

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 15, 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
- Operating Budget workshop prep

Spoke to, attended and/or met with:

- Rotary meeting
- Individual budget discussion meetings with commission members
- Daytona Chamber Eggs & Issues Forum

PIO – Public Information

- Press Releases/Media
 - Summer Sounds
 - General citizen inquiries
 - General media requests
- Social Media
 - Fire Safety Campaign
 - Turtle Nest Updates
 - #SpotlightSaturday featuring Rosie's Cafe
- Attended
 - Engineering/Planning
 - State of the City Development
 - FPRA Regional Meeting
- Developing
 - Budget Fact Sheet
 - State of the City Brochures

Community Development

Planning

- Mark Dowst, P.E., shall conduct a neighborhood meeting associated with a Special Exception that seeks to expand a private school, the Riverbend Academy, at 2080 West Granada Boulevard. The expansion seeks to add 13,327 square feet of building area to accommodate a 400-student increase from 200 to 600 students. The neighborhood meeting shall be held on **Monday, July 25, 2022, starting at 6:00 p.m. at the Riverbend Church, located at 2080 West Granada Boulevard, Choir Room #124, Ormond Beach 32174.** The Special Exception would require Planning Board review and recommendation and City Commission action. Information on this project is available at: <https://www.ormondbeach.org/1022/Riverbend-School-Expansion>

- The Storch Law Firm shall conduct a neighborhood meeting associated with Planned Residential Development Rezoning/Ridgehaven PRD that proposes 298 residential units. This project is located north of Addison Drive and east of Plantation Oaks Blvd. near the intersection of U.S. 1 and Plantation Oaks Blvd. The neighborhood meeting shall be held on **Tuesday, July 26, 2022, starting at 6:00 p.m. at the Trails Clubhouse, 201 Main Trail, Ormond Beach, FL 32174.** The Planned Residential Development Rezoning would require Planning Board review and recommendation and City Commission action. Information on this project is available at: <https://www.ormondbeach.org/1019/RidgeHaven>.
- City staff have received a Planned Residential Development amendment for the properties at the intersection of Tymber Creek Road and Airport Road. The submittal seeks 129 single-family lots and associated site improvements. The project would require a neighborhood meeting, Planning Board review and recommendation, and City Commission action.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 266 inspections performed within the city (11 by private providers).
- 155 permits issued within the city, with a valuation of \$1,928,786 (22 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) did not meet this week
- SPRC projects under review:
 1. Tymber Creek Apartments. 4th Review. 300 multi-family units and associated site improvements on a vacant 19.62-acre parcel.
 2. Riverbend Academy Expansion. 1st Review. Special Exception amendment for the number of students allowed at school for Riverbend Church at 2080 West Granada Boulevard, including the construction of new classrooms totaling 6,359 square feet.
 3. 801 North US Highway 1, Outdoor Activity. 1st Review. Special Exception request for outdoor activity to allow kayak and canoe rentals.
 4. North Interchange, lot split. 1st Review. Lot line adjustment for two existing parcels.
 5. North Interchange Industrial Flex Space, Flagler Road. 1st Review. Two 11,999 square foot buildings for industrial flex space on one parcel of 2.34 acre
 6. North Interchange Self Storage, Flagler Road. 1st Review. A four-story self-storage building of 110,900 square feet and 28 RV and boat storage spaces on a 3.40-acre parcel
 7. Tattersall at Tymber Creek. 1st Review. 129 single-family lots and associated site improvements.
 8. Walgreens and commercial area improvements. Final SPRC approval. Modifications to the access to West Granada Boulevard and stormwater improvements to Walgreens site.
- 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	5%
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	60%
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. Milling of Taxiway Delta and preparation of the new apron area, west of the intersection with Taxiway Bravo, and installation of lime rock base course material is complete. Electrical work is underway and installation of new pavement is planned to commence by the end of the month. 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.
- A representative from VirTower visited the airport to conduct an air traffic survey.

- Staff received a Disaster Preparedness Coordination Plan presentation from the FDOT Aviation Office.
- Staff participated in an Airport Safety Meeting at the Daytona Beach International Airport.
- Staff continues coordinating installation of new solar shades at the air traffic control tower.
- Staff completed minor repairs to Gate 9.

