

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 6, 2023

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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
- Prep for Volusia Legislative Delegation meeting
- City Commission agenda packet review

**PIO – Public Information**

- Press Releases/Media
  - General media inquiries
  - General citizen requests
- Social Media
  - New Year, New Safety
  - Drive Sober Reminders
  - Living the OB Life photo request
- Attended
  - Engineering/Planning meeting
  - Strategic Planning meeting
- Developing
  - Strategic Planning Video

**Community Development**

**Planning**

- The Storch Law Firm is conducting a neighborhood meeting for the Ormond Enclave, formerly the Courtyards project on **Tuesday, January 17, 2023, at 6:00 p.m.** at The Trails Clubhouse, 201 Main Trail, Ormond Beach, FL 32174. This project is located along the east side of US 1, between Dix Avenue and Highland Avenue. The site plan submitted shows a residential development of 64 low-rise apartments. The attached notice provides a contact of The Storch Law Firm who may be contacted by phone at (386) 238-8383 or by email at [corey@storchlawfirm.com](mailto:corey@storchlawfirm.com).
- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>
- The Planning Board agenda and packet are available at: <https://www.ormondbeach.org/224/Planning-Board>.
- There is a request from Jackson Hole Saloon and Grille, Incorporated, d/b/a Boot Hill Saloon Outpost (applicant), for a Special Exception to (1) continue outdoor activities and (2) allow Live outdoor music on Saturdays and Sundays from 2:00 p.m. to 7:00 p.m. under certain conditions.
- The February 1, 2023 Board of Adjustment and Appeals meeting has been canceled due to no applications.

Building Inspections, Permitting & Licensing

- 1 Business Tax Receipts issued.
- 236 inspections preformed, 12 by private provider.
- 75 permits issued within the City, with a valuation of \$2,082,564.
- 3 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) met with a contract purchaser of 144 South Ridgewood Avenue to discuss a lot split to create two lots from one existing lot.
- SPRC projects under review:
  1. 860 Hull Road, Halifax Paving Office building. 1<sup>st</sup> review. Construct a new 8,800 square foot office. Property currently in unincorporated Volusia County.
  2. Archer's Mill. 3<sup>rd</sup> review. 94 single-family lots on 42.38 acres.
  3. 55 North Nova Road, Splash Car Wash. 1<sup>st</sup> revision. Revision based upon FPL comments on improvements in the easement area.

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	95%
Interchange Depot	65%
Love Whole Foods	0%
McNamara Warehouse	80%
Ocean Club	10%
Ormond Central	10%
Revella	30%
Riverbend expansion	25%
Shoppes at Granada Point	0%
SONC Gym	95%
Valiant Diner	0%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Celadine	25%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	95%
Ocean Village Townhomes	95%
Verona Oceanside	95%
<b>Residential</b>	
Cupola at Oceanside	85%
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**

- Prospective Business Attraction/Retention/Expansion
  - Staff has commenced a new round of outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
  - Staff is working on four 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 continues. Staff will stake and review the proposed sign locations prior to final installation. The City has a grant agreement with FDOT to provide funding for this project.
- Staff continues preparations for the acquisition and installation of a new Automated Weather Observing System (AWOS) at the airport. The work authorization for construction engineering services will be presented to the City Commission later this month.
- The FDOT Aviation Office has issued the results of the 2022 Florida Aviation Economic Impact Study (AEIS). A summary of the study pertinent to the Ormond Beach Airport has been posted on the airport page of the City's website.
- Staff is working to acquire quotes to upgrade the environmental control systems at the air traffic control tower. This project is being funded by a grant from the FAA.
- Minor repairs to the Precision Approach Path Indicator (PAPI) light system for Runway 27 have been completed.
- Staff is working with FDOT on a project to update the Florida Aviation Database (FAD) as part of the 2025 Florida Aviation System Plan (FASP).

## **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 55 Journal Entry Batches.
  - Utility Billing Meter Readers completed 95 work orders.
  - Approved 4 Purchase Requisitions totaling \$36,971.
  - Issued 4 Purchase Orders totaling \$58,239.07.
  - Issued 0 past due notices on utility accounts.
  - Auto-called 0 utility customers regarding receipt of a past due notice.
  - Processed 415 payments through Interactive Voice Response System totaling \$30,956.48.
  - Processed 1,481 payments through City online payment portal totaling \$153,849.36 (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: \$1,994,534.73
- Other
  - Attended Rebuilding American Infrastructure with Sustainability and Equity (RAISE) funding webinar.
  - Completed Employee Newsletter for January 2023.

