

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 27, 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:

- General discussion meetings with staff
- State of the City video review

Spoke to, attended and/or met with:

- Volusia Managers meeting
- Claims Committee meeting
- Volusia League of Cities meeting

PIO – Public Information

- Press Releases/Media
 - Civil Air Patrol Award
 - Social media septic to sewer questions
 - General media inquiries
- Social Media
 - OBFD Training
 - Mosquito Control Flight
 - Septic to Sewer Clarification Announcement
- Attended
 - OBFD Training at Control Tower
 - Community Network Meetings
 - State of the City video review meetings
- Developing
 - Septic to Sewer website
 - Crisis Communications plan
 - One Less event banners

Community Development

Planning

- The October 1, 2019 City Commission has the following Planning related items:
 1. Plantation Oaks Annexation, 2nd reading.
 2. Partial right-of-way vacation, 2nd reading (moved from canceled September 4, 2019 meeting) for Magnolia Street, Gower Street, and Flagler Road.
 3. Courtyards land use amendment, 2nd reading (moved from canceled September 4, 2019 meeting).

4. Ocean Club rezoning and development order, 2nd reading (moved from canceled September 4, 2019 meeting).
 5. Electronic Changeable Copy Signage, 2nd reading, LDC Amendment.
 6. 71 Orchard Lane, Landmark Designation Removal, 2nd reading, LDC Amendment.
 7. Tattoo Parlor/Permanent Cosmetics Definition, 2nd reading, LDC Amendment.
 8. 99 Portland Street, Stor-it, Boat and RV Center rezoning and development order, (moved from canceled September 4, 2019 meeting) 1st reading.
 9. 600 West Granada Boulevard, WaWa Electronic Changeable Copy Signage, Special Exception.
 10. Downtown Master Plan update
- The October 2, 2019 Board of Adjustment and Appeals has two cases:
 1. 185B Cardinal Drive: Request for a side yard setback of 8.3' for a hard roof screened room, requiring a side yard variance of 11.7' from the required 20' setback to the side property line (from the September 4, 2019 canceled meeting).
 2. 427 North Beach Street. Re-establishment of a previously approved variance that expired for a waterfront calculated rear yard setback. The variance application seeks a waterbody rear yard setback of 135', which requires a 39.17' variance to the calculated waterbody setback standard.
 - The October 10, 2019 Planning Board agenda has the following items:
 1. Comprehensive Plan land use changes related to the first adopted North U.S. 1 Interlocal Service Boundary Agreement (ISBA).
 2. Comprehensive Plan text amendments as follows:
 - a. Amend policies within Objective 1.11., Joint Planning Areas, of the Intergovernmental Coordination Element of the Comprehensive Plan, to incorporate the land area from the adopted First Amended Interlocal Service Boundary Agreement (ISBA).
 - b. Amend Objective 9.1., North US1 MSA Planning, Development and Administrative Authority, of the Future Land Use Element of the Comprehensive Plan to incorporate the land area from the adopted First Amended Interlocal Service Boundary Agreement.
 - c. Amend the table within Objective 9.1., North US1 MSA Planning, Development and Administrative Authority, of the Future Land Use Element of the Comprehensive Plan to establish the density and floor area ratios for the land area from the adopted First Amended Interlocal Service Boundary Agreement.
 - d. Amend Figure 11, North US 1 Municipal Service Area Map of the Future Land Use Element of the Comprehensive Plan to include the land area from the adopted First Amended Interlocal Service Boundary Agreement.
 - e. Amend Table 6 – Future Roadway Functional Classification and Figure 1 – Long Range Traffic Circulation Map of the Transportation Element of the Comprehensive Plan to add Plantation Oaks Boulevard as a Major Collector roadway.
 - f. Add a policy within Objective 1.5., Growth Management, of the Utilities Element of the Comprehensive Plan to state that the 15 acre property at the northwest corner of Airport Road and West Granada Boulevard shall be used for utility purposes per the City's Utility Master Plan.
 - g. Add a policy within Objective 1.8., Conservation, of the Recreation and Open Space Element of the Comprehensive Plan to state that the West Ormond Park of 38 acres, located at the northeast corner of Airport Road and West Granada Boulevard should be utilized as a natural resource park allowing passive recreation.

3. A Land Development Code amendment adopting and enacting a recodified Land Development Code for the City of Ormond Beach, as published by Municipal Code Corporation, consisting of Chapters 1 through 4, each inclusive.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 440 inspections performed within the City (30 by Private Provider).
- 116 permits issued within the City, with a valuation of \$1,186,473.

