

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: August 19, 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:

- General discussion meetings with senior staff
- Staff meeting

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- FCCMA Investment Committee meeting
- Chief Bailey welcome reception
- City Commission meeting
- Dr. Mary McLeod Bethune statue unveiling

**PIO – Public Information**

- Press Releases/Media
  - Better Cities for Pets Announcement
  - General citizen inquiries
  - General media requests
- Social Media
  - Hurricane Preparedness
  - School Safety Reminders
  - FDOT Road Closure Notices
  - Turtle Nest Safety
  - Back to School
  - #SpotlightSaturday
- Attended
  - City Manager Staff Meeting
  - City Commission Meeting
  - Chief Bailey Welcome Reception
  - Engineering/Planning Meeting
  - FFC Regional Meeting
  - Volusia PIN Emergency Management Communications Meeting
- Training
  - 3CMA Social Media Webinar

**Community Development**

**Planning**

- Mark A. Watts, Esq., of Cobb Cole, Attorneys at Law, shall conduct a neighborhood meeting associated with the proposed Tattersall Planned Development project located at the northwest intersection of Tymber Creek Road and Airport Road, Ormond Beach, Florida 32174. The property

addresses are: 304 North Tymber Creek Road, 370 North Tymber Creek Road, and 2099 Airport Road. **The neighborhood meeting shall be held on Tuesday, August 23, 2022, at 6:00 p.m. at Coquina Presbyterian Church, located at 2085 West Granada Boulevard, Ormond Beach, Florida 32174.** The project submittal intends to develop the property as a single-family planned residential development project. The project shall require public hearings before the Planning Board and City Commission. All interested parties are invited to participate in the neighborhood meeting. Additional information can be obtained by contacting Lynne Figenschel, Cobb Cole, Attorneys at Law, at (386) 736-7700 or via e-mail at [Lynne.Figenschel@CobbCole.com](mailto:Lynne.Figenschel@CobbCole.com). The information submitted to the Site Plan Review Committee is available at the following link: <https://www.ormondbeach.org/1024/Tattersall-at-Tymber-Creek>.

- Attended Board meeting of Ormond MainStreet.
- Attended and presented at the City Commission meeting.
- **Planning and Engineering staff met with the members of the Tymber Creek Apartments project team and residents of Indian Springs on-site to discuss the interface of the proposed multi-family project and the residential subdivision.** Items discussed included buffering of walls/fences, security of both projects, traffic, and landscape plantings.
- An application for annexation has been received for the property at 1405 North U.S. Highway 1 which is at the northeast corner of Pine Tree Drive and U.S. Highway 1. The annexation is part of an application for an indoor self-storage facility of 128,214 square feet (three stories) on 5.26 acres and associated site improvements. The annexation is tentatively scheduled for the September 21, 2022, City Commission meeting. The proposed self-storage use would require a Planned Business Development zoning map amendment.
- There has been one application received for the September 7, 2022, Board of Adjustment and Appeals meeting. The application seeks a rear yard variance to allow the construction of a pool and screen enclosure at 54 Herringbone Way.
- **The Site Plan Review Committee has received an application for an amendment at the Ormond Central project (corner of Old Kings Road & West Granada Boulevard) for a proposed three story building for a 106,140 square foot climate controlled self-storage facility.** The proposed use would require an amendment to the Planned Business Development zoning development order.

#### Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 343 inspections performed within the city (0 by private providers).
- 108 permits issued within the city, with a valuation of \$1,388,928 (3 garage sale permits).
- The following projects have received Certificate of Occupancies:
  1. 1535 North U.S. Highway 1, Dunkin Donuts.
  2. 105 Runway Drive, GPR1 (40,000 square foot industrial building).
  3. 1345 North U.S. Highway 1, Total Comfort.

