

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: August 2, 2019

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

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff
- Staff meeting
- Agenda packet review for August 7 City Commission meeting

Spoke to, attended and/or met with:

- City Commission Operating Budget workshop
- City Commission meeting
- Individual agenda review meetings with City Commission members
- Senior staff attended a meeting at the invitation of Commissioner Selby on septic to sewer
- Held Walk with the Manager, guest walker City Engineer Shawn Finley at Forest Hills Connector Trail.

**PIO – Public Information**

- Press Releases/Media
  - Fill the Fire Truck
  - Open Gymnastics
  - Budget Information
  - Media responses and interview coordination
  - Community Network creation
- Social Media
  - Reached 3,000+ Facebook followers bringing our cross-channel audience to almost 8,000
  - Leisure Services Award Recipients
  - Back to School Sales Tax Holiday
  - Hudson Technologies Highlight (lunar rover battery case)
  - Fight the Bite campaign continues #FightTheBite
  - Hurricane Prep campaign continues #OBprepares
  - Resident and local business highlights #OBproud
- Developing
  - Crisis Communications Plan for Emergency Preparedness
  - PSA campaign for reducing one-use plastics and promoting Code Red registration
  - Employee spotlight social media campaign
  - Updates to website for Ormond Beach Fire Department
- Attended
  - Weekly City Manager Staff Meeting
  - City Commission Meeting
  - Operating Budget Workshop

- State of the City Planning
- Budget Fact Sheet Planning
- Public Works Septic to Sewer Review
- Press Relations: Ormond Beach Observer Meeting
  
- Training
  - Code Red Training and Guidelines

## **Community Development**

### **Planning**

- Development related projects that are scheduled for the August 7, 2019 (Wednesday) City Commission are as follows:
  1. Downtown master plan update draft shall be presented to the City Commission at a City Commission workshop.
  2. First Amendment to the North U.S. 1 Interlocal Service Boundary agreement to include the Plantation Oaks subdivision, including any enclaves surrounding the subdivision.
  3. Notice of intent for the partial right-of-way vacations for (1) Magnolia Street, (2) Gower Street, and (3) Flagler Road. The right-of-way vacations are associated with the Stor-It RV and Boat, Phase 2 Planned Business Development.
  4. 2260 Airport Road, land use amendment. The proposed amendment seeks to change the existing "Public Institutional" (PI) land use to the "Suburban Low Density Residential" (SLDR) land use designation to allow the construction of one single-family dwelling unit
- Planning staff has received a variance application to be heard on August 7, 2019 by the Board of Adjustment and Appeals for the property at 171 Oak Grove Street. The property owner seeks to construct an 11' x 28' hard roof structure over an existing concrete patio requiring a variance of 4.7' to the required 20' rear yard setback for a final rear yard setback of 15.3. The agenda packet is at: <https://www.ormondbeach.org/218/Board-of-Adjustment-Appeals>.
- Items that are scheduled for the August 8, 2019 Planning Board meeting (<https://www.ormondbeach.org/224/Planning-Board>) are as follows:
  1. 906 North U.S. Highway 1, Window World. The project is under code enforcement action and is seeking to allow the outdoor storage through the Special Exception process.
  2. 71 Orchard Lane. A Land Development Code amendment to remove 71 Orchard Lane, a locally designated historic landmark from the City's adopted Historic Landmarks List.
  3. 99 Portland Avenue. Planned Business Development to expand the existing Stor-It RV and Boat to include Phase II consisting of construction of 106 Boat and RV storage parking spaces.
  4. Land Development Code amendment: amending Chapter 1, Article III, Section 1-22, Definitions of terms and words, adding an exemption to the definition of Tattoo Parlor for the application of permanent cosmetics exclusively for medical or dental purposes.
  5. Land Development Code amendment: amendment to Chapter 3, Performance Standards, Article IV, Sign Regulations, Section 3-47, Business premises signs, subsection(G), Electronic changeable copy signs, to allow electronic changeable copy signage for retail prices of gasoline that allows for such prices to be clearly visible and legible to drivers of approaching motor vehicles from a vantage point of any lane of traffic in either direction on a roadway abutting the gas station premises, consistent with Florida Statute 553.79(20) (a)(2), may be permitted by Special Exception
- Planning staff received a building improvement grant for the property at 100 West Granada Boulevard. The site contains a former gas station that is sought to be redeveloped for a retail use with a new building façade. It is anticipated that this item would be reviewed by the City Commission on September 18, 2019.
- Planning staff received an application for a mural application at 50 West Granada Boulevard for the rear wall, facing east and abutting the Ormond Garage project. The Ormond Beach Arts District Mural Committee shall review the application on Thursday, August 15, 2019 at 5:30 p.m. on the

Ormond Beach Training Room. It is anticipated that this item would be reviewed by the City Commission on September 18, 2019.

- The Monthly Development Report is available at <https://www.ormondbeach.org/247/Development-Projects>.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 343 inspections performed within the City (17 by Private Provider).
- 97 permits issued within the City, with a valuation of \$848,121.00.

