

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 4, 2019

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

City Manager

Reviewed and prepared with staff as follows:

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

Spoke to, attended and/or met with:

- King of the Grill
- Individual agenda review meetings with commission members
- Senior staff and Terri Lowery of Jones Edmunds
- City Commission meeting
- United Way site visit at PACE Center for Girls
- Herbert M. Davidson dinner honoring the Lohman's
- FPL representatives Linda Webster and Don Kiselewski general discussion on Ormond Beach

PIO – Public Information

- Press Releases/Media
 - Misc. citizen contacts and inquiries
 - Media contacts and questions
 - Interview scheduling
- Social Media
 - Mary Margaret and Ed Kelley Dog Park
 - Holiday Parade Announcement
 - Public Safety: New Stoplight Announcement
 - Florida League of Cities Article
 - New Phone Law
 - One Less Campaign Kick Off
- Attended
 - King of the Grill
 - City Manager Staff Meeting
 - Mayor's Health and Fitness Challenge Meeting
 - Various meetings for State of the City
 - Mondays with the Mayor Meeting
- Developing
 - One Less School Campaign
 - Mondays with the Mayor Event Series

Community Development

Planning

- The monthly development report is available at: <https://fl-ormondbeach2.civicplus.com/247/Development-Projects>
- The October 2, 2019 Board of Adjustment and Appeals heard and approved two cases as follows:
 1. 185B Cardinal Drive: Request for a side yard setback of 8.3' for a hard roof screened room, requiring a side yard variance of 11.7' from the required 20' setback to the side property line (from the September 4, 2019 canceled meeting).
 2. 427 North Beach Street. Re-establishment of a previously approved variance that expired for a waterfront calculated rear yard setback. The variance application seeks a waterbody rear yard setback of 135', which requires a 39.17' variance to the calculated waterbody setback standard.
- The October 10, 2019 Planning Board (<https://fl-ormondbeach2.civicplus.com/224/Planning-Board>) has the following items:
 1. Comprehensive Plan land use changes related to the first adopted North U.S. 1 Interlocal Service Boundary Agreement (ISBA).
 2. Comprehensive Plan text amendments as follows:
 - a. Amend policies within Objective 1.11., Joint Planning Areas, of the Intergovernmental Coordination Element of the Comprehensive Plan, to incorporate the land area from the adopted First Amended Interlocal Service Boundary Agreement (ISBA).
 - b. Amend Objective 9.1., North US1 MSA Planning, Development and Administrative Authority, of the Future Land Use Element of the Comprehensive Plan to incorporate the land area from the adopted First Amended Interlocal Service Boundary Agreement.
 - c. Amend the table within Objective 9.1., North US1 MSA Planning, Development and Administrative Authority, of the Future Land Use Element of the Comprehensive Plan to establish the density and floor area ratios for the land area from the adopted First Amended Interlocal Service Boundary Agreement.
 - d. Amend Figure 11, North US 1 Municipal Service Area Map of the Future Land Use Element of the Comprehensive Plan to include the land area from the adopted First Amended Interlocal Service Boundary Agreement.
 - e. Amend Table 6 – Future Roadway Functional Classification and Figure 1- Long Range Traffic Circulation Map of the Transportation Element of the Comprehensive Plan to add Plantation Oaks Boulevard as a Major Collector roadway.
 - f. Add a policy within Objective 1.5., Growth Management, of the Utilities Element of the Comprehensive Plan to state that the 15 acre property at the northwest corner of Airport Road and West Granada Boulevard shall be used for utility purposes per the city's Utility Master Plan.
 - g. Add a policy within Objective 1.8., Conservation, of the Recreation and Open Space Element of the Comprehensive Plan to state that the West Ormond Park of 38 acres, located at the northeast corner of Airport Road and West Granada Boulevard should be utilized as a natural resource park allowing passive recreation.
 3. A Land Development Code amendment adopting and enacting a recodified Land Development Code for the City of Ormond Beach, as published by Municipal Code Corporation, consisting of Chapters 1 through 4, each inclusive.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 389 inspections performed within the city (24 by private providers).
- 96 permits issued within the city, with a valuation of \$678,489.

Development Services

- The Site Plan Review Committee met with the project engineer and contractor with the Ormond Renaissance Condominium project to provide an update on the project. Work continues on the first multi-story building with completion projected in spring of 2020.
- Projects under SPRC review include:
 1. 1280 North U.S. Highway 1, S.R. Perrott expansion. 2nd review. A building expansion of 49,697 square feet and associated parking.
 2. 1345 North U.S. Highway 1, Total Comfort. 1st revision to the approved site plan. Revision of west building, relocation of lift station, and two gas tanks and driveways.
 3. 1190 North U.S. Highway 1, Edgewell Loading Dock - North End. Site plan to add a new loading dock.