### Risk Management Projects

- Submitted quarterly self-insured assessment
- Preparing for WC mediation
- Preparing several subrogation claims

### Fire Department

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 10
  - Hazardous: 4
  - EMS: 86
  - Motor Vehicle Accidents: 4
  - Public Assists: 57
  - TOTAL CALLS: 163
- Aid provided to other agencies: 10 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (5)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 42
- # of personnel sent with EVAC to assist with patient care during hospital transport: 7
- Total EMS patients treated: 53
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 266
- Training Hours
  - NFPA 1001: Firefighting 10
  - NFPA 1002: Driver 15
  - NFPA 1500: Safety/Equipment 46
  - NFPA 1620: Preplanning 5
  - EMT/Paramedic 7
  - TOTAL TRAINING HOURS: 83
- Significant Incidents
  - 12/28/22, 3:35 PM: N. I-95 / Mile Marker 268 – Vehicle Fire – Upon arrival found a thick black smoke column coming from a single vehicle – foam and water used to extinguish fire – vehicle was total loss – no injuries – last crew cleared scene at 5:44 PM.

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Accounting Tech (Finance)
    - Administrative Assistant (Leisure Services)
    - Environmental Improvement Officer (Arborist)
    - Evidence/Crime Scene Tech
    - Firefighter/EMT
    - Fleet Tech I, II, or III
    - Meter Reader (Finance)
    - Office Manager (Police)
    - Part Time Events Tech (The Casements)
    - 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)

- Tradesworker (Leisure Services)
- Treatment Plant Operator C/B/A (Water Production)
- Utilities Engineer (Public Works)
  
- Background/Reference Checks/Job Offers
  - Building Inspector
  - Equipment Operator I (Streets)
  - Part Time Recreation Leader (Nova)
  - Police Officer
  - Records Specialist
  
- Separations
  - Building Maintenance Supervisor
  - Meter Reader

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects in process
    - Energov
    - Office 365
    - PD Door access and cameras
  
  - Work Orders
    - New: 23
    - Completed: 16
    - In progress: 42
  
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 25,393
    - Inbound E-Mails Blocked: 6,408
    - Delivered Inbound E-Mails: 15,611
    - Quarantined Messages: 812
    - Percentage Good Email: 61.48%
    - Virus E-Mails Blocked: 0
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 1
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 3
  - Information Requests from External Organizations: 0
  - 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: 0 : Total in system = 24,403; 23,522 potable, 870 Irrigation, 11 Effluent

### **Leisure Services**

#### **Administration**

- Engineering meeting
- South Ormond basketball court meeting
- Nova exercise equipment location 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.
- Met with contractor on office renovations.
- Completed interior painting at Central Park I restroom building

#### Environmental Discovery Center

- Open for guided and self -guided tours, Tuesday through Saturday, 10 am to 4 pm
- Managing Community Gardens
- 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
- Tracking attendance/volunteer hours
- 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.
- SHS Boys & Girls Soccer continued practices this week, Monday through Friday at 5 pm & 7 pm at Soccer Fields. Games held this week on Thursday for the boys & Friday for the girls.
- SHS Baseball starts "conditioning" this week at the Kiwanis Field at 4 pm each day of the week.
- Wendelstedt Umpire School started this week, Tuesday through Friday, 9 am to 5 pm, at Wendelstedt Fields, as well as Kiwanis Field.

#### 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
- Prepped Nova #1 - #5 for OBGS practices
- Painted all soccer fields
- Painted Championship Football Field #7.
- Added clay to Nova Fields 3/4/5
- Added goals to soccer fields 3/4/5/6

- Prepped Wendelstedt Fields daily for Wendelstedt Umpire School
- Prepped Nova Field 1 for competitive tryouts

#### Performing Arts Center

- Ongoing renovation at the Performing Arts Center

#### South Ormond Neighborhood Center

- 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, meetings, and activities.
- Planning for 2023 Mayor's Fitness Challenge.
- Planning for Arbor Day tree planting ceremony, January 20.

