

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 16, 2022

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- City Commission agenda packet review

Spoke to, attended and/or met with:

- ICMA Annual Conference

PIO – Public Information

- Press Releases/Media
 - SOTC Media Alert
 - General media requests and interview prep
 - General citizen inquiries
- Social Media
 - National Night Out Promo
 - 9/11 Memorial Walk
 - Ormond Beach Youth Leadership Spotlight
 - Spotlight Saturday Highlights
 - Home for the Holidays Christmas Parade Theme Winner
- Attended
 - Engineering/Planning Meeting
 - FMCA Regional Meetings
 - SOTC Filming
- Training
 - Internal Comm Webinar FEMA

Community Development

Planning

- Attended the neighborhood meeting for the Ormond Central Planned Business Development Amendment/Self-Storage.
- Attended the neighborhood meeting regarding a Future Land Use Amendment, Planned Development Rezoning, and Subdivision Plat applications for Ormond Beach Holdings, LLC.
- Paradise Point, 350 Clyde Morris Boulevard, has submitted a wall waiver request to allow a natural buffer and decorative open style aluminum fence instead of a masonry wall along the property line abutting the Aberdeen development. The Special Exception wall waiver request is scheduled for the October 13, 2022 Planning Board meeting.

- Two variance applications have been submitted for the October 5, 2022 Board of Adjustment and Appeals meeting:
 1. 463 Hammock Lane: Request for a variance to construct a single-family house and avoid a historic tree.
 2. 630 South Beach Street: Request for a variance to allow expansion of an existing garage.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 320 inspections performed within the city (21 by private providers).
- 107 permits issued within the city, with a valuation of \$1,044,987 (11 garage sale permits).

Development Services

- Site Plan Review Committee (SPRC) met with:
 1. 52 South Atlantic Avenue. General discussion. Review of the existing uses and consideration of transient lodging.
 2. 722 South Atlantic Avenue. General discussion. Discussion of a perimeter wall and decorative open style aluminum fence around an existing parking lot.
 3. Newkirk Engineering. General discussion. Discussion and updates on Stanton Grove, North Interchange PBD, and Regal Multi-Family SPRC projects.
- SPRC projects under review:
 1. 183 South Orchard Street, Stanton Grove. 3rd review. Twenty-one (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.
 2. 2080 West Granada Boulevard, Riverbend Academy Expansion. 3rd review. Special Exception amendment to increase number of allowed students from 200 to 600, including the construction of new classrooms totaling 13,327 square feet.
 3. 15 West Tower Circle, Valiant Diner Expansion. 3rd review. Expansion of existing facility with a 11,250 square foot building and associated site improvements.
- Construction status of projects under construction:

Project	% Complete
783 North U.S. Highway 1	55%
Caldera Spas	50%
Interchange Depot	40%
KOMN Condominium Association	95%
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%
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.
- 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

- Minor repairs have been conducted on Gate 8.
- Staff participated in the weekly Airport Safety Meeting at the Daytona Beach International Airport this week.
- Staff participated in the weekly construction meeting for the Taxiways Bravo and Delta Rehabilitation Project this week.

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

Finance

- On-going Projects
 - City Commission approved tentative 2022-23 operating millage
 - The City received \$108k from the FEMA/State for Miscellaneous Covid expenses that occurred in 2020.
 - Finance is starting preparations for the 2021-22 fiscal year audit.
- Completed Projects - Weekly
 - Process 162 Journal Entry Batches.
 - Utility Billing Meter Readers completed 328 work orders.
 - Approved 13 Purchase Requisitions totaling \$94,602.14.
 - Issued 22 Purchase Orders totaling \$207,006.41.
 - Issued 520 past due notices on utility accounts.

- Auto-called 360 utility customers regarding receipt of a past due notice.
- Processed 590 payments through Interactive Voice Response System totaling \$50,364.66 (12% of City customers utilize this service)
- Processed 1,333 payments through City online payment portal totaling \$155,108.23 (26% of City customers utilize this service).

