

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 1, 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 senior staff
- Reviewed city commission agenda packet

Spoke to, attended and/or met with:

- Civil Discourse meeting
- Coffee with the News-Journal meeting
- Ormond Beach to Go! at Bear Creek
- Volusia Managers meeting
- Senior staff and Representative Leek, discussed various topics
- Claims Committee meeting
- Hometown Heroes Banner Ribbon Cutting
- Senior staff and County staff

PIO – Public Information

- Press Releases/Media
 - Interview scheduling
 - General media inquiries
 - Citizen contacts
- Social Media
 - Daytona State College Job Fair
 - National First Responder's Day
 - Mayor's Health and Fitness Challenge
 - Halloween Safety Series
 - Fall Back – Check your smoke and carbon monoxide detector batteries yearly
- Attended
 - OBMS Presentation: One Less to NJHS
 - Employee Appreciation Day
 - PIO Networking Meeting (Central FL)
 - Erma Mohl's 105th Birthday at Seaside Manor
 - Ormond Beach 2 Go at Bear Creek
- Developing
 - Website updates
 - One Less Primary School Presentation
 - Hurricane Prep Series (Off-season)
 - Flu Season Recommendations

Community Development

Planning

- The Historic landmark Preservation Board will have a meeting at 4:00 p.m. on Monday, November 18, 2019, in the City Hall Training Room, 22 South Beach Street, Ormond Beach, Florida, to consider an administrative request for a Certificate of Appropriateness (COA) to construct an addition on the existing carriage house at The Casements, located at 25 Riverside Drive. The Casements is listed on the City's Local Historic Landmarks List and is also nationally designated.
- There are two application for the November 6, 2019 Board of Adjustment and Appeals:
 1. 926 South Beach Street: The property owner seeks to allow a paver driveway in the exact location as the existing driveway with a 0' setback requiring a variance of 3' to the required 3' driveway setback standard.
 2. 807 Cordova Avenue: The property owner seeks to allow construction of a hard roof structure over an existing paver patio and a screen enclosure over an existing swimming pool requiring two variances to the side yard setbacks.
- The Courtyards at Ormond project representative shall conduct a neighborhood meeting associated with a Planned Business Development and Planned Residential application for the land at 135 and 145 North Yonge Street and 195 and 205 Highland Avenue. The neighborhood meeting is scheduled for **Sunday, November 3, 2019 at the Ormond Beach Public Library at 30 South Beach Street between 3:00 p.m. and 4:30 p.m.** The Planned Business Development and Planned Residential application seeks to allow forty-eight (48) multi-family residential units and 12,000 square feet of commercial uses. The Planned Business Development and Planned Residential application shall require Site Plan Review Committee review, the neighborhood meeting on the development project, Planning Board review and City Commission action for site development. The entire site plan submittal can be viewed at: <https://fl-ormondbeach2.civicplus.com/247/Development-Projects>.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 336 inspections performed within the city (48 by private providers).
- 135 permits issued within the city, with a valuation of \$1,403,715.

Development Services

- Site Plan Review Committee (SPRC) activities:
 1. Met with representatives of DR Horton to review the lot grading plans at the Cypress Trails subdivision.
 2. Met with the project engineer, builder and owner's representative, members of the Ormond Green Homeowner's Association to discuss the construction of the Pineland subdivision.
- Projects under SPRC review include:
 1. 25 Riverside Drive, Casements, Carriage House addition and site work. 1st review. Extension of the carriage house by 480 square feet and associated site work.
 2. 550 West Granada Boulevard, Shoppes at Granada Pointe. 1st review. Construction of a 21,114 square foot building on 2.52 acres within the Granada Pointe development and associated site work.
 3. 875 Sterthaus Drive, Ormond Renaissance Condominium modification – Phasing Plan. 1st review. Phasing plan showing the limits of the site work associated with the first multi-family building under construction.
 4. 1280 North US Highway 1, S.R. Perrott Parking Expansion. 3rd review. Expansion of existing S.R. Perrott facility of 49,697 square feet building and associated site improvements.
 5. 8 Coolidge Avenue, Coolidge Avenue Warehouse. 1st revision under construction. Revision to the site plan based on revise lot elevations from a revised survey.

Project	% Complete
101 Town & Country Lane	30%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	80%
Broadwater Bridge	90%
Coolidge Avenue Office/Warehouse	15%
Dunkin Donuts, 1190 Ocean Shore	0%
Extended Stay America	2%
Granada Plaza sewer improvements	75%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Lynnhurst sewer improvements	0%
Modern Wash	0%
Oceanside Golf and Country Club (seating)	50%
Ormond Beach Surf Style	90%
Ormond RC, Building 1C	65%
Pineland Trail re-alignment	80%
Salty Church	5%
Security First	90%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	85%
Huntington Green	50%
Huntington Villas	70%
Pineland residential subdivision	80%
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/Risk Management