Project	% Complete
101 Town & Country Lane	0%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	40%
Broadwater Bridge	55%
Coolidge Avenue Office/Warehouse	15%
Dunkin Donuts, 1190 Ocean Shore	Pending
Extended Stay America	Pending
Granada Plaza sewer improvements	60%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Lynnhurst sewer improvements	0%
Oceanside Golf and Country Club (seating)	50%
Ormond Beach Surf Style	80%
Ormond RC, Building 1C	65%
Pineland Trail re-alignment	50%
Salty Church	0%
Security First	88%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	5%
WaWa	80%

Residential	
Cypress Trails subdivision	80%
Huntington Green	50%
Huntington Villas	50%
Pineland residential subdivision	75%
Deerfield Trace	40%

Economic Development

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

- Airport Business Park
 - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and is completing the move into the facility.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
 - Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
 - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 38 companies have been visited.

Finance/Budget/Utility Billing Services/Grants

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 70 Journal Entry Batches.
 - Approved 73 Purchase Requisitions totaling \$1,376,467.78.
 - Issued 11 Purchase Orders totaling \$90,751.96.
 - Prepared 129 Accounts Payable checks totaling \$277,260.78 and 45 Accounts Payable EFT payments totaling \$319,171.63.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.
 - Processed 0 payments through Interactive Voice Response System totaling \$0.
 - Grant money 2019-20 fiscal year-to-date total received, \$0.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - The final reimbursement for the FAA grant for the rehabilitation of Runway 8-26 (9-27) and the design of the Runway 9-27 extension and Taxiway A extension has been received.
 - Continued working on closeout documents for various FDOT airport grants.
 - Continued working with staff and the Ormond Beach Historical Society on a potential ECHO grant request for the MacDonald House.
 - Opened up new grant funded project files for a federal Justice Assistance Grant award for the purchase of two mobile radar displays; Bulletproof Vest Partnership; and Victims of Crime Act.
 - Submitted final reports for the JAG18 grant for the Special Response Team. Awaiting final report approval to submit closeout package.
 - After receipt of the Community Development Block Grant (CDBG) FY 2019-2020 Agreement for City Commission review and approval, began working on the draft agreement between the City and HUM for Hope Place funding. The agreement is currently being reviewed by Volusia County Community Assistance as required.
 - Final quarterly report submitted for the ECHO funded project for lighting of soccer fields 1-3 and baseball 3 at the Sports Complex and final reimbursement was received.
 - 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.
 - Attended meeting with staff on the potential ECHO grant for the MacDonald House.
 - Attended weekly staff meeting.
 - Attended meeting for State of the City event.

Risk Management Projects

- WC merit hearing
- Process purchase of property & casualty insurance coverage
- Follow-up on REACT training

Fire Department

- Weekly Statistics
 - Fires: 4
 - Fire Alarms: 10
 - Hazardous: 4
 - EMS: 82
 - Motor Vehicle Accidents: 11
 - Public Assists: 47
 - TOTAL CALLS: 158

- Aid provided to other agencies: 11 Calls – Daytona Beach (4), Volusia County (7)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 38
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 59
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 324

- Training Hours
 - NFPA 1001: Firefighting 105
 - NFPA 1002: Driver 8
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 67
 - NFPA 1620: Preplanning 6
 - EMT/Paramedic 13
 - TOTAL TRAINING HOURS: 203

- Station Activities
 - Updated 11 pre-fire plans
 - Conducted 4 fire inspections

- Significant Incidents
 - 9/25/19, 5:42 AM: I-95 and Mile Marker 277 – Motor Vehicle Accident – Upon arrival found one vehicle rolled over into the trees and laying on its side – one fatality on-scene.
 - 9/27/19, 12:41 PM: 4291 W. State Road 40 – Motor Vehicle Accident – Responded to a two vehicle T-bone collision – two patients transported as trauma alerts.
 - 9/28/19, 12:47 AM: 26 Aaron Cir. – Structure Fire – Upon arrival found light smoke showing and fire in kitchen – fire located around stove and upper cabinets – moderate smoke throughout home – no injuries.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Maintenance Worker II (Stormwater/Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Mechanic III (Fleet/Public Works)
 - Office Assistant III (Nova/Leisure Services)
 - Plant/Pump Mechanic (Utilities/Public Works)
 - Police Officer (Police)
 - SCADA/Instrumentation Tech Temporary (Equipment Maintenance/Public Works)
 - Senior Planner (Planning)
 - Senior Staff Accountant (Finance)

 - Interviews Scheduled
 - Office Assistant II (Records/Police)
 - Part Time Maintenance Worker I (Casements/Leisure Services)
 - Recreation Center Coordinator (EDC/Leisure Services)

 - Background/Reference Checks/Job Offers
 - Maintenance Worker II (Streets/Public Works)
 - Office Manager (Leisure Services)
 - Police Officer (Police)