Development Services

- The Site Plan Review Committee conducted the following pre-application meetings:
  1. FPL expansion on Sterthaus Drive. Pre-application meeting to discussion improvements for the existing FPL substation to improve reliability. Topics discussed include site access, buffers, and fencing.
  2. Lynnhurst Drive sewer improvements. Pre-construction meeting for sewer related improvements within Lynnhurst Drive in Ormond by the Sea.
  3. 86 Orchard Lane. Pre-application meeting for a potential lot split. Topics discussed include the required parcel size, connection to utilities and the need to locate specimen trees on-site.
  4. Riverbend school expansion. Pre-application meeting to discuss the process to expansion of the existing school. The project would require an amendment to the existing 2000 Special Exception with a neighborhood meeting, Planning Board review and City Commission action.
  5. 1345 North U.S. 1, Total Comfort. Pre-construction meeting on the approved project. An engineering permit was issued for the project and construction is scheduled to start.
- Projects under SPRC review include:
  1. 99 Portland Street, Stor-It Boat & RV Center, Phase 2. 3<sup>rd</sup> review. Expansion of Stor-It RV and Boat to include Phase II consisting of construction of 106 Boat and RV storage
  2. 220 North Nova Road, Ormond Beach Publix Remodel. 3<sup>rd</sup> Review. Demolition of the existing Publix and former CVS store buildings and parking lot. Construction of a new 48,387 SF Publix with associated site improvements.
  3. Security First Insurance Company Final Plat. 4<sup>th</sup> review. One lot plat of tract 18 of the Ormond Crossings development
  4. 209 Standish Drive, Release of Easement. 1<sup>st</sup> review. Review of a release of easement.
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	20%
Broadwater Bridge	30%
Cardinal Drive Beach parking	90%
Chase Bank	80%

Coolidge Avenue Office/Warehouse	15%
Granada Plaza sewer improvements	25%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Love's Travel Store	40%
Lucky's Market	99%
Oceanside Golf and Country Club (seating)	25%
Ormond Beach Surf Style	45%
Ormond RC, Building 1C	70%
Pineland Trail re-alignment	30%
Security First	88%
Shoppes on Granada, Phase 2	92%
Thomas & Betts parking improvements (Phase 1)	95%
Volusia Memorial Mausoleum	100%
WaWa	50%
Residential	
Cypress Trails subdivision	75%
Huntington Green	30%
Huntington Villas	50%
Pineland residential subdivision	75%
Deerfield Trace	20%

**Economic Development**

- Ormond Crossings
  - Security First Managers continues the construction of their office building.
  - Installation of off-site utility work along Broadway Ave. continues.
  - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 sf permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.

- Airport Business Park
  - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is nearing complete moving into the facility.
  - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
  
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
  - Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
  - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  - Staff continues participation in the Downtown CRA Master Plan update process.
  
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 36 companies have been visited.

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

##### Finance

- On-going Projects
  - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
  - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
  - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 100% of expenses have been submitted to FEMA for obligation review.
  - The City was obligated by FEMA for fifteen (15) hurricane Irma projects. To date the City has been reimbursed for fourteen (14) Project Worksheets totaling \$284,311.04.
  - Preparations for the Munis Phase 3, Utility Billing system are underway.
  - 2019-20 budget preparations are underway.
  
- Completed Projects - Weekly
  - Processed 33 Journal Entry Batches.
  - Approved 6 Purchase Requisitions totaling \$86,085.69.
  - Issued 22 Purchase Orders totaling \$129,055.37.
  - Prepared 140 Accounts Payable checks totaling \$247,239.44 and 37 Accounts Payable EFT payments totaling \$486,741.41.
  - Issued 444 past due notices on utility accounts.
  - Auto-called 176 utility customers regarding receipt of a past due notice.
  - Processed 359 payments through Interactive Voice Response System totaling \$36,949.08.
  - Grant money 2018-19 fiscal year-to-date total received, \$3.1 million dollars.
  - Prepared 375 Direct Deposits totaling \$512,392.88.
  - Transferred IRS 941 payment of \$169,320.91.

##### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

- Continue working with the Airport Manager to finalize the closeout of the FAA grant for the rehabilitation of Runway 8-26 (9-27) and the design of the Runway 9-27 extension and Taxiway A extension.
- Received notification (7/26/19) of Justice Assistance Grant (JAG) 2019 open cycle which ends with all applications due on August 23. The City's allocation is \$15,435. This item will be scheduled for the August 20 Commission agenda.
- Grant reimbursement requests to date for FY 18-19: \$2.6 million
- Other
  - Citizen Contacts
  - Completed weekly events calendar ad for Ormond Observer.
  - Updated/added website items as needed.
  - Completed Employee Newsletter for August 2019.
  - Attended weekly staff meeting.
  - Attended Operating Budget workshop.
  - Attended State of the City planning meeting.
  - Attended meeting with SJRWMD regarding the cost-share program for the septic to sewer conversion on the north peninsula.
  - Attended training: Community Planning for Disaster Recovery

#### Risk Management Projects

- WC training for new police officers
- Manage subrogation claims

#### Fire Department

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 7
  - Hazardous: 1
  - EMS: 83
  - Motor Vehicle Accidents: 6
  - Public Assists: 43
  - TOTAL CALLS: 142
  
