

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: August 9, 2019

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Rotary meeting
- Individual agenda review meetings with City Commission members
- Congressman Waltz tour
- Embry-Riddle Speaker Series – Expanding Aerospace in Volusia County
- National Night Out
- City Commission Downtown Master Plan workshop
- City Commission meeting
- Tiger Bay meeting
- Planning Board Meeting
- Flagler County Manager Jerry Cameron regarding utilities on North US1

**PIO – Public Information**

- Press Releases/Media
  - Ormond Beach Welcomes Congressman Waltz
  - Reel in the Fun Free Kids Fishing Tournament
  - PAL of the Year Winner from Ormond Beach
  - General media contacts and media tag-along coordination
- Social Media
  - Public Safety Focused budget post and ad
  - Code Red Registration PSA #OBprepares
  - Hurricane Prep #OBprepares
  - Reducing one-use plastics campaign #OneLess
  - Highlighting locals and events #OBproud
- Attended
  - Public Works septic-to-sewer brainstorming
  - Community Network List meetings
  - Congressman Waltz Tour
  - National Night Out
  - Downtown Master Plan Workshop
  - City Commission Meeting
- Developing
  - Strategic plan for public education campaign on reducing one-use plastics

- Crisis communications plan
- Budget fact sheet
- Septic-to-sewer informational website
- State Of the City Outline document

## **Community Development**

### **Planning**

- Planning staff presented the Downtown Master Plan update to the City Commission at their August 7 workshop and received input.
- The Board of Adjustment and Appeals approved (4-1) a variance for the property at 171 Oak Grove Street. The property owner seeks to construct an 11' x 28' hard roof structure over an existing concrete patio requiring a variance of 4.7' to the required 20' rear yard setback for a final rear yard setback of 15.3'.
- The Planning Board reviewed and acted upon the following applications:
  1. 906 North U.S. Highway 1, Window World. The project is under code enforcement action and is seeking to allow the outdoor storage through the Special Exception process.
  2. 71 Orchard Lane. A Land Development Code amendment to remove 71 Orchard Lane, a locally designated historic landmark, from the City's adopted Historic Landmarks List.
  3. 99 Portland Avenue. Planned Business Development to expand the existing Stor-It RV and Boat to include Phase II consisting of construction of 106 Boat and RV storage parking spaces.
  4. Land Development Code amendment: amending Chapter 1, Article III, Section 1-22, Definitions of terms and words, adding an exemption to the definition of Tattoo Parlor for the application of permanent cosmetics exclusively for medical or dental purposes.
  5. Land Development Code amendment: amendment to Chapter 3, Performance Standards, Article IV, Sign Regulations, Section 3-47, Business premises signs, subsection(G), Electronic changeable copy signs, to allow electronic changeable copy signage for retail prices of gasoline that allows for such prices to be clearly visible and legible to drivers of approaching motor vehicles from a vantage point of any lane of traffic in either direction on a roadway abutting the gas station premises, consistent with Florida Statute 553.79(20) (a)(2), may be permitted by Special Exception.
- Planning staff received a building improvement grant for the property at 100 West Granada Boulevard. The site contains a former gas station that is sought to be redeveloped for a retail use with a new building façade. It is anticipated that this item would be reviewed by the City Commission on September 18, 2019.
- Planning staff received an application for a mural application at 50 West Granada Boulevard for the rear wall, facing east and abutting the Ormond Garage project. The Ormond Beach Arts District Mural Committee shall review the application on Thursday, August 15, 2019, at 5:30 p.m. in the Ormond Beach Training Room. It is anticipated that this item would be reviewed by the City Commission on September 18, 2019.

### **Building Inspections, Permitting & Licensing**

- 9 new business tax receipts issued.
- 304 inspections performed within the City (28 by Private Provider).
- 125 permits issued within the City, with a valuation of \$1,266,885.00.

### **Development Services**

- The Site Plan Review Committee conducted the following pre-application meetings:
  1. Rivera Park. A pre-application meeting for a capital improvement project for parking improvements including the pavement of existing shell parking spaces.
  2. 221 Vining Court, Salty Church. Pre-construction meeting for the Salty Church expansion. A site engineering permit has been issued for the project to start construction.

3. Pineland subdivision. A coordination meeting on the status of the subdivision. Items discussed roadway improvements on Pineland Trail, water permits, and project progress.
  4. Ormond Gateway subdivision. A pre-application meeting for a four (4) lot commercial subdivision across from Destination Daytona Lane and the Love's Travel stop. Discussions focused on the platting processing.
  5. Fleming Avenue SW Pump Station and Force Main. A pre-application meeting for a capital improvement project for sewer improvements on Fleming Avenue.
- Projects under SPRC review include:
    1. 99 Portland Street, Stor-It Boat & RV Center, Phase 2. 3<sup>rd</sup> review. Expansion of Stor-It RV and Boat to include Phase II consisting of construction of 106 Boat and RV storage
    2. 762 South Atlantic Avenue, GO JUICE. 1<sup>st</sup> review. Creation of a 100 square foot building to serve beverages as part of an existing property at 762 South Atlantic Avenue.
    3. Pineland Trail, partial ROW vacation. 1<sup>st</sup> review. Partial vacation of Pineland Trail where the roadway is being re-aligned as part of the Security First project.
    4. Reflections Village subdivision gates. 1<sup>st</sup> review. A request to allow the homeowners' association to control the hours of when the security gates are closed. A 1995 Special Exception required the security gates to remain open during the daytime.
    5. 263 South Nova Road, Nova Road Climate Controlled Storage. 1<sup>st</sup> review. The project proposes an indoor storage facility. A rezoning to Planned Business Development is required.
  - Below is the construction status of projects under construction

