

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: July 22, 2022

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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:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- City Commission Operating Budget Workshop
- City Commission Meeting
- Fire Department retirement/promotional ceremony

**PIO – Public Information**

- Press Releases/Media
  - Summer Sounds Reminder
  - Fill the Firetruck
  - General citizen inquiries
  - General media requests
- Social Media
  - Tax Rate Reduction Campaign
  - Hurricane Preparedness
  - Tax Free Week Reminders
  - Back to School
  - #LivingtheOBLife
  - #SpotlightSaturday (most popular by far!)
- Attended
  - City Manager's Weekly Staff Meeting
  - City Commission Budget Workshop
  - City Commission Meeting
- Training
  - Webinar: Homeland Security Refresh

**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>.
- Attended Ormond MainStreet Design Committee and Ormond MainStreet Board meeting.
- Attended City Commission meeting.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 343 inspections performed within the city (15 by private providers).
- 106 permits issued within the city, with a valuation of \$2,174,466 (11 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) did not meet this week.
- SPRC projects under review:
  1. Tymber Creek Apartments. 4<sup>th</sup> Review. 300 multi-family units and associated site improvements on a vacant 19.62-acre parcel.
  2. Riverbend Academy Expansion. 1<sup>st</sup> 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. Tattersall at Tymber Creek. 1<sup>st</sup> Review. 129 single-family lots and associated site improvements.
  4. 100 North Halifax Drive, The Cupola at Oceanside, Final Plat. 1<sup>st</sup> Review. Final plat for twelve townhome condominiums.
- 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	90%
GPR1	90%
Interchange Depot	30%
KOMN Condominium Association	80%
McNamara Warehouse	55%
Paradise Pointe ALF	75%
Perrot Depot	70%
Revella	5%
Shoppes at Granada Point	0%
SONC Gym	60%
SONC Outdoor basketball court	10%

Total Comfort	98%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Celadine	0%
Forcemain – Huntington Green	95%
Forcemain extension – Airport Road	80%
Ocean Village Townhomes	90%
Verona Oceanside	95%
<b>Residential</b>	
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. Installation of new pavement on the western segment of Taxiway Delta is underway. Upon completion of this pavement installation, work will proceed to mill Taxiway Bravo and prepare it for reconstruction. Runway 17/35 remains closed due to the need for personnel and equipment to work within the Runway Safety Area.
- Staff participated in the weekly Airport Safety Meeting at the Daytona Beach International Airport.
- Staff continues to coordinate installation of new solar shades at the air traffic control tower.

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

Finance

- On-going Projects
  - The City received the second payment of the ARPA funds, 2.46 million dollars. The City has received all ARPA funds.
- Completed Projects - Weekly
  - Process 110 Journal Entry Batches.
  - Utility Billing Meter Readers completed 382 work orders.

- Approved 15 Purchase Requisitions totaling \$51,361.14.
- Issued 9 Purchase Orders totaling \$55,343.50.
- Issued 336 past due notices on utility accounts.
- Auto-called 368 utility customers regarding receipt of a past due notice.
- Processed 628 payments through Interactive Voice Response System totaling \$52,377.45 (12% of City customers utilize this service)
- Processed 1,038 payments through City online payment portal totaling \$93,716.29 (26% of City customers utilize this service).
- Prepared 109 Accounts Payable checks totaling \$91,862.94 and 25 Accounts Payable EFT payments totaling \$511,259.07.

#### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Grant reimbursement request for FY 21-22: \$946,089.68
- Other
  - Attended BJA Performance Reporting in JustGrants System webinar.