  - Aid provided to other agencies: 5 Calls – Daytona Beach (2), Volusia County (3)
  - Total staff hours provided to other agencies: 21
  - # of overlapping calls: 36
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
  - Total EMS patients treated: 67
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 126
- Training Hours
  - NFPA 1001: Firefighting 96
  - NFPA 1002: Driver 6
  - NFPA 1021: Officer 13
  - NFPA 1500: Safety/Equipment 39
  - NFPA 1620: Preplanning 9
  - EMT/Paramedic 8
  - TOTAL TRAINING HOURS: 171
- Station Activities
  - Updated 15 pre-fire plans
  - Conducted 3 fire inspections
  - Held an Oath of Office ceremony for two new firefighters

- Significant Incidents
  - 7-27-19, 9:43 AM: 360 Coquina Ave. – Structure Fire – Engine 92, Engine 94, Tanker 94 and Battalion 90 assisted Volusia County – upon arrival found a single story residential home with smoke showing from roof – crews pulled ceiling and applied water to attic space where heavy smoke was located – origin of fire was a ceiling mounted light fixture – crews cleared scene at 11:16 AM.
  - 7-28-19, 8:11 PM: N. US1/N. Nova Rd. – Motor Vehicle Accident – Upon arrival found a single vehicle off roadway in wood line – vehicle was resting on passenger side and roof – one occupant transported and one fatality on-scene.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Maintenance Worker II (Streets & Roadside Maintenance/Public Works)
    - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
    - Office Manager (Support Services)
    - Part Time Maintenance Worker I (The Casements/Leisure Services)
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
    - Part Time Maintenance Worker II (Parks/Leisure Services)
    - Police Officer (Police)
    - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
  - Applications Under Review
    - Office Manager (Leisure Services)
  - Interviews Scheduled
    - Accreditation Specialist (Police)
    - Deputy City Engineer (Engineering/Public Works)
    - Permit Technician (Planning)
  - Background/Reference Checks/Job Offers
    - Maintenance Worker II (Streets/Public Works)
    - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
    - Part Time Recreation Leader (The Casements/Leisure Services)
    - Police Officer (Police)
    - Treatment Plant Operator C, B, A, or Trainee (Wastewater Treatment Plant/Public Works)
  - Separations
    - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
  - Employee Events
    - Wellness Plan HSA contribution opportunity: Non-tobacco use affidavits accepted through 12-31-19
    - Wellness Plan HSA contribution opportunity: Skin cancer screenings offered through 12-31-19
    - Wellness Plan HSA contribution opportunity: Wellness Action Team activities offered through 12-31-19

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 3 – Utility Billing – Project on schedule: working on mapping and configuring the new system conversion.

- Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
- IT Strategic Plan – Draft documentation review.
  
- Enterprise Infrastructure
  - iSeries system (HTE Sungard Naviline): None
  - Windows Servers: None
  - Networking System: None
  
- Work Orders
  - New: 20
  - Completed: 58
  - In progress: 39
  
- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 43,226
  - Inbound E-Mails Blocked: 24,482
  - Delivered Inbound E-Mails: 18,744
  - Quarantined Messages: 843
  - Percentage Good Email: 0%
  - Virus E-Mails Blocked: 3
  
- Notable Events: IT Manager attended the Florida Local Government Information Systems Association (FLGISA) 40<sup>th</sup> Annual conference last week. There he received his Certified Government Chief Information Officer (CGCIO) recertification through 2022, after completing 120 hours of continued professional development hours. At the conference, two special sessions were held in light of the recent ransomware attacks on local governments. Email security awareness, and an interactive discussion hosted by the FBI regarding the attacks at Lake City and Riviera Beach.
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 9
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 18
  - Information Requests from External Organizations: 3
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 2,672
  - Meters GPS Located this week: 0 : Total in system = 23,737; 22,926 potable, 800 Irrigation, 11 Effluent

## **Leisure Services**

### **Administration**

- Staff meeting
- Public Works meeting
- City Manager's meeting
- Park visits
- Janitorial Services meeting
- Summer camp visits
- Ames House lease agreement meeting
- City Commission Operating Budget Workshop
- City Commission meeting
- 56 North Beach Street Reuse Plan Review
- HR meeting



- Holiday Events meeting
- Bethune Cookman meeting
- Quality of Life Board 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
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

#### Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- EDC summer hours continued this week with the facility open Tuesday to Friday from 3 pm to 5 pm and Saturday 10 am to 4 pm.
- Enviro Camp was held at the EDC Monday to Friday from 9 am to 3 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.
- SHS Baseball continued summer practices on Monday and Thursday evenings at 6 pm at the Sports Complex. Practices run through August 1.
- SHS Cross Country practices were held at the Sports Complex Monday through Friday.

#### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged Osceola Elementary and South Ormond Fields

#### 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 event:
  - Volusia County Drug Court Graduation, Wednesday, 10 am to 11:30 am

#### South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym
- Pavilion rental Saturday
- Youth basketball practice, Wednesday and Saturday
- Summer Camp, Monday through Friday, 7:30 am to 5:30 pm

- Florida Summer BreakSpot Food Program

#### Community Events

- Weekly administrative tasks, office work, meetings and activities
- Assisted with City Commission Workshop meal
- Cleanup and organization of supplies and equipment in the Community Events storage areas (ongoing)
- Assisted with Walk with the Manager, Friday, August 2
- Planning of Kids' Reel in the Fun fishing tournament scheduled on Saturday, September 7
- Preliminary planning tasks and assignments for State of the City luncheon

#### Gymnastics

- August session in progress
- August registration is open
- Training of new Rec Leader
- YMCA Day Friday

#### 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.
- Summer Basketball league games took place Monday through Friday 2 pm to 4 pm.
- Summer Volleyball Program continues on Tuesday and Thursday.
- City's Basketball Clinic was held Monday through Thursday.
- Camp T-Rec counselors worked to clean up from summer camp.