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

Finance

- On-going Projects
 - The City received the second payment of the ARPA funds in the amount of \$2.46 million. The City has received all ARPA funds.
 - Budget projections for the 2022-23 fiscal year have begun
- Completed Projects - Weekly
 - Process 147 Journal Entry Batches.
 - Utility Billing Meter Readers completed 371 work orders.
 - Approved 21 Purchase Requisitions totaling \$148,015.96.
 - Issued 19 Purchase Orders totaling \$169,432.47.
 - Issued 685 past due notices on utility accounts.
 - Auto-called 349 utility customers regarding receipt of a past due notice.
 - Processed 640 payments through Interactive Voice Response System totaling \$50,485.13 (12% of City customers utilize this service).
 - Processed 1,343 payments through City online payment portal totaling \$157,678.57 (26% of City customers utilize this service).
 - Prepared 103 Accounts Payable checks totaling \$688,394.37 and 26 Accounts Payable EFT payments totaling \$434,817.02.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Completed step one of the Police Department Edward Byrne Memorial Justice Assistance (JAG) Grant Local Solicitation in Grants.gov and am working on step two within the Just Grants platform which is due on August 8. This item is scheduled for the August 3 City Commission meeting.
 - Submitted required Volusia County ECHO annual reports.
 - Grant reimbursement request for FY 21-22: \$582,542.30
- Other
 - Attended FY 2022 JAG Solicitation webinar.

Risk Management Projects

- WC webinar/education
- File review on WC
- Finalizing submittals for insurance renewals

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 5
 - Hazardous: 4
 - EMS: 92
 - Motor Vehicle Accidents: 7
 - Public Assists: 44
 - TOTAL CALLS: 154

- Aid provided to other agencies: 13 Calls – Daytona Beach (3), Holly Hill (1), Volusia County (9)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 46
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 70
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 230
- Training Hours
 - NFPA 1001: Firefighting 47
 - NFPA 1002: Driver 8
 - NFPA 1021: Officer 10
 - NFPA 1500: Safety/Equipment 82
 - NFPA 1620: Preplanning 9
 - EMT/Paramedic 2
 - TOTAL TRAINING HOURS: 158
- Station Activities
 - Participated in a first responder parade honoring a veteran's 103rd birthday.
 - Updated 8 pre-fire plans.
 - Conducted 3 fire inspections.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Building Inspector
 - Civil Engineer
 - Environmental Improvement Officer (Arborist)
 - Evidence/Crime Scene Technician
 - Firefighter/EMT/Paramedic
 - IT Manager
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Meter Reader
 - Neighborhood Improvement Officer
 - Part Time Events Leader (Community Events)
 - Part Time Treatment Plant Operator C/B/A (Water Production Plant)
 - Police Officer
 - Senior Staff Accountant
 - Support Services Administrator
 - Systems Administrator
 - Treatment Plant Operator C/B/A (Water Production Plant)
 - Treatment Plant Operator C/B/A (Water Reclamation Plant)
 - Treatment Plant Operator Trainee (Water Production Plant)
 - Treatment Plant Operator Trainee (Water Reclamation Plant)
 - Utilities Engineer
 - Water Distribution Operator 3, 2, 1, or Trainee
- Background/Reference Checks/Job Offers
 - Fire Chief
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Maintenance Worker III (Stormwater)
 - Maintenance Worker III (Wastewater Collection/Reuse Distribution)

- Police Officer
- Separations
 - Systems Administrator
 - Police Sergeant
 - IT Manager
 - Maintenance Worker II (Streets)
 - Fire Chief

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
 - Work Orders
 - New: 58
 - Completed: 57
 - In progress: 47
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,024
 - Inbound E-Mails Blocked: 8,557
 - Delivered Inbound E-Mails: 22,764
 - Quarantined Messages: 567
 - Percentage Good Email: 68.93%
 - Virus E-Mails Blocked: 1
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 5
 - Corrections: 7
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 2
 - 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

Leisure Services

Administration

- Engineering meeting
- 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

- Session 2 of Enviro Camp begins.
 - Monday – Turtle Day: Turtle games, crafts and Sea Turtle guest speaker.
 - Tuesday – Archery in the A.M. Snake activities: snake trivia, rattlesnake craft, snake games.
 - Wednesday – Fishing in the A.M. Fish activities: how do fish breathe, catch the fish game.
 - Thursday – Archery in the A.M. Alligator game & craft. Reptile scavenger & jeopardy.
 - Friday – Frogs and Toads Day: How frogs & toads differ, eat like a frog game, toad mask.
- Open for guided and self-guided tours. Tuesday, Wednesday, Thursday, 3 pm to 5 pm.