Grants

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted required forms and information to the FDEP for the Water Restoration Assistance Grants for the Septic Tank Conversion and Ultraviolet Disinfection Conversion projects in anticipation of agreements.
 - Grant reimbursement request for FY 21-22: \$1,911,219.21
- Other
 - Attended Local Infrastructure webinar on upcoming grants.

Risk Management Projects

- Webinar on WC physical therapy/client care
- WC file review with consultant

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 6
 - Hazardous: 0
 - EMS: 99
 - Motor Vehicle Accidents: 5
 - Public Assists: 36
 - TOTAL CALLS: 147
 - Aid provided to other agencies: 8 Calls – Daytona Beach (3), Volusia County (5)
 - Total staff hours provided to other agencies: 8
 - # of overlapping calls: 34
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 61
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 23
- Training Hours
 - NFPA 1001: Firefighting 75
 - NFPA 1002: Driver 2
 - NFPA 1006: 14
 - NFPA 1021: Officer 15
 - NFPA 1500: Safety/Equipment 76
 - NFPA 1620: Preplanning 17
 - EMT/Paramedic 12
 - TOTAL TRAINING HOURS: 211
 - Station Activities
 - Updated 10 pre-fire plans
 - Conducted 2 fire Inspections
 - Serviced 2 fire hydrants
 - Participated in 9/11 Memorial Bridge Walk event

- Significant Incidents
 - 9/10/2022, 10:54 AM: N. I-95 / Mile Marker 269 – Motor Vehicle Accident – Found single motorcyclist down on northbound ramp – one patient transported as a trauma alert – a firefighter assisted with patient care during transport to hospital.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Account Clerk II (Finance)
 - Administrative Assistant (Leisure Services)
 - Environmental Improvement Officer (Arborist)
 - Evidence/Crime Scene Technician
 - IT Manager
 - Maintenance Worker II (Streets)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution)
 - Neighborhood Improvement Officer
 - Part Time Evidence Custodian
 - Part Time Recreation Leader (NOVA)
 - Part Time Water Treatment Plant Operator C/B/A
 - Police Officer
 - Recreation Leader (Police Athletic League)
 - Senior Staff Accountant (Finance)
 - 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
 - Civil Engineer
 - Firefighter/EMT
 - Maintenance Worker II (Stormwater)
 - Part Time Maintenance Worker II (Athletic Fields)
 - Police Officer
 - Support Services Administrator (City Clerk)
 - Treatment Plant Operator Trainee (Water Reclamation)
 - Separations
 - 9/2: Part Time Maintenance Worker II (Athletic Fields)
 - 9/2: Part Time Recreation Leader (Nova)
 - 9/2: Recreation Center Coordinator (Environmental Discovery Center)
 - 9/21: Fire Battalion Commander
 - 9/22: Events Tech (The Casements)

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects in process
 - Energov
 - Office 365
 - PD Door access and cameras
- Work Orders
 - New: 49
 - Completed: 48
 - In progress: 23

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,016
 - Inbound E-Mails Blocked: 8,897
 - Delivered Inbound E-Mails: 22,531
 - Quarantined Messages: 824
 - Percentage Good Email: 68.24%
 - Virus E-Mails Blocked: 0
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 1
 - Corrections: 1
 - Map/Information Requests: 7
 - 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 = 24,338; 23,464 potable, 863 Irrigation, 11 Effluent

Leisure Services

Administration

- Engineering meeting
- Leisure Services Advisory Board meeting
- Website/City calendar/social media updates
- State of the City prep work

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 conference room renovations at Public Works.
- Completed repairs to the wedding gazebo at Memorial Gardens.

Environmental Discovery Center

- Open for guided and self-guided tours Tuesday – Saturday, 10 am – 4 pm.
- FLC Strong webinar, Monday at 10 am (Edible Groves)
- Meeting with PACE regarding Community Groves partnership
- Volusia County Master Gardeners class, Wednesday at 10 am
- Managing Community Garden issues/repair
- Creating Community Groves presentation for Quality of Life Board
- Planning/purchasing for new botany and marine biology exhibits
- Purchasing supplies for classroom
- Planning/booking field trip tours

