

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 10, 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:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- SMA Finance Committee meeting
- City Commission Stormwater Master Plan workshop
- City Commission meeting
- FCCMA Winter Institute

PIO – Public Information

- Press Releases/Media
 - Ethan Wilson Condolences
 - General citizen inquiries
 - General media interviews and requests
- Social Media
 - Severe Weather Awareness Week
 - Blow It, Don't Bag It Educational Efforts
 - Florida State Grants for Hurricane Relief
 - Ethan Wilson Condolences
- Attended
 - City Manager's Staff Meeting
 - PR/Engineering Meeting
 - Stormwater City Commission Workshop
 - City Commission Meeting
 - Volusia PIN Meeting
- Developing
 - Legislative Action Flyers
 - Strategic Planning Summary Document

Community Development

Planning

- City staff met with staff of the East Coast Florida Regional Planning Council to kick-off the resiliency study funded through a Florida Department of Environmental Protection grant.
- City staff met with residents of Tomoka Oaks to discuss the Tomoka Reserve project.

- Attended and participated in the City Commission meeting.
- Attended and participated in the Planning Board meeting.
- Attended the neighborhood meeting for the Tomoka Reserve project.

Building Inspections, Permitting & Licensing

- 8 Business Tax Receipts issued.
- 511 inspections performed, 51 by private provider.
- 125 permits issued within the city, with a valuation of \$4,454,461.
- 16 garage sale permits.

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. Archer's Mill, Phase 3A of Plantation Oaks, pre-construction meeting. 94 single-family lots on 42.38 acres.
 2. 2359 Durrance Lane, lot split. Discussion of the lot split submittal requirements.
 3. Tomoka Elementary, Phase 3, Drawings and Osceola Renovations. Discussion with school Board staff regarding the re-construction of Tomoka Elementary and renovations at Osceola elementary.
 4. Parcel ID 3136-01-01-0022, lot split. Discussion of the lot split submittal requirements.
- SPRC projects under review:
 1. Ormond Gateway Subdivision, revision. 1st review. Commercial subdivision of 18.17 acres into eight (8) lots.
 2. 675 West Granada Boulevard, IHOP. 1st review. IHOP restaurant consisting of 3,550 square feet on 1.52 acres.
 3. 600 North Nova Road, Prince of Peace. 1st review. Re-paving of parking lot.
 4. 490 North U.S. Highway 1, Ormond Beach Self-Storage. 1st review. Proposed 166,423 of storage square footage on 24.28 acres and associated site improvements
 5. Archer' Mill, Plantation Oaks, Phase 3A. 4th review. 94 single-family lots on 42.38 acres.
 6. Tomoka Reserve. 2nd review. Establishment of a Development Order for the former Tomoka Oaks Golf Course property of 147.94 acres. The application seeks 300 residential units or 2.03 units per acre.
 7. 29 North Perrott, Perrott Depot. Revision. Add additional storage building of 4,972 square feet.
 8. Iris Subdivision, Flagler County – utilities only. Revision. Utility related revisions.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Interchange Depot	90%
Love Whole Foods	15%
McNamara Warehouse	85%
MetroNet	0%
Ocean Club	15%
Ormond Central	10%
Revella	40%
Riverbend expansion	30%

Shoppes at Granada Point	0%
SONC Gym	99%
Valiant Diner	10%
Utilities only	
101 Town & Country Lane	40%
Celadine	40%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	95%
Iris	0%
Ocean Village Townhomes	95%
Verona Oceanside	95%
Residential	
Cupola at Oceanside	90%
Plantation Oaks, Phase 1A	90%
Plantation Oaks, Unit 2B	50%
Plantation Oaks, Unit 2C	20%
Plantation Oaks, Unit 2D	20%

Economic Development/Airport

Economic Development

- 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 continues preparations for the acquisition and installation of a new Automated Weather Observing System (AWOS) at the airport.
- The project to construct and install new directory signage at the airport remains underway. This project is being funded by an FDOT grant.
- Staff continues 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.
- 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).
- The Ormond Beach Composite Squadron of the Civil Air Patrol conducted a CPR, First Aid and Emergency Response training exercise at the airport on Saturday, February 4.