#### Development Services

- Site Plan Review Committee (SPRC) met with:  
Hunter's Ridge Flagler County, utility master plan. Discussion of the potential schedule of proposed construction within the Flagler County, Hunter's Ridge Development of Regional Impact and the construction of utility improvements.
- SPRC projects under review:
  1. 1 South Old Kings Road, Ormond Central Self-Storage. 1<sup>st</sup> review. Construction of a 106,140 square foot, three story climate controlled self-storage facility and associated site improvements.
  2. North Interchange, Industrial Flex Space. 2<sup>nd</sup> Review. Proposed two 11,999 square foot industrial flex space buildings on 2.34 acres and associated site improvements.
  3. North Interchange, Self- Storage. 2<sup>nd</sup> review. Proposed 4-story self-storage facility (110,900 square feet) with 28 RV and boat parking spaces on 3.40 acres and associated site improvements.

4. Archers Mill 3A subdivision (Plantation Oaks PRD). 1<sup>st</sup> review. 94 single-family lots on 42.38 acres
  5. 183 South Orchard Street, Stanton Grove. 21 unit multi-family project consisting of three buildings on 3.92 acres. This use is a permitted use and would be permitted by the SPRC.
  6. 1405 North U.S. Highway 1, Stor Lt. 1<sup>st</sup> review. Proposed indoor self-storage facility of 128,214 square feet (three stories) on 5.26 acres and associated site improvements.
  7. 121 East Granada Boulevard, 121 East. 1<sup>st</sup> review. Proposed multi-story multi-family development of 24 units. This project would require public hearings.
  8. Tattersall at Tymber Creek. 2<sup>nd</sup> review. Construction of 129 lot subdivision and associated site improvements.
  9. 364 Nottinghill Street, partial easement release. 2<sup>nd</sup> review. Partial easement release in order to construct a pool.
- Construction status of projects under construction:

<b>Project</b>	<b>% Complete</b>
783 North U.S. Highway 1	55%
Caldera Spas	50%
Dunkin Donuts, 1535 North US Hwy 1	99%
GPR1	99%
Interchange Depot	35%
KOMN Condominium Association	85%
McNamara Warehouse	70%
Paradise Pointe ALF	75%
Perrot Depot	55%
Revella	20%
Shoppes at Granada Point	0%
SONC Gym	65%
SONC Outdoor basketball court	60%
Total Comfort	100%
<b>Utilities only</b>	
101 Town & Country Lane	40%
Celadine	0%
Forcemain – Huntington Green	95%
Forcemain extension – Airport Road	95%
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.
  - Staff attended the Volusia County “Q” breakfast, which provides an update on the regional economic development and the economy.
  - Staff attended the Team Volusia practitioner council meeting.
- 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

- Staff participated in the weekly Airport Safety Meeting at the Daytona Beach International Airport.
- Staff participated in the weekly construction meeting for the Taxiways Bravo and Delta Rehabilitation project.
- 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 State/FEMA for miscellaneous COVID-19 expenses that occurred in 2020.
- Completed Projects - Weekly
  - Process 118 Journal Entry Batches.
  - Utility Billing Meter Readers completed 362 work orders.
  - Approved 8 Purchase Requisitions totaling \$53,700.11.
  - Issued 7 Purchase Orders totaling \$21,326.20.
  - Issued 525 past due notices on utility accounts.
  - Auto-called 326 utility customers regarding receipt of a past due notice.
  - Processed 679 payments through Interactive Voice Response System totaling \$57,347.82 (12% of City customers utilize this service)
  - Processed 1,406 payments through City online payment portal totaling \$159,816.66 (26% of City customers utilize this service).

Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - A copy of the recorded Restrictive Covenants and the Letter Contract have been forwarded to Volusia County ECHO staff. After receipt, they will issue a Notice to Proceed and forward the fully executed agreement to the City.
  - Grant reimbursement request for FY 21-22: \$1,369,544.46

- Other
  - Attended City Commission meeting.

#### Risk Management Projects

- Attended harassment risks & prevention webinar
- Attended discrimination prevention webinar
- Finalizing update to active assailant document

#### Fire Department

- Weekly Statistics
    - Fires: 1
    - Fire Alarms: 8
    - Hazardous: 2
    - EMS: 89
    - Motor Vehicle Accidents: 5
    - Public Assists: 41
    - TOTAL CALLS: 146
  
