

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: September 28, 2018

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:

- Agenda Review
- Prep work for speaking engagement for the Ormond Beach Lions Club
- Review of State of the City video with senior staff
- General discussion meetings with various members of senior staff

Spoke to, attended and/or met with:

- ICMA annual conference
- The OB Life
- Public Administration Advisory Board meeting
- Speaking engagement for Ormond Lions Club

Community Development

Planning

- There is an informal neighborhood meeting notice for the property at 101 Fiesta Drive that abuts the recently renovated Hamlin building at 801 West Granada Boulevard scheduled October 9, 2018 at 5:30 pm at 801 West Granada Boulevard. The property owner of the Hamlin building at 801 West Granada Boulevard is seeking to construct a parking lot where a single-family residential house exists to serve the Hamlin building. In order to construct a parking lot to connect to the existing building, there are several steps that would be required. The project would need to amend the Comprehensive Plan land use designation and zoning designation for the property at 101 Fiesta Drive. Prior to any land use or zoning application, the applicant is hosting an informal neighborhood meeting (not required by the Land Development Code) to present the concept to property owners within 600' of the property. The informal meeting process has been used on a couple of previous projects to introduce a development concept and gather resident's comments prior to application. Any land use and zoning amendments would require a Planning Board review with public notice and City Commission action with public notice. If the land use and zoning amendment were approved, the parking lot would be reviewed and acted upon by the Site Plan Review Committee (SPRC). As part of the SPRC process, a neighborhood meeting with the submitted site plan is required.
- Planning staff attended the FEMA Elevation Certificate training course at the Volusia Emergency Operations Center. The course primarily was on how to complete a FEMA Elevation Certificate (EC) accurately and in its entirety, allowing full compliance with any program that requires submission of an EC. Other elements of the course included:
 - Reviewing the Community Rating System (CRS) requirements for an EC and those portions that can differ from other programs.
 - Identifying the portions of the EC instructions that should not be used, in order to achieve full compliance with all programs.

- Explaining common errors and omissions.
- Planning staff met with the business owner at 746 South Atlantic Avenue and detailed the process for a Special Exception for outdoor music. The business was cited for having outdoor music without a Special Exception. The outdoor music application process would require a Special Exception with a neighborhood meeting, Planning Board review, and City Commission action. No application has been submitted to date.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued
- 426 inspections performed within the City (37 by Private Provider)
- 129 permits issued within the City, with a valuation of \$1,866,396

Development Services

- Site Plan Review Committee (SPRC) met with:
 - 125 East Granada Boulevard, Granada Plaza sewer rehabilitation. Met with the project's civil engineer to discuss the sewer repair/rehabilitation for the Granada Plaza shopping center.
 - 520 West Granada Boulevard, Unit 1 – Granada Pointe, Modern Wash. Proposed 4,770 square foot drive thru car wash with 20 vacuum spaces. The project engineer discussed the project, building elevations, and the permitting process. The use would require a Planned Business Development amendment with a neighborhood meeting, Planning Board review, and City Commission action.
 - Pineland Road re-alignment, Security First and Ormond Crossings. The project engineer discussed the potential of performing the re-alignment of Pineland Road next to the Security First project and the process of dedicating and constructing the roadway.
 - 78 East Granada Boulevard. Ormond Art Museum. There was a discussion on the potential expansion of the existing facility including building location, survey requirements, parking, and site utilities.
- Projects under SPRC review include:
 - 101 East Granada Blvd., Lucky's Market. Second submittal for parking lot and landscaping improvements.
 - Wild Olive Right-of-way vacation. A request to release a paper (not constructed) right-of-way abutting 835 Hull Road in association with the Air One business and storage warehouse.
 - 1057 Ocean Shore Blvd., Latitude Beach Club. Utility connection for a parcel location in unincorporated Volusia County.
 - 135 Hernandez Avenue, lot split. A request to subdivide one residential property into two residential lots.
 - 275 Interchange Blvd., Extended Stay America. The project proposes a hotel with 124 rooms of 53,857 square feet. The building is four stories in height. The project would require a Planned Business Development rezoning with a neighborhood meeting, Planning Board review, and City Commission action.
 - Cypress Trails, final plat. The project is under construction for 48 single-family lots. The final plat would allow the recording of the plat, selling of lots and construction of houses after all subdivision improvements are completed.
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	75%
783 North U.S. Highway 1	35%
Anatares of Ormond Beach	0%