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 119 Journal Entry Batches.
 - Utility Billing Meter Readers completed 383 work orders.
 - Approved 18 Purchase Requisitions totaling \$563,758.62.
 - Issued 5 Purchase Orders totaling \$115,850.47.
 - Issued 691 past due notices on utility accounts.
 - Auto-called 278 utility customers regarding receipt of a past due notice.
 - Processed 762 payments through Interactive Voice Response System totaling \$106,970.20.
 - Processed 1,821 payments through City online payment portal totaling \$182,448.58.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted an Assistance to Firefighters Grant under the Operations and Safety category.
 - Grant reimbursement request for FY 22-23: \$2,040,126.21
- Other
 - Attended Victims of Crime Act (VOCA) meeting.
 - Attended Ormond Beach Resiliency Kick-Off Meeting with the East Central Florida Regional Planning Council (ECFRPC) for the City's planning grant with the Florida Department of Environmental Protection.
 - Attended BJA webinar for an overview of funding opportunities for 2023.
 - Assembled and sent out the Neighborhood Improvement Advisory Board (NIAB) packet for its Mandatory Public Hearing meeting scheduled for February 16.
 - Attended BJA webinar for the funding application process for 2023.

Risk Management Projects

- Continued development of Chamber Leadership day.
- Prepared and sent several subrogation demands.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 11
 - Hazardous: 4
 - EMS: 83
 - Motor Vehicle Accidents: 6
 - Public Assists: 48
 - TOTAL CALLS: 155
 - Aid provided to other agencies: 5 Calls – Daytona Beach (1), Holly Hill (1), Volusia County (3)
 - # of personnel sent with Volusia County EMS to assist with patient care during hospital transport: 7
 - Total EMS patients treated: 60
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 371
- Training Hours
 - NFPA 1001: Firefighting 149
 - NFPA 1002: Driver 6
 - NFPA 1500: Safety/Equipment 55
 - EMT/Paramedic 8
 - TOTAL TRAINING HOURS: 218

- Station Activities
 - Held a retirement ceremony for Captain Robert Ray with 28 years of service
 - Updated 7 pre-fire plans
 - Conducted 2 fire inspections
- Significant Incidents
 - 2/2/23, 8:26 AM: US-1 / I-95 Northbound Ramp – Motor Vehicle Accident – Responded to a rollover accident – Ormond Beach firefighters assisted Volusia County EMS with patient care during transport to hospital.
 - 2/6/23, 4:04 PM: Avenue C – Brush Fire – Assisted Volusia County Fire and Division of Forestry with a 25-acre fire.
 - 2/6/23, 8:06 PM: Highland Ave. – Structure Fire – Arrived to find a single-story residential home with fire through the roof and windows with partial collapse of roof – Red Cross on scene to assist resident – State Fire Marshall arrived to investigate – last unit cleared scene at 10:39 PM.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Leisure Services)
 - Building Inspector
 - Community Service Officer (Animal Control)
 - Engineer
 - Equipment Operator I (Streets)
 - Equipment Operator III (Streets)
 - Evidence/Crime Scene Technician
 - Executive Assistant (Administration)
 - Firefighter/EMT
 - Fleet Technician I, II, or III (Mechanic)
 - Help Desk Specialist (IT)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Recreation Leader (SONC)
 - Part Time Treatment Plant Operator C/B/A (Water)
 - Plant/Pump Mechanic
 - Police Officer
 - Public Information Officer
 - Recreation Leader (Police Athletic League)
 - Recreation Program Specialist (Leisure Services)
 - Seasonal Part Time Maintenance Worker II (Parks)
 - Sign Technician (Public Works)
 - Support Services Administrator
 - Treatment Plant Operator C/B/A (Wastewater Treatment Plant)
 - Treatment Plant Operator C/B/A (Water Treatment Plant)
 - Utilities Engineer
 - Utilities Tech I (Wastewater Collection/Reuse)
 - Utilities Tech II (Wastewater Collection/Reuse)
 - Utilities Tech III (Wastewater Collection/Reuse)
 - Background/Reference Checks/Job Offers
 - Account Clerk II (Finance)
 - Environmental Improvement Officer (Arborist)
 - Equipment Operator I (Streets)
 - Maintenance Worker II (Parks)
 - Office Manager (Police)
 - Part Time Recreation Leader (The Casements)

- Police Officer
- Separations
 - Fleet Technician III
 - Part Time Recreation Leader
 - Police Officer
 - Help Desk Specialist
 - Community Service Officer
 - Treatment Plant Operator (Wastewater)
 - Executive Assistant
 - Engineer

