

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 13, 2023

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Staff meeting
- Strategic Plan Update preparation

Spoke to, attended and/or met with:

- Volusia Legislative Delegation meeting
- Individual agenda review meetings with commission members
- City Commission meeting

PIO – Public Information

- Press Releases/Media
 - Home for the Holidays Parade Winners
 - General citizen inquiries
 - General media requests and interview prep
- Social Media
 - Spring Home Safety Reminders
 - Last Days to Register for Hurricane Help
 - Upcoming Events Calendar
- Attended
 - City Manager's Staff Meeting
 - Engineering/Planning
 - PACE Board Meeting
 - City Commission Meeting
 - Strategic Planning Process Meeting
- Developing
 - Strategic Plan Slideshow - Highlights

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 PM** at 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.

- MetroNet shall conduct a neighborhood meeting on **Monday, January 23, 2023, at 6:00 PM** at the Hampton Inn, 155 Interchange Boulevard, Ormond Beach, FL 32174 regarding the site development project for an unmanned fiber-optic communication building. The neighborhood meeting is required because the property abuts residential use and the use is a conditional (allowed) use in the zoning district. This project site is located at 124 South Yonge Street, Ormond Beach, FL 32174. The site plan for the project is available at: <https://www.ormondbeach.org/247/Development-Projects> under commercial projects.
- Attended and presented items at the City Commission.
- Attended and presented items at the Planning Board.
- The joint purchase of the 18.60 acre Penland property, 901 Airport Road, closed on January 12, 2023 and was a joint partnership with St. Johns River Water Management District, Volusia County and Ormond Beach for preservation. The property will be jointly owned by Ormond Beach and Volusia County for preservation and recreational uses.

Building Inspections, Permitting & Licensing

- 3 Business Tax Receipts issued.
- 294 inspections preformed, 13 by private provider.
- 101 permits issued within the City, with a valuation of \$1,057,270.
- 6 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. North Interchange PBD, pre-construction meeting for proposed 4-story self-storage facility (110,900 square feet) with 28 RV and boat parking spaces on 3.40 acres and associated site improvements.
 2. 655 West Granada Boulevard (north parcel), pre-application meeting for an IHOP restaurant of 3,719 square feet.
 3. Tymber Creek Apartments. Pre-application review of 164 multi-family units utilizing the existing zoning designation. The submittal information is available at: <https://www.ormondbeach.org/1015/Tymber-Creek-Apartments>.
 4. Enclave, North Tymber Creek Road. Pre-application review of a twelve-unit subdivision. The site was the location of the former Enclave Planned Residential Development (expired) and zoning map amendment to the SR, Suburban Residential zoning district.
- SPRC projects under review:
 1. 234 West Granada Boulevard, Pep Boys Remediation. Concept review. Conceptual site plan review of a remediation plan.
 2. 860 Hull Road, Halifax Paving Office Building. 1st review. Property located in Volusia County. Seeking an 8,800 square foot office that requires a utility connection.
 3. 124 South Yonge Street, MetroNet. 2nd review. Proposed 344 square foot concrete unmanned fiberoptic communication building.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	99%
Interchange Depot	65%
Love Whole Foods	5%
McNamara Warehouse	85%
Ocean Club	15%

Ormond Central	10%
Revella	30%
Riverbend expansion	25%
Shoppes at Granada Point	0%
SONC Gym	99%
Valiant Diner	5%
Utilities only	
101 Town & Country Lane	40%
Celadine	25%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	95%
Ocean Village Townhomes	95%
Verona Oceanside	95%
Residential	
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

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff attended the Volusia Delegation in DeLand, a meeting with State representatives for Volusia.
- Prospective Business Attraction/Retention/Expansion
 - Staff has initiated a new year of business visits to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on six active projects generated via direct contact with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff is working with the City's airport engineering consultants to coordinate replacement of a damaged directional sign on Taxiway Delta.
- 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.
- Minor repairs to Gates 9 and 13 have been completed.
- Staff continues 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 149 Journal Entry Batches.
 - Utility Billing Meter Readers completed 238 work orders.
 - Approved 25 Purchase Requisitions totaling \$3,213,932.42.
 - Issued 26 Purchase Orders totaling \$580,817.76.
 - Issued 704 past due notices on utility accounts.
 - Auto-called 266 utility customers regarding receipt of a past due notice.
 - Processed 627 payments through Interactive Voice Response System totaling \$48,588.10.
 - Processed 1,624 payments through City online payment portal totaling \$197,288.33.