902 South Atlantic Ave., Bank of America	95%
Cardinal Drive Beach parking	10%
Davita Dialysis	20%
Edgewell site work	100%
For Our Parents ALF	80%
Granada Pointe	50%
Lot 2, Airport Business Park	50%
Maxton Group loading dock	100%
Oasis Church, water line extension	70%
Ormond RC, Fitness Center & Building 1C	0%
Pineland	5%
Prince of Peace, Like New addition	75%
Prince of Peace, office addition	75%
Security First	45%
Shoppes on Granada, Phase 2	10%
Thomas & Betts parking improvements (phase 1)	80%
Zaxby's	70%
Independance Recycling of Volusia	0%
Plantation Oaks, utility connection	95%
Cypress Trails subdivision	35%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
 - Staff has also requested its transportation consultant investigate state funding opportunities for the traffic light.
- Airport Business Park
 - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
 - 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.
- Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.
 - Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives.
 - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Met with Economic Development Practitioners in neighboring cities to discuss opportunities to promote US Highway 1.
 - Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 15 companies have been visited.
 - Lucky's Market has initiated the permit review process and is mobilizing their team to initiate the rehabilitation and improvements to 101 E. Granada.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for Hurricane Matthew. To-date the City has received \$6.2 million dollars for Hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue. In regards to Hurricane Irma, 90% of expenses have been submitted to FEMA for obligation review.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Preparations are underway for the fiscal year 2017-18 audit.
- Completed Projects - Weekly
 - Processed 71 Journal Entry Batches.
 - Approved 10 Purchase Requisitions totaling \$42,869.12.
 - Issued 15 Purchase Orders totaling \$48,674.08.
 - Prepared 129 Accounts Payable checks totaling \$308,948.35 and 36 Accounts Payable EFT payments totaling \$357,772.22.
 - Issued 353 past due notices on utility accounts.
 - Auto-called 180 utility customers regarding receipt of a past due notice.
 - Processed 416 payments through Interactive Voice Response System totaling \$41,601.76.
 - Grant money fiscal year-to-date total received, \$7.1 million dollars.
 - Prepared 375 Direct Deposits totaling \$468,360.24.
 - Transferred IRS 941 payment of \$152,036.52.

Grants/PIO

- Press Releases
 - Movies on the Halifax (10/5, "Hotel Transylvania 2" PG, 7 PM)
 - Ormond Beach Business Recognized as a 2018 Florida Company to Watch (Germfree)
 - Open Gym October (12, 19, and 26)
 - North Beach Street Road Closure Through Friday, September 28, 2018
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.

- Completed weekly events calendar ad for Ormond Observer.
- Completed Employee Newsletter for October.
- State of the City meetings with videographer, printer and Chamber.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 4
 - Hazardous: 3
 - EMS: 67
 - Motor Vehicle Accidents: 8
 - Public Assists: 47
 - TOTAL CALLS: 132
- Aid provided to other agencies: 17 Calls – Daytona Beach (5), Holly Hill (2), Volusia County (10)
- Total staff hours provided to other agencies: 21
- # of overlapping calls: 27
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 52
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 332
- Training Hours
 - NFPA 1001: Firefighting 4
 - NFPA 1500: Safety/Equipment 20
 - NFPA 1620: Preplanning 6
 - EMT/Paramedic 13
 - TOTAL TRAINING HOURS: 43
- Station Activities
 - Updated 19 pre-fire plans
 - Conducted 4 fire inspections
 - Participated in the Multiple Sclerosis Walk at the Casements
 - Provided a tour of Station 91 to a group of 10 children and parents

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Civil Engineer (Engineering) re-advertised 8-1-18 until 9-30-18. Advertised on City web site, governmentjobs.com, FL Engineering Society, Engineerjobs.com, FL League of Cities, FL City & County Management Association, Indeed, and internally.
 - Part Time Maintenance Worker I (The Casements/Leisure Services) open 9-19-18 until 10-5-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker II (Parks/Leisure Services) open 9-19-18 until 10-5-18. Advertised on City web site, governmentjobs.com, and internally.
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
 - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant) open 9-5-18 until 9-30-18. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.

- Utilities Manager (Utilities/Public Works) open 8-1-18 until 9-30-18. Advertised on City web site, governmentjobs.com, Florida Rural Water Association, Water and WasteWater Jobs, Florida League of Cities; Florida City & County Management Association, Indeed, and internally.
- Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works) re-opened 8-30-18 until 9-30-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.

- Applications Under Review
 - Firefighter/EMT/Paramedic (Fire)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)

- Interviews Scheduled
 - Assistant City Clerk (Support Services)
 - Meter Reader (Finance)
 - Neighborhood Improvement Officer (Police)
 - Recreation Leader (Police Athletic League/Police)

- Background/Reference Checks/Job Offers
 - Police Officer (Police)

- Separations
 - Maintenance Worker I (Casements/Leisure Services)
 - Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Recreation Leader (Police Athletic League/Police)

- Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
 - Employee Appreciation Day scheduled for 10-24-18

- Risk Management Projects
 - Attended Claims Committee meeting
 - Processed subrogation and restitution demands/recoveries

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.
 - 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: 16
 - Completed: 63
 - In progress: 37

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 43,099
 - Inbound E-Mails Blocked: 34,392
 - Delivered Inbound E-Mails: 18,707
 - Quarantined Messages: 146
 - Percentage Good Email: 43.4%
 - Virus E-Mails Blocked: 1
- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 30 : Total in system = 2,258
 - Meters GPS Located this week: 1 : Total in system = 23,675; 22,892 potable, 772 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Director at NRPA Conference this week
- Public Works Staff meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- OB Life Community Meeting
- State of the City Video Review meeting
- State of the City Seating Review meeting