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
 - Replaced RDP with VPN access and two factor authorization
 - Radwin P2P bandwidth upgrade and wireless at Station 94
 - Work Orders
 - New: 42
 - Completed: 36
 - In progress: 51
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 45,476
 - Inbound E-Mails Blocked: 9,236
 - Delivered Inbound E-Mails: 33,482
 - Quarantined Messages: 1,154
 - Percentage Good Email: 73.63%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 1
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - PEP Tank Location this week: 0 : Total in system = 87
 - Reclaim Connections Located this week: 0 : Total in system = 3,273
 - Meters GPS Located this week: 0 : Total in system = 24,468; 23,577 potable, 880 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- City Manager staff meeting
- L.S. staff meeting
- City Commission meeting
- Leisure Services Advisory Board 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.
- Attended weekly FEMA meeting.
- Began facility site inspections with FEMA for Hurricane Ian.
- Completed painting in H.R. at City Hall.

Environmental Discovery Center

- Open for guided and self -guided tours, Tuesday through Saturday, 10 am to 4 pm
- UF Gardening Florida style class, Wednesday, 10 am
- Community Garden Board meeting, Wednesday, 3 pm
- Prepping for Lyonia Wildlife Festival (2/11/23)
- Prepping for Backyard Bird Count event (2/18/23)
- Re-assigning garden plots
- Managing Community Gardens
- Planning for classes/programs
- Planning/booking field trip tours
- Planning for Enviro Camp
- EDC attending Wildlife Festival at Lyonia Environmental Center, Saturday, 9 am to 3 pm

Athletics

- Shuffleboard Club held practice on Monday, Wednesday and Friday at 1 pm at Sports Complex.
- SHS Boys & Girls Soccer practices this week, Monday through Friday at 5 pm and 7 pm and at Soccer Fields #5 and #6. Girls Regional Championship Tuesday at 7 pm. Boys Regional Championship Wednesday at 7 pm. Both held at Sports Complex, Championship. Field 7.
- Ormond Beach Golden Spikes held practice this week on Tuesday and Thursday at 6 pm at Nova Fields.
- Calvary Christian Academy held baseball practice on Monday, Tuesday, Wednesday and Friday this week at 3 pm at the Kiwanis Field. Soccer team practiced on Thursday and Friday at 3:30 pm on Soccer Field #8.

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 Soccer Fields #3/#4/#5/#6
- Painted Championship Football Field #7 for SHS soccer
- Prepped Wendelstedt fields daily for high school practices
- Prepped Nova fields for Spikes practices

Performing Arts Center

- Attended PAC Friends planning committee meeting for fundraising event.
- Attended the PAC Friends Board meeting.
- Attended Bomar Construction budget review meeting for the PAC renovation.
- Updated OBPAAC and Friends of the Ormond Beach PAC Facebook pages.
- Entered work orders for PAC and Senior Center facility and equipment repairs.

South Ormond Neighborhood Center

- PAL tutoring program (Monday thru Thursday 3:30 pm until 6 pm)
- Open gym and weight room (center hours)
- Open park and playground area (sunrise until 11 pm daily)

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended Memorial Day committee meeting.
- Planning for 2023 Mayor's Challenge. Kick-Off /Weigh In, Saturday, February 11, SONC
- Planning for the Reel in the Fun Fishing Tournament, Central Park 1, Saturday, February 18.
- Preliminary planning for:
 - Art in the Park, May 6 & 7
 - Memorial Day Remembrance Service, Monday, May 29

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 Activity Room.
- Open Play Basketball was offered on Tuesday and Thursday from 3 pm-9 pm
- Ms. Debby Dance and Acting classes Monday, Tuesday, and Friday from 3:30 pm-7:30 pm
- Spec pop programs start this week:
 - Kid's Club on Monday from 3 pm to 5 pm
 - Challenger Sports on Tuesday from 4p to 6 pm
 - Social Squad on Wednesday from 1 pm to 4 pm
 - The Explorers' Club on Thursday from 4 pm to 6 pm
- Basketball League held games on Monday, Wednesday, and Friday at 6 pm and 7 pm