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.
 - 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 261 Journal Entry Batches.
 - Approved 30 Purchase Requisitions totaling \$220,438.91.
 - Issued 22 Purchase Orders totaling \$112,485.86.
 - Prepared 124 Accounts Payable checks totaling \$97,213.20 and 23 Accounts Payable EFT payments totaling \$508,627.29.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 456 payments through Interactive Voice Response System totaling \$44,125.87.
 - Grant money 2019-20 fiscal year-to-date total received, \$10,000.00.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Continued working on closeout documents for various FDOT airport grants.
 - Continued working on potential ECHO grant submittal for the Nova Tennis Court lighting upgrades for City Commission approval of submittal and confirmation of required matching grant funds for the November 5 City Commission meeting.
 - Continued working with staff and the Ormond Beach Historical Society on the ECHO grant for the MacDonald House which is scheduled for the November 5 City Commission meeting.
 - As requested, updated and resubmitted final FY 18-19 Victim of Crime Act report and reimbursement request.
 - Grant reimbursement requests for FY 18-19: \$4.1 million

- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Final coordination of Ormond Beach 2 Go! event on October 30.
 - Attended Ormond Beach 2 Go! event.
 - Completed Employee Newsletter for November 2019.

Risk Management Projects

- Attended Claims Committee meeting
- Collecting final edits/comments on Safety Manual
- Implementing post-exposure protocol with AdventHealth

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 4
 - Hazardous: 3
 - EMS: 70
 - Motor Vehicle Accidents: 9
 - Public Assists: 48
 - TOTAL CALLS: 135

 - Aid provided to other agencies: 10 Calls – Daytona Beach (4), Volusia County (6)
 - Total staff hours provided to other agencies: 9
 - # of overlapping calls: 33
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 6
 - Total EMS patients treated: 54
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 123
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- Training Hours
 - NFPA 1001: Firefighting 138
 - NFPA 1002: Driver 6
 - NFPA 1021: Officer 21
 - NFPA 1500: Safety/Equipment 48
 - NFPA 1620: Preplanning 12
 - EMT/Paramedic 12
 - TOTAL TRAINING HOURS: 237
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- Station Activities
 - Updated 5 pre-fire plans

- Visited 150 children at Temple Bethel for Community Helper Day
- Visited 50 children at Pathways Elementary for Fire Prevention Month
- Participated in Tomoka Christian Church Halloween event
- Participated in the Fall Festival at Pine Trail Elementary
- Participated in the Prince of Peace Trunk or Treat event
- Visited 50 children at Salty Kids Pre-School for Fire Prevention Month
- Significant Incidents
 - 10/26/19, 12:07 PM: 1079 W. Granada Blvd. – Motor Vehicle Accident – Responded to a SUV vs motorcycle collision – one trauma alert patient – a firefighter assisted EVAC during transport.
 - 10/26/19, 8:46 PM: 4823 W State Rd. 40 – Motor Vehicle Accident – Upon arrival found a head-on collision – one patient extricated and transported – two firefighter paramedics assisted EVAC with patient care during transport – another patient pronounced on-scene.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Stormwater/Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker III (Wastewater Collection & Reuse Distribution/Public Works)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Recreation Leader (Casements/Leisure Services)
 - Police Officer
 - Recreation Program Specialist (Leisure Services)
 - SCADA/Instrumentation Tech (Equipment Maintenance/Public Works) – Temporary Now – May 2020
 - Senior Staff Accountant (Finance)
 - Applications Under Review
 - Deputy Fire Chief
 - Firefighter/Paramedic
 - Office Assistant III (Nova/Leisure Services)
 - Interviews Scheduled
 - Senior Planner (Planning)
 - Background/Reference Checks/Job Offers
 - Mechanic III (Fleet/Public Works)
 - Office Assistant II (Records/Police)
 - Part Time Maintenance Worker I (Casements/Leisure Services)
 - Police Officer (Police)
 - Separations
 - Maintenance Worker II (Streets/Public Works)
 - Recreation Program Specialist (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 went live 9/30/2019. Working through minor issues as they are discovered.
 - 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: 21
 - Completed: 55
 - In progress: 38
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 35,835
 - Inbound E-Mails Blocked: 18,379
 - Delivered Inbound E-Mails: 17,456
 - Quarantined Messages: 369
 - Percentage Good Email: 48.7%
 - Virus E-Mails Blocked: 0
 - Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 1
 - Corrections: 1
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 14 : Total in system = 2,719
 - Meters GPS Located this week: 0 : Total in system = 23,738; 22,927 potable, 800 Irrigation, 11 Effluent

Leisure Services

Administration

- Park visits
- Janitorial Services meeting
- Vadner Park meeting with Garden Club
- PAC walk through with Commissioner Kent
- Leisure Services staff meeting
- Movies on the Halifax