| Project                                   | % Complete |
|---|------------|
| 589 South Yonge Street                    | 98%        |
| 783 North U.S. Highway 1                  | 50%        |
| Antares of Ormond Beach                   | 2%         |
| Breakaway Trails Ground Storage tank      | 20%        |
| Broadwater Bridge                         | 30%        |
| Cardinal Drive Beach parking              | 98%        |
| Chase Bank                                | 80%        |
| Coolidge Avenue Office/Warehouse          | 15%        |
| Granada Plaza sewer improvements          | 25%        |
| Granada Pointe                            | 98%        |
| Independence Recycling of Volusia         | 95%        |
| Love's Travel Store                       | 40%        |
| Lucky's Market                            | 99%        |
| Oceanside Golf and Country Club (seating) | 25%        |
| Ormond Beach Surf Style                   | 45%        |

|   |      |
|---|------|
| Ormond RC, Building 1C                        | 65%  |
| Pineland Trail re-alignment                   | 30%  |
| Salty Church                                  | 0%   |
| Security First                                | 88%  |
| Shoppes on Granada, Phase 2                   | 95%  |
| Starbucks @ Granada Plaza                     | 100% |
| Thomas & Betts parking improvements (Phase 1) | 95%  |
| Volusia Memorial Mausoleum                    | 95%  |
| WaWa  | 45%  |
| Residential                                   |      |
| Cypress Trails subdivision                    | 75%  |
| Huntington Green                              | 30%  |
| Huntington Villas                             | 40%  |
| Pineland residential subdivision              | 75%  |
| Deerfield Trace                               | 20%  |

**Economic Development**

- Ormond Crossings
  - Security First Managers continues the construction of their office building.
  - Installation of off-site utility work along Broadway Ave. continues.
  - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 sf permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
- Airport Business Park
  - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is nearing complete moving into the facility.
  - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
  - Staff prepared for and participated in hosting Congressman Michael Waltz on a tour of Ormond Beach.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.

- Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
- Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 36 companies have been visited.

### **Finance/Budget/Utility Billing Services/Grants/PIO**

#### **Finance**

- On-going Projects
  - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
  - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
  - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 100% of expenses have been submitted to FEMA for obligation review.
  - The City was obligated by FEMA for fifteen (15) hurricane Irma projects. To date the City has been reimbursed for fourteen (14) Project Worksheets totaling \$284,311.04.
  - Preparations for the Munis Phase 3, Utility Billing system are underway.
  - Tentative millage rate and proposed 2019-20 budget were completed.
- Completed Projects - Weekly
  - Processed 30 Journal Entry Batches.
  - Issued 643 past due notices on utility accounts.
  - Auto-called 170 utility customers regarding receipt of a past due notice.
  - Grant money 2018-19 fiscal year-to-date total received, \$3.1 million dollars.
  - Prepared 389 Direct Deposits totaling \$511,322.47.
  - Transferred IRS 941 payment of \$166,752.12.

#### **Grants**

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Continued working with the Airport Manager to finalize the closeout of the FAA grant for the rehabilitation of Runway 8-26 (9-27) and the design of the Runway 9-27 extension and Taxiway A extension.
  - Received notification (7/26/19) of Justice Assistance Grant (JAG) 2019 open cycle which ends with all applications due on August 23. The City's allocation is \$15,435. This item will be scheduled for the August 20 Commission agenda.
  - Received notification that the City's grant request for VOCA FY 19-20 grant funding has been approved. This item is scheduled for the September 4 City Commission Agenda for agreement approval. This will be the twentieth year the City has had this grant. The grant funding is \$45,184.00.
  - Attended the County public meeting regarding the DEO CDBG-DR program cycle.
  - Grant reimbursement requests to date for FY 18-19: \$2.6 million
- Other
  - Citizen Contacts
  - Completed weekly events calendar ad for Ormond Observer.
  - Updated/added website items as needed.
  - Attended National Night Out and provided information regarding the Fair Housing Act.

- Attended weekly staff meeting.

#### Risk Management Projects

- Managed subrogation claims
- Prepared final edits for safety manual
- Worked with PW on updating property schedule

#### Fire Department

- Weekly Statistics
    - Fires: 2
    - Fire Alarms: 5
    - Hazardous: 6
    - EMS: 76
    - Motor Vehicle Accidents: 6
    - Public Assists: 31
    - TOTAL CALLS: 126
  
  - Aid provided to other agencies: 7 Calls – Daytona Beach (3), Holly Hill (1), Volusia County (3)
  - Total staff hours provided to other agencies: 10
  - # of overlapping calls: 39
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
  - Total EMS patients treated: 63
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 96
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- Training Hours
    - NFPA 1001: Firefighting 110
    - NFPA 1002: Driver 9
    - NFPA 1021: Officer 12
    - NFPA 1500: Safety/Equipment 41
    - NFPA 1620: Preplanning 3
    - EMT/Paramedic 11
    - TOTAL TRAINING HOURS: 186
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- Station Activities
    - Updated 11 pre-fire plans
    - Conducted 3 fire inspections
    - Provided a tour of Station 91 to a group of children and parents
    - Participated in National Night Out event at Nova Community Center

#### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Maintenance Worker II (Streets & Roadside Maintenance/Public Works)
    - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
    - Office Manager (Support Services)
    - Part Time Maintenance Worker I (The Casements/Leisure Services)
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
    - Part Time Maintenance Worker II (Parks/Leisure Services)
    - Police Officer (Police)
    - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
  
- Interviews Scheduled
  - Accreditation Specialist (Police)
  - Office Manager (Leisure Services)

- Background/Reference Checks/Job Offers
  - Maintenance Worker II (Streets/Public Works)
  - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
  - Part Time Recreation Leader (The Casements/Leisure Services)
  - Police Officer (Police)
  - Treatment Plant Operator C, B, A, or Trainee (Wastewater Treatment Plant/Public Works)
  - Permit Technician (Planning Department)
- Separations
  - Recreation Center Coordinator (Environmental Discovery Center/Leisure Services)
- Employee Events
  - Wellness Plan HSA contribution opportunity: Non-tobacco use affidavits accepted through 12-31-19
  - Wellness Plan HSA contribution opportunity: Skin cancer screenings offered through 12-31-19
  - Wellness Plan HSA contribution opportunity: Wellness Action Team activities offered through 12-31-19

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 3 – Utility Billing – Project on schedule: working on mapping and configuring the new system conversion.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
    - IT Strategic Plan – Draft documentation review.
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 17
    - Completed: 53
    - In progress: 34
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 042,951
    - Inbound E-Mails Blocked: 25,218
    - Delivered Inbound E-Mails: 17,733
    - Quarantined Messages: 409
    - Percentage Good Email: 41.3%
    - Virus E-Mails Blocked: 0
  - Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 2
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 17

- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0 : Total in system = 2,672
- Meters GPS Located this week: 0 : Total in system = 23,737; 22,926 potable, 800 Irrigation, 11 Effluent

## Leisure Services

### Administration

- Staff meeting
- Public Works meeting
- City Manager's meeting
- Park visits
- Janitorial Services meeting
- Nova tennis lighting meeting
- National Night Out
- City Commission meeting

### Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- 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 to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

### Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- EDC staff and EDC volunteers held an Elementary Explorers Honey Bees program for children in grades K-5 on Saturday from 2 pm to 3 pm.
- Normal operating hours resumed this week with the facility open Tuesday to Saturday from 10 am to 4 pm.
- Girl Scout Troop 1251 worked on weeding the EDC's Butterfly Garden on Thursday from 5 pm to 6 pm.
- EDC staff and EDC volunteers held a Little Learners Honey Bees program for children ages 3 to 5 on Friday from 10 am to 11 am.

### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- Ormond Beach Golden Spikes baseball practices/tryouts were held Monday through Thursday at 6 pm on the Nova and Wendelstedt Fields.
- Lady Renegades softball practices/tryouts were held on Thursday at 6 pm on the Softball Quad at the Sports Complex.
- Coed Adult Softball practices were held this week on Monday and Wednesday at 6 pm on Coed Field 7 at the Sports Complex.

### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week



- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged Osceola Elementary and South Ormond Fields
- Removed goalpost nets to Soccer Fields 11 and 12
- Added soccer goals to Soccer Fields 1, 4, 9 and 10
- Painted soccer fields 1, 4, 9, and 10
- Renovated mounds at Wendelstedt and Nova Fields
- Replace/repaired home plate at Nova Field 3

#### Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 9 pm.
- Ormond Church was held on Sunday from 8:30 am to 12:30 pm.

#### Performing Arts Center

- The Performing Arts Center hosted the following classes as part of its regular operations:
  - Monday and Thursday: Kopy Kats held regular classes

#### South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Pavilion rental Saturday
- Youth basketball practice Wednesday and Saturday
- YMCA soccer practice Monday, Tuesday, Friday
- Clean up from summer camp

#### Community Events

- Weekly administrative tasks, office work, meetings and activities
- Assisted with City Commission workshop meal
- Cleanup and organization of supplies and equipment in the Community Events storage areas (ongoing)
- Assisted with National Night Out setup and breakdown
- Planning Reel in the Fun fishing tournament scheduled on Saturday, September 7; event flyer distribution and registration began August 7.
- Preliminary planning tasks and assignments for State of the City luncheon

#### Gymnastics

- August session in progress
- August registration is open
- Training of new Rec Leader
- Open Gym Friday, August 9 from 6pm to 8 pm

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open Play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continued to meet at various times throughout the week.
- National Night Out took place on Tuesday evening.
- Summer Volleyball Program met on Thursday for their final practice.

#### The Casements

- Free tours were held at The Casements on Saturday at 9:30 am and 10:30 am and Monday through Friday on the hour at 1 pm, 2 pm and 3 pm. Self-guided tours are available during regular business hours.

- Pilates took place on Monday and Wednesday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.
- An engagement party for 30 took place at The Casements on Saturday evening from 6 pm to 10 pm.
- Staff worked Monday to organize and inventory Enviro Camp supplies.
- Mary Maggio held a cooking class in The Casements kitchen on Tuesday from 5 pm to 8:30 pm for 12 students.
- The Casements Guild members held a Gala planning meeting on Thursday at 10 am. Twelve members were in attendance.
- The Casements staff cleaned and organized the kitchen this week after new countertops were installed.

