

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 25, 2019

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- ICMA annual conference
- Keith Norden, Team Volusia, discussed various topics
- Team Volusia board meeting

PIO – Public Information

- Press Releases/Media
 - Future Foods Enterprises Press Release
 - Interview Coordination (Ormond Observer, News-Journal, Spectrum News 13, Orlando Biz Journal)
 - Veterans Day Celebration
 - General citizen contacts and press inquiries
- Social Media
 - Future Foods Announcement
 - Halloween Safety Series
 - Biketoberfest Safety Series
 - Mayor's Health and Fitness Challenge
- Attended
 - Mondays with the Mayor
 - PIO Networking Meeting
 - Starbucks Paper Straw Conversion Discussion
 - OBMS National Honor Society One Less Presentation
- Training
 - Nextdoor Webinar
 - ArchiveSocial Webinar

Community Development

Planning

- There are two application for the November 6, 2019 Board of Adjustment and Appeals:
 1. 926 South Beach Street: The property owner seeks to allow a paver driveway in the exact location as the existing driveway with a 0' setback requiring a variance of 3' to the required 3' driveway setback standard.

2. 807 Cordova Avenue: The property owner seeks to allow construction of a hard roof structure over an existing paver patio and a screen enclosure over an existing swimming pool requiring two variances to the side yard setbacks.
- The Courtyards at Ormond project representative shall conduct a neighborhood meeting associated with a Planned Business Development and Planned Residential application for the land at 135 and 145 North Yonge Street and 195 and 205 Highland Avenue. The neighborhood meeting is scheduled for **Sunday, November 3, 2019 at the Ormond Beach Public Library at 30 South Beach Street between 3:00 p.m. and 4:30 p.m.** The Planned Business Development and Planned Residential application seeks to allow forty-eight (48) multi-family residential units and 12,000 square feet of commercial uses. The Planned Business Development and Planned Residential application shall require Site Plan Review Committee review, the neighborhood meeting on the development project, Planning Board review and City Commission action for site development. The entire site plan submittal can be viewed at: <https://fl-ormondbeach2.civicplus.com/247/Development-Projects>.
- City staff met with School Board staff and the principal of Ormond Beach Elementary regarding the signage associated with the Ormond Beach Elementary parking lot. School Board staff and the principal expressed concerns of having members of the general public access the school parking lot during school hours for public parking. Concerns included school safety and members of the public being caught in school release traffic. School Board staff and the principal did indicate that an alternative may be to allow workers of surrounding businesses (existing and proposed) to park in designated spaces. City staff continues to work on parking lot signage with the intention of presenting Ormond MainStreet a concept in November and final action by the City Commission at the December 3 meeting.

Building Inspections, Permitting & Licensing

- 10 new business tax receipts issued.
- 446 inspections performed within the city (70 by private providers).
- 136 permits issued within the city, with a valuation of \$1,339,988.

Development Services

- Site Plan Review Committee (SPRC) activities:
 1. SPRC and building department staff continue to inspect the Security First project at 1001 Broadway Avenue working towards a stocking permit and a Certificate of Occupancy.
 2. Conducted a pre-construction meeting for the projects at 100 West Granada Boulevard and 26 North Beach Street, FUGU.
 3. Pre-application for the Window World site for the options of construction of additional building space.
 4. Approved the GoJuice project at 762 South Atlantic Avenue
- Projects under SPRC review include:
 1. 263 South Nova Road, Nova Road Climate Controlled Storage. 2nd review. Development of an indoor climate controlled storage facility.
 2. 25 Riverside Drive, Casements, Carriage House addition and site work. 1st review. Extension of the carriage house by 480 square feet and associated site work.
 3. 550 West Granada Boulevard, Shoppes at Granada Pointe. 1st review. Construction of a 21,114 square foot building on 2.52 acres within the Granada Pointe development and associated site work.
 4. 875 Sterthaus Drive, Ormond Renaissance Condominium modification – Phasing Plan. 1st review. Phasing plan showing the limits of the site work associated with the first multi-family building under construction.
 5. 1280 North US Highway 1, S.R. Perrott Parking Expansion. 3rd review. Expansion of existing S.R. Perrott facility of 49,697 square feet building and associated site improvements.

Project	% Complete
101 Town & Country Lane	30%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	80%
Broadwater Bridge	90%
Coolidge Avenue Office/Warehouse	15%
Dunkin Donuts, 1190 Ocean Shore	0%
Extended Stay America	2%
Granada Plaza sewer improvements	75%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Lynnhurst sewer improvements	0%
Modern Wash	0%
Oceanside Golf and Country Club (seating)	50%
Ormond Beach Surf Style	90%
Ormond RC, Building 1C	65%
Pineland Trail re-alignment	80%
Salty Church	5%
Security First	90%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	85%
Huntington Green	50%
Huntington Villas	70%
Pineland residential subdivision	80%
Deerfield Trace	40%

Economic Development

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

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

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
 - Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff attended the Team Volusia Board Meeting on 10/25/2019.