#### The Casements

- Free tours were held at The Casements on Saturday at 9:30 am and 10:30 am and Monday through Friday on the hour at 1 pm, 2 pm and 3 pm. Self-guided tours are available during regular business hours.
- Pilates took place on Monday and Wednesday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am to 11:30 am.
- Clare Radigan's Art Exhibit strike took place at The Casements on Monday.
- Enviro Camp Week 8 "Take Two!" took place Monday-Friday from 9 am to 3 pm.
- Marian DeVore art exhibit installation took place on Tuesday and the opening reception is taking place in The Casements Gallery this evening from 6 pm to 8 pm.
- The Casements Camera Club held a meeting at The Casements on Thursday from 7 pm to 9 pm.
- Movies on the Halifax "Incredibles 2" is scheduled for this evening at 8:30 p.m. in Rockefeller Gardens.

#### Parks Maintenance

- Citywide park cleaning and inspections
- Cleaning and posting of reservations at pavilions
- Pick up and dispose of wood replaced from the Boardwalk Trail
- Installed new park bench at Riviera Park
- Detailed Andy Romano Beachfront Park Monday and Tuesday morning
- Dug and formed the location for the new park bench at Riviera Park
- Removed cracked backboard at South Ormond Neighborhood Center
- Training new employee
- Repaired loose stones in Rockefeller Gardens

### 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
- Installed new faucet at Cassen Bait Shop
- Repaired pistol range exhaust fan at the Police Department
- Repaired the A/C pan leak over the staff room at Andy Romano Beachfront Park
- Reinstalled the stove, cook top and sink at The Casements after the new countertop installation
- Repaired the leaking toilet at Andy Romano Beachfront Park
- Repaired shower tower push valves at Andy Romano Beachfront Park
- Replaced the door handle for at Andy Romano Beachfront Park
- Demolished existing piping and electrical to allow for the installation of new cabinets in the Public Works kitchen
- Checked ceiling tiles at Nova Community Center
- Troubleshoot and repaired the Finance door; code was not working
- Located and repaired the two-inch water feed line to the Nova Community Center
- Training new employee
- Replaced lights at Vining Court
- Replaced cord reel at Fire Station 91
- Replaced wire for two poles on Granada
- Installed LED lights in City Hall reception area
- Installed four data ports in Finance area
- Replaced capacitor in Arroyo fountain
- Removed cubicle in Planning for remodel
- Repaired fan for incoming air at Police Department pistol range
- Repaired taxiway lights at the Airport
- Removed electrical in the Public Works breakroom for remodel

### Police Department

#### Administrative Services

- Staff member walked Old Kings property with City staff
- Staff attended Crime View Presentation
- Staff attended Neighborhood meeting with residents of Dix and Highland Avenue.
- Staff attended the Volusia/Flagler Police Chief's meeting.
- Staff attended City Manager Staff Meeting
- Staff hosted meeting with American Martial Arts
- Staff Attended City Commission Meeting

### Community Outreach

- Six (6) members of the Youth Leadership Council (YLC) went to see the Lion King on Tuesday, July 23 as their fun outing for the month.
- The next service project for the YLC will be assisting on August 6 at National Night Out.
- OBPAL Basketball practice was held for the boys' basketball teams on Monday and Friday last week. Twenty-three (23) boys attended practice at the South Ormond Neighborhood Center.
- On Wednesday, seven (7) girls attended practice at the South Ormond Neighborhood Center.
- The OBPAL summer science, summer art, summer tutoring and summer computer lab classes concluded last Wednesday. An average of 60 children in grades 1 – 4 participated in the classes each week. One hundred children and chaperones attended the OBPAL SeaWorld field trip on Thursday, July 25.
- The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 9, 2019. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson. For more information on Golfing for Youth please call OBPAL at (386) 676-3505.

#### Community Services & Animal Control

- Animal calls responded to : 33
- Animal Bites: 0
- Animals Reports: 3
- Animals to Halifax Humane: 4 (Dogs: 1 Cats: 3)

#### Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 7
- Inactive: 4
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 4
- Larceny Car break: 5
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 1
- Police Information: 8
- Vandalism: 1
- Baker Act: 1

#### Records

- Walk - Ins / Window: 91
- Phone Calls: 103
- Arrest / NTA'S: 18
- Citations Issued: 180
- Citations Entered: 163
- Reports Generated: 122
- Reports Entered: 110
- Mail/Faxes/Requests: 24
- CORF Entered: 87
- Trespass Warnings Entered: 19
- Warnings Issued: 69

#### Patrol

- Total Calls: 1,302
- Total Traffic Stops: 255

#### Operations

##### Crime Opportunity Report Forms: 38

- 07/24/19
  - Burglary- Residence, 873 Peninsula Drive. An unknown suspect stole a black BMX style bicycle from the open garage at this location.
  - Stolen Bicycle, 398 South Atlantic Avenue (Aliko Plaza). An unknown suspect stole the victim's silver mountain bike.
  - Shoplifting-Arrest, 1521 West Granada Boulevard (Walmart). Male Subject stole \$153.81 in merchandise from this location. The offense was witnessed by loss prevention. Suspect fled on foot from loss prevention and was later apprehended by police.