- Daily attendance log

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.
- Adult Coed Softball Games are Monday through Thursday, 6:20 pm and 7:30 pm, on Quad #4.
- Youth Flag Football started practices this week. Monday through Friday, at 5:30 pm and 7:30 pm at Quad #2/3
- OBYBSA continue practices on Monday, Wednesday and Friday at Nova 2-5, as well as Kiwanis Field & Quads #1 & #2.
- Seabreeze JV Football played Thursday night at 6 pm on Championship Field #7. They have been cancelled the first two Thursdays due to lightning.
- OBYBSA Girls Softball practices started on Tuesday and Thursday at 6 pm on Quad 1 & 2, as well as New Softball Championship Field 7.
- Pride Football Games starting at 9 am at Championship Field #7 on Saturday.
- OBSC Competitive soccer games on Saturday at Fields #4/5/6.

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
- Cleaned handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Picked-up and dropped off equipment to Fleet on "as need" basis
- Made fuel runs to fill gas cans
- Cleaned all sports parks daily of debris/trash from the events during the week
- Swept out and organized Maintenance Building
- Greased and cleaned equipment
- 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
- Pick up/take in carts to Fleet for service/repair
- Prep Nova #2-#5 for OBGS Clinic
- Paint all soccer fields
- Paint Pride Football fields
- Remove bottom of 3rd base dugout at Nova for AAA Fence to repair fence

Performing Arts Center

- Prepared tentative PAC event schedule for reopening in November 2023
- Prepare for PAC renovation project Murder Mystery Dinner fundraiser
- Handled customer inquiries, met with customers, and 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

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

Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- Continue training of new hire for Event Leader.
- Planning for the following events:
 - Reel in the Fun Fishing Tournament, 10/8
 - Senior Games Kick-Off Luncheon, 10/21
 - Senior Games, 10/22-10/29
 - Hometown Heroes Ceremony, 11/5
 - Veterans Day Luncheon, 11/10
 - HOme for the HOlidays Parade, 12/10

Nova Community Center and Special Populations

- Pickleball from 9 am to 3 pm Monday through Saturday.
- Jazzercise from 9 am to 10 am Monday through Saturday and 5:45 pm to 6:45 pm Wednesday and Thursday in Activity Room.
- Open Play Basketball is offered Tuesday and Friday from 3 pm to 9 pm
- Ms. Debby Dance and Acting classes Monday, Tuesday, and Friday from 3:30 pm to 7:30 pm
- Coed Volleyball is held on Wednesdays from 6 pm to 8 pm
- Adult Volleyball is held on Thursdays from 6 pm to 8 pm
- Special Populations Program Open House will take place on Friday from 8 am to 8 pm.

The Casements

- The Casements offered guided tours on Saturday at 9:30 am and 10:30 am. On Wednesday through Friday, self-guided tours were available during operating hours and guided tours 10:00 am to 3 pm.
- The Casements had an ECHO Rangers program on Saturday 11:00 am to 12:00 pm with 22 kids attending.
- House of Healing held their Sunday evening service at Bailey Riverbridge on Sunday with 35 people in attendance.
- The Casements was closed Monday and Tuesday for the Florida Mainstreet Meeting.
- There was a Cub Scout visit to the 3rd floor Monday 6:00 pm to 7:00 pm with 20 kids attending.
- The Casements Camera Club Photography exhibit is in the Gallery for the month of September.
- Sophie's Circle met on Wednesday for their upcoming event.
- There was a rental in the Preservation room on Wednesday 11:00 am to 4:00 pm with 2 people attending.
- There was a group tour for The Segway Rider's Club of The Villages on Thursday 9:30 am to 10:30 am with 21 people attending.
- There was a group tour for The Hunter Ridge Women's Club on Thursday 10:30 am to 11:30 am with 20 people attending.
- The Casements Crafters met on Thursday in the craft room from 12:00 pm to 3:30 pm with 10 members attending.
- Ora Yoga classes met on Tuesday at Bailey Riverbridge and Thursday mornings at The Casements from 9:00 am to 10:00 am and Wednesday evening at Bailey Riverbridge from 5:30 pm to 8:00 pm with 35 attending.
- Pilates classes met this week on Monday at Bailey Riverbridge, and Wednesday and Friday morning at The Casements from 8:30 am to 9:30 am.
- Staff prepared for "Once Upon a Storytime" beginning with registering children for the program scheduled for Tuesday, September 20 at 10:00 am.
- "Did You Know?" posted on our Facebook page twice this week.

