

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 16, 2019

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
- Reviewed agenda packet

Spoke to, attended and/or met with:

- North US1 Business Coalition meeting
- Florida League of Cities conference

PIO – Public Information

- Press Releases/Media
 - Reel in the Fun Kids Fishing Tournament
 - Once Upon A Storytime
 - General media contacts and questions
- Social Media
 - Highlighting local events and residents #OBproud
 - Hepatitis-A info
 - Back-to-school Ormond Beach children collage
 - This Work Matters (Ormond Beach is Hiring)
- Attended
 - Ormond Beach Fire Fighter Charities School Supply Delivery (OBE)
 - Weekly City Manager's Staff Meeting
 - Dream Green Volusia informational session
 - Ormond Garage soft-opening with Ormond MainStreet
 - Septic to Sewer brainstorming
- Developed
 - Quality Cities article on Civic Engagement
 - Budget Fact Sheet for insertion into newspapers

Community Development

Planning

- Planning staff attended the MainStreet Design Committee where a building improvement grant for the property at 100 West Granada Boulevard was reviewed. 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. The Design Committee also reviewed a parking identification sign for the Ormond Beach Elementary parking lot.

- Planning staff attended the Ormond Beach Arts District Mural Committee for the review of a mural application at 50 West Granada Boulevard for the rear wall, facing east and abutting the Ormond Garage project. It is anticipated that this item would be reviewed by the City Commission on September 18, 2019.
- Planning staff has provided a copy of the draft Downtown Master plan update to the Community Redevelopment Agency taxing authorities for any review and comments. City staff and the consultant are making final changes to the document and intend to present the Master Plan update to the City Commission on October 1, 2019.
- Planning related items scheduled for the August 20, 2019 City Commission meeting:
 1. Partial right-of-way vacations for (1) Magnolia Street, (2) Gower Street, and (3) Flagler Road associated with the Stor-It RV and Boat, Phase 2 Planned Business Development.
 2. Courtyards land use amendment located at: (1) 135 North Yonge Street, (2) 145 North Yonge Street, (3) 195 Highland Avenue, and (4) 205 Highland Avenue, for a Small-Scale Comprehensive Plan Land Use Map amendment. The properties are a total of approximately six acres with 2.52 acres designated with the land use of "Low Density Residential" and 3.48± acres designated with the land use of "General Commercial." The Small-Scale Comprehensive Plan Land Use Map amendment seeks to: (1) amend the designation of the 2.52+ acres from "Low Density Residential" to "Medium Density Residential," increasing the residential density from 4.3 units per acre to 12 units per acre; (2) limit the allowed Floor Area Ratio (FAR) to 0.20 for the 2.52± acres proposed to be designated "Medium Density Residential;" and (3) reduce the residential density within the 3.48± acres currently designated "General Commercial" from the existing 32 units per acre to 22 units per acre.
 3. Ocean Club PBD: a rezoning from B-4 (Central Business) to Planned Business Development (PBD) and issuance of a development order at 88 South Atlantic Avenue. The Ocean Club Ormond Beach Planned Business Development rezoning seeks to demolish the existing structure and re-construct a retail building of approximately 8,596 square feet and associated site improvements. The applicant seeks to (1) allow a rear yard wall waiver, (2) reduce the rear yard landscape buffer from 30' to 15' and, (3) allow outdoor product display under certain conditions.
 4. 2nd reading: First Amendment to the North U.S. 1 Interlocal Service Boundary agreement to include the Plantation Oaks subdivision, including any enclaves surrounding the subdivision.
2nd reading: 2260 Airport Road, land use amendment. The proposed amendment seeks to change the existing "Public Institutional" (PI) land use to the "Suburban Low Density Residential" (SLDR) land use designation to allow the construction of one single-family dwelling unit.
- A Special Exception amendment has been submitted by the Reflections Village Homeowners Association (HOA) to amend Resolution 1995-43 to remove a condition that the security gates shall remain open between 6:00 a.m. and 7:00 p.m. The amendment seeks to allow the HOA to determine the times of gate closure based on the subdivision resident's needs. This item shall be heard at the September 12, 2019 Planning Board meeting.
- A Special Exception application has been submitted seeking to allow an electronic changeable copy sign for the display for gasoline prices at 600 West Granada Boulevard, the WaWa site under construction. This item shall be heard at the September 12, 2019 Planning Board meeting.
- A Special Exception application has been submitted for the Ocean Club Sportswear store at 712 South Atlantic Avenue to allow outdoor activities (display of retail merchandise) in front of the store in two areas that are each 32 square feet under certain conditions. This item shall be heard at the September 12, 2019 Planning Board meeting.
- A neighborhood meeting has been scheduled for the Climate Controlled Self-Storage project located at 263 South Nova Road. The project proposes to rezone the property at 263 South Nova Road from B-8 (Commercial) to PBD (Planned Business Development). The project proposes to construct climate controlled storage facility of approximately 90,000 square feet and associated site improvements. The applicant has scheduled a neighborhood meeting on **Tuesday, August**