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

- Conducted 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.
- Birds of Prey Program, Saturday, 10 am to 11 am
- Kids' Halloween Craft Program, Saturday, 2 pm to 3 pm
- Halifax River Audubon Bird Watching Class, Tuesday, 6:30 pm to 8:30 pm
- Fall Bird Walk, Wednesday, 8 am to 10 am
- Calvary Christian Academy 2nd Grade Field Trip, Thursday, 10 am to 12:30 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 playoff games continued this week on Monday through 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 held nightly Monday through Friday on both the Nova Fields and the Softball Quad. Tee Ball had games on Thursday night at the Sports Complex on the Tee Ball Fields at 5:30 pm.
- Youth Flag Football continued 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 finished up the fall season this week on Wednesday night.
- 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.
- Pop Warner Cheer practices held Monday-Friday at both Nova Field 1 and Championship Field 7 at 5:30 pm.
- SHS Boys' and Girls' Soccer started practices this week at the Sports Complex on Fields 5 and 6 and 5 pm and 6:30 pm.
- Staff prepared for OBSC recreation soccer games on Saturday at the Sports Complex on Soccer Fields 1-6 and 8-10.
- Staff prepared for Pride football games on Saturday on Championship Field 7 from 9 am to 5 pm.
- Staff also prepared for the ISSA Women's Softball Tournament on Friday through Sunday at the Sports Complex on the Softball Quad from 9 am to 6 pm.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park
- Cleaned handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- 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 dragging 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 Coed Field 7 for Coed Softball League
- Put up batter's eyes on baseball fields removed due to hurricane
- Painted grass parking lot by Soccer 9

- Prepared four Tee-Ball Fields for games on Thursday and Saturday
- Prepared for and broke down field house for SHS Volleyball Banquet

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 through Thursday: Show Club held on regular classes
 - Monday through Friday: CMT held regular classes
 - 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
- Jazzercise was held on Monday
- PAL tutoring Monday through Thursday
- Youth basketball practice Wednesday and Saturday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Attending and assisting with Senior Games events
- Cleanup of Senior Games Kickoff Luncheon supplies and equipment
- Setup, work and breakdown of Hometown Heroes Ribbon Cutting/Walk
- Preliminary planning tasks and assignments for:
 - Veteran's Day Luncheon, tickets on sale in the Leisure Services Office
 - Hometown Heroes Ceremony
 - Home for the Holidays Parade, application online
 - Holiday Concert
 - Santa on the Go
 - Letters to Santa
 - Breakfast with Santa

Gymnastics

- October session in progress
- November registration is open

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 and Friday at various times from 4:30 pm to 7:30 pm.
- Senior Games Pickleball took place on Monday and Tuesday from 10 am to 7 pm.
- Senior Games Basketball took place on Saturday from 1 pm to 3 pm.
- Coed Volleyball met on Wednesday from 6 pm to 8 pm.
- Lunch Bunch met on Wednesday from 10 am to 1 pm.
- Skills Development Program continued on Wednesday from 4 pm to 5 pm.
- Explore the Arts met on Thursday from 4:30 pm to 5:30 pm.

The Casements

- Free tours were held at The Casements Monday through Friday on the hour at 1 pm, 2 pm and 3 pm and on Saturday until 12 pm. Self-guided tours are available during regular business hours.
- Seaside Herb Society held their plant sale at Bailey Riverbridge from 7 am to 3 pm.
- On Sunday Missing Peace Church met at Bailey Riverbridge from 10 am to 12 pm.
- House of Healing met at Bailey Riverbridge from 6 pm to 8 pm on Sunday.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- On Tuesday an HOA meeting was held at Bailey Riverbridge from 7 pm to 9 pm.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.
- On Wednesday Ormond Beach Garden Club met in the Gallery of The Casements from 9 am to 12 pm.
- On Thursday an art show fundraiser for Family Renew was held in the Gallery of The Casements from 4 pm to 7 pm.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash at all parks
- Addressed wood repair issues at Magic Forest
- Cleaned slide at Magic Forest
- Repaired broken handrail at Memorial Gardens
- Formed for park bench at Riviera Park
- Installed 2 benches at Misner's Branch
- Trimmed limbs at skate park

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Replaced light cover at Public Works parking lot
- Removed cable in Rockefeller Gardens
- Repaired The Casements kitchen door
- Removed doors at The Casements
- Repaired the hose bib at Cassen Pier
- Repaired shower heads at Andy Romano Beachfront Park
- Repaired ladies room door at Fortunato Park
- Replaced downspout drops at Ames Park
- Hung banner at Nova Community Center
- Troubleshoot Nova waterwheel
- Andy Romano Beachfront Park splash pad wind speed control adjusted
- Repaired parking lot door at PD
- Troubleshoot gate not closing at the WWTP
- Repaired men's room toilet at the Senior center
- Assist Water Division with drain snake
- Repaired Sanchez Park men's restroom toilet
- Resealed Fire Station 93 kitchen window
- Repaired Fleet gate
- Repaired WTP front gate
- Outside lockable outlet cover installed at Fire Station 91
- Andy Romano Beachfront Park splash pad, replaced bollard button
- Checked all bridge lights for receptacle fuse
- Repaired lights at Palm Place/Granada at Police Department
- Repaired light at Public Works parking lot