Development Services

- The Site Plan Review Committee did not meet this week.
- Projects under SPRC review include:
 1. 1280 North U.S. Highway 1, S.R. Perrott expansion. 2nd review. A building expansion of 49,697 square feet and associated parking.
 2. 1345 North U.S. Highway 1, Total Comfort. 1st revision to the approved site plan. Revision of west building, relocation of lift station, and two gas tanks and driveways.
 3. 1190 North U.S. Highway 1, Edgewell Loading Dock - North End. Site plan to add a new loading dock.
- Below is the construction status of projects under construction:

Project	% Complete
101 Town & Country Lane	0%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	40%
Broadwater Bridge	55%
Coolidge Avenue Office/Warehouse	15%
Dunkin Donuts, 1190 Ocean Shore	Pending
Extended Stay America	Pending
Granada Plaza sewer improvements	60%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Lynnhurst sewer improvements	0%
Oceanside Golf and Country Club (seating)	50%
Ormond Beach Surf Style	80%
Ormond RC, Building 1C	65%

Pineland Trail re-alignment	50%
Salty Church	0%
Security First	88%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	5%
WaWa	70%
Residential	
Cypress Trails subdivision	80%
Huntington Green	50%
Huntington Villas	50%
Pineland residential subdivision	75%
Deerfield Trace	40%

Economic Development

- Ormond Crossings
 - Security First Managers is nearing completion of the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - A temporary signal has been installed at the intersection of Broadway and North US 1. A Joint Participation Agreement (JPA) with FDOT and a Developer's Agreement with Tomoka Holdings was approved by the Commission paving the way for construction of a permanent traffic signal at this intersection.

- Airport Business Park
 - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is completing the move 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.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 38 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 sixteen (17) Project Worksheets totaling \$373,981.97.
 - 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 179 Journal Entry Batches.
 - Approved 19 Purchase Requisitions totaling \$132,446.64.
 - Issued 43 Purchase Orders totaling \$279,261.72.
 - Prepared 150 Accounts Payable checks totaling \$527,028.60 and 48 Accounts Payable EFT payments totaling \$956,260.33.
 - Issued 152 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 0 payments through Interactive Voice Response System totaling \$0.
 - Grant money 2018-19 fiscal year-to-date total received, \$4.6 million dollars.

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. After speaking with the City's FAA contact, completed a revised statement and distribution of project costs and credits which has been submitted and approved. Other required federal forms have also been completed, submitted, reviewed and approved. Following approval and acceptance of all forms, the final reimbursement request was submitted.
 - Continued working with staff and the Ormond Beach Historical Society on a potential ECHO grant request for the MacDonald House.
 - Received notification of a federal Justice Assistance Grant award for the purchase of two mobile radar displays. The acceptance package has been submitted.
 - Received notification that the City's request for Bulletproof Vest Partnership funds has been approved for funding through August 31, 2021. Staff will begin the process for reimbursement (50:50) of vests purchased after April 1, 2019.
 - Received Community Development Block Grant (CDBG) FY 2019-2020 Agreement for City Commission review and approval. This item has been prepared for the October 15 City Commission meeting.
 - Grant reimbursement requests to date for FY 18-19: \$4.1 million
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Completed Employee Newsletter for October 2019.

Risk Management Projects

- UCF Restores REACT Training for First Responders
- Attended Claims Committee meeting
- Attended webinars, Ransomware & Minimize Retaliation & Discrimination claims

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 7
 - Hazardous: 2
 - EMS: 87
 - Motor Vehicle Accidents: 9
 - Public Assists: 40
 - TOTAL CALLS: 147

 - Aid provided to other agencies: 7 Calls – Daytona Beach (1), Holly Hill (2), Volusia County (4)
 - Total staff hours provided to other agencies: 4
 - # of overlapping calls: 38
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 53
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 252
-
- Training Hours
 - NFPA 0472: Hazardous 4
 - NFPA 1001: Firefighting 69
 - NFPA 1002: Driver 6
 - NFPA 1006 Technical Rescue 6
 - NFPA 1500: Safety/Equipment 51
 - EMT/Paramedic 11
 - TOTAL TRAINING HOURS: 147
-
- Station Activities
 - Updated 8 pre-fire plans
 - Conducted 3 fire inspections
 - Visited children at the Osceola Elementary Back-to-School Carnival
 - Crews participated in the Ormond Beach Airport Tower Training

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Stormwater/Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Maintenance Worker I (The Casements/Leisure Services)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Senior Planner (Planning)
 - Temporary SCADA/Instrumentation Tech (Equipment Maintenance/Public Works)
 - Plant/Pump Mechanic (Utilities/Public Works)

- Applications Under Review
 - Office Assistant II (Records/Police)
 - Recreation Center Coordinator (Environmental Discovery Center/Leisure Services)

- Interviews Scheduled
 - Maintenance Worker III (Streets/Public Works)
 - Office Manager (Support Services)
- Background/Reference Checks/Job Offers
 - Maintenance Worker II (Streets/Public Works)
 - Office Manager (Leisure Services)
 - Police Officer (Police)
 - Temporary SCADA/Instrumentation Tech (Equipment Maintenance/Public Works)
- Separations
 - Maintenance Worker III (Streets/Public Works)
- 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: Verifying data conversion, testing, user training.
 - 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: 32
 - Completed: 59
 - In progress: 44
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,889
 - Inbound E-Mails Blocked: 20,973
 - Delivered Inbound E-Mails: 18916
 - Quarantined Messages: 416
 - Percentage Good Email: 47.4%
 - Virus E-Mails Blocked: 1
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Addressing
 - Additions: 7
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 14