Athletics

- Shuffleboard continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBGS 9's tryouts were held Tuesday and Thursday at 6 pm at Nova #2.

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 OBGS tryouts
- Painted South Ormond Neighborhood Center fields for summer camp.

Performing Arts Center

- Hosted first week of CMT Musical Theatre summer camp.
- Prepared for and hosted CFOB Candidate Forum at the Senior Center on July 13.
- Handled customer inquiries, met with customers, and booked Senior Center event rentals.
- Updated information on OBPA Facebook page and Internet ticketing site.

South Ormond Neighborhood Center

- 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 continues this week
- Gym construction project ongoing

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Planning for the following events:
 - 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.

- Gym closed for repairs to floor.
- Club T-Rec continues until July 29.

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.
- The Casements Camera Club exhibit "Local Color" is throughout July.
- Casements staff prepares for "Christmas in July" scheduled for 7/23 and 7/25.
- The Casements Crafters met on Thursday in the craft room from 12:00 pm to 3:30 pm.
- Guild training of three new docents, Thursday at 10 am.
- Scheduled cleaning of 1st floor tiled floors Thursday evening.
- Pilates classes met 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
- Repair BBQ at Andy Romano Beachfront Park
- Installed dog box at Central Park I

Building Maintenance

- Repair door at the Senior Center
- Repair fence at City Hall
- Lock repaired at the PAC
- Replaced toilet at the EDC
- Sewer line replaced at EDC
- A/C repairs at various city facilities
- Exhaust fan removed at FS94
- Urinal repaired at Ames Park
- Front door repair at Nova
- Laundry room sink leak addressed at FS92
- Repaired shutter and downspout at PAL
- Addressed fountain water pressure at Cassen Park
- Cleaned out drain at WWTP
- Repaired ice machine at South Ormond Neighborhood Center
- Troubleshoot elevator at The Casements
- Verified lightning protection is working at Andy Romano Beachfront Park

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended the Birthday/drive by parade for the 103-year-old WW2 Veteran of Aberdeen.
- Staff attended Crime View.
- Staff worked on Quarterly Audits/Inspections.
- Staff met with several civilians in our community to give them Certificates of Appreciation for good deeds in the community.
- Staff attended a safety and security meeting with Volusia County Schools and the Fire Department.

Community Outreach

- Youth Leadership Council (YLC) – Eight (8) members of the YLC held a virtual meeting 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 – Twelve (12) members of the OBPAL Bruins Basketball program attended practice last week from 6:00 to 8:30 p.m. on Friday and from 11:00 a.m. – 2:00 p.m. on Saturday at the South Ormond Neighborhood Center. Ten (10) members of the 8th grade team attended the Super Six Basketball Tournament in West Palm Beach. The team won 3 games, which qualified them for the Championship game against the Jupiter Jaguars.
- Summer Educational Programs - Science, art, reading and computer lab continues through the week of July 25 at the South Ormond Neighborhood Center. Approximately fifty (50) students participate Monday through Thursday.

Community Services & Animal Control

- Animal Calls responded to: 47
- Animal Reports: 5
- Return to Field: 3
- Animal Bites: 2
- Animals to Halifax: 3
- Injured Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 12
- Inactive: 1
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 6
- Grand Theft: 1
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 0
- Suspicious Incident: 1
- Vandalism: 1

Records

- Walk - Ins / Window: 81
- Phone Calls: 143
- Arrest / NTA's: 13
- Reports Generated: 122
- Reports Entered: 118
- Citations Issued: 39
- Citations Entered: 54
- Warnings Entered: 183
- Trespass Warnings: 15

