

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 24, 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
- City Commission agenda packet review

Spoke to, attended and/or met with:

- Team Volusia Task Force meeting
- Public Works meeting
- FDOT Open House on I-95/US1 Interchange PD&E Study
- Meet and greet with James Cannon, Legislative Affairs contact at SJRWMD.
- Chamber Board meeting
- Claims Committee meeting

PIO – Public Information

- Press Releases/Media
 - Summer Sounds Concert Announcement
 - Annual Food Drive Winners
 - General citizen inquiries
 - General media requests and interviews
- Social Media
 - Ormond Beach top fundraiser for food donations
 - Summer Sounds
 - Summer Solstice
 - Hurricane Prep Tips for Businesses
 - Juneteenth
 - Father's Day
 - Heat Warnings
- Attended
 - Engineering/Planning Meeting
 - FPRA Remote Lunch & Learn
- Training
 - Webinar: Cybersecurity Needs for Communications

Community Development

Planning

- The July 6, 2022, Board of Adjustment and Appeals meeting has been canceled based on a lack of applications.
- The building permit application for Ocean Club at 88 South Atlantic Avenue has been submitted.

- A portion of the Total Comfort, the RV and boat storage, at 1345 North U.S. Highway 1 has been completed and received a Certificate of Occupancy. The front building of the Total Comfort property that includes offices is nearing completion.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 362 inspections performed within the city (74 by private providers).
- 112 permits issued within the city, with a valuation of \$2,593,990 (11 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. 874 Hull Road, pre-application meeting. Pre-application meeting for a parcel located in unincorporated Volusia County that seeks a fuel farm facility with railroad access. Items discussed included the permitting process, utilities, annexation required based on the connection to city utilities, roadway access, intersection of US1 and Hull Road, and proposed traffic study.
 2. Kingston Shores (Volusia County) water renovations. Discussion of proposed interior water improvements within the private property.
 3. Celadine Subdivision Pre-construction (Flagler County) utilities only. Pre-construction meeting for a subdivision with Flagler County for utility connections only.
 4. 825 Hull Road, pre-application meeting. Pre-application meeting for the construction of a business warehouse and warehouse uses within the I-1, Light Industrial zoning district.
 5. Valiant Diner. Discussion of SPRC comments and concept to add additional building square footage to the property.
- SPRC projects under review:
 1. 2001 West Granada Boulevard, Walgreens site improvements. 3rd review. Access and site improvements.
 2. Tymer Creek Apartments. 300 multi-family units and associated site improvements on a vacant 19.62-acre parcel.
 3. 748 South Atlantic Avenue, Georgian Inn recreation. Development of the vacant lot next to the Georgian Inn for recreation uses for the Georgian Inn including parking, pavilion, and pool amenities.
 4. 81 Dianne Drive. Approved lot split to create two lots from one lot.
- 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	75%
GPR1	80%
Interchange Depot	20%
KOMN Condominium Association	75%
McNamara Warehouse	50%
Paradise Pointe ALF	75%
Perrot Depot	40%
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%
Celadine	0%
Forcemain -Huntington Green	95%
Forcemain extension – Airport Road	75%
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 installed. Work has been completed 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.
- The Civil Air Patrol conducted a field day event at their facility this week, volunteers landscaped the areas around their facility.

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 196 Journal Entry Batches.
 - Utility Billing Meter Readers completed 352 work orders.
 - Approved 30 Purchase Requisitions totaling \$384,826.42.
 - Issued 34 Purchase Orders totaling \$281,507.41.
 - Issued 256 past due notices on utility accounts.
 - Auto-called 289 utility customers regarding receipt of a past due notice.
 - Processed 654 payments through Interactive Voice Response System totaling \$51,950.19 (12% of City customers utilize this service)
 - Processed 1,092 payments through City online payment portal totaling \$94,393.90 (26% of City customers utilize this service).
 - Prepared 116 Accounts Payable checks totaling \$121,701.00 and 25 Accounts Payable EFT payments totaling \$102,663.45.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Grant reimbursement request for FY 21-22: \$535,046.50

- Other
 - Attended Volusia County Council meeting for Feed the Need Countywide Food Drive results. City of Ormond Beach employees were recognized as the municipality that raised the most money in this effort, at \$700. The funds raised by employees will provide 6,300 pounds of food to Ormond Beach food pantries.