- Information Requests from External Organizations: 1
- 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

- Director and Assistant Director attended NRPA Conference

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.
- Saturday Dr. Don Spence led the Non-native Species Program from 10 am to 11 am.
- Saturday afternoon from 2 pm to 3 pm volunteers and EDC staff led the Autumn Craft Program for Kids.
- The puppet show took place on Wednesday from 3 pm to 3:30 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.
- OBGS Baseball practices will be held Monday through Thursday at 6 pm on the Nova and Wendelstedt Fields.
- Coed Adult Softball games continued this week on Monday, Tuesday and Wednesday nights at 6:20 pm, 7:30 pm and 8:40 pm on Coed Field 7 at Sports Complex.
- Pride Football practices are held on Tuesday and Thursday nights at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
- OBSC practices are being held Monday through Thursday nights at 6 pm at the Sports Complex on the soccer fields.
- OBYBSA Baseball and Softball practices are being held nightly Monday through Friday on both the Nova Fields and the Softball Quad. Tee Ball started games on Thursday night at the Sports Complex on the Tee Ball Fields at 5:30 pm.
- Youth Flag Football started games this week, Monday through Friday at 5:30 pm, 6:45 pm and 7:45 pm at the Sports Complex on Quad 3 and the Kiwanis Field.
- Youth Volleyball continued this week with 50 participants signed up. They practice Monday and Wednesday from 5:30 pm to 8:30 pm.
- SHS Baseball continued its fall practices this week on Monday at 5 pm and Wednesday at 4 pm on the Wendelstedt Fields at the Sports Complex.
- Halifax Academy had their second of two home football games on Friday night at 7 pm at the Sports Complex on Championship Field 7.
- Staff prepared for Pride Football's third home games of the season on Saturday at the Sports Complex on Championship Field 7 from 9 am to 5 pm.
- Staff also prepared for OBSC recreation soccer games on Saturday at the Sports Complex on Soccer Fields 1-6 and 8-10.

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 1-6 and 8-10
- Prepared Championship Field 7 for Halifax Academy and Pride Football games
- Put up batter's eyes on baseball fields that were taken down due to hurricane
- Put up windscreen at Nova Tennis and Shuffleboard that were taken down due to hurricane
- Put up goalpost netting on Multi-purpose Fields 11 and 12 that were taken down due to hurricane
- Added benches, toters, pylons, yard markers, cones, etc. for Youth Flag Football games
- Painted grass parking lot by Soccer Field 9

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
 - Monday through Friday: CMT held regular classes
- The Performing Arts Center is preparing to host the following events:
 - The Amazing World of Illusions, Saturday, 7 pm to 8:30 pm

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- PAL tutoring Monday through Thursday
- YMCA soccer Monday, Tuesday and Friday
- Youth basketball practice Wednesday and Saturday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Preliminary planning tasks and assignments for State of the City Luncheon, Employee Appreciation Day, Veteran's Day Luncheon, and Hometown Heroes Ceremony
- Assisting with Senior Games tasks

Gymnastics

- September session in progress
- October registration is open
- Open Gym Friday, September 27

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.

- Ms. Debby's Dance and Acting Classes met Monday, Tuesday, Wednesday and Friday at various times from 4:30 pm to 7:30 pm.
- Coed Volleyball met on Monday and Wednesday from 6 pm to 8 pm.
- Challenger Soccer began on Tuesday from 5 pm to 6 pm.
- Lunch Bunch met on Wednesday from 10 am to 1 pm.
- Explore the Arts met on Thursday from 4:30 pm to 5:30 pm.

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.
- There was a large tour on Saturday from 11 am to 12 pm.
- A wedding rental took place at OMAM on Saturday from 4 pm to 5pm.
- The Herb Society met at Bailey Riverbridge on Saturday from 9 am to noon.
- Missing Peace met at Bailey Riverbridge on Sunday from 10:30 am to 11:30 am.
- The Church House of Healing had a meeting at Bailey Riverbridge on Sunday from 4 pm to 6 pm.
- There was a Murder Mystery run through on Monday evening from 6:30 pm to 8:30 pm.
- Storytime returned on Tuesday morning from 10 am to 11 am with over 60 children attending.
- The Casements Guild resumed their monthly general meetings on Wednesday from 10 am to noon.
- Greek Cooking took place in The Casements kitchen on Thursday evening from 4 pm to 8 pm.
- The Casements Camera Club held their monthly meeting on Thursday from 7 pm to 9 pm.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday from 10 am to 11:30 am.
- Staff assisted Chamber members with pre-setting for the King of the Grill event.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked all parks and emptied trash cans
- Fixed line tube at Sanchez Park
- Trimmed the trail at Joyce Ebbets Pier
- Repaired picnic table at Riviera Park
- Repaired railing sections at Central Park II
- Repaired six caps at Riviera playground
- Replaced missing shingles on Rockefeller east tower
- Installed new post at baseball entrance to Nova ballfield
- Reinstalled pickets on Fortunato Pier
- Replaced air hose at Cassen Park bike station

