

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 23, 2022

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Staff meeting

Spoke to, attended and/or met with:

- ICMA annual conference
- Individual agenda review meetings with commission members
- City Commission meeting
- Chamber of Commerce Board meeting
- Claims Committee meeting

PIO – Public Information

- State of the City Media Alert
- General Citizen Inquiries
- General Media Requests

- Social Media
 - Hurricane Preparedness – Sandbag Reminders
 - Legislative Appreciation
 - National Night Out
 - Reel in the Fun Fishing Tournament

- Attended
 - City Manager’s Staff Meeting
 - City Commission Meeting
 - State of the City Planning

- Training
 - FMCA Leadership

Community Development

Planning

- Paradise Pointe, 350 Clyde Morris Boulevard, has submitted a wall waiver request to allow a natural buffer and decorative open style aluminum fence instead of a masonry wall along the property line abutting the Aberdeen development. The Special Exception wall waiver request is scheduled for the October 13, 2022 Planning Board meeting.
- Two variance applications have been submitted for the October 5, 2022 Board of Adjustment and Appeals meeting:

1. 463 Hammock Lane: Request for a variance to construct a single-family house and avoid a historic tree.
2. 630 South Beach Street: Request for a variance to allow expansion of an existing garage.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 384 inspections preformed within the city (38 by private providers).
- 128 permits issued within the city, with a valuation of \$1,580,866 (10 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. 1648-1718 Old Tomoka Road. General discussion. Discussion of proposed multi-family development on four lots along Old Tomoka Road. Items discussed were the Volusia County land use, wetlands, compatibility, commercial areas and other development in the area.
- SPRC projects under review:
 1. 183 South Orchard Street, Stanton Grove. 3rd review. 21-unit multi-family project consisting of three buildings on 3.92 acres. This use is a permitted use and would be permitted by the SPRC.
 2. 350 Clyde Morris Boulevard, Paradise Pointe, Wall Waiver request. 1st review. A wall waiver request to allow a natural buffer and decorative open style aluminum fence instead of a masonry wall along the property line abutting the Aberdeen development
 3. 1415 Ocean Shore Boulevard, Regency Plaza Condominium, sewer connection only. 1st review. Connection of the multi-family use to city sewer.
 4. 100 North Halifax Drive, The Cupola at Oceanside, Final Plat. 2nd review. Subdivision of land into 12 townhouses – project under construction.
 5. 1167 Old Tomoka Road, lot split. 2nd review. Subdivision of one lot into two lots.
 6. Hunter’s Ridge, Flagler County Self-Storage site, utilities only. 1st review. Connection to city utilities – project located in Flagler County.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	65%
Interchange Depot	50%
KOMN Condominium Association	95%
Love Whole Food expansion	0%
McNamara Warehouse	70%
Paradise Pointe ALF	75%
Perrot Depot, Phase I	95%
Revella	20%
Shoppes at Granada Point	0%
SONC Gym	75%
SONC Outdoor basketball court	95%
Utilities only	
101 Town & Country Lane	40%

Celadine	10%
Forcemain – Huntington Green	98%
Forcemain extension – Airport Road	98%
Ocean Village Townhomes	90%
Verona Oceanside	95%
Residential	
Cupola at Oceanside	75%
Plantation Oaks, Phase 1A	85%
Plantation Oaks, Unit 2B	25%
Plantation Oaks, Unit 2C	2%
Plantation Oaks, Unit 2D	2%

Economic Development/Airport

Economic Development

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is participating in regular meetings with Volusia County Division of Economic Development and local municipal economic developers to update and coordinate efforts to support the business community.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues outreach to existing businesses to provide technical assistance and support for business operations and expansions in the new year.
 - Staff is working on three project leads generated via direct contact with target industry companies looking at specific sites in Ormond Beach.

Airport Operation and Development

- Staff participated in the weekly Airport Safety Meeting at the Daytona Beach International Airport.
- Staff participated in the weekly construction meeting for the Taxiways Bravo and Delta Rehabilitation Project.
- Staff participated in a quarterly meeting of the Florida Airports Council’s Legal Committee this week. Topics of discussion included updates on federal and state legislation.