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended Adversity while dealing with an officer death seminar
- Staff attended Community Helper Day at Temple Beth el School
- Staff attended Employee Appreciation Day
- Staff attended the Volusia Flagler Police Chiefs Association meeting
- Staff interviewed members on promotional lists
- Staff attended DARE Graduation/Dinner Ceremony at Osceola Elementary School

Community Outreach

- Youth Leadership Council (YLC)
 - Eight (8) members of the YLC attended the meeting on Tuesday, October 22 at the PAL house. 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. The YLC Coat and Blanket Drive has concluded, items will be delivered on Monday, November 4, 2019.
- OBPAL Basketballha
 - Practice was held for the boys' and girls' basketball teams. Fifteen (15) boys and four (4) girls attended practice at the South Ormond Neighborhood Center on Monday, Wednesday and Thursday evenings.
- Tutors R Us
 - The OBPAL *Tutors R Us* afterschool program is offered Monday through Thursday at the South Ormond Neighborhood Center. One-on-one and small group sessions are offered for children and teens in grades K through 12. Last week 25 students attended the program.
- Science on Patrol
 - Science on Patrol at Ormond Beach Middle School continues. Currently twenty-eight (28) students are registered for the 10 week program. Classes are offered Monday (Tuesday on Monday Holidays) and Thursday after school from 4:20 p.m. to 5:45 p.m.
 - Science on Patrol at Ormond Beach Elementary School continues. Eleven (11) students are registered for the 6 week program. The program is offered Thursday after school from 2:30 p.m. – 4:40 p.m.
- Reading with a Cop
 - The first Reading with a Cop program was in partnership with the Ormond Beach Library on Wednesday October 23 at 3:00 p.m. Sergeant Michelle Willis was the guest reader for the fall themed afternoon. Fifteen attended the program.
- 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. Daytona Auto Mall, Metra Electronics, RotoRoter/The Elkins Family, Fields BMW of Daytona, Weather Guard Inc., and Hometown News are Platinum sponsors for the tournament. For more information on *Golfing for Youth* please call OBPAL at (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 40
- Animal Reports: 1
- Trap Neuter Release: 3
- Animal Bites: 0
- Animals to Halifax: 1
- Wildlife Calls: 0

- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 5
- Inactive: 7
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 7
- Grand Theft: 1
- Auto Theft: 3
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Harassing Phone Calls: 1
- Baker Act: 1

Records

- Walk - Ins / Window: 68
- Phone Calls: 92
- Arrest / NTA'S: 18
- Citations Issued: 59
- Citations Entered: 46
- Reports Generated: 111
- Reports Entered: 100
- Mail/Faxes/Requests: 29
- Warnings Entered: 65
- TW - Trespass: 24
- CORF Entered: 29

Patrol

- Total Calls: 1,284
- Total Traffic Stops: 147

Operations

Crime Opportunity Report Forms: 65

- 10/23/2019
 - Stolen vehicle, 1501 San Marco Drive # 204. A motorcycle was stolen overnight.
 - Carbreak, 353 West Granada Boulevard (Winn-Dixie). A pressure washer was stolen out of the back of a truck.
 - Narcotics, 1000 Block North United States Highway One. Subject was stopped for a traffic violation and 42 grams of assumed marijuana was found. A charging affidavit was completed.
- 10/24/2019
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Loss prevention located three (3) subjects that were shoplifting. Officers contacted the subjects and also found narcotics. All three (3) were arrested.
 - Carbreak, 200 Block Ocean Shore Boulevard. Unlocked vehicle was entered. Wallet and phone were stolen.

