

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: August 26, 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

Spoke to, attended and/or met with:

- Rebecca Parker, Interim Executive Director Ormond MainStreet, discussed various topics
- Volusia County City Managers meeting
- Chamber of Commerce board meeting
- Claims Committee meeting and Annual Insurance Program Committee

**PIO – Public Information**

- Press Releases/Media
  - Sports Announcements
  - General citizen inquiries
  - General media requests and interview prep
- Social Media
  - #SpotlightSaturday
  - Traffic Alerts for emergencies
  - Hurricane Prep (sandbags)
  - Heat Awareness
  - Volusia County Schools – Teaching Matters
- Attended
  - Engineering/Planning Meeting
  - FPRA Luncheon
  - PACE Board Meeting
- Developing
  - State of the City Brochure
  - State of the City Script

**Community Development**

**Planning**

- Attended the Tattersall at Tymber Creek Planned Residential Development neighborhood meeting.
- 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 September 8, 2022 Planning Board meeting includes the following items:
  1. Tattersall at Tymber Creek Planned Residential Development.

2. North Interchange Planned Business Development.
  3. Second ISBA Zoning Map Amendment (8 properties).
- Working on the Coastal Management Element of the Comprehensive Plan amendments.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 407 inspections preformed within the city (33 by private providers).
- 107 permits issued within the city, with a valuation of \$1,222,046 (4 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) met with:
  1. 275 Williamson Boulevard, Love Whole Food expansion. Pre-construction meeting for an expansion to the Love Whole Food building.
  2. MetroNet, 124 South Yonge Street. Pre-application meeting for a public utility building to support the MetroNet 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. 2011 West Granada Boulevard, Tymber Creek Apartments. 5<sup>th</sup> review. Proposed 300-unit multi-family development and associated site improvements.
  3. 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.
  4. 1405 North U.S. Highway 1, Stor It. 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.
  5. 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.
  6. Tattersall at Tymber Creek. 2<sup>nd</sup> review. Construction of 129 lot subdivision and associated site improvements.
  7. 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:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	50%
Interchange Depot	35%
KOMN Condominium Association	85%
Love Whole Food expansion	0%
McNamara Warehouse	70%
Paradise Pointe ALF	75%
Perrot Depot	60%
Revella	20%
Shoppes at Granada Point	0%
SONC Gym	65%

SONC Outdoor basketball court	95%
<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.
- 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 is anticipating receipt of a grant agreement between the City and FDOT to provide supplementary funding for the Automated Weather Observing System (AWOS) Replacement Project at the airport.
- 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 is working to coordinate repairs to the exterior catwalk and safety railings at the air traffic control tower, and pedestrian Gate No. 8 in the southeast quadrant of the 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

- Completed Projects - Weekly
  - Process 134 Journal Entry Batches.
  - Utility Billing Meter Readers completed 375 work orders.
  - Approved 18 Purchase Requisitions totaling \$65,220.73.
  - Issued 15 Purchase Orders totaling \$111,158.40.
  - Issued 525 past due notices on utility accounts.

- Auto-called 326 utility customers regarding receipt of a past due notice.
- Processed 671 payments through Interactive Voice Response System totaling \$53,109.88 (12% of City customers utilize this service)
- Processed 1,199 payments through City online payment portal totaling \$107,796.18 (26% of City customers utilize this service).

#### Grants

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Notice to Proceed has been issued for the ECHO PAC Renovations project.
  - Grant reimbursement request for FY 21-22: \$1,369,544.46
- Other
  - Met with Chief Howard Bailey regarding potential fire department grants.
  - Phone meeting with NLC representative relative to upcoming infrastructure funding applications.

#### Risk Management Projects

- Attended Insurance Program committee meeting
- Attended Claims Committee meeting
- Reviewing Active Assailant procedure

#### Fire Department

- Weekly Statistics
    - Fires: 3
    - Fire Alarms: 9
    - Hazardous: 4
    - EMS: 79
    - Motor Vehicle Accidents: 9
    - Public Assists: 60
    - TOTAL CALLS: 164
  - Aid provided to other agencies: 5 Calls – Daytona Beach (1), Holly Hill (1), Volusia County (3)
  - Total staff hours provided to other agencies: 7
  - # of overlapping calls: 48
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 7
  - Total EMS patients treated: 75
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 135
- Training Hours
    - NFPA 472: 2
    - NFPA 1001: Firefighting 39
    - NFPA 1002: Driver 15
    - NFPA 1006: Technical Rescue 24
    - NFPA 1021: Officer 10
    - NFPA 1500: Safety/Equipment 67
    - NFPA 1620: Preplanning 14
    - EMT/Paramedic 7
    - TOTAL TRAINING HOURS: 178
  - Station Activities
    - Updated 8 pre-fire plans
    - Conducted 2 fire Inspections