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

Finance/Budget/Utility Billing Services/Grants/Risk Management

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
 - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
 - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 100% of expenses have been submitted to FEMA for obligation review.
 - To date the City has been reimbursed for sixteen (17) Project Worksheets totaling \$373,981.97.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Tentative millage rate and proposed 2019-20 budget were completed.

- Completed Projects - Weekly
 - Processed 135 Journal Entry Batches.
 - Approved 47 Purchase Requisitions totaling \$1,106,420.78.
 - Issued 61 Purchase Orders totaling \$2,980,236.14.
 - Prepared 105 Accounts Payable checks totaling \$572,177.27 and 36 Accounts Payable EFT payments totaling \$537,181.58.
 - Issued 0 past due notices on utility accounts.
 - Auto-called 0 utility customers regarding receipt of a past due notice.

- Processed 721 payments through Interactive Voice Response System totaling \$68,134.00.
- Grant money 2019-20 fiscal year-to-date total received, \$10,000.00.

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Continued working on closeout documents for various FDOT airport grants.
 - With the approval of the Memorandum of Understanding with the Ormond Beach Historical Society, continued work on an ECHO grant funding request for the MacDonald House. Approval of submittal is planned for the November 5 City Commission meeting.
 - Working on potential ECHO grant submittal for the Nova Tennis Court lighting upgrades for City Commission approval of submittal and confirmation of required matching grant funds for the November 5 City Commission meeting.
 - Submitted final FY 18-19 Victim of Crime Act quarterly performance report and reimbursement request.
 - Grant reimbursement requests for FY 18-19: \$4.1 million
- Other
 - Citizen Contacts
 - Completed weekly events calendar ad for Ormond Observer.
 - Updated/added website items as needed.
 - Prepared RFQ for State of the City 2020.
 - Attended Employee Appreciation Day.
 - Coordination of Ormond Beach 2 Go! event on October 30.

Risk Management Projects

- Safety program final revisions
- Managed subrogation claims
- Implemented post-exposure protocol for blood-borne pathogens

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 10
 - Hazardous: 1
 - EMS: 80
 - Motor Vehicle Accidents: 11
 - Public Assists: 58
 - TOTAL CALLS: 160
- Aid provided to other agencies: 14 Calls – Daytona Beach (1), Volusia County (13)
- Total staff hours provided to other agencies: 15
- # of overlapping calls: 49
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 64
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 78
- Training Hours
 - NFPA 1001: Firefighting 61
 - NFPA 1002: Driver 13
 - NFPA 1021: Officer 44
 - NFPA 1500: Safety/Equipment 40
 - NFPA 1620: Preplanning 5
 - EMT/Paramedic 13
 - TOTAL TRAINING HOURS: 176

- Station Activities
 - Updated 14 pre-fire plans
 - Provided public education to the following schools for Fire Prevention Month:

	<u>Children in Attendance</u>
Tomoka Elementary	130
St. Brendan Catholic	40
Young Minds Preschool	40
The Children's House	45
 - Spoke to residents at Aberdeen about fire safety and emergency services
 - Participated in Government Day at City Hall
 - Participated in the grand opening at Wawa's
 - Provided fire extinguisher training for Public Works employees

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Firefighter/Paramedic
 - Maintenance Worker II (Stormwater/Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker III (Wastewater Collection & Reuse Distribution/Public Works)
 - Mechanic III (Fleet/Public Works)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Recreation Leader (Casements/Leisure Services)
 - Police Officer
 - Recreation Program Specialist (Leisure Services)
 - SCADA/Instrumentation Tech (Equipment Maintenance/Public Works) – Temporary Now – May 2020
 - Senior Staff Accountant (Finance)
 - Interviews Scheduled
 - Mechanic III (Fleet/Public Works)
 - Recreation Center Coordinator (EDC/Leisure Services)
 - Senior Planner (Planning)
 - Background/Reference Checks/Job Offers
 - Maintenance Worker II (Streets)
 - Office Assistant II (Records/Police)
 - Part Time Maintenance Worker I (Casements/Leisure Services)
 - Police Officer (Police)
 - Separations
 - Maintenance Worker II (Stormwater/Public Works)
 - Recreation Program Specialist (Leisure Services)
 - Employee Events
 - Wellness Plan HSA contribution opportunities through 12/31/2019:
 - Non-tobacco use affidavits accepted
 - Skin cancer screenings offered
 - Wellness Action Team activities
 - Job Fair at Daytona State College 10-29-19

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project went live 9/30/2019. Working through minor issues as they are discovered.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 28
 - Completed: 38
 - In progress: 64
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,867
 - Inbound E-Mails Blocked: 19,695
 - Delivered Inbound E-Mails: 18,172
 - Quarantined Messages: 396
 - Percentage Good Email: 48%
 - Virus E-Mails Blocked: 1
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 0
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,705
 - Meters GPS Located this week: 1 : Total in system = 23,738; 22,927 potable, 800 Irrigation, 11 Effluent