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 Assistance to Firefighters Grant (AFG) Workshops – one relative to PPE/Equipment and one relative to narratives.
 - Attended City Commission meeting.
 - Assembled and sent out the Neighborhood Improvement Advisory Board (NIAB) packet for its organizational meeting scheduled for January 19, 2023.

Risk Management Projects

- Responded to several citizen inquiries
- WC file review
- Prepared WC-related reports for the State

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 12
 - Hazardous: 3
 - EMS: 86
 - Motor Vehicle Accidents: 5
 - Public Assists: 38
 - TOTAL CALLS: 148

- Due to the countywide records management upgrade, detailed statistics will not be available until the upgrade has been completed.

- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 285

- Training Hours
 - NFPA 1001: Firefighting 12
 - NFPA 1002: Driver 2
 - NFPA 1500: Safety/Equipment 71

- NFPA 1620: Preplanning 6
- EMT/Paramedic 19
- TOTAL TRAINING HOURS: 110

- Station Activities
 - Provided a tour of Station 91 for group of 28 cub scouts and parents
 - Updated 8 pre-fire plans
 - Conducted 2 fire inspections

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II
 - Administrative Assistant (Leisure Services)
 - Environmental Improvement Officer (Arborist)
 - Equipment Operator I (Streets)
 - Evidence/Crime Scene Tech (Police)
 - Firefighter/EMT
 - Fleet Tech I, II, or III (Public Works)
 - Meter Reader (Finance)
 - 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)
 - Staff Accountant
 - Treatment Plant Operator C/B/A (Water Production)
 - Treatment Plant Operator C/B/A (Water Reclamation)
 - Utilities Engineer (Public Works)

 - Background/Reference Checks/Job Offers
 - Equipment Operator I (Streets)
 - Fleet Tech I, II, or III
 - Police Officer
 - Records Specialist

 - Separations
 - Building Maintenance Supervisor
 - Treatment Plant Operator B
 - Meter Reader
 - Part Time Maintenance Worker II (Athletic Fields)
 - Fire Captain

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Verkada Cameras and Door Access for Public Works
 - Network Switch Upgrade and Phone System
 - Replace RDP with VPN access and Two Factor Auth

- Radwin P2P bandwidth upgrade and wireless at Station 94

- Work Orders
 - New: 44
 - Completed: 45
 - In progress: 41

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 30,353
 - Inbound E-Mails Blocked: 5,946
 - Delivered Inbound E-Mails: 21,228
 - Quarantined Messages: 767
 - Percentage Good Email: 69.99%
 - 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
- City Manager staff meeting
- Cassen Park meeting
- City Commission 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.
- Completed interior painting in the Ames House annex.
- Completed interior painting at Central Park II restroom building

Environmental Discovery Center

- Open for guided and self-guided tours, Tuesday through Saturday, 10 am to 4 pm.
- Flagler Habitat for Humanity tour of the community gardens.

- UF IFAS Gardening Florida Style class.
- Aquarium maintenance bid opening.
- Community Gardens Board meeting.
- EDC volunteer meeting
- Volunteer assignments/training
- Program planning with Volusia County Mosquito Control Manager
- Managing community gardens
- Planning for classes/programs
- Planning/booking field trip tours
- Planning for Enviro Camp

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 this week were held 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 this week, Tuesday through Friday, from 9 am to 5 pm, and 3 pm on the Wendelstedt Fields, as well as Kiwanis Field. Saturday school was held from 9 to 5 pm.

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.
- Added clay to Nova Fields 3/4/5
- Prepped Nova Fields for competitive tryouts

Performing Arts Center

- Coordinated activities with contractor on facility hardening project.
- Provided planning and logistics support to PAC Friends Board for upcoming fundraising event.
- Updated information on OBPA Facebook page and Internet ticketing site.
- Entered work orders for PAC and Senior Center facility and equipment repairs.