  - Aid provided to other agencies: 8 Calls – Daytona Beach (4), Holly Hill (2), Volusia County (2)
  - Total staff hours provided to other agencies: 6
  - # of overlapping calls: 38
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
  - Total EMS patients treated: 68
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 277
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- Training Hours
    - NFPA 1001: Firefighting 121
    - NFPA 1002: Driver 13
    - NFPA 1021: Officer 21
    - NFPA 1500: Safety/Equipment 66
    - NFPA 1620: Preplanning 18
    - EMT/Paramedic 21
    - TOTAL TRAINING HOURS: 260
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- Station Activities
    - Updated 10 pre-fire plans
    - Conducted 2 fire inspections
    - Attended multi-agency training at Volusia County Training Center
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- Significant Incidents
    - 8/14/22, 4:59 PM: S. I-95 / Mile Marker 272 – Vehicle Fire – Upon arrival found large semi-tractor trailer fire and small brush fire – cause due to overheated tires – fire out at 6:01 PM – no injuries.
    - 8/15/22, 7:46 AM: 578 N. Ridgewood Ave. – Motor Vehicle Accident – Responded to a two vehicle rollover accident – found one SUV rolled over on drivers' side and one small car with front end damage – one patient extricated from SUV and transported.

#### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Account Clerk II (Finance)
    - Administrative Assistant (Leisure Services)
    - Building Inspector
    - Civil Engineer
    - Environmental Improvement Officer (Arborist)
    - Evidence/Crime Scene Technician

- IT Manager
  - Maintenance Worker II (Stormwater)
  - Maintenance Worker II (Streets)
  - Neighborhood Improvement Officer
  - Part Time Events Leader (Community Events/Leisure Services)
  - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
  - Part Time Water Treatment Plant Operator C/B/A
  - Police Officer
  - Recreation Leader (Police Athletic League)
  - Senior Staff Accountant (Finance)
  - Support Services Administrator (City Clerk)
  - Treatment Plant Operator C/B/A (Water Reclamation)
  - Treatment Plant Operator Trainee (Water Reclamation)
  - Utilities Engineer
  - Water Distribution Operator 3, 2, 1, or Trainee
  - Water Treatment Plant Operator C/B/A
- Background/Reference Checks/Job Offers
    - Firefighter/EMT
    - Part Time Maintenance Worker II (Athletic Fields)
    - Police Officer
    - Systems Administrator
    - Treatment Plant Operator A (Water Reclamation)
- Separations
    - Account Clerk II
    - Part Time Maintenance Worker II (Athletic Fields)
    - Police Officer
    - Recreation Leader (Police Athletic League)
    - Seasonal Part Time Maintenance Worker II (Parks)

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects in process
    - Energov
    - Office 365
    - PD Door access and cameras
- Work Orders
  - New: 47
  - Completed: 55
  - In progress: 11
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 34,132
  - Inbound E-Mails Blocked: 9,069
  - Delivered Inbound E-Mails: 22,883
  - Quarantined Messages: 828
  - Percentage Good Email: 67.04%
  - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 9
    - Changes: 8
    - Corrections: 0

- Map/Information Requests: 5
- Information Requests from External Organizations: 1
- 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
- Leisure Services Advisory Board meeting
- Edible Groves meeting
- Website/City calendar/social media updates

### **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 roof installation over the porte-cochere at The Casements.
- Completed sheetrock and plaster repairs at The Casements.

### **Environmental Discovery Center**

- Open for guided and self-guided tours, Tuesday – Saturday 10 am – 4 pm.
- Honey Bee program with beekeeper Jack Dunlop, Saturday, August 20, from 10 am to 11 am. Reservations required.

### **Athletics**

- Shuffleboard Club continues to hold practices on Monday, Wednesday, and Friday at 1 pm, Sports Complex.
- OBGS 9, 10, 11 & 12's practices on Tuesday and Thursday, 6 pm, Nova Fields #2 - #5.
- 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 #2-#5 for OBGS Clinic.
- Painted Pride football fields.

#### Performing Arts Center

- Attended Friends of the PAC Board meeting.
- Attended Ormond Beach Arts District Board meeting.
- Responded to inquiries and met with customers.
- Booked Senior Center event rentals.
- Updated information on OBPAC Facebook page and Internet ticketing site.
- Entered work orders for Performing Arts Center and Senior Center facility and equipment repairs.