Leisure Services

Administration

- Staff meeting
- Assistant City Manager's meeting
- Park visits
- Janitorial Services meeting
- City Commission meeting
- Preparation for Employee Appreciation Day
- Meeting regarding 5K run for Mayor's Health & Fitness Challenge
- Vadner Park site visit
- Senior Games Luncheon
- Mystery at The Casements

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.
- Birthday Party Rental, Saturday, 1 pm to 3 pm
- Puppet Show, Wednesday, 3 pm to 3:30 pm

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- OBGS Baseball practices will be held Monday through Thursday at 6 pm on the Nova and Wendelstedt Fields.
- Coed Adult Softball games continued this week on Monday through Wednesday nights at 6:20 pm, 7:30 pm and 8:40 pm on Coed Field 7 at Sports Complex.
- Pride football practices are held on Tuesday and Thursday nights at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
- OBSC practices are being held Monday through Thursday nights at 6 pm at the Sports Complex on the Soccer Fields.
- OBYBSA Baseball and Softball practices are 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.
- Pop Warner Football is hosting a playoff football game on Wednesday night at 6 pm at the Sports Complex on Championship Field 7.
- Pop Warner Cheer practicing Monday-Friday at both Nova Field 1 and Championship Field 7 at 5:30 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 USSSA Baseball Tournament on Saturday and Sunday at the Sports Complex on the Wendelstedt Fields and also at the Nova Fields beginning at 8am.

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 Pop Warner playoff football game
- 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: Show Club held on regular classes
 - Monday through Friday: CMT held regular classes
- The Performing Arts Center is preparing to host the following events:
 - Red Skelton Tribute, Saturday, 7:00 pm
 - Jukebox Saturday Night, PAC, Sunday, 2:00 pm

South Ormond Neighborhood Center

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

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Assisted with Commission Workshop meal
- Attended Home for the Holidays Parade meeting
- Assisting with Senior Games tasks
- Senior Games kickoff luncheon Friday, setup, work and breakdown
- Preliminary planning tasks and assignments for:
 - Hometown Heroes Ribbon Cutting and Walk
 - Veteran's Day Luncheon
 - Hometown Heroes Ceremony
 - Home for the Holidays Parade, application online
 - Holiday Concert
 - Santa on the Go
 - Letters to Santa
 - Breakfast with Santa

Gymnastics

- October session in progress
- October registration is open
- Open Gym, Friday, October 25

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 continued on Wednesday from 4 pm to 5 pm.
- Employee Appreciation took place on Thursday.
- Explore the Arts met on Thursday from 4:30 pm to 5:30 pm.
- SPARC Halloween Party took place on Friday from 6 pm to 8 pm.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Herb Society met at Bailey Riverbridge from 9 am to 12 pm on Saturday.
- A birthday party took place on the South Garden in Rockefeller Gardens from 10 am to 2 pm on Saturday.
- A wedding rehearsal took place on the North Lawn in Rockefeller Gardens from 2:30 pm to 3:30 pm on Saturday.
- Missing Peace Church had a meeting at Bailey Riverbridge on Sunday from 10 am to 12 pm.
- A wedding ceremony was held on the North Lawn in Rockefeller Gardens from 11am to 5 pm on Sunday.
- Pilates took place on Monday, Wednesday and Friday from 8:30 am to 9:30 am.
- On Wednesday the Guild had their general meeting in the Gallery from 10 am to 1 pm.
- The final rehearsal was held for the Murder Mystery from 6:30 pm to 8:30 pm on Wednesday.
- Greek Cooking class took place on Thursday from 4 pm to 7 pm in the kitchen.
- On Friday Reign Academy had a large group tour of The Casements beginning at 10 am.
- The Casements was closed to the public on Friday for set up for the Murder Mystery dinner. The event was sold out for both the Friday and Saturday evening performances.

Parks Maintenance

- City wide park inspections and cleaning
- Pavilion inspections completed and posted reservations
- Checked trash at all parks
- Addressed wood repair issues at Magic Forest Playground
- Addressed slide repair at Magic Forest Playground
- Fixed pavers at Limitless Playground
- Formed two park benches at Misner's Trail
- Set post and chain at Riverside Drive
- Repaired block wall at Birthplace of Speed
- Installed silt fence at Skate Park
- Repaired fence behind Skate Park

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Assisted with new RTU at Airport Tower
- Repaired flag light at Central Park I
- Repaired call box Airport Gate 13
- Installed new fountain controller on Arroyo fountain
- Repaired outlet Nova Community Park Pavilion 2
- Repaired or replaced outlets and covers in City Hall plaza
- Repaired lights at Nova Community Park men's restroom
- Replaced decorative light Streetscape Riverside Drive
- Repaired lights multiple locations at WWTP
- Troubleshoot Fire Station 92 laundry
- Sanchez men's restroom repaired