#### Parks Maintenance

- Citywide park cleaning and inspections
- Cleaning and posting of reservations at pavilions
- Built accessibility ramp at Ames Pier
- Detailed Andy Romano Beachfront Park Monday and Tuesday morning
- Installed coquina rock with plaque for tree at Fortunato Park
- Tightened swing bracket at Magic Forest Playground
- Prepped area at Fortunato Park for new swing
- Posted "No Feeding Wildlife" signs at Central Park I
- Repaired loose boards at Magic Forest Playground

#### Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Replaced lighting in WWTP Centrifuge building
- Replaced light switch at Fire Station 93
- Repaired the Performing Arts Center fountain lights
- Troubleshoot Andy Romano Beachfront Park splash pad
- Replaced gate chain and reset parameters on Gate 9 at the Airport
- Replaced variable speed drive on the Police Department air handler
- Repaired lights at Public Works
- Repaired three lights on the atrium stairs at City Hall
- Relocated photo cell for S. Ridgewood decorative streetlights
- Troubleshoot fountain pump at Nova Community Center
- Repaired sink back up at Andy Romano Beachfront Park restroom
- Replaced soap dispenser at Fortunato Park ladies restroom
- Repaired ladies restroom leak at SONC
- Assisted Rotary Club with swing installation at Fortunato Park
- Repaired A/C pan leak at Performing Arts Center
- Recoated railing in pit area at Performing Arts Center with sealant
- Replaced changing station at Fortunato Park
- Covered stage at Performing Arts Center with plastic
- Removed chairs and table from City Hall atrium
- Removed Lexan brochure holders from City Hall
- Replace stovetop panels at The Casements
- Inspected men's locker room at Nova Community Center for water pressure
- Opened Nova water valve all the way after pipe repair
- Repaired the washing machine at Fire Station 92
- Removed graffiti from Granada Bridge
- Rerouted the ice maker drain line at Sports Complex
- Install all required plumbing in the kitchen at Public Works

- Repaired fire alarm at Nova Community Center
- Repaired roof at Performing Arts Center

## **Police Department**

### **Administrative Services**

- Staff hosted the Weekly Staff Meeting
- Staff attended training in Gainesville
- Staff attended Shop with a Cop event at Academy Sports
- Staff attended City Commission workshop
- Staff hosted National Night Out event
- Staff attended Back to School event at Chick Fil A

### **Community Outreach**

- Youth Leadership Council (YLC)
  - Nine members of the YLC met on Sunday for a back to school pool party. The YLC assisted on August 6 at the National Night Out event.
- OBPAL Basketball
  - Practice was held for the boys' basketball teams on Monday and Friday last week. Eighteen (18) boys attended practice at the South Ormond Neighborhood Center. On Wednesday three (3) girls attended practice at the South Ormond Neighborhood Center.
- PAL Educational Programs
  - PAL Tutors R Us will resume the last week of September. Science on Patrol at Ormond Beach Middle School and at Ormond Beach Elementary School will resume in October.
- OBPAL Annual Golf Tournament
  - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 9, 2019. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson. For more information on *Golfing for Youth* please call OBPAL at (386) 676-3505.

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

- Animal calls responded to : 34
- Animal Bites: 1
- Animals Reports: 3
- Animals to Halifax Humane: 2
- Trap Neuter Return: 0
- Pets at Vaccination Clinic: 0

### **Criminal Investigations**

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 20
- Inactive: 1
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 3
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 1

- Assaults: 1
- Police Information: 3
- Baker Act: 12

#### Records

- Walk - Ins / Window: 137
- Phone Calls: 127
- Arrest / NTA'S: 16
- Reports Generated: 117
- Reports Entered: 100
- Citations Issued: 92
- Citations Entered: 78
- Warnings Entered: 61
- Trespass Warnings: 25
- CORF Entered: 49
- Mail / Faxes / Request: 47

#### Patrol

- Total Calls: 1,267
- Total Traffic Stops: 205

#### Operations

- Crime Opportunity Report Forms: 49

#### 07/31/2019

- Larceny, 209 Osceola Avenue. A decal was stolen off a vehicle tag.
- Armed Robbery, 1340 West Granada Avenue (Lowes). Subject walked out with two (2) chainsaws and when approached by staff, displayed a handgun.
- Battery/Domestic Violence Arrest, 5 Fair Oaks Circle. Subject was arrested for battering the victim.

#### 08/01/2019

- Shoplifting, 795 West Granada Boulevard (CVS). Subject left the store without paying for items.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). One (1) subject was in the store and walked out with items and handed them to two (2) other people. The two (2) other people then attempted to return the items for cash.
- Battery/Domestic Violence, 1425 West Granada Boulevard. Subject threw an item at the victim during an argument in the car.
- Narcotics Arrest, 2 John Anderson Drive (Fortunato Park). A traffic stop found methamphetamine and cocaine in the vehicle.