27, 2019, at 30 South Beach Street (Ormond Beach Regional Library) beginning at 6:00 p.m. The project has submitted a concept plan to the Site Plan Review Committee and an additional neighborhood meeting would be required with a complete site plan submittal. The goal of the meeting is to get input from surrounding property owners early in site plan process. As submitted, the project would require a rezoning to Planned Business Development with a neighborhood meeting (in addition to the meeting on August 27th), Planning Board review and City Commission action.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 350 inspections performed within the City (49 by Private Provider).
- 112 permits issued within the City, with a valuation of \$2,537,865.00.

Development Services

- The Site Plan Review Committee conducted the following meetings:
 1. 1089 North U.S. Highway 1, Boot Hill. Conducted a pre-construction meeting for site improvements to allow the establishment of a bar based on code enforcement action.
 2. 906 North U.S. Highway 1, Window World. Continued discussion with the business owner on options to resolve ongoing code enforcement issues related to the outdoor storage of materials related to the business.
- The Site Plan Review Committee conducted a final inspection at 1520 West Granada Boulevard, Chase Bank and a Certificate of Occupancy should be issued to complete the project.
- Projects under SPRC review include:
 1. 99 Portland Street, Stor-It Boat & RV Center, Phase 2. 3rd 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. 1st 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. 1st 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. 1st review. A request to allow the Homeowner's 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. 1st 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%
Lynnhurst sewer improvements	0%
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	90%
Thomas & Betts parking improvements (Phase 1)	95%
Total Comfort	5%
WaWa	50%
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.
- 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.
 - Staff participated in the North US 1 Coalition Meeting and provided update on economic development activity in the area.
 - Staff sits on and attended the VMA Education Committee Meeting
- 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 132 Journal Entry Batches.
 - Approved 12 Purchase Requisitions totaling \$155,604.36.
 - Issued 11 Purchase Orders totaling \$110,536.86.
 - Prepared 135 Accounts Payable checks totaling \$526,756.00 and 39 Accounts Payable EFT payments totaling \$669,296.00.
 - Issued 681 past due notices on utility accounts.
 - Auto-called 24 utility customers regarding receipt of a past due notice.
 - Processed 341 payments through Interactive Voice Response System totaling \$38,795.12.
 - Grant money 2018-19 fiscal year-to-date total received, \$3.1 million dollars.
 - Prepared 375 Direct Deposits totaling \$511,322.47.
 - Transferred IRS 941 payment of \$166,722.08.

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 documents for 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.
 - Requested final reimbursements for the JAG18 grant for the purchase of tactical vests and accessories for the Police Department Special Response Team.
 - 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 is scheduled for the August 20 Commission agenda. The Police Department is requesting two mobile speed radar displays.
 - Grant reimbursement requests to date for FY 18-19: \$2.7 million
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Attended weekly staff meeting.

Risk Management Projects

- Finalized applications for property, casualty and liability insurance coverage
- Continued updating insurance certificates in Tyler
- Assisted City Clerk with public records request

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 3
 - Hazardous: 5
 - EMS: 76
 - Motor Vehicle Accidents: 3
 - Public Assists: 27
 - TOTAL CALLS: 116
- Aid provided to other agencies: 10 Calls – Daytona Beach (3), Volusia County (7)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 21
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 51
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 51
- Training Hours
 - NFPA 1001: Firefighting 73
 - NFPA 1002: Driver 7
 - NFPA 1021: Officer 7
 - NFPA 1500: Safety/Equipment 46
 - NFPA 1620: Preplanning 22
 - EMT/Paramedic 41
 - TOTAL TRAINING HOURS: 196
- Station Activities
 - Updated 15 pre-fire plans
 - Conducted 4 fire inspections

- Significant Incidents
 - 8/10/19, 3:00 PM: 170 N. Nova Rd. – EMS Call – Responded to a gunshot victim – patient found in front of 7-11 store – patient transported to hospital.