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.
- An Animal Habitats field trip was held for 25 children from Great Kids Learning Center on Saturday from 10 am to 12:30 pm. EDC Staff & EDC Volunteers ran the program.
- Volusia County Environmental Management's Debbie Wingfield gave a Right Whale program on Friday from 10 am to 11 am.
- Throughout the week, EDC staff and volunteers prepared for a field trip that will be held on Saturday.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex.
- Pride Football continued their preseason practices at the Sports Complex on Multipurpose Fields 11 and 12. Practices are Monday through Thursday starting at 5:30 pm.
- OBSC recreational and competitive practices continue Monday-Thursday evenings at 6 pm on Fields 1-6 and 8-10 at the Sports Complex.
- OBGS Baseball competitive practices continue Monday-Thursday evenings at 6 pm on Nova Fields 2-5 and Kiwanis.
- Lady Renegades and recreational softball teams continue practices Monday-Thursday evenings at 6pm on Quads 1 and 2 at the Sports Complex.
- City Flag Football Program started their game season Monday-Friday night at the Sports Complex on Quad 3 and the Kiwanis Field.
- City Youth Volleyball Program continues Monday and Wednesday evening from 6vpm-7:45 pm at the Nova Gym. Currently there are 49 participants signed up.
- City Adult Volleyball Program continues this week on Tuesday evening from 6:15 pm-8:15 pm at the Nova Gym. Currently there are 15 players signed up.
- OBYBSA Pinto and T-Ball started their game season on Wednesday and Thursday on the Quad and T-Ball Fields at the Sports Complex.
- Seabreeze High School JV Football hosted another home game on Thursday night at 6 pm on Championship Field 7 at the Sports Complex.
- Halifax Academy hosted another football game on Friday night at 7 pm on Championship Field 7 at the Sports Complex.
- Staff prepared for the USSSA Baseball tournament on Saturday and Sunday on the Wendelstedt Fields at the Sports Complex.
- Staff prepared the Ormond Beach Soccer Club's recreational program games on Saturday beginning at 9 am on the soccer fields at the Sports Complex.

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
- Greased and cleaned equipment
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Dragged South Ormond and Osceola fields
- Painted Multipurpose Fields 11 and 12 for Pride football practices
- Painted Kiwanis Field and Quad 3 for flag football practices
- Painted Championship Field 7 for Halifax Academy, Seabreeze High School and Pride football games
- Painted soccer fields for games each Saturday for OBSC recreational and competitive programs

Senior Center

- Granada Squares was held on Tuesday from 6:30pm to 9pm.
- Chelsea Place HOA meeting was held on Wednesday from 7pm to 8:30pm

Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:
 - Ormond Church held services Sunday
 - CMT held regular classes Monday-Friday

- Kopy Kats held on stage rehearsal Monday/Thursday and regular classes Tuesday/Wednesday

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- YMCA soccer Monday/Tuesday/Friday beginning at 5:30pm
- PAL tutoring began this week Monday-Thursday from 3pm-6pm
- Organized/cleaned storage areas

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisted with Senior Games tasks
- Assisted with OB Life Community Workshop
- Preliminary planning activities for the following upcoming events:
 - State of the City Luncheon
 - Employee Appreciation Day
 - Senior Games Kickoff Luncheon
 - Veterans Day
 - Holiday Concert
 - Santa on the Go
 - Letters to Santa
 - Home for the Holidays Parade
 - Breakfast with Santa

Gymnastics

- Registration is open for September session
- September session in progress
- Open Gym, Friday, September 28, 6-8pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at various times throughout the week.
- Coed Volleyball continued on Monday and Wednesday
- Riverbend School rented the gym on Monday for volleyball practice.
- Adult Volleyball continued on Tuesday.
- Challenger Indoor Soccer continued on Tuesday.
- Skills Development Class continued on Tuesday.
- Lunch Bunch continued on Wednesday.
- Explore the Arts continued on Thursday.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am to 3:00 pm Saturday tours were given at 10:00 am and 11:00 am.
- MS Family Fun Walk took place on Saturday in Rockefeller Gardens from 7 am-11 am.
- A memorial service was held at The Casements on Saturday from 12 pm-8 pm.
- A wedding ceremony took place on Saturday at Ormond Memorial Gardens from 4 pm-5 pm.
- A Legacy Scholars Academy tour took place on Monday from 10 am-11 am.
- A River Oaks HOA Meeting took place at Bailey Riverbridge on Monday from 7 pm-9 pm.
- A new program started at The Casements; Once Upon a Storytime was held on Tuesday morning on The Casements North Lawn from 10 am-11 am.

- A Missing Peace meeting was held at Bailey Riverbridge on Tuesday from 5 pm-6 pm.
- A large group tour, The Villages, visited The Casements on Wednesday from 10 am-11 am.
- A guild general meeting took place on Wednesday from 10 am-12 pm.
- Staff prepared for the ECHO Ranger Program which is taking place on Saturday morning.
- Staff is preparing for the next movie night.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday and Thursday from 10:00 am-11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- South Ormond Neighborhood Center: Install two new backboards, rims and nets
- Birthplace of Speed Park: Install two new "Park Hours" signs
- Magic Forest Playground: Work on tiered area sitting bench
- Hospital Park: Lock up valve for irrigation

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

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff hosted and participated in a Coffee with a Cop Event
- Staff attended bi-weekly crimeview presentation
- Staff attended the Citizen Police Academy presentation
- Staff presented at the OB Life series.
- Staff attended Volusia County Schools Donuts with Dads event