#### 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 began games on Wednesday. Teams will play games on Monday, Wednesday, and Friday throughout the season.
- Ms. Debby Dance and Acting classes Monday, Tuesday, and Friday from 3:30 pm to 7:30 pm

#### The Casements

- House of Healing held their Sunday evening service at Bailey Riverbridge.
- The Ormond Beach Garden Club held their first meeting of 2023 in the Gallery on Wednesday, January 4 from 10 am to noon.
- Pilates and Ora Yoga met at Bailey Riverbridge this week.
- Staff is preparing for "Movies on the Halifax" for January 6, at 6:00 p.m. The feature film is "Encanto" rated PG.
- "Did You Know?" posted on our Facebook page twice this week.

#### Parks Maintenance

- Citywide 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
- Installed pickets at Magic Forest Playground
- Secured bike rack at Andy Romano Beachfront Park
- Installed a sign at Central Park I

#### Building Maintenance

- Repaired a/c at Nova Community Center
- Unclogged toilets at Nova Community Center and The Casements
- Installed basketball nets at various parks
- Replaced light in restroom at Central Park I
- Replaced mag locks in outside restrooms at Nova community Center
- Repaired gate at WTP
- Replaced lights on runway at airport
- Repaired gate 9 key pad at the airport

## **Police Department**

### **Administrative Services**

- Staff hosted the Weekly Staff Meeting
- Staff interviewed potential new Police Officer hire.
- Staff assisted and attended Sandy Smith's retirement ceremony.
- Staff is worked on CPR training.
- Staff updated the sign board for New Year's Eve.
- Staff is working on quarterly and annual audits.
- Staff assisted with building maintenance issues that occurred over the weekend.
- Staff removed the alert from 119 Rogers Park as the dog is no longer at this location.

### **Community Outreach**

- PAL educational programs with partner schools will resume in February. The programs include Science on Patrol at Ormond Beach Middle School, READ at Ormond Beach Elementary School and Tutors R Us at the South Ormond Neighborhood Center.
- Donut Dash 5K 2023
  - On-line registration Ormond Beach PAL Donut Dash 5K 2023 is available at the following link: <https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>. For additional information of sponsorship or participation please contact PAL staff at 386 676-3505.

### **Community Services & Animal Control**

- Animal Calls responded to: 28
- Animal Reports: 2
- Return to Field: 4
- Animal Bites: 1
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 3

### **Criminal Investigations**

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

### **Records**

- Walk - Ins / Window: 98
- Phone Calls: 125
- Arrest / NTA's: 12



- Reports Generated: 98
- Reports Entered: 98
- Citations Issued: 109
- Citations Entered: 109
- Warnings Entered: 252
- Trespass Warnings: 20
- CORF Entered: 61
- Mail / Faxes / Request: 46

#### Patrol

- Total Calls: 1,363
- Total Traffic Stops: 131

#### Operations

- Crime Opportunity Report Forms: 57

#### 12/28/22

- Residential Burglary, 875 Wilmette Avenue. Unidentified subjects entered a shed and stole several lawn equipment items.
- Domestic Violence Battery Arrest, 6 Sharon Terrace. A female hit and threw water at her boyfriend.
- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). A male was found to be in possession of Fentanyl, Heroin and a drug paraphernalia.
- Violation of Curfew Arrest, 690 South Nova Road (7Eleven). A juvenile was found to be in violation of curfew.

#### 12/29/22

- Stolen Vehicle, 155 Interchange Boulevard (The Baymont Inn & Suites). A known female acquaintance from the hotel took the keys to a U-Haul van. The victim contacted the female and she advised she was going to return the van. The vehicle has not been returned and the representative from the rental company would like to persue charges.
- Sex Offense, 999 Old Tomoka Road (Tomoka Elementary). The Department of Children and Families requested a report in reference to an incident in the past. Allegations of juvenile on juvenile inappropriate touching.
- Domestic Violence Aggravated Assault with a Firearm Arrest, 610 Santa Ana Avenue. The father advised his juvenile son pointed a handgun at his face and threatened to shoot him. The juvenile also used the handgun to break the glass of the rear back door to the residence.
- Weapon/Missile/Vehicle Arrest, Fleming Avenue/South Nova Road. A male threw a cell phone and struck the victim's windshield while the vehicle was in motion and making a left turn onto South Nova Road. The windshield was damaged by the cell phone.