Finance/Budget/Utility Billing Services/Grants/Risk Management

Finance

- On-going Projects
 - City Commission approved tentative 2022-23 operating millage
 - The City received \$108k from the FEMA/State for Miscellaneous Covid expenses that occurred in 2020.
 - Finance is starting preparations for the 2021-22 fiscal year audit.
- Completed Projects - Weekly
 - Process 81 Journal Entry Batches.
 - Utility Billing Meter Readers completed 373 work orders.
 - Approved 15 Purchase Requisitions totaling \$133,556.72.
 - Issued 11 Purchase Orders totaling \$154,179.71.
 - Issued 246 past due notices on utility accounts.
 - Auto-called 285 utility customers regarding receipt of a past due notice.
 - Processed 564 payments through Interactive Voice Response System totaling \$49,804.91 (12% of City customers utilize this service)

- Processed 1,073 payments through City online payment portal totaling \$96,026.81 (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 21-22: \$1,911,219.21
- Other
 - Attended National League of Cities (NLC) Bootcamp Module 1 for the Flood Mitigation Assistance (FMA) program.

Risk Management Projects

- Worked on subrogation paperwork

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 8
 - Hazardous: 2
 - EMS: 74
 - Motor Vehicle Accidents: 11
 - Public Assists: 44
 - TOTAL CALLS: 142
 - Aid provided to other agencies: 7 Calls – Daytona Beach (1), Volusia County (6)
 - Total staff hours provided to other agencies: 9
 - # of overlapping calls: 32
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 61
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 6
- Training Hours
 - NFPA 1006: 42
 - NFPA 1001: Firefighting 32
 - NFPA 1002: Driver 8
 - NFPA 1500: Safety/Equipment 57
 - EMT/Paramedic 12
 - TOTAL TRAINING HOURS: 151
 - Station Activities
 - Updated 6 pre-fire plans
 - Provided a tour of Station 91 to group of 20 homeschoolers
 - Significant Incidents
 - 9/14/22, 1:58 PM: 185 S. Yonge St. – Motor Vehicle Accident – Responded to a two-vehicle collision – one patient extricated and transported as a trauma alert.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Leisure Services)
 - Environmental Improvement Officer (Arborist)
 - Evidence/Crime Scene Technician

- IT Manager
- Maintenance Worker II (Streets)
- Maintenance Worker II (Wastewater Collection/Reuse Distribution)
- Neighborhood Improvement Officer (NID)
- Part Time Events Tech (The Casements)
- Part Time Evidence Custodian
- Part Time Maintenance Worker II (Athletic Fields)
- Part Time Recreation Leader (Nova)
- Part Time Water Treatment Plant Operator C/B/A
- Police Officer
- Recreation Leader (Police Athletic League)
- Senior Staff Accountant (Finance)
- Treatment Plant Operator C/B/A (Water Reclamation)
- Utilities Engineer
- Water Treatment Plant Operator C/B/A

- Background/Reference Checks/Job Offers
 - Account Clerk II (Finance)
 - Civil Engineer
 - Firefighter/EMT
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Police Officer
 - Support Services Administrator (City Clerk)
 - Treatment Plant Operator Trainee (Water Reclamation)
 - Water Distribution Operator 3, 2, 1, or Trainee

- Separations
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Recreation Leader (Nova)
 - Recreation Center Coordinator (Environmental Discovery Center)
 - Police Officer
 - Mechanic III
 - Fire Battalion Commander
 - Events Tech (The Casements)
 - Firefighter/EMT (2)

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras

- Work Orders
 - New: 58
 - Completed: 60
 - In progress: 21

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 44,946
 - Inbound E-Mails Blocked: 10,496
 - Delivered Inbound E-Mails: 24,952
 - Quarantined Messages: 877
 - Percentage Good Email: 55.51%

- Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 8
 - Changes: 51
 - Corrections: 0
 - Map/Information Requests: 9
 - 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 = 3,237
 - Meters GPS Located this week: 0 : Total in system = 24,338; 23,464 potable, 863 Irrigation, 11 Effluent
 - Notable Events: Attended Central Florida GIS 2-day Workshop.

Leisure Services

Administration

- Engineering meeting
- City Manager staff meeting
- City Commission meeting
- Attended NRPA Conference
- 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 rebuilding the foot bridge at Memorial Gardens.