Parks Maintenance

- Citywide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Checked all parks for unemptied trash cans
- Bathroom checks twice per day

- Inspected signs at all playground equipment
- Skatepark concrete inspected
- Trails blown off
- Replaced tennis net at Nova
- Repaired railing at Fortunato Park
- Repaired railing and posts at Magic Forest Playground
- Relocated table at Birthplace of Speed Park
- Repaired sea wall at Rivera Park

Building Maintenance

- A/C repairs/maintenance work at various city facilities
- Replaced office light at FS 91
- Repaired lights at Field 5 at Nova
- Repaired filter pump at South Ormond Neighborhood Center
- Moved boxes at Ames House
- Replaced a ceiling tile at City Hall
- Outside restroom repair at PW
- Replaced a tile in the activity room at Nova
- Replace hinges on bottom gift shop cabinets at The Casements
- Install new AED holder at Sports Complex
- Replaced several roof shingles at WWTP

Police Department

Administrative Services

- Staff hosted the weekly staff meeting.
- Staff hosted a supervisor meeting.
- Staff attended the Planning Board meeting.
- Staff attended 9/11 Bridge walk.
- Staff attended 9/11 Church Service at AME Church.
- Staff worked with Outreach on National Night Out purchases/scheduling.
- Staff is working on the Humane Society contract.
- Staff attended the Memorial Service for Gloria and Raymond Max at B'Nai Torah Synagogue.

Community Outreach

- Youth Leadership Council (YLC) – Meetings will resume the end of September. Congratulations to YLC members Taniah Andersen and Destiny Bastain on their selection as the 2022 OBPAL Senior Scholarship recipients. Youth are selected based on participation in OBPAL, community service, and academic excellence. Taniah is attending Howard University. Destiny is attending Daytona State College and will transfer to the University of Central Florida after the completion of her AA.
- OBPAL Basketball – Six (6) members of the basketball team participated in practice on Friday, September 9, at the South Ormond Neighborhood Center. September tournaments are being reviewed for participation.
- PAL Educational Programs – Ormond Beach PAL afterschool educational programs will resume for the 2022-23 school year in October 2022. Tutors R Us is scheduled to begin October 3 and will be offered for 9 weeks for the Fall Semester. Applications for Tutors R Us were shared with parents and students this week.

Community Services & Animal Control

- Animal Calls responded to: 45
- Animal Reports: 5
- Return to Field: 10
- Animal Bites: 0

- Animals to Halifax: 3
- Injured Wildlife Calls: 2
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 13
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 11
- Inactive: 14
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 0
- Grand Theft: 2
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1
- Aggravated Battery: 1

Records

- Walk - Ins / Window: 98
- Phone Calls: 129
- Arrest / NTA's: 20
- Reports Generated: 127
- Reports Entered: 122
- Citations Issued: 65
- Citations Entered: 65
- Warnings Entered: 228
- Trespass Warnings: 24
- CORF Entered: 52
- Mail / Faxes / Request: 43

Patrol

- Total Calls: 1,819
- Total Traffic Stops: 174

Operations

- Crime Opportunity Report Forms: 58

09/07/22

- Vandalism Arrest, 208 East Granada Boulevard (Walgreens). A male was observed by staff walking into Walgreens and intentionally knocking over items to break them.
- Shoplifting, 140 North Nova Road (Molto Bella Boutique). An unidentified subject stole a set of earrings from the business.
- Narcotics Arrest, 657 South Atlantic Avenue #322 (Driftwood Beach Motel). A male was trespassing on the property and was found to be in possession of methamphetamine.
- Traffic Arrest, 200 North Yonge Street. A female was operating a vehicle while knowingly driving with a suspended license.