Risk Management Projects

- Attended risk management webinars
- Attended Claims Committee meeting
- Trained new police officers on PTSD and W/C

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 2
 - Hazardous: 7
 - EMS: 89
 - Motor Vehicle Accidents: 4
 - Public Assists: 53
 - TOTAL CALLS: 156

- Aid provided to other agencies: 13 Calls – Daytona Beach (4), Volusia County (9)
- Total staff hours provided to other agencies: 24
- # of overlapping calls: 41
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 55
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 346

- Training Hours
 - NFPA 1001: Firefighting 54
 - NFPA 1002: Driver 33
 - NFPA 1021: Officer 6
 - NFPA 1500: Safety/Equipment 87
 - EMT/Paramedic 3
 - TOTAL TRAINING HOURS: 183

- Station Activities
 - Updated 9 pre-fire plans
 - Conducted 2 fire Inspections

- Significant Incidents
 - 6/14/22, 12:50 PM: 1657 N. US-1 – Vehicle Fire – Assisted Volusia County with large vehicle tractor trailer fire – 1/3 of trailer involved – crews unloaded contents to extinguish fire – smoke and heat damage throughout.
 - 6/15/22, 2:54 AM: N. I-95 / Mile Marker 278 – Motor Vehicle Accident – Assisted Volusia County with single vehicle rollover – vehicle located in woods – crews stabilized vehicle and cut trees to extricate patient – trauma alert called and patient transported by Air One.
 - 6/15/22, 8:58 AM: 1608 N. US-1 – Medical Call – Responded to a fall from 2nd story building – one patient transported as a trauma alert – a firefighter paramedic assisted during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - 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 II (Wastewater Collection/Reuse Distribution)
 - Meter Reader
 - Part Time Events Leader (Community Events)
 - Police Officer
 - Summer Camp Counselors (SONC)
 - Support Services Administrator
 - Systems 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 (Water Reclamation Plant)
 - Treatment Plant Operator Trainee (Water Reclamation Plant)
 - Water Distribution Operator 3, 2, 1, or Trainee

- Background/Reference Checks/Job Offers
 - Account Clerk II
 - Maintenance Worker II (Streets)
 - Fire Chief
 - Police Officer - 6 in process
 - 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: 34
 - Completed: 27
 - In progress: 51

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 36,805
 - Inbound E-Mails Blocked: 7,803
 - Delivered Inbound E-Mails: 26,942
 - Quarantined Messages: 803
 - Percentage Good Email: 73.20%
 - Virus E-Mails Blocked: 1

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 7
 - Changes: 2
 - Corrections: 1
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - PEP Tank Location this week: 87 : Total in system = 87
 - Reclaim Connections Located this week: 11 : Total in system = 3,234
 - Meters GPS Located this week: 0 : Total in system = 24,306; 23,440 potable, 855 irrigation, 11 effluent
 - Notable Events: Updated Sewer and Water Basemap Book.

Leisure Services

Administration

- Engineering meeting
- Website/City calendar updates
- Updating social media pages as needed

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 II.

Environmental Discovery Center

- Open for guided and self-guided tours.
- Held Enviro Camp, the theme was Plant Week.

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBGS 9's All Star Team practicing on Monday, Wednesday and Friday at 6 pm at Nova #3 and Quad #1.
- OBYBSA 10's All Stars Team practicing on Tuesday and Thursday at 6pm at Nova #3.
- OBGS 11's tryouts, Wednesday and Thursday, at 6pm on Nova #4.
- Athletx Baseball Tournament (rental), Wednesday through Saturday, 8 am, Sports Complex, Quad, Wendelstedt, Kiwanis.

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 #2/#3/#4 for OBYBSA All Star practices and Spikes tryouts.
- Prep Quad, Wendelstedt, Kiwanis for Athletx Tournament.