- CORF Entered: 51
- Mail / Faxes / Request: 50

Patrol

- Total Calls: 1,405
- Total Traffic Stops: 134

Operations

- Crime Opportunity Report Forms: 52

07/06/22

- Domestic Violence Battery Arrest, 65 Seton Trail. A male and his girlfriend were observed by neighbors in a physical altercation. The male was determined to be the primary aggressor and was arrested.
- Sexual Battery, 139 Fairway Drive. The victim reported she was sexually battered by a known subject at this location in 1989.
- Warrant Arrest, 125 South Orchard Street #108 (Orchard Garden Apartments). Subject was contacted and found to have an open warrant.
- Traffic Arrest, 690 South Nova Road (7Eleven). A traffic stop was conducted. The driver was found to have a suspended driver's license.
- Domestic Violence Battery Arrest, 49 West Granada Boulevard (The Grind). A female slapped her husband in the face with officers present.
- Traffic Arrest, 37 Park Place. A traffic stop was attempted on a vehicle for driving at a high rate of speed. The driver did not to stop. The vehicle was eventually pulled over and the driver was placed under arrest for fleeing and eluding.

07/07/22

- Carbreak, 30 Parkview Lane. An unidentified subject entered the victim's unlocked vehicle. Nothing was taken.
- Carbreak, 153 Ormond Shores Drive. Two unidentified subjects stole a pair of sunglasses and a beach blanket from the victim's unlocked vehicle.

07/08/22

- Residential Burglary, 202 Deer Lake Circle. An unidentified subject stole two E-bikes from the victim's garage.
- Shoplifting Arrest, 250 East Granada Boulevard (CVS). A female stole merchandise from this location. The offense was witnessed by an employee for the store.
- Carbreak, 190 South Nova Road (Fraternal Order of Eagles). An unidentified subject got into an unlocked vehicle and took a black bag containing a firearm and ammo.

07/09/22

- Battery Arrest, 170 North Yonge Street #23. A male threw a screwdriver at the victim causing a laceration on her leg.
- Vandalism Arrest, 201 West Granada Boulevard (Shell Gas Station). A male threw a large bottle at the victim's car, causing a large dent.
- Narcotics Arrest, 1641 West Granada Boulevard. A male was found to be in possession of drug paraphernalia and methamphetamine.

07/10/22

- Domestic Violence Battery Arrest, 118 Ormwood Drive. A female was in a physical disturbance with her husband. She was found to be the primary aggressor and was arrested.
- Stolen Vehicle, 1657 North United States Highway 1 (Love's Truck Stop). An unidentified subject stole a semi-tractor trailer from this location.
- Carbreak, 17 Silver Fox Trail. Two unidentified subjects got into unlocked vehicles at this location.
- Carbreak, 14 Silver fox Trail. Two unidentified subjects got into unlocked vehicles at this location.

- Carbreak, 15 Fox Hollow Drive. Two unidentified subjects got into unlocked vehicles at this location.

07/11/22

- Domestic Violence Battery Arrest, 1501 San Marco Drive #304 (San Marco Apartments). A female was arrested for punching, scratching, and pulling the victim's hair.
- Theft, 1 Tomoka Oaks Boulevard #140. A known suspect stole three Nascar scanners while spending the night. The victim does not wish to prosecute.
- Shoplifting, 54 East Granada Boulevard. An unidentified subject stole merchandise from this location. The offense was witnessed by an employee for the store.
- Narcotics Arrest, 134 Green Forest Drive (Aberdeen Subdivision). A female was found to be in possession of heroin, Oxycodone, and narcotic paraphernalia.

07/12/22

- Domestic Violence Battery Arrest, 640 North Nova Road #316. A juvenile struck her grandmother during an argument.
- Domestic Violence Battery Arrest, 505 South Atlantic Avenue (Lotus Inn). A male punched his girlfriend multiple times during an argument.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 15
 - Number of Citations issued: 3
 - Number of Written Warnings Issued: 26
 - Number of Parking Tickets Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 1 Cases initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 5 Cases initiated
- One sign has been removed/sign case created.
- Three 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 July 13.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Construction progress is delayed.
 - Facility Hardening – Construction is ongoing.
 - Sanchez Park Playground Equipment Replacement – Equipment has been ordered and has a long manufacturing lead time.
 - 2022 Storm & Sewer Lining – Construction is in process.
 - PD Access Control Replacement – Construction is ongoing, approximately 33% complete.