- Replace Performing Arts Center fountain filter
- Gate repaired at WWTP
- Skate Park railing repaired
- Trails bridge repair
- Replaced fire control panel at City Hall
- Downspout repaired at Senior Center
- Downspout repaired at City Hall
- Repaired toilet at City Hall women's restroom
- Ceiling tiles replaced at Performing Arts Center
- Fire extinguisher inspections city wide
- Fire panel inspections city wide
- Nova men's restroom stall door repaired
- Water valve repaired at FS 94
- Furniture constructed at City Hall
- Flush valve repaired at Senior Center
- Tower shower valve repaired at Andy Romano Beachfront Park
- A/C repair at Ames building
- A/C replacement at Airport tower
- Repairs ladies restroom at Fortunato Park

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Biketoberfest went well
- Staff is attending a Volusia/Flagler Police Chiefs meeting
- Staff is hosting a narcotic take back event
- Staff participated in a bicycle ride for charity
- Staff is attending a job fair at Daytona State

Community Outreach

- Youth Leadership Council (YLC)
 - Five (5) members of the YLC attended the Seabreeze homecoming football game October 18 to support members on the football team and homecoming court. The next meeting for the YLC is Tuesday, October 22 at the PAL house. Future service projects include assisting with the OBPAL Annual Golf Tournament and the State of Florida Association of Police Athletic/Activities Leagues Annual Cheerleading Competition.
- OBPAL Basketball
 - Practice was held for the boys' and girls' basketball teams. Thirteen (13) boys and three (3) girls attended practice at the South Ormond Neighborhood Center on Monday, Wednesday and Thursday evenings.
- PAL Educational Programs
 - Tutors R US
 - The OBPAL Tutors R Us afterschool program is offered Monday through Thursday at the South Ormond Neighborhood Center. One-on-one and small group sessions are offered for children and teens in grades K through 12. Last week 23 students attended the program.
 - Science on Patrol
 - Science on Patrol at Ormond Beach Middle School continues. Currently twenty-eight (28) students are registered for the 10 week program. Classes are offered Monday (Tuesday on Monday Holidays) and Thursday after school from 4:20 p.m. to 5:45 p.m.

- Science on Patrol at Ormond Beach Elementary School began Thursday October 10. Eleven (11) students are registered for the 6 week program. The program is offered Thursday after school from 2:30 p.m. – 4:40 p.m.
- Reading with a Cop
 - The first Reading with a Cop program will be held in partnership with the Ormond Beach Library on Wednesday October 23 at 3:00 p.m. Sergeant Michelle Willis will be the guest reader for the pumpkin themed afternoon.
- OBPAL Annual Golf Tournament
 - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 9, 2019. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson. Daytona Auto Mall, Metra Electronics, RotoRoter/The Elkins Family, Fields BMW of Daytona, Weather Guard Inc., and Hometown News are Platinum sponsors for the tournament. For more information on *Golfing for Youth* please call OBPAL at (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 50
- Animal Reports: 5
- Trap Neuter Release: 4
- Animal Bites: 0
- Animals to Halifax: 4
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 7
- Inactive: 3
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 2
- Grand Theft: 2
- Auto Theft: 3
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 2
- Police Information: 1
- Suspicious Incident: 1
- Baker Act: 2

Records

- Walk - Ins / Window: 92
- Phone Calls: 124
- Arrest / NTA'S: 16
- Reports Generated: 115
- Reports Entered: 110
- Citations Issued: 151

- Citations Entered: 141
- Warnings Entered: 157
- Trespass Warnings: 19
- CORF Entered: 38
- Mail / Faxes / Request: 23

Patrol

- Total Calls: 1,528
- Total Traffic Stops: 301

Operations

- Crime Opportunity Report Forms: 38

10/16/2019

- Stolen Vehicle Arrest, 198 Blue Heron Lake Circle (Aberdeen). Three (3) subjects were contacted in a stolen vehicle and were arrested.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to conceal merchandise.
- Aggravated Assault, 1521 West Granada Boulevard (Wal-Mart). Subject pointed a gun at the victim during a road rage incident.
- Traffic Arrest, 1300 Block West Granada Boulevard. A vehicle was pulled over for a traffic violation. The driver was found to be intoxicated.

10/17/2019

- Larceny, 1521 West Granada Boulevard (Wal-Mart). Employee stole cash out of a vehicle that was being serviced.
- Battery/Domestic Violence Arrest, 500 Block Hand Avenue. Subject battered the victim by punching the victim in the head.
- Stolen Vehicle, 100 West Granada Boulevard. A motorcycle was stolen from this location.
- Battery/Domestic Violence, 365 Washington Place. Two (2) subject battered each other. The aggressor was not able to be established and charging affidavits were completed.
- Carbreak, 1 North Beach Street (Bailey Riverbridge Gardens). Forced entry was made and a purse was stolen.
- Traffic Arrest, 200 Block South Atlantic Avenue. Subject was pulled over for speeding and arrested for driving under the influence.

