuse 3.38 (Permit 10 MGD)
- Hauled 19 loads for the month of November 2022 for a total of 470.45 wet tons through 11-29-2022.

Water Distribution

- Responded to 11 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 12 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Tested 5 city owned backflow preventer and made repairs when needed.
- Replaced 4 residential water services due to pressure concerns or leaks
- Replaced 9 broken water meter boxes.
- Performed valve maintenance on 5 main line valves.

- Installed 3 new meters/services for new construction.
- Performed fire hydrant maintenance on 1 fire hydrant.
- Flushed Plantation Oaks to get chlorine residual for contractor to get bacteriological samples.
- Shut down 123 N Orchard St for contractor to repair 2-inch private GSP.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 183 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 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 Hunters Ridge force main.
- Changed pump at 23 Winding Creek Way and 1 Fawn Pass Way
- Performed 8 utility verifications
- Cleaned manhole and main at 112 Fairway due to shifted manhole chimney
- Repaired broken discharge line at 49 Tomoka Ridge Way and 5 Buckthorn Look
- Repaired broken lateral at 913 Peninsula
- Added cold patch to manhole on Sauls St
- Responded to 3 reuse trouble calls.
- Located Reuse and Pep tank at 2 addresses
- Adjusted Melrose valve as needed

Wastewater Plant – Lift Stations

- Breakaway Trails – Follow up from call out, pulled Pump #3 to clear blockage.
- 6M – No starts #3 Pump, motor starter failed, repaired and returned to service.
- 4M – No starts #1, repaired wiring connections at disconnect switch.
- Camelot – Customer called regarding station alarm going off. Investigated and found station operational and no audio/visual alarm.
- Chlorine System – Repaired leak at plumbing.
- Pathways School, Forest Quest, Deer Creek – Installed pressure sensor.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 38R – Well contractor pulled discharge pipe and noted pump and motor have detached from pipe, filming and retrieval are scheduled.
- Wells 30, 31, & 32 – Repairing electrical feeder that shorted due to high ground water levels.
- Transfer Pump #2 – Installed motor, made electrical connections, and assisted with control wiring.
- 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 meeting with Assistant City Manager.
- Agenda packet preparation for January 10, 2023, City Commission Meeting.