- Larceny, 136 North Nova Road (Karate for Kids). A bicycle was stolen from out front of the business.
- 10/25/2019
 - Assault Arrest, 51 Saddlers Run. Subject pointed a firearm at the victim during an argument.
 - Carbreak, 910 South Atlantic Avenue (Planet Fitness). Force was used to make entry. A wallet was stolen.
 - Narcotics, 600 Block South Nova Road. A traffic stop found Hashish Oil. Arrest is pending test results.
- 10/26/2019
 - Carbreak, 110 Emerald Oaks Lane. Unlocked vehicle was entered. A firearm was stolen.
 - Carbreak, 44 Broadriver Road. Two (2) unlocked vehicles were entered. A firearm was stolen.
 - Battery/Domestic Violence Arrest, 466 Bryant Street. The victim was scratched by the subject during an argument.
 - City Ordinance Arrest, 300 Block West Granada Boulevard. Subject was arrested for having an open bottle of vodka.
 - Narcotics Arrest, 5 South Yonge Street. A traffic stop found narcotics in the vehicle
- 10/27/2019
 - Stolen Vehicle Arrest, 100 Block South Halifax Drive. A stolen vehicle was spotted by officers. The vehicle was pulled over for a traffic stop and the driver was arrested.
 - Burglary Residence, 500 Shadow Lakes Boulevard. A wallet and cell phone were stolen from the front porch.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in a purse but was stopped by loss prevention.
 - Larceny, 405 West Granada Boulevard (Office Depot). Subject used a sleight of hand to purchase gift cards.
 - Narcotics Arrest, 275 South Washington Street. Narcotics and a firearm were located at this location during a routine call for service.
 - Battery/Domestic Violence Arrest, 11 Oriole Circle. Subject battered the victim during an argument.
 - Traffic Arrest, 300 Block Hand Avenue. Subject was stopped for a traffic violation. The driver was found to be intoxicated.
- 10/28/2019
 - Stolen Vehicle, 873 Hull Road. A trailer was stolen from the parking lot.
 - Larceny Arrest, 839 South Atlantic Avenue (Andy Romano Park). A cell phone was stolen by a known person. The subject was contacted and arrested.
 - Larceny, 1571 North United States Highway 1 (Horizon). Medications were stolen from this location.
- 10/29/2019
 - Carbreak, 45 Country Club Drive. Unlocked vehicle was entered overnight. A pair of Apple Air Pods were taken from the center console
 - Carbreak, 102 Wildwood Avenue. Unlocked vehicle was entered overnight. A backpack containing an Apple Mac Book and miscellaneous personal documents were stolen.
 - Narcotics Arrest, 484 South Atlantic Avenue. Female was arrested for failure to pay for a taxi ride to the hotel. Upon search of her belongings, she was found to also be in possession of drug paraphernalia.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 28
 - Number of Uniform Traffic Citations Issued: 22

- Number of Written Warnings Issued: 8
- Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 5
 - Number of Crashes with serious bodily injuries: 1
 - Number of fatal crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Cases initiated
- 12 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with 4 walk-ins and 51 telephonic inquiries.

Public Works

Airport Operation and Development

- The Aviation Advisory Board held their 4th Quarter meeting on Monday, October 28 at 7:00 p.m. in the Training Room at City Hall.
- The airport's Automated Terminal Information System (ATIS) remains out of service. A notice to airmen (NOTAM) has been issued to advise pilots that ATIS is temporarily unavailable. A qualified technician will be dispatched to service the ATIS equipment as soon as possible.
- Staff responded to an inquiry from the Federal Aviation Administration regarding the reported presence of an unidentified vehicle on the airport on October 24. The vehicle was identified as belonging to Volusia County Mosquito Control. The driver was not affiliated with the County's airborne mosquito control personnel who were operating from the airport at that time, but may have gained access to the airfield as part of that operation. The driver was identified and brought to the airport's control tower for a discussion about the incident with the Air Traffic Manager, which included a thorough review of proper ground vehicle operations and the penalties for movement area incursions. As a result of this incident, all of the County's mosquito control personnel will be provided with basic training on airport ground operations. Staff has provided the County with educational materials to facilitate this training.
- Staff completed work to assist control tower personnel with the installation of a microphone and software needed to make certain audio recordings required for control tower operations.
- Staff completed work to service the lighting components of several directional signs at the airport this week.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The cleaning and inspecting of the gravity sewer system on North Beach Street began on October 28 and is expected to continue through November 1.
 - Water Plant Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
 - Breakaway Trails Storage and Pumping Improvements – The contractor has completed painting the tank; a final inspection is being scheduled.
 - Cassen Park Public Dock and Breakwater – The contractor is finalizing submittals for signs, and rock for the breakwater.
 - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting was held on October 31.

- CDBG Ames Parking Improvements & CDBG Landscape Renovations – Demolition is in process.
- HVAC Replacements – City Hall, SONC, The Casements – Preliminary work has begun at City Hall and materials have been ordered. Construction is expected to begin mid-November.
- Memorial Gardens Retaining Wall Improvements – Contractor has completed 90% of the retaining wall work.
- Granada Median Landscape Improvements (Orchard Street to I-95) – A pre-construction meeting was held on October 21 and a Notice to Proceed issued for November 4.
- WTP Sludge Residuals Facility Improvements – A pre-construction meeting was held October 28. Shop drawings are being submitted. Construction is expected to begin in March due to the long lead time (24 weeks) for the centrifuge.
- OBSC Improvements – Championship Field 7 – A meeting was held October 23 to discuss permit submittals. Construction is expected to begin December 1.
- Bidding
 - Nova Community Park Underground Electric Utilities – The bid was awarded to Economy Electric at the September 18 City Commission meeting, contracts are being executed.
 - Landscape Renovations & Downtown Landscape Renovations – Bid was awarded to RJ Landscape Contractors at the October 15 City Commission meeting. Contracts are being executed.
 - 2019 Stormwater Rebuild – Bid award to JD Weber is on the November 5 Commission agenda.
 - Broadway/US1 Traffic Signal – A Joint Participation Agreement with FDOT has been executed, Tomoka Holdings has been sent the Developer's Agreement for final execution. Construction Bid and an RFQ for CEI services are scheduled for opening on November 7.
 - The Casements North Side Improvements and Carriage House – The project advertised on October 20, bids are due on November 20.
 - WTP Chemical Feed System Upgrades – Bid was awarded to McMahan Construction at the October 15 City Commission meeting. Contracts are being executed.
- Design Projects:
 - North US1 Water Main and Force Main Improvements – Plans are approximately 60% complete.
 - Fleming Ave Stormdrain Improvements – The 90% plans have been reviewed and comments returned to the consultant.
 - 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 soon.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – FDOT has completed review of the 60% plans for this project.
 - Stormwater Master Plan Update 2019 – The kickoff meeting was held on September 18.
 - Fleming Avenue Stormwater Pump Station – Comments were returned on the 60% plans.
 - 56 North Beach Street – The consultant has transmitted a feasibility report, a meeting is being scheduled to discuss these results.
 - Police Station/EOC Relocation Study – Consultant and staff had a site visit to Port Orange's facility on September 19.
 - North Peninsula Sewer Retrofit – Consultant is currently preparing a scope of work for the project.
 - Oak, Magnolia, & Bonita Sewer Retrofit – A scope and fee have been negotiated and a Work Authorization for engineering services will be a future agenda item for City Commission approval.