- Significant Incidents
  - 8/16/22, 6:59 AM: 503 S. Halifax Dr. – Motor Vehicle vs. Pedestrian – Responded to a hit and run accident – one patient transported as a trauma alert.
  - 8/19/22, 3:28 PM: Wilmette Ave./N. Nova Rd. – Outside Fire – Responded to Nova Community Center for a large 30-yard dumpster fire – upon arrival found heavy fire showing from entire dumpster – aerial ladder placed over dumpster to extinguish fire – approximately 2,500 gallons of water used for extinguishment – crews cleared scene at 5:20 PM.
  - 8/19/22, 3:33 PM: W. Granada Blvd./Shadow Crossings Blvd. – Motor Vehicle Accident – Responded to a two vehicle head on type collision – one patient transported as a trauma alert.
  - 8/22/22, 8:11 PM: 300 N. Nova Rd. – Motor Vehicle Accident – Upon arrival found two vehicles in a T-bone type collision – one driver was extricated – one patient pronounced on-scene – one patient treated as a trauma alert – two firefighters assisted with patient care during transport – scene turned over to OBPD Traffic Homicide.

### **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 (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)
    - Utilities Engineer
    - Water Distribution Operator 3, 2, 1, or Trainee
    - Water Treatment Plant Operator C/B/A
  - Background/Reference Checks/Job Offers
    - Firefighter/EMT
    - Maintenance Worker II (Stormwater)
    - Part Time Maintenance Worker II (Athletic Fields)
    - Police Officer
    - Systems Administrator (IT)
    - Treatment Plant Operator A (Water Reclamation)
    - Treatment Plant Operator Trainee (Water Reclamation)
  - Separations
    - Account Clerk II (Finance)
    - Part Time Maintenance Worker II (Athletic Fields)
    - Recreation Center Coordinator (Environmental Discovery Center)

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

- Information Systems (IS)
  - Work Plan Projects in process
    - Energov
    - Office 365
    - PD Door access and cameras
  - Work Orders
    - New: 67
    - Completed: 66
    - In progress: 21
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 34,538
    - Inbound E-Mails Blocked: 8,599
    - Delivered Inbound E-Mails: 23,644
    - Quarantined Messages: 819
    - Percentage Good Email: 68.46%
    - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 4
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 19
  - 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
- FFEA Conference
- Interview for EDC Coordinator
- 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 painting the porte-cochere at The Casements.

#### Environmental Discovery Center

- Open for guided and self-guided tours, Tuesday – Saturday 10 am – 4 pm.
- Finish reorganization of classroom, office and storage building spaces in preparation for fall programming.

#### Athletics

- Shuffleboard Club continues to hold practices on Monday, Wednesday, and Friday at 1 pm at 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
- Prep Nova #2-#5 for OBGS Clinic

#### Performing Arts Center

- Planned for the removal of existing seating and installation of donated seating in PAC auditorium.
- Handled customer inquiries, met with customers, and booked Senior Center event rentals.
- Updated information on OBPA 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 open daily (10 am until dusk)
- Open park and playground (sunrise until 11 pm)
- Open gym and weight room (center hours)
- Gym construction project ongoing
- Tennis courts are currently closed (due to construction)

#### 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, 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 Wednesday and Thursday 5:45 pm to 6:45 pm in the Activity Room.
- Gym closed for repairs to floor
- Coordinator to FFEA conference

#### The Casements

- The Casements was open on Saturday at 9:30 am and 10:30 am for guided tours, and Monday-Friday 8 am to 5 pm for self-guided tours and 1 pm to 3 pm guided tours.