09/08/22

- Domestic Violence Battery Arrest, 10 Canter Court. A female threw objects at her husband during an argument.
- Domestic Violence Battery Arrest, 1505 San Marco Drive #201 (San Marco Apartments). A female struck her mother in the face.
- Theft, 170 North Old Kings Road #146A (Avante). An unidentified subject stole money out of the victim's wallet.
- Narcotics Arrest, 901 South Beach Street (Riviera Park). A male was found to be in possession of narcotic paraphernalia and was trespassing.

09/09/22

- Business Burglary, 405 Lincoln Avenue (Xtreme Powerline Construction). A female made entry through an open door, threw stuff around, spilt oil/grease and slept at this location overnight. The business declined to pursue charges.
- Assist Agency, 1255 West International Speedway Boulevard (Mainland High School). Several Ormond Beach Police Department units responded to Mainland High School in reference to an armed person on campus. Units assisted with perimeter and traffic control. The incident was determined to be a false alarm.
- Traffic Arrest, North Nova Road/North United States Highway One. A female was operating a vehicle while knowingly driving with a suspended license.
- Stolen Vehicle Arrest, 1657 North US Highway One (Love's Truck Stop). A male attempted to steal a vehicle at this location. The owners were sleeping in the vehicle at the time and stopped the theft.

09/10/22

- No Part One Crimes.

09/11/22

- Domestic Violence Battery Arrest, 1950 West Granada Boulevard (7Eleven). A female kicked her boyfriend in the face during a verbal argument over a football game. She was also found to be in possession of narcotics.

09/12/22

- Stolen Vehicle, 1657 North United States Highway One (Loves Truck Stop). An unidentified subject stole a semi-truck from the back parking lot of this location.
- Theft, 176 Division Avenue (South Ormond Neighborhood Center). An unidentified subject stole aluminum framing used for the air conditioning supply and return from the construction site.

09/13/22

- Shoplifting Arrest, 205 East Granada Boulevard (CVS). A male stole merchandise from this location. The theft was witnessed by a store employee.
- Theft, 9 Aviator Way (Rescon Group). An ex-employee has refused to returned \$2,600 worth of equipment belonging to the business.
- Carbreak, 1214 Northside Drive. An unidentified subject stole a firearm out of the victim's unlocked vehicle.
- Theft, 715 South Nova Road (Wash-Up Laundromat). An unidentified subject went to the laundry mat and took clothing that didn't belong to him/her that was valued at approximately \$200.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 32
 - Number of Citations issued: 25
 - Number of Written Warnings Issued: 50
 - Number of Parking Tickets Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 8
 - Number of Crashes with Serious Bodily Injury: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
 - Zone 1: 2 Cases initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 1 Case initiated
 - Zone 4: 5 Cases initiated
 - 5 signs have either been removed or sign cases created.
 - 17 tree removal permit requests
 - Administrative staff assisted with five (5) walk-in and forty-seven (47) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Wilmette Stormwater Pump Station – Project is nearing completion.
 - SONC Gym – Construction is on hold due to electrical component supply chain issues, scheduled to ship late September/early October.
 - CDBG Fleming Playground – Construction is ongoing.
 - Facility Hardening – Construction at City Hall is 95% complete, contractor will be moving to Fleet on September 26.
 - Sanchez Park Playground Equipment Replacement – The pre-installation meeting originally scheduled for August 25 is being rescheduled due to a scheduling conflict.
 - 2022 Storm & Sewer Lining – Construction is ongoing.
 - PD Access Control Replacement – Construction is nearing completion.
 - PD HVAC Upgrades – Contractor is preparing shop drawings.
 - CDBG 2022 Sidewalk Improvements – Construction has commenced.
 - WRF Clarifier Improvements – A pre-construction meeting was held on Thursday 9/15.
 - Bidding:
 - Downtown Sidewalk Renovations – Bid award is scheduled for October 18 City Commission meeting.
 - 2022 Road Resurfacing – Bid award is scheduled for October 5 City Commission meeting.
 - 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 – Consultant is preparing Issued for Bid plans and specifications.
 - Downtown – East Granada Utility Undergrounding – Design is ongoing.
 - Bailey Riverbridge Roof Replacement – Project plans and specifications are being prepared.