#### Risk Management Projects

- Handled subrogation claims

#### Fire Department

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 11
  - Hazardous: 3
  - EMS: 82
  - Motor Vehicle Accidents: 10
  - Public Assists: 60
  - TOTAL CALLS: 167
  
  - Aid provided to other agencies: 8 Calls – Daytona Beach (4), Volusia County (4)
  - Total staff hours provided to other agencies: 10
  - # of overlapping calls: 42
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
  - Total EMS patients treated: 77
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 122
- Training Hours
  - NFPA 472: Hazmat 2
  - NFPA 1001: Firefighting 26
  - NFPA 1002: Driver 39
  - NFPA 1021: Officer 9
  - NFPA 1500: Safety/Equipment 67
  - NFPA 1620: Preplanning 14
  - EMT/Paramedic 3
  - TOTAL TRAINING HOURS: 160
- Station Activities
  - Updated 19 pre-fire plans
  - Conducted 9 fire Inspections

- Significant Incidents
  - 7/16/22, 6:09 PM: S. Nova Rd. / Fleming Ave. – Motor Vehicle vs. Pedestrian – One patient transported as a trauma alert – a firefighter paramedic assisted with patient care during transport.
  - 7/17/22, 5:49 PM: Neptune Ave. / Ocean Shore Blvd. – Motor Vehicle Accident – Arrived on scene to find a single motorcycle down in roadway – two patients transported as trauma alerts – a firefighter paramedic assisted with patient care during transport.

### **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)
    - 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 (City Clerk)
    - Systems Administrator (IT)
    - 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
    - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
    - Maintenance Worker III (Stormwater)
    - Maintenance Worker III (Wastewater Collection/Reuse Distribution)
    - Meter Reader
    - Police Officer
    - Treatment Plant Operator C/B/A (Water Reclamation Plant)
  - Separations
    - Systems Administrator (IT)
    - 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: 74
  - In progress: 31
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 33,968
  - Inbound E-Mails Blocked: 8,217
  - Delivered Inbound E-Mails: 23,968
  - Quarantined Messages: 780
  - Percentage Good Email: 70.56%
  - Virus E-Mails Blocked: 0
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 6
    - Changes: 2
    - Corrections: 0
  - Map/Information Requests: 21
  - 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
- City Manager staff meeting
- City Commission 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.
- Completed painting the pavilion at Riverbend Nature Park.
- Completed resealing the gazebo at Cassen Park.

### **Environmental Discovery Center**

- Session 2 of ENVIRO Camp continues: This week: Insects
  - Tuesday 7/12 – Archery in the AM. Insect finding/insect activities. IFAS guest speaker
  - Wednesday 7/13 – Fishing in the AM. Dragonfly games and crafts. Are you a dragonfly? activity
  - Thursday 7/14 – Archery in the AM. Antzilla video, Ants & Frogs game, Insect jeopardy.
  - Friday 7/15 – Butterfly Day: Butterfly in the wind game, Butterfly life cycle necklace/ crafts.

- Monday 7/18 – Honey Bee Day: bee crafts and honey bee guest speaker.
- Open for guided and self-guided tours, Tuesday, Wednesday, Thursday, 3 pm to 5 pm.

#### Athletics

- Shuffleboard Club continues to hold practices on Monday, Wednesday, and Friday at 1 pm at Sports Complex.
- OBGS Baseball Clinic, Monday-Thursday, 9 am to 12 pm, Kiwanis Fields at the Sport Complex

#### 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 Kiwanis field for OBGS Clinic
- Painted South Ormond Neighborhood Center fields for Summer Camp
- Re-built bullpens on all baseball fields

#### Performing Arts Center

- Hosted second week of CMT Musical Theatre summer camp.
- Attended Performing Arts Center Friends Board meeting.
- Handled inquiries, met with customers, and booked Senior Center event rentals.
- Updated PAC Facebook page and Internet ticketing site.
- Entered work orders for PAC and Senior Center facility and equipment repairs.

#### South Ormond Neighborhood Center

- Jazzercise Monday evening (5:45 pm until 6:45 pm)
- Splash pad opens daily (10 am until dusk)
- Open park and playground (sunrise until 11 pm)
- Open gym and weight room (center hours)
- 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 7/22 and 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

- The Casements offered guided tours on Saturday at 9:30 am and 10:30 am
- House of Healing held their Sunday evening service at Bailey Riverbridge on Sunday with 35 people in attendance.
- The Casements was open Monday through Friday for self-guided tours from 8 am to 5 pm and guided tours from 1 pm-3 pm.
- The Casements Camera Club exhibit “Local Color” is on display through July.
- Staff is preparing for “Christmas in July” scheduled for July 23 and July 25.
- There was a rental meeting on Thursday 11 am to 4 pm.