#### South Ormond Neighborhood Center

- Splash pad open daily (10 am until dusk)
- Open park and playground (sunrise until 11 pm)
- Open gym and weight room (center hours)
- Tennis courts are currently closed (due to construction)

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Attended Senior Games Board meeting
- Assisting with Chief Bailey welcome reception, 8/16
- Planning for the following events:
  - Reel in the Fun Fishing Tournament, 10/8
  - Halloween Highway Drive Thru event, Date TBD
  - Senior Games, 10/22-10/29
  - Veteran's Day Luncheon, 11/10
  - HOme for the HOlidays Parade, 12/10

#### Nova Community Center and Special Populations

- Jazzercise took place Monday-Saturday from 9 am to 10 am, and 5:45 pm to 6:45 pm on Monday, Wednesday and Thursday in the Activity Room.
- Gym closed for repairs to floor.

#### The Casements

- The Casements was open for guided tours on Saturday at 9:30 am and 10:30 am and Monday-Friday 1:00-3:00 pm. Self-guided tours were Monday-Friday, 8 am to 5 pm.
- House of Healing held their Sunday evening service at Bailey Riverbridge on Sunday.
- There was a Gas Light Parade meeting, Wednesday at 10 am to 11 am.
- 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.

#### Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked all parks for unemptied trash cans
- Bathroom checks twice per day
- Inspected signs at all playground equipment
- Skatepark concrete inspected and repaired
- Trails blown off
- Replaced gate wheel at Andy Romano Beachfront Park
- Wood repairs at Central Park I and Magic Forest Playground
- Replace deck boards at Central Park II
- Fence repair at Magic Forest Playground

#### Building Maintenance

- Replaced ceiling tile at Ames House and activity room at Nova
- Adjusted electrical room door that was sticking at City Hall
- Put front door sign back up at the MacDonald House

- Removed old refrigerator at Ames House
- A/C repair and maintenance at various facilities
- Checked pump operation at Vadner Park
- Installed six seats at the Performing Arts Center
- Addressed water leak at The Casements
- Repaired ice maker at the Performing Arts Center
- Changed batteries in flushers at City Hall

### **Police Department**

#### **Administrative Services**

- Staff hosted the weekly staff meeting.
- Staff attended Florida Police Chiefs Conference in South Florida.
- Staff attended "Fill the MRAP" event at Wal-Mart.
- Staff attended Police Athletic League transition meeting.
- Staff attended Volusia School Security Press Conference.
- Staff conducted Active Shooter presentation at the Chamber of Commerce.
- Staff assisted New Smyrna Beach Police Department with their Corporal Oral Boards.

#### **Community Outreach**

- Youth Leadership Council (YLC) – Meetings will resume in September to give students time to adjust to new school schedules.
- OBPAL Basketball – Five (5) members of the OBPAL basketball team participated in practice Friday, August 12, and Saturday, August 13. Teams are practicing for upcoming tournaments.

#### **Community Services & Animal Control**

- Animal Calls responded to: 52
- Animal Reports: 9
- Return to Field: 4
- Animal Bites: 2
- Animals to Halifax: 8
- Injured Wildlife Calls: 1
- Found Property Reports: 2

#### **Criminal Investigations**

- Cases Assigned: 10
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 6
- Inactive: 6
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 1
- Grand Theft: 3
- Auto Theft: 1
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 0
- Vandalism: 1

#### **Records**

- Walk - Ins / Window: 70

- Phone Calls: 135
- Arrest / NTA's: 5
- Reports Generated: 77
- Reports Entered: 72
- Citations Issued: 4
- Citations Entered: 45
- Warnings Entered: 206
- Trespass Warnings: 10
- CORF Entered: 80
- Mail / Faxes / Request: 22

#### Patrol

- Total Calls: 1,325
- Total Traffic Stops: 202

#### Operations

- Crime Opportunity Report Forms: 73

#### 08/10/22

- Stolen Vehicle, 623 South Yonge Street (Masterpiece Cabinetry). An unidentified subject stole a work van from this business.

#### 08/11/22

- Business Burglary, 226 Cardinal Drive (Pirates Cove). An unidentified subject forced entry into the clubhouse through the window. Six shirts, two sodas, \$1 in change, and food was stolen.