#### 08/02/2019

- Burglary Business, 156 West Granada Boulevard (Luscious Nails) Forced entry was made overnight and a cash register was entered. Cash was stolen.
- Trespass Arrest, 30 South Beach Street (Ormond Beach Library). Subject was arrested for being on the property after warning.
- Burglary Residence, 6 Iroquois Trail. Forced entry was made overnight and cash was stolen.
- Shoplifting, 274 West Granada Boulevard (Dollar Tree). Two (2) subjects entered the location and stole items.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject stole merchandise and was caught by loss prevention.
- Battery/Domestic Violence Arrest, 14 Panda Bear Path (Bear Creek). Subject pushed the victim down during the argument.
- Traffic Arrest, 110 South Nova Road. Subject was stopped for a traffic violation and the driver fled on foot but was caught. Subject did not have a valid driver's license.

08/03/2019

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise and fled the store on foot.
- Shoplifting, 1458 West Granada Boulevard (Bealls). Two (2) subjects stole merchandise and fled in a vehicle.
- Stolen Bicycle, 188 Cardinal Drive. Known subject stole a bicycle from the house.
- Battery/Domestic Violence Arrest, 469 West Street. Subject slapped the victim during an argument.
- Battery, 1501 San Marco Drive. Subject battered the victim then fled on foot.
- Narcotics Arrest, Fleming Avenue at South Center Street. Subject was stopped for a traffic violation and narcotics were found in the vehicle.

08/04/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole merchandise and fled the store, the subject was found a block away.
- Battery/Domestic Violence Arrest, 100 Block North Halifax Drive. Subject shoved the victim during an argument over narcotics use.
- Battery/Domestic Violence Arrest, 1614 North United States Highway One (Econo Lodge). Subject battered the victim during an argument.
- Traffic Arrest, 1300 Block West Granada Boulevard. Subject was stopped for a traffic violation and found the driver to be intoxicated.

08/05/2019

- Stabbing, 1521 West Granada Boulevard (Wal-Mart). Victim stated that they were sleeping in a car in the parking lot and was stabbed.
- Burglary Residence, 2 Timberline Trail. Person that is watching the property found items missing from the home.
- Larceny, 509 South Nova Road (All Aboard Storage). Tools were stolen from a storage unit.
- Battery/Domestic Violence Arrest, 440 North Nova Road (Nova Rec). Subject battered the victim during an argument.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Larceny, 640 North Nova Road. Known subject stole a television from the apartment.

08/06/2019

- Larceny, 330 South Atlantic Avenue (Flap Jack Johnny's). Employee has been stealing from the business over the past few weeks.
- Shoplifting, 287 South Yonge Street (KNT Sports). Subject entered the store and stole two (2) baseball cards worth over \$1,000.
- Burglary Residence, 616 East Ridgewood Avenue. Subject attempted to enter an occupied residence but ran off when the dog started to bark.
- Warrant Arrest, 1450 Hand Avenue. Subject with a warrant was contacted.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 27
  - Number of Uniform Traffic Citations Issued: 31
  - Number of Written Warnings Issued: 14
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 8
  - Number of Crashes with Injuries: 6
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 0

### Neighborhood Improvement

#### Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 13 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 2 Cases initiated
- 10 signs have either been removed or sign cases created.
- 20 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and sixty-seven (67) telephonic inquiries.

### Public Works

#### Airport Operation and Development

- The Aviation Advisory Board met this week on Monday, August 5.
- Staff participated in a luncheon meeting and visit to the airport with Congressman Michael Waltz and his staff on Tuesday, August 6. The congressman was briefed on aspects of the capital improvement plan for the airport and how those improvements would support economic development in the area.
- A site survey in preparation for work to be performed under contract with the FAA to install upgrades to certain mission critical systems at the air traffic control tower was accomplished this week. The FAA instructed their contractor to revise the planned placement of certain components to ensure compliance with local codes and regulations. The site survey confirmed that the revised component locations will be suitable.
- The City's Forestry Crew has completed work to address an overgrowth of trees and shrubs along the fence line and adjacent to west Hangar Way. This overgrowth was removed in order to improve visibility for vehicle drivers transiting to and from the hangar facilities on the western segment of Taxiway Delta.

### Engineering

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining – Phase 2 – The contractor began installing liner at Harvard and Marvin on Monday August 5.
    - Water Plant Upgrades – Reviewing shop drawing submittals, work is expected to begin in November due to long lead-time for materials.
    - 2019 Roadway Resurfacing – The contractor has completed the concrete work. The asphalt is expected to be installed this month.
    - Force Main Repairs – Work at Granada Plaza is waiting on the site contractor to complete the private pump station.
    - Breakaway Trails Storage and Pumping Improvements – Demolition of non-tank structures is complete, the contractor continues to work on the pump house and is installing yard piping from the pump house to the connection point to the system.
    - Cassen Park Public Dock and Breakwater – The contractor is awaiting delivery of the floating dock sections before continuing with the construction work. They remain on schedule to complete the project on time.
    - WWTP Sludge Dewatering Improvements – A Notice to Proceed was issued August 5. Material submittals are being reviewed.
    - CDBG Ames Parking Improvements & CDBG Landscape Renovations – A pre-construction meeting was held on July 17. A Notice to Proceed will be issued with a start date of September 9.
    - HVAC Replacements – City Hall, SONC, The Casements – Bid was awarded at the May 21 Commission meeting, contracts have been executed, and a pre-construction meeting was held on July 24.

