

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 1, 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
- Budget wrap up meeting with Finance senior staff
- City Commission agenda packet review
- Completed ICMA credentialing requirements

Spoke to, attended and/or met with:

- Budget Advisory Board meeting

PIO – Public Information

- Press Releases/Media
 - Independence Day Traffic Patterns
 - General media requests
 - General citizen inquiries and comments
- Social Media
 - Heat Awareness
 - Independence Day
 - State Funded Project Announcement
 - #SpotlightSaturday
- Attended
 - 3 Part Meeting Series: Community Emergency Comms
 - Volusia PIN Network Meeting
- Training
 - FFCA Webinar: Developing Strategic Alignment

Community Development

Planning

- The July 6, 2022, Board of Adjustment and Appeals meeting has been canceled based on a lack of applications.
- The July 14, 2022, Planning Board meeting has been canceled based on a lack of applications.
- A Special Exception application has been received for the property at 801 North U.S. Highway 1 for outdoor activities. The outdoor activities seek to allow kayak and canoe rentals and storage.
- A Planned Business Development application has been received for two parcels of land between Flagler Road and the railroad tracks north of Broadway Avenue. The project, North Interchange, seeks to allow two 11,999 square foot buildings for industrial flex space on one parcel of 2.34 acres, and a four story self-storage building of 110,900 square feet and 28 RV and boat storage spaces

on a 3.40 acre parcel. The property is currently zoned B-7 (Highway Tourist Commercial) and would require a zoning map amendment to Planned Business Development.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 396 inspections performed within the city (31 by private providers).
- 133 permits issued within the city, with a valuation of \$4,665,087 (9 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. 499 South Nova Road. Business owner desires to allow some playground activities in an area that connects to the fire department connection. SPRC staff discussed what could and could not be in the access area to the fire department connection and requested a written plan.
 2. 194/200 South Yonge Street. Discussion of construction of a manufacture/mobile home community on the property. Items discussed included access, density, landscaping, stormwater, floodplain, and utilities.
- There are no projects under SPRC review.
- Construction status of projects under construction.

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	45%
Dunkin Donuts, 1535 North US Hwy 1	85%
GPR1	90%
Interchange Depot	25%
KOMN Condominium Association	80%
McNamara Warehouse	55%
Paradise Pointe ALF	75%
Perrot Depot	45%
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	80%
Ocean Village Townhomes	90%
Verona Oceanside	95%

Residential	
Cupola at Oceanside	70%
Plantation Oaks, Phase 1A	55%
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

- Construction of the project to rehabilitate Taxiways Bravo and Delta continues. Lime rock base course material is being installed on Taxiway Delta and the new apron area, west of the intersection with Taxiway Bravo. Runway 17/35 continues to be closed during this phase of the project, due to the need for personnel and equipment to work within the Runway Safety Area.

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 129 Journal Entry Batches.
 - Utility Billing Meter Readers completed 392 work orders.
 - Approved 39 Purchase Requisitions totaling \$279,796.52.
 - Issued 28 Purchase Orders totaling \$394,643.36.
 - Issued 567 past due notices on utility accounts.
 - Auto-called 108 utility customers regarding receipt of a past due notice.
 - Processed 603 payments through Interactive Voice Response System totaling \$56,321.33 (12% of City customers utilize this service)
 - Processed 1,366 payments through City online payment portal totaling \$120,809.34 (26% of City customers utilize this service).
 - Prepared 119 Accounts Payable checks totaling \$715,638.11 and 40 Accounts Payable EFT payments totaling \$1,306,946.29.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

- Working with the Police Department on an Edward Byrne Memorial Justice Assistance (JAG) Grant Local Solicitation.
- Working on Volusia County ECHO annual reports.
- Grant reimbursement request for FY 21-22: \$564,811.22
- Other
 - Completed Employee Newsletter for July.

Risk Management Projects

- Attended Compassion Fatigue webinar
- Attended Ethics in WC webinar
- Prepared all schedules for insurance renewal

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 9
 - Hazardous: 5
 - EMS: 85
 - Motor Vehicle Accidents: 4
 - Public Assists: 55
 - TOTAL CALLS: 161
- Aid provided to other agencies: 12 Calls – Daytona Beach (5), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 7
- Total EMS patients treated: 71
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 269
- Training Hours
 - NFPA 1001: Firefighting 65
 - NFPA 1002: Driver 2
 - NFPA 1500: Safety/Equipment 86
 - EMT/Paramedic 3
 - TOTAL TRAINING HOURS: 156
- Station Activities
 - Provided a fire safety and EMS talk to seniors at Harbor Baptist Church
 - Visited 45 children at Kinder Care Preschool
 - Updated 7 pre-fire plans
 - Conducted 2 fire Inspections
- Significant Incidents
 - 6/23/22, 12:50 PM: 245 Ocean Shore Blvd. – Motor Vehicle Accident – Responded to a single vehicle collision into power pole – one patient transported as a trauma alert.