- Fiber Optic Connectivity - Staff is preparing documents for a solicitation for continuing services for the phased expansion of the City fiber optic network.
- Airport Road/SR40 Water Main Loop – A Work Authorization for design is scheduled for City Commission approval at the November 19 meeting.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Harvard Avenue directional bore, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Bovard Avenue directional bore, per AT&T request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for River Bluff Drive directional bore, per FPL request.
 - Created exhibit map showing location of proposed watermain along Airport Road and SR40.
 - Researched plats and completed sketch and legal description for 806 Cordova Avenue annexation request, per Planning Department request.
 - Researched electric plans for Riviera Park for Economy Electric.
 - Created and distributed North Beach Street road closure notice.
 - Created a PDF plan set showing existing trees, plotted a large format Irrigation Plan Set, and created an Exhibit, all for the Granada Median Landscape project.

Environment Management

Street Maintenance - Asphalt/Concrete

- Put recycle concrete down & compact on Vanderbilt Dr
- Poured 40x3 sidewalk on Vanderbilt Dr; stripped forms & backfilled
- Grinding sidewalk on Lewis St
- Poured park bench at Riviera Park
- Patch road on Wedgewood Ave
- Filled pothole on S Arbor Dr, Pinion Cir, Brookwood
- Fixed sidewalk at S Ormond Rec

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
- Removed dead tree and debris on Ormond Lakes Blvd; dead Oak at Nova Rec
- Trimming in Ormond Lakes Subdivision; the Trails; Shawnee Trl; vine over streetlight on Overbrook 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
- Installed car stoppers at Memorial Gardens

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

- Cleaned catch basins citywide
- Locates and basins citywide
- Pond mowing at Old Tomoka Rd
- De-littered ponds citywide
- Reach out on US1
- Gates & pumps, depression repair/mowing at Pergola PI lift station
- Lift station repair on Mainsail Circle
- Ditch spraying citywide
- Basin/outfalls inspected in Zone 1

Vactor

- Vac truck training at Fleet
- Vac-truck on Charleston Sq

Street Sweeping/Streetsweeper (sweeper down)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,072
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 10,340 gallons unleaded, 11,452 gallons diesel
 - Fuel used in one week: 1,875 gallons of unleaded and 489 gallons of diesel.
 - Fleet completed 41 work orders this week.

Utilities

- Projects Summary
 - Design & Bidding
 - Western Service Area Master Plan – City staff returned comments on 60% draft submittal. City responding to RAI's from consultant. 90% submittal targeted for November.
 - Secondary Raw Water Main – Plans are approximately 75% complete. 90% submittal anticipated in December.
 - North US1 Water Main and Force Main Improvements – Staff comments returned to consultant in October to make revisions. Target receiving 90% submittal in December.
 - Septic to Sewer Conversion for Oak/Magnolia/Bonita – Engineering design services will be placed on the City Commission agenda at a future date.
 - FDEP SRF Facility Plan for Septic to Sewer Funding – Work Authorization for Engineering services will be placed on the City Commission agenda at a future date.
 - Septic to Sewer Conversion on North Peninsula – Five firms submitted qualifications packages. Contract with top firm under negotiation. This item will be placed on the City Commission agenda at a future date.