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
- Wind screens secured at Fleet and at Nova Community Center
- Replaced overhead light in one of the outside restrooms at the Environmental Discovery Center
- A/C work in various City facilities
- Replaced packing on sprinkler valves at Fire Station 94
- Replaced shingle on roof at Magic Forest play structure
- Installed mirror at South Ormond Neighborhood Center
- Replaced light bulb at Andy Romano Beachfront Park concession
- Replaced the flag light at Fire Station 91
- Troubleshoot washing machine at Fire Station 92
- Change door handle at Water Department exit to Orchard Street
- Ladies room unclogged at City Hall

- Adjusted the Finance door closer at City Hall
- Replaced soap dispenser at Ames Park
- Bay doors not working at FS 91 – coded and provided new remotes
- Sports Complex – Wendelstedt – assisted MUSCO with fixture replacement
- The Casements – 2nd/3rd floor stairwell – repaired lights
- The Casements – 1st floor women’s bathroom – replaced motion sensor

Police Department

Administrative Services

- Staff attended Pop with a Cop at Larry’s Giant Subs
- Staff attended Crimeview
- Staff hosted a supervisor meeting
- Staff attended a walkthrough at Port Orange PD
- Staff attended the Citizen Police Academy
- Staff hosted weekly Staff Meeting

Community Outreach

- The next meeting for the YLC is Sunday, October 6. Future service projects include assisting with the OBPAL Annual Golf Tournament and the State of Florida Association of Police Athletic/Activities Leagues Annual Cheerleading Competition.
- OBPAL Basketball Practice was held for the boys’ and girls’ basketball teams. Twelve boys and four girls attended practice at the South Ormond Neighborhood Center on Monday and Wednesday evenings.
- The OBPAL Tutors R Us afterschool program began Monday, September 23. One-on-one and small group sessions are offered for children and teens in grades K through 12. Currently 22 students are registered for the program.
- The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 9. The Hole in One Sponsor is Bruce Rossmeyer’s Harley Davidson. The Daytona Auto Mall is a signature sponsor for the tournament. Hometown News is the signature advertising sponsor. For more information on Golfing for Youth please call OBPAL at (386) 676-3505.

Community Services & Animal Control

- Animal calls responded to : 51
- Animal Reports: 2
- Animal Bites: 1
- Animals to Halifax Humane: 5
- Cats: 1 Kittens: 4
- Trap Neuter Release: 3

Criminal Investigations

- Cases Assigned: 34
- Cases Cleared by Arrest / Complaint Affidavit: 5
- Cases Exceptional Cleared: 9
- Inactive: 13
- Fraud: 5
- Burglary Business: 0
- Burglary Residence: 3
- Larceny Carbreak: 4
- Grand Theft: 7
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense / Rape: 1

- Robbery: 0
- Assaults: 4
- Police Information: 4
- Suspicious Incident: 1
- Baker Act: 4
- Vandalism: 1

Records

- Walk - Ins / Window: 145
- Phone Calls: 156
- Arrest / NTA'S: 19
- Citations Issued: 48
- Citations Entered: 37
- Warnings Entered: 62
- Reports Generated: 125
- Reports Entered: 100
- Mail/Faxes/Requests: 46
- CORF Entered: 39
- TW Trespass: 23

Patrol

- Total Calls: 1,145
- Total Traffic Stops: 115

Operations

Crime Opportunity Report Forms

- 09/18/2019
 - Carbreak, 19 Aaron Circle. The victim's unlocked vehicle was entered overnight. Cosmetics bag taken.
 - Carbreak, 275 South Yonge Street. The victim's locked trailer was entered overnight by force to the side door. Nothing appeared to be missing.
 - Carbreak, 165 Riverside Drive. The victim's unlocked vehicle was entered sometime in the last two days. A set of golf clubs were taken.
 - Theft- Arrest, 1340 West Granada Boulevard (Lowe's). The victim lost his cell phone at this location. The phone was tracked hours later to an address in Daytona Beach where the suspect was located, identified and arrested.
 - Warrant- Arrest, 32 Byron Ellinor Drive #B. Contact was made with a subject at this location in reference to a Volusia County Felony Warrant in reference to Dealing in Stolen Property and Petit Theft.
- 09/19/2019
 - Burglary Residence, 555 South Ridgewood Avenue. An unknown suspect stole the victim's Craftsman pressure washer from the carport. Suspect was driving a maroon sport utility vehicle.
 - Carbreak, 322 Riverside Drive. The victim's unlocked vehicle was entered overnight. Radar detector, women's workout jacket and \$20 taken.
 - Child Abuse- Arrest, 10 Coquina Lake Way. Suspect beat a juvenile him with a clothes hanger, leaving visible marks.
 - Loitering & Prowling Arrest, 101 E. Granada Blvd (Lucky's Market). Officers were conducting a foot patrol in the area when they observed a suspect walking in the parking lot of Lucky's. Suspect went up to the closed business and began looking into the doors and windows.
- 09/20/2019
 - Burglary-Residence, 285 Melrose Avenue. Victim reported that she witnessed the suspect enter her garage and take her husband's bicycle.

