

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: November 22, 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

Spoke to, attended and/or met with:

- Agenda review meetings with commission members
- Volusia County elected officials meeting
- City Commission meeting
- Volusia County Legislative Delegation meeting
- Ormond Beach Chamber Leadership meeting
- Florida Chamber of Commerce Regional meeting held in Daytona Beach, presentation by Mark Wilson CEO.

**PIO – Public Information**

- Press Releases/Media
  - December Mondays with the Mayor
  - Holiday Event Calendar Submissions
  - General media contacts and citizen inquiries
- Social Media
  - Holiday Safety Series Launch (#OBSafeThisHoliday)
  - Security First Grand Opening
  - Holiday Décor Announcements
- Attended
  - City Manager Staff Meeting
  - City Commission Meeting
  - Mondays with the Mayor
  - Volusia County Solid Waste Luncheon
  - Security First Grand Opening/Ribbon Cutting
- Developing
  - Primary School One Less Campaign
  - Reuse Water Education

**Community Development**

**Planning**

- The Historic landmark Preservation Board approved an administrative request for a Certificate of Appropriateness (COA) to construct an addition on the existing carriage house at The Casements, located at 25 Riverside Drive.

- Staff attended a neighborhood meeting associated with a Planned Business Development for the property at 263 South Nova Road. The Planned Business Development seeks to allow a climate-controlled storage facility of 100,000± square feet. The Planned Business Development application shall require Site Plan Review Committee (SPRC) review, the neighborhood meeting on the development project, Planning Board review and City Commission action for site development.
- There are no applications for the Board of Adjustment and Appeals and the December 4, 2019 meeting has been canceled.
- Staff has received an appeal of a use determination at 265 Rosewood Avenue. The appeal states the property has operated a boat and recreational vehicle use. Staff has been unable to verify that the boat and recreational vehicle was established at this location and has denied the boat and recreation vehicle use. The property owner has appealed Planning staff's determination to the City Commission and the item will be scheduled for a January City Commission meeting.
- The following items are scheduled for the December 12, 2019 Planning Board:
  1. A Planned Business Development rezoning and issuance of a development order for the property at 263 South Nova Road. The Planned Business Development seeks to allow a climate-controlled storage facility and associated site improvements.
  2. A Comprehensive Plan amendment to Policy 5.1.4. of the Future Land Use Element of the Comprehensive Plan to clarify the city's annexation policies related to utility connections outside of the city's municipal boundaries.
  3. A Land Development Code amendment to Chapter 3, Performance Standards, Article V, Utility and Infrastructure Design Standards, Section 3-61, Utility line extensions to clarify the city's annexation policies related to utility connections outside of the City's municipal boundaries.

#### Building Inspections, Permitting & Licensing

- 10 new business tax receipts issued.
- 342 inspections preformed within the city (41 by private providers).
- 90 permits issued (16 garage sale permits) within the city, with a valuation of \$1,560,512.00.

#### Development Services

- Site Plan Review Committee (SPRC) activities:
  1. Conducted a final inspection of the Broadwater bridge project – bridge repair for the decking of the Broadwater subdivision bridge.
  2. Approved the following site plans:
    - a. 25 Riverside Drive, Casements carriage house expansion - extension of the carriage house by 480 square feet and associated site work.
    - b. 1190 North U.S. Highway 1, Edgewell north loading dock - Construct a loading dock expansion area of 1,240 SF to serve the north side of the Edgewell manufacturing plant.
  3. Conducted the following meetings:
    - 1140 West Granada Boulevard – discussion of options to redevelop commercial space within an existing shopping center.
    - 825 Hull Road, Caaz properties – pre-application for office/storage warehouse use on industrially zoned property.
  4. The following site plans are under review:
    - a. 201&205 Sandoval Drive, Pineland Subdivision model home. 2<sup>nd</sup> review. Parking area for subdivision model home.
    - b. 550 West Granada Boulevard, Shoppes at Granada Pointe. 2<sup>nd</sup> review. Construction of a 21,114 square foot building on 2.52 acres within the Granada Pointe development and associated site work.

c. 228 North Orchard Street, Ormond FPL Substation Expansion. Expansion to allow the transformation, regulation, and distribution of electricity including a 314 square foot building.

- Projects under construction

Project	% Complete
101 Town & Country Lane	40%
589 South Yonge Street	98%
783 North U.S. Highway 1	50%
Antares of Ormond Beach	2%
Boot Hill	2%
Breakaway Trails Ground Storage tank	80%
Coolidge Avenue Office/Warehouse	15%
Dunkin Donuts, 1190 Ocean Shore	0%
Extended Stay America	2%
Granada Plaza sewer improvements	75%
Granada Pointe	98%
Home2	40%
Independence Recycling of Volusia	95%
Lynnhurst sewer improvements	15%
Modern Wash	10%
Oceanside Golf and Country Club (seating)	50%
Ormond Beach Surf Style	90%
Ormond RC, Building 1C	65%
Salty Church	10%
Security First	98%
Stor-It	0%
Thomas & Betts parking improvements (Phase 1)	98%
Total Comfort	10%
Residential	
Cypress Trails subdivision	90%
Huntington Green	70%

Huntington Villas	70%
Pineland residential subdivision	90%
Deerfield Trace	60%
Cypress Trails subdivision	90%

### **Economic Development/Airport**

#### **Economic Development**

- Ormond Crossings
  - 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.
  - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  - Staff attended the Volusia County Legislative Delegation Meeting at DeBary City Hall on November 20<sup>th</sup>.
  