South Ormond Neighborhood Center

- PAL tutoring program (Monday through Thursday 3:30 pm until 6 pm)
- Open gym and weight room (center hours)
- Open park and playground area (sunrise until 11 pm daily)
- Preparing for MLK Breakfast Celebration January 16, 8:30 am

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- HOme for the HOlidays Parade awards presentation, Tuesday, January 10, City Commission meeting.
- Planning for 2023 Mayor's Challenge.
- Planning of the tree planting for Arbor Day, Friday, January 20.
- Planning for the Reel in the Fun Fishing Tournament, Saturday, February 18.

Nova Community Center and Special Populations

- Pickleball from 9 am-3 pm Monday through Saturday.
- Jazzercise from 9 am-10 am Monday through Saturday and 5:45-6:45 pm Wednesday and Thursday in the Activity Room.
- Open Play Basketball will be offered Tuesday and Thursday from 3 pm-9 pm
- Basketball League begins 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-7:30 pm
- Special Populations Open house will be held on Tuesday from 6 pm-8 pm

The Casements

- Guild training was held in the Preservation room on Saturday 9 am-11 am.
- House of Healing held their Sunday evening service at Bailey Riverbridge.
- The Guild held an Executive Board Meeting and Administrative Guild Meeting in the Preservation room on Monday 9:30 am-10:30 am.
- Starry, Starry Night Gallery Exhibit was set up on Wednesday.
- Starry, Starry Night will be held Friday night with The Casements as one of the stops.
- Ora Yoga classes met on Tuesday and Thursdays mornings from 9:00 am to 10:00 am and Wednesday evening at Bailey Riverbridge from 5:30 pm to 8 pm.
- Pilates classes met on Monday and Wednesday morning at Bailey Riverbridge and Friday morning at The Casements from 8:30 am to 9:30 am.
- "Did You Know?" posted on our Facebook page.

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
- Stored holiday decorations
- Repaired pavers at Limitless Playground
- Installed toddler swing at Magic Forest Playground
- Prepared slab for park bench at Sports Complex

Building Maintenance

- Repaired wiring at the EDC
- Repaired gate at WTP
- Removed damaged water cooler at Central Park I
- Repaired heating system at South Ormond Neighborhood Center
- Repaired a/c at LS admin office
- Hung pictures at City Hall
- Repaired gate at PW
- Repaired light in Finance Department
- Replaced light in restroom at Central Park I
- Replaced mag locks in outside restrooms at Nova Community Center
- Repaired gate 9 key pad at the airport

Police Department

Administrative Services

- Staff hosted the weekly staff meeting.
- Staff distributed press releases for the upcoming accreditation process.
- Staff interviewing for Office Manager position.
- Staff hosted a supervisors meeting.
- Staff toured the newly open Family Resource Center.

- Staff attended a meeting on joining the Southeast Volusia Regional Swat Team.
- Staff attended the mid-winter, Florida Police Chiefs Conference in Orlando.
- Staff attended the Leadership Academy planning session.
- Staff is working on quarterly and annual audits.

Community Outreach

- Youth Leadership Council (YLC) – Applications for youth are being updated. Currently there are nine (9) members in the YLC.
- OBPAL Basketball – Basketball practice was held on Thursday and Saturday at the South Ormond Neighborhood Center. Twelve (12) players attended practice. The next tournament will be the State of Florida Association of Police Athletic Leagues Annual event in Jacksonville.
- PAL Educational Programs – These programs will resume in February and 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.

Community Services & Animal Control

- Animal Calls responded to: 39
- Animal Reports: 3
- Return to Field: 3
- Animal Bites: 1
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 3

Criminal Investigations

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

Records

- Walk - Ins / Window: 99
- Phone Calls: 135
- Arrest / NTA's: 10
- Reports Generated: 120
- Reports Entered: 115
- Citations Issued: 23
- Citations Entered: 23
- Warnings Entered: 108

- Trespass Warnings: 13
- CORF Entered: 27
- Mail / Faxes / Request: 45

Patrol

- Total Calls: 1,439
- Total Traffic Stops: 132

Operations

- Crime Opportunity Report Forms: 60

01/04/23

- Narcotics Arrest, 446 Bryant Street. A female was found to be in possession of Fentanyl during a suspicious person investigation.
- Stolen Vehicle, 210 Hidden Hills Drive. An unidentified subject stole the victim's vehicle from this location.
- Theft, 500 Sterthaus Drive (YMCA). An unidentified subject stole money from the victim's wallet.
- Theft, 1567 North United States Highway One (Econo Inn). An unidentified subject stole the victim's laptops, jewelry, iPad, and CD player.

