

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 17, 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:

- Completed budget review meetings with departments
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- VCARD Annual Banquet
- Walk with the Manager, guest walker Planning Director Steven Spraker

PIO – Public Information

- Press Releases/Media
 - CO2 Meter Announcement
 - State Funding Announcement
 - General media requests and interviews
 - General citizen inquiries
- Social Media
 - Hurricane Prep
 - Heat Notifications
 - FDOT Interchange Meeting
 - Lane Closures for FDOT
 - #SpotlightSaturday Feature
- Attended
 - Engineering/Planning
 - FPRA General Meeting
 - Independence Day Prep Meeting
 - Budget Review
- Developing
 - July 4th Microsite with parking and traffic patterns
 - Summer Hurricane Prep Guide

Community Development

Planning

- Planning attended and presented an application for public art in association with the Ormond Memorial Art Museum and Gardens at 78 East Granada Boulevard to authorize the existing butterfly wall sculptures and expand to an additional exterior wall before the Ormond Arts District Board.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 353 inspections performed within the city (13 by private providers).
- 138 permits issued within the city, with a valuation of \$2,171,986 (7 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. Tymber Creek Road and West Granada Boulevard, Tractor Supply Company. Pre-application meeting to discuss a retail use of 23,957 square feet and a 20,000 square foot outdoor display area. Key items discussed included outdoor storage, landscaping, site design, building architecture, stormwater and utilities.
 2. 1113 North U.S. Highway 1. Proposed building of 14,400 square feet that includes retail and warehousing. Key items discussed included outdoor storage, landscaping, site design, buffering to residential uses, building architecture, stormwater and utilities.
 3. 96 South Ridgewood Avenue. Discussion with a property owner regarding the building that was impacted by a fire. Property owner is exploring options of restoration or demolition and reconstruction.
- SPRC projects under review:
 1. 2001 West Granada Boulevard, Walgreens site improvements. 3rd review. Access and site improvements.
 2. 215 Williamson Boulevard, regal multi-family. 2nd review. 310 multi-family units on 12 acres.
 3. Tymber Creek Apartments. 300 multi-family units and associated site improvements on a vacant 19.62 acre parcel.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	15%
Dunkin Donuts, 1535 North US Hwy 1	70%
GPR1	80%
Interchange Depot	20%
KOMN Condominium Association	75%
McNamara Warehouse	50%
Paradise Pointe ALF	75%
Perrot Depot	35%
Revella	5%
Shoppes at Granada Point	0%
SONC Gym	60%
SONC Outdoor basketball court	0%
Total Comfort	98%
Utilities only	
101 Town & Country Lane	40%

Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	60%
Ocean Village Townhomes	90%
Verona Oceanside	90%
Residential	
Cupola at Oceanside	60%
Plantation Oaks, Phase 1A	50%
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 calls 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 worked with CO2Meter to facilitate their recently announced expansion to a new location in the airport business park.
 - 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

- Construction of the project to rehabilitate Taxiways Bravo and Delta continues. Milling of Taxiway Delta and preparation of the new apron area, west of the intersection with Taxiway Bravo, has been completed and lime rock base course material is being delivered for installation. Work is also underway on conduits that run beneath the taxiway to provide electrical and water service to other facilities. Runway 17/35 is closed during this phase of the project, due to the need for personnel and equipment to work within the Runway Safety Area.
- Staff continues working to coordinate installation of new solar shades at the air traffic control tower.

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

Finance

- On-going Projects
 - City received \$2,467,431.00 million from the U.S. Treasury for the American Relief Act
 - The City has submitted for the second payment of the ARPA funds.
 - Budget projections for the 2022-23 fiscal year have begun
- Completed Projects - Weekly
 - Process 152 Journal Entry Batches.
 - Utility Billing Meter Readers completed 368 work orders.
 - Approved 25 Purchase Requisitions totaling \$324,522.08.
 - Issued 24 Purchase Orders totaling \$420,775.59.
 - Issued 495 past due notices on utility accounts.
 - Auto-called 345 utility customers regarding receipt of a past due notice.