- Prospective Business Attraction/Retention/Expansion
  - Staff is working on three project leads with target industry companies looking at specific sites in Ormond Beach.
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 39 companies have been visited.

#### **Airport Operation and Development**

- Staff has completed work to assist an airport business tenant with updating their property tax records with Volusia County to correctly reflect all of their commercial properties at the airport.
- Staff has completed work to acquire and submit a quote package for a qualified vendor to perform periodic inspections and repairs (as needed) on the airport's Automated Weather Observing System (AWOS) and certain mission critical systems at the air traffic control tower.
- Staff completed work to address a reported malfunction of the Precision Approach Path Indicator (PAPI) lights on Runway 27.
- Staff completed work to prepare and submit a required pre-application package for federal grant assistance to provide primary funding for the design phase of the projects to rehabilitate taxiways Bravo, Delta, and Foxtrot.

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

### **Finance**

- On-going Projects
  - The City continues to work with the State 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 seventeen (17) hurricane Irma Project Worksheets totaling \$1.6 million.
  - The City went live with Munis Phase 3, Utility Billing system.
- Completed Projects - Weekly
  - Processed 102 Journal Entry Batches.
  - Approved 35 Purchase Requisitions totaling \$252,553.48.
  - Issued 31 Purchase Orders totaling \$420,698.50.
  - Prepared 126 Accounts Payable checks totaling \$476,527.30 and 39 Accounts Payable EFT payments totaling \$533,548.17.
  - Issued 0 past due notices on utility accounts.
  - Auto-called 150 utility customers regarding receipt of a past due notice.
  - Processed 466 payments through Interactive Voice Response System totaling \$53,247.54.
  - Grant money 2019-20 fiscal year-to-date total received, \$1.6 million.
  - Prepared 375 Direct Deposits totaling \$502,593.66.
  - Transferred IRS 941 payment of \$163,857.85.

### **Grants**

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Drafting CDBG agreement for Hope Place public service activity.
  - Completed NIAB packet for December 4 meeting.
  - 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.
  - Working with Finance on the request for quotes for State of the City video/photography services.
  - Attended weekly staff meeting.
  - Attended mandatory training.

### **Risk Management Projects**

- Chamber of Commerce Leadership planning meeting
- Assisted HR with new DFWP requirement

### **Fire Department**

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 4
  - Hazardous: 3
  - EMS: 81

- Motor Vehicle Accidents: 6
- Public Assists: 42
- TOTAL CALLS: 138
  
- Aid provided to other agencies: 16 Calls – Daytona Beach (4), Volusia County (12)
- Total staff hours provided to other agencies: 17
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 7
- Total EMS patients treated: 57
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 147
  
- Training Hours
  - NFPA 1001: Firefighting 21
  - NFPA 1002: Drive 8
  - NFPA 1021: Officer 23
  - NFPA 1500: Safety/Equipment 32
  - NFPA 1620: Preplanning 20
  - EMT/Paramedic 22
  - TOTAL TRAINING HOURS: 126
  
- Station Activities
  - Updated 12 pre-fire plans
  - Conducted 2 fire inspections
  - Spoke to senior citizens at First United Methodist Church on emergency services and fire safety.

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Civil Engineer (Engineering)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)
    - Maintenance Worker IV (Wastewater Collection & Reuse Distribution/Public Works)
    - Part Time Events Leader (Events/Leisure Services)
    - Part Time Recreation Leader (Environmental Discovery Center/Leisure Services)
    - Part Time Recreation Leader (S. Ormond Neighborhood Center/Leisure Services)
    - Police Officer (Police)
    - Senior Staff Accountant (Finance)
  
  - Applications Under Review
    - Office Assistant III (Nova/Leisure Services)
    - Recreation Program Specialist (Leisure Services)
  
  - Interviews Scheduled
    - Firefighter/EMT
    - Police Officer (Police)
  
  - Background/Reference Checks/Job Offers
    - Police Officer (Police)
  
  - Separations
    - Maintenance Worker III (Streets/Public Works)
    - Maintenance Worker II (Wastewater Collection & Reuse Distribution/Public Works)

- Employee Events
  - Wellness Plan HSA contribution opportunities through 12/31/2019:
    - Non-tobacco use affidavits accepted
    - Skin cancer screenings offered
    - Wellness Action Team activities
  - Employee Training: Preventing Workplace Sexual Harassment and Discrimination