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 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)
 - Recreation Center Coordinator (Environmental Discovery Center/Leisure Services)
 - Interviews Scheduled
 - Accreditation Specialist (Police)
 - Office Manager (Leisure Services)
 - Background/Reference Checks/Job Offers
 - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Part Time Recreation Leader (The Casements/Leisure Services)
 - Part Time Maintenance Worker I (The Casements/Leisure Services)
 - Police Officer (Police)
 - Permit Technician (Planning Department)
 - Separations
 - Recreation Center Coordinator (Environmental Discovery Center/Leisure Services)
 - Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2019:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities

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: 20
 - Completed: 45
 - In progress: 32

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 19,695
 - Inbound E-Mails Blocked: 102,310
 - Delivered Inbound E-Mails: 17,385
 - Quarantined Messages: 689
 - Percentage Good Email: 14.5%
 - Virus E-Mails Blocked: 8
- Notable Events: In an effort to enhance security awareness. This week, the City's IT staff implemented a procedure to flag External Email with a banner message [External Email-Use Caution]. This is intended to help employees identify emails that originate externally from the City's systems. Extra care should be exercised when handling external originated email, links, and attachments.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 10
 - Changes: 0
 - Corrections: 1
 - Map/Information Requests: 53
 - 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
- City Manager's meeting
- Park visits
- Janitorial Services meeting
- Security meeting
- Leisure Services Advisory Board 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.
- Girl Scout Troop 1251 are scheduled to work on weeding the EDC's Butterfly Garden on Friday from 5 pm to 6 pm.

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 Tuesday and Thursday at 6 pm on the Softball Quad at the Sports Complex.
- Coed Adult Softball practices were held this week on Tuesday 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 Softball Fields and South Ormond Fields
- Painted Soccer Fields 1, 4, 9 and 10
- Installed goal post poles and nets on Multi-purpose Fields 11 and 12
- Painted corners of all soccer fields not yet painted
- Rebuilding mounds at Wendelstedt Fields

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 throughout the week 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
- Clean up and organization of supplies and equipment in the Community Events storage areas (ongoing)
- Planning Reel in the Fun fishing tournament scheduled for Saturday, September 7; event flyer distribution to Ormond Beach schools
- 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 16, 6 pm 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.

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.
- A baby shower took place at Bailey Riverbridge on Saturday from 10 am to 2 pm.
- The Church House of Healing had a meeting at Bailey Riverbridge on Sunday from 2 pm to 4 pm.
- An art exhibitor met with The Casements Coordinator on Monday at 2 pm.
- The Casements Coordinator held an interview on Monday at 3 pm.
- The Guild Board meeting took place on Tuesday from 10 am to 11 am.
- A wedding rehearsal took place at the Ormond Memorial Art Museum on Friday from 4:30 pm to 5:30 pm.
- Staff began planning the return of Once Upon a Storytime for September through December.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Add .5" lip to Ames ramp
- Installed new park sign at West Ormond Wetland Park
- Cleaned up dumping at West Ormond Wetland Park
- Installed engraved bench at Riviera Park
- Detailed Osceola for school opening
- Adjusted swing at Fortunato Park
- Installed safety harness on swing at Magic Forest

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
- Repaired water fountain at Performing Arts Center
- Investigated Performing Arts Center ceiling leak
- Repairs made to the men's and women's restroom at Ormond Memorial Art Museum
- Repaired Fortunato Park men's restroom
- Repaired water bubbler at Performing Arts Center
- Replaced Osceola men's restroom door closer
- Repaired ramp at the MacDonald House
- Replaced pit safety sign at Nova Community Center
- Repaired Airport #9 gate
- Repaired the Ames boathouse A/C
- Sealed trim in shower at Fire Station 94
- Change ceiling tiles at Fire Station 94
- Repaired sill in Fire Station 93 weight room
- New lighting and outlets for Public Works breakroom
- Repaired Arroyo fountain
- Replaced disconnect for Ames A/C
- Repaired lights at Fire Station 92 parking lot
- Troubleshoot and repaired Police Department chiller

- Repaired multiple streetscape lights
- Repaired men's restroom lights at Sports Complex at Wendelstedt Fields
- Lights repaired at Riviera Park
- Repaired Fire Station 91 N.E. high bay door

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended Hepatitis-A training at Fire Station 92
- Thank you to all that helped at National Night Out
- Staff attended Active Shooter Training at Gainesville Police Department.

