

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 5, 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
- Staff meeting

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission
- City Commission meeting
- SMA Finance Committee meeting
- SMA Board meeting
- FCCMA webinar on collective bargaining
- Team Volusia EDC Board meeting

PIO – Public Information

- Press Releases/Media
 - Fill the Fire Truck
 - General media inquiries and talking point prep
 - General citizen requests and messaging
- Social Media
 - PD and Fire school supply drives
 - Movies on the Halifax
 - Hurricane Preparedness Campaigns
- Attended
 - City Manager Staff Meeting
 - City Commission Meeting
 - 3CMA Webinar: Updating Communication
- Training
 - FEMA Re-certification PIO NIMS

Community Development

Planning

- Attended and presented at the Board of Adjustment and Appeals meeting that included:
 1. 2 Maryann Terrace: (a) Replace an existing porch: side corner variance, (b) room addition: rear yard variance, and (c) staircase: side yard variance.
 2. 562 North Ridgewood Avenue: Pool screen enclosure: rear yard variance.
- The Planning Board meeting is August 11, 2022 and includes the following applications (<https://www.ormondbeach.org/247/Development-Projects>):

1. 2080 West Granada Boulevard, Riverbend Academy expansion, Special Exception amendment.
 2. Volusia County parkland parcels: 3214-00-00-0022, 3239-03-17-0130, and 3239-03-07-0100 generally located at Old Dixie Highway and Plantation Oaks Boulevard – Small-Scale Land Use Map Amendment.
 3. Volusia County parkland parcels: 3214-00-00-0022, 3239-03-17-0130, and 3239-03-07-0100 generally located at Old Dixie Highway and Plantation Oaks Boulevard – Zoning Map Amendment.
- A demolition application has been submitted and is under review for all structures associated with the former Tomoka Oaks golf course property. Demolition permits are reviewed/issued/inspected by the city’s Building Department.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 355 inspections performed within the city (7 by private providers).
- 113 permits issued within the city, with a valuation of \$1,341,318 (1 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. 100 Rivell Trail, 4 lot subdivision. Discussion on the creation of a 4-lot private subdivision. Items discussed included required right-of-way, water and sewer connections, stormwater, and landscaping/tree preservation.
- SPRC projects under review:
 1. 100 North Halifax Drive, The Cupola at Oceanside, Final Plat. 1st review. Final plat for twelve townhome condominiums.
 2. 15 West Tower Circle, Valiant Diner expansion. 2nd review. Building addition and related site improvements.
 3. 55 North Nova Road, Splash Car Wash. 3rd review. Redevelopment of a 2.53-acre parcel of a vacant church for a full-service car wash with a 9,956 square foot building.
 4. Tymer Creek Apartments. 5th review. 300 multi-family units and associated site improvements on a vacant 19.62-acre parcel.
 5. Archers Mill 3A subdivision (Plantation Oaks PRD). 1st review. 94 single-family lots on 42.38 acres.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	50%
Dunkin Donuts, 1535 North US Hwy 1	95%
GPR1	92%
Interchange Depot	35%
KOMN Condominium Association	85%
McNamara Warehouse	65%
Paradise Pointe ALF	75%
Perrot Depot	55%

Revella	10%
Shoppes at Granada Point	0%
SONC Gym	60%
SONC Outdoor basketball court	60%
Total Comfort	98%
Utilities only	
101 Town & Country Lane	40%
Celadine	0%
Forcemain – Huntington Green	95%
Forcemain extension – Airport Road	95%
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.
 - Staff participated in the quarterly Volusia Business Resources meeting held by the Volusia County Division of Economic Development to identify strategies for economic developers 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.
- Staff received a grant agreement from the FAA to provide primary funding for the Automated Weather Observing System (AWOS) Replacement Project at the airport. This grant is scheduled to be on the agenda for the September 7 City Commission meeting.
- Staff participated in the Airport Safety Meeting at the Daytona Beach International Airport.
- Staff continues working to coordinate installation of new solar shades at the air traffic control tower.

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

Finance

- On-going Projects
 - The City received \$108k from the FEMA/State for Miscellaneous Covid expenses that occurred in 2020.
- Completed Projects - Weekly
 - Process 129 Journal Entry Batches.
 - Utility Billing Meter Readers completed 368 work orders.
 - Approved 21 Purchase Requisitions totaling \$101,171,.90.
 - Issued 18 Purchase Orders totaling \$428,288.38.
 - Issued 514 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 537 payments through Interactive Voice Response System totaling \$49,119.50 (12% of City customers utilize this service)
 - Processed 1,482 payments through City online payment portal totaling \$149,132.60 (26% of City customers utilize this service).
 - Prepared 112 Accounts Payable checks totaling \$246,352.47 and 42 Accounts Payable EFT payments totaling \$727,937.19.