 - Separations
 - Maintenance Worker II (Stormwater/Public Works)

- Employee Events
 - Employee Appreciation Day will be held 10/24/19
 - Job Fair at Daytona State College 10/29/19
 - 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 Go-Live Monday 9/30/2019.
 - 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: 28
 - Completed: 65
 - In progress: 40
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 36,406
 - Inbound E-Mails Blocked: 18,367
 - Delivered Inbound E-Mails: 10,039
 - Quarantined Messages: 376
 - Percentage Good Email: 49.5%
 - Virus E-Mails Blocked: 0
 - Notable Events: Utility Billing – Project Go-Live Monday 9/30/2019.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 21 : Total in system = 2,693
 - Meters GPS Located this week: 0 : Total in system = 23,737; 22,926 potable, 800 Irrigation, 11 Effluent

Leisure Services

Administration

- Staff meeting
- City Manager's meeting
- Assistant City Manager's meeting
- Park visits

- Janitorial Services meeting
- King of the Grill
- State of the City preparation
- City Commission 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.
- Natural Paints Watercolor Class took place on Saturday from 11am to 12:30pm.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- OBGS Baseball practices will be held Monday through Thursday at 6 pm on the Nova and Wendelstedt Fields.
- Coed Adult Softball games continued this week on Tuesday through Thursday nights at 6:20 pm, 7:30 pm and 8:40 pm on Coed Field 7 at Sports Complex.
- Pride Football practices are held on Tuesday and Thursday nights at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
- OBSC practices are being held Monday through Thursday nights at 6 pm at the Sports Complex on the Soccer Fields.
- OBYBSA Baseball and Softball practices are being held nightly Monday through Friday on both the Nova Fields and the Softball Quad. Tee Ball has 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 continued this week with 50 participants signed up. They practice Monday and Wednesday from 5:30 pm to 8:30 pm.
- SHS Baseball continued its fall practices this week on Monday at 5 pm and Wednesday at 4 pm on the Wendelstedt Fields at the Sports Complex.
- SHS JV had their third home football game on Friday night at 6 pm at the Sports Complex on Championship Field 7.
- Staff prepared for Pop Warner football games on Saturday at the Sports Complex on Championship Field 7 from 9 am to 5 pm.
- Staff prepared for OBSC recreation soccer games on Saturday at the Sports Complex on Soccer Fields 1-6 and 8-10.
- Staff also prepared for the NSA Softball's Youth Girls' Softball Tournament on Saturday and Sunday on the Softball Quad and Softball Field 7. This was a rental.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park

- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged Osceola Softball Fields and South Ormond Fields
- Painted Soccer Fields 1-6 and 8-10
- Prepared Championship Field 7 for SHS and Pop Warner football games
- 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

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, Tuesday and Thursday: Kopy Kats held on stage rehearsal
 - Monday through Friday: CMT 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
- YMCA soccer Monday, Tuesday and Friday
- Youth basketball practice Wednesday and Saturday

Community Events

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

Gymnastics

- October session in progress
- October 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, Wednesday and Friday at various times.
- Coed Volleyball met on Monday and Wednesday from 6 pm to 8 pm.
- Challenger Soccer began on Tuesday from 5 pm to 6 pm.
- Lunch Bunch met on Wednesday from 10 am to 1 pm.
- Skills Development Program started on Wednesday from 4pm to 5pm.
- Explore the Arts met on Thursday from 4:30 pm to 5:30 pm.

The Casements

- Free tours were held at The Casements on Saturday at 9:30 am and 10:30 am and Monday through Friday on the hour at 1 pm, 2 pm and 3 pm. Self-guided tours are available during regular business hours.
- King of the Grill 2019 was held at Rockefeller Gardens and the north lawn of The Casements on Saturday from 12 pm until 6 pm.
- A memorial service was held on Sunday from 10 am until 2 pm at Bailey Riverbridge.
- The Church House of Healing had a meeting at Bailey Riverbridge on Sunday from 4 pm to 6 pm.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- On Monday a group of thirty people toured The Casements at 10:30am.
- Casements Camera Club exhibit strike took place on Monday 10:30 am to 2:30 am in the gallery.
- Yoga took place on Tuesday and Thursday from 10:00 am to 11:30 am.
- On Tuesday The Ormond Beach Art Guild installed their fall show from 12:30 pm to 3:30 pm.
- The Ormond Beach Garden Club held their first meeting of the fall on Wednesday from 10 am to 12 pm.
- On Friday Reign Academy had a large group tour at The Casements beginning at 10 am.
- The Ormond Beach Art Guild had an art opening reception from 5:30 pm to 7 pm in the art gallery at The Casements on Friday.
- Movies on the Halifax will take place this evening at 7:15 pm with the movie "A House with a Clock in its Wall." Sponsored by Realty Pros, they also hosted a Trunk or Treat before the movie.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and reservations posted
- Sports Complex: Built and installed posts and sign for ECHO lighting project
- Andy Romano Beachfront Park: Blocked off beach approach ramp damaged from Hurricane Dorian
- Santa Lucia Park: Installed new park bench
- Cassen Pier: Relocated a park bench and replaced a damaged board