- Narcotics Arrest, 170 North Yonge Street (7-11). A traffic stop in the parking resulted in a positive alert by police K9 for the presence of narcotics. A search resulted in the recovery of narcotics.
- Trespass After Warning Arrest, 21 Ocean Shore Blvd (Birthplace of Speed Park). Subject was contacted and it was confirmed subject had previously been trespassed from the park.
- Trespass After Warning Arrest, 715 S. Nova Road (Wash-up Laundromat). Officers responded to a call of a subject panhandling and bothering customers at the laundromat. Subject was discovered to have previously been trespassed from the property.
- 09/21/2019
 - Shoplifting, 1521 West Granada Boulevard (Walmart). Asset Protection reported that a subject obtained merchandise and failed to pay, passing all points of check out
 - Shoplifting, 1521 West Granada Boulevard (Walmart). Asset Protection reported that a subject took merchandise and did not pay for the item before exiting the store. The suspect was positively identified by an employee
 - Theft, 122 South Nova Road. The victim reported that his bicycle was stolen. The bicycle was described as a black men's Trek bicycle with a large metal basket.
 - Aggravated Battery/Larceny, 1521 West Granada Boulevard (Walmart). An employee was alerted to a subject that was hiding in between clothing racks, attempting to pry open merchandise. When the employee confronted the subject, subject dropped the item, pulled out a knife and advanced in a threatening manner. The suspect fled on foot and has not been identified.
 - DUI Arrest, South Atlantic Avenue/Vining Court. A subject contacted on a traffic stop was found to be driving under the influence.
- 09/22/2019
 - Battery, 1622 North US Hwy 1 (Burger King). Officers responded to a disturbance involving an employee and a customer. There was a physical altercation that occurred within the restaurant.
 - Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). Loss prevention reported that two suspects failed to pay for merchandise and left the store. Officers conducted a traffic stop in the parking lot of Boston Market. Both suspects located and identified.
 - Theft, 128 South Nova Road (Rivergate Coffee Shop). The victim reported that his bicycle was stolen from in front of the restaurant. The victim said that the bicycle was locked to the bench by the door.
 - Theft, 100 South Nova Road (McDonalds). The victim reported that his bicycle was stolen from the rack in front of the store.
 - Theft, 500 Shadow Lakes Boulevard #129. The victim reported that his bicycle that was chained to the front porch was stolen.
 - Theft, 55 Vining Court (PNC Bank). The victim reported that the license plate was stolen from their vehicle.
 - Shots fired into dwelling/vehicle, 5 Eclipse Trail. Officers responded to a report of a shooting in which shots were fired into a parked vehicle at 5 Eclipse Trail.
- 09/23/2019
 - Domestic Battery Strangulation Arrest, 232 Grove Street. The victim came to the lobby and reported that her boyfriend strangled her during an argument earlier in the day. Suspect was contacted at the residence.
 - Larceny, 125 South Orchard Street #114. The victim suspects that a known person stole a wind chime from this location.
 - Battery DV Arrest, 485 South Atlantic Avenue. Suspect open hand slapped her live in boyfriend for going through her purse to get cigarettes.

- 09/24/2019
 - Larceny, 1340 West Granada Boulevard (Lowe's). Two unknown males stole a Simpson pressure washer valued at \$749. Both suspects left in a late 80's or early 90's red Nissan pickup with a light bar on the roof and gray wheels.
 - Larceny, 1340 West Granada Boulevard (Lowe's). Two unknown males stole a Simpson pressure washer valued at \$749. Both suspects left in a late 80's or early 90's red Nissan pickup with a light bar on the roof and gray wheels. (Two separate incidents involving the same style of crime).
 - Shoplifting- Arrest, 1450 West Granada Boulevard (Bealls). Female suspect stole \$90 in merchandise.
 - Larceny/Theft, 681 North Halifax Drive. Victim advised that his Xbox One and a Vizio 4K television were taken from his residence. The victim suspects his roommate is responsible.
 - Larceny/Theft, 189 Highland Avenue. Victim advised an unknown subject kicked over his planters and vandalized them. He also discovered planters missing.
 - Battery DV Arrest, 198 Oleeta Street. Victim advised a verbal argument became physical when the suspect pulled the victim's arm out of its socket.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 29
 - Number of Uniform Traffic Citations Issued: 25
 - Number of Written Warnings Issued: 13
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 5