#### 08/12/22

- Theft, 40 Hernandez Avenue. An unidentified subject stole mail from the victim's mailbox.
- Aggravated Assault, 1110 West Granada Boulevard (Houligan's). An unidentified subject was upset with the service he was receiving. The manager came to the table and was threatened by the customer who stated he would shoot the manager.

#### 08/13/22

- Theft, 226 Timberline Trail. An unidentified subject stole packages from the victim's porch.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise from this location. The theft was witnessed by loss prevention for the store.
- Theft, 839 South Atlantic Avenue (Andy Romano Park). An unidentified subject stole the AED from this location.
- Warrant Arrest, 250 East Granada Boulevard (CVS). Subject was contacted and found to have an open warrant.

#### 08/14/22

- Theft, 565 South Atlantic Avenue #21 (Corvette Inn). An unidentified subject stole a surf board from this location.

#### 08/15/22

- Business Burglary Arrest, 1608 North United States Highway One (Days Inn). A male was observed forcing his way into a room at the motel and vandalized other parts of motel to include another tenant's vehicle. The male was also previously arrested for trespassing at the location a month prior.
- Domestic Violence Battery Arrest, South Nova Road/Hand Avenue. A male placed his right elbow on his fiancé's throat and also placed the passenger seatbelt across his fiancé's neck during an argument while driving a vehicle. He was also found to be on probation.

08/16/22

- Fraud Arrest, 128 South Nova Road (Rivergate Coffee Shop). A female passed a counterfeit \$50 bill at the restaurant.
- Carbreak, 771 West Granada Boulevard #2205 (Olive Grove Apartments). An unidentified subject stole the catalytic converter from the victim's vehicle.
- Traffic Arrest, 503 South Halifax Drive. A vehicle struck a pedestrian as she was walking southbound on South Halifax Drive and then left the scene without stopping.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 28
  - Number of Citations issued: 21
  - Number of Written Warnings Issued: 23
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 3
  - Number of Crashes with Injuries: 4
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 0

#### Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
  - Zone 1: 3 Case initiated
  - Zone 2: 2 Cases initiated
  - Zone 3: 1 Case initiated
  - Zone 4: 4 Cases initiated
- 27 signs have either been removed or sign cases created.
- 8 trees removal permit requests
- Administrative staff assisted with three (3) walk-in and fifty-one (51) telephonic inquiries.

#### Public Works

##### Engineering

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – Construction is ongoing, pump testing was postponed to August 17.
    - SONC Gym – Construction is ongoing.
    - CDBG Fleming Playground – Construction is progressing, approximately 70% complete.
    - Facility Hardening – Construction at City Hall is ongoing.
    - Sanchez Park Playground Equipment Replacement – A pre-installation meeting is scheduled for August 25.
    - 2022 Storm & Sewer Lining – Construction is ongoing.
    - PD Access Control Replacement – Construction is ongoing, approximately 90% complete.
    - Central Park 2 Gazebo Replacement – Construction is ongoing.
    - PD HVAC Upgrades – Contracts are executed, a preconstruction meeting is being scheduled.
    - CDBG 2022 Sidewalk Improvements – Contracts are executed, a preconstruction meeting is being scheduled.
  - Bidding:
    - WRF Clarifier Improvements – Bid awarded at the August 16 City Commission meeting.
    - Downtown Sidewalk Renovations – Bids were opened on July 14 and are under review.
    - 2022 Road Resurfacing - A pre-bid meeting was held on August 9, and bids are due on August 23.

- Design Projects:
  - Downtown: Cassen Park Improvements – Consultant is preparing a proposal for design.
  - 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 complete. Consultant is preparing Issued for Bid plans and specifications.
  - Downtown – East Granada Utility Undergrounding – FPL has approved the proposed easement locations. Easements on City property are scheduled for approval at the September 7 City Commission meeting.
- Departmental Activities
  - Reviewed 25 Engineering Permit applications through the ProjectDOX system, and 0 Franchise Utility Work-in-the-Right-of-Way permits were created and approved.