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
- Adjusted door closer at Public Works Water Department
- Skate park A/C repaired
- Hung monitor mount at Water Treatment Plant
- Repaired front gate at the WWTP
- Replace deck boards at Fortunato Park
- Unclogged men's restroom at Fortunato Park
- Replaced men's restroom soap dispenser at Central Park I on Fleming
- Repaired urinal leaking on floor in Pride restroom
- Moved two filing cabinets to Fleet from City hall
- Repaired lobby fans at The Casements
- Repaired the A/C at the Police Department in Room 176
- Replaced key to PAL house
- Community Garden irrigation drip lines repaired
- Repaired door lock at Fleet
- Installed blank cover plate in Finance office
- Removed furniture from Public Works office
- Build new furniture in Public Works
- Help with moving back items after floors installed in Public Works
- Assisted IT with JLG Lift to adjust weather station
- Replaced ladies flushometer and adjusted door
- Replaced pump at PAC

- Troubleshoot electric for King of Grill
- Replaced ladies first restroom timer at The Casements
- Replaced changing tables at Sanchez ladies and men's restroom

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff hosted two (2) week crime view presentations
- Staff attended FBINAA luncheon
- Staff attended the National Day of Remembrance event
- Staff attended a Police Chiefs meeting
- Staff helped teach in-service training and new hire training

Community Outreach

- Youth Leadership Council (YLC)
The next meeting for the YLC is Sunday, September October 6. Future service projects include assisting with the OBPAL Annual Golf Tournament and the State of Florida Association of Police Athletic/Activities Leagues Annual Cheerleading Competition.
- OBPAL Basketball
 - Practice was held for the boys' and girls' basketball teams. Ten boys and three girls attended practice at the South Ormond Neighborhood Center on Monday, Wednesday and Thursday evenings.
- PAL Educational Programs
 - 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 12 students attended each day of the program.
 - Science on Patrol at Ormond Beach Middle School begins October 7th. Science on Patrol at Ormond Beach Elementary School begins October 10th.
- 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 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:
- Animal Reports: 46
- Trap Neuter Release: 4
- Animal Bites: 0
- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 7
- Inactive: 6
- Fraud: 2
- Burglary Business: 0

- Burglary Residential: 0
- Larceny Car break: 16
- Grand Theft: 6
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 140
- Phone Calls: 174
- Arrest / NTA'S: 19
- Reports Generated: 109
- Reports Entered: 90
- Citations Issued: 69
- Citations Entered: 65
- Warnings Entered: 99
- Trespass Warnings: 16
- CORF Entered: 50
- Mail / Faxes / Request: 47

Patrol

- Total Calls: 1,192
- Total Traffic Stops: 114

Operations

- Crime Opportunity Report Forms: 50

09/25/2019

- Traffic Arrest, 200 Block North Nova Road. Subject was pulled over for a traffic violation and was arrested for Driving Under the Influence.

09/26/2019

- Carbreak, 1025 South Nova Road (Peach Tree Pest Control). Unlocked vehicle was entered. A jack was stolen.
- Carbreak, 1025 South Nova Road (Peach Tree Pest Control). Forced entry was made to a vehicle. Nothing was stolen.
- Carbreak, 1025 South Nova Road (Peach Tree Pest Control). Unlocked vehicle was entered. Nothing was stolen.
- Carbreak, 1025 South Nova Road (Peach Tree Pest Control). Forced entry was made to a vehicle. Lawn equipment was stolen.
- Carbreak, 488 South Nova Road (Howards Restaurant). Unlocked vehicle was entered. A purse with cash was stolen.
- Shoplifting Arrest, 1545 North United States Highway One (Dollar General). Subject failed to pay for items and attempted to leave.
- Battery Arrest, 476 Hollywood Street. Subject battered the victim with a gun and was arrested.
- Warrant Arrest, 601 Hand Avenue. Subject with three (3) warrants was contacted at this location.

09/27/2019

- Stolen Vehicle, 1291 Fernway Drive. Unlocked vehicle was entered overnight.

- Stolen Vehicle, 1608 North United States Highway One (Days Inn). Known subject stole the victim's vehicle while at the hotel.
- Miscellaneous Arrest, 1521 North United States Highway One (Race Trac). Subject was arrested for disorderly intoxication and violation of probation.
- Warrant Arrest, 1478 West Granada Boulevard (Ormond Towne Square). Subject with a warrant was contacted at this location.
- Shoplifting Arrest, 220 North Nova Road (Publix). Subject attempted to leave the store without paying for items.
- Larceny, 2100 Airport Road (Pathways Elementary). iPhone was stolen from this location.
- Probation Arrest, 89 Hickory Hills Circle. Subject was contacted at this location that was in violation to the probation conditions.