- Holly Hill Reuse Interconnect – Scheduling installation of flushing hydrant in near future.
- Under Construction
 - WTP Elevated Water Tank Rehabilitation – Per contractor, strut replacement targeted for installation 10/30 and disinfection 11/4.
 - WTP Improvements (Lime Slaker and Sodium Hypo Upgrades) – Notice to Proceed (NTP) August 19, 2019. Long lead time to fabricate parts. Field construction work anticipated to begin in November after second precon (informal tailgate).
 - WTP Sludge Residuals Facility Improvements – Contracts executed. Preconstruction meeting held October 28. City to direct purchase centrifuge to save on taxes. Target NTP March 1, 2020, 180 day construction and final completion August 31, 2020.
 - WTP Chemical Feed Upgrade (Static Mixer) – Approved by Commission October 15. Contracts being executed and precon to be scheduled. Static mixer to be direct purchased by City to save on taxes.
 - WWTP Sludge Dewatering Improvements – Construction commenced. Bypass electrical plan approved. Progress meeting held October 31.
 - Storm & Sanitary Sewer Lining (3 year contract) – October 28-31 scheduled to be cleaned & televised VCP on Beach St. Slip lining to follow.
 - Breakaway Trails Reuse Storage Tank and Pumping Improvements – Tank substantially complete. Construction of pump station improvements under way. Staff exploring an option to keep one or both of the existing ground storage tanks in use for a few more years until additional storage can be planned, funded, designed and constructed.
- Substantially Complete
 - SCADA Integration Services (WTP/WWTP) – Substantially complete and in service.
 - WWTP Influent Pumps VFD Replacement – Substantially complete and in service. Final payment to be issued once punch list corrections accepted.
 - Breakaway Trails Yard Electrical and Lift Station Pump Upgrades – Substantially complete and in service. Final payment to be issued once punch list corrections accepted.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Substantially complete and in service. Contractor to correct punch list items (some on back order).
- SPRC Projects (Utilities Review)
 - Design
 - 170 N Nova Rd, Seven Eleven grease interceptor – Reviewed plans and requested revisions 10/28.
 - 875 Sterthaus Drive, Ormond Renaissance Condominium clubhouse modification – Phasing Plan approved.
 - 550 West Granada Blvd, Shoppes at Granada – Completed review & requested revisions.
 - 25 Riverside Drive, The Casements, Carriage House addition & site work – Revisions requested.
 - Hunters Ridge Force Main – Staff actively researching Contribution in Lieu of Construction (CILC) references to present to Legal & Finance in support of postponing construction. May require formal agreement and commission approval.
 - Under Construction
 - 1535 North US1, Dunkin Donuts – Precon scheduled for 11/6
 - 1057 Ocean Shore Blvd, Latitude Beach Club – Precon scheduled for 11/6
 - 26 North Beach Street, FUGU Restaurant – Precon held 10/23
 - 100 West Granada Blvd, The Pumhouse – Precon held 10/23
 - 520 West Granada Blvd, Modern Wash (Cloud 10 Car Wash) – Precon 10/9
 - 1190 Ocean Shores Blvd, Dunkin Donuts Lift Station – staff continue to respond to queries from contractor/engineer regarding acceptable materials (force main, valves, etc)
 - 101 Town & Country – FM work in ROW substantially complete. On-site private sewer collection system to be constructed.

- Huntington Green – DI sanitary sewer laterals issue has been resolved.
- Substantially Complete
 - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Water meter vault cut-sheet accepted (in writing) 10/16. Lift station power activated 10/17. Station site improvements being completed to make station accessible by Vector.
 - Pineland Subdivision – Homes under construction in Phase 1. No Certificates of Occupancy issued until completion of public improvements and subsequent acceptance by City.
 - Deerfield Trace (Water) – Received Water Distribution System clearance from DOH/VC on 10/28.

Water Treatment

- Delivered 40.85 million gallons for the week ending October 19, 2019 (5.84 MGD).
- Raw water average daily withdrawal rate from all wells through October 26, 2019 @ 6.83 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled ~32.4 wet tons of dewatered sludge (65 - 70% solids).
- Contractor hauled eight tanker loads of wet sludge, ~6000 gal each. 48,000 gal total
- Sludge Thickener is awaiting repair; delayed by getting quote from manufacturer.

Wastewater Treatment Facility (WRF)

- Domestic and Industrial Wastewater flow was 51.50 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 7.3 MGD.
- Produced 39.71 Million Gallons of Reuse for an Average Daily Flow (ADF) for weekly period @ 5.67 MGD.
- Produced 11.39 Million Gallons of Surface Water Discharge for an Average Daily Flow (ADF) for weekly period @ 1.63 MGD.
- Most recent annual period ADF Rates (October 1, 2018 – September 30, 2019) (MGD):
 - Influent 4.61 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.60 MGD (Permit 6 MGD);
 - Reuse 4.26 MGD (Permit 10 MGD)
 - 159.75 wet tons of dewatered residual solids (14% to 18% solids) were sent to processing facility.
- There was 1 fecal detection for the weekly reporting period. There are currently 3 out of 19 fecal coliform hits for the month with an 84% non-detection value; permit limit is 75% minimum. Sand filter #2 was put on-line with new sand on the 14th. SF #3 sand is being removed this week; sand replacement slated for late next week.