- The Casements Crafters met on Thursday in the craft room from 12 pm to 3:30 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.
- “Summer Sounds” is scheduled for July 22, on the North Lawn from 6 pm to 8 pm.

#### Parks Maintenance

- Citywide park inspections
- 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
- Changed tap cons on plaques at Andy Romano Beachfront Park
- Repaired barbecue at Andy Romano Beachfront Park
- Installed sign and post at EDC
- Installed bench at Ted Porter Park
- Installed two benches at Cassen Park

#### Building Maintenance

- A/C maintenance and repairs in various facilities
- Miscellaneous maintenance work in commission chambers
- Unclogged locker sink at WTP
- Repaired underground water line at Wendelstedt field
- Replaced soap dispenser at Nova
- Water feature repaired at Vadner Park
- Dishwasher hook up at FS92

#### Police Department

##### Administrative Services

- Staff hosted the weekly staff meeting.
- Staff instructed new hires on body worn cameras.
- Staff attended an internal budget meeting.
- Staff held a Support Services supervisory meeting.
- Staff is working on quarterly audits/inspections.
- Staff met with the Explorers and their Advisors regarding their upcoming trip to the annual State Competition.

##### Community Outreach

- Youth Leadership Council (YLC) – Eight (8) members attended the State of Florida Association of Police Athletic Leagues Annual YLC conference at Disney from July 17-July 20.
- OBPAL Basketball – Twelve (12) members of the Bruins Basketball program attended practice last Friday from 6:00 to 8:30 p.m. and Saturday from 11:00 a.m. – 2:00 p.m. at the South Ormond Neighborhood Center.
- 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: 52
- Animal Reports: 5
- Return to Field: 2
- Animal Bites: 2



- Animals to Halifax: 3
- Injured Wildlife Calls: 2
- Found Property Reports: 2

#### Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 7
- Inactive: 6
- Fraud: 5
- Burglary Business: 2
- Burglary Residential: 0
- Larceny Car break: 2
- Grand Theft: 3
- Auto Theft: 1
- Death Undetermined: 3
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0
- Juvenile Complaint: 1

#### Records

- Walk - Ins / Window: 85
- Phone Calls: 136
- Arrest / NTA's: 12
- Reports Generated: 111
- Reports Entered: 108
- Citations Issued: 33
- Citations Entered: 26
- Warnings Entered: 155
- Trespass Warnings: 6
- CORF Entered: 24
- Mail / Faxes / Request: 35

#### Patrol

- Total Calls: 1,239
- Total Traffic Stops: 135

#### Operations

- Crime Opportunity Report Forms: 36

##### 07/13/22

- Warrant Arrest, 51 South Atlantic Avenue #4050 (The Royal Floridian Resort). Subject was contacted and found to have an open warrant.
- Carbreak, 290 South Old Kings Road. An unidentified subject made entry into the victim's unlocked vehicle and stole firearms and ammunition.
- Stolen Vehicle, 605 South Yonge Street (Encore Consignment). An unidentified subject stole the victim's trailer. Approximately \$2,000 worth of tools and furniture were taken with it.

##### 07/14/22

- Stolen Tag, 1505 San Marco Drive #201 (San Marco Apartments). An unidentified subject stole the victim's tag from this location. The tag was later recovered by Daytona Beach Police Department.

- Theft, 234 West Granada Boulevard (Pep Boys). A customer left this location with his vehicle without paying for the repairs that were completed.