09/28/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Miscellaneous Arrest, 260 Williamson Boulevard (USPS). Two (2) subjects were causing a disturbance at this location.
- Battery/Domestic Violence Arrest, 217 Forest Hills Boulevard. Subject battered the victim.

09/29/2019

- Stolen Vehicle, 132 Sanchez Avenue. Vehicle was stolen from the driveway overnight.
- Burglary Residence Arrest, 204 Magnolia Drive. Two (2) subjects were arrested for breaking into the home. They were spotted by an off duty Sergeant that called it in.
- Carbreak, 132 Sanchez Avenue. Unlocked vehicle was entered overnight.
- Carbreak, 16 Fishermans Circle. Unlocked vehicle was entered overnight. Wallet was stolen.
- Carbreak, 74 Sanchez Avenue. Unlocked vehicle was entered overnight. Cigarettes were stolen.
- Carbreak, 67 Sanchez Avenue. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 198 South Atlantic Avenue. Convertible was cut to make entry. Phone charger was stolen.
- Carbreak, 76 Sanchez Avenue. Attempted entry was made overnight.
- Carbreak, 824 East River Oak Drive. Two (2) unlocked vehicles were entered overnight. A handicap placard was stolen.
- Narcotics Arrest, Arroyo Parkway at South Nova Road. Subject was pulled over and narcotics were found in the vehicle.

09/30/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole items and fled from officers on a stolen bicycle. Subject was apprehended after force was used with a TASER.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowes). Subject stole items and was caught leaving the area in a getaway vehicle which was a Votran bus.
- Shoplifting, 1340 West Granada Boulevard (Lowes). Subject stole two (2) pressure washers and left in a U-Haul van.
- Carbreak, 14 Woodsong Lane. Unlocked vehicle was entered overnight. Cash and a jump start box were stolen.
- Carbreak, 699 East River Oak Drive. Unlocked vehicle was entered overnight. Nothing was stolen.
- Trespass Arrest, 1 South Beach Street (Cassen Park). Subject was arrested for returning to the property after warning.

10/01/2019

- Shoplifting, 1340 West Granada Boulevard (Lowes). Subject stole a chainsaw and fled the scene.
- City Ordinance Violation, 300 Block West Granada Boulevard. Subject was arrested for open container.
- Battery/Domestic Violence Arrest, 3 Foxcroft Run. Subject battered the victim during an argument.

- Battery/Domestic Violence Arrest, 25 Byron Ellinor Drive. Subject battered the victim. During arrest, narcotics were found on the subject.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 50
 - Number of Uniform Traffic Citations Issued: 40
 - Number of Written Warnings Issued: 21
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 5
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 1 Case initiated
- 33 signs have either been removed or sign cases created.
- 11 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and sixty (60) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff participated in a quarterly meeting of the East Central Metro Area CFASPP Committee this week. The Continuing Florida Aviation Systems Planning Process (CFASPP) was established by the FAA and the FDOT in response to the need for a method to help maintain a viable statewide aviation environment. The objective of FAA, FDOT and CFASPP is to maintain and enhance Florida's aviation system. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) current by updating the FASP periodically. CFASPP is a method used within Florida to continually monitor the aviation environment and determine the development requirements to best meet projected aviation demands. This process is a component of the FAA Continuous Airport Systems Planning Process.
- The City Commission has approved execution of a grant agreement with the FAA to provide primary funding for the Runway 9/27 and Taxiway Alpha Extension Construction Project. The grant agreement affords the City \$3,323,422 in airport improvement program funds, which represents approximately 90% of the total project cost. A grant application is pending with the Florida Department of Transportation to provide additional state funding for the project.
- The City's Fire Department conducted the second round of training exercises at the airport intended to familiarize emergency response crews with airport operations. The training conducted this week was designed to familiarize fire department and emergency medical crews with response procedures for emergencies at the air traffic control tower.
- Three (3) office windows were replaced at the air traffic control tower this week.
- Staff worked with an outside vendor to service the main air conditioning unit on the roof of the control tower this week.
- Staff continues updating the inventory of aircraft based at the airport, and is awaiting data from some of the FBOs and hangar owners at the airport that lease space for aircraft storage. When complete, the current inventory will be uploaded to the FAA's online National Based Aircraft Inventory.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor is preparing for the work on the Beach Street gravity sewer.
 - Water Plant Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
 - 2019 Roadway Resurfacing – The project is substantially complete.
 - Breakaway Trails Storage and Pumping Improvements – Pre-stressing of the tank is complete, contractor has completed final coat on the exterior, and painting is scheduled to start this week.
 - Cassen Park Public Dock and Breakwater – The contractor is awaiting delivery of the floating dock sections before continuing with the construction work. A progress meeting was held on September 25.
 - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting was held on September 19.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Contractor has started demolition work.
 - HVAC Replacements – City Hall, SONC, The Casements – Preliminary work has begun at City Hall.
 - Memorial Gardens Retaining Wall Improvements – Contractor has completed 45% of the retaining wall work.
 - Bidding
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Bid awarded to RJ Landscape Contractors, Inc. at the September 18 City Commission meeting, contracts are being executed.
 - Nova Community Park Underground Electric Utilities – The bid was awarded to Economy Electric at the September 18 City Commission meeting, contracts are being prepared for execution.
 - Landscape Renovations & Downtown Landscape Renovations – Bid opening was September 12, four bids were received, RJ Landscape Contractors, Inc., is the apparent low bidder. Bid award is scheduled for the October 15 City Commission meeting.
 - WTP Sludge Residuals Facility Improvements – Bid was awarded at the August 20 City Commission meeting. Contracts are out for execution.
 - 2019 Stormwater Rebuild – Bids were opened on October 2 and are under review.
 - Broadway/US1 Traffic Signal – A Joint Participation Agreement with FDOT, a developer's agreement with Tomoka Holdings, bid documents, and an RFQ for CEI services were approved at the September 18 City Commission meeting.
 - OBSC Improvements – Championship Field 7 – A work authorization for construction management services is scheduled for approval at the October 15 City Commission meeting.
 - Design Projects:
 - North US1 Water Main and Force Main Improvements – Plans are approximately 60% complete. A progress meeting was held on September 26.
 - Fleming Ave Stormdrain Improvements – The 90% submittal has been received and is under review.
 - Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from Army Corps of Engineers, this confirmation has been forwarded to FEMA to complete the response to their request for additional information.
 - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated by the end of September.
 - Tomoka Elementary Connector Sidewalk a Williamson Blvd Pedestrian Improvements – Consultant is working on 60% plans for each project.