Community Outreach

- Youth Director Council (YDC)
 - Meetings will resume in October.
- OBPAL Basketball
 - Twenty (20) members of the basketball program participated in practice last week. Practice for members will continue through the fall. Individual and group skills development practices will be held on Monday and Wednesday from 7:00 pm – 9:00 pm.
- OBPAL Fall Educational Programs
 - OBPAL educational programs are scheduled and will be provided with the following partner organizations: Ormond Beach Elementary School, Ormond Beach Middle School, Ormond Beach Library and The City of Ormond Beach Department of Leisure Services. Tutors R Us begins September 24, Science on Patrol at Ormond Beach Middle School begins October 9, Science on Patrol at Ormond Beach Elementary begins October 11 and Reading with a Cop begins October 24, 2018.
- Annual OBPAL Golf Tournament
 - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 3, 2018. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson. For more information of *Golfing for Youth* please call OBPAL at (386) 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 37
- Animal Reports: 8
- Trap Neuter Release: 3
- Animal Bites: 0
- Animals to Halifax: 3
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 5
- Inactive: 3
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 14
- Grand Theft: 2
- Auto Theft: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 9
- Police Information: 8
- Suspicious Incident: 9
- Aggravated Stalking: 1
- Person Shot: 1

Records

- Walk - Ins / Window: 106
- Phone Calls: 143
- Arrest / NTA'S: 31
- Reports Generated: 135
- Reports Entered: 110
- Citations Issued: 89
- Citations Entered: 84
- Warnings Entered: 196
- Trespass Warnings: 26
- CORF Entered: 84
- Mail / Faxes / Request: 12

Patrol

- Total Calls: 1,259
- Total Traffic Stops: 221

Operations

- Crime Opportunity Report Forms: 84

09/19/2018

- Traffic Arrest, 200 Block West Granada Boulevard. A traffic stop found the driver impaired. Subject was transported to the hospital for other medical issues and a charging affidavit was completed for DUI.

- Fraud Arrest, 1240 West Granada Boulevard (Seacoast Bank). Two (2) subjects went to the bank with a fraudulent check and fake identifications. They were stopped by police before they were able to leave.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items at the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items at the self-checkout line.
- Warrant Arrest, 401 North Nova Road (B'Nai Torah). Subject with a warrant walked up to an officer and said they have a warrant.
- Battery/Domestic Violence Arrest, 16 Sugarberry Circle. Two (2) subjects were in a physical fight. The aggressor was arrested.
- Shoplifting Arrest, 1545 North United States Highway One (Dollar General). Subject concealed a drink in a backpack.
- Battery Arrest, 171 North Nova Road (Hospital Gardens Park). Two (2) subjects were in a physical fight. The aggressor was arrested.
- Narcotics Arrest, 62 New Britain Avenue. Subject with marijuana was contacted at the address.
- Traffic Arrest, 100 Block Fleming Avenue. A traffic stop found that the driver did not have a valid license.

09/20/2018

- Burglary Business, 101 East Granada Boulevard (Lucky's Market). Someone was hiding in the building when it was secured by construction workers. Subject stole tools and broke a window to get out.
- Carbreak, 116 Deer Lake Circle. Unlocked vehicle entered overnight. Change was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to leave without paying for items. Subject also had narcotics and a warrant.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was switching price tags on items to make them cheaper.
- Trespass Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject returned to the property after warning was given.
- Battery/Domestic Violence Arrest, 907 West Granada Boulevard. Subject was arrested for battering another person. Subject also has an open warrant.

09/21/2018

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject pushed a bicycle out of the store without paying.
- Larceny, 21 West Granada Boulevard (Gold Leaf Coffee). Bicycle was stolen off the bike rack overnight.
- Narcotics Arrest, 24 Ocean Shore Boulevard (Granada Plaza). Subject was arrested for marijuana.
- Battery/Domestic Violence Arrest, 19 Peruvian Lane. Subject battered another person and was arrested.
- Battery/Dating Violence Arrest, 801 South Nova Road (Rocking Ranch). Subject was arrested for battering another person.
- Battery/Dating Violence Arrest, 478 Jeannette Drive. Subject was arrested for battering another person.
- Narcotics Arrest, 205 South Atlantic Avenue (Best Western). A disturbance at the hotel found methamphetamine in the subject's vehicle.

09/22/2018

- Aggravated Battery, 460 South Atlantic Avenue (Sunoco). Subject used a vehicle to hit another person then fled the scene.
- Trespass Arrest, 122 South Nova Road (Big Lots). Subject returned to the property after warning.
- Carbreak, 136 North Orchard Street (Blue Moon Yoga). Window was smashed to gain entry. A purse was stolen and credit card was used at the Ormond Lowes.

- Carbreak, 125 Interchange Boulevard (Cracker Barrel). Window was smashed to gain entry. Nothing was stolen.
- Narcotics Arrest, 900 Block North United States Highway One. A traffic stop found marijuana.
- Narcotics Arrest, 700 Block North United States Highway One. A traffic stop found marijuana.

09/23/2018

- Burglary Residence, 239 Ocean Shore Boulevard. Security cameras and furniture was stolen overnight.
- Burglary Residence, 4 Appaloosa Trail. Subject entered the front porch area. Nothing was stolen.
- Aggravated Battery, 450 Tomoka Avenue. Victim was shot in the leg and the subject fled. The subject was located in the area and it is being investigated.