Water Distribution

- Responded to 22 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 12 calls for water service leaks.
- Replaced 8 broken meter boxes.
- Replaced 2 water services due to leaks or low pressure concerns.
- Performed maintenance/rebuild activities on 3 fire hydrants.
- Performed pressure testing on 11 City-owned BFP devices.
- Installed 2 residential new water services and meters.
- Repaired a 2" GSP water main leak on Silk Oaks Dr in Ormond-by-the-Sea.
- Completed all fire hydrant maintenance on the peninsula.
- Initiated fire hydrant maintenance schedule for the mainland, 13 fire hydrants checked in S. Beach St area.
- Replaced main line valve boxes destroyed by a contractor on Belle Vita Way.
- Repaired a broken permanent flushing device on Santa Ana Ave.
- Assisted a contractor with potable water shut down at 711 S Atlantic Ave.
- Assisted the utility locator with a locate at the Hand Ave RR crossing.

- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 110 regular and 3 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 16 trouble calls in the Breakaway/Hunters Ridge PEP System service area.
- Installed lid on valve box at 104 Grey Dapple Way.
- Replaced PEP control panel at 18 Meadow Ridge View.
- Rewired new PEP pumps at 39 Laurel Ridge Break, 18 Meadow Ridge View, 57 Westland Run and 18 Old Bridge Way.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 13 psi, Westland Run 24 psi Shadow Crossing Blvd. (4 inch) 10 psi.
- Replaced broken back lid and installed riser on Pep tank at 103 Tomoka Ridge Way.
- Installed new control panel at 23 Forest View Way.
- Crews responded to 5 trouble calls in the conventional system service area.
- Located C/O and TV'ed lateral at 241 N Yonge St. City side looks good. Customer's line is in poor condition. Customer notified.
- Attempted to locate sanitary lateral at 806 Cordova Ave. Will have to televise main to verify tap.
- Located all services at 7 Slow Stream Way for fence installation.
- Located all services at 59 Shadow Creek Way.
- Flushed 103 Hickory Hills Cir.
- Follow up TV at 35 Parkview Ln. Some grease but line is clear.
- Televised 1 lateral from PM list.
- Cleaning out Sand Filter #3 at Wastewater Treatment Facility.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 13 psi, Ocean Mist Hotel 0 psi, Ormond Mall 2 psi.

Reuse Distribution

- Responded to 2 reuse trouble calls.
- Reclaimed system is 100% open to avoid surface water discharge.
- Responded to reclaimed break at 955 Ginger Cir. Break was on Customer side. Customer informed.

Wastewater Plant – Lift Stations

- Sand Filter#3 – Called in by Operator on shift, influent gate stuck due to pressure of water against it, storm related flows, used crane truck to release.
- Cypress Place, returned bypass pump and hoses to waste water plant.
- Laurel Oaks, cleaned motor starters and replaced overload module.
- Responded to multiple storm related high level calls.
- 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

- Well 9D, replaced outside light photo cell and bulb.
- Orchard reuse storage tank, repaired broken junction boxes near equipment rack.
- 12% chlorine storage tank, removed unused piping and sealed connection with blind flange.
- Hypochlorite pump # 7, replaced failed motor and gearbox, returned to service.
- Hypochlorite pump # 4, repair pressure relief valves.
- 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 – Staff received latest revision of the renewal from the City’s consultant. The revision is currently being reviewed by staff for completeness prior to submittal to the FDEP.
- Volusia County Solid Waste Special Disposal – Staff received approval from the Volusia County Solid Waste Department to dispose of the waste in the filter dumpster. The dumpster is utilized by the sewer collections department to dispose of waste collect while cleaning the lines.
- Cross Connection Control Program Management Services Contract – Bid 2020-03 – Staff has notified many backflow testers on record of the change in vendor for the City. The testers will manually submit test reports until the conversion is complete. Staff continues to field calls from customers and BF testers concerning this transition.
- “No Wipes Down the Pipes” Campaign – Staff is formulating a public campaign to inform users of the City’s sewer collection system of the problems wipes cause in the system. The wipes labeled as “flushable” cause pumps in the system to bind and fail. The campaign will highlight the items that can go down the drain without causing issues.
- Florida Industrial Pretreatment Association Conference – Staff attended the Board meeting and general workshop of FIPA. Representatives from EPA Region 4 and the FDEP were among the speakers present.

Support Services/City Clerk

In addition to routine departmental activities such as overseeing the City Commission agenda packet process, including managing resolutions, ordinances, agreements, legal notices, and official documents; processing public records requests; transcribing minutes; managing elections; performing document imaging and records management; handling website administration; providing contract management; drafting proclamations; providing advisory board administration; assisting citizens and directing calls at City Hall; and providing administrative support and research services to other departments; the following occurred this week:

- Staff prepared materials for “Ormond Beach 2 Go!” at Bear Creek on Wednesday, October 30.
- City Clerk attended Claims Committee meeting on October 31.
- Agenda packet preparation and distribution for November 5, 2019, Healthcare Workshop and City Commission Meeting.