10/18/2019

- Battery/Domestic Violence Arrest, 210 South Washington Street. Subject battered the victim during an argument.
- Larceny Arrest, 800 Block South Atlantic Avenue. Subject was pulled over for a traffic violation. The tag was report stolen and the VIN was scratched off.
- Traffic Arrest, 100 Block South Atlantic Avenue. A minor crash occurred in the area and the driver of one of the vehicles was arrested for driving under the influence.
- Traffic Arrest, 400 Block North United States Highway One. A traffic stop found the driver was operating the vehicle without a license.

10/19/2019

- Nothing on shift reports worth noting.

10/20/2019

- Assault/Domestic Violence Arrest, 158 Wilmette Avenue. Subject pointed a firearm at the victims then fled when officers arrived. Officers found the subject and made an arrest.
- Stolen Vehicle, 524 South Yonge Street. A vehicle was stolen from this location.

- Battery/Domestic Violence Arrest, 138 Rockefeller Drive. Subject battered the victim during an argument.

10/21/2019

- Assault, 767 West Granada Boulevard (Olive Grove). Known subject went to the property and made threats to the victims. A charging affidavit was completed.
- Stolen Vehicle, 525 Parque Drive. A travel trailer was stolen from this location.
- Shoplifting, 101 East Granada Boulevard (Lucky's Market). Subject stole pumpkins and a table then fled the scene.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to steal a BB gun but was stopped by loss prevention.
- Carbreak Arrest, 910 South Atlantic Avenue (Planet Fitness). Juvenile subject entered an unlocked vehicle. Nothing was stolen. Witnesses called in to report the same subject trying to open locked cars.
- Battery/Domestic Violence, 767 West Granada Boulevard (Olive Grove). Subject strangled the victim during an argument then fled the scene. A charging affidavit was completed on the subject.

10/22/2019

- Larceny, 900 Old Mill Run. Subject stole two (2) chairs off the porch at this location.
- Shoplifting, 226 North Nova Road (UPS Store). Subject stole a flashlight.
- Carbreak, 500 Sterthaus Drive (YMCA). Forced entry was made to two (2) vehicles. Purses were stolen from both vehicles.
- Warrant Arrest, 30 South Beach Street (Ormond Beach Library). Subject with a warrant was contacted at this location.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 109
 - Number of Uniform Traffic Citations Issued: 119
 - Number of Written Warnings Issued: 32
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 4
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 5 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 3 Cases initiated
- 11 signs have either been removed or sign cases created.
- 11 tree removal permit requests
- Administrative staff assisted with five (5) walk-in's and sixty-two (62) telephonic inquiries.

Public Works

Airport Operation and Development

- The bi-annual herbicide application at the airport expected to occur this week has been rescheduled due to the high possibility of inclement weather. The contractor will notify staff at least 24 hours prior to application so that airport tenants and users may be notified.
- Staff is working with the United States Coast Guard (USCG) in an effort to provide temporary accommodations at the airport for a USCG helicopter, equipment and crew as part of a proficiency

deployment exercise in February of next year. Staff has engaged Tomlinson Aviation to explore providing services such as hangar space, restroom facilities, ground power units and fuel.

- The next meeting of the Aviation Advisory Board is scheduled for Monday, October 28 at 7:00 p.m. in the Training Room at City Hall.
- Staff is working to investigate a partial failure of the airport's Automated Terminal Information System (ATIS). A notice to airmen (NOTAM) has been issued to advise pilots that ATIS is temporarily unavailable.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining – Phase 2 – The contractor has installed signs notifying work on the North Beach Street gravity sewer will begin October 28.
 - Water Plant Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
 - Breakaway Trails Storage and Pumping Improvements – The contractor has completed painting of the tank; a final inspection is being scheduled.
 - Cassen Park Public Dock and Breakwater – The contractor is finalizing submittals for signs, and rock for the breakwater.
 - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting is scheduled for October 31.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Demolition is in process.
 - HVAC Replacements – City Hall, SONC, The Casements – Preliminary work has begun at City Hall and materials have been ordered.
 - Memorial Gardens Retaining Wall Improvements – Contractor has completed 70% of the retaining wall work.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – A pre-construction meeting was held on October 21 and a Notice to Proceed will be issued for November 4.
 - WTP Sludge Residuals Facility Improvements – A pre-construction meeting is scheduled for October 28.
 - Bidding:
 - Nova Community Park Underground Electric Utilities – The bid was awarded to Economy Electric at the September 18 City Commission meeting, contracts are out for execution.
 - Landscape Renovations & Downtown Landscape Renovations – Bid was awarded to RJ Landscape Contractors at the October 15 City Commission meeting. Contracts are being prepared.
 - 2019 Stormwater Rebuild – Bid award to JD Weber is on the November 5 Commission agenda.
 - Broadway/US1 Traffic Signal – A Joint Participation Agreement with FDOT has been executed, Tomoka Holdings has been sent the Developer's Agreement for final execution. Construction Bid and an RFQ for CEI services were advertised on September 22.
 - OBSC Improvements – Championship Field 7 – A Work Authorization for Construction Management Services was approved at the October 15 City Commission meeting.
 - The Casements North Side Improvements and Carriage House – The project advertised on October 20, bid are due on November 20.
 - Design Projects:
 - North US1 Water Main and Force Main Improvements – Plans are approximately 60% complete.
 - Fleming Ave Stormdrain Improvements – The 90% plans have been reviewed and comments returned to the consultant.

- Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from Army Corps of Engineers, this confirmation has been forwarded to FEMA to complete the response to their request for additional information.
 - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated soon.
 - Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – FDOT has completed review of the 60% plans for this project.
 - Stormwater Master Plan Update 2019 – The kickoff meeting was held on September 18.
 - Fleming Avenue Stormwater Pump Station – Comments were returned on the 60% plans.
 - 56 North Beach Street – The consultant has transmitted a feasibility report, a meeting is being scheduled to discuss these results.
 - Police Station/EOC Relocation Study – Consultant and staff had a site visit to Port Orange's facility on September 19.
 - North Peninsula Sewer Retrofit – Consultant is currently preparing a scope of work for the project.
 - Oak, Magnolia, & Bonita Sewer Retrofit – A scope and fee have been negotiated and a Work Authorization for engineering services will be a future agenda item for City Commission approval.
 - Fiber Optic Connectivity – Staff is preparing documents for a solicitation for continuing services for the phased expansion of the City fiber optic network.
- 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 1355 Ocean Shore Blvd. and Apian Way directional bores, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Hand Avenue/Coolidge Avenue and 127 Windward Circle directional bores, per AT&T request.
 - Researched lighting/electric plans for Riviera Park for Economy Electric.
 - Created a light pole location map for Ballfield 3 & Softball Field 7 for FAA permits and submitted 5 FAA permits for Softball Field 7 project.
 - Researched sewer as-builts for 335 South Ridgewood Avenue for sewer lateral information for the homeowners.

Environment Management

Street Maintenance - Asphalt/Concrete

- Asphalt patch 6' on Overbrook Dr
- Filled pothole in MacDonald House parking lot; on Oak Forest Dr
- Backfill and stripped forms at Nova Community Center
- Poured park benches on Misners Trl
- Dug out generator pad and form at Nova lift station; installed rebar in existing slab
- Poured basin on Dresden Cir
- Asphalt repairs throughout City
- Ripped out 3x5 slab on Buena Vista; formed
- Ground sidewalk on Lewis St., South Ormond Community Center

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming at Airport Sports; trim over fence at Nova tennis courts; Trails Subdivision
- Removed dead pine tree in Ormond Lakes subdivision
- Sprayed weeds on SR40

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
- Installing various HIP street names

Stormwater Maintenance

- Locates & basins citywide/beachside
- Training at Fleet
- Reach out mowing on Lakebridge; FDOT pond mowing
- Basins in Zone 1 & 2
- Filled depressions citywide
- Pump station maintenance on Mainsail Circle
- System inspection on Harbour 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: 22,792
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 12,215 gallons unleaded, 4,531 gallons diesel
 - Fuel used in one week: 2,471 gallons of unleaded and 774 gallons of diesel.
 - Fleet completed 44 work orders this week.

Utilities

- Projects Summary
 - Design & Bidding
 - Western Service Area Master Plan – City staff returned comments on 60% draft submittal. City responding to RAI's from consultant. 90% submittal targeted for November.
 - Secondary Raw Water Main – Plans are approximately 75% complete. 90% submittal anticipated in December. Easement ultimately needed from one property owner.
 - North US1 Water Main and Force Main Improvements – Staff comments returned to consultant in October to make revisions. Target receiving 90% submittal in December.