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 Worker IV (Wastewater Collection/Reuse Distribution)
 - Part Time Events Leader (Community Events)
 - Police Officer
 - Summer Camp Counselors (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
- Background/Reference Checks/Job Offers
 - Maintenance Foreman (Wastewater Collection/Reuse Distribution - open internally only)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Stormwater)
 - Fire Chief
 - Police Officer
 - Summer Camp Counselors
 - Treatment Plant Operator C/B/A (Water Production Plant)
 - Separations
 - Systems Administrator
 - IT Manager

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
- Work Orders
 - New: 63
 - Completed: 62
 - In progress: 52
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 40,029
 - Inbound E-Mails Blocked: 11,003
 - Delivered Inbound E-Mails: 26,148
 - Quarantined Messages: 1,262
 - Percentage Good Email: 65.32%
 - Virus E-Mails Blocked: 6
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 93
 - Changes: 2
 - Corrections: 0

- Map/Information Requests: 6
- Information Requests from External Organizations: 3
- 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 = 3,234
- Meters GPS Located this week: 0 : Total in system = 24,306; 23,440 potable, 855 Irrigation, 11 Effluent
- Notable Events: Updated Stormwater Basemap Book.

Leisure Services

Administration

- Website/City calendar updates
- Updating all 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.

Environmental Discovery Center

- The week of July 4 the EDC will run on its regular schedule of Tuesday through Saturday, from 10 am to 4 pm. Due to Enviro Camp, EDC hours from July 11 to August 5 are Tuesday, Wednesday, and Thursday, from 3 pm to 5 pm and Saturday 10 am to 4 pm.
- Sixteen children per week are enrolled in Enviro Camp. The camp hours are 9 am to 3 pm. Session one was completed on July 1, with the theme “water week.” Session two starts on July 11.

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at the Sports Complex.
- OBGS 9's All Star Team practiced on Monday at 6 pm at Nova #2.
- OBYSBA 10's All Stars Team practiced on Tuesday and Wednesday at 6 pm at Nova #3.
- OBGS 11's Tryouts, Tuesday and Thursday, at 6 pm on Nova #2.
- SHS training was held on Monday and Wednesday, at the Sports Complex and on the Kiwanis Field, from 5 pm to 8 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.

Performing Arts Center

- Prepared for Ukrainian Project presents Oksana Bilozir on July 2.
- Prepared for Independence Day Celebration on July 4.
- Hosted Tomoka Eye Associates staff training PAC meeting rental on June 30.

- Responded to inquiries about PAC and Senior Center rentals.
- Updated information on OBPA Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

- 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
- Gym construction project ongoing

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, & 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 Monday, 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.
- Coach Hill's Skills and Drills takes place Monday through Friday from 1 pm to 4 pm.
- Club T-Rec started on June 20 and will continue until July 29.

The Casements

- Open for guided and self-guided tours, Monday through Friday, 8 am to 5 pm.
- House of Healing held an evening service at Bailey Riverbridge on Sunday.
- Meeting Rental, Casements, Tuesday 11 am to 4:30 pm.
- Casements Crafters met on Thursday, Art Room 12 pm to 3:30 pm.
- Casements Camera Club met on Thursday 7 pm to 9 pm.
- Movies on the Halifax will be held on Friday at 8:30 pm. The feature film is "School House Rock," which is rated PG-13.
- Ora Yoga classes met this week 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
- Installed reservation box at Central Park I
- Installed new sign at Osceola
- Repaired wood at Central Park II

Building Maintenance

- Repaired mailbox at PAL
- Repaired the Senior Center door
- Fence repaired at City Hall

- Repaired range exhaust at the Police Department
- Lock repaired at the Performing Arts Center
- Replaced toilet at the EDC
- Sewer line replaced at the EDC
- A/C maintenance and repair at City facilities
- Exhaust fan removed at FS94

Police Department

Administrative Services

- Staff hosted the Weekly Virtual Staff Meeting
- Staff attended an in-house budget meeting.
- Staff attended the Volusia/Flagler Police Chiefs meeting at the Daytona Beach Airport.
- Staff attended a luncheon held by Mrs. Kathy Kormack and her husband. She is the founder of the CWP (Conversations with Police) program.
- Staff is working on the Falcon/National RAP back program with employees/volunteers and vendors.
- Staff met with City's vendor who is making a recruiting brochure.
- Staff attended CrimeView.
- Building hardening project (windows) is almost complete at the Police Department.