- Processed 726 payments through Interactive Voice Response System totaling \$59,510.55. (12% of City customers utilize this service)
- Processed 1,418 payments through City online payment portal totaling \$163,422.52. (26% of City customers utilize this service).
- Prepared 167 Accounts Payable checks totaling \$436,467.10 and 39 Accounts Payable EFT payments totaling \$448,782.43.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted the Community Development Block Grant (CDBG) Annual Plan (application) for FY 22-23 as approved at the June 7 Commission meeting with the adoption of Resolution 2022-77.
 - Submitted a COPS hiring program grant for two officers.
 - Grant reimbursement request for FY 21-22: \$535,046.50
- Other
 - Attended VOCA virtual monitoring of the City's VOCA FY 21-22 grant.
 - Attended Volusia County ECHO Committee Grant Panel Review meeting for the scoring and ranking of the spring 2022 applications. The City submitted an application for funding for the PAC renovation project.

Risk Management Projects

- Handled subrogation claims
- Attended a webinar on mental health in the workplace

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 4
 - Hazardous: 3
 - EMS: 67
 - Motor Vehicle Accidents: 4
 - Public Assists: 39
 - TOTAL CALLS: 119
 - Aid provided to other agencies: 9 Calls – Daytona Beach (3), Holly Hill (1), Volusia County (5)
 - Total staff hours provided to other agencies: 8
 - # of overlapping calls: 26
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 56
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 250
- Training Hours
 - NFPA 472: Hazmat 4
 - NFPA 1001: Firefighting 69
 - NFPA 1002: Driver 79
 - NFPA 1500: Safety/Equipment 78
 - NFPA 1620: Preplanning 24
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 264
 - Station Activities
 - Instructed CPR to Leisure Services summer camp counselors
 - Updated 14 pre-fire plans
 - Conducted 5 fire Inspections

- Significant Incidents
 - 6/9/22, 11:14 AM: Central Ave. / S. Beach St. – Motor Vehicle Accident – Single vehicle collided into tree – one patient extricated from vehicle – two firefighters assisted with patient care during transport to hospital.
 - 6/10/22, 11:05 AM: S. Atlantic Ave. / Bosarvey Dr. – Motor Vehicle Accident – Upon arrival found van vs. motorcycle collision – one patient pronounced on scene – investigation of scene turned over to Ormond Beach Police Department.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II
 - Senior Staff Accountant
 - Building Inspector
 - Civil Engineer
 - Utilities Engineer
 - Environmental Improvement Officer (Arborist)
 - Neighborhood Improvement Officer
 - Evidence/Crime Scene Technician
 - Part Time Evidence Custodian
 - Firefighter/EMT
 - Maintenance Worker II (Stormwater)
 - Maintenance Foreman (Wastewater Collection/Reuse Distribution – open internally only)
 - Maintenance Worker IV (Wastewater Collection/Reuse Distribution)
 - Part Time Events Leader (Community Events)
 - Police Officer
 - Summer Camp Counselors (Nova, SONC)
 - Support Services Administrator
 - Part Time Treatment Plant Operator C/B/A (Water Production Plant)
 - Treatment Plant Operator C/B/A (Water Production Plant)
 - Treatment Plant Operator C/B/A/Trainee (Water Reclamation Plant)
 - Water Distribution Operator 3, 2, 1, or Trainee - 2 openings
 - Background/Reference Checks/Job Offers
 - Maintenance Worker II (Streets)
 - Fire Chief
 - Police Officer
 - Summer Camp Counselors
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Planner
 - Treatment Plant Operator C/B/A (Water Production Plant)
 - Separations
 - Accounting Technician
 - Evidence Crime Scene Technician
 - Assistant City Clerk
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution)

Information Technology (IT)

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

- Work Orders
 - New: 30
 - Completed: 35
 - In progress: 44

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,884
 - Inbound E-Mails Blocked: 8,893
 - Delivered Inbound E-Mails: 27,039
 - Quarantined Messages: 761
 - Percentage Good Email: 71.37%
 - Virus E-Mails Blocked: 0

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 62
 - Changes: 4
 - Corrections: 1
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 3,223
 - Meters GPS Located this week: 0 : Total in system = 24,306; 23,440 potable, 855 irrigation, 11 effluent
 - Notable Events: Updated Hydrant Flow Info Layer & Updated Reuse Basemap book.