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Completed updates as requested in the Technical Review Comments for the VOCA FY 22-23 grant request.
 - Grant reimbursement request for FY 21-22: \$1,284,329.08
- Other
 - Attended August 2 County Council meeting for consideration of the spring 2022 ECHO grant requests in which the City's grant request for the PAC Renovations was recommended for ECHO funding by the ECHO Advisory Committee and has been approved by the Volusia County Council.
 - Attended August 3 City Commission meeting.
 - Attended CivicClerk training.

Risk Management Projects

- Attended Leadership wrap-up meeting
- Finalized insurance renewal applications

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 6
 - Hazardous: 1
 - EMS: 79
 - Motor Vehicle Accidents: 5
 - Public Assists: 39
 - TOTAL CALLS: 130
- Aid provided to other agencies: 8 Calls – Daytona Beach (5), Volusia County (3)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 58
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 237

- Training Hours
 - NFPA 1001: Firefighting 74
 - NFPA 1002: Driver 12
 - NFPA 1021: Officer 8
 - NFPA 1500: Safety/Equipment 65
 - NFPA 1620: Preplanning 3
 - TOTAL TRAINING HOURS: 162

- Station Activities
 - Updated 7 pre-fire plans
 - Provided a station tour to group of 40 children from Academy of Martial Arts

- Significant Incidents
 - 7/29/2022, 9:41 PM: Airport Rd. / Sunshine Blvd. – Motor Vehicle Accident – Upon arrival found a single vehicle rolled over on its roof in ditch – one patient with minor injuries.
 - 7/31/2022, 9:16 PM: N. US-1 / N. Nova Rd. – Motor Vehicle Accident – Upon arrival found a single vehicle rolled over on its roof in median – one patient with minor injuries.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Building Inspector
 - Civil Engineer
 - Environmental Improvement Officer (Arborist)
 - Evidence/Crime Scene Technician
 - IT Manager
 - Maintenance Worker II (Streets)
 - Neighborhood Improvement Officer
 - Part Time Events Leader (Community Events)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Part Time Treatment Plant Operator C/B/A (Water Production Plant)
 - Police Officer
 - Senior Staff Accountant
 - Support Services Administrator (City Clerk)
 - Systems Administrator (I/T)
 - Treatment Plant Operator C/B/A (Water Production Plant)
 - Treatment Plant Operator C/B/A (Water Reclamation Plant)
 - Treatment Plant Operator Trainee (Water Reclamation Plant)
 - Treatment Plant Operator Trainee (Water Reclamation Plant)
 - Utilities Engineer
 - Water Distribution Operator 3, 2, 1, or Trainee

 - Interviews Scheduled
 - Firefighter/EMT/Paramedic

 - Background/Reference Checks/Job Offers
 - Maintenance Worker II (Stormwater)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Police Officer
 - Treatment Plant Operator C/B/A (Water Reclamation Plant)

 - Separations
 - Part Time Maintenance Worker II (Athletic Fields)

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
 - Work Orders
 - New: 70
 - Completed: 72
 - In progress: 22
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 34,776
 - Inbound E-Mails Blocked: 10,142
 - Delivered Inbound E-Mails: 22,526
 - Quarantined Messages: 907
 - Percentage Good Email: 62.96%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 6
 - Corrections: 0
 - Map/Information Requests: 17
 - Information Requests from External Organizations: 0
 - 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 = 3,237
 - Meters GPS Located this week: 0 : Total in system = 24,317; 23,451 potable, 855 irrigation, 11 effluent

Leisure Services

Administration

- Engineering meeting
- City Manager staff meeting
- Attended County Council meeting
- City Commission meeting
- Assisting registration
- 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 new flooring installation in the NID section at the Police Department.

Environmental Discovery Center

- Session 2 of ENVIRO Camp – final week: This week: Some favorite activities from previous weeks.
- Monday 8/1 – Magnificent mammals: Bears relay race, bat blitz activity, and bobcat craft.
- Tuesday 7/26 – Archery in the AM. ABC scavenger hunt; bee starter garden; Rainforest craft.
- Wednesday 7/27 – Fishing in the AM. Owl pellet dissection; migration challenge; bird nest building.
- Thursday 7/28 – Archery in the AM. Reptile scavenger; weather window activity; jellyfish craft
- Friday 7/29 – Water slide and water games day.
- 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 12U tryouts on Tuesday and Thursday, 6 pm, Nova Field #4
- OBSC Competitive practices Monday through Thursday, 5:30 pm and 7 pm, Soccer Fields #2C, #4, #5, #6, & #8.