- Domestic Battery Arrest, 29 Chippingwood Ln. The suspect allegedly threw glass objects at and scratched her boyfriend.
  - Armed Robbery-Carjacking, 1657 North United States Highway 1. Victim advised he was approached by two males asking for a cigarette and then one of them pulled a gun on him. The two males jumped into the victim's rental vehicle and fled the area.
  - Battery Arrest, 250 East Granada Boulevard (CVS). Male suspect got into a verbal argument with the store manager. During the argument, he spit in the manager's face.
  - DUI Arrest, 1 South Beach Street (Cassen Park). A report of a reckless driver came out. The vehicle was located at this location. Driver was contacted and found to be intoxicated.
  - DUI Arrest, 374 South Atlantic Avenue. Traffic stop conducted for unlawful speed. Driver was found to be intoxicated.
  - Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Contact was made with subject at this location in reference to her having a possible open warrant.
- 07/25/19
    - Auto Theft, 8 Ramsey Terrace. Female subject stole her brother's pickup. Subject was observed in Debary by VCSO, in the victim's vehicle.
    - Aggravated Battery/Person 65 or Older, 170 North Center Street (Coquina Center). Occurred sometime over the past month. The victim reported that an unknown staff member grabbed her wrist. DCF was contacted and will be taking a report.
    - Theft, 266 North Yonge Street. An unknown suspect stole the victim's pink iPhone 6 Plus. The phone was in a gold case.
    - Stolen Tag Arrest, Fleming Av/South Nova Rd. A white Toyota Camry conducted a traffic violation. The vehicle was located at 700 South Nova Road (Speedway) with a stolen tag attached.
    - Domestic Violence Battery Arrest, 170 West Granada Boulevard (OBPD). Female suspect turned herself in reference to the Domestic Violence Battery Affidavit OBPD had on her.
    - Narcotics Arrest, 1000-Block South Nova Road. A traffic stop was conducted and contact was made with the driver. A search of his vehicle was conducted and a syringe was located.
    - Traffic- Arrest, 690 South Nova Road (7Eleven). A traffic stop was conducted and contact was made with the driver. He was found to be knowingly driving on a suspended driver's license. He was also found to be on probation.
    - Warrant- Arrest, 690 South Nova Road (7Eleven). A traffic stop was conducted and contact was made with passenger. She was found to have an open Felony Warrant out of Brevard County
    - Warrant- Arrest, Arroyo Parkway/Tennessee Terrace. Contact was made with male subject who was found to have an open warrant.
  - 07/26/19
    - Theft, 530 South Center Street. The victim reported that she noticed that the decal was removed from her scooter's tag.
    - DUI, N. Ridgewood Ave/New Britain Ave. Male stopped for traffic violation and found to be driving while intoxicated.
  - 07/27/19
    - Resisting without Violence Arrest, 1905 Linda Avenue. Theft suspect located and during apprehension she resisted the officer. She was also discovered to have a warrant for her arrest.
    - Retail Theft Arrest, 353 West Granada Boulevard (Winn Dixie). Male subject stole \$564.63 worth of beer. Male was confronted outside of the store by store personnel and fled on foot. Male was located by the police and found to also have drug paraphernalia on his person.
    - Carbreak, 23 Caladium Drive. Tool box removed from bed of pickup truck which had an enclosed cover on it (unlocked). Vehicle was parked in the public parking area of Southern Pines.

- 07/28/19
  - Domestic Violence-Battery Arrest, 735 South Nova Road. The reporting person advised that an adult male and female were in an altercation in front of the business. Witness said that the male grabbed the female by the neck. Investigation showed the male and female are in a relationship and reside together.
  - Fatal Crash, 900 block North United States Highway One. Southbound vehicle ran off of the roadway and rolled over. A passenger in the vehicle died at the scene.
  - Narcotics Arrest, 100 Block Lynwood Lane. Male subject found in possession of drugs and drug paraphernalia.
  
- 07/29/19
  - Shoplifting, 101 East Granada Boulevard (Lucky's Market). Occurred this afternoon at approximately 13:32. The reporting party reported that an unknown female suspect stole an unknown amount of groceries. She left the area in a white Mercedes.
  - Sex Offense, 175 Interchange Boulevard (Baymont Inn & Suites). The victim reported they were victimized by a known subject at this location.
  - Burglary-Residence, 147 Bosarvey Drive. While the victim was on vacation, the house sitter discovered the victim's scooter to be stolen.
  - Carbreak, 1634 N Us Hwy 1 (Super 8 Motel). The victim had a pair of Nike slides stolen from the back of their vehicle.
  - Carbreak, 2 Sunshine Boulevard (1st Place Team Sales). \$30 in gas missing from company vehicle (Chevrolet Van). Appears to have been siphoned from gas tanks.
  - Carbreak, 2 Sunshine Boulevard (1st Place Team Sales). \$30 in gas missing from company vehicle (Audi). Appears to have been siphoned from gas tanks.
  - Vandalism, 331 Forest Hills Boulevard. The victim's vehicle was shot numerous times with a BB gun.
  