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 4 – EnerGov Permitting and Licensing – Project planning and document review. Implementation efforts to start in January 2020.
    - 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: 29
    - Completed: 45
    - In progress: 53
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 45,541
    - Inbound E-Mails Blocked: 27,411
    - Delivered Inbound E-Mails: 18,130
    - Quarantined Messages: 452
    - Percentage Good Email: 39.8%
    - Virus E-Mails Blocked: 3
  - Geographical Information Systems (GIS)
    - Addressing
      - Additions: 5
      - Changes: 0
      - Corrections: 0
    - Map/Information Requests: 20
    - Information Requests from External Organizations: 2
    - CIP Related Projects (pavement management, project tracking map): 0
    - Reclaim Connections Located this week: 0 : Total in system = 2,732
    - Meters GPS Located this week: 0 : Total in system = 23,738; 22,927 potable, 800 Irrigation, 11 Effluent

### **Leisure Services**

#### **Administration**

- City Manager's meeting
- Park visits
- Janitorial Services meeting
- Staff meeting
- City Commission meeting
- Staff continues to prepare for The Mayor's Health & Fitness Challenge

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 Tuesday through Saturday.
- South Daytona Elementary School first grade field trip Tuesday, 10:00 am to 12:30 pm
- Audubon Bird Watching 101 Class, Joan Tague Tuesday, 6:30 pm to 8:30 pm
- Community Gardens Board Meeting, Wednesday, 4:00 pm to 5:00 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 1:00 pm daily.
- OBGS Baseball practices were held Monday through Thursday at 6:00 pm on the Nova and Wendelstedt Fields.
- OBSC practices are being held Monday through Thursday nights at 6:00 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.
- Youth Flag Football finished playoff games this week on Monday through Wednesday at 5:45 pm, 6:45 pm at the Sports Complex on Quad 3 and the Kiwanis Field.
- Pop Warner Cheer practiced Monday, Tuesday, and Thursday at Championship Field 7 at 5:30 pm.
- SHS Boys' and Girls' Soccer continued practices this week at the Sports Complex on Fields 5 and 6 and 5 pm and 6:30 pm. They also continued games on Monday, Tuesday, Thursday, and Friday at 5:00 pm, 5:30 pm, and 6:00 pm.
- OBSC Recreational Soccer games were held Saturday at the Sports Complex on Soccer Fields 1 through 6 and 8 through 10

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond Neighborhood Center
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova Community Center
- Cleaned Magic Forest Park and the common area of Nova Community Center
- 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
- Painted Soccer Fields 1 - 6, 8 - 10
- Prepared Champ. Field 7 for SHS Soccer Games
- Painted grass parking lot by Soccer #9
- Set up & painted Flag Football fields for playoffs
- Picked up Flag Football fields equipment, benches, totters, etc. at end of season
- Closed Wendelstedt Fields & prepared for upcoming Rye Seeding
- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School



#### Senior Center

- Granada Squares Dance was held on Tuesday from 6:00 pm to 9:00 pm

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Monday through Thursday: Show Club held regular classes
  - Monday: Show Club held regular classes. CMT held regular classes.
  - Tuesday: Show Club held regular classes. CMT held regular classes.
  - Wednesday: Show Club held regular classes. CMT held regular classes.
  - Thursday: Show Club held regular classes. Kopy Kats held regular classes. CMT held regular classes.
  - Friday: CMT held regular classes.
- The Performing Arts Center is preparing to host the following event:  
Allengang Entertainment presents Yacht Rock All-Stars, Friday, 7:30 pm to 10:00 pm

#### South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground at sunrise to 11:00 pm daily
- Fitness room
- Open gym
- Jazzercise was held on Monday
- PAL tutoring Monday through Thursday
- Youth basketball practice Monday, Wednesday and Friday

#### Community Events

- Weekly administrative tasks, office work, meetings and activities
- Assisted HR with food and beverage for mandatory training meeting November 20<sup>th</sup>, 21<sup>st</sup>, and the 22<sup>nd</sup>
- Attend mandatory training meeting on November 21<sup>st</sup>
- 2019 - Tasks and assignments for the upcoming events:
  - Home for the Holidays Parade
  - Holidays at The Casements Concert
  - Santa on the Go
  - Breakfast with Santa
- 2020 – Tasks and assignments for the upcoming events:
  - Mayor's Health & Fitness Challenge Jan. 4<sup>th</sup> KICK OFF
  - Jan. 17<sup>th</sup> - Arbor Day Tree Planting
  - Feb. 15<sup>th</sup> - Reel in the Fun Free Fishing

#### Gymnastics

- November session in progress
- November registration is open

#### Nova Community Center and Special Populations

- FitGyms conducted their person 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 met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- Lunch Bunch met on Wednesday from 10:00 am to 1:00 pm.
- Explore the Arts met on Thursday from 4:30 pm to 5:30 pm.
- Basketball League practice took place on Monday through Friday from 6:00 pm to 8:00 pm
- Challenger Basketball met on Tuesday from 5:00 pm to 6:00 pm