09/24/2018

- Larceny, 704 John Anderson Drive. An aluminum gate was stolen from a construction site.
- Carbreak, 100 Cuadro Place. Unlocked vehicle entered overnight. Nothing stolen.
- Carbreak, 5 King Edward Drive. Unlocked vehicle entered overnight. Nothing stolen.
- Carbreak, 16 Marjorie Trail. Unlocked vehicle entered overnight. A camera was stolen.
- Carbreak, 66 Tomoka Meadows Boulevard. Unlocked vehicle entered overnight. Change stolen.
- Carbreak, 107 Colina Place. Unlocked vehicle entered overnight. Nothing stolen.
- Carbreak, 4 Kim Court. Unlocked vehicle entered overnight. Nothing stolen.
- Carbreak, 27 Marjorie Trail. Unlocked vehicle entered overnight. Gun and drone were stolen.
- Carbreak, 41 Park Place. Unlocked vehicle entered overnight. Nothing stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in a bag. Narcotics were also found on the subject.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in a bag. Then attempted to return the items for cash.
- Drunk Person Arrest, 1464 West Granada Boulevard (Chik-Fil-A). Subject was sleeping on the property. When contact was made it was found that the subject was intoxicated.
- Violation of Probation Arrest, South Ridgewood Avenue at Arroyo Parkway. Suspicious person call came in about a subject under the influence of narcotics. The subject was found and was on house arrest.
- Violation of Injunction, 451 Bryant Street. Subject with a warrant was contacted at the residence. It was also found that the subject was in violation of an injunction.
- Carbreak, 3 Park Terrace. Unlocked vehicle was entered overnight. Nothing stolen.
- Carbreak, 30 Tomoka Meadows Boulevard. Unlocked vehicle was entered overnight. Nothing stolen.
- Carbreak, 1425 West Granada Boulevard (Starbucks). Unsecure vehicle was entered. Wallet was stolen.
- Warrant Arrest, Hand Avenue at Collins Street. Subject with a warrant was contacted at the intersection.
- Traffic Arrest, 100 Block South Beach Street. Subject was driving and found to have a suspended license.

09/25/2018

- Burglary Business, 221 South Yonge Street (Southern Paints). A customer walked into the back of the store, grabbed items, and walked out the back door.
- Carbreak, 160 Deer Lake Circle. Unlocked vehicle entered overnight. Nothing stolen.
- Larceny, 210 Bosarvey Drive. Bicycle was stolen from the front yard.
- Traffic Arrest, 100 Block South Atlantic Avenue. A traffic stop found that the driver had a suspended license.
- Traffic Arrest, 600 Block South Nova Road. A traffic stop found that the driver was impaired. Driver was arrested for driving under the influence.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 50
 - Number of Uniform Traffic Citations Issued: 42
 - Number of Written Warnings Issued: 34
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 3
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 6 Case initiated
- Zone 2: 8 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 2 Cases initiated
- 9 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with five (5) walk-ins and ninety-six (96) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff coordinated with the FDOT to facilitate state execution of grant agreements that will provide state funding for projects to construct the rehabilitation of Runway 8/26, construct heliport improvements, and design extensions of Runway 8/26 and Taxiway Alpha. The agreements to be executed by FDOT were approved by the City Commission on September 19.
- Staff participated in the annual "Air Traffic Control/Airport Manager/Pilot Forum" sponsored by the Daytona Beach FAA Safety Team. The event was held at the Daytona Beach International Airport, and featured presentations from airport management and air traffic control personnel from Daytona Beach, New Smyrna Beach, Ormond Beach, Flagler County, and the Spruce Creek Fly-In.
- Staff reviewed the City's Code of Ordinances and made recommendations regarding proposed changes to the existing trespass ordinance, pertaining to how the proposed changes may apply to the airport.
- Staff worked to have minor repairs to Gate 9 completed this week. The gate is now fully functional and has been restored to normal operation. Gate 13 is exhibiting data communications issues that staff is working to remedy, but is otherwise functioning normally for ingress and egress.
- Staff worked with Zev Cohen and Associates to finalize the final reimbursement submittals to the FDOT for the completed airport obstruction mitigation project.

Engineering

- Projects Summaries
 - Construction Projects:
 - Ph III 2-Inch Water Main Replacement – Mainland – Clean up and final restoration efforts are underway on Arrowhead Circle, Pine Street, Fir Street, Highwood Ridge Trail and Marsh Ridge Watch. Water main and meter switch overs have begun on Putnam Avenue.
 - North US1 Landscaping Ph II – The work is scheduled to be completed by the end of September.
 - Effluent Outfall Replacement – The contractor has completed the work in accordance with the contract. Final as-builts are being reviewed. After the contractor completed the installation of the diffuser and repair of the 5 leaks, the outfall was reactivated. Upon reactivation two new boils were noticed. The consultant sent out divers to inspect the new leaks and the diver confirmed that two additional joints are leaking. It is thought that with the repair completed on the pipe that the pressure is now higher when the outfall is flowing

and that this increased pressure could have resulted in new leaks that were not leaking previously. The contractor has submitted a cost to repair the leaks and staff will be presenting to the City Commission for the approval to add the additional work to the existing contract.