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 #3 & #4 for OBGS Clinic
- Re-built mounds on all baseball fields
- Painted soccer fields /#4,#5,#6,#8
- Added goals to soccer fields #2,#4,#5
- Painted Pride football fields

Performing Arts Center

- Attended Volusia County Council meeting for ECHO Grant approval of PAC renovation project.
- Prepared for upcoming renovations at the PAC.
- 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 camp ends this week

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Planning for the following events:
 - Reel in the Fun Fishing Tournament, 10/8
 - Halloween Highway Drive Thru event, 10/22
 - Senior Games, 10/22-10/29

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 floor repairs.
- Counselors are cleaning and packing up camp for the year.

The Casements

- The Casements was open for guided tours on Saturday at 9:30 am and 10:30 am, and on Monday through Friday for self-guided tours from 8 am to 5 pm and guided tours from 1 pm-3 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge on Sunday.
- Florida Women's Art Association Exhibit Installation, Tuesday 10 am
- Casements Crafters Meet, Thursday, Art Room 12 pm to 3:30 pm
- FLWAA Opening Reception, Friday, 5 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.
- Movies on the Halifax, will be held on Friday, August 5, at 8:30 pm. The feature film is "Ratatouille," movie rating is G.

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

Building Maintenance

- Repaired bathroom drain at Andy Romano Beachfront Park
- A/C maintenance and repairs at various facilities
- Installed new TV and sign at the EDC
- Repaired front door at Nova
- Replaced ceiling tile at Nova
- Hung mirror in the Senior Center
- Hot water heater replaced at WTP
- Changed bulbs at the WTP, South Ormond Neighborhood Center and Ames House.
- Repaired exhaust fan and changed lights at the Police Department.

Police Department

Administrative Services

- Staff hosted the weekly staff meeting.
- Staff attended a construction planning meeting for Tomoka Elementary.
- Staff attended Volusia/Flagler Police Chief's Association meeting.
- Staff attended a joint Police/Fire safe school/active shooter response plan meeting.
- Staff worked on quarterly audits/evaluations.
- Staff attended a community event at the Environmental Discovery Center.
- Staff is working with Daytona Beach Shores to send a team to their agency for evidence/property inventory.

Community Outreach

- Youth Leadership Council (YLC) – The YLC held a meeting on Thursday, August 4 to organize for a back to school community service project on August 6.

Community Services & Animal Control

- Animal Calls responded to: 51
- Animal Reports: 5
- Return to Field: 2
- Animal Bites: 1
- Animals to Halifax: 4

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

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 4
- Inactive: 1
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 3
- Grand Theft: 7
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Vandalism: 2

Records

- Walk - Ins / Window: 95
- Phone Calls: 134
- Arrest / NTA's: 16
- Reports Generated: 106
- Reports Entered: 100
- Citations Issued: 47
- Citations Entered: 59
- Warnings Entered: 142
- Trespass Warnings: 23
- CORF Entered: 32
- Mail / Faxes / Request: 48

Patrol

- Total Calls: 1,438
- Total Traffic Stops: 173

Operations

- Crime Opportunity Report Forms: 42

07/27/22

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Theft, 175 Interchange Boulevard #222 (Baymont Inn & Suites). A known subject removed personal identification cards and a debit card from the victim's wallet.
- Theft, 715 South Nova Road (Wash Up Solutions). An unidentified subject stole a package of disposable gloves from the business.
- Warrant Arrest, 175 Interchange Boulevard (Baymont Inn & Suites). Subject was contacted and found to have an open warrant.
- Child Abuse Arrest, 267 Cypress Trail Drive. A male shoved his girlfriend and grabbed her around the neck without being choked.
- Disorderly Conduct Arrest, 3 North Yonge Street (7Eleven). A male got into a physical altercation and cut the victim with his pocket knife.

- Warrant Arrest, 1653 North United States Highway One. Subject was contacted and found to have an open warrant.

07/28/22

- Theft, 223 Rockefeller Drive. A known subject took approximately \$40,000 worth of watches without permission.
- Theft, 600 West Granada Boulevard (WaWa). An unidentified subject stole diesel fuel from this location.
- Warrant Arrest, 450 Harbour Lights Drive. Subject was contacted and found to have an open warrant.
- Warrant Arrest, 350 South Center Street. Subject was contacted and found to have an open warrant.