Environmental Discovery Center

- Open for guided and self -guided tours, 10 am to 4 pm.
- Working on bid documents for aquarium rebuild and aquarium maintenance
- Working on grant applications for Community Groves
- Managing Community Garden issues/repairs
- Creating Community Groves presentation for QLB
- Inventory of existing classroom supplies and materials
- Planning/purchasing for new marine biology and new botany exhibits
- Purchasing supplies for classroom
- Decorating for Halloween
- Creating social media content
- Planning/booking field trip tours
- Planning classes/programs
- Updating flyers in kiosks
- Daily attendance log

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily at the Sports Complex.
- OBGS 9, 10, 11, 12, & 15's practices on Tuesday and Thursday, 6 pm, Nova Fields #2-#5 and Wendelstedt #3.
- OBSC Recreational & Competitive practices Monday through Thursday, 5:30 pm and 7 pm, Soccer Fields #2C, #4, #5, #6, & #8.
- Adult Coed Softball games were Monday through Thursday, 6:20 pm and 7:30 pm, on Quad #4.
- Youth Flag Football continued practices, Monday through Friday at 5:30 pm and 7 pm at Quad #2/3, & Kiwanis Field.
- OBYBSA continued practices on Monday, Wednesday and Friday at Nova #2-5, as well as Kiwanis Field & Quads #1 & #2.
- Pop Warner Football played Tuesday night at 6 pm on Championship Field #7.
- OBYBSA Girls Softball practices continued on Tuesday and Thursday at 6 pm on Quad 1 & 2, as well as New Softball Championship Field #7.
- Halifax Academy football game on Championship Field #7 Friday night at 6 pm.
- SHS Girls Soccer started training on Monday and Wednesday nights at 4 pm at Soccer Fields.
- SHS Baseball is training on Monday through Thursday nights at Wendelstedt Fields.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond.
- Tended to the infields, tennis and handball courts at Osceola Elementary School.
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Park.
- Cleaned Magic Forest Park and the common area of Nova Park.
- Edging, dragging and weeding infields
- 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.
- Replaced bottom of 3rd base dugout at Nova #3 for fence repair.
- Painted Youth Flag Football Fields on Quad #4 and Kiwanis Field.

Performing Arts Center

- Attended Volusia County Cultural Alliance annual meeting.
- Attended PAC Friends meeting and gave updates on PAC renovation.
- Attended OB MainStreet Arts district board meeting.
- Continued preparing for the removal of PAC auditorium seating and pews from PAC lobby.
- Handled customer inquiries, met with customers, and booked Senior Center event rentals.
- Updated information on OBPAC Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- Splash pad opens daily (10 am until dusk)
- Open park and playground (sunrise until 11 pm)
- Open gym and weight room (center hours)
- Gym construction project ongoing

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended Senior Games Board meeting.
- Planning for the following events:
 - Reel in the Fun Fishing Tournament, 10/8
 - Senior Games Kick-Off Luncheon, 10/21

- Senior Games, 10/22-10/29
- Hometown Heroes Ceremony, 11/5
- Veterans Day Luncheon, 11/10
- HOMe for the HOLIDAYS Parade, 12/10

Nova Community Center and Special Populations

- Pickleball 9 am to 3 pm Monday through Saturday.
- Jazzercise 9 am to 10 am Monday through Saturday and 5:45 pm to 6:45 pm Wednesday and Thursday in the Activity Room.
- Open Play Basketball Tuesday and Friday from 3 pm to 9 pm.
- Ms. Debby Dance and Acting classes Monday, Tuesday, and Friday from 3:30 pm to 7:30 pm
- Coed Volleyball 6 pm to 8 pm on Monday and Wednesdays.
- Adult Volleyball 6 pm to 8 pm on Thursdays.

The Casements

- The Casements offered guided tours on Saturday at 9:30 am and 10:30 am. During the week, self-guided tours were available all day and guided tours beginning at 10 am until 3 pm.
- There was an 80th birthday party at Bailey Riverbridge on Saturday 2 pm to 6 pm.
- House of Healing held their evening service at Bailey Riverbridge on Sunday.
- There was a Guild Executive Meeting on Monday 9:30 am to 10 am.
- There was an Administrative Guild Meeting on Monday 10 am to 10:30 am.
- Once Upon a Storytime was on Tuesday 10 am to 11 am.
- There was a Christmas Gala Meeting on Tuesday 10 am to 11:30 am.
- The Casements Camera Club Photography exhibit is displayed in the Gallery during September.
- The Casements Crafters met on Thursday in the craft room from 12 pm to 3:30 pm.
- My Big Fat Greek Cooking Class was held on Thursday 4:30 pm to 8:30 pm.
- Ora Yoga classes met on Tuesday and Thursday mornings The Casements from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 5:30 pm to 8 pm.
- Pilates classes met on Monday, Wednesday, and Friday from 8:30 am to 9:30 am.
- Staff is preparing for "Ormond LIVE!" on Saturday, 10 am to 10 pm and Sunday, 12 pm to 8 pm.
- "Did You Know?" posted on our Facebook page twice this week.