- Central Park 2 Gazebo Replacement – Construction began on July 11, and is scheduled for completion by the end of August.
- 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 – Bids were opened on July 12 and are under review.
 - Downtown Sidewalk Renovations – Bids were opened on July 14 and are under review.
 - 2022 Road Resurfacing – Project is scheduled for approval to bid at the July 19 City Commission meeting.
- Design Projects:
 - Downtown: Cassen Park Improvements – The RFP ranking committee meeting was held on 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 – Design is in process, a project coordination meeting was held on July 14.
- Departmental Activities
 - Reviewed 34 Engineering Permit applications through the ProjectDOX system, and created and approved 3 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Removed damaged sidewalk on Fiesta 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 on Central 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.

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

- Reachout on Pineland Trl; ditch maintenance
- Ditch maintenance on Sandy Oaks
- PW yard cleanup
- Reachout Hull Rd, Wilmette, Lakebridge, Nova Rd
- Inlet cleaning citywide
- TV truck on N Beach St.
- Slope mower Lakebridge & Nova Rd.
- Inlets inspected Zones 3 & 4

Vactor

- For Wastewater

Fleet

- Mileage traveled by all departments for the week: 22,588
- 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: 12,490 gallons unleaded, 9,672 gallons diesel
 - Fuel used in one week: 2,098 gallons of unleaded and 770 gallons of diesel.
 - Fleet completed 52 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 42.12 million gallons for the week ending July9, 2022 (6.02 MGD).
- Backwashed 7 filters for a total of 371,570 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 9, 2022@ 6.41 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 36 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 142,100 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.81 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.12 MGD
- Produced 27.55 Million Gallons of Reclaim water.
- Produced 1.26 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (July 1, 2021 – June 30, 2022) (MGD):
 - Influent 4.98 (Permit 8 MGD);
 - Surface Water Discharge 1.40 (Permit 6 MGD);
 - Reuse 3.30 (Permit 10 MGD)
- Hauled 19 loads in June for a total of 397.30 wet tons through 6-30-2022. Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 6 report of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 9 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Tested 1 city owned backflow preventer and made repairs where needed.
- Replaced 3 residential water service due to pressure concerns or leaks.
- Replaced 7 broken water meter boxes.
- Performed valve maintenance on 5 main line valves.
- Installed 2 new water meters/services for new construction.
- Repaired 2-inch water main located at 46 Willis Dr.
- Sampled multiple locations in Pineland subdivision and Ormond Green subdivision. These areas had low chlorine residuals. Flushed multiple hydrants in the area to pull chlorine into the neighborhoods.
- Repaired 6-inch AC water main at the corner of Cumberland Ave and N Andrews St.
- Performed hydrant maintenance on 2 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 126 utility locates for the previous week.

Wastewater Collection

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 600 gallons of effluent off of Hunter's Ridge force main.
- Changed pump at 59 Circle Creek Way, 6 Carriage Creek Way and 95 Deep Woods Way.
- Located sewer lateral at 618 N St. Andrews.
- Cleaned lateral at 363 S. Halifax.
- Lowered C/O and box at 54 Country Club Dr.

Reuse

- Responded to 7 reuse trouble calls.
- Adjusted Melrose valve as needed.
- 122 Sandcastle Dr., shut off service.
- Located and turned service off at 31 Herringbone for service leak repair.
- 142 Sandcastle, customer issue with filter.
- 591 N. Halifax service leak repair.

Wastewater Plant – Lift Stations

- Chlorine Tank #3 – replaced broken flange at plumbing, and installed tank isolation valve.
- 8M – groundskeeping.
- 7M1 – replaced electrical rack support pipe.
- Primary and Supplemental Chlorine Systems – Air in supply lines, working on locating possible leak causing the issue.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Leeway Elevated Tower – Reset R.T.U. and replaced backup batteries.
- Shadow Crossings and Breakaway Trails Reuse – Placed pumps on hand operations during remote signal loss.
- SCADA Server – Enabled radio communications for remote access, reboot server to enable cellular modem.

- 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 ICMA Emerging Leaders Development Program Class of 2023 monthly virtual class session.
- Agenda packet preparation and distribution for July 19, 2022 City Commission Operating Budget Workshop and City Commission Meeting.