Performing Arts Center

- Hosted CMT Dance Showcase on June 18.
- Hosted CMT Workshop Encanto Summer Camp week.
- Prepared for Tomoka Eye Associates staff training meeting rental on June 30.
- Updated information on OBPAC Facebook page and Internet ticketing site.
- Entered work orders for facility and equipment repairs.

South Ormond Neighborhood Center

- Youth basketball practice Saturday (noon until 2 pm)
- 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)
- Summer Connection continues this week

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Planning for the following events:
 - Independence Day Celebration, 7/4

- Summer Sounds Free Concert Series, 7/15, 7/22, & 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 is offered Monday through Saturday from 3 pm to 9 pm and 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 on Sunday.
- Casements Camera Club Spring Exhibit through June in the Gallery.
- Coordinator met with potential wedding rental, Monday 11 am.
- Casements Crafters met, Thursday in the Art Room from 12 pm to 3:30 pm.
- Greek Cooking, was held on Thursday, from 4:30 pm to 8:30 pm.
- Wedding rehearsal was held at Bailey Riverbridge on Thursday 5 pm to 6 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 and repaired
- Trails blown off
- Magic Forest wood repairs
- Loose boards addressed at Central Park I and Central Park II
- Repaired hose bibs at Central Park I

Building Maintenance

- Windscreen repaired at Fleet
- Installed towel dispenser at WWTP
- Repaired loose downspout on east wall at the Performing Arts Center
- Installed outside door stop at Nova
- Installed first aid box and a platform at Andy Romano Beachfront Park
- Installed new key box at the Police Department
- Drain cleaning and urinal repair at Andy Romano Beachfront Park
- Replaced outside fountain at Cassen Park and South Ormond Neighborhood Center
- Painted yellow curbing at South Ormond Neighborhood Center
- Replaced pavilion support post at Central Park I
- Repaired concrete at the Skate Park

Police Department

Administrative Services

- Staff attended staff meeting.
- Staff attended a meeting for the upcoming Independence Day event.
- Staff completed the Eyes and Ears program radio deployment.
- Staff attended an Internal Affairs Conference in Clearwater Beach.
- Staff attended IPTM Traffic Safety Symposium in Orlando.

Community Outreach

- Youth Leadership Council (YLC) – Five (5) YLC members met on Sunday, June 19, 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 – Fifteen members (15) 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. Eight (8) members of the 8th grade team attended the Showdown North tournament in Charleston, South Carolina June 17– 9.
- Summer Educational programs – OBPAL partners with the South Ormond Neighborhood Center to provide science, art, reading and computer lab during Volusia County School summer break. The OBPAL program is offered Monday through Thursday. Approximately 60 children will participate in the classes each week.

Community Services & Animal Control

- Animal Calls responded to: 47
- Animal Reports: 6
- Return to Field: 3
- Animal Bites: 2
- Animals to Halifax: 4
- Injured Wildlife Calls: 2
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 10
- Inactive: 11
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 2
- Grand Theft: 3
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 2
- Threatening Calls: 1
- Vandalism: 1

Records

- Walk - Ins / Window: 98
- Phone Calls: 141
- Arrest / NTA's: 23
- Reports Generated: 124
- Reports Entered: 120
- Citations Issued: 59
- Citations Entered: 51
- Warnings Entered: 97
- Trespass Warnings: 13

- CORF Entered: 51
- Mail / Faxes / Request: 33

Patrol

- Total Calls: 1,359
- Total Traffic Stops: 127

Operations

- Crime Opportunity Report Forms: 59

06/15/22

- Business Burglary, 40 Holly Street (Tomoka Construction). A male broke into the business and stole tools.
- Business Burglary, 49 West Granada Boulevard (The Grind). An unidentified subject entered the business overnight and removed several hundred dollars worth of alcohol from the business.
- Theft/Narcotics Arrest, 500 Sterthaus Drive (YMCA). A male stole two gym bags and was found to be in possession of narcotics.
- Carbreak, 9 Sunshine Boulevard (Collin's Construction). A male subject entered an unlocked work vehicle overnight, several items were removed from the vehicle.
- Vandalism Arrest, 170 West Granada Boulevard (Ormond Beach Police Department). A female was damaging flowers and plants belonging to the City of Ormond Beach.
- Traffic Arrest, 100-Block of West Granada Boulevard. A female was stopped for a traffic violation. She was found to be a habitual traffic offender.
- Crash, Village Drive/South Nova Road. A vehicle travelling south on South Nova Road making a left turn onto Village Drive crashed into a motorcycle travelling north on South Nova Road at Village Drive.