Leisure Services

Administration

- Engineering meeting
- South Ormond Neighborhood Center Gym meeting
- ECHO Grant Panel review meeting
- Website/City calendar updates
- Updating social media pages

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 with 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 at Central Park I.
- Met with contractor to discuss Nova Community Center handicap door retrofit.

Environmental Discovery Center

- Open for guided and self-guided tours
- Enviro Camp – Birds Week theme

Athletics

- Shuffleboard continues held practices Monday, Wednesday, and Friday at 1 pm at Sports Complex.

- OBGS 12's Cooperstown Baseball Team practice, Nova Field 4, 6 pm on Tuesday and Thursday.
- OBGS 8's & 9's All Star Teams practice 6 pm on Monday, Wednesday and Friday, Nova #3 and Quad #1.
- OBGS Baseball Camp was held at Nova Fields 3 & 4 this week from 9 am to 12 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.
- Cleaned Magic Forest 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 Sport Complex/Nova Fields.
- Continued edging infields (18) weekly at Sport Complex/Nova Fields.
- Dragged and edged South Ormond and Osceola (2) Softball Fields.
- Prepped Nova 4 for OBGS 12's this week.
- Prepped Nova Field 2 for All Star Game.
- Prepped Nova 3 & 4 for Spikes Camp.

Performing Arts Center

- Attended PAC Friends Board meeting on June 14.
- Attended Ormond Beach Arts District Board public meeting on June 15.
- Hosted CMT Workshop Pop Star and Rockers Summer Camp from June 13 through June 17.
- Hosted rehearsals and prepared for CMT Dance Showcase on June 18.
- Updated information on PAC Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

- Youth basketball practice Saturday (noon until 2 pm)
- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- Splash pad open daily (10 am until dusk)
- Open park and playground (sunrise until 11 pm)
- Open gym and weight room (center hours)
- Summer Connection camp started June 13

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Planning for the following events:
 - Reel in the Fun Fishing Tournament, 6/18
 - Independence Day Celebration, 7/4
 - Summer Sounds Free Concert Series, 7/15, 7/22, & 7/29

Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am to 10 am, and 5:45 pm to 6:45 pm on Wednesday and Thursday in the Activity Room.
- Pickleball was held in the gym Monday-Friday from 9 am to 3 pm.
- Open Play Basketball was offered Monday from Saturday from 3 pm to 9 pm and on Sunday from 1 pm to 5:30 pm

The Casements

- Open for guided and self-guided tours, Monday through Friday, 8 am to 5 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge.
- The Casements Guild Executive and Administrative Boards met on Monday 9:30 am to 11:30 am.
- The Casements Guild held a Gala meeting on Tuesday at 10 am.
- There was a meeting rental on Wednesday, 11 am to 4 pm.
- The Casements Crafters met on Thursday in the Art Room from 12 pm to 3:30 pm.
- There was a Boy Scout tour of the third floor on Thursday at 6:30 pm.
- Graduation party rental scheduled for Friday 3 pm to 10 pm.

- Ora Yoga classes met on Tuesday and Thursday mornings from 10 am to 11:30 am and Wednesday evening at Bailey Riverbridge from 6 pm to 7 pm.
- Pilates classes met on Monday, Wednesday and Friday mornings from 8:30 am to 9:30 am.
- "Did You Know?" posted on Wednesday and Friday on The Casements Facebook page.

Parks Maintenance

- Citywide 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
- Skatepark concrete inspected
- Trails blown off
- Magic Forest wood repairs
- Cameras installed at Sports Complex
- Painted pickets at Magic Forest
- Repaired benches at Andy Romano Beachfront Park

Building Maintenance

- Repaired front gate at WTP
- Repaired front door at PW
- Unclogged toilet at the Senior Center
- Replaced toilets seats at Nova
- Troubleshoot electric gate at Fleet
- Repaired bunk room ac air-handler at FS93
- Replace coupling on pump at the Tennis Center
- Replaced mop sink hose at Nova

Police Department

Administrative Services

- Staff attended staff meeting.
- Staff attended CrimeView meeting.
- Staff attended a supervisors meeting.
- Staff attended a Truck Event briefing in Daytona Beach Shores.
- Staff worked on the Eyes and Ears radio initiative for our Leisure Services Department.
- Staff attended the Daytona State College Basic Law Enforcement Graduation for Officer McCoy.