- The Casements North Side Improvements and Carriage House – A work authorization for additional design to include replacing the stairs on the north side entrance to The Casements was approved and executed. Plans are approximately 90% complete. A progress meeting was held on September 25.
 - Stormwater Master Plan Update - 2019 – The kickoff meeting was held on September 18.
 - Fleming Avenue Stormwater Pump Station – 60% plans are expected next week.
 - 56 North Beach Street – Comments have been provided to the consultant, and they are preparing a presentation that compares options for the site.
 - Police Station/EOC Relocation Study – Consultant and staff had a site visit to Port Orange's facility on September 19.
 - North Peninsula Sewer Retrofit – Staff has begun negotiating with the top selected firm.
 - Oak, Magnolia, & Bonita Sewer Retrofit – A scope and fee have been negotiated and a work authorization will be a future agenda item for City Commission approval.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Heather Lane and Cherokee Trail directional bores, and for several South Halifax Avenue wood pole replacements, all per FPL request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Bosarvey Drive directional bore, per ANSCO request.
 - Completed Tree-in-the-Right-of-Way locate at 2 Cameo Circle, and 135 Riverside Drive per Streets Division request.
 - Completed on-site visit at 6 Stallion Way to inspect lot grading plan.
 - Researched and provided additional Utilities-in-the-Right-of-Way information near the Harvard Drive/South A1A area, per consultant's request.
 - Researched and provided information for driveway construction over a City drainage easement/pipe located at 115 Riverside Drive, to Consultant per request.
 - Provided utility exhibit maps and as-builts for several City-owned properties to Consultant, per request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Stripped forms, backfilled, stress cuts on 800 block of Buena Vista
- Formed and poured sidewalk on Vanderbilt
- Dug out and laid asphalt on Dix Ave
- Filled pothole on Arbor Dr
- Asphalt patch on Dix Ave; Plaza Grande (overlay); Willow Run; John Anderson Dr
- Ground sidewalks on Cardinal Dr; Flowertree Dr; Lakebluff Dr; Palmetto Dr; Ormond Lakes
- Main break asphalt repair on John Anderson Dr
- Removed speed bump at Nova Community Center
- Installed speed bump on Bryan James Way

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 in Ormond Lakes; Trails subdivision
- Spraying on ROW citywide
- Stump grinding at N Ridgewood & Melrose Ave

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
- Flagging for Tree crew at Division & Orchard

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
- Removed & installed various signs & road markers on Ormond Green

Stormwater Maintenance

- Reachout mowing on Arroyo Parkway; Forest Hills walkway; US1
- FDOT pond mowing on Arroyo Parkway
- Pipe repair on Overbrook Dr
- Locates/gates & pumps citywide
- Ditch maintenance citywide; SR40
- Manhole repair on Riverside Dr
- Basins citywide
- Pond maintenance at ABC, Division Rec, Mainsail
- Ditch cleaning on Northbrook
- Basin repair on Wilmette Ave