### The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am. to 3:00 pm
- The Casements was closed on Saturday for Main Street Riverfest which took place in Rockefeller Gardens and Fortunato Park on Saturday 10:00 am to 6:00 pm and Sunday 10:00 am to 4:00 pm.
- Herb Society met at Bailey Riverbridge on Saturday from 9:00 am to 12:00 pm.
- The Church Missing Peace held a meeting at Bailey Riverbridge on Sunday from 10:00 am to 12:00 pm
- House of Healing met at Bailey Riverbridge on Sunday from 6:00 pm to 8:00 pm.
- Friends of the Library met in The Casements Gallery on Monday from 2:00 pm to 4:00 pm.
- Pilates took place on Friday at Bailey Riverbridge from 8:30 am to-9:30 am
- On Tuesday, Once Upon A Time Storytime took place on the North Lawn of The Casements from 10:00 am to 11:00 am.
- The Church Missing Peace held a meeting at Bailey Riverbridge on Tuesday from 4:00 pm to 5:00 pm
- Yoga took place on Tuesday and Thursday from 10:00 am to 11:30 am
- On Wednesday, The Casements Guild met in the Gallery from 10:00 am to.2:00 pm for their general meeting.
- On Thursday, Greek cooking class was held in The Casements kitchen from 4:00 pm to 7:00 pm
- Blueprint Community Church met on Thursday at Bailey Riverbridge from 6:00 pm to 8:00 pm

### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions

### 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
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Mounted City seal in City Hall atrium
- Replaced a door knob at the Police Department
- Repaired Cassen kayak ramp railing
- Repaired Nova Community Center men's room toilet
- Repaired men's room urinal
- Repaired A/C in MCC Room at the WTP
- Repaired water spigot at Riverbend Park and at Cassen Park
- Repaired gate at WTP
- Concrete panels at WTP replaced
- Replaced mag switch for air vacuum at Fire Station 92
- Replaced lighting at airport tower
- Replaced CIU door handle at Police Department
- Replaced break room lights at Police Department
- Replaced CSO lights at Police Department
- Repaired Softball Quad A/C
- Installed snowflakes, garland on the Granada Bridge and Granada Blvd.

### Police Department

#### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended the Police Bargaining meeting
- Staff attended the Daytona State College graduation
- Staff attended the Do the Right Thing luncheon
- Staff scheduled a Coffee with a Cop event

- Staff is working on the 2020 schedule

#### Community Outreach

- Youth Leadership Council (YLC)
  - Four (4) members of the YLC went the Volusia County Fair over the weekend. The next community service project will be assisting with meals and gifts at the OBPAL Annual Holiday Party on Wednesday, December 18 at the South Ormond Neighborhood Center.
- OBPAL Basketball
  - Practice was held for the boys' and girls' basketball teams. Fifteen (15) boys and four (4) girls attended practice at the South Ormond Neighborhood Center on Monday, Wednesday and Thursday evenings.
- 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 21 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 concluded last Thursday. Eleven (11) students enjoyed making candy DNA models and creating their own dog using DNA codes for different traits for body size, hair texture, eye color, head shape and tail type. The day concluded with a decorate-your-own cupcake party.
  - Do the Right Thing
    - The first Do the Right Thing of the 2019-20 Academic year was held on Wednesday, November 20 at the Ormond Beach Police Department. Students from our partner, Ormond Beach Middle School enjoyed lunch with Chief Godfrey in the training room. After lunch students were given a tour of the Police Department before returning to school.
- The annual PAL Holiday Party will be held on Wednesday, December 18 at the South Ormond Neighborhood Center from 5:45 p.m. to 7:45 p.m.

#### Community Services & Animal Control

- Animal Calls responded to: 46
- Animal Reports: 5
- Trap Neuter Release: 1
- Animal Bites: 2
- Animals to Halifax: 7
- Wildlife Calls: 0
- Found Property Reports: 0

#### Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 10
- Inactive: 7
- Fraud: 9
- Burglary Business: 3
- Burglary Residential: 1

- Larceny Car break: 4
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 0
- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 0
- Baker Act: 3

#### Records

- Walk - Ins / Window: 84
- Phone Calls: 104
- Arrest / NTA'S: 15
- Reports Generated: 122
- Reports Entered: 120
- Citations Issued: 99
- Citations Entered: 83
- Warnings Entered: 102
- Trespass Warnings: 37
- CORF Entered: 59
- Mail / Faxes / Request: 33

#### Patrol

- Total Calls: 1,346
- Total Traffic Stops: 225

#### Operations

- Crime Opportunity Report Forms: 59

#### 11/13/2019

- Narcotics Arrest, 700 Block South Nova Road. Subject was stopped for a traffic violation. Methamphetamine was found in the vehicle.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and left the store. Loss prevention was able to identify the subject and a charging affidavit was filed.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line and was stopped by loss prevention.
- Larceny, 679 Wellington Station. A tag was stolen off a vehicle in the parking lot.

#### 11/14/2019

- Carbreak, 32 Old Macon Drive. Wallet was stolen out of an unlocked vehicle.
- Warrant Arrest, 155 Interchange Blvd. Subject with a warrant was contacted at this location.
- Warrant Arrest, 500 Block South Nova Road. Subject with a warrant was contacted at this location.
- Battery/Domestic Violence, 1567 North United States Highway One (Econo Inn). Subject battered the victim and fled the area. A charging affidavit was completed.
- Battery, 81 Lucky Drive. Three (3) subjects were in a physical altercation. Neither party wanted to press charges.
- Resisting Arrest, 2100 Block West Granada Boulevard. Subject resisted arrested during an encounter.