- Bidding
  - Granada Median Landscape Improvements (Orchard Street to I-95) – The apparent low bidder is RJ Landscape Contractors, Inc. Bid award is scheduled for the September 4 City Commission meeting.
  - Memorial Gardens Retaining Wall Improvements – Bid was awarded at the July 30 City Commission meeting, contracts are being executed.
  - Nova Community Park Underground Electric Utilities – Bids were opened on July 30, the apparent low bidder is Economy Electric.
  - Landscape Renovations & Downtown Landscape Renovations – The project was approved for bidding at the July 30 City Commission meeting, and was advertised on August 4.
  - WTP Sludge Residuals Facility Improvements – Bids were opened on July 10, and the apparent low bidder is SGS Contracting Services. Bid award is scheduled for the August 20 City Commission meeting.
  - 2019 Stormwater Rebuild – This project is on the City Commission agenda for August 20 for permission to advertise.
- Design Projects:
  - North US1 Water Main and Force Main Improvements – Survey work is in process for the Force Main portion of the project. A project coordination meeting was held on July 25.
  - Fleming Ave Stormdrain Improvements – The 90% submittal is expected this month.
  - Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from Army Corps of Engineers, this confirmation has been forwarded to FEMA to complete the response to their request for additional information.
  - OBSC Improvements – Championship Field 7 – An ECHO grant application was approved by Volusia County. Grant contract documentation is in process.
  - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated this month.
  - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – Comments were received from FDOT for the Tomoka sidewalk plans. CPH has provided 30% plans for Williamson Blvd., these plans have been forwarded to FDOT for completeness review.
  - The Casements North Side Improvements and Carriage House – Design is in process for the drainage improvements and the Carriage House expansion.
  - Stormwater Master Plan Update - 2019 – The award for design was approved at the July 30 commission meeting, contracts are being executed.
  - Fleming Avenue Stormwater Pump Station – The preliminary design report and 30% plans were received on 7/31 and are currently under review.
  - 56 North Beach Street – Conceptual plans have been submitted for staff review.
  - Police Station/EOC Relocation Study – A project update meeting was held with the consultant.
  - North Peninsula Sewer Retrofit – Staff is presenting an RFQ for design for City Commission approval at the August 7 meeting.
  - Oak, Magnolia, & Bonita Sewer Retrofit – Staff is negotiating a scope of work and fee with a continuing contract consultant for survey and design.
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 201 Windward Circle directional bore, as requested by AT&T.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for TECO gas main directional bore along New Britain Avenue.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 26 North Beach Street/New Britain Avenue directional bore, as requested by Brighthouse.

- Reviewed plans and created approved Work-in-the-Right-of-Way permit for Wilmette Avenue, North Ridgewood Avenue, Domicillio Avenue, and Inglesa Avenue directional bores by FPL.
- Researched old as-built files of Fernery Trail and Nova Road vicinity and provided pdf copies to consultant (Zev Cohen), per request.
- On-site meeting with homeowner at 6 Sounders Trail to discuss grading option to relieve yard flooding caused by neighboring property grade modification, per Neighborhood Improvement Division request.
- Researched as-built drawings for elevation benchmarks to be used for Granada Plaza topographic survey.
- Completed topographic survey along the northerly side of Granada Plaza, and Ocean Shore Blvd., for proposed water main project.
- Completed Tree-in-the-Right-of-Way locate at 240 Ellicot Drive, per Streets Division request.
- Researched old street files and City ordinances and provided pdf copies regarding ditch and driveway culvert maintenance responsibilities for Arroyo Parkway south to the City Limits.
- Completed site visit to 6 Stallion Way to address complaints of altering swale between neighboring properties, per Neighborhood Improvement Division request.
- Completed Tree-in-the-Right-of-Way locate at 1305 Oak Forest Drive, per Streets Division request.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Prepped for and poured concrete at Nova Community Center
- Pulled forms and cones and cleaned up on Kenilworth Ave
- Asphalt/concrete patch on 300 block of Granada Blvd.
- Park bench install at Riviera Park
- Ripped out sidewalk, formed up and prepped for concrete on Peruvian Ln.
- Ripped out and replaced concrete at All Aboard Storage
- Ground sidewalks on N. Ridgewood Ave.

##### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming at Airport Sports Complex, The Trails subdivision
- Removed deceased trees on Ormond Shores Dr; Andrews St; and on Casements Dr

##### 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
- Cleaned bridge graffiti on SR40



#### Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Installing school time signs at various schools

#### Stormwater Maintenance

- Locates/basins inspected and cleaned citywide
- TV'd storm line at Nova Rec field #1
- System inspection 800 block of John Anderson
- Making open throat top in PW yard
- Cleared debris on S Beach St
- Manhole repair in PW yard
- Reachout mowing on SR40
- FDOT pond mowing citywide
- Ditch mowing on Northbrook, SR40
- Ditch spraying citywide

#### Street Sweeping/Streetsweeper (4 days)

- 139 miles of road cleaned
- 24 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 23,061
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 9,462 gallons unleaded, 10,397 gallons diesel
  - Fuel used in one week: 2,452 gallons of unleaded and 698 gallons of diesel.
  - Fleet completed 41 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Reuse Storage and Pumping Improvements – Reuse ground storage tank construction ongoing.
  - Breakaway Trails Yard Electrical and Pump Upgrades – Coordinating with Emerson for RTU start-up.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Control panel and RTU delivery scheduled for August 29<sup>th</sup>.
  - SCADA Integration Services – WTP operator training and VTScada live testing scheduled for August 7<sup>th</sup>.
  - Shadow Crossings Reuse Pump Facility Upgrades – Value Engineering (VE) comments sent to the engineer.
  - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated in August.
  - WTP Elevated Water Tank Rehabilitation – Tank painting scheduled to be completed August 16<sup>th</sup>. The contractor is marking the tank facing directly towards the Granada Bridge.
  - WTP LPRO Membrane Replacement – Project completion scheduled for August 9<sup>th</sup> pending performance test acceptance.