Community Outreach

- Youth Leadership Council (YLC) – YLC members met on Sunday 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 (20) 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 Center. The teams are preparing for upcoming tournaments.
- Summer Educational Programs – Science, art, reading and computer lab has begun at the South Ormond Neighborhood Center and will continue for six weeks. Forty-nine (49) students participated Monday through Thursday in each class.

Community Services & Animal Control

- Animal Calls responded to: 33
- Animal Reports: 5
- Return to Field: 3
- Animal Bites: 3
- Animals to Halifax: 2
- Injured Wildlife Calls: 2
- Found Property Reports: 3

Criminal Investigations

- Cases Assigned: 7
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 12
- Inactive: 3
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 2
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0

- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Medical Incident: 1

Records

- Walk - Ins / Window: 94
- Phone Calls: 136
- Arrest / NTA's: 12
- Reports Generated: 106
- Reports Entered: 101
- Citations Issued: 41
- Citations Entered: 46
- Warnings Entered: 136
- Trespass Warnings: 6
- CORF Entered: 28
- Mail / Faxes / Request: 39

Patrol

- Total Calls: 1,289
- Total Traffic Stops: 156

Operations

- Crime Opportunity Report Forms: 98

06/22/22

- Battery Arrest, 1635 North United States Highway One (Destination Daytona). A male was intoxicated at a reggae concert and battered a security guard.

06/23/22

- Theft, 867 South Atlantic Avenue (Ocean East Resort Club). An unidentified subject stole eyeglasses, cash, cigarettes, and a vape pen from the victim.
- Inhaling Harmful Chemicals Arrest, 88 South Atlantic Avenue. A female was observed inhaling air duster at this location.
- Warrant Arrest, 5 South Yonge Street (Mobil Gas Station). Subject was contacted and found to have an open warrant. He was also found to be in possession of a trafficking amount of Fentanyl.
- Residential Burglary, 253 Washington Place. An unidentified subject entered an unlocked residence and stole the victim's PlayStation 5 gaming console.

06/24/22

- Aggravated Assault with a Deadly Weapon, 175 Interchange Boulevard #322 (Baymont Inn & Suites). A male made threats to the victim while holding a large knife.
- Residential Burglary, 503 Crowne Sunset Drive #1316 (Reserve at Ormond). A male subject broke into the apartment that he was evicted from three days prior.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A female stole merchandise from this location. The offense was witnessed by loss prevention for the store.
- Stolen Tags, 175 Interchange Boulevard (Baymont Inn & Suites). An unidentified subject stole a Florida tag from the victim's vehicle.
- Stolen Vehicle, 448 South Yonge Street (Grocery Box). A male entered and stole the victim's vehicle that they left the key fob inside. Charges pending.
- Domestic Violence Battery Arrest, 839 South Atlantic Avenue (Andy Romano Beachfront Park). A female struck the victim in the face.

06/25/22

- Business Burglary, 603 South Yonge Street (Heffers Café). An unidentified subject forced entry to the front door and stole money from the business.
- Narcotics Arrest, 735 South Nova Road (Tomoka Plaza). A male was found to be in possession of glass pipe used to smoke methamphetamine.
- Trespass/Resisting without Violence Arrest, 1634 North United States Highway 1 (Super 8 Motel). Two males were committing criminal trespass on the property. The subjects also refused to follow officers' commands when they arrived on scene.

06/26/22

- Theft, 812 Lucerne Circle. An unidentified subject stole mail from the victim's mailbox.
- Carbreak, 300 Amsden Road. An unidentified subject made entry to the victim's vehicle and stole a wallet and sunglasses.
- Warrant Arrest, 1634 North United States Highway One (Super 8 Motel). Subject was contacted and found to have an open warrant.
- Leaving the Scene of Crash with Property Damage Arrest, North Nova Road/Tomoka Oaks Boulevard. A male was involved in a crash that caused property damage and left the scene without exchanging information.
- Aggravated Assault, 1670 West Granada Boulevard (RaceTrac Gas Station). An unidentified male approached the victim and spat in his face and struck the victim on his left forearm with a baton/club like weapon.
- Residential Burglary, 93 Lincoln Avenue. An unidentified subject made entry to the garage and stole miscellaneous items.

06/27/22

- Domestic Violence Battery Arrest, 2425 Durrance Lane. A male was in an argument with his wife when it turned physical.