11/15/2019

- Burglary Business, 729 South Nova Road (Cloak and Dagger Comics). Subject entered through an unlocked door and stole cash.
- Burglary Business, 86 South Yonge Street (Randy's Auto Body). Subject stole tools overnight.
- Carbreak, 248 North Beach Street. Lawn equipment was stolen from an open trailer.
- Battery Arrest, 690 South Nova Road (7-11). Subject spat on staff and made threats with a stick.
- Burglary Residence, 170 North Yonge Street. Subject entered an unoccupied locked home.
- Traffic Arrest, 400 Block Rockefeller Drive. Vehicle was stopped for a traffic violation and the driver was found to be intoxicated.
- Trespass Arrest, 1670 West Granada Boulevard. Subject returned to the property after warning.

11/16/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject brought unpaid merchandise to the return counter to get a gift card.
- Carbreak, 1521 West Granada Boulevard (Wal-Mart). A crash occurred where both parties exchanged information. One subject broke into the other's car to steal the information and fled the scene.
- Narcotics Arrest, 100 Block West Granada Boulevard. Subject with narcotics was arrested at this location.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject walked out with two (2) televisions.

11/17/2019

- Warrant Arrest, 24 Sugarberry Circle. Subject with a warrant was contacted at this address.
- Shoplifting, 170 North Nova Road (7-11). Subject stole items and left the store.
- Narcotics Arrest, 556 Collins Street. Subject with Methamphetamine was contacted at this address.

11/18/2019

- Battery, 151 South Halifax Drive. Subject battered the victim with a rock then fled the scene. A charging affidavit was filed.
- Burglary Business, 1035 West Granada Boulevard (Lighthouse Church). A door to a shed was found pried open.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to steal watches but fled the area when contacted by loss prevention.
- Larceny, 1035 West Granada Boulevard (Lighthouse Church). A fuel line to a church van was cut and gas was stolen.

11/19/2019

- Battery/Domestic Violence Arrest, 20 Holly Street. Subject found their spouse cheating and threw a rock at the cheating spouse and held a sharp object to the other half of the affair.
- Larceny, 700 Block South Nova Road. Victim left a purse in an Uber vehicle and it went missing then later returned with cash missing.
- Traffic Arrest, West Lindenwood Circle at Kimberly Court. Subject was found in a running vehicle and the person in the driver seat was arrested for driving under the influence.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 71
  - Number of Uniform Traffic Citations Issued: 65
  - Number of Written Warnings Issued: 53
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 12
  - Number of Crashes with Injuries: 8
  - 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: 6 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 1 Cases initiated
- 9 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with four (4) walk-in's and forty-nine (49) telephonic inquiries.

### **Public Works**

#### Engineering

- Projects Summaries
  - Construction Projects:
    - Water Plant Upgrades – Shop drawings are under review.
    - Breakaway Trails Storage and Pumping Improvements – The tank has been finalized, the contractor continues work on the pump building and yard piping.
    - Cassen Park Public Dock and Breakwater – Construction is underway and the contractor expects to be complete before the end of the year.
    - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting is scheduled for December 5.
    - CDBG Ames Parking Improvements & CDBG Landscape Renovations – The contractor began work in the north parking area at Ames Park.
    - HVAC Replacements – City Hall, SONC, The Casements – A project kickoff meeting was held on November 12. Work has started at City Hall and SONC.
    - Memorial Gardens Retaining Wall Improvements – The project is substantially complete, the contractor is working on a few punch list items.
    - Granada Median Landscape Improvements (Orchard Street to I-95) – The contractor is working on removal of plant material within the medians.
    - Granada Blvd Medians – Irrigation Reuse Connection – Construction will begin in December.
    - WTP Sludge Residuals Facility Improvements – A pre-construction meeting was held October 28. Construction is expected to begin in March due to the long lead time (24 weeks) for the centrifuge.
    - OBSC Improvements – Championship Field 7 – A meeting was held October 23 to discuss permits. Construction is expected to begin December 1.
    - Nova Community Park Underground Electric Utilities – Notice to proceed was issued to the contractor on November 18.
    - WTP Chemical Feed System Upgrades – Static Mixer ODP terms and conditions are being negotiated with the vendor Statiflow. Revised shop drawings are under review.
    - Memorial Gardens Lighting – A purchase order for light fixtures has been issued, they have a 10 week manufacturing lead time.
    - Landscape Renovations & Downtown Landscape Renovations – Contracts are executed. Work scheduled to start early spring 2020.
    - 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.
  - Bidding
    - The Casements North Side Improvements and Carriage House – Bids were opened on November 20 and are under review.
    - 2019 Stormwater Rebuild – Bid awarded to JD Weber at the November 5 Commission meeting, contracts are being executed.