The Casements

- The Casements was open for guided tours on Saturday at 9:30 am and 10:30 am, and on Monday through Friday, on the hour, from 10:00 a.m. to 3:00 p.m. Self-guided tours were offered on Saturday from 8 am to 12 pm and on Monday through Friday from 8 am to 5 pm.
- Seas the Day Yoga met at The Casements on Saturday 9 am to 10 am.
- House of Healing, Bailey Riverbridge, Sunday, 4:30 pm to 6:30 pm.
- Monday the Carriage House floors were buffed and sealed before an epoxy coating was installed.
- The Memorial Day Committee had a meeting in the Preservation room on Wednesday 11 am to 12:30 pm.
- Ora Yoga classes met on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 5:30pm to 8 pm.
- Pilates classes met on Monday and Wednesday morning at Bailey Riverbridge and Friday morning here at The Casements from 8:30 am to 9:30 am.
- "Did You Know?" posted on our Facebook page.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks 1x per day

- Skate park concrete inspected
- Trails blown off
- Repaired rope ladder at Magic Forest Playground
- Repaired wood timbers at the South Ormond Neighborhood Center playground
- Installed metal bike rack at Andy Romano Beachfront Park
- Installed sign at Andy Romano Beachfront Park
- Installed bench pad at Magic Forest playground

Building Maintenance

- Repair water leak at the Senior Center
- Pick up material from Lowes
- Unclog restroom at Nova Community Center
- Unclog restrooms at Andy Romano Beachfront Park
- Replace toilet at WW
- Pick up a chair and desk at Ames House
- Assist contractor at the Police Department
- Hung pictures at City Hall
- Install bulletin board at the Police Department
- Installed ceiling fan at City Hall
- Replace lights at South Ormond Neighborhood Center
- Install hanging file at the Police Department
- Fill holes at the Senior Center after leak repair

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting.
- Staff attended Community Helper Day at Saint Brendan's Catholic Church.
- Staff attended the HVAC meeting with City Engineering Department.
- Staff attended a meeting about the Ormond Beach Police Foundation.
- Staff completed multiple public record requests.
- Staff is working on financial reporting.
- Staff attended the Chamber of Commerce Ormond Leadership meeting.
- Staff met with all Police Department personnel regarding the use of force incident that involved the Memphis Police Department.

Community Outreach

- Youth Leadership Council (YLC) – Six (6) members attended a YLC new member introduction and goals presentation. Currently there are 10 members in the YLC program.
- OBPAL Basketball – Basketball practice was held on Tuesday and Friday from 6:00 - 8:00 pm at the South Ormond Neighborhood Center. Ten (10) players attended practice each day.
- Donut Dash 5K 2023 – On-line registration is available at the following link: <https://runsignup.com/Race/FL/OrmondBeach/OrmondBeachPoliceAthleticLeagueDonutDash5K>. For additional information on sponsorship or participation please contact PAL staff at 386 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 42
- Animal Reports: 4
- Return to Field: 6
- Animal Bites: 1
- Animals to Halifax: 1
- Injured Wildlife Calls: 0
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 10
- Inactive: 4
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 4
- Grand Theft: 3
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 60
- Phone Calls: 116
- Arrest / NTA's: 10
- Reports Generated: 120
- Reports Entered: 115
- Citations Issued: 36
- Citations Entered: 36
- Warnings Entered: 120
- Trespass Warnings: 11
- CORF Entered: 59
- Mail / Faxes / Request: 45

Patrol

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

Operations

- Crime Opportunity Report Forms: 47

02/01/23

- Carbreak, 111 West Granada Boulevard (Hulls Seafood). An unidentified subject entered the victim's unlocked vehicle and stole cash and an expensive cat.
- Resisting Without Violence Arrest, 71 West Granada Boulevard. A male subject was intoxicated and was walking in/out of traffic. The male resisted officers when they attempted to secure him in handcuffs.
- Traffic Arrest, River Vale Lane/River Manor Lane. A male was operating his vehicle in a suspicious manner at this location. He was not able to produce identification and was driving without a driver's license.

02/02/23

- Stalking, 391 Muddy Creek Lane. On 01-28-2023, a female was stalking her neighbor over the back fence. Charges filed.

- Stalking, 391 Muddy Creek Lane. On 01-31-2023, a female began to set on and off her vehicle's alarm, play loud music and repeatedly honk her horn for about 25 min in efforts to disturb her neighbors. Charges filed.

02/03/23

- Vandalism Arrest, 769 West Granada Boulevard #3206 (Olive Grove). A male got into an argument with a staff member and slapped the staff member's cell phone out of his hand causing it to break.
- Indecent Exposure, 194 North Yonge Street. A female exposed herself to her neighbor and it was captured on video. Charges filed.