- Septic to Sewer Conversion for Oak/Magnolia/Bonita – Engineering design services proposal tracking to Commission for future consideration.
- FDEP SRF Facility Plan for Septic to Sewer Funding – Work Authorization for Engineering services tracking to Commission for future consideration.
- Septic to Sewer Conversion on North Peninsula – Five firms submitted qualifications packages. Contract with top firm under negotiation. Tracking to Commission for future consideration.
- Holly Hill Reuse Interconnect – Holly Hill scheduling installation of flushing hydrant in near future.
- Under Construction
 - WTP Elevated Water Tank Rehabilitation – Strut replacement fabrication drawings submitted by contractor October 14 and accepted by engineer October 18. Fabrication and installation targeted for completion by November 17.
 - WTP Lime Slaker and Sodium Hypo Upgrades – On October 16, 2nd and 3rd rounds of Utilities shop drawing comments/revisions returned to Engineering to forward to design engineer and contractor. Field construction work anticipated to begin in November due to long lead time of fabrication and materials. Utilities requested a 2nd informal pre-con at plant prior to construction.
 - WTP Sludge Residuals Facility Improvements – Contracts out for execution. Preconstruction meeting scheduled for October 28.
 - WTP Chemical Feed Upgrade (Static Mixer) – Approved by Commission October 15. Contracts being executed and pre-con to be scheduled.
 - WWTP Sludge Dewatering Improvements – Construction commenced. Staff and Engineer coordinating temporary power bypass with contractors. Progress meeting scheduled for October 31.
 - Breakaway Trails Reuse Storage Tank and Pumping Improvements – Tank portion of the project is substantially complete. Progress meeting held October 18. Construction of pump station improvements under way. Staff exploring an option to keep one or both of the existing ground storage tanks in use for a few more years until additional storage can be planned, funded, designed and constructed.
- Substantially Complete
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Ashford Lakes LS is substantially complete and in service while contractor works to correct punch list items.
 - SCADA Integration Services (WTP/WWTP) – Substantially complete. Training of WWTP Operators held October 16 & 17. Staff developing punch list for corrections.
 - WWTP Influent Pumps VFD Replacement – Substantially complete and in service since Mid-September. Contractor addressing punch list items.
 - Breakaway Trails Yard Electrical and Lift Station Pump Upgrades – Substantially complete and in service. Awaiting O&M manuals, final demo, and site cleanup.

SPRC Projects (Utilities Review)

- Design
 - 875 Sterthaus Drive, Ormond Renaissance Condominium clubhouse modification – Received 10/18. Reviewed. Revisions requested 10/22.
 - 550 West Granada Blvd, Shoppes at Granada – Under review as of 10/17.
 - 25 Riverside Drive, The Casements Carriage House addition & site work – Received 10/17. Reviewed. Revisions requested 10/21.
 - 906 North US1, Window World – A 4th pre-application meeting is scheduled for 10/23.
 - 1211 West Granada, Tractor Supply site plan – Pre-application meeting 10/16.
 - Hunters Ridge Force Main – Staff is researching contribution in lieu of construction alternative.

- Under Construction
 - 26 North Beach Street, FUGU Restaurant – Pre-con scheduled 10/23.
 - 100 West Granada Blvd, The Pumphouse – Pre-con scheduled 10/23.
 - 520 West Granada Blvd, Modern Wash (Cloud 10 Car Wash) – Preconstruction meeting held 10/9.
 - 1190 Ocean Shores Blvd, Dunkin Donuts Lift Station – Staff continues to respond to queries from contractor/engineer regarding acceptable materials (force main, valves, etc.).
 - 101 Town & Country – Contractor attempted to use plug valves and other non-standard materials, despite numerous written & verbal communications from staff.
 - Huntington Green – Ductile iron sewer laterals installed to 13 lots (Fawn Haven & Dove Tail Ct). Utilities staff coordinating with contractor, design engineer, & inspections. Recommend laterals either remain private OR contractor to replace with City standard C-900 pipe (as noted on approved plans).
- Substantially Complete
 - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Water meter vault cut-sheet accepted (in writing) 10/16. Lift station power activated 10/17.
 - Pineland Subdivision – Distribution Superintendent submitted water as-built deficiencies in writing to Inspections staff 10/15. Certificate of Occupancy withheld until as-builts complete and accepted.
 - Deerfield Trace – Distribution Supervisor accepted water as-builts. Request for system clearance submitted. Awaiting approval.
 - 600 West Granada, WaWa – Utilities accepted site improvements and as-builts.

Water Treatment

- Delivered 41.81 million gallons for the week ending October 19, 2019 (5.97 MGD).
- Raw water average daily withdrawal rate from all wells through October 19, 2019 @ 6.79 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled ~48.6 wet tons of dewatered sludge (65 - 70% solids).
- Contractor hauled two tanker loads of wet sludge, ~6000 gal each. 12,000 gal total
- Sludge Thickener is awaiting repair; awaiting quote from manufacturer.

Water Reclamation Facility

- Domestic and Industrial Wastewater flow was 38.50 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.50 MGD.
- Produced 32.43 Million Gallons of Reuse.
- Produced 6.07 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (October 1, 2018 – September 30-, 2019) (MGD):
 - Influent 4.61 MGD (Permit 8 MGD);
 - Surface Water Discharge 0.60 MGD (Permit 6 MGD);
 - Reuse 4.26 MGD (Permit 10 MGD)
- 77.87 wet tons of dewatered residual solids (14% to 18% solids) were sent to processing facility.
- There were no fecal detections for the weekly reporting period. Sand filter #2 was put on-line with new sand on October 14. Staff coordinating to remove sand from filter #3 for replacement.

Water Distribution

- Responded to 20 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 23 calls for water service leaks.
- Replaced 8 broken meter boxes.
- Replaced 7 water services due to leaks or low pressure concerns. 2 casings were installed for a water service replacement under a road.
- Performed maintenance/rebuild activities on 2 fire hydrants.
- Performed pressure testing on 12 city owned BFP devices. 2 of which needed repairs.