Community Outreach

- Youth Leadership Council (YLC)
 - Eleven (11) members of the YLC assisted at National Night Out on August 6th. Members hosted a table with information on OBPAL, helped break down the event and monitored bounce houses. The YLC presented their award winning Lip Sync during NNO. After they helped clear the tables and break down the event the YLC went to a movie to as their fun night out for August.
- OBPAL Basketball
 - There was not a practice for basketball last week to allow players to get ready for the start of school on Monday Aug. 12, 2019.
- 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: 27
- Animal Reports: 4
- Trap Neuter Release: 2
- Animal Bites: 1
- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 0
- 33 Helmets fitted at National Night Out
- Notice Of Violations: 1

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 6
- Inactive: 8
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 5
- Larceny Car break: 3
- Grand Theft: 3
- Auto Theft: 0

- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 2
- Police Information: 4
- Suspicious Incident: 1
- Baker Act: 5
- Vandalism: 1

Records

- Walk - Ins / Window: 82
- Phone Calls: 117
- Arrest / NTA'S: 26
- Reports Generated: 119
- Reports Entered: 100
- Citations Issued: 54
- Citations Entered: 28
- Warnings Entered: 228
- Trespass Warnings: 8
- CORF Entered: 30
- Mail / Faxes / Request: 20

Patrol

- Total Calls: 1,164
- Total Traffic Stops: 168

Operations

- Crime Opportunity Report Forms: 30

08/07/2019

- Larceny, 220 Sanchez Avenue. Victim left a cell phone outside and an unknown person stole it.
- Larceny, 27 Kenilworth Avenue. Bicycle was stolen from the yard.
- Trespass Arrest, 1478 West Granada Boulevard (Publix). Subject was arrested for returning to the property after warning.
- Warrant Arrest, 24 Sugarberry Circle. Subject with a warrant was contacted at this location.
- Warrant Arrest, 450 Tomoka Avenue. Subject with a warrant was contacted at this location.
- Burglary Residence, 17 Park Terrace. Subject entered through an unlocked door. A bed frame was stolen.
- Larceny, 1478 West Granada Boulevard (Publix). Subject stole a purse from another customer.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items and attempted to leave the store.
- Miscellaneous Arrest, 1500 Block West Granada Boulevard. Subject was arrested for an alcohol violation.

08/08/2019

- Larceny, 600 West Granada Boulevard (WaWa). A tag was stolen off a vehicle.
- Shoplifting, 220 North Nova Road (Publix). Subject stole groceries from the store.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and was stopped by loss prevention.
- Carbreak, 716 Orchard Avenue. Subject stole a knife and a carton of eggs from the bed of a truck.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject was stopped by loss prevention for concealing items.

- Battery/Domestic Violence, 497 Grandview Avenue. Subject shoved and choked the victim during an argument then left the scene.
- Narcotics Arrest, 1287 West Granada Boulevard (Zaxby's). Subject with a warrant was found and also had methamphetamine in the vehicle.
- Narcotics Arrest, 100 Block Hand Avenue. A traffic stop found cocaine in the vehicle.

08/09/2019

- Battery/Domestic Violence, 169 Ponce De Leon Drive. Subject punched the victim during an argument then left the scene.
- Carbreak Attempt, 890 Old Mill Run. Subject attempted to enter a locked car in the driveway. Incident was caught on camera.
- Battery/Domestic Violence Arrest, 89 Hickory Hills Circle. Subject battered the victim during an argument.

08/10/2019

- Battery/Domestic Violence Arrest, 170 Williamson Boulevard (Sleep Inn). Subject battered the victim during an argument.
- Battery, 79 Beaver Lake Circle. 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.
- Carbreak, 182 Arborvue Trail. Unlocked car was entered overnight. A knife was stolen.
- Battery/Domestic Violence, 18 Sherrington Drive. Subject battered the victim during an argument then left the scene.

08/11/2019

- Warrant Arrest, 1400 Block West Granada Boulevard. Subject with a warrant was contacted at this location.
- Battery Arrest, 320 Clyde Morris Boulevard. Subject was arrested for battering the victim.