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
 - Zone 2: 2 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 2 Cases initiated
 - 21 signs have either been removed or sign cases created.
 - 10 tree removal permit requests
- Administrative staff assisted with four (4) walk-in's and seventy-nine (79) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff participated in the annual Air Traffic Control/Airport Management Symposium at the Daytona Beach International Airport this week. Ormond Beach Air Traffic Manager Steve Brockett and Airport Manager Steven Lichliter joined colleagues from other area airports to present information to local and itinerant pilots about air traffic control procedures and airport improvement projects.
- The FAA has provided the City with a grant agreement to provide primary funding for the Runway 9/27 and Taxiway Alpha Extension Construction Project. The grant agreement affords the City \$3,323,422 in airport improvement program funds, which represents approximately 90% of the total project cost. A grant application is pending with the FDOT to provide additional state funding for the project.
- The City's Fire Department has initiated the first round of training exercises at the airport intended to familiarize emergency response crews with airport operations. The training conducted this week was designed to familiarize fire department and emergency medical crews with response procedures for emergencies at the air traffic control tower.
- Staff was advised that aircraft from Volusia County Mosquito Control was operating over the western areas of the City this week.

- Staff continued updating the inventory of aircraft based at the airport, and is awaiting data from some of the FBOs and hangar owners at the airport that lease space for aircraft storage. When complete, the current inventory will be uploaded to the FAA's online National Based Aircraft Inventory.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor is preparing for the work on the Beach Street gravity sewer.
 - Water Plant Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
 - 2019 Roadway Resurfacing – The project is substantially complete.
 - Breakaway Trails Storage and Pumping Improvements – The contractor has begun pre-stressing the tank this work is anticipated continuing through this week.
 - Cassen Park Public Dock and Breakwater – The contractor is awaiting delivery of the floating dock sections before continuing with the construction work. A progress meeting was held on September 25.
 - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting was held on September 19.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Contractor has started demolition work.
 - HVAC Replacements – City Hall, SONC, The Casements – Preliminary work has begun at City Hall.
 - Memorial Gardens Retaining Wall Improvements – contractor has started demolition work.
 - Bidding:
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Bid awarded to RJ Landscape Contractors, Inc. at the September 18 City Commission meeting, contracts are being executed.
 - Nova Community Park Underground Electric Utilities – The bid was awarded to Economy Electric at the September 18 City Commission meeting, contracts are being prepared for execution.
 - Landscape Renovations & Downtown Landscape Renovations – Bid opening was September 12, four bids were received, RJ Landscape Contractors, Inc., is the apparent low bidder. Bid award is scheduled for the October 15 City Commission meeting.
 - WTP Sludge Residuals Facility Improvements – Bid was awarded at the August 20 City Commission meeting. Contracts are out for execution.
 - 2019 Stormwater Rebuild – The project was approved for bidding at the August 20 City Commission meeting. It was advertised on August 25, an addendum was issued and bid opening was extended to October 2.
 - Broadway/US1 Traffic Signal – A Joint Participation Agreement with FDOT, a Developer's Agreement with Tomoka Holdings, Bid Documents, and an RFQ for CEI services were approved at the September 18 City Commission meeting.
 - OBSC Improvements – Championship Field 7 – The ECHO grant has been executed and the County issued a Notice to Proceed. A Work Authorization for Construction Management Services is scheduled for approval at the October 15 City Commission meeting.
 - Design Projects:
 - North US1 Water Main and Force Main Improvements – Plans are approximately 60% complete. A progress meeting was held on September 26.
 - Fleming Ave Stormdrain Improvements – The 90% submittal has been received and is under review.

- 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.
- Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated by the end of September.
- Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – Consultant is working on 60% plans for each project.
- The Casements North Side Improvements and Carriage House – A work authorization for additional design to include replacing the stairs on the north side entrance to The Casements was approved and executed. Plans are approximately 80% complete. A progress meeting was held on September 25.
- Stormwater Master Plan Update - 2019 – The kickoff meeting was held on September 18.
- Fleming Avenue Stormwater Pump Station – 60% Plans are expected next week.
- 56 North Beach Street – Comments have been provided to the consultant, and they are preparing a presentation that compares options for the site.
- Police Station/EOC Relocation Study – Consultant and staff had a site visit to Port Orange's facility on September 19.
- North Peninsula Sewer Retrofit – Staff has begun negotiating with the top selected firm.
- Oak, Magnolia, & Bonita Sewer Retrofit – A scope and fee have been negotiated and a work authorization is on the October 15 City Commission agenda for approval.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed permit applications through the ProjectDOX system.
 - Recorded GPS coordinates for the Senior Center & Andy Romano Beachfront Park.
 - Located broken street light on Oak Brook Drive, per resident request.
 - Prepared utility maps for Nova Road, Airport Road, Ormond Crossings, & Pineland Trail for consultant feasibility study requests.
 - Researched and provided utility exhibit map for Harvard Drive/South A1A areas, per consultant's request.
 - Researched and provided Utility exhibit map for Oak Forest plat Phase 4 areas, per FPL request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pulled forms and cones from Whispering Pines Trl; Dix Ave; Casements Dr; Buena Vista Ave; S Orchard
- Pour concrete on Santa Lucia; Casements
- Stump grinding – The Casements
- Recycled concrete & asphalt at shop
- Finished prep & forming up Buena Vista
- Ground sidewalks on Cardinal Dr