Parks Maintenance

- City wide park inspections and cleaning.
- Pavilion inspections completed and posted reservations.
- Checked all parks for unemptied trash cans.
- Bathroom checks twice per day.
- Inspected signs at all playground equipment.

Building Maintenance

- Replaced lights at Andy Romano Beachfront Park.
- A/C maintenance/repair at various city facilities.
- Replaced lights at Nova.
- WTP replaced roadway lights with LED.
- Press box lights replaced at Sports Complex .
- Nova Field 4 batting cage lights replaced.
- Repaired ceiling tiles at Nova gym.
- Hung pictures in training room at PW.
- Replaced flags at EDC.
- Replaced shelves and locks in shed at Hammock Garden.
- Installed new AED housing in the Performing Arts Center.
- Replaced water fountain at the Nova tennis center.
- Replaced lights at FS91.
- Repaired lights around water plant.
- Replaced cover for key box at The Casements.

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting.
- Staff attended the Ormond Beach MainStreet meeting.
- Staff attended a departmental budget meeting.
- Staff attended the annual in-service training, topic covered was de-escalation training.
- Staff met with our new intake attorney at the State Attorney's Office.
- Staff is working on Halifax Humane Society contract.
- Staff attended Crime Stoppers Banquet.
- Staff conducted Police Officer interviews.
- Staff is reviewing Crime Scene, Evidence, and Police Athletic League applications.

Community Outreach

- OBPAL Basketball – Nine (9) players attended practice on Monday and Tuesday last week to prepare for the Super6 September Tournament in Orlando September 15-18, 2022.
- Golfing for Youth – The Ormond Beach Police Athletic League Annual Golfing for Youth Tournament will be held on Sunday, November 6, 2022, at Halifax Plantation Golf Club. For additional information on the tournament and sponsorship opportunities please call the PAL House at 386-676-3505.

Community Services & Animal Control

- Animal Calls responded to: 43
- Animal Reports: 4
- Return to Field: 7
- Animal Bites: 0
- Animals to Halifax: 2
- Injured Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 4
- Inactive: 5
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 1
- Police Information: 2
- Suspicious Incident: 2
- Juvenile Complaint: 1

Records

- Walk - Ins / Window: 92
- Phone Calls: 135

- Arrest / NTA's: 20
- Reports Generated: 118
- Reports Entered: 110
- Citations Issued: 34
- Citations Entered: 45
- Warnings Entered: 104
- Trespass Warnings: 9
- CORF Entered: 115
- Mail / Faxes / Request: 38

Patrol

- Total Calls: 1,456
- Total Traffic Stops: 140

Operations

- Crime Opportunity Report Forms: 154

09/14/22

- Warrant Arrest, Hand Avenue/Harbour Lights Drive. Subject was contacted and found to have an open warrant.
- Domestic Violence Battery Arrest, 103 Pinion Circle (Fiesta Heights Subdivision). A male grabbed his wife's forearm during an argument, causing visible injury.
- Loitering and Prowling Arrest, 38 Magnolia. A female was observed in the back of the residence, attempting to gain entry. She was contacted by officers and was unable to dispel their alarm.
- Exposure of Sexual Organs Arrest, 240 South Atlantic Avenue (Florida Pros). A male was observed by an adult and juvenile victim openly masturbating in the parking lot.
- Theft, 1234 Biltmore Drive (Forest Hills Subdivision). The son of a person known to the victim stole the victim's watch.

09/15/22

- No notable incidents occurred.

09/16/22

- Narcotics Arrest, 1185 West Granada Boulevard. A traffic stop was conducted and the driver was found to be intoxicated. Post arrest, the subject was found to be in possession of Fentanyl and narcotic paraphernalia.