08/12/2019

- Burglary Residence Arrest, 565 South Atlantic Avenue (Corvette Inn). Subject entered a tenant's room to collect money for rent and battered the victim.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject was stopped by loss prevention for concealing items.
- Battery, 1608 North United States Highway One (Red Roof Inn). Juvenile subject battered the victim then ran away from the scene.
- Warrant Arrest, 364 South Atlantic Avenue (Station 91). Subject with a warrant was contacted at this location.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole almost \$700 in property and was stopped by loss prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Warrant Arrest, 1614 North United States Highway One (Red Roof Inn). Subject with a warrant was contacted at this location.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Two (2) subjects were stopped by loss prevention for concealing items.

08/13/2019

- Assault, 62 South Orchard Street. Subject made threats to the victim with a box cutter.
- Carbreak, 300 Interchange Boulevard. Gas line to a vehicle was cut and gas was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and was stopped by loss prevention.
- Larceny, 600 South Nova Road (Prince of Peace). Lawn tools were stolen.
- Battery/Domestic Violence Arrest, 105 Clyde Morris Boulevard. Subject battered the victim over an affair.

- Trespass Arrest, 170 Williamson Boulevard (Sleep Inn). Subject was arrested for returning to the property after warning.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 15
 - Number of Uniform Traffic Citations Issued: 12
 - Number of Written Warnings Issued: 6
 - Number of parking tickets issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 5
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 11 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 1 Cases initiated
- 5 signs have either been removed or sign cases created.
- 16 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and seventy-four (74) telephonic inquiries.

Public Works

Airport Operation and Development

- City staff repaired a minor malfunction of Gate 9 in response to reports that the gate was not readily opening for vehicles exiting the airport.
- Staff worked with Hoyle, Tanner & Associates to create a new illustration related to the design of the planned Runway 9/27 and Taxiway Alpha extension project. The illustration was requested by the FAA and is intended to illustrate the declared distances for the new runway. There are four declared distance values for a runway; Takeoff Run Available (TORA): The runway length declared available and suitable for the ground run of an airplane taking off. Takeoff Distance Available (TODA): The takeoff run available plus the length of any remaining runway or clearway beyond the far end of the takeoff run available. Accelerate-Stop Distance Available (ASDA): The runway plus stop way length declared available and suitable for the acceleration and deceleration of an aircraft aborting a takeoff. Landing Distance Available (LDA): The runway length declared available and suitable for a landing aircraft.
- Staff has identified five (5) runway edge lights that are not working properly and must be repaired or replaced. All of these lights were installed as part of the recently completed runway rehabilitation project, and are under warranty. Staff is working with the installing contractor to address this issue.
- Staff continues to work with the Orlando Airports District Office of the FAA to finalize project closeout documents for the projects to rehabilitate Runway 9/27 and design the extensions of Runway 9 and Taxiway Alpha.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor began installing liner at Harvard and Marvin on August 5.
 - Water Plant Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
 - 2019 Roadway Resurfacing – The contractor has completed the concrete work. The asphalt work is anticipated the first week of September.

- 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 – A pre-construction meeting was held on July 24. Material submittals are being reviewed.
- 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. Bid award is scheduled for the September 4 City Commission meeting.
 - Landscape Renovations & Downtown Landscape Renovations – The project was advertised on August 4, bids are due on September 3.
 - 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 approval 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 the 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 by the beginning of September.
 - 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 – This project has been advertised, a pre-proposal meeting is scheduled for August 27, and proposals are due on September 10.
- 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.
 - Modified the 2019 Storm Water Repair plan set for Project Manager.
 - Located and made pdf's of Cassen Park bridge underpass for Project Manager.
 - Located Fire Station 94 HVAC drawings per Building Maintenance request.
 - Created map for the Granada reuse irrigation project for Project Manager.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pulled cones on Kenilworth Ave
- Asphalt patch on Marjorie Trail
- Pulled forms & cones at Nova Community
- Concrete work on Peruvian Ln
- Rolled parking lot on Airport Rd
- Asphalt patch on Angel Falls, Kenilworth Ave, All Aboard Storage
- Ripped out sidewalk & formed up at South Ormond Neighborhood Center