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimmed low limbs on Highland Ave; Lincoln Ave; Memorial Cir; Ivanhoe; Moonglow; Ormond Lakes
- Picked up tree debris from call out at Fleming & Center St
- Removed dead sycamore tree on 500 block of N Ridgewood Ave
- Repaired chainsaws at shop

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; for view of Stop sign at N Halifax & John Anderson Dr
- Debris pick up on US1 at Tomoka River and medians

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

Stormwater Maintenance

- Reach out mowing at Ball fields
- FDOT pond mowing
- Prepare sandbags at PW yard
- Locates & basins Citywide
- Trouble calls Citywide
- Yard clean up at Public Works
- Ditch maintenance Citywide
- Outfall sampling Citywide
- Outfalls inspected on Hammock Ln & S Beach St
- Checked depression on Overbrook Dr

Street Sweeping/Streetsweeper (3 days – due to maintenance on sweeper)

- 90 miles of road cleaned
- 42 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,012
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 4,504 gallons unleaded, 7,066 gallons diesel
 - Fuel used in one week: 2,105 gallons of unleaded and 916 gallons of diesel.
 - Fleet completed 44 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Tank concrete application is complete, Thnemec paint color “Tank White” was selected at the progress meeting held on September 20th.

- Breakaway Trails Yard Electrical and Pump Upgrades – Project substantially complete and in-service, punch list items being addressed by the contractor.
- Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Lift Station 3M substantially complete, final inspection scheduled for September 26th.
- SCADA Integration Services – Contractor on-site September 24th and 25th to address outstanding issues and bring the project to substantial completion.
- Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated by the end of September.
- North US1 Water Main and Force Main Improvements – Received 60% plans for review. Comments to be returned to Engineering at progress meeting scheduled September 25th.
- WTP Elevated Water Tank Rehabilitation – Strut replacement fabrication drawings will be submitted by the contractor this week. Strut fabrication and installation scheduled for completion by November 17th.
- 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 – Bid was awarded at the August 20th City Commission meeting. The consultant is preparing contracts for execution.
- WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – Project substantially complete and in-service, punch list items being addressed by the contractor.
- WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting was held on September 19th.
- Septic to Sewer Conversion on North Peninsula – Five firms submitted Professional Qualification proposals. Committee completed ranking September 20th. Ranking recommendation will be brought forward for Commission consideration on October 15th.
- Holly Hill reuse interconnect – An active test was held September 18th to evaluate the ability of the Holly Hill system to transfer water. Preliminary results suggest that Holly Hill may have had in-line valves closed, as the transfer did not appear to be successful. Consultant working with Holly Hill to troubleshoot. Target design completion by October 31, 2019.
- Western Service Area Master Plan –60% draft submittal received from consultant on time (September 19th). Plan distributed internally for comment. PU internal review meeting scheduled October 1st. Meeting with consultant to return comments scheduled with PW staff on October 7th.
- FDEP SRF Facility Plan for Septic to Sewer – Work authorization for engineering services on the October 15 commission meeting agenda.

SPRC Projects

- 1280 North US Highway 1, S.R. Perrott Parking Expansion – Reviewed and approved plans.
- 1345 N. US 1, Total Comfort – Site plan under review.
- 1190 N. US 1, Edgewell Loading Dock, North End – Reviewed & approved site plan.
- Hunter's Ridge Force Main – Engineering recommended a cash payment (in lieu of constructing dry-line force main). Matter to be initially be considered by PWD and, if agreeable, then subsequently by Legal & Finance before bringing to Commission.
- 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Approved sewer as-built drawing, relying upon ability to call on maintenance bond, if needed to complete LS control panel & pressure sensor.
- Granada Plaza Sanitary Sewer Replacement – Reviewed & approved as-builts
- Pineland Subdivision, Ph 2&3 – Reviewing preliminary water as-builts to allow for construction water for fire service protection

Water Treatment

- Delivered 45.92 million gallons for the week ending September 14, 2019 (6.56 MGD).
- Backwashed 14 filters for a total of 905,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 31, 2019 @ 6.81 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled 32.0 wet tons of dewatered sludge (65 - 70% solids).

- Flushed distribution system 2,291,000 gallons. Staff drained Standish, Leeway and the water plant elevated tank.
- Sludge processing remains curtailed due to failure of the mixer shaft/rake in sludge thickener; Maintenance and Operations staff are on hold to remove remaining sludge from within thickener until the Vac truck is freed up from WWTF sand filter project. Initial emergency hauling of non-dewatered sludge completed last week. Additional services are still required until holding basins can be drawn down sufficiently until thickener is repaired. After October 1, will seeks bids for sludge hauling.