- Fiber Optic Connectivity – Documents for a solicitation for continuing services for the phased expansion of the City fiber optic network were approved for bidding at the November 19 meeting.
- Gazebo Replacements CP II – Documents for a solicitation for bids is scheduled for City Commission approval at the December 3 commission meeting.
- Design Projects:
  - North US1 Water Main and Force Main Improvements – 90% plans are under review by City staff.
  - 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 – A meeting was held with the consultant to review existing codes, master plans, and other City documents.
  - Fleming Avenue Stormwater Pump Station – The consultant continues work towards 90% plans.
  - 56 North Beach Street – Staff met with the consultant to discuss a future City Commission Workshop.
  - Police Station/EOC Relocation Study – Consultant and staff had a site visit to Port Orange's facility in September.
  - Airport Road/SR40 Water Main Loop – A Work Authorization for design is scheduled for City Commission approval at the December 3 meeting.
  - Rockefeller Room Renovations – Met with consultant November 20 to assess the condition of windows and structure.
  - WTP Aeration Structure Rehabilitation – Coordinating with Utilities staff to determine design/construction schedule.
  - Exercise Equipment Replacement at Central Park II – This project is being designed in-house.
  - OBSC Playground Surfacing – Working with the construction manager for this project to replace the surface at the Boundless Playground.
  - CDBG Riviera Park Parking Improvements – Project has been designed in-house and is currently under review with CDBG. It is anticipated to be scheduled for City Commission approval to bid in January.
  - CDBG SONC Fitness Station - This project is being designed in-house. Staff is collaborating with Leisure Services Department for their input.
  - Downtown: Cassen Park Improvements – A consultant meeting to discuss the project is scheduled for December 6.
  - Downtown: Parking ID Signage – Working out the conceptual design and details with the Volusia County School Board/Planning Department.
- 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 Work-in-the-Right-of-Way permit for Box Elder Court directional bore, per Brighthouse/Spectrum request.
  - Reviewed plans and updated Work-in-the-Right-of-Way permit for Cardinal Avenue directional bore, per AT&T request.
  - Completed site check to determine 83 Highland Avenue proposed SWMP will perform as designed.

- Completed site visit at 9 Prairie View to address a citizen complaint of storm water runoff from new subdivision behind their residence.
- Completed Right-of-Way locate along New Britain Avenue to determine location of new gas main.
- Attended SPRC meeting for 2301 Arabian Trail for proposed SWMP review.
- Created Plan set for Storm Water In-line Check Valve project.
- Created exhibit drawing for Central Park fitness trail station.
- Researched old as-built files to locate all drawings showing piping layout at the water treatment plant, and provided PDF copies of the same per Plant Operator's request.
- Created exhibit map showing location of Sanitary Cleanout locations at 806 & 810 Cordova Avenue, per citizen request.
- Completed sketch and legal description for 806 Cordova and also a sketch and description for a portion of the Cordova Right-of-Way, per planning Division request.

### Environment Management

#### Street Maintenance - Asphalt/Concrete

- Stripped forms & backfilled on Ormond Lakes Blvd
- Stripped forms at S Ormond Neighborhood Center
- Poured 8x5 section of driveway on Lindenwood Cir
- Poured 20 ft sidewalk on Riverside Dr
- Loader training at Hull Rd
- Poured park bench at Bailey Riverbridge
- Formed sidewalk on 300 block of S Ridgewood Ave
- Ripped out and formed 5x5 at Police Station
- Sensitivity training at PW training room
- Poured generator pad extension on Nova at RR crossing

#### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimmed the perimeter fence at Wastewater Plant

#### Maintenance

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

#### 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
- Attended mandatory training class – Public Works



#### Stormwater Maintenance

- Sandbags to The Casements
- Ditch spraying citywide
- Catch basin clearing, pump station maintenance at Zone 1 & PW
- Utility locates citywide
- Spray vegetation (weather permitting) on Hand Ave RR easement
- Mowed ditches at Hand Ave RR
- Reachout mowing on Airport Rd
- Ditch maintenance spraying citywide
- Basins inspected and cleaned in Zone 1
- Training at PW yard

#### Vactor

- Vac truck, cleaned basins & lines on Indianbow Ln and Ormond Lakes
- Vac truck water break on Marvin Rd
- Aston Cir

#### 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: 22,504
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 12,594 gallons unleaded, 9,613 gallons diesel
  - Fuel used in one week: 1,920 gallons of unleaded and 508 gallons of diesel.
  - Fleet completed 42 work orders this week.

#### Utilities

- Projects Summary
  - Preliminary Planning
    - Clyde Morris Sanitary Sewer Pipe Rehabilitation – Staff developing scope of services
    - Ormond Beach/Daytona Beach Utility Rate Study – Draft RFP in progress
    - WTP Chemical Feed Caustic System & Bypass – Staff evaluating scope in-house
    - WTP Aeration Structure Rehab – Design budgeted 2019/2020. Construction 2021/2022.
    - WTP Comprehensive As-Builts – Staff coordinating with consultant to develop scope
    - WRF Filter – Staff exploring alternate technologies in lieu of refurbishing traveling bridge filter #1
    - Standard Detail Updates/Revisions – Planning process to revise standard details in collaboration with Engineering and Planning.
  - Design & Bidding
    - Western Service Area Master Plan –90% draft report distributed to staff for comment. Meeting to return comments scheduled for 12/5.
    - Secondary Raw Water Main – Plans are approximately 75% complete. Anticipate receiving 90% submittal in December. Easement ultimately needed along south boundary of parcel 4125090000070.