- House of Healing held their Sunday evening service at Bailey Riverbridge on Sunday.
- There was a group tour Monday 11:30 am to 12:30 pm.
- The Casements was voting precinct 517 on Tuesday for the primary elections.
- The Casements Crafters met on Thursday in the craft room from 12 pm to 3:30 pm.
- The Casements Camera Club met Thursday 7 pm to 9 pm.
- The Casements celebrated International Dog Day on Friday the 26<sup>th</sup> with photo opportunities for our four-legged friends who walk Rockefeller Gardens Park and prizes offered by our sponsor, Nauti Pets.
- An engagement party will be held on Saturday at Bailey Riverbridge from 2:30 pm to 8:30 pm.
- Ora Yoga classes met on Tuesday and Thursday mornings from 9 am to 10 am and Wednesday evening at Bailey Riverbridge from 5:30 pm to 8 pm.
- Pilates classes were held on Monday, Wednesday and Friday mornings from 8:30 am to 9:30 am.
- Staff is preparing craft projects for the September Storytime.

#### 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
- New trash can at Cassen Park
- Replaced sign at Central Park I
- Formed benches at the Indian Mound
- Set kaleidoscope at Memorial Gardens
- Hung new butterfly flags at Memorial Gardens
- Set turtle rocks at Memorial Gardens
- Replaced basketball nets at Nova

#### Building Maintenance

- AC repairs/maintenance in various City facilities
- Installing new seating at the Performing Arts Center
- Removed bookcase, and moved furniture at City Hall
- Repaired front door push bar at PW
- Confirmed all automatic flushers are working at City Hall
- Installed gun range deflectors at the Police Department
- Addressed roof leak at Nova
- Replaced roof shingles at WWTP
- Replaced light at Ames Park
- Replaced bay lights at FS 92 and FS93
- Repair outside outlet at The Casements
- Replace parking lot lights at City Hall

#### Police Department

##### Administrative Services

- Staff hosted the weekly staff meeting.
- Staff met with a new intern.
- Staff participated in a 55-mile memorial bicycle ride for fallen Daytona Beach Police Officer Jason Raynor as well as attending a candlelight vigil and gravesite visitation.
- Staff met with the Criminal Investigations Unit to distribute letters of commendation.

##### Community Outreach

- OBPAL Basketball – Six (6) members of the OBPAL basketball team participated in practice Friday, August 19. Teams are practicing for upcoming tournaments.



- Do the Right Thing 2022-23 – Do the Right Thing, offered in partnership with Ormond Beach Middle School, is scheduled to be held at the Ormond Beach Police Department on November 17, 2022, February 16, 2023, and March 30, 2023. Students attending OBMS are selected by administrators, educators and guidance counselors to be recognized for making decisions reflecting integrity and model citizenship.

#### Community Services & Animal Control

- Animal Calls responded to: 42
- Animal Reports: 5
- Return to Field: 3
- Animal Bites: 1
- Animals to Halifax: 4
- Injured Wildlife Calls: 1
- Found Property Reports: 2

#### Criminal Investigations

- Cases Assigned: 11
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 8
- Inactive: 8
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Battery: 1
- Police Information: 0
- Threatening Phone Calls: 1

#### Records

- Walk - Ins / Window: 95
- Phone Calls: 131
- Arrest / NTA's: 15
- Reports Generated: 116
- Reports Entered: 110
- Citations Issued: 37
- Citations Entered: 37
- Warnings Entered: 125
- Trespass Warnings: 25
- CORF Entered: 72
- Mail / Faxes / Request: 43

#### Patrol

- Total Calls: 1,463
- Total Traffic Stops: 142

### Operations

- Crime Opportunity Report Forms: 92

#### 08/17/22

- Business Burglary, 51 South Atlantic Avenue (The Royal Floridian). An unidentified subject stole an electric bike from the underground garage.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An unidentified subject stole a misdemeanor amount of merchandise. The offense was witnessed by loss prevention for the store.

#### 08/18/22

- Theft, 1513 San Marco Drive (San Marco Apartment Complex). An unidentified subject stole the victim's vehicle tag from their vehicle at this location.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A male stole merchandise from this location. The offense was witnessed by loss prevention for the store.
- Narcotics Arrest, 1608 North United States Highway One (Days Inn). A male subject was found to be in possession of methamphetamine and narcotic paraphernalia.
- Trespassing Arrest, 1482 West Granada Boulevard (Red Bowl). A female was found at this location after previously being trespassed.