- WTP Lime Slaker and Sodium Hypo Upgrades – A pre-construction meeting was held on July 22<sup>nd</sup>.
- WTP Sludge Residuals Facility Improvements – Bids were opened on July 10<sup>th</sup> and the apparent low bidder is SGS Contracting Services. Bid award is scheduled for the August 20<sup>th</sup> City Commission meeting.
- WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – Coordinating with Emerson for final VFD #2 RTU programming.
- WWTP Sludge Dewatering Improvements – Equipment submittals are under review.
- WWTP Grit Removal and Disposal Services – Contractor is scheduled to start grit removal on August 12<sup>th</sup>.
- WWTP Sand Filter Effluent Channel – Staff is fabricating water jets in lieu of pursuing purchase of mixer to mitigate impacts of algae.
- Force Main Repairs – The work at Spanish Waters & A1A as well as at Laurie Drive & A1A has been completed. Work at Granada Plaza is waiting on the site contractor to complete the private pump station.
- Granada Plaza 2" Galvanized WM Replacement – Surveying was completed on July 26<sup>th</sup>.
- WWTP Chemical Storage Building – Needs new purlins and skin.
- WWTP Chlorine Contact Basin – Mixers needed to mitigate impacts of algae and fecal "hits" in sampling of effluent. Installation of first mixer, including associated electrical work, has been completed by City forces. 2<sup>nd</sup> mixer on back-order.
- Holly Hill reuse interconnect – PO issued to engineering consultant. Scope includes operating protocol and construction plans for metered interconnect in vicinity of Holly Hill Dog Park on Alabama Avenue, enabling Ormond Beach to receive reclaimed water from Holly Hill.
- Western Service Area Master Plan – Work Authorization for engineering services tracking was on the agenda for the August 7<sup>th</sup> Commission Meeting for consideration.
- Septic to Sewer Conversion on North Peninsula – SOQ finalized. Disposition item authorizing SOQ tracking to Commission for consideration at August 7<sup>th</sup> meeting.
- FDEP SRF Facility Plan for Septic to Sewer – Work Authorization for engineering services being processed for consideration at September 18<sup>th</sup> Commission meeting.
- The following proposals for design services have been received and approved by Engineering and are now awaiting an associated cost proposal for services:
  - Septic to Sewer Conversion for Magnolia/Oak/Bonita
  - Airport Road/Granada Avenue Water Main Loop
  - South Beach Street Water Main Replacement
  - Fleming Avenue SW Pump Station & Force Main (60% plans)

#### SPRC Projects (Utilities Review)

- SPRC Meeting of August 7 includes:
  - Riviera Park Master Plan (South Beach Street)
  - Salty Church Preconstruction Meeting
  - Pineland Subdivision/Pineland Trail Revisions and Phase 1 Water Main Clearance
  - Ormond Gateway Plat & Plans
- 220 North Nova Road, Ormond Beach Publix Remodel – After Reviewing plans and providing comments, discussed comments via phone with Project Engineer.
- 762 South Atlantic Avenue, Go Juice –Approved by Utilities Engineering.
- 100 West Granada Boulevard, The Pumphouse – Approved by Utilities Engineering.
- Pineland Trail partial ROW Vacation – Approved by Utilities Engineering
- 1001 Broadway, Security First Lift Station – latest Lift Station start up delayed by Contractor.
- 263 South Nova Road – Nova Road Climate Controlled Storage submitted 8/5 for review.

#### Water Treatment

- Delivered 46.57 million gallons for the week ending August 3, 2019 (6.65 MGD).
- Backwashed 10 filters for a total of 607,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 3, 2019 @ 6.87 MGD, SJRWMD 2019 allocation @ 7.556 MGD.

- Produced & hauled 81.0 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Contractor working on Plant Elevated Tank.
- All RO trains passed bacteriological testing. Performance testing underway.

#### Wastewater Treatment Facility (WWTF)

- Domestic and Industrial Wastewater flow was 32.90 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.70 MGD.
- Produced 32.90 Million Gallons of Reuse.
- Produced 0.0 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (August 1, 2018 – July 31, 2019) (MGD):
  - Influent 4.61 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.78 MGD (Permit 6 MGD);
  - Reuse 4.24 MGD (Permit 10 MGD)
- Hauled 103.5 wet tons of dewatered residual solids (14% to 18% solids)
- Month of July fecal hits were 23 out of 41 samples and non-detect percentage was 44% (permit limit is > 75% non-exceedances); reported via email as required to FDEP on August 5, 2019; WWTF staff have identified lawn shrimp, red worms and sand fleas within the sand filter that, coupled with algae, are the cause of fecal hits despite the high chlorine residuals maintained in these basins. Corrective actions include:
  - Employing temporary labor to vacuum the chlorine contact tanks of dirt and algae
  - Purchasing tank mixers for the chlorine contact chambers to enhance the disinfection process (1 unit was installed on Friday 8/2/19 and the second is due to arrive in approx. 4-6 weeks)
  - WWTF staff also fabricated a manual screening device to capture algae while sand filter effluent weirs and screw pumps and troughs were pressure washed
  - WWTF staff also is in the process of erecting shade devices for the sand filter troughs and the screw pumps to aid in deterring algae growth.