### Environmental Management

#### Street Maintenance - Asphalt/Concrete

- Formed, graded and poured sidewalk at S Orchard & SR40
- Patched asphalt on S Orchard St.
- Removed damaged sidewalk at Spring Meadows Dr & Fern Meadow
- Pour sidewalk on N. Beach St.
- Asphalt patch at Orlen Way & Valencia 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 Rio Pinar; over roof at City Hall

#### 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

- Basin repair on New Britain
- Pipe repair on Kimberly Dr.; Orlen Way & Valencia Dr.
- Gates & pumps citywide
- Pond mowing at Water Plant
- Ditch maintenance on Hidden Hills Drive; spraying citywide

- Inlet cleaning in Zone 2

#### Vactor

- Pipe repair on Kimberly

#### Fleet

- Mileage traveled by all departments for the week: 22,655
- PM Services completed for the week:
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 3
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 8,733 gallons unleaded, 5,043 gallons diesel
  - Fuel used in one week: 2,585 gallons of unleaded and 672 gallons of diesel.
  - Fleet completed 50 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 Plant

- Delivered 41.63 million gallons for the week ending August 13, 2022 (5.95 MGD).
- Backwashed 6 filters for a total of 313,920 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 13, 2022 @ 6.41 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 86 wet tons of dewatered sludge (65-70% solids).
- Flushed distribution system 71,000 gallons.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 26.13 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.73 MGD
- Produced 24.72 Million Gallons of Reclaim water.
- Produced 1.40 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (August 1, 2021 – July 31, 2022) (MGD):
  - Influent 4.95 (Permit 8 MGD);
  - Surface Water Discharge 1.27 (Permit 6 MGD);
  - Reuse 3.36 (Permit 10 MGD)
- Hauled 3 loads in August for a total of 60.05 wet tons through 8-13-2022. Sludge numbers are the most recent reported values.

#### Water Distribution

- Responded to 4 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 6 calls from customers concerning leaking water.
- Replaced 1 residential water meter due to operational concerns.
- Tested 1 city owned backflow preventer.
- Replaced 4 residential water service due to pressure concerns or leaks.
- Replaced 2 broken water meter boxes.
- Performed valve maintenance on 5 main line valves.
- Installed 4 new water meters/services for new construction.
- Made repairs to a 6-inch AC water main located at 106 Rio Pinar Dr. Contractor directional drilled through the line.

- Performed hydrant maintenance on 5 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 236 utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 12 trouble calls in the Breakaway/Hunter's Ridge PEP system service area and 5 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 600 gallons of effluent off of Hunter's Ridge force main.
- TV'ed 2 sanitary laterals on the PM list.
- Changed pump at 24 Winding Creek Way, and 196 Black Hickory Way.
- Laid Sod at 10 Canter Ct. and 85 Saddlers Run.
- 22 Laurel Ridge changed out pump and check valve.
- 46 Saddlers Run and 136 Grey Dapple Way ran all new wire from control box to J box.
- 128 Black Hickory Way repaired pin hole in discharge line.
- 41 Winding Creek Way changed out E1.
- 96 Foxcroft Run repaired broken lid.
- 23 Dartmouth filled in hole near clean out.
- 23 Iroquois cleared line needs TV'ed
- 20 Tomoka Oaks disconnected city side.
- Responded to 5 reuse trouble calls.
- 162 Country Club turned off reuse at curb stop for repairs on homeowner's side.
- Flushed reuse line at 582 Ocean Shore.
- 945 Holly Circle had no reclaimed water. Checked, service is on and working at this time.
- Located reuse and pep tank at 1 address.
- Adjusted Melrose valve as needed.

#### Wastewater Plant – Lift Stations

- Plant Wide Blowers – continued installation of gauges and sensors.
- Influent – mechanical seals installed at Pumps #1 and #3.
- 46 Saddlers Run – replaced electrical feed wires at pep tank.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Lime Slurry pumps – lubricated as needed.
- Wells 40R, 28H – installed new VFD.
- Well 37R – isolated signal ground for flow meter.
- Fluoride Pump – replaced day tank pump.
- Booster Pumps – assisted pump rep with field measurements for replacement pumps.
- 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 August 16, 2022, City Commission Meeting.
- Agenda Packet preparation for September 7, 2022, City Commission Meeting.