01/05/23

- Business Burglary, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject forced entry into an ATM and stole cash.
- Theft, 361 West Granada Boulevard (Taco Bell). An unidentified subject stole the victim's phone from this location.
- Driving Under the Influence Arrest, 716 South Beach Street. Officers were dispatched to the area for a reckless driver. Officers located the vehicle with the driver. The driver was found to be intoxicated.

01/06/23

- Domestic Violence Battery Arrest, 1506 San Marco Drive #206 (San Marco Apartments). A male grabbed his adult daughter's arm and punched her in the chest during an argument.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise from this location. The incident was witnessed by the Loss Prevention Officer for the store.
- Warrant Arrest, 214 Ormwood Drive. Subject was contacted and found to have an open warrant.

01/07/23

- Warrant Arrest, 601 Fleming Avenue (Central Park). Subject was contacted and found to have an open warrant.
- Domestic Violence Battery Arrest, 1530 North United States Highway One (McDonald's). A male punched his wife in the mouth during an argument while in the drive-thru at this location.
- Shoplifting, 600 West Granada Boulevard (Wawa). An unidentified subject stole merchandise from this location. The incident was witnessed by a store employee.
- Warrant Arrest, Harvard Drive/South Atlantic Avenue. Subject was contacted and found to have an open warrant.

01/08/23

- Warrant Arrest, 170 North Nova Road (7Eleven). Subject was contacted and found to have an open warrant.
- Warrant Arrest, 839 South Atlantic Avenue (Andy Romano Beachfront Park). Subject was contacted and found to have an open warrant.
- Carbreak, 769 West Granada Boulevard (Olive Grove Apartments). An unidentified subject made entry by damaging the handle on the rear driver side door. Miscellaneous items were taken from the car.

01/09/23

- Business Burglary, 600 South Nova Road (Prince of Peace). An unidentified subject stole 3 holy oil decanters from this location.

01/10/23

- Theft, 192 Central Avenue (Waldo Berry Heritage Park). An unidentified subject stole the victim's backpack.
- Carbreak, 916 North United States Highway One. An unidentified subject stole the catalytic converter from the victim's vehicle.
- Carbreak, 2 John Anderson Drive (Fortunato Park). An unidentified subject forced entry (broken window) into the victim's vehicle. Nothing taken.
- Carbreak, 2 John Anderson Drive (Fortunato Park). An unidentified subject forced entry (broken window) into the victim's vehicle, taking her purse.
- Domestic Violence Battery Arrest, 9 Ramsey Terrace (Ramsey Terrace). A male was in a verbal argument with his girlfriend about her wanting him to leave. It turned physical and he pushed her to the ground.
- Domestic Violence Battery Arrest, 1614 North US Highway One #116 (Econo Lodge). A male was in a verbal argument with his girlfriend when he grabbed her wrist and pulled her to the floor.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise from this location. The incident was witnessed by the Loss Prevention Officer for the store.
- Resisting Without Violence Arrest, 320 South Beach Street. Officers responded to a person face down in the grass by the river. Officers contacted the male who would not provide a correct name.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 2
 - Number of Criminal Citations: 0
 - Number of Citations issued: 4
 - Number of Written Warnings Issued: 3
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 7 Cases initiated
 - Zone 2: 2 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 0 Cases initiated
- (3) signs have either been removed or sign cases created.
- (7) tree removal permit requests
- Administrative staff assisted with four (4) walk-ins and forty-four (44) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - SONC Gym – The site work final inspection was January 9, architectural inspection scheduled for January 16.
 - Facility Hardening – Window installation at the PAC is nearing completion. Contractor is working on touch up work.