- North US1 Water Main and Force Main Improvements – 90% submittal received by Engineering.
- FDEP SRF Facility Plan for Project Funding – Scope being revised.
- Holly Hill Reuse Interconnect – Scheduling installation of flushing hydrant upon receipt.
  
- Under Construction
  - WTP Improvements (Lime Slaker and Sodium Hypo Upgrades) – NTP 8/19/19. Shop drawing review in progress. Date for field construction work TBD.
  - WTP Sludge Residuals Facility Improvements – Preconstruction meeting 10/28. City to direct purchase of centrifuge. Target NTP 3/01/20, 180 day construction and final completion 8/31/20.
  - WTP Chemical Feed Upgrade (Static Mixer) – Shop drawing of mixer being reviewed in advance of “direct purchase” by City. Precon to be scheduled.
  - WWTP Sludge Dewatering Improvements – Construction commenced. Bypass electrical plan approved. Bypass to be implemented week of Dec 2.
  - Storm & Sanitary Sewer Lining (3 year contract) – Slip lining VCP Sanitary Sewer on Beach Street under construction 11/20 through 12/13.
  - Breakaway Trails Reuse Storage Tank and Pumping Improvements – Tank substantially complete. Construction of pump station & stormwater system under construction.
  
- Substantially Complete
  - WTP Elevated Water Tank Rehabilitation – Substantially complete. Following final inspection, contractor correcting punch list items.
  - SCADA Integration Services (WTP/WWTP) – Substantially complete and in service.
  - WWTP Influent Pumps VFD Replacement – Substantially complete and in service. Final payment to be issued once punch list corrections accepted.
  - Breakaway Trails Yard Electrical and Lift Station Pump Upgrades – Substantially complete and in service. Final payment to be issued once punch list corrections accepted (manuals, final demo, and site cleanup).
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Final Inspection 11/5. Final payment forthcoming.
  
- SPRC Projects (Utilities Review)
  - Planning & Design
    - 1140 West Granada Blvd, Bodeez Remodel – Pre-application meeting 11/20
    - 825 Hull Rd, CAAZ Storage – Pre-application meeting 11/20
    - 228 North Orchard St, FPL Substation – Initial submittal under review
    - 201 & 205 Sandoval Dr, Pineland Subdivision Model – Initial submittal under review
    - 170 N Nova Rd, Seven Eleven grease interceptor – Staff reviewing revised submittal
    - 550 West Granada Blvd, Shoppes at Granada – Staff reviewing revised submittal
    - 263 S Nova Rd, Nova Rd Climate Control Storage – Staff reviewing revised submittal
    - 25 Riverside Drive, The Casements Carriage House addition & site work – Approved by Utilities.
    - Hunters Ridge Force Main – “Utility Service Agreement” under review by Legal.
  
  - Under Construction
    - 275 Interchange Blvd, Extended Stay America – 11/20 Evaluating request for construction water via existing water service
    - 1057 Ocean Shore Blvd, Latitude Beach Club – provided comments on shop drawings
    - 99 Portland St, Stor-It Boat & RV Center Phase 2 (incl swale improvements) – Precon 11/6
    - 26 North Beach Street, FUGU Restaurant – Precon 10/23;
    - 520 West Granada Blvd, Modern Wash (Cloud 10 Car Wash) – Precon 10/9
    - 1190 Ocean Shores Blvd, Dunkin Donuts Lift Station – Staff continues responding to queries from contractor/engineer regarding acceptable materials (force main, valves, etc)

- 101 Town & Country – FM work in ROW substantially complete. On-site private sewer collection system to be constructed.
- Huntington Green – nearing substantial completion
- 221 Vineland, Salty Church – Verbally resolved conflict with water main and storm pipe. Awaiting cost estimate to serve as basis for City cost participation.
- Substantially Complete
  - 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Final inspection 11/12.
  - Pineland Drive Extension (Security 1<sup>st</sup> Off Site Improvements) – Final site walk through completed 11/6.
  - Pineland Subdivision – Homes under construction in Phase 1. No Certificates of Occupancy issued until completion of Public Improvements and subsequent acceptance by City.
  - Deerfield Trace (Water) – Received Water Distribution System clearance from DOH/VC on 10/28.

#### Water Treatment

- Delivered 36.99 million gallons for the week ending November 16, 2019 (5.28 MGD).
- Backwashed 12 filters for a total of 785,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 9, 2019 @ 6.79 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled ~48.6 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Flushed distribution system 127,500 gallons.
- Elevated Ground Storage Tank is back in service.

#### Wastewater Treatment Facility

- Domestic and Industrial Wastewater flow was 37.70 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.39 MGD.
- Produced 36.44 Million Gallons of Reuse.
- Produced 1.26 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2018 – October 31, 2019) (MGD)):
  - Influent 4.65 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.58 MGD (Permit 6 MGD);
  - Reuse 4.33 MGD (Permit 10 MGD)
- Hauled 111.74 wet tons of dewatered residual solids (14% to 18% solids)
- Current weekly sludge hauling ending 11-13-2019
- 5 trailer loads of treated sludge went to processing facility.
- There was 1 fecal detection for the weekly reporting period and 1 invalid result due to lab run contamination. There are 2 out of 10 fecal coliform hits for the month of November with an 80% non-detection reporting value whereas the permit limit is 75% minimum. Sand filter #3 sand has been replaced and unit will be put on-line in parallel with #2 this week.