06/16/22

- Give False Name Arrest, 146 North Orchard Street. A male subject gave a false name to officers during an investigation.
- Warrant Arrest, 125 South Orchard Street #108 (Orchard Garden Apartments). Subject was contacted and found to have an open warrant.

06/17/22

- Domestic Violence Battery Arrest, 73 Apian Way. A male grabbed his wife and shook her, causing her to fall.
- Domestic Violence Aggravated Assault, 374 South Halifax Drive. A male sent texts containing threats to his ex-girlfriend. He also made verbal threats to do bodily harm.
- Domestic Violence Battery Arrest, 1614 North United States Highway One (Econo Lodge). A male got into a verbal argument with his girlfriend that turned physical.
- Bicycle Theft, 26 North Beach Street (Fugu). An unidentified subject stole an employee's bicycle from this location while he was working.
- Theft Arrest, 795 West Granada Boulevard (CVS). A female picked up a wallet that the victim dropped and fled. She was later located and arrested.

06/18/22

- Residential Burglary, 517 North Beach Street. An unidentified subject entered the unlocked residence and took spare keys/remotes.
- Residential Burglary, 201 Neptune Avenue. A bicycle was stolen from the carport overnight.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise from this location. The incident was witnessed by the loss prevention officer.
- Strong Arm Robbery, 234 North Nova Road (Trails Liquor Store). An unidentified subject pushed an employee while attempting to steal merchandise.
- Sex Offense, 208 Central Avenue (Pace). A worker for the Department of Children and Families reported a possible sex offense between a student and teacher at this location.

- Theft, 51 South Atlantic Avenue (Royal Floridian Resort). An unidentified subject stole a guest's purse containing money.
- Carbreak, 12 Lakecliff Drive (Ormond Lakes Subdivision). An unidentified subject made entry to the victim's unlocked vehicle. Nothing appeared to be missing.
- Resisting without Violence Arrest, 690 South Nova Road (7Eleven). A male resisted officers as they were attempting to secure him.

06/19/22

- No Part One Crimes

06/20/22

- Residential Burglary, 89 South Atlantic Avenue #103 (Oceanfront Condos). An ex-girlfriend entered the front door of the residence. Once inside, she battered the victim's new girlfriend.
- Residential Burglary, 9 Autumnwood Trail (Trails Subdivision). A male entered a garage and removed a laptop.
- Warrant Arrest, 601 Fleming Avenue. Subject was contacted and found to have an open warrant. The subject was also on probation and gave officers a fake name at first. He was also charged with giving a false name and violation of probation.

06/21/22

- Resisting without Violence Arrest (X2), FEC Railroad/Airport Road. A male was found intoxicated at this location. He resisted officers when they went to take him into custody for evaluation at the hospital. He continued to be uncooperative and caused a disturbance inside the hospital and refused to obey Officer's commands. He damaged the interior of a police cruiser after he started kicking the interior of the vehicle.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 42
 - Number of Citations issued: 46
 - Number of Written Warnings Issued: 57
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

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

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting scheduled for June 29.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Construction is ongoing.
 - Facility Hardening – Construction at the PD is in process.
 - 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 – Bid award scheduled for the July 19 City Commission meeting.
 - PD HVAC Upgrades – Bid award scheduled for the July 19 City Commission meeting.
 - Fleming Avenue Drainage Improvements – Bids were opened on June 21 and are under review.
 - WRF Clarifier Improvements – Project was advertised on June 12, a pre-bid meeting was held on June 20, bids are due on July 12.
 - Downtown Sidewalk Renovations – Project was advertised on June 12, a pre-bid meeting is scheduled for June 30, bids are due on July 14.
 - 2022 Road Resurfacing - Project is scheduled for approval to bid at the July 19 City Commission meeting.
 - Design Projects:
 - Downtown: Cassen Park Improvements – Proposals were opened on June 14 and are under review. A selection committee meeting will be scheduled.
 - Business Park Drive Phase II – Design is in process.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Bid documents are prepared, permitting in process.
 - Doug Thomas Way Extension Design – 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 26 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