02/04/23

- Business Burglary, 610 South Yonge Street #918 (Simply Self Storage). An unidentified subject cut the lock on the victim's storage unit. The victim stated he is missing antique coins, power tools and costume jewelry.
- Warrant Arrest, 170 West Granada Boulevard (Ormond Beach Police Department). A subject was found at this location to have an open warrant. The subject was also found to be in possession of a drug paraphernalia.

02/05/23

- Stolen Vehicle, 1 Glenarbor Park (Lakebridge). An unidentified subject stole the victim's vehicle and left behind a stolen vehicle from Daytona Beach.
- Domestic Violence Battery Arrest, 831 Cordova Avenue. A male was intoxicated and was in an argument with his brother when it turned physical.
- Theft, 75 North Nova Road (T-Mobile). Two unidentified subjects stole two apple watches.
- Carbreak, 29 Indian Trail (The Trails). An unidentified subject made entry into the victim's unlocked vehicle and stole a wallet and cash.
- Carbreak, 1 North Beach Street (Bailey Riverbridge Gardens). An unidentified subject forced entry into the victim's vehicle by breaking a window and stole the victim's purse.

02/06/23

- Domestic Violence Aggravated Battery/False Imprisonment/Deprivation of Communication Device, 980 Old Mill Run. A male held his girlfriend against her will for the last 4-5 days. The male repeatedly punched, kicked, and threw her against walls and furniture, causing visible bruising. The victim also reported that he destroyed her phone, preventing her from calling for help. He left prior to law enforcement arrival.
- Carbreak, 440 North Nova Road (Rainbow Park). An unidentified subject stole the victim's purse from her unlocked vehicle.
- Carbreak, 15 Indian Trail (The Trails). An unidentified subject stole a camera and production equipment from the victim's unlocked vehicle.

02/07/23

- Residential Burglary, 706 West Lindenwood Circle. An unidentified subject stole jewelry, coins, and miscellaneous documents from this location.
- Domestic Violence Battery Arrest, 1600-Block of North United States Highway One. A male struck his girlfriend that he lived with at this location during an argument.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 24
 - Number of Criminal Citations: 0
 - Number of Citations issued: 15
 - Number of Written Warnings Issued: 61
 - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - 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: 1 Case initiated
 - Zone 2: 7 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 3 Cases initiated
- (15) signs have either been removed or sign cases created.
- (7) tree removal permit requests
- Administrative staff assisted with one (1) walk-in and forty-seven (47) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - SONC Gym – Contractor is working on punch list items.
 - Facility Hardening – Three windows for the PAC, damaged in shipment, will be installed upon delivery. The project is otherwise substantially complete.
 - Sanchez Park Playground Equipment Replacement – Installation is complete.
 - PD HVAC Upgrades – Construction is ongoing.
 - WRF Clarifier Improvements – Construction is ongoing.
 - 2022 Road Resurfacing – The project is substantially complete. Contractor is completing punch list items.
 - Downtown Sidewalk Renovations – Construction anticipated to commence after Bike Week.
 - EDC Feature Exhibit Improvements – Notice to Proceed was issued for January 26.
 - Hurricane Ian Tennis Center Fence Replacement – Notice to Proceed was issued for January 27.
 - Bidding:
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Approval to bid is scheduled for the February 21 City Commission meeting.
 - 2023 Storm & Sewer Lining – Project was advertised on January 15, a pre-bid meeting was held on February 2, bids are due on February 15.
 - SONC Pavilion Replacement – Approval to bid is scheduled for the February 21 City Commission meeting.
 - Neighborhood Traffic Calming – A sole source procurement of speed tables is scheduled for approval at the March 21 City Commission meeting.
 - Performing Arts Center Renovations – A Construction Management Work Authorization is scheduled for approval at the March 7 City Commission meeting.
 - 2023 Shell Parking Restoration – Approval to bid is scheduled for the March 7 City Commission meeting.
 - Design Projects:
 - Downtown: Cassen Park Improvements – Design is in process.
 - Business Park Drive Phase II – Design is in process.
 - Doug Thomas Way Extension Design – Design is in process.
 - WRF Upgrades – 90% design is complete.
 - Downtown – East Granada Utility Undergrounding – Consultant is preparing 90% design plans and specs.