07/15/22

- Warrant/Resisting without Violence Arrest, Village Drive/South Nova Road. A vehicle was observed in this area that had previously fled from law enforcement. The vehicle fled again, but the tires were deflated with the use of stop stick. The vehicle was located, but multiple occupants had bailed from the vehicle. A male was found running through the woods and he refused to comply with law enforcement when encountered. He was arrested for resisting without violence. He had multiple open warrants for his arrest. He was also found to be on probation, which was also violated.
- Attempted Burglary, 550 North Nova Road (Volusia Memorial Park). An unidentified subject attempted to force entry into a building on the property.
- Carbreak, 1116 West Granada Boulevard. An unidentified subject siphoned gasoline from the victim's vehicle.

07/16/22

- Business Burglary, 374 South Atlantic Avenue #C. An unidentified subject made entry through a hole in the roof, the business is currently being remodeled. Nothing appeared to be missing.
- Warrant Arrest, West Granada Boulevard/North Washington Street. Subject was contacted and found to have an open warrant.

07/17/22

- Misuse of 911 Arrest, 7 Crossings Trail (The Crossings). A female called 911 stating that someone struck her in the face and then hung up the phone. Dispatch attempted to call her back multiple times and it went to voicemail. After numerous resources were utilized, the female was finally contacted. She advised she made up the story and was subsequently arrested.
- Shoplifting, 795 West Granada Boulevard (CVS). An unidentified male stole merchandise from this location. The offense was witnessed by a store employee.
- Aggravated Assault with a Firearm, 29 Moonglow Drive. A female brandished a handgun during a disturbance with her ex-boyfriend about his current relationship.
- Theft, 505 South Atlantic Avenue (Lotus Inn). Two unidentified female subjects stole the victim's wallet and iPhone while he was asleep.

07/18/22

- Resisting without Violence Arrest, 1608 North United States Highway One (Econo Lodge). A male was found to be trespassing and resisting officers without violence when confronted.
- 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.

07/19/22

- Aggravated Assault with a Deadly Weapon & Possession of Firearms and Ammunition by a Convicted Felon Arrest, 502 South Ridgewood Avenue. A male threatened his sister and children with a firearm over her not allowing him to use her vehicle. He was found to also be a convicted felon.
- Resisting without Violence Arrest, 26 North Beach Street. A female resisted an officer without violence while he was investigating a failure to pay call from Fugu Sushi Restaurant.
- Domestic Violence Battery Arrest, 1502 San Marco Drive #306 (San Marco Apartments). A female struck her boyfriend during an argument over them breaking up.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 9
  - Number of Citations issued: 15
  - Number of Written Warnings Issued: 24
  - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
  - Number of Crashes without Injuries: 10
  - Number of Crashes with Injuries: 7
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

#### Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
  - Zone 1: 3 Cases initiated
  - Zone 2: 3 Case initiated
  - Zone 3: 2 Cases initiated
  - Zone 4: 2 Cases initiated
- 3 signs have either been removed or sign cases created.
- 19 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and sixty-seven (67) telephonic inquiries.

#### **Public Works**

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting is scheduled for July 27.
    - 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 delivered to Contractor, installation is being scheduled.
    - 2022 Storm & Sewer Lining – Construction is ongoing.
    - PD Access Control Replacement – Construction is ongoing, approximately 33% complete.
    - Central Park 2 Gazebo Replacement – Construction is ongoing, gazebo scheduled for delivery on July 25.
  - Bidding:
    - CDBG 2022 Sidewalk Improvements – Bid awarded at the July 19 City Commission meeting.
    - PD HVAC Upgrades – Bid awarded at the July 19 City Commission meeting.
    - Fleming Avenue Drainage Improvements – Bids were opened on June 21 and are under review.
    - WRF Clarifier Improvements – Bid award is scheduled for the August 16 City Commission meeting.
    - Downtown Sidewalk Renovations – Bids were opened on July 14 and are under review.
    - 2022 Road Resurfacing – Project was approved for bidding 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 coordination meeting was held on July 18. Easement documents are being prepared for approval by St James Church and FPL.

- Departmental Activities
  - Reviewed 30 Engineering Permit applications through the ProjectDOX system, and created and approved 4 Franchise Utility Work-in-the-Right-of-Way permits.