07/29/22

- Residential Burglary, 709 Fleming Avenue. An unknown subject entered the open garage and attempted to steal a gas can.
- Theft, 1410 Hand Avenue (Gold Choice Assisted Living Facility). The victim's tablet and phone were stolen while she was working with a patient.
- Shoplifting/Trespassing Arrest, 600 West Granada Boulevard (WaWa). A female that had been previously trespassed stole merchandise from this location.
- Carbreak, 2 John Anderson Drive (Fortunato Park). An unidentified subject stole the victim's purse from her unlocked vehicle.
- Carbreak, 136 North Orchard Street (Blue Moon Yoga). An unidentified subject shattered a window and stole the victim's purse from her vehicle.
- Vandalism, 394 South Yonge Street (Metro PCS). An unidentified male spray painted graffiti on the sign at this location.

07/30/22

- Domestic Violence Battery Arrest, 201 West Granada Boulevard (Shell Gas Station). A female wrapped her arms around her boyfriend's neck during an argument.
- Grand Theft, Pineland Trail/Ormond Green Boulevard. An unidentified subject ran over and stole the stop sign from this location. Another sign was found to be missing further north on Pineland Trail. Two signs from previous thefts were discovered around Catfish Lake.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two subjects stole merchandise from this location. The thefts were witnessed by loss prevention for the store.
- Warrant Arrest, 1 South Beach Street (Cassen Park). Subject was contacted and found to have an open warrant.

07/31/22

- Domestic Violence Battery, 16000 Carolines Cove #103 (Bermuda Estates). A male and female were in a physical altercation during an argument.
- Carbreak, 125 South Orchard Street #106 (Orchard Garden Apartments). An unidentified subject stole the catalytic converter from the victim's vehicle.
- Trespassing in a Structure, 116 South Yonge Street. A male was observed within the abandoned residence at this location.
- Business Burglary, 20 Tomoka Oaks Boulevard (Tomoka Oaks Golf Club). Two juveniles were observed by a neighbor breaking items inside the clubhouse. The owner responded to the scene and declined to press charges.

08/01/22

- Business Burglary, 100 Osceola Avenue (Beachside Elementary). An unidentified subject made entry through the unlocked door to the cafeteria. Some cleaning supplies were damaged.
- Structure Burglary, 225 Carabelle Court. An unidentified subject store doors and door parts from a construction site.
- Grand Theft, 295 Interchange Boulevard. An unidentified subject stole rebar, cinder blocks, and a compactor from a construction site.

- Theft, 22 Byron Ellinor Drive. A female stole her ex-boyfriend's bank card and made transactions in the amount of \$378.
- Shoplifting, 1340 West Granada Boulevard (Lowe's). An unidentified subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Warrant Arrest, 1 North Beach Street (Bailey Riverbridge Gardens). Subject was contacted and found to have an open warrant

08/02/22

- Theft, 235 Booth Road #3 (Halifax Hospice). An unidentified subject stole the victim's credit cards from her purse while the victim was admitted to Halifax Hospice.
- Violation of Probation Arrest, 1501 San Marco Drive #304 (San Marco Apartment Complex). A male was in a violent situation with his friend, which violated his probation.
- Theft, 84 South Beach Street. An unidentified subject stole the victim's bicycle from the bike locker at this location.
- Loitering/Prowling Arrest, 1450 Hand Avenue. A male was located at this location and tried to pry open the door of the church van.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 32
 - Number of Citations issued: 22
 - Number of Written Warnings Issued: 40
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 0 Cases initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 1 Case initiated
 - Zone 4: 5 Cases initiated
- No signs have been removed nor sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and thirty-two (32) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Construction is ongoing, progress meeting was held on August 3.
 - SONC Gym – Construction is ongoing.
 - CDBG Fleming Playground – Construction progress is delayed.
 - Facility Hardening – Construction at City Hall is in process.
 - 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 50% complete.
 - Central Park 2 Gazebo Replacement – Construction is ongoing.
 - PD HVAC Upgrades – Bid awarded at the July 19 City Commission meeting, contracts are being executed.

- CDBG 2022 Sidewalk Improvements – Bid awarded at the July 19 City Commission meeting, contracts are being executed.
- Bidding:
 - 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 advertised for bidding on July 24, a pre-bid meeting is scheduled for August 9, and bids are due on August 23.
- Design Projects:
 - Downtown: Cassen Park Improvements – A consultant was selected, a proposal is being prepared.
 - Business Park Drive Phase II – Design is in process.
 - WTP Aeration Replacement, Clearwell Rehab & Splitter Box Rehab – Bid documents are prepared, permitting in process.
 - Doug Thomas Way Extension Design – Design is in process.
 - WRF Upgrades – Design is in process.
 - Leeway Storage Tank & Pump Station Rehabilitation – Design is in process.
 - Downtown – East Granada Utility Undergrounding – Easement documents for James Church property are under review by FPL.
- Departmental Activities
 - Reviewed 29 Engineering Permit applications through the ProjectDOX system, and created and approved 9 Franchise Utility Work-in-the-Right-of-Way permits.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Stripped form, backfilled, clean up on Country Club Dr.
- Formed & poured gutter on Riverside Dr; stripped forms & backfilled