09/17/22

- Stolen Vehicle Arrest, 600 West Granada Boulevard (Wawa). A male was found to be in possession of a stolen motorcycle, methamphetamine and alprazolam at this location.
- Warrant Arrest, 955 South Nova Road #32 (Oasis Mobile Home Park). Subject was contacted and found to have an open warrant.
- Residential Burglary, 360 Airport Road. An unidentified subject stole a bicycle from within the home at this location over a month ago.

09/18/22

- Domestic Violence Battery Arrest, 109 Shadow Creek Way (Tymber Creek Subdivision). A female got into a verbal argument with her boyfriend then smeared dog feces in his face.
- Narcotics Arrest, 715 South Nova Road. A female was found at this location after previously being trespassed. She was arrested and found to be in possession of methamphetamine and narcotic paraphernalia.
- Domestic Violence Aggravated Assault, 12 Arrowhead Circle. A male got into an argument over marital issues with his wife. The wife left with her husband's phone. The male chased after the wife in a vehicle with their child in the vehicle when he intentionally rammed into his wife in her vehicle. The male left prior to law enforcement's arrival.

- Warrant Arrest, 176 Division Avenue (South Ormond Neighborhood Center). Subject was contacted and found to have an open warrant.

09/19/22

- Improper Exhibition of a Dangerous Weapon Arrest, 162 South Nova Road (Jeremiah's Italian Ice). A male was on a bicycle banging on the drive thru window with a knife.
- Warrant Arrest, 839 South Atlantic Avenue (Andy Romano Park). Subject was contacted and found to have an open warrant.
- Theft, 116 South Nova Road (Pagano's Pizzeria). The victim suspects the general manager of stealing approximately \$,2500 over the past week.
- Theft, 610 Santa Ana Avenue. An unidentified subject stole the victim's vehicle tag from this location.

09/20/22

- Shoplifting, 1260 West Granada Boulevard (Aldi). An unidentified subject stole merchandise from this location. The offense was witnessed by an employee for the store.
- Theft, 524 South Yonge Street. An unidentified subject stole a bicycle from the front of the residence.
- Stolen Vehicle, 1414 Oak Forest Drive. An unidentified subject stole the victim's vehicle from his driveway. The vehicle was recovered unoccupied at 1614 North United States Highway One (Econo Lodge).
- Driving Under the Influence Arrest, North Old Kings Road/South Yonge Street. A traffic stop was conducted and the driver was found to be intoxicated.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 12
 - Number of Citations issued: 17
 - Number of Written Warnings Issued: 13
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 8
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 0 Cases initiated
 - Zone 2: 5 Cases initiated
 - Zone 3: 4 Case initiated
 - Zone 4: 2 Cases initiated
- 28 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with three (3) walk-in and fifty-seven (57) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Final inspection is scheduled for October 5.
 - SONC Gym – Electrical components delayed due to supply chain issues are scheduled to ship late September/early October.
 - CDBG Fleming Playground – Construction is nearing completion.

- Facility Hardening – Contractor is scheduled to begin work at Fleet on September 26.
- Sanchez Park Playground Equipment Replacement – The pre-installation meeting originally scheduled for August 25 is being rescheduled due to a scheduling conflict.
- 2022 Storm & Sewer Lining – Construction is ongoing.
- PD Access Control Replacement – Gate controls are being installed.
- PD HVAC Upgrades – Shop drawings are under review.
- CDBG 2022 Sidewalk Improvements – Construction is ongoing.
- WRF Clarifier Improvements – Notice to Proceed issued for October 3.

- Bidding:
 - Downtown Sidewalk Renovations – Bid award is scheduled for October 18 City Commission meeting.
 - 2022 Road Resurfacing – Bid award is scheduled for October 5 City Commission meeting.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Approval to bid is scheduled for October 18 City Commission meeting.

- Design Projects:
 - Downtown Sidewalk Renovations – Bid award is scheduled for October 18 City Commission meeting.
 - 2022 Road Resurfacing – Bid award is scheduled for October 5 City Commission meeting.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Approval to bid is scheduled for October 18 City Commission meeting.

- Departmental Activities
 - Reviewed 37 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

- Patched holes on Lincoln Ave; Iroquois Trl; S Halifax Dr; Airport Rd.
- Installed base for Park bench on Mound Ave.