#### Environmental Management

##### Street Maintenance - Asphalt/Concrete

- Remove sidewalk, formed & graded on Fiesta Dr
- Removed sidewalk from Fleming & Fred Gamble
- Poured sidewalk on S Beach St; stripped forms, backfilled and cleaned up

##### 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
- Removed fallen Palms at Harmony w/o Hull Rd
- Trimmed around parking lot at Public Works; Spring Meadows; Ivanhoe; Cherokee Trl, and Bostrom Ln. to Division 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 at SR40 ponds
- FDOT pond mowing on SR40
- Locates/gates and pumps citywide
- Hotspots citywide
- Pump station inspection on Hotel St.
- Inlets inspected & cleaned citywide
- Inlet repair on Country Club Dr.
- Pond maintenance at ABC, S. Division.

#### Fleet

- Mileage traveled by all departments for the week: 22,504
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 4

- Road Calls for the week: 2
- Quick Fleet Facts:
  - Fuel on hand: 12,490 gallons unleaded, 8,935 gallons diesel
  - Fuel used in one week: 2,557 gallons of unleaded and 737 gallons of diesel.
  - Fleet completed 47 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 42.46 million gallons for the week ending July16, 2022 (6.07 MGD).
- Backwashed 6 filters for a total of 333,360 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 16, 2022@ 6.41 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 81 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 95,000 gallons.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.67 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.10 MGD
- Produced 26.61 Million Gallons of Reclaim water.
- Produced 2.06 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 5 loads in July for a total of 114.51 wet tons through 7-08-2022. Sludge numbers are the most recent reported values.

#### Water Distribution

- Responded to 2 report of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 11 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Tested 4 city owned backflow preventer and made repairs when needed.
- Replaced 1 residential water service due to pressure concerns or leaks.
- Replaced 1 broken water meter box.
- Performed valve maintenance on 2 main line valves.
- Installed 2 new water meters/services for new construction.
- Sampled multiple locations in Pineland Subdivision and Ormond Green Subdivision, as well as other tests out west. Most were at customers' residences. These areas had low chlorine residuals.
- Repaired 2-inch galv. water main between 11 & 15 Lakeview Cir. No customers were affected because it was repaired live.
- 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 165 utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 8 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 3,200 gallons of effluent off of Hunter's Ridge force main.
- TV'ed 10 sanitary laterals on the PM list.
- Performed 3 utility verifications.
- Back up city side at 27 Kenilworth Ave., separated lateral and small roots.
- Opened LS valve at Towne Square for testing.
- TV'ed 524 Fred Gamble, no issues since repair.
- Changed pump and filled hole for pep tank repair at 85 Saddlers Run
- Fixed C/O at 68 Creek Bluff way
- Changed pump and fixed broken check valve at 10 Lost Springs Way.
- 353 Granada (Wendy's) grease in lateral and main. Main needs cleaning, however, service is working.
- TV'ed 7 N. Nova Road for lining inspection.

#### Reuse

- Responded to 1 reuse trouble call.
- Located reuse and pep tank at 3 addresses.
- Adjusted Melrose valve.

#### Wastewater Plant – Lift Stations

- Towne Square – prepped for upcoming flow diversion, flushed wet well, pulled both pumps to clean volutes & impellers, confirmed operation of pressure gauge at valve box, performed draw down test.
- Primary Chlorine System – assorted plumbing repairs at skid assembly.
- Chlorine Contact Chamber – replaced sump pump GFCI receptacle.
- 7M1 – painted electrical cabinets white to reduce internal temperature.
- Conducted Plant and Lift Station PMs for pumps, motors.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricate as needed.
- Leeway Elevated Tower – verified voltage for engineering project.
- HSP 5 – Contractor began installation of new pump skid.
- Polymer Building – replaced the pressure gauge on the #2 pump.
- 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 City Manager Staff Meeting.
- Staff attended and provided support for July 19, 2022 Operating Budget Workshop and City Commission Meeting.
- Agenda packet preparation for August 3, 2022 City Commission Meeting.