- Sanchez Park Playground Equipment Replacement – Installation is scheduled to begin by mid-January.
- PD HVAC Upgrades – Contractor is mobilizing, work to start the week of January 16.
- WRF Clarifier Improvements – Concrete work has begun, materials anticipated for delivery late February.
- 2022 Road Resurfacing – The project is substantially complete. Contractor is completing 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 was approved to advertise for bidding at the January 10 City Commission meeting.
- Design Projects:
 - Performing Arts Center Renovations – Final design and pre-construction phase services are nearing completion.
 - Downtown: Cassen Park Improvements – A project kick-off meeting was held on 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 – Consultant is preparing 90% design plans.
 - 2023 Lift Station Rehab – Consultant design services proposal is under review.
 - Septic to Sewer – Oak, Magnolia & Bonita – Design – A project kick off meeting is being scheduled.
 - 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.
 - Shadow Crossings Reuse Pump Facility – Consultant design services proposal is under review.
 - Hurricane Ian – Staff is preparing bid specifications for several facility damage repair projects.
- Departmental Activities
 - Reviewed 28 Engineering Permit applications through the ProjectDOX system, and 1 Franchise Utility Work-in-the-Right-of-Way permit was created and approved.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Poured concrete pad for park bench at sports complex
- Asphalt patch on Tiffany Cir, Crystal Cir, Mound Ave
- Stripped forms, backfill, stress cut on 3500 Ocean Shore Blvd
- Repaired sidewalk on Division Ave
- Removed a section of sidewalk on Aaron Cir
- Formed and graded sidewalk at Nova & Division

- Removed sidewalk & formed on N Yonge St

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
- Cleaned up debris piles at City parks
- Tree inspections 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

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

- Outfalls inspected & cleaned at N & S Beach St
- Ditch spraying citywide
- Outfalls inspected at Oak Forest
- Gates & pumps citywide
- Reachout Pineland Trl; ditch mowing
- Pipe replacement at ballfields
- Inlets inspected & cleaned citywide

Fleet

- Mileage traveled by all departments for the week: 22,477
- 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: 13,730 gallons unleaded, 5,423 gallons diesel
 - Fuel used in one week: 2,229 gallons of unleaded and 928 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 39.58 million gallons for the week ending January 07, 2023 (5.65 MGD average).
- Backwashed 6 filters for a total of 444,180 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 7, 2023 @ 6.03 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 34 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 29.78 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.25 MGD
- Produced 21.58 Million Gallons of Reclaim water.
- Produced 8.20 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2022 – December 31, 2022) (MGD):
 - Influent 5.39 (Permit 8 MGD);
 - Surface Water Discharge 1.27 (Permit 6 MGD);
 - Reuse 3.39 (Permit 10 MGD)
- Hauled 18 loads for the month of December 2022 for a total of 395.50 wet tons through 12-30-2022. Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 30 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Tested 2 city owned backflow preventer and made repairs when needed.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 3 broken water meter boxes/lids.
- Performed valve maintenance on 5 main line valves.
- Installed 2 new meters/services for new construction.
- Performed fire hydrant maintenance on 1 fire hydrant.
- Repaired 6-inch cast iron water main at the corner of Division Ave & S Ridgewood Ave.
- Replaced galvanized "T" on 2-inch water main located at 2 Pine Look Pass.
- Repaired 2-inch GSP located at 2 Palm Dr.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 93 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 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.
- TV'ed 4 sanitary laterals on the PM list
- Changed pump at 6 Stagdon Look, 86 Westland Run, and 36 Allenwood Look
- Performed 1 Utility Verification
- Replaced check valve and union at 86 Westland Run and 76 Coquina Ridge Way
- Responded to 1 reuse trouble call.
- Located Reuse and Pep tank at 2 addresses
- Adjusted Melrose valve as needed
- Replace broken lid at 639 John Anderson

Wastewater Plant – Lift Stations

- Effluent Transfer Pump #1 – met vendor on site – installed repaired pump assembly, ordered motor coupler, will schedule alignment and start up.
- Il Villaggio – no starts #1, bad motor starter noted, rebuilt both starters.
- Shop – rebuilt vacuum pumps and placed back into inventory.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 31H – installed all new pumping equipment, discharge piping and discharge head. Removed stepdown transformer and connected power to well pump.
- Backwash Transfer pump #2 – installed new weather proof cover for HMI keypad.
- High Service Pump Building – installed new fluoride analyzer.
- 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 January 10, 2023 City Commission Meeting.
- Agenda packet preparation for January 24, 2023 City Commission Meeting.