- 07/30/19
  - Domestic Violence Battery Arrest, 4 La Jolla Court. Female subject was arrested for battery to male co-habitant.
  - Shoplifting, 1458 West Granada Boulevard (Bealls). Female suspect fled from loss prevention, and was later located by the police. Subject later fled from police. Additional charge of Fleeing & Eluding to be submitted.
  - Fugitive Arrest, 73 South Capri Drive. Male subject with violation of probation warrant located at this address.
  - Carbreak, 440 North Nova Road (Nova Rec). Forced entry to driver's side window. Louis Vuitton purse and contents stolen.
  - Warrant- Arrest, 1208 Northside Drive. Male subject with a warrant contacted at this address.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 103
  - Number of Uniform Traffic Citations Issued: 97
  - Number of Written Warnings Issued: 133
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 4
  - Number of Crashes with Injuries: 10
  - Number of Crashes with Serious Bodily Injury: 0
  - Number of Fatal Crashes: 1

#### Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 5 Cases initiated

- Zone 2: 17 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 2 Cases initiated
- 2 signs have either been removed or sign cases created.
- 8 tree removal permit requests
- Administrative staff assisted with four (4) walk-in's and sixty-three (63) telephonic inquiries.

## **Public Works**

### **Airport Operation and Development**

- Staff continues to work with the Orlando Airports District Office of the FAA to finalize project closeout documents for the projects to rehabilitate Runway 9/27 and design extensions of Runway 9 and Taxiway Alpha. These closeout documents pertain to the federal grant which provided 90% of the funds for these projects.
- Staff participated in a conference call with representatives from the FAA's Orlando Airports District Office regarding the planned construction phase of the project to extend Runway 9 and Taxiway Alpha.
- The next meeting of the Aviation Advisory Board will be held on Monday, August 5<sup>th</sup> at 7:00 p.m. The meeting will be held in the City Hall Training Room.
- Staff and personnel from Economy Electric successfully repaired another minor malfunction of Gate 9.
- Work to be performed under contract with the FAA to install upgrades to certain mission critical systems at the air traffic control tower has been postponed. The FAA has instructed their contractor to revise the placement of certain components to ensure compliance with local codes and regulations.
- Staff is in receipt of the FAA's official confirmation letter regarding the successful 2019 federal inspection of the airport's automated weather observing station (AWOS).

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - Ormond Crossings Utility Extensions – The construction is complete.
    - Storm and Sewer Lining – Phase 2 – The Contractor is currently cleaning the storm and sewer lines.
    - Water Plant Upgrades – A pre-construction meeting was held on July 22.
    - 2019 Roadway Resurfacing – The contractor has completed the concrete work. The asphalt is expected to be installed this month.
    - Force Main Repairs – Work at Granada Plaza is waiting on the site contractor to complete the private pump station.
    - Breakaway Trails Storage and Pumping Improvements – The contractor has commenced demolition of non-tank structures; work continues on the construction of the tank.
    - Cassen Park Public Dock and Breakwater – The contractor installed the wooden dock from the shore to the point of where the gangway extends to the concrete dock. Next will be the framing for the dock portion.
    - WWTP Sludge Dewatering Improvements – A pre-construction meeting was held on May 16. Material submittals are being reviewed.
    - CDBG Ames Parking Improvements & CDBG Landscape Renovations – A pre-construction meeting was held on July 17. A Notice to Proceed will be issued with a start date of September 9.
    - HVAC Replacements – City Hall, SONC, The Casements – Bid was awarded at the May 21 Commission meeting, contracts have been executed, and a pre-construction meeting was held on July 24.

- Bidding
  - Granada Median Landscape Improvements (Orchard Street to I-95) – The apparent low bidder is RJ Landscape Contractors, Inc. Bid award is scheduled for the August 20 City Commission meeting.
  - Memorial Gardens Retaining Wall Improvements – The apparent low bidder is DSR Construction, Inc. Bid was awarded at the July 30 City Commission meeting.
  - Nova Community Park Underground Electric Utilities – Bids were opened on June 12, no bids were received. The project was re-advertised on July 14, bid opening was on July 30.
  - Landscape Renovations & Downtown Landscape Renovations – The project was approved for bidding at the July 30 City Commission meeting, and will be advertised on August 4.
  - WTP Sludge Residuals Facility Improvements – Bids were opened on July 10, and the apparent low bidder is SGS Contracting Services. Bid award is scheduled for the August 20 City Commission meeting.
  
- Design Projects:
  - North US1 Water Main and Force Main Improvements – Survey work is in process for the Force Main portion of the project. A project coordination meeting was held on July 25.
  - Fleming Ave Stormdrain Improvements – The 90% submittal is expected this month.
  - Wilmette Avenue Pumping – Staff followed up with Army Corps of Engineers (ACOE), and are awaiting decision on permitting.
  - OBSC Improvements – Championship Field 7 – An ECHO grant application was approved by Volusia County. Grant contract documentation is in process.
  - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated in August.
  - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements - 30% design plans were submitted to FDOT for review.
  - The Casements North Side Improvements and Carriage House – Design is in process for the drainage improvements and the Carriage House expansion.
  - Stormwater Master Plan Update - 2019 – The award for design was approved at the July 30 commission meeting.
  - Fleming Avenue Stormwater Pump Station – The preliminary design report and 30% plans were received on 7/31.
  - 56 North Beach Street – Conceptual plans have been submitted for staff review.
  - Police Station/EOC Relocation Study – A project update meeting was held with the Consultant.
  - North Peninsula Sewer Retrofit – Staff is preparing an RFQ for City Commission approval at the August 7 meeting.
  - Oak, Magnolia, & Bonita Sewer Retrofit – Staff is negotiating a scope of work and fee with a Continuing Contract Consultant for survey and design.
  