Wastewater Treatment Facility

- Domestic and Industrial Wastewater flow was 31.02 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.43 MGD.
- Produced 26.43 Million Gallons of Reuse.
- Produced 4.59 Million Gallons of Surface Water Discharge.
 - Most recent annual period ADF Rates (September 1, 2018 – August 31-, 2019) (MGD)):
 - Influent 4.58 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.61 MGD (Permit 6 MGD);
- Reuse 4.28 MGD (Permit 10 MGD)
- Hauled 149.52 wet tons of dewatered residual solids (14% to 18% solids)
- There were 3 out of 5 fecal coliform hits for the week totaling 3 out of 12 for the month or 75% non-detect (permit limit is 75% minimum non-detect). Sand filter #2 is off-line and sand being removed for replacement. The 2nd Flygt mixer for the chlorine contact basin is scheduled for installation in CCT #1 on 9/24/19.

Water Distribution

- Responded to 9 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 11 calls for water service leaks.
- Installed 3 new residential water services & a residential irrigation water service.
- Relocated the water service at 3608 Ocean Shore Blvd due to septic tank.
- Replaced 3 water meters due to Finance work orders.
- Replaced 14 broken meter boxes.
- Replaced 3 water services due to leaks or low pressure concerns.
- Performed maintenance activities on 9 fire hydrants.
- Rebuilt the fire hydrant on Highland Ave.
- Performed pressure testing on 9 City owned BFP devices, 4 needed repairs.
- Installed an automatic flushing at 752 S. Yonge St.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 82 regular utility locates for the previous week.

Wastewater Collection

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area.
- Assisted WWTP personnel in cleaning sand filters.
- Assisting Professional Piping Services in setting up to clean A1A force main from Ocean Grove Dr. to Amsden Rd.
- Repaired broken force main at Shadow Lakes lift station.
- Rewired PEP pump and replumbed discharge pipe at 26 Shadow Creek Way.
- Located clean out at 24 Shear Water Trail. Customers sided is broken. Customer to call when their side is repaired so staff can clean line.
- Adjusted C/O stack at 37 Carriage Creek Way.
- Rewired PEP pump and installed 6" riser at 103 Tomoka Ridge Way.
- Replaced worn contact sticker on control box at 71 Circle Creek Way.
- Rewired PEP pump at 10 Foxbrow Look.

- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 25 psi, Ocean Mist Hotel 15 psi, Ormond Mall 17 psi.
- Located PEP system for contractor at 20 Laurel Ridge Break.
- Discovered possible broken back lid at 107 Tomoka Ridge Way. Will investigate.
- Located sanitary C/O at 350 Greenwood Ave.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 12 psi, Westland Run 16 psi Shadow Crossing Blvd. (4 inch) 12 psi.

Reuse Distribution

- Responded to 1 reuse trouble calls.
- Opening and closing valves in reclaimed system per schedule.
- Turned on reuse at 37 Carriage Creek Way.
- Located reclaimed service and showed customer at 18 Foxfords Chase.
- Located and turned off reclaimed service at 871 John Anderson Dr. per customer request.
- Provided snail filter to customer at 394 Idlewood Dr.
- Responded to low pressure complaint at 95 Carriage Creek Way. Pressure good when checked. Customer is watering at peak time, may need to adjust timers.
- Located reclaimed system for contractor at 20 Laurel Ridge Break.

Wastewater Plant – Lift Stations

- Influent Pump VFD #1, performed final inspection and created punch list.
- Poly Blend pumps, plumbing system clogged, flush and clean entire polymer system, possible contaminated polymer tote.
- 3M, upgrade complete, station online, awaiting final inspection.
- 4M, replaced out of service pump controller.
- Sand filters, assisted with sand removal.
- 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

- Lime Thickener offline, awaiting tank cleaning to perform rake inspection and complete repairs.
- Breakaway Reuse, control circuit breaker tripping, trouble shooting in progress, connect alternate circuit for reliability, install spare 50 HP soft starter, increased hands on monitoring.
- Chlorine pump #5, replace pump tube and service pump.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform Operational Checks at various locations.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- WWTF Permit Renewal – Draft response to Request for Additional Information (RAI) sent to FDEP to review prior to a voluntary review meeting with FDEP scheduled for 10-4-10.
- Cross Connection Control Program Management Services Contract– Bid 2020-03 - Bids were opened (received four bidders); Commission approval proposed at upcoming meeting.
- Risk and Resilience Assessment – Staff began the evaluation of the City's water and wastewater vulnerabilities. The assessment is required by the EPA as part of the America's Water Infrastructure Act of 2018. Certification of completion of the assessment is due to the EPA by December 31, 2020, but is not required to be submitted to EPE or any regulatory agency.

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, and research projects; the following activities are underway or have been completed:

Honorable Mayor and City Commissioners
September 27, 2019
Page 21

- City Clerk attended meeting with Assistant City Manager
- City Clerk attended Claims Committee Meeting
- Agenda packet preparation and distribution for October 1, 2019, City Commission Meeting