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
- Trimmed over lift station for new generator at Nova & RR tracks
- Trimming in The Trails subdivision, Selden Ave, River Ridge Trl
- Removed dead sycamore tree 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

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
- Installed (3) new No Parking signs on Leeway Trl

Stormwater Maintenance

- Moved milling from Airport
- Locates & basins citywide
- Gates & pumps citywide
- Ditches inspected & sprayed citywide
- Reachout mowing on Wilmette Ave; SR40
- Pond maintenance at ABC, Division Rec, Mainsail
- Pipe repair on Dix Ave
- Depression investigation on Crooked Tree Trl, Prairieview Ln, Cypress Cir
- Cleaned outfalls citywide
- Utility locates citywide

Vactor

- Dix Ave

Street Sweeping/Streetsweeper

- 121 miles of road cleaned
- 30 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,695
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 13,069 gallons unleaded, 9,608 gallons diesel
 - Fuel used in one week: 2,273 gallons of unleaded and 789 gallons of diesel.
 - Fleet completed 48 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse 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.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Emerson RTU start-up scheduled for August 21st.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Control panel and RTU delivery scheduled for August 29th.
 - SCADA Integration Services – WTP operator training and work station set up is complete. WWTP screen development submittal scheduled for September 3rd.
 - 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 September.
 - WTP Elevated Water Tank Rehabilitation – Tank painting scheduled to be completed August 23rd. The contractor is marking the tank facing directly towards the Granada Bridge.
 - WTP LPRO Membrane Replacement – Membrane replacement is complete, final test reports scheduled for August 23rd.
 - WTP Lime Slaker and Sodium Hypo Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.

- WTP Sludge Residuals Facility Improvements – Bids were opened on July 10th and the apparent low bidder is SGS Contracting Services. Bid award is scheduled for the August 20th City Commission meeting.
- WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – VFD #2 startup is complete and on-line. Work to replace VFD #3 will begin when the Emerson RTU issue with VFD #1 is resolved.
- WWTP Sludge Dewatering Improvements – A Notice to Proceed was issued August 5th. Material submittals are being reviewed.
- WWTP Grit Removal and Disposal Services – Contractor started grit removal on August 13th.
- Force Main Repairs – Work at Granada Plaza is scheduled to begin on August 15th.
- Granada Plaza 2” Galvanized WM Replacement – Surveying was completed on July 26th.
- 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 25th.
- WWTP Chlorine Contact Basin – Mixers needed to mitigate impacts of algae and fecal “hits” in sampling of effluent. Installation of first mixer completed by City. Second mixer on back-order.
- Holly Hill reuse interconnect – PO issued to engineering consultant. Kickoff meeting held August 9th. Site visit with consultant and staff from both cities scheduled for August 22nd. 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 approved by Commission August 7th. Kickoff meeting with consultant and City staff held August 12th. 1st draft submittal targeted for September 12th.
- FDEP SRF Facility Plan for Septic to Sewer – Work Authorization for Engineering Services being processed for consideration at September 18th Commission meeting.
- Septic to Sewer Conversion on North Peninsula – This project has been advertised, a pre-proposal meeting is scheduled for August 27th and proposals are due on September 10th.

SPRC Projects (Utilities Review)

- 220 North Nova Road, Ormond Beach Publix Remodel: At request of the City’s Civil Engineer, assisting with review of the building plan which appears to conflict with site plan utility design.
- 520 West Granada Boulevard, Granada Pointe, Unit 1-Modern Car Wash: Reviewed and approved.
- 263 South Nova Road – Nova Road Climate Controlled Storage (Rezoning & Site Plan): Completed review and provided comments.
- 1520 West Granada Boulevard: Chase Bank Final Site Plan Inspection.
- 1001 Broadway Avenue (Ormond Crossings) – Security First Insurance: Reviewed and provided comments for sanitary sewer videos.

Water Treatment

- Delivered 43.21 million gallons for the week ending August 10, 2019 (6.17 MGD).
- Backwashed 14 filters for a total of 794,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 10, 2019 @ 6.78 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.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Contractor working on Plant Elevated Tank. High winds blew ‘skirt’ onto top of LPRO building and caused some damage but LPROs remain fully functional; contractor is responsible for repairs.

Wastewater Treatment Facility (WWTF)

- Domestic and Industrial Wastewater flow was 32.97 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.71 MGD.
- Produced 28.44 Million Gallons of Reuse.