Vactor

- VacCon/pipe repair on Overbrook Dr

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: 22,312
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 10,565 gallons unleaded, 7,066 gallons diesel
 - Fuel used in one week: 2,595 gallons of unleaded and 1,161 gallons of diesel.
 - Fleet completed 47 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Pre-stressing of the tank is complete, contractor has completed final coat on the exterior, and painting is scheduled to start this week.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Project substantially complete and in-service, punch list items being addressed by the contractor.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Ashford Lakes start-up scheduled for October 3rd.
 - SCADA Integration Services – Contractor on-site October 1st through October 3rd for WRF VTScada integration; October 11th is final completion deadline.
 - Secondary Raw Water Main – Plans are approximately 75% complete. Consultant is completing the 90% submittal.
 - North US1 Water Main and Force Main Improvements – Comments returned to the consultant who is revising the plans accordingly.
 - WTP Elevated Water Tank Rehabilitation – Strut replacement fabrication drawings will be submitted by the contractor this week. Strut fabrication and installation scheduled for completion by November 17th.
 - WTP Lime Slaker and Sodium Hypo Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
 - WTP Sludge Residuals Facility Improvements – Contracts are out for execution.
 - WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – Project substantially complete and in-service, punch list items being addressed by the contractor.
 - WWTP Sludge Dewatering Improvements – Construction phase has started; staff reviewing bypass pumping plan.
 - Septic to Sewer Conversion on North Peninsula – Five firms submitted professional qualification proposals for design services. Contract being negotiated for approval at future Commission meeting.
 - Holly Hill reuse interconnect – An active test was held September 18th to evaluate the ability of the Holly Hill system to transfer water. Preliminary results suggest that Holly Hill may have had in-line valves closed, as the transfer did not appear to be successful. Consultant working with Holly Hill to troubleshoot. Target design completion by October 31, 2019.
 - Western Service Area Master Plan – 60% draft submittal received from consultant on time (September 19th). Plan distributed internally for comment. PU internal review meeting held October 1st. Meeting with consultant to return comments scheduled with PW staff on October 7th.
 - FDEP SRF Facility Plan for Septic to Sewer – Work authorization for engineering services tracking will be a future agenda item for City Commission approval.

SPRC Projects (Utilities Review)

- 1345 N. US 1, Total Comfort – Completed site plan review. Revisions requested.
- 1190 Ocean Shore Boulevard, Dunkin Donuts Lift Station – Staff continues to respond to contractor's queries regarding force main, valves, materials, etc.
- Hunter's Ridge Force Main – As of 9/24, Engineering recommended a cash payment (in lieu of constructing dry-line force main). Matter to be initially be considered by PWD and, if agreeable, then subsequently by Legal & Finance before tracking to Commission.
- 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Developer working with staff to upsize potable meter from 3" to 4". Lift station punch list deficiencies to be corrected.
- Pineland Subdivision – Representatives asking for clearance, but Utilities staff documented deficiencies (no sewer system videos, lift station telemetry signal) not yet corrected in accordance with communications dated August 20th.

Water Treatment

- Delivered 45.92 million gallons for the week ending September 14, 2019 (6.56 MGD).

- Backwashed 14 filters for a total of 905,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 31, 2019 @ 6.81 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled 32.0 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 2,291,000 gallons. We drained Standish, Leeway and the water plant elevated tank.
- Sludge processing remains curtailed due to failure of the mixer shaft/rake in sludge thickener; Maintenance and Operations staff are on hold to remove remaining sludge from within thickener until the Vac truck is freed up from WWTF sand filter project. Initial emergency hauling of non-dewatered sludge completed last week. Additional services are still required until holding basins can be drawn down sufficiently until thickener is repaired. After Oct. 1, will seek bids for sludge hauling.

Wastewater Treatment Facility

- Domestic and Industrial Wastewater flow was 30.77 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.40 MGD.
- Produced 30.77 Million Gallons of Reuse.
- Produced 0.00 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2018 – August 31-, 2019) (MGD):
- Influent 4.58 MGD (Permit 8 MGD);
- Surface Water Discharge 0.61 MGD (Permit 6 MGD);
- Reuse 4.28 MGD (Permit 10 MGD)
- Hauled 126.93 wet tons of dewatered residual solids (14% to 18% solids)
- In order to lower the fecal coliform detections (6 out of 17 for the month of September) staff is taking the following steps:
 - Sand filter #2 staff is replacing the media (sand)
 - The 2nd Flgt mixer has been received and will be installed as soon as staff receives the correct mounting mast.

Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 10 calls for water service leaks.
- Replaced 6 water meters due to Finance work orders.
- Replaced 12 broken meter boxes.
- Replaced 6 water services due to leaks or low pressure concerns. A casing was installed for a water service replacement under a road.
- Performed maintenance activities on 12 fire hydrants.
- Performed pressure testing on 7 City owned BFP devices. 2 of which needed repairs.
- Located 3 water services for a customer.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 97 regular and 3 emergency utility locates for the previous week.