#### 08/19/22

- Theft, 659 Hand Avenue. An unidentified subject stole a juvenile's bicycle that was chained to a pole at the bus stop.
- Warrant Arrest, 175 Interchange Boulevard (Baymont Inn & Suites). Subject was contacted and found to have an open warrant.
- Warrant Arrest, 195 South Beach Street (Ames Park). Subject was contacted and found to have an open warrant.

#### 08/20/22

- 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.
- Carbreak, 1657 North United States Highway One (Loves Truck Stop). An unidentified subject made entry into the victim's unlocked vehicle and stole an iPhone.
- Domestic Violence Battery Arrest, 507 Sandy Oaks Boulevard. A female struck her boyfriend in the head with an object causing an abrasion on the left side of his forehead.
- Domestic Violence Battery Arrest, 341 North Yonge Street. A male shoved his girlfriend and then left the area in his vehicle. He was later located and taken into custody.
- Traffic Arrest, 100 West Granada Boulevard. A male was stopped for a traffic infraction and was found to have a suspended license habitual traffic offender.
- Warrant Arrest, 744 Candlewood Circle. Subject was contacted and found to have an open warrant.

#### 08/21/22

- Disturbing the Peace/Resisting without Violence Arrest, 550 South Atlantic Avenue (ABC Liquors). A male was found to be intoxicated and causing a disturbance at this location. After being taken into custody, the male resisted the officer as he was being escorted to the patrol vehicle.
- Dealing in Stolen Property Arrest, 1521 West Granada Boulevard (Wal-Mart). A male entered the store and retrieved two fishing poles without purchase. He then proceeded to attempt to get a refund using a receipt from another location.
- Warrant Arrest, 1 North Beach Street (Bailey Riverbridge Gardens). Subject was contacted and found to have an open warrant.

#### 08/22/22

- Theft, 1608 North United States Highway One (Days Inn). A female stole the victim's wallet and phone while he let her inside his hotel room to use the restroom.
- Carbreak Arrest, 470 North Beach Street. A male was located at this location. He was found to have committed a carbreak.

- Crash with Death, 300 North Nova Road (Trails Shopping Center). A major motor vehicle accident occurred when a truck was traveling on the wrong side of North Nova Road at this location. The driver of the vehicle that was struck was pronounced deceased at the scene. The passenger in the struck vehicle was transported to the hospital as a trauma alert. The driver of the truck was possibly under the influence of narcotics so a blood draw was taken at the scene.

08/23/22

- Residential Burglary, 762 Hand Avenue. An unidentified subject entered the residence and took a lawn mower, alcohol, and other miscellaneous items.
- Theft, 1260 West Granada Boulevard (Aldi). Two unidentified females distracted an elderly female, taking her wallet while doing so.
- Warrant Arrest, 1643 North United States Highway One (Houligan's). Subject was contacted and found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 5
  - Number of Citations issued: 6
  - Number of Written Warnings Issued: 6
  - Number of Parking Tickets Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 3
  - Number of Crashes with Injuries: 5
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 1

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
  - Zone 1: 1 Case initiated
  - Zone 2: 2 Cases initiated
  - Zone 3: 1 Case initiated
  - Zone 4: 4 Cases initiated
- 20 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with two (2) walk-in and forty-six (46) telephonic inquiries.

**Public Works**

Engineering

- Projects Summaries
  - Construction Projects:
    - Wilmette Stormwater Pump Station – Successful pump testing was performed, coordinating with FPL for permanent power connection.
    - SONC Gym – Construction is ongoing.
    - CDBG Fleming Playground – Construction is approximately 80% complete.
    - Facility Hardening – Construction at City Hall is 95% complete. Contractor will be moving to Fleet after the Labor Day holiday.
    - Sanchez Park Playground Equipment Replacement – A pre-installation meeting was held on August 25.
    - 2022 Storm & Sewer Lining – Construction is ongoing.
    - PD Access Control Replacement – Construction is ongoing, approximately 90% complete.
    - Central Park 2 Gazebo Replacement – Gazebo is installed, final inspections are being scheduled.
    - PD HVAC Upgrades – Contracts are executed, a preconstruction meeting was held on August 25.