- Departmental Activities
 - Reviewed 33 Engineering Permit applications through the ProjectDOX system, and 2 Franchise Utility Work-in-the-Right-of-Way permits were created and approved.

Environmental Management

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 & hauled debris on Central Ave; Lindenwood
- Helped with banner install on SR40/Washington

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

- System inspection on E. Tower Cir.
- Inlet repair on Sandcastle Dr.
- Inlets inspected & cleaned citywide
- Reachout ditch mowing citywide
- Pipe repair on New Britain Ave.
- Inlets inspected citywide

Vactor

- Pipe repair/vac truck on Overbrook/Northshore Dr
- Line cleaning on S Beach St

Fleet

- Mileage traveled by all departments for the week: 22,417
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 2
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 7,091 gallons unleaded, 4,308 gallons diesel
 - Fuel used in one week: 2,752 gallons of unleaded and 769 gallons of diesel.

- Fleet completed 48 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 38.24 million gallons for the week ending September 10, 2022 (5.46 MGD).
- Backwashed 6 filters for a total of 333,340 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 10, 2022 @ 6.37 MGD, SJRWMD 2022 allocation @ 7.930 MGD.
- Produced & hauled 41 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 90,000 gallons.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 30.41 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.34 MGD
- Produced 25.30 Million Gallons of Reclaim water.
- Produced 5.11 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2021 – August 31, 2022) (MGD):
 - Influent 4.83 (Permit 8 MGD);
 - Surface Water Discharge 1.05 (Permit 6 MGD);
 - Reuse 3.36 (Permit 10 MGD)
- Hauled 17 loads in August for a total of 375.55 wet tons through 8-31-2022. 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 7 calls from customers concerning leaking water.
- Replaced 2 residential water meters due to operational concerns.
- Tested 9 city owned backflow preventers and made repairs when needed.
- Replaced 5 residential water services due to pressure concerns or leaks.
- Replaced 4 broken water meter boxes.
- Performed valve maintenance on 2 main line valves.
- Installed 2 new water meters/services for new construction.
- Opened up interconnect for Holly Hill as they had an issue at their plant. Holly Hill used 2,284,000 gallons in approximately 2.5 days. Our plant had no issue keeping up with this water demand.
- Performed hydrant maintenance on 28 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 147 utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
- Flushed Nova Community Center.
- Flushed sanitary lateral at 103 Hickory Hills Cir. and 300 Center St.
- Removed 2,000 gallons of effluent off of Hunter's Ridge force main.
- Changed pump at 24 Meadow Ridge View, 20 Coquina Ridge Way, 5 Shadow Creek Way.
- Performed 2 utility verifications.
- 595 Collins, back up, excavated area to find lateral, issue is on customer side.
- 1 Byron Elinore Dr, backup city side, on PM list.

- TV'ed main at 595 Collins St., lateral not backed up on the city side.
- 1423 Oak Forest, backup city side due to roots, lateral needs to be repaired.
- 614 N Young St, backup city side, added to PM list.
- 73 Coquina Ridge Way, extracted 100 gallons from tank waiting on new pep tank.
- A1A Force Main, high pressure, removed 1,500 gallons off forcemain, installed air release valve.
- Responded to 2 reuse trouble calls.
- Located Reuse and Pep tank at 4 addresses.
- Adjusted Melrose valve as needed.
- Replaced 2 reclaimed boxes at the water reclamation facility.
- Replaced reuse box at 80 Deep Woods Way.

Wastewater Plant – Lift Stations

- Lift Station 7M: replaced main breaker in control cabinet, added RTU isolation breaker.
- Lift Station 8M: replaced pump #2
- Lift Station 9M: Pumps stuck on: replaced probe rod & backup high level float.
- Sludge feed pump #2, new assembly replacement.
- Repaired Alum tank sump pump.
- Quarterly cleaning completed on clarifiers 1,2,3,4 telescopic valves
- Influent Room: lighting & A/C breakers tripped, reset, OK
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- North aerator blower: sealed and installed new gasket on roof.
- Replaced leaking pipe feeding east centrifuge.
- 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 meeting with Assistant City Manager.
- Agenda packet preparation and distribution for the September 21, 2022 City Commission Meeting.