- Produced 4.53 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 80.29 wet tons of dewatered residual solids (14% to 18% solids)
- We had no fecal coliform hits for the week and for the month 100% non-detect.

Water Distribution

- Responded to 17 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 18 calls for water service leaks.
- Installed 32 new residential water services & a residential irrigation water service.
- Replaced 6 broken meter boxes.
- Replaced 3 water services due to leaks or low pressure concerns. 2 casings installed for water services under roads.
- Replaced 2 water meters due to work orders from Finance Dept.
- Continued yearly fire hydrant maintenance activities in Ormond-by-the-Sea. Performed maintenance on 15 fire hydrants.
- Performed pressure testing on 5 city owned BFP devices, 2 of which needed repairs.
- Exercised 10 main line valve due to scheduled maintenance.
- Flushed S. Beach St. for Seville Dr., south to end of WM.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 102 regular and 5 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 3 reuse trouble calls.
- Continue to make adjustments to reclaimed distribution system.
- Follow up on backup at 471 Jeannette Dr. Roots in joints, cleaned with Harban. Placed on PM schedule.
- Isolated reclaimed distribution system for contractor at Breakaway Trails.
- Verified 14" valve location for Breakaway reclaimed feed line. Isolated suction system for contractor at BAT.
- Continued to monitor 7 Double Branch Way for leaks.
- Located PEP and reclaimed systems for contractor at 7 Double Palm Way.
- Completed restoration at 217 Osceola Ave.
- Replaced PEP pump at 6 Double Branch Way.
- Called locates for 87 Sounders Trail Cir. Rehab tank, lots of roots.
- Rewired PEP pump at 21 Foxhunter Flat
- Follow up on trouble call at 10 Black Hickory Way. System working properly.
- Responded to low pressure complaint. Explained about reuse system watering schedule.
- Replaced 2 C/O caps and 1 C/O adaptor at 7 Timberline Trail
- Replaced C/O cap and green light at 10 Wild Creek Way.
- Responded to reclaimed leak at 113 Forest Quest. Customer's backflow device is dumping when system is off.
- Responded to no reclaimed at 240 Ellicott Dr. Someone had turned off reclaimed service at both curb stop and customer ball valve.
- Reclaimed valve maintenance at 24 S. St. Andrews Dr.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 19 psi, Ocean Mist Hotel 5 psi, Ormond Mall 9 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 10 psi, Westland Run 10 psi Shadow Crossing Blvd. (4 inch) 10 psi.

Wastewater Plant – Lift Stations

- VTSCADA, validate lift station alarms and operation, troubleshoot and repair as needed, label and document results.
- Chlorine Contact Tank, label disconnects and breakers, strapped and secured cables for new submersible mixer.
- RAS pump #4, out of service due to shorted VFD, preparing PO request for replacement unit.
- Sand Filter #3, installed diamond plate covering at trough to screw pumps.
- Sludge Tank #2 Mixer, received repair parts and began installation.
- 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, Well #4 began trouble shooting control wiring
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed operational checks at various locations.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- WWTF FDEP Inspection – Staff continued to supply the FDEP inspection staff with requested information to assist in completing the inspection report.
- 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 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.
- Reuse Discharge Incidents – Approximately 1,100 gallons of reuse water discharged from a ruptured irrigation pipe outside of the WWTF fencing. Additionally, 200,000 gallons of reuse was discharged onto the ground at the BAT reuse pumping station on 8/12/2019. A valve was opened in error by a contractor which caused the reuse tank to overflow. Both incidents were reported to the State Watch Hotline, FDEP Pollution Notice website and the City's WWTF inspector at Central District. FDEP considers this incident closed and no further action is required.
- DMRQA Study 39 - Staff is finalizing the required submittal to the EPA regarding the DMR QA for this year. The DMRQA studies assist in validating the data obtained by the City WWTF's laboratories.
- Cross Connection Control Program Management Services Contract – Bid 2020-03 - Agenda item tracking to August 20th Commission Meeting to authorize bid for continuing management services. If approved, schedule calls for advertisement August 25th. Prebid September 4th and Bid Opening September 16th.

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 weekly City Manager Staff Meeting
- City Clerk attended Public Records Webinar
- City Clerk attended meeting with Assistant City Manager
- City Clerk attended Pension Boards meeting
- Agenda packet preparation and distribution for August 20, 2019, City Commission Meeting