- CDBG 2022 Sidewalk Improvements – Contracts are executed, a preconstruction meeting is being scheduled.
- WRF Clarifier Improvements – Contracts are being executed.
- Bidding:
  - Downtown Sidewalk Renovations – Bids were opened on July 14 and are under review.
  - 2022 Road Resurfacing – Bids were opened on August 23 and are under review.
- Design Projects:
  - Downtown: Cassen Park Improvements – Selected 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 26 Engineering Permit applications through the ProjectDOX system. There were no Franchise Utility Work-in-the-Right-of-Way permits were created/approved.

#### Environmental Management

##### Street Maintenance - Asphalt/Concrete

- Removed stone & lay asphalt at Cumberland, Royal Dunes
- Removed roots in Spring Meadows; graded sidewalk

##### 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; River Bluff Trl
- Ground roots for sidewalk in Spring Meadows
- Picked up fallen tree on Timberlake Ln
- Removed large limbs over CAP building (Airport)

##### 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

- Inlet cleaning citywide
- Pond maintenance at ABC
- Ditch maintenance in Forest Hills
- Ditch spraying on Division Ave
- Pipe repair on New Britain
- Outfall cleaning on Oak Forest
- Basin/inlet repair on Cypress View

#### Vactor

- New Britain
- The Falls
- Inlet repair on Cypress View

#### Fleet

- Mileage traveled by all departments for the week: 22,281
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 14,444 gallons unleaded, 4393 gallons diesel
  - Fuel used in one week: 2,576 gallons of unleaded and 650 gallons of diesel.
  - Fleet completed 46 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 40.61 million gallons for the week ending August 20, 2022 (5.80 MGD).
- Backwashed 6 filters for a total of 333,770 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 20, 2022 @ 6.40 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 101 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 40,000 gallons.

#### Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 26.31 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 3.76 MGD
- Produced 24.04 Million Gallons of Reclaim water.
- Produced 2.26 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 8 loads in August for a total of 163.03 Wet tons through 8-13-2022. Sludge numbers are the most recent reported values.

#### Water Distribution

- Responded to 3 reports of customer concerns regarding low pressure, or assistance with other plumbing concerns.
- Responded to 13 calls from customers concerning leaking water.
- Replaced 3 residential water meters due to operational concerns.
- Tested 1 city owned backflow preventer and made repairs when needed.
- Replaced 8 residential water service due to pressure concerns or leaks.
- Replaced 5 broken water meter boxes.
- Performed valve maintenance on 6 main line valves.
- Installed 7 new water meters/services for new construction.
- Repaired 2inch water service at 1105 N US1 (Beaver Bar).
- Repaired 2-inch GSP at 11 Double Branch Way.
- Performed Hydrant Maintenance on 41 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 153 utility locates for the previous week.

#### Wastewater Collection and Reuse

- Crews responded to 3 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 1,200 gallons of effluent off of Hunter's Ridge force main.
- TV'ed 10 sanitary laterals on the PM list
- Changed pump at 21 Lake Vista Way
- Performed 3 utility verifications
- 536 Sandy Oaks, replaced broken FA and brass cap
- 96 Fox Croft Run, Pep tank rehab and restored yard
- 123 Iroquois, roots in several joints, set up on PM list
- 128 Black Hickory Way, checked system to verify working properly, restored yard
- 23 Dartmouth Trace, restored yard
- Located sewer C/O at 544 S Beach St
- Located C/O at 868 N Halifax for a backup. City side was backed up in the main. Used Vac-con to clean main and remove blockage.
- Responded to 3 reuse trouble calls.
- Located Reuse and Pep tanks at 10 addresses
- Adjusted Melrose valve
- Melrose Park, 3 foot extension was added
- Replaced reuse lid at 935 Ocean Shore Blvd

#### Wastewater Plant – Lift Stations

- Storm Water – Wilmette Avenue new station, set up generator.
- 5M – repair/replace broken plumbing at wash down line in wet well area.
- Chlorine Contact Chambers – installed power for DO meters
- 41 Winding Creek Way– replaced control panel 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.
- Standish Booster Station – confirmed operation of tank mixer.
- Well 29 – motor starter not operating, troubleshot and made repairs.

- High Service Pump 5 – verified operation of electric actuator.
- Breakaway Trails Reuse – HSP 3, vibration noted, laser alignment performed by contractor.
- RO Clearwell – replaced worn blower belt.
- 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 Claims Committee meeting.
- Agenda packet preparation for September 7, 2022, City Commission meeting.