- Installed a new BFP on an unprotected city irrigation system.
- Installed 5 residential new water services and meters.
- Repaired a 6" AC water main leak on Town & Country Lane in OB-Sea.
- Assisted WW Collections locate and shut down a reclaim water service.
- Perform a final Water Dist. system inspection at the new WAWA on W. Granada Blvd.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 115 regular and 1 emergency utility locates for the previous week.

Wastewater Collection

- Crews responded to 39 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
- Very heavy rain on 10/19 resulted in 4 additional broken PEP tanks. We now have 5 broken tanks and a broken back lid that needs replacement. Staff is scheduling replacements.
- Replaced and rewired PEP Pump at 71 Westland Run. Also repaired broken C/O stack.
- Responded to SSO and cleaned area at N. Center St. and Sterthaus Dr.
- Follow up TV at 604 N. Yonge St. Roots in line. Customer claimed damage next day. Cleared roots from line. Placed on PM list until repairs can be made
- Rewired PEP pump at 140 Grey Dapple Way.
- Repaired broken C/O stack at 12 Tomoka Cove Way.
- Replaced 8 PEP pumps this week.
- TV'ed 5 sanitary laterals on the PM list.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 12 psi, Ocean Mist Hotel 0 psi, Ormond Mall 0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 12 psi, Westland Run 18 psi Shadow Crossing Blvd. (4 inch) 14 psi.

Reuse Distribution

- Responded to 2 reuse trouble calls.
- Reclaimed system is 100% open to avoid Surface Water Discharge.
- Replaced broken reclaimed lid at 31 Amsden Rd.
- Turned off reclaimed at 21 Circle Creek Way per customer request.
- Repaired reclaimed leak at 111 Deep Woods Way.
- Investigated 2" reclaimed line at 562 Ocean Shore Blvd. in preparation of installing blow off
- Turned Reclaimed back on at 21 Circle Creek Way
- Responded to no reclaimed complaint at 9 Abacus Ave. Issue was on customer side.
- Responded to reclaimed leak at 5 Carriage Creek Way. Broken sprinkler head customer informed.

Wastewater Plant – Lift Stations

- 2M, pump #1, pull pump to clear blockage at volute, complete pump lead conduit and wiring modification.
- Cypress Place, discharge pipes at both pumps failed, cleaned extreme amount of disposable cleaning wipes from wet well, set up diesel bypass pump, cleaned both check valves, contractor responded to replace failed pipes. Influent high level float, back up high level float failed, replacement is scheduled when full crew is available, high level is currently monitored at SCADA.
- Screw Pumps, VFD installation complete, awaiting control wire connection and programming.
- SCADA monitor/response: Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Thickener, requested purchase order for factory site visit to evaluate system condition and adjust torque box.

- Hypochlorite Pump # 7, disconnected failed motor and gearbox for replacement of same.
- 12% Chlorine storage tank, leak at pipe flange, will repair when level permits.
- Lime Slurry pump #3, replaced discharge tube.
- High Service Pump #5, Motor coupling failed, replacement on order, pump base causing alignment problems, will schedule repairs.
- 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 – Staff received latest revision of the renewal from the City's consultant. The revision is currently being reviewed by staff for completeness prior to submittal to the FDEP. Due date for RAI response has been extended to January 10, 2020.
- Volusia County Solid Waste Special Disposal – Staff submitted an application to the Volusia County Solid Waste Department. The application is to allow the City to dispose of sewer line waste at the Tomoka Landfill.
- Cross Connection Control Program Management Services Contract– Bid 2020-03 – Staff has notified many backflow testers on record of the change in vendor for the City. The testers will manually submit test reports until the conversion is complete. Staff also participated in a webinar to learn the new software of the prospective bid winner.
- Sanitary Sewer Overflow (SSO) – Operations staff responded to two SSOs this past week. One due to a SCADA contractor turning off the WWTF influent pump station during a software upgrade; a net 100 gallons overflowed into roadside swale which staff flushed and disinfected. The second was approximately 39,000 gallons of fully treated effluent that overtopped the chlorine contact basins at the WWTF due to excessive influent flows from heavy rain (approximately 4 inches in 4 hours). Most absorbed into the ground; some reached the onsite storm drains which flow to the on-site retention basin or return to the head of the plant for (re)treatment. None reached surface waters.
- Fats, Oils, and Grease (FOG) Program – Staff is developing a FOG program to assist with eliminating the FOG intrusion in the sewer collection system. The new program will include inspections of facilities with a FOG discharge potential. FOG is a major contributor to most sanitary sewer overflows. Staff is working with GIS to develop an accurate list of food service establishments which have the potential to contribute FOG to the City's sewer collection system.

Support Services/City Clerk

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

- Staff attended Tyler Purchasing Training
- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation for November 5, 2019, City Commission Meeting