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - Surveyed Granada Plaza for a future water main replacement project.
  - Located Fire Station 92 & 93 HVAC plans, per Building Maintenance request.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Finish prep on driveway, forming up and back filling dirt on Kenilworth; concrete pour; finish prep on driveway; pull forms and backfill; finishing prep for concrete
- Asphalt patch on John Anderson Dr; Harvard & Marvin
- Trimming on Dix Ave, Highland, Ridgewood
- Prep & form up for concrete and cut out concrete at Nova Rec
- Prep work for pour at PW Shop



#### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming citywide
- Trimmed around Soccer nets at Airport Sports complex

#### Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

#### Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Fabricating school zone time signs
- Installed lettering on information office door at City Hall
- Installed 4-way stop signs at Central & S Washington

#### Stormwater Maintenance

- Reach out mowing on Arroyo Pkwy, SR40
- Locates & basins cleaned Citywide
- TV'd storm line at Marvin & Harvard
- FDOT pond mowing on SR40
- Hot spots citywide
- Filled depressions on Knollwood Estates
- Pipe repair on Brookwood Ct
- Locates and basins inspected and cleaned
- Ditch spraying citywide
- Ditch maintenance on SR40
- Outfalls inspected and cleaned on Old Kings & Queen Ann Ct

#### Street Sweeping/Streetsweeper

- 137 miles of road cleaned
- 36 cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 22,241
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0

- Quick Fleet Facts:
  - Fuel on hand: 9,462 gallons unleaded, 11,095 gallons diesel
  - Fuel used in one week: 2,138 gallons of unleaded and 927 gallons of diesel.
  - Fleet completed 39 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Reuse Storage and Pumping Improvements – Reuse ground storage tank construction ongoing.
  - Breakaway Trails Yard Electrical and Pump Upgrades – Generator and automatic transfer switch start-up completed July 30.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Ashford Lakes pump control panel and RTU submittals have been approved by the engineer. Control panel and RTU delivery scheduled for August 29.
  - SCADA Integration Services – WTP operator training scheduled for the week of August 12.
  - Shadow Crossings Reuse Pump Facility Upgrades – Value Engineering (VE) comments sent to the engineer.
  - WTP Elevated Water Tank Rehabilitation – Tank painting scheduled to be completed August 16. The contractor is marking the tank facing directly towards the Granada Bridge.
  - WTP LPRO Membrane Replacement – Membrane replacement complete, acceptance testing scheduled for August 5.
  - WTP Lime Slaker and Sodium Hypo Upgrades – A pre-construction meeting was held on July 22.
  - WTP Sludge Residuals Facility Improvements – Bids were opened on July 10 and the apparent low bidder is SGS Contracting Services. Bid award is scheduled for the August 20 City Commission meeting.
  - WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – SCADA network addresses provided to the contractor for final VFD #2 programming.
  - WWTP Sludge Dewatering Improvements – Equipment submittals are under review.
  - WWTP Grit Removal and Disposal Services – Contractor is scheduled to start grit removal on July 31.
  - WWTP Chemical Storage Building – Needs new purlins and skin.
  - WWTP Sand Filter Effluent Channel – Staff is fabricating water jets in lieu of pursuing purchase of mixer to mitigate impacts of algae.
  - WWTP Chlorine Contact Basin – On 7/23 received PO for two mixers needed to mitigate impacts of algae and fecal “hits” in sampling of effluent. The first is expected for delivery July 30; staff will then install.
  - Force Main Repairs – The work at Spanish Water & A1A as well as at Laurie Drive & A1A has been completed. Work at Granada Plaza is waiting on the site Contractor to complete the private pump station.
  - Granada Plaza 2” Galvanized WM Replacement – Surveying was completed on July 26.
  - Holly Hill reuse interconnect – Scope includes operating protocol and construction plans for metered interconnect in vicinity of Holly Hill Dog Park on Alabama Avenue, enabling Ormond Beach to receive reclaimed water from Holly Hill. It will require an interlocal agreement.
  - Western Service Area Update to the Utility Master Plan – A proposal has been scoped and consideration is scheduled for the August 7 City Commission meeting.
  - FDEP SRF Facility Plan for Septic to Sewer – A proposal has been scoped and consideration is scheduled for the September 18 City Commission meeting.
  - Septic to Sewer Conversion on North Peninsula – SOQ finalized. Disposition item authorizing SOQ tracking to Commission for consideration at August 7 meeting after CIP discussion and vote.
  - The following proposals for design services has been requested:
    - Septic to Sewer Conversion for Magnolia/Oak/Bonita
    - Airport Road/Granada Avenue Water Main
    - South Beach Street Water Main Replacement