#### 12/30/22

- Domestic Violence Battery Arrest, 1410 Hand Avenue #30 (Golden Choice). A female kicked her husband during an argument, causing a visible injury.
- Battery by Strangulation Arrest, 29 South Saint Andrews Drive. A male place his elderly stepfather in a choke hold, took him to the ground, and continued to choke him during an argument.

#### 12/31/22

- Stolen Vehicle, 32 Stratford Place. A subject stole the victim's vehicle overnight. It was noticed during a crash investigation in Daytona Beach. The subject was arrested by Daytona Beach Police Department.
- Theft, 156 Melrose Avenue. An unidentified suspect stole the victim's vehicle tag from their vehicle.
- Theft, 122 South Nova Road (Big Lots). An unidentified subject distracted the victim and stole her wallet while she was shopping.
- Theft, 1340 West Granada Boulevard (Lowes). An unidentified suspect distracted the victim and stole her wallet while she was shopping.

01/01/23

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole a misdemeanor amount of merchandise. The theft was witnessed by the loss prevention officer for the store.
- Narcotics Arrest, 600 West Granada Boulevard (Wawa). A male was found to be in possession of a controlled substance without a prescription and narcotic paraphernalia.

01/02/23

- Aggravated Assault, 38 Pine Trail. Two males were in a verbal argument over running a neighborhood stop sign. One male claimed that the other male aimed a firearm at him during the argument. Subjects became uncooperative. Incident was documented.
- Theft, 799 Sterthaus Drive #405. An unidentified subject stole the victim's E-Bicycle from the complex's community bike rack.
- Theft, 9 Big Bear Path (Bear Creek Mobile Home Park). The victim advised she left her wallet containing a large amount of cash at a friend's residence. When she went back to the residence to look for it, the wallet was unable to be located.
- Battery, 791 Arroyo Parkway. Two males were in a physical altercation over a missing cell phone. Both subjects are adults, don't reside together and both don't want to pursue charges for the incident.

01/03/23

- Aggravated Assault, 1301 West Granada Boulevard (Vystar Credit Union). The victim reported that an unidentified subject confronted him in the parking lot of this location. The subject accused the victim of cutting him off in traffic. The verbal confrontation escalated when the suspect pointed a handgun at the victim. The victim refused to pursue charges.
- Domestic Violence Aggravated Assault Arrest, 873 Peninsula Drive. A female threatened to stab her boyfriend with a kitchen knife and had the ability to do so.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject stole a misdemeanor amount of merchandise. The theft was witnessed by the loss prevention officer for the store.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 5
  - Number of Criminal Citations: 2
  - Number of Citations issued: 5
  - Number of Written Warnings Issued: 14
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 3
  - 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: 2 Cases initiated
  - Zone 3: 0 Cases initiated
  - Zone 4: 0 Cases initiated
- (1) sign has either been removed or sign case created.
- (4) tree removal permit requests
- Administrative staff assisted with zero (0) walk-ins and twenty-five (25) telephonic inquiries.

## **Public Works**

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – The project is complete.
    - SONC Gym – The project is substantially complete, final inspection is being scheduled.
    - Facility Hardening – Work at the PAC is ongoing.
    - Sanchez Park Playground Equipment Replacement – Installation is scheduled to begin by mid-January.
    - PD HVAC Upgrades – A Notice to Proceed has been issued for January 10.
    - WRF Clarifier Improvements – Concrete work has begun, materials anticipated for delivery late February.
    - 2022 Road Resurfacing – The project is substantially complete. Contractor is working on punch list items.
    - Downtown Sidewalk Renovations – Contracts are executed, a logistics meeting was held on January 5.
  - Bidding:
    - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Approval to bid has been moved to the February 21 City Commission meeting.
    - EDC Feature Exhibit Improvements – Work Authorization has been re-scheduled for approval at the January 24 City Commission meeting.
    - Hurricane Ian Tennis Center Fence Replacement – Bid award is scheduled for the January 24 City Commission meeting.
    - 2023 Storm & Sewer Lining – Project is scheduled for approval to advertise for bidding at the January 10 City Commission meeting.
  - Design Projects:
    - Performing Arts Center Renovations – Final design and value engineering is nearing completion.
    - Downtown: Cassen Park Improvements – A project kick-off meeting is scheduled for January 10.
    - Business Park Drive Phase II – Design is in process.
    - Doug Thomas Way Extension Design – Design is in process.
    - WRF Upgrades – Design is in process.
    - Downtown – East Granada Utility Undergrounding – Design is in process.
    - 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 CC meeting.
    - SONC Rental Pavilion Replacement – Project plans and specifications are being prepared.
    - CDBG North Ridgewood Sidewalk-East Side – Design is in process.
    - Outdoor Fitness Stations-Nova Community Park – Design is in process.
    - Hurricane Ian – Staff is preparing bid specifications for several facility damage repair projects.
  - Departmental Activities
    - Reviewed 35 Engineering Permit applications through the ProjectDOX system, and 3 Franchise Utility Work-in-the-Right-of-Way permits were created and approved.