#### Water Distribution

- Responded to 5 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 7 calls for water service leaks.
- Replaced 7 broken meter boxes.
- Replaced 7 water services due to leaks or low pressure concerns. 2 casing were installed for water service crossing under roads.
- Performed pressure testing on 8 City owned BFP devices. Repaired one BFP and installed one irrigation service.
- Installed 6 residential new water services and meters.
- Installed a water meter and service for the lift station at Pineland subdivision.

- Continued fire hydrant maintenance schedule for the mainland. 7 fire hydrants checked in S. Beach St area.
- Performed commercial water meter testing on 3-3", 2-4" and 1-6" water meters. Scheduled 6 more commercial water meters for accuracy testing.
- Completed valve maintenance activities on 7 main line valves.
- Performed a water service disconnect due to demolition.
- Repaired the operating nut on a 6" main line valve on Marvin Rd.
- Performed final inspection at Security First Office building.
- Repaired landscaping due to excavations.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 129 regular and 3 emergency utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 2 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
- Located PEP system and reclaimed connections at 61 Westland Run and 80 Sounders Trail Cir.
- Flushed 8" main after making repairs on gravity main at 217 Forest Hills Blvd.
- Rewired new PEP pump at 72 Deep Woods Way.
- Rewired PEP pump at 15 Foxfords Chase.
- Installed and rewired new PEP pump at 43 Winding Creek Way.
- Assisted removing excess sand from Sand Filter #3
- Rewired PEP pump at 10 Dartmouth Trace.
- Flushed 103 Hickory Hills Cir.
- Raised C/O to grade at 26 Greenvale Ln.
- Follow up on PEP alarm at 50 Huntmaster Ct. No issue with PEP system
- Follow up TV at 300 S, Center St. Roots in line. Placed on PM list until repairs can be done.
- Completed DEMO's at 86 Royal Palm Ave. and 1050 Southern Parkway.
- Started installing sanitary service for 410 S. Center St.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 12 psi, Ocean Mist Hotel 0 psi, Ormond Mall 4 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 21 psi, Westland Run 23 psi Shadow Crossing Blvd. (4 inch) 17 psi.

#### Reuse

- Responded to 2 reuse trouble calls.
- Reclaimed system is 100% open to avoid Surface Water Discharge.
- Report of yard flooding at 107 Tomoka Ridge Way. – Verified that leak is on customer side.

#### Wastewater Plant – Lift Stations

- New employee training.
- Reaeration Tank, installed temporary underground feed line for use during contractor repair of reaeration tank.
- Sand Filter #3, assist Operations staff with installation of new crane at influent weir.
- Chlorine Pumps, repair leaks as needed throughout Skid Unit.
- Pineland Lift Station, monitored startup of new station.
- Controls contractor, assisted with programming and connection of plant equipment.
- SCADA monitor/response: Responded to 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

- Controls contractor, assisted with programming and connection of plant equipment.
- High Service Pump Building, in progress integration of Schneider VFD #7 into SCADA.
- Chlorine pump manifold, replaced section of pipe with lateral crack.

- High service pump building north pipe trench, repair sump pump.
- Finished water flow meter vault, replaced non-operational sump pumps.
- Responded to equipment malfunctions at the water plant and offsite locations.
- Performed operational checks at various locations.

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

- 2019 Annual Reuse Report – Staff began compiling information for this annual report. The report assists the state in tabulating the amount of reuse water utilized for irrigation throughout the State.
- Industrial Pretreatment Program – Staff requested the sampling kit from the City's contract laboratory to begin the annual sampling of the four permitted facilities which are governed under this program.
- Volusia County Solid Waste Special Disposal – Staff, through the City's waste contractor, disposed of the waste in the filter dumpster to the Tomoka Landfill after receiving approval from Volusia County Solid Waste Department. The dumpster is utilized by the sewer collections department to dispose of waste collect while cleaning the lines.
- Cross Connection Control Program Management Services Contract– Bid 2020-03 – Staff has notified many backflow testers on record of the change in vendor for the City. The testers will manually submit test reports until the conversion is complete. Staff continues to field calls from customers and BF testers concerning this transition.
- Wipes Clog Pipes Campaign – Staff is formulating a public campaign to inform users of the City's sewer collection system of the problems wipes cause in the system. The wipes labeled as "flushable" cause pumps in the system to bind and fail. The campaign will emphasize No Wipes down the Pipes!
- EPA Proposed Lead and Copper Rule Revision – Staff is evaluating the EPA's proposal to revise the lead and copper rule and how it would impact the Water Division. The comments period runs through December 13, 2019.

#### **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 attended City Manager staff meeting.
- Staff attended and provided support for November 19, 2019, City Commission Meeting.
- Staff attended sensitivity training.
- City Clerk attended meeting with Assistant City Manager.
- Agenda packet preparation for December 3, 2019, City Commission Meeting.