#### Water Distribution

- Responded to 7 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 8 calls for water service leaks.
- Installed 3 new residential water services & a residential irrigation water service.
- Replaced 12 broken meter boxes.
- Replaced 8 water services due to leaks or low pressure concerns.
- Performed accuracy testing on 10- 2" commercial water meters.
- Replaced 5 water meters due to work orders from Finance Dept.
- Continued yearly fire hydrant maintenance activities in Ormond-by-the-Sea. Performed maintenance on 27 fire hydrants.
- Repaired 3 leaking fire hydrants on the mainland.
- Performed pressure testing on 5 City owned BFP devices, 1 of which needed repairs.
- Exercised 5 main line valve due to leaks or scheduled shut downs.
- Replaced the valve and solenoid for the permanent automatic flushing device located at 926 S. Beach St.
- Flushed S. Beach St. for Seville Dr., south to end of WM.
- Assisted Building Maintenance with vacuuming sand from the piping at the splash pad in Andy Romano Park.
- Assisted the Utility Locator with locates in heavy traffic areas.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 110 regular and 5 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP system service area and 2 in the conventional system service area. Responded to 3 reuse trouble calls.
- Continued to make adjustments to reclaimed distribution system due to heavy demand.
- Followed up on trouble call at 6 Foxhunter Flat. Everything working correctly.
- Investigated possible sewer leak at 7 Double Branch Way.
- Installed new reclaimed curb stop at 44 Thornhill Chase Cir.
- Completed restoration from PEP tank install at 37 Carriage Creek Way.
- Assisted Stormwater with inspecting drain line a Nova Rec. field #1.
- Assisted contractor in inspecting existing services at Granada Plaza.
- Replaced blown out gasket on PEP pump discharge at 4 Creek Bend Way.
- Replaced reclaimed backflow with ball valve for customer at 58 Coquina Ridge Way.
- Responded to back up at 217 Osceola Ave. Discovered 6” reclaimed line was bored through top of sanitary lateral. Repaired lateral and cleaned line.
- Explained to customer about leaking reclaimed backflow device at 71 Circle Creek Way.
- Followed up on PEP system at 107 Shadow Creek Way. Everything working correctly.
- Responded to depression near PEP tank at 61 Grey Dapple Way. Possible broken back lid. Area secured, will investigate further.
- Replaced rusted out PEP control box and located PEP tank at 1 Crooked Bridge Way.
- TV’ed 4 sanitary laterals on PM list.
- Follow up on “chirper” at 5 Creekview Way. System working properly.

#### Wastewater Plant – Lift Stations

- VTSCADA, validated lift station alarms and operation, troubleshoot and repaired as needed, labeled and documented results.
- Chlorine Contact Tank, installed new submersible mixer mounting mast and crane winch assembly, connected electric and started mixer.
- SCADA monitor/response: Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Aurora Backwash Transfer pump, pump removed for evaluation.
- Division Wells, VTSCADA not communicating with fiber optic connection, continuing to troubleshoot.
- Breakaway Trails, replaced nonfunctioning level transducer at storage tank. Removed flow meter from well #3 and sent to factor for evaluation and repair, installed communications cable for lift station RTU
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform Operational Checks at various locations.

#### Wastewater Collection/Treatment/Disposal Regulatory Activities

- Cross Connection Control Data Management – The CCC data management contract will expire at the end of the year and staff is proceeding with an RFP for a new contract. The contractor provides the City with reports and real time data of backflow device testing compliance of the over 2,000 devices in the City’s potable water service area.
- Additionally, staff continues to update the backflow device database information to provide the most accurate compliance rate. The compliance rate is currently 87%.
- WWTF Permit Renewal – The Utility sampled one of the reuse monitoring wells for submittal with the permit renewal application. The full drinking water analysis is required annually.
- Additionally, staff is supplying the City’s consultant with backup information for the RAI from the FDEP.
- Industrial Pretreatment Annual Inspection – FDEP staff performed the pretreatment inspection of the City’s program. This included an inspection of two of the City’s four permitted industries. The entire inspection went well with City staff not expecting any deficiencies.

- Sanitary Sewer Overflow – A small quantity of sewage overflowed from a lift station when a breaker failed causing the pumps to turn off. The spill is being reported to the FDEP as required.
- DMRQA Study 39 - Staff is finalizing the required submittal to the EPA regarding the DMRQA for this year. The DMRQA studies assist in validating the data obtained by the City WWTF's laboratories.
- Industrial Pretreatment Permitted Facility – Staff reviewed the industrial and hazardous discharge manifest of a permitted facility to ensure compliance. Staff is satisfied that the facility is in compliance and will follow-up with Economic Development staff who received the original concern regarding odors from the sewer system.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended ADA compliant documents class at Daytona State College
- City Clerk attended weekly City Manager staff meeting
- Staff attended and provided support for August 7, 2019, Downtown Master Plan Workshop
- Staff attended and provided support for August 7, 2019, City Commission Meeting
- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation for August 20, 2019, City Commission Meeting