Wastewater Collection

- On September 30th, staff responded to a 12" forcemain break at Dormont & John Anderson Drive. Contractor working for Utilities Div. to clean forcemains was removing its pig by flushing with water. The forcemain, which was corroded and extremely fragile, broke at the elbow of this intersection. Staff worked for 17 straight hours to make the repair and restore pavement to reopen John Anderson Dr. around 9 a.m. on October 1.
- Crews responded to 2 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Assisted Professional Piping Services in setting up to clean A1A force main from Ocean Grove Dr. to Amsden Rd.

- Follow up cleaning and TVing of sanitary service at 24 Shear Water Way after homebuilder made repairs to broken lateral that filled our pipe with mud. Line is clear.
- Rewired J-box to eliminate “chirping” system. Customer notified.
- Replaced and rewired PEP pump at 11 Deep Woods Way.
- Located all services at 35 Creek Bluff Way.
- Adjusted fill schedule at Shadow Crossing Reclaimed Pumping Station.
- Located reclaimed tap at 111 Deep Woods Way. Problem is a customer issue.
- Located all services at 23 Foxfield Look.
- Televised sanitary lateral at 350 Greenwood Ave. Line looks good.
- Rewired high level alarm for PEP system at 15 Canterbury Woods.
- Attempted to locate sanitary service at 106 N. St. Andrews Dr. Unable to locate will follow up this week.
- Televised 4 sanitary services on the PM List.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 45 psi, Ocean Mist Hotel 5 psi, Ormond Mall 4 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 15 psi, Westland Run 23 psi Shadow Crossing Blvd. (4 inch) 10 psi.

Reuse System

- Responded to 3 reuse trouble calls.
- Opening and closing valves in Reclaimed system per schedule.
- ‘No water’ complaint at 7 Black Water Way. Checked customer’s system, it works when water is on per watering schedule.
- Located, marked and turned off reclaimed service for customer at 2 Wild Creek Way.
- Repaired broken reclaimed services at 2 & 4 Wild Creek Way after customer broke valve.
- Turned reclaimed service back on at 16 Crescent Lake Way.
- Responded to no reclaimed complaint at 38 Carriage Creek Way. Turned out to be a customer issue.
- Flagged down by customer at 95 Carriage Creek Way with ‘no reclaimed’ complaint. Showed customer that they had reuse when system was turned on.

Wastewater Plant – Lift Stations)

- Shadow Crossing, replaced bad overload relay on #2 motor starter.
- Poly Blend unit #1, replaced damaged metering pump.
- 6P, generator automatic transfer switch replaced by Fleet contractor.
- Ashton Look, Begin rehab of station, contractor has control.
- Finals Tank, secondary mixer must begin installation.
- SCADA monitor/response: Responded to multiple equipment malfunctions at the WWTF and lift stations.
- Conducted plant and lift station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Thickener, performed rake inspection 2 cracks identified repairs being scheduled, met with manufacturer’s rep, to review equipment condition.
- Breakaway Reuse, control circuit breaker tripping, trouble shooting in progress, install spare 50 HP soft starter, add small A/C and cooling fan to prevent soft start from overheating, increased hands on monitoring.
- RO clear well, moved level sensor to control rack area.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Performed Operational Checks at various locations.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- WWTF Permit Renewal – Draft response to Request for Additional Information (RAI) sent to FDEP to review prior to a voluntary review meeting with FDEP scheduled for 10-4-10.

- Cross Connection Control Program Management Services Contract – Bid 2020-03 - Bids were opened (received four bidders); Commission approval proposed at upcoming meeting.
- Risk and Resilience Assessment – Staff began the evaluation of the City's water and wastewater vulnerabilities. The assessment is required by the EPA as part of the America's Water Infrastructure Act of 2018. Certification of completion of the assessment is due to the EPA by December 31, 2020. Staff is involving several departments to ensure accuracy of the assessment.
- Response to Sewer Use Complaint – Staff visited a sewer user complaining of a sewer smell in their building. Staff realized the City portion of the sewer was in normal operations and advised the owner to explore problems within their private plumbing system.
- Sanitary Sewer Overflow (SSO) – Staff was notified of a SSO from the City's contractor who was performing maintenance cleaning of the sewer collection system on September 30. City crews responded to the break and made the necessary repairs to mitigate the discharge. Staff reported the SSO to the FDEP as required and will provide follow up information as necessary.

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:

- City Clerk and HR conducted interviews for Office Manager position
- City Clerk attended weekly City Manager staff meeting
- Staff attended and provided support for October 1, 2019, City Commission Meeting
- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation for October 15, 2019, City Commission Meeting