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 at Airport Sports Complex front gate

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

- Inspected storm water structure on Standish at John Anderson
- Mowed around pond edge and ditches on Arroyo Parkway
- Utility locates citywide
- Checked gates/pumps and catch basins citywide
- Mowed canals on Hand Ave, Division Ave
- Mowed ditches around ponds on SR40 West; around DOT ponds on SR40
- Checked hotspots citywide

Fleet

- Mileage traveled by all departments for the week: 22,402
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 13,840 gallons unleaded, 6,922 gallons diesel
 - Fuel used in one week: 2,197 gallons of unleaded and 1,200 gallons of diesel.
 - Fleet completed 49 work orders this week.

Utilities

- Projects Summary
 - Utilities CIP projects are listed under the Engineering section as this division manages those projects and to avoid duplication of information.

Water Treatment

- Delivered 42.99 million gallons for the week ending July 30, 2022 (6.14 MGD).
- Backwashed 6 filters for a total of 332,160 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 30, 2022 @ 6.40 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 59.5 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 0 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 28.23 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.03 MGD
- Produced 28.23 Million Gallons of Reclaim water.
- Produced 0 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 13 loads in July for a total of 305.1 wet tons through 7-22-2022. Sludge numbers are the most recent reported values.

Water Distribution

- Responded to 2 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 4 calls from customers concerning leaking water.
- Replaced 2 residential water meter due to operational concerns.
- Tested 7 city owned backflow preventers and made repairs where needed.
- Replaced 6 residential water service due to pressure concerns or leaks.
- Replaced 3 broken water meter boxes.

- Performed valve maintenance on 6 main line valves.
- Installed 5 new water meters/services for new construction.
- Repaired 6-inch main break at 251 Riverside Dr.
- Sampled multiple locations in Pineland Subdivision and Ormond Green Subdivision. These areas have low chlorine residuals. Flushed multiple hydrants in the area to pull chlorine into the neighborhoods.
- Shut off Leeway Tank at Airport Rd.
- Performed hydrant maintenance on 11 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 199 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 0 gallons of effluent off of Hunter's Ridge force main.
- TV'ed 7 sanitary laterals on the PM list.
- Changed pump at 7 Circle Creek Way, 1 Fox Cliff Way, 11 Foxcroft Run, 47 Huntmaster Ct.
- Performed 4 utility verifications.
- Opened Towne Square force main valve and closed Tymber Creek.
- 24 Byron Ellinor, swag in line on city side.
- 22 Laurel Ridge, pulled new wire and rewired J box.
- 49 Shadow Creek issue @ 90 possible blanket issue.
- Cleaned 1,000 foot of gravity sewer @ 335 W. Granada (Wendy's).
- Breakaway Trails clubhouse lost power on resident side. Pep tank restored at this time.
- Assisted Maintenance in de-ragging influent pump.
- Responded to 1 reuse trouble call.
- Adjusted Melrose valve as needed.

Wastewater Plant – Lift Stations

- Clarifier #3 – replaced sweep arm squeegee rubber.
- 8M – generator alarm sounding at station, repair parts have been ordered and will be installed upon arrival.
- Influent Room – exercised all valves until operational, will isolate pumps individually during upcoming scheduled mechanical seal replacement.
- Influent pump #2 – check valve clogged, disassembled valve to clear rags and debris, lubricated valve shaft, assistance from Collections Div. with VaCon.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry pumps – lubricated as needed.
- Well #4 Breakaway Reuse – painted the control cabinet white to reduce the heat from the sun.
- Rima wells 35 & 39 – assisted SCADA technician with control wiring for remote operation.
- 19 S.R. – replaced the failed motor starter.
- Beachside SCADA – fiber out, power supply in Casements fiber cabinet bad, replaced.
- Lift Station 12M – not reporting to SCADA, updated to new software version.
- Well 39R – installed new 4-20ma loop isolator.
- Well 35R – no control from SCADA. Reprogrammed RTU, wired VFD to RTU, installed loop isolator. Control restored from SCADA.
- 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.
- Attended and provided support for August 3, 2022, City Commission Meeting.
- Staff conducted training with departments on CivicClerk, new agenda management software.
- Agenda packet preparation for August 16, 2022, City Commission Meeting.