- Storm and Sewer Lining –Sanitary sewer lining operations on Granada Blvd. are underway and anticipated to take 2-3 weeks.
- Deer Creek Reclaimed Water – Contractor completed the directional drill and connection at the west end of project. The reuse main was tested for several days and worked satisfactorily. The Finance Department is issuing notices to the residents of Deer Creek informing them that they will be having their irrigation water converted to reuse and will be billed by the City at the \$8/month rate. The conversion will start on December 1.
- Ormond Crossings Utility Extensions – All off-site utilities have been installed and pressure tested. Contractor working on on-site utility work.
- Downtown Light Replacement – The contractor is installing new poles and fixture heads, work should be completed in December.
- 2018 Road Rehabilitation – Microsurfacing – A final inspection was performed on September 11 with the contractor. The required repair will be completed at the beginning of October.
- Rockefeller Gardens Stage Shade Cover – Structural drawings were reviewed, and comments are being addressed.
- Forest Hills Connector Trail – A pre-construction meeting was held Wednesday, September 26.
- 2018 Road Rehabilitation-Resurfacing – The contractor has begun work on the curb & gutter on Hummingbird Lane and Orchard Lane.
- Main Trail Bridge Repair – The work authorization was approved by City Commission on September 5 and has been executed. Materials are being ordered, and work will begin once they are delivered.

- Bidding
 - Fishing Pier Repair – Bids for the project were received and the low bid contractor was determined to be non-responsive as the company owner does not have any type of contractor's license and no occupational license. In addition the company was just incorporated on August 10 and they do not have any past project experience on work of this capacity. Staff will be recommending award to the second low bidder at the October 16 CC meeting.
 - Security First Off-site Water Main Improvements – Bids for the project were received and the bid award will be on the October 16 CC meeting.
 - Coquina Court Drainage – The project was advertised on September 9, a pre-bid meeting was held on September 19, and bid opening is October 10.

- Design Projects:
 - North US1 Water Main Improvements – The consultant for the redundant 12-inch water main from Hull Road to Destination Daytona is preparing the final plans following the 60% review meeting.
 - Breakaway Trails Storage and Pumping Improvements – The design services work authorization was approved by the City Commission at the September 19 CC meeting, a kickoff meeting was held with the consultant. Mead-Hunt has scheduled a progress meeting for Thursday, October 4 at the tank site.
 - Cassen Park Public Dock and Breakwater Extension – Consultant is working with FDEP on the required Submerged Land Lease for the dock project and design of the breakwater expansion.
 - WTP Sludge Residuals Facility Improvements – The consultant is designing the modifications to the plans and expects to be complete and ready to bid the project by December.

- WWTP Sludge Dewatering Improvements – Consultant submitted final plans. A review meeting was held and the consultant will finalize plans for bidding. Funding for this project is in FY 2018-19.
- Fleming Ave Stormdrain Improvements – The City Commission approved the design work authorization, consultant has the survey work underway.
- Wilmette Avenue Pumping – The FEMA HMGP Phase I engineering/design grant is fully executed; consultant is preparing a scope of services to compete the bid documents.
- Laurel Creek Stream Gauges – The hardware and software was delivered, staff is reviewing installation procedures for in-house installation of the additional lake level monitoring devices.
- Cassen Park Improvements (Paving and Restroom Replacement) –SJRWMD comments are being addressed.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Construction manager is preparing a written quote for the project.
- OBSC Improvements – Championship Field 7 – Construction manager is preparing a written quote for the project.
- Secondary Raw Water Main – Staff is reviewing 60% design plans.
- MacDonald House – Staff met with Universal Engineering to scope a structural evaluation of the building during the Phase 1 maintenance activities by A.M. Weigel.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Drawings were submitted to FDOT for review.
- A1A Force Main Repair – Staff has received 90% plans for review.
- Water Plant Upgrades – Staff met with the Volusia County Health Department for a pre-application meeting for the chlorine conversion portion of this project.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Staff is working to negotiate the cost for consultant design services based on project requirements and scope.
- Fleming Avenue Stormwater Pump Station – An RFQ for design of the pump station project was advertised on September 23. A pre-proposal meeting is scheduled on October 9 and proposals are due on October 23.
- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering permit applications through the ProjectDOX system.
 - Met with homeowner at 488 South Halifax Drive to discuss options for driveway replacement related to code violation for work without a permit.
 - Began research for the sketch and legal description for 1170 John Anderson Drive annexation, per Planning Department request.
 - Prepared Granada Bridge lane closure notice to allow the FDOT to make bridge repairs.
 - Performed quarterly Gas Monitoring at the Nova Landfill.
 - Prepared plan sets for 30 Capistrano Drive, 27 Tarpon Avenue, and 28 Wisteria Drive water service replacements, per Utilities Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pulled forms, cones, & clean up on Victoria Cir; Seabreeze Dr
- Concrete work on S Beach St.
- Asphalt citywide
- Formed & poured concrete on Rivocean
- Asphalt patch on River Beach; 100 block of Northbrook
- Concrete pour/form & prep Oak Brook Dr.
- Pulled forms & cones – backfill on Ocean Terrace

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
- Picked up tree debris at Riviera Park
- Trimmed around street lights on E Victoria Cir & Laurel Dr
- Removed palm tree on Williamson Blvd
- Cut tree from walking trail at Riverbend Park; removed fallen tree on trail
- Trimming at Nova Community Center; CP1, Fleming across from CP1; Northbrook subdivision

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
- Assist Concrete Crew on S Beach St
- Filled holes on ROW on Hidden Hills Dr & Fortunato Park

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
- Straightened handicap signs at Cassen Park