#### SPRC Projects (Utilities Review)

- Pineland Subdivision – Reviewed and approved sanitary sewer videos.
- 220 North Nova Road, Ormond Beach Publix Remodel – Reviewed plans and provided comments.
- Project Schedule for SPRC July 31 meeting:
  - Pre-application for Sterthaus Drive, FPL Substation Improvements
  - Pre-construction for Lynnhurst Drive, Sanitary Sewer Replacement
  - Pre-construction for 1345 N. US1, Total Comfort Site Plan, Phase 1
  - Pre-application for 86 Orchard Lane, Lot Split
  - Pre-application for 2080 W Granada Blvd, Riverbend School Addition 762 South Atlantic Avenue, Go Juice – Under review as of July 31<sup>st</sup>.
- 1001 Broadway, Security First Lift Station – latest Lift Station start up scheduled for Friday, August 2
- South Beach Street, Riviera Park Parking Lot Improvements – Scheduled for discussion August 7

#### Water Treatment

- Delivered 44.50 million gallons for the week ending July 27, 2019 (6.36 MGD).
- Backwashed 12 filters for a total of 685,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 27, 2019 @ 6.91 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled 97.2 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Contractor working on Plant Elevated Tank.
- #3 and #4 reverse osmosis trains loaded with new membranes. Awaiting bacteriological testing.
- Operators flushed hydrants: 90,000 gallons.

#### Wastewater Treatment

- Domestic and Industrial Wastewater flow was 32.68 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.67 MGD.
- Produced 32.68 Million Gallons of Reuse.
- Produced 0.0 Million Gallons (NOD) of Surface Water Discharge.
- Most recent annual period ADF Rates (July 1, 2018 – June 30-, 2019) (MGD)):
  - Influent 4.66 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.95 MGD (Permit 6 MGD);
  - Reuse 4.18 MGD (Permit 10 MGD)
- Hauled 77.49 wet tons of dewatered residual solids (14% to 18% solids)
- Current weekly sludge hauling ending 7-25-2019
- 4 trailer loads of treated sludge went to processing facility.
- There were 17 fecal hits last week out of 17 samples.
- There have been a total of 23 hits out of 38 as of 7/26/19.
- We are currently 39% non-detected for the month, for the data we have available.

#### Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 8 calls for water service leaks.
- Installed 5 new residential water services.
- Replaced 30 broken meter boxes.
- Replaced 3 water services due to leaks or low pressure concerns.
- Performed accuracy testing on 8- 2" commercial water meters.
- Replaced 5 water meters due to work orders from Finance Dept.

- Continued yearly fire hydrant maintenance activities in Ormond-by-the-Sea. Performed maintenance on 51 fire hydrants.
- Performed pressure testing on 8 city owned BFP devices, 2 of which needed repairs.
- Replaced the valve and solenoid for the temporary automatic flushing device place on the fire hydrant located at 740 S. Beach St.
- Assisted plumbing contractor with fire line shut down to repair a leak at 147 E. Granada Blvd.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 93 regular and 4 emergency utility locates for the previous week.

#### Wastewater Plant – Lift Stations

- VTSCADA, validate lift station alarms and operation, troubleshoot and repair as needed.
- Breakaway Trails, installed new 480 volt pump at #2 Position and pulled power leads through conduit to new power junction box, repaired #2 guide rail brackets.
- Influent VFD #2, contractor on site for programming and SCADA integration, this attempt was a failure, startup will be rescheduled.
- SCADA monitor/response: Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

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

- Aurora Backwash Transfer pump scheduled for removal and evaluation on Wednesday 7/31/19.
- Well 4D, began troubleshooting of remote operation.
- Breakaway Trails, continuing to troubleshoot nonfunctioning reuse system levels and pressures.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed Operational Checks at various locations.

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

- Water Treatment Plant Sanitary Survey Update – Staff provided the Volusia County Health Department an update to activities related to the latest Sanitary Survey Inspection as requested by the Department. Most items are complete or substantially complete.
- Additionally, staff performed an internal inspection of the raw water production wells in advance of an official inspection by the VCHD. The wells were overall in fair condition, most need general maintenance such as new paint, weed removal and swept out. Staff will continue to fit in this work as workload permits.
- Cross Connection Control Data Management – The CCC data management contract will expire at the end of the year and staff is proceeding with an RFP for a new contract. The contractor provides the City with reports and real time data of backflow device testing compliance of the over 2,000 devices in the City's potable water service area.
- Additionally, staff continues to update the backflow device database information to provide the most accurate compliance rate. The compliance rate is currently 87%.
- WWTF Permit Renewal – The Utility sampled one of the reuse monitoring wells for submittal with the permit renewal application. The full drinking water analysis is required annually.
- Industrial Pretreatment Annual Inspection – Staff received notice from the FDEP about an upcoming inspection of the Pretreatment program. The inspection will be conducted over two days (August 6 & 9, 2019). Staff is preparing the documents requested by the FDEP for the inspection.
- Industrial Pretreatment Permitted Facility – Staff is reviewing the Industrial and Hazardous discharge manifest of a permitted facility to ensure compliance.

#### Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging,

proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for July 30, 2019, Operating Budget Workshop and City Commission Meeting
- Agenda packet preparation and distribution for August 7, 2019, Downtown Master Plan Workshop and City Commission Meeting