### **Environmental Management**

#### **Street Maintenance - Asphalt/Concrete**

- Blow off parking lot at City Hall
- Formed sidewalk on 3500 block of Ocean Shore Blvd

- Picked up barricades from SR40
- Removed road base & asphalt at Division Ave
- Cut & patched sidewalk on Riverside 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 metal barricades on Granada Blvd

#### 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

- Gates & pumps citywide
- Removed form boards at Coquina Point
- Inlets inspected & cleaned citywide
- Check ponds citywide
- Cleaned basins in Zones 1, 2 & 3
- Pond mowing at US1/Gowers
- Ditch spraying citywide
- Outfalls inspected/cleaned citywide; water samples
- Hot spots citywide

#### Fleet

- Mileage traveled by all departments for the week: 21,749
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 1
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 7,479 gallons unleaded, 6,351 gallons diesel
  - Fuel used in one week: 2,671 gallons of unleaded and 675 gallons of diesel.
  - Fleet completed 34 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 39.73 million gallons for the week ending December 31, 2022 (5.68 MGD average).
- Backwashed 5 filters for a total of 362,590 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 31, 2022 @ 6.20 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 65 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 0 gallons.

### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.97 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.00 MGD
- Produced 15.94 Million Gallons of Reclaim water.
- Produced 12.03 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (December 1, 2021 – November 30, 2022) (MGD):
  - Influent 5.39 (Permit 8 MGD);
  - Surface Water Discharge 1.27 (Permit 6 MGD);
  - Reuse 3.39 (Permit 10 MGD)
- Hauled 14 loads for the month of December 2022 for a total of 309.60 wet tons through 12-23-2022. Sludge numbers are the most recent reported values.

### Water Distribution

- Responded to 4 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 14 calls from customers concerning leaking water.
- Replaced 2 residential water meters due to operational concerns.
- Tested 5 City owned backflow preventers and made repairs when needed.
- Replaced 2 residential water services due to pressure concerns or leaks
- Replaced 2 broken water meter boxes.
- Performed valve maintenance on 4 main line valves.
- Installed 16 new meters/services for new construction.
- Performed fire hydrant maintenance on 1 fire hydrant.
- Repaired 6-inch cast iron water main at 64 Cardinal Dr.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 124 utility locates for the previous week.

### Wastewater Collection – Reuse

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 2,500 gallons of effluent off of Hunter's Ridge force main.
- TV'ed 6 sanitary laterals on the PM list
- Changed pump at 2 Carriage Creek Way, 6 Canter Court
- Main line back up at 600 Crowne Commerce Cir due to grease
- Responded to 1 reuse trouble call.
- Located Reuse and Pep tank at 1 address
- Adjusted Melrose valve as needed
- Repaired broken reuse main on Leisure Woods Way

Wastewater Plant – Lift Stations

- City Wide-Lift Station General - Closed valves at wash down lines after hard freeze during holiday weekend.
- Plant – Assisted Operations with portable electric heaters and diesel pump refueling.
- 1P, 2P – No starts on pump, pulled pump to clear blockage at volute & impeller.
- 4P – Alarm sounding at generator. Found station wet well high, all three pumps had lost prime, controller locked out and not working properly. Primed all three pumps, rebooted controller, wet well pumped down and cycled through alternation.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- North Sludge Pit – repaired broken water line.
- Cone #2 – install hatch door.
- Performed operational vchecks 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 and distribution for January 10, 2023 City Commission Meeting.