Stormwater Maintenance

- Reachout ditch mowing on Arroyo Pkwy; maintenance at Fleet on reachout
- Locates, pumps & gates citywide
- Put down sod on 700 block of JAD
- Ditch maintenance on Hand Ave, Division, Hammock Ln
- Mowed airport ponds; ditches at Division & Hand Ave; ditches on Sandy Oaks
- Sprayed grass at Hand Ave waterway
- Basin cleaning citywide
- Sprayed pump stations at Rima Ridge
- Locate tickets citywide
- Weed whacked ponds at Ormond Shores, S Division Rec, Main Sail, Division
- Sprayed ditches on Hand Ave, RR ROW
- Fixed erosion issue at creek ROW on Hidden Hills Blvd

Vactor

- Hydro excavation VacCon on Pineland Trl, Granada Approach

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: 23,415
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 9,463 gallons unleaded, 9,872 gallons diesel
 - Fuel used in one week: 2,675 gallons of unleaded and 1,095 gallons of diesel.
 - Fleet completed 38 work orders this week.

Utilities

- Projects Summary
 - Automatic Meter Reading Installation Project – National Metering Services received the highest ranking.
 - Beach Street Manhole 13391 at 387 N. Beach Street – A disposition memo is under review to notify the City Commission of the emergency nature of the work being performed to remove the manhole. Additional piping needs to be replaced that was not anticipated. Permission to close the road Wednesday and Thursday night was granted by the County.
 - Breakaway Trails Reuse Storage and Pumping Improvements – Breakaway Trails reuse flows and irrigation well flows were provided to design engineer for review and inclusion in the reuse project.
 - Breakaway Trails Underground Distribution Facilities Installation Agreement with FPL – Recommendation to execute an agreement is under review by Legal Department for presentation at the October 16 City Commission meeting. FPL easement will be presented for Commission approval when recorded.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Document books being prepared for execution.
 - FDOT A1A and Harvard Drive Mast Arm Project – RGB, Utility Disposition Form and Utility Work Schedule to be submitted this week.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Addendum 2 is being prepared to answer questions received after Addendum 1 to the closing date for questions. Bids are due October 3.
 - Lift Stations 10M and 12M – A deductive change order is prepared and the final bill received for project close out.
 - Water Plant Elevated Storage Tank (EST) activities – Award recommendation memo is under review by City Manager for presentation at the October 2 City Commission meeting.
 - Water Tank Inspection and Cleaning Services – Disposition memo presented at the September 19 City Commission meeting was approved. Bids were advertised September 23.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Resolution to recommend purchase of VTSCADA software to presented for approval at the November 5 City Commission Meeting.
 - SCADA Integration Services RFP – Disposition memo submitted for approval at the November 5 City Commission meeting to advertise for bidding.
 - WTP Membrane Replacement – Bid documents were received for review.
 - WTP Sanitary Survey – Approval of a work authorization to replace the Claricone walkway is under review for presentation at the October 2 City Commission meeting.
 - WWTP Influent Pumps VFD Replacement – Bids are due October 2.
 - 27 Tarpon Avenue – A Use Permit for a directional drill is being prepared for Volusia County.
 - 30 Capistrano - A Use Permit for a directional drill is being prepared for Volusia County.
 - SPRC Projects (Utilities Review)
 - Granada Plaza Sewer Rehabilitation – Coordinating with applicant for new force main connection.

- Granada Pointe Modern Carwash – Coordinated revised potable and hydrant connections with applicant.
- Pineland Road Realignment Project – Met with engineer to discuss future utility locations and connections alignment with new and reconfigured roadways for Security First/Ormond Crossings.
- Granada Art Museum, 78 E Granada Blvd. – Met with applicant to discuss utility connections for museum expansion.
- Plantation Oaks – Wastewater system clearance was received from FDEP. Plat for Phase 1 was reviewed. Utility Division had no comments.
- 7-11, 1204 Ocean Shore Blvd – As-builts and sanitary video were reviewed.
- 1507 Oak Forest – Homeowner wants to construct a wall in the lot line easement. Reviewed plans, there are no utilities in the easement.

Water Treatment

- Delivered 41.72 million gallons for the week ending September 21, 2018 (5.96 MGD).
- Backwashed 10 filters for a total of 523,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 31, 2018 @ 6.138 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 54 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 33.52 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.79 MGD.
- Produced 30.94 Million Gallons of Reuse.
- Produced 2.59 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (August 01, 2017 – July 31, 2018 (MGD)): Influent 5.01 MGD (Permit 8 MGD); Surface Water Discharge 2.23 MGD (Permit 6 MGD); Reuse 3.13 MGD (Permit 10 MGD)
- Hauled 115.54 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Exchanged 2 residential meters
- Tested two 3 inch meters.
- Responded to 9 leaks, 2 of which were main breaks. Both main breaks were located on Putnam Ave.
- Tested 5 backflow devices and made any repairs that were necessary.
- Responded to 2 cloudy water complaints, and flushed services until clear.
- Replaced 2 services from point of service to corporation stop.
- Replaced 9 meter lids/boxes.
- Locate, mark, and exercise 9 valves.
- Flushed approximately 1,500 gallons from blow off at Putnam Ave.

Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 0 in the conventional system service area. Responded to 1 reuse trouble calls.
- Installed new 1" reuse service at 588 John Anderson Dr.
- Completed restoration at 15 Huntmaster Ct. after PEP tank install.
- Located PEP tank at 5 Huntmaster for pool install.
- Located and turned off reuse service at 103 Pinecrest Dr. per customer request.
- Televised both main and laterals on Brookwood Dr. due to depression in roadway. Unable to discover any issue with sanitary system.
- Raised J-box and rewired new PEP pump at 16 Foxcroft Run.
- Adjusting FM flows from West Ormond to assist lining contractor working on W. Granada Blvd.

- Rehabbed PEP tank at 63 Sounders Trail Cir. Attempted to locate silk bag of diamond rings. Attempt was unsuccessful.
- Rewired PEP pump at 17 Carriage Creek Way.
- Located, raise and staked C/O in rear easement at 257 Tomoka Ave.
- Performed necessary grounds maintenance work to access flow meter at Tomoka Oaks reuse pond.
- Cleaned & televised gravity main between 40 & 50 Soco Trail.
- Prepped chamber for new PEP tank install at 14 Indian Springs Dr.
- Repaired cracked PEP tank discharge at 2 Lonetree Look
- Located, raised and marked reuse box at 194 Royal Dunes Blvd.
- Repaired broken lateral joint at 1 St. Marks Cir.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 24 psi, Ocean Mist Hotel 15 psi, Ormond Mall 10 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 16 psi, Westland Run 19 psi & Shadow Crossing Blvd. (4 inch) 15 psi.

Wastewater Plant – Lift Stations

- Influent Room, oversaw transfer of pump positioning status, ok.
- Thompson Dewatering Pump at Clarifier #3, fueled as needed.
- Halifax Medical Center, check Force Main pressures: Static/1pump/2pump, 2/4/6.
- Il Villagio, Force Main pressures: Static/1pump/2pump, 0/2/2.
- SCADA Server, not functioning, rebooted SCADA terminal, ok.
- Reaeration Tank, deragged Submersible Aerator #1, ok.
- 5M, installed repaired Pump #1 and placed back online, ok.
- Il Villagio, install new Pump #1 and placed back online, ok.
- Bar Screen #1W, replaced drop chute skirt with new inventory, ok.
- Walmart, station not working properly, pulled both pumps, deragged and cleared blockages at volutes, ok.
- Plantation Oaks #1, scheduled start up of station, areas of concern noted on punch list and sent to developer for correction, did not accept ownership of station.
- C.C.C. Tank, further installation of wash down lines.
- HOMAC, replaced failed pump controller with new duplex pump controller, ok.
- San Marco, Saddlers Run, heavy grease build up, scraped and flushed wet well, ok.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 2P, high level, found both pumps not moving water, repaired vacuum system and primed both pumps, station began pumping down, ok; 5M, high level, found station in bypass mode, found Pump #1 not seated properly, re-seated Pump #1, reset controls, watched station pump down and cycle through alternation, will follow up during regular working hours to confirm station controls.
- SCADA monitor/response: Nothing to report.
- Weekly Plant PM's: Reaeration Tank Submersible Aerator; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Bar Screens, #1, #2.
- Monthly Plant PM's: Grit Snail; Influent Odor Control; Poly Blends, #1, #2; Effluent Transfer Pumps, #1, #2, #3; Influent Odor Control; Carrousel Surface Aerators, #1N, #1S, #2N, #2S.
- Quarterly Plant PM's: Decant Pump.
- Semi Annual Plant PM's: Decant Pump.
- Lift Station PM's: 11 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 10D, removed roof panel and prepped site for contractor, coordinated FPL shutdown of overhead power lines. Contractor removed pump/motor, drop pipe, well head and plate, this equipment will be replaced with new.
- Lime Slurry Pump #2, replaced worn pump tube, lubricated all slurry pumps as needed.
- Operational Check: Riverview, Granada, Tomoka State Park booster stations; B.A.T. and Shadow Crossing reuse.

- Monthly Well PM's: All Division wells, Wells 19SR, 21SR, BT2, BT3, BT4; Hudson wells 22, 23, 24, 25, 26, 27, 28.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Sewer Collection System Inspection – Staff received notice from a resident concerning the lift station and grease trap near their business. The resident was concerned the grease trap is not being properly maintained allowing grease to discharge into the City's sewer system. Staff contacted the resident and is inspecting the site.
- Cross Connection Control Program – Staff contacted several businesses to remind them of their annual compliance recertification the facility's backflow prevention device. The customers are scheduling the test with local contractors.
- Wastewater Treatment Facility – The WWTF reported an exceedance of total nitrogen to the FDEP. The nitrogen result was higher than the allowable limit for surface water discharge. The WWTF is continuing to sample to regain compliance.
- Industrial Pretreatment (IP) Program – The FDEP performed an audit of the City's Industrial Pretreatment Program. The audit consisted of the review of two permitted facilities monitored by the IP program. FDEP submitted a list of Items of Concern for the City to review and respond to. Staff is preparing the response.
- Staff received notification from one of the permitted facilities in the Industrial Pretreatment program concerning an exceedance of copper. The facility explained it determined the cause and is resampling the location to confirm it has returned to compliance.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended meeting with Acting Assistant City Manager
- City Clerk attended Claims Committee Meeting
- Agenda packets preparation, creation, and distribution for October 2, 2018, Healthcare Workshop and City Commission Meeting
- Agenda packet preparation, creation, and distribution for October 4, 2018, Quality of Life Advisory Board