Community Outreach

- Youth Leadership Council (YLC) – Five (5) YLC members met on Sunday, June 12 to prepare for the State of Florida Association of Police Athletic Leagues Annual YLC conference at Disney. The YLC conference is scheduled for July 17-20, 2022.
- OBPAL Basketball – Twenty-Five (25) members of the OBPAL Bruins Basketball program attended practice last week from 6:00 to 8:30 PM on Tuesday and Thursday at the South Ormond Neighborhood. The next tournament is June 17- 19, 2022 in Charleston, South Carolina.
- Summer Educational programs – OBPAL partners with the South Ormond Neighborhood Center to provide science, art, reading and computer lab for 6 weeks during the Volusia County School summer break. The summer session will begin June 20.

Community Services & Animal Control

- Animal Calls responded to: 42
- Animal Reports: 5
- Return to Field: 4
- Animal Bites: 1
- Animals to Halifax: 3

- Injured Wildlife Calls: 3
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 7
- Inactive: 5
- Fraud: 7
- Burglary Business: 2
- Burglary Residential: 0
- Larceny Car break: 2
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 0
- Weapons Complaint: 1

Records

- Walk - Ins / Window: 92
- Phone Calls: 134
- Arrest / NTA's: 15
- Reports Generated: 112
- Reports Entered: 106
- Citations Issued: 26
- Citations Entered: 31
- Warnings Entered: 131
- Trespass Warnings: 16
- CORF Entered: 30
- Mail / Faxes / Request: 35

Patrol

- Total Calls: 1,324
- Total Traffic Stops: 137

Operations

- Crime Opportunity Report Forms: 65

06/08/22

- Battery Arrest, 107 Sundance Trail. A male snuck into his roommate's bed room and inappropriately touched her.
- Business Burglary, 470 Destination Daytona Lane (Wyotech). An unidentified subject forced entry into the building. Two motorcycles were stolen.
- Theft, 748 Orchard Avenue. A female, employed by victim as baby sitter, was observed on camera stealing clothing from the victim's room.
- Domestic Violence Battery Arrest, 317 Forest Hills Boulevard (Forest Hills Subdivision). A male was in a verbal argument with his sister after the two had been drinking. The sister stated her brother threw her to the ground multiple times.
- Driving Under the Influence Arrest, 264 South Atlantic Avenue. A crash investigation was conducted on a single vehicle accident. The driver was found to be intoxicated.

- Warrant Arrest, 1 South Beach Street (Cassen Park). Subject was contacted and found to have an open warrant.

06/09/22

- Warrant Arrest, 3 North Yonge Street (7Eleven). Subject was contacted and found to have an open warrant.
- Domestic Violence Battery Arrest, 200 River Bluff Drive (The Trails Subdivision). A female was in an argument with her husband that turned physical.
- Battery Arrest, 176 Division Avenue (South Ormond Neighborhood Center). A juvenile punched another juvenile in the face multiple times.
- Domestic Violence Battery Arrest, 464 Hollywood Street. A female put her boyfriend in a choke hold cutting off the airway after an argument.

06/10/22

- Theft, 478 River Square Lane. An unidentified subject stole the victim's vehicle tag from her vehicle at this location.
- Carbreak, 123 North Orchard Street (Kitchen Counter Connection). An unidentified subject stole catalytic converters from two vehicles at this location.
- Crash Involving Death, South Atlantic Avenue/ Bosarvey Drive. A motorcyclist was killed after being struck by another vehicle.
- Theft, 169 Dix Avenue. An unidentified subject stole the victim's bicycle from this location.
- Narcotics Arrest, 353 West Granada Boulevard (Winn-Dixie). Two females were found to be in possession of Fentanyl while children were in the vehicle. The narcotics and the children were both in the backseat of the vehicle.
- Warrant Arrest, 384 Pine Road. Subject was contacted and found to have an open warrant.

06/11/22

- Theft, 547 Collins Street. A male removed an air fryer from the residence.
- Residential Burglary Arrest, 4000 Saint Georges Road #102A (Bermuda Estates Apartment Complex). Juveniles were caught on a ring camera pulling on apartment doors. They were also caught on camera kicking and damaging a screen and entering a porch, then taking cigarettes from one of the apartments. They were located, identified and arrested.

06/12/22

- Carbreak, 1515 San Marco Drive #105 (San Marco Apartment Complex). An unidentified subject entered the victim's vehicle through an open passenger side window. Nothing appeared to be stolen.
- Trespass Arrest, 1657 North United States Highway One (Love's Truck Stop). A male refused to leave the property after being issued a trespass warning.

06/13/22

- Narcotics Arrest, 1657 North United States Highway One (Love's Truck Stop). A female was found to be in a restroom stall for 45 minutes. Contact was made with the female and she was found to be in possession Methamphetamine.

06/14/22

- Residential Burglary, 1000 Saint Georges Road #108B (Bermuda Estates Apartment Complex). An unidentified subject stole \$100 in change from the victim's apartment.
- Theft, 1628 West Granada Boulevard (Dunkin' Donuts). An unidentified suspect stole a bag of coffee after becoming upset that his order was wrong.
- Carbreak, 175 Interchange Boulevard (Baymont Inn & Suites). An unidentified subject stole \$30,000 in cell tower equipment from the victim's vehicle.
- Residential Burglary Arrest, 583 Bryant Street. A male forced entry into the sliding glass door at the rear of the house.
- Shoplifting, 405 West Granada Boulevard (Office Depot). An unidentified subject stole merchandise from this location. The incident was witnessed by a store employee.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 15
 - Number of Citations issued: 9
 - Number of Written Warnings Issued: 14
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 3
 - Number of Crashes with Injuries: 7
 - Number of Crashes with Serious Bodily Injury: 1
 - Number of Fatal Crashes: 1

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 1 Case initiated
 - Zone 2: 1 Cases initiated
 - Zone 3: 3 Cases initiated
 - Zone 4: 3 Cases initiated
- (1) sign was either removed or a sign case was created.
- (10) tree removal permit requests
- Administrative staff assisted with four (4) walk-in's and sixty-nine (69) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting was held on June 15.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Construction is ongoing.
 - Facility Hardening – Materials are scheduled to be delivered early June.
 - 385 South Old Kings Road – Remediation work is nearing completion.
 - Sanchez Park Playground Equipment Replacement – Equipment has been ordered and has a long manufacturing lead time.
 - 2022 Storm & Sewer Lining – Notice to Proceed issued for June 13.
 - PD Access Control Replacement – Construction is in process.
 - Central Park 2 Gazebo Replacement – Gazebo is scheduled to ship July 18, a pre-construction meeting is scheduled for June 29.
 - Bidding:
 - CDBG 2022 Sidewalk Improvements – Bids were opened on June 9 and are under review.
 - PD HVAC Upgrades – Bids were opened on June 9 and are under review.
 - Fleming Avenue Drainage Improvements – Project was advertised on May 22, bids are due on June 21.
 - WRF Clarifier Improvements – Project was approved for bidding at the June 7 City Commission meeting.
 - Downtown Sidewalk Renovations – Project was approved for bidding at the June 7 City Commission meeting.
 - 2022 Road Resurfacing – Project is scheduled for approval to bid at the July 19 City Commission meeting.
 - Design Projects:
 - Downtown: Cassen Park Improvements – Proposal due date was extended to June 14.

- Update Parks & Recreational Master Plan – The final master plan update document was adopted at the June 7 City Commission meeting.
 - Business Park Drive Phase II – Design is in process.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Design is complete, bid documents are being prepared.
 - Doug Thomas Way Extension – Design is in process.
 - WRF Upgrades – Design is in process.
 - Leeway Storage Tank & Pump Station Rehabilitation – Design is in process.
 - Downtown – East Granada Utility Undergrounding – Easement documents are being revised based on field meeting with FPL.
- Departmental Activities:
 - Reviewed 38 Engineering Permit applications through the ProjectDOX system, and created and approved 2 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Remove broken sidewalk and poured new – Nova Community Park.
- Backfilled gutter – Brookside Cir.
- Asphalt work 4 locations – Peninsula Dr, N/S South Forty, SR40.
- Dug out old gutter and sidewalk, and poured new – Loyola Dr.

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school).
- Trimmed at various bus stop benches.
- Maintenance and tree inspection citywide.
- Hauled debris to Nova/Transfer Station.
- Ground stumps citywide.
- Trimming – Greenwood Ave & Andrews St, and The Trails Subdivision.
- Picked up debris – 500 block N Ridgewood Ave.

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.
- Cleaned up walkway – N Center St.
- Picked up trash in ROW & medians – US1 N to Hull Rd.

Sign Shop

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straighten, replace, & install signs and posts – citywide
- Various projects – citywide

Stormwater Maintenance

- Reach-out pond mowing – SR40
- Slope mower – SR40
- Gate, locates & pumps – citywide
- Locate hot spots – citywide

- Pond repair – Heritage Cir.
- Ditch maintenance – citywide
- Ditch spraying – citywide

Vactor

- Vac truck – Peninsula Dr, 70 block S. Capri

Fleet

- Mileage traveled by all departments for the week: 22,041
- 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: 13,239 gallons unleaded, 2,649 gallons diesel.
 - Fuel used in one week: 2,028 gallons of unleaded and 899 gallons of diesel.
 - Fleet completed 51 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 Plant

- Delivered 40.53 million gallons for the week ending June 11, 2022 (5.79 MGD).
- Backwashed 6 filters for a total of 312,710 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 11, 2022 @ 6.42 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 80 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 0 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.10 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.87 MGD
- Produced 27.10 Million Gallons of Reclaim water.
- Produced 0.0 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (May 1, 2021 – May 31, 2022) (MGD):
 - Influent 4.97 (Permit 8 MGD);
 - Surface Water Discharge 1.45 (Permit 6 MGD);
 - Reuse 3.30 (Permit 10 MGD)
- Hauled 17 loads for a total of 360.81 wet tons through the end of May 2022. Hauled 1 load in June for a total of 17.59 wet tons through 6-2-2022. Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 3 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 12 calls from customers concerning leaking water.
- Replaced 4 residential water meters due to operational concerns.
- Tested 9 city owned backflow preventers and made repairs as needed.
- Replaced 6 residential water services due to pressure concerns or leaks.
- Replaced 8 broken water meter boxes.
- Performed valve maintenance on 7 main line valves.

- Installed 2 new water meters/services for new construction.
- Replaced non-operational 8-inch meter on concentrate line located by the reclaim tank at Public Works.
- Repaired 2-inch galvanized water main located at 6 Nottingham Dr.
- Repaired 6-inch AC water main at 843 Peninsula Dr.
- Repaired landscaping to excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 145 utility locates for the previous week.

Wastewater Collection

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
- Flushed Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 2,800 gallons of effluent off of Hunters Ridge force main.
- TV'ed 3 sanitary laterals on the PM list
- Changed pump at 43 Forest View Way, 31 Hunt Master Ct.
- 43 Forest View Way, replaced pump, TV'ed lateral, found roots in 90, scheduled for repair.
- 2 Green Forest, TV'ed lateral, issue on customer side.

Reuse

- Responded to 3 reuse trouble calls.
- Located reuse and Pep tank at 11 Allenwood Look.
- Turned valves for reclaimed irrigation issue on Ashton Look.
- Located reuse box at 56 Coquina Ridge Way
- Ashton Look at Hunters Ridge Blvd, replaced broken reuse box.

Wastewater Plant – Lift Stations

- Reaeration Blower #3 – spinning backwards, replaced bad check valve.
- Breakaway Trails – completed installation of 150 ft. of buried conduit and wire for force main pressure sensor.
- Bennett Lane Storm Water – installed and tested new pump, returned to service.
- Shadow Crossings – assisted with removal of control valve.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Shadow Crossing – removed unused bypass control valve.
- Corrosion Control Pump – repaired leaking fittings.
- CL-17 – reviewed installation of drain lines.
- Perform operational checks at various locations.

Support Services/City Clerk

In addition to routine departmental activities such as coordinating the City Commission agenda packet process, managing official documents, processing public records requests, managing elections, records management, website administration, drafting proclamations, providing advisory board administration, administrative support and research services, and assisting citizens and directing calls at City Hall, the following occurred this week:

- City Clerk attended meeting with Assistant City Manager.
- City Clerk and Assistant City Clerk met with candidates for election qualifying.