

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: October 12, 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:

- General discussion meetings with various members of senior staff
- Agenda packet review
- Discussion with senior staff regarding murals

Spoke to, attended and/or met with:

- State of the City
- General discussion meeting with Zone 4 candidate David Romeo
- DARE graduation at Osceola Elementary School
- Phone discussion with Breakaway Trail resident regarding various concerns
- Meeting with resident regarding various drainage concerns on US1 and Pineland

Community Development

Planning

- Staff attended an informal neighborhood meeting 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 owner's within 600' of the property
- Marshside Village subdivision. Planning staff sent letter notice regarding the application of Edward Speno, President of Edward James Corporation with the authorization of the property owners Enclave of Timber Creek LLC and Tymber Sky LLC, for a Planned Residential Development (PRD) amendment for the Marshside Village subdivision. The Planned Residential Development amendment seeks to allow 144 single-family lots on 84.14± acres and associated subdivision improvements. The subject property is currently zoned as Planned Residential Development. The Marshside Village subdivision is located at the northwest intersection of Tymber Creek Road and Airport Road. First reading is scheduled for **October 16, 2018** and if approved, the second reading would be by **November 5, 2018**. The Planning Board recommended denial of the project by a 3-2 vote.
- Halifax 100. Planning staff sent letter notice regarding the application of Ed Schwarz, Halifax 100, LLC, the property owner, for a Planned Residential Development amendment. The Planned Residential Development amendment seeks an architectural design change to the proposed buildings for the 12 unit residential development. The amendment does not propose any changes to the approved site improvements. The subject property is zoned as Planned Residential

Development and is located at 100 North Halifax Drive. First reading is scheduled for **October 16, 2018** and if approved, the second reading would be by **November 5, 2018**. The Planning Board recommended approval of the project by a 4-0 vote.

- City staff met with a representative of KB Homes on site to discuss the issues of by-pass swale in Deer Creek, Phase 4. The swale has been a maintenance issue and staff is seeking from KB Homes to perform work to bring the swale back into conformance with the original design. KB Homes indicated that they will perform this remediation on the swale with an as-built to verify the appropriate flow line elevations.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 358 inspections performed within the City (3 by private provider).
- 133 permits issued within the City, with a valuation of \$2,070,034.

Development Services

- The Site Plan Review Committee (SPRC) conducted a pre-construction meeting for the project at 550 North Nova Road, Volusia Memorial Park to construct a mausoleum with 228 crypts.
- Projects under SPRC review include:
 - 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.
 - 221 Vining Court, Salty Church. Construction of a new 11,585 SF building and site improvements. The project would require a Special Exception amendment with a neighborhood meeting, Planning Board review, and City Commission action.
 - 75 North Halifax Drive, Oceanside Golf & Country Club. Modification to the existing porte cochere drop off area and stair main entrance to become handicapped accessible. This project was approved on October 9, 2018.
 - 1520 West Granada Boulevard. Demolition of existing gas station and canopy and construction of a new 3,470+SF Chase bank with associated site improvements. This project was approved on October 3, 2018.
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	75%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	98%
Cardinal Drive Beach parking	15%
Davita Dialysis	20%
For Our Parents ALF	85%
Granada Pointe	60%
Lot 2, Airport Business Park	60%
Oasis Church, water line extension	90%

Ormond RC, Fitness Center & Building 1C	10%
Pineland	15%
Prince of Peace, Like New addition	90%
Prince of Peace, office addition	90%
Security First	50%
Shoppes on Granada, Phase 2	15%
Thomas & Betts parking improvements (phase 1)	80%
Zaxby's	90%
Independence Recycling of Volusia	0%
Plantation Oaks, utility connection	98%
Cypress Trails subdivision	40%
550 N. Nova Rd. Mausoleum	0%

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.
 - The Doing Business in Ormond Beach publication is available in print and is available on-line at the Chamber and City's websites. City's page is: <https://www.ormondbeach.org/918/Doing-Business-in-Ormond-Beach>
 - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with retention and expansion opportunities. To date approximately 18 companies have been visited.