06/28/22

- No Part One Crimes.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 35
 - Number of Citations issued: 16
 - Number of Written Warnings Issued: 26
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injury: 1
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 2 Cases initiated
 - Zone 2: 2 Cases initiated
 - Zone 3: 1 Case initiated
 - Zone 4: 2 Cases initiated
- (2) signs have either been removed or sign cases created.
- (14) tree removal permit requests
- Administrative staff assisted with one (1) walk-in and forty-seven (47) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting was held on June 29.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Construction is ongoing.
 - Facility Hardening – Construction at the PD is almost complete.
 - 385 South Old Kings Road – Remediation work is complete, final report received.
 - 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 was held on 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 was held on 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, an RFP ranking committee meeting is scheduled for July 15.
 - 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 – A Work Authorization for electrical design was approved.
 - Departmental Activities:
 - Reviewed 21 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

- Poured driveway patch – River Bluff Dr.
- Poured sidewalk, stress cut curb and sidewalk. Graded & lay asphalt – MacDonald House
- Removed damaged wood sidewalk – S. Beach St.
- Poured for park bench – Nova Community Park

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 – Nova Rd south of Division Ave
- Banner install – SR40 & Washington St
- Trimmed low limb over ROW – Putnam Ave & 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.
- Trimmed various areas citywide.
- Blew leaves off walks and picked up debris – City Hall Complex.
- Picked up trash in medians and ROW – SR40 from Tymber Creek to Airport Rd, US1 to Broadway.
- Trash pickup on medians and ROW – US1 N to Hull Rd.
- Trimming – SR40 north to Hull Rd, SR40 by Clyde Morris Blvd.

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, and install signs & posts – citywide.
- Various projects – citywide.

Stormwater Maintenance

- Reach-out mowing – Misners Branch ditch & US1 N.
- Out fall inspection & cleaning – N & S Beach St and Oak Forest Dr.
- Ditch inspection & spray – citywide.
- Hot spots, gates, Inlets, & pumps – citywide.
- Locates – citywide.
- Inlet cleaning – citywide.
- Ditch maintenance – Division Ave & Wilmette Ave.
- Ditch mowing – Pineland Trl.

Vactor

- Vac-truck inlet cleaning – citywide

Fleet

- Mileage traveled by all departments for the week: 22,336
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,508 gallons unleaded, 8,638 gallons diesel

- Fuel used in one week: 2,156 gallons of unleaded and 830 gallons of diesel.
- Fleet completed 54 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 43.055 million gallons for the week ending June 25, 2022 (6.15 MGD).
- Backwashed 6 filters for a total of 326,020 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 25, 2022 @ 6.42 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 96 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 47,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 26.6 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.80 MGD
- Produced 26.60 Million Gallons of Reclaim water.
- Produced 0.0 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)
- Hauled 6 load in June for a total of 116.57 Wet tons through 6-13-2022
- Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 12 report of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 4 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Tested 8 city owned backflow preventers and made repairs when needed.
- Replaced 3 residential water service due to pressure concerns or leaks.
- Replaced 2 broken water meter boxes.
- Performed valve maintenance on 1 main line valve.
- Installed 2 new water meters/services for new construction.
- Assisted Building Maintenance with a pressure issue at the EDC (Environmental Discovery Center). Installed new 2-inch valve and added a 1 inch blow off for future issues. This will make determining the problem much easier in the future.
- Performed hydrant maintenance on 26 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 187 utility locates for the previous week.

Wastewater Collection

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 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 1 sanitary lateral on the PM list.
- Changed pump at 5 Buckthorn Look.
- Located sewer lateral at 108, 112, 116, 120, 124 Forest Quest.

- Located valves at Airport Rd and Leeway Tr.
- 35 Forest View Way, backup in lateral at tank caused by grease.
- 198 Wilmette Ave, installed C/O and TV'ed line.
- 125 N Nova, calcium build up on city side, cleaned to main.
- 43 Forest View Way, rehab work on tank and raised back lid.
- Repaired reuse break at 167 Royal Dunes.
- TV'ed EDC, lateral clean and clear.

Reuse

- Adjusted Melrose valve.
- 71 Pergola Pl, replaced reuse lid.

Wastewater Plant – Lift Stations

- Centrifuge #2 - Grinder/Cutter clogged and full of debris, mounting hardware failed, replaced.
- SCADA Emergency call out – cellular modem not operational, ATT 5G conversion software failed, problem corrected with joint effort from Star Controls and ATT.
- Dunkin Donuts North US1 – new private lift station start up.
- Shop – transported mobile generators to Fleet from remote locations for PM's.
- Citywide – Lift Stations, continued to check for safety markings and local alarm operational status.
- All Aberdeen Lift Stations – tree trimming and groundskeeping.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Lime filter Clearwell – pump #1 & 2 failed, swapped out motor. VFD 1 failed, replaced with operational VFD 2. Also assisted air conditioning contractor with replacement of A/C units. Scheduled removal of pump # 2 for repair.
- Degasification Blower – fan shaft and bearings failed, completed repairs.
- Performed operational checks at various locations.

Support Services/City Clerk

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

- City Clerk attended meeting with City Manager.
- Agenda packet preparation for July 19, 2022, City Commission Workshop and Meeting.