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
- Trimmed low limbs on Setting Sun Trl
- Trimmed over road at CPII (Hammock Ln); Nova Community Center; Andalusia; Domicilio Ave
- Hauled materials to scrap yard
- Picked up debris pile on Coquina

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

- Gates & pumps/inlets citywide
- Inlet cleaning citywide
- Checked and cleaned catch basins citywide
- Checked pumps citywide
- Mowed ditches on US1 – Gowers St
- Installed concrete open throat structure on Sandcastle Dr.
- Reachout on US1
- Inlet constructed on Sandcastle Dr.
- Pipe replacement on Tomoka View Way

Fleet

- Mileage traveled by all departments for the week: 22,555
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 12,613 gallons unleaded, 10,337 gallons diesel
 - Fuel used in one week: 2,560 gallons of unleaded and 709 gallons of diesel.
 - Fleet completed 43 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 36.67 million gallons for the week ending September 17, 2022 (5.24 MGD).
- Backwashed 6 filters for a total of 334,670 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 17, 2022 @ 6.35 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 46 wet tons of dewatered sludge (65-70% solids).
- Flushed distribution system 90,500 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 32.32 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.62 MGD
- Produced 21.53 Million Gallons of Reclaim water.
- Produced 10.79 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2021 – August 31, 2022) (MGD):
 - Influent 4.83 (Permit 8 MGD);
 - Surface Water Discharge 1.05 (Permit 6 MGD);
 - Reuse 3.36 (Permit 10 MGD)
- Hauled 4 loads in September for a total of 92.29 wet tons through 9-09-2022. Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 6 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 11 calls from customers concerning leaking water.
- Replaced 4 residential water meters due to operational concerns.
- Tested 12 city owned backflow preventers and made repairs when needed.
- Replaced 4 residential water services due to pressure concerns or leaks.
- Replaced 5 broken water meter boxes.
- Performed valve maintenance on 5 main line valves.
- Installed 4 new water meters/services for new construction.
- Installed new 1 inch water service located at 325 Airport Rd.
- Performed Hydrant Maintenance on 38 county hydrants located on the north peninsula.
- Repaired landscaping to all excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 159 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 1,000 gallons of effluent off of Hunters Ridge force main.
- Changed pump at 42 Winding Creek Way, 151 Deep Woods Way, 12 Lake Vista Way, and 3 Meadow Ridge View.
- Performed 3 utility verifications.
- TV'ed 80 Loyola and 205 Hernandez.
- Removed 1,000 gallons from A1A force main.
- 24 Meadow Ridge: Rewired j-box, replaced discharge line, system working properly.
- 73 Coquina Ridge Way: Set well points, removed broken tank, installed and wired new tank and pump.
- 63 Carriage Creek: Repaired broken discharge line on E-1 pump.
- 66 Fawn Haven Tr.: Backup city side, dirt in line from construction. Cleaned lateral and TV'ed.
- 42 Winding Creek Way: Replaced E-1
- Repaired blow off valve on Ocean Shore force main.
- 111 Briargate Look: Lowered C/O and added sod.
- 205 Seminole Av. (4p): Assisted WRF with lift station.
- Responded to 1 reuse trouble call.
- Located reuse and pep tank at 2 addresses.
- Adjusted Melrose valve as needed.
- 141 Dianne: Contractor hit reclaimed 6-inch main. Repaired with 2 wrap-around sleeves and 3 foot of pipe. Restored area for paving.

Wastewater Plant – Lift Stations

- LS 4P: Lost power, stationary generator was found to be offline. Acquired and installed a bypass pump. Evaluating the station and repairs needed for existing pumps.
- Chlorine Skid: Leak detected and repairs were made.
- Ormond Mall LS: Replaced check valve #1.
- Sandy Oaks/Camelot: Met with contractor to rehab lift stations.
- Reaeration Blower #3: Found multiple electrical issues in control cabinet. Turned over to electrician for further diagnosis/repairs.
- Chlorine Contact Tank: Installed flushing valve at chlorine meter.
- CP Foods: Cleaned and cleared debris.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well D-8: Reset tripped overloads.
- Thickener unit: Replaced the south lobe pro gearbox.
- Pro pump: Replaced the north lobe and removed concrete debris.
- South aerator blower: Removed south blower box to assist with temp. blower installation.
- North scrubber: Repaired conduits.
- South clear well: Installed sump pump and removed stagnant water.

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 September 21, 2022 City Commission meeting.
- City Clerk attended meeting with Assistant City Manager.
- City Clerk attended Claims Committee meeting.
- Agenda Packet preparation for October 5, 2022 City Commission Meeting.