- Lift Station 4P Rehab – A Work Authorization for design services is scheduled for approval at the February 21 City Commission.
 - Lift Stations 11M and OBSC3 Rehab – Staff has requested proposals from Underground Utility Construction contractor.
 - Septic to Sewer – Oak, Magnolia & Bonita – Design – Survey is in process.
 - Hudson Wellfield Expansion – A Work Authorization for design services was approved at the January 24 City Commission meeting. A design kick-off meeting is being scheduled
 - CDBG North Ridgewood Sidewalk-East Side – Design complete, awaiting Notice to Proceed from Volusia County/CDBG.
 - Outdoor Fitness Stations-Nova Community Park – An RFP is being prepared for City Commission approval to advertise.
 - Shadow Crossings Reuse Pump Facility – A Work Authorization for design services is scheduled for approval at the February 21 City Commission meeting.
 - ARBP Ramp & Seawall Repairs Hurricane Ian & Nicole – Design is in process.
 - Downtown Upgrades/Improvements City Hall Landscaping – Preliminary design is in process.
 - Hurricane Ian – Staff is preparing bid specifications for several facility damage repair projects. Roof surveys were performed on January 26.
- Departmental Activities
 - Reviewed 31 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

- Formed sidewalk at Bonita, Aaron Cir.
- Stripped forms/backfilled on Circle Creek Way.
- Formed and graded on S. Center St., Cotton Seed Trail.

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

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

- Inlet repair on Oak Forest Dr.

- Reachout mower at Nova Community Center, Wilmette Ave., Hand Ave.
- Ditch spraying citywide
- Basin repair on Cotton Seed Trail.
- Yard clean up

Vactor

- 1300 block of Oak Forest Dr.
- Melrose/Baffle boxes Sanchez
- Maintenance of PW yard

Fleet

- Mileage traveled by all departments for the week: 22,566
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 12,355 gallons unleaded, 9,772 gallons diesel
 - Fuel used in one week: 2,272 gallons of unleaded and: 670 gallons of diesel.
 - Fleet completed 38 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 Plant Status Report

- Delivered 40.11 million gallons for the week ending January 28, 2023 (5.45 MGD average).
- Backwashed 7 filters for a total of 431,430 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 04, 2023 @ 6.81 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 68 wet tons of dewatered sludge (65 - 70% solids).

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.42 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.92 MGD
- Produced 23.28 Million Gallons of Reclaim water.
- Produced 4.15 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (January 1, 2022 – December 31, 2022) (MGD):
 - Influent 5.35 (Permit 8 MGD);
 - Surface Water Discharge 1.23 (Permit 6 MGD);
 - Reuse 3.41 (Permit 10 MGD)
- Hauled 19 loads for the month of January 2023 for a total of 439.46 wet tons through 01-30-2023. 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 10 calls from customers concerning leaking water.
- Replaced 2 residential water meters due to operational concerns.
- Tested 2 water meters due to operational concerns.
- Tested 7 city owned backflow preventer and made repairs when needed.

- Replaced 2 residential water services due to pressure concerns or leaks.
- Replaced 20 broken water meter boxes/lids.
- Performed valve maintenance on 4 main line valves.
- Installed 2 new meters/services for new construction.
- Performed fire hydrant maintenance on 1 fire hydrant.
- Installing valve markers on crucial water and sewer valves located on US1 North of Airport Rd.
- Repaired all landscaping to excavated areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 139 utility locates for the previous week.

Wastewater Collection

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 1,000 gallons of effluent off of Hunter's Ridge force main.
- TV'ed 7 sanitary laterals on the PM list
- Performed 3 utility verifications
- Repaired broken lateral at 280 S. Halifax
- Assisted WRF with grease removal
- Laid sod at 5 addresses
- Repaired broken discharge line at 14 Winding Creek Way

Reuse

- Responded to 3 reuse trouble calls.
- Located Reuse and Pep tank at 1 address
- Repaired reclaimed service at 194 Hamlet Tc.
- Repaired reclaimed service at 69 Circle Creek Way

Wastewater Plant – Lift Stations

- Effluent Transfer Pump #1 – replaced motor coupler and laser aligned, returned to service.
- Clarifier #3 – continuing work on replacing damaged hardware at fiberglass baffles.
- 5M & 6M – noisy operations, pulled pumps to clear blockages at volutes and impellers.
- 5M – follow up from pump inspections – replaced Pump #1.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- High Service pump 8 – installed soft starter.
- Polymer Pump #1 – replaced pressure gauge.
- Transfer Pumps 1 & 3 – Pulled pump #1 for refurbishment.
- 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 February 7, 2023 City Commission Stormwater Master Plan Workshop and City Commission Meeting.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation for February 21, 2023 City Commission Meeting.