- Stripped forms, backfilled, cleanup on Mainsail
- Lay asphalt at Loyola-South Forty-N Orchard-Riverside
- Formed sidewalk at MacDonald House
- Patched potholes on Woodridge Dr; Knollview Blvd

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 FDOT on Nova Rd s/o SR40; parking lot at Public Works

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

- Training at PW
- Locates, pumps citywide
- Reachout FDOT ponds on Old Kings; Division Ave; Arroyo Parkway
- Ditch spraying citywide
- Sweeper at Ormond Green
- Gates – pumps, hot spots citywide
- Slope mower at US1 – Pineland; SR40

Vactor

- Line cleaning on Capri Dr

Fleet

- Mileage traveled by all departments for the week: 22,884
- 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: 10,664 gallons unleaded, 9,468 gallons diesel
 - Fuel used in one week: 2,575 gallons of unleaded and: 591 gallons of diesel.
 - Fleet completed 49 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 40.452 million gallons for the week ending June 18, 2022 (5.78MGD).
- Backwashed 6 filters for a total of 334,500 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 18, 2022 @ 6.41 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 92 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 30,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 27.02 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.86 MGD
- Produced 26.59 Million Gallons of Reclaim water.
- Produced 0.43 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (June 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)

Water Distribution

- Responded to 2 report of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 10 calls from customers concerning leaking water.
- Replaced 3 residential water meter due to operational concerns.
- Tested 5 city owned backflow preventers and made repairs when needed.
- Replaced 1 residential water service due to pressure concerns or leaks.
- Replaced 6 broken water meter boxes.
- Performed valve maintenance on 4 main line valve.
- Installed 4 new water meters/services for new construction.
- Repaired 3-inch manifold located 1360 N US1 due to a vehicle accident.
- Performed hydrant maintenance on 44 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 145 utility locates for the previous week.

Wastewater Collection

- Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 1,000 gallons of effluent off of Hunter's Ridge force main.
- TV'ed 3 sanitary laterals on the PM list
- Changed pump at 4 Leisure Wood Way, 41 Laurel Ridge Break, and 11 Spanish Pine Way.
- Andy Romano Park, assisted Building Maintenance with backed up restrooms
- 2 Arbor Lakes Park, checked city manhole for any obstructions. Manhole is clean and clear.
- 7 Shadow Creek Way, dug up chamber and added riser. Leveled area surrounding tank.
- Fortunato Park, replaced broken 6" C/O and cap.
- Located sewer lateral at 103 Neptune Ave, 415 Calle Grande St, 35 Laurel Ridge Break
- 219 Royal Dunes, replaced broken lateral and C/O, cleaned and TV'ed line to main.

Reuse

- Responded to 4 reuse trouble calls.
- Located reuse and pep tank at 81 Westland Run 23 Fox Hunter Flat.
- 212 Sunset Point locate reuse and turned service back on.
- Contractor bored through service at 158 Riverside Dr., shut down and repaired service.

Wastewater Plant – Lift Stations

- Centrifuge #2 - Grinder/Cutter clogged and full of debris, mounting hardware failed, replaced hardware.
- The Crowne – replaced upper guide rail mounting brackets.
- Citywide – checked lift stations for safety markings and local alarm operational status.
- Conducted plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricate as needed.
- Well Fields – verify VFD status to update inventory list.
- Degasification Blower – fan shaft and bearings failed, begin repairs.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- 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 Claims Committee meeting.
- City Clerk attended ICMA Emerging Leaders Development Program Class of 2023 monthly virtual class session.
- Agenda packet preparation for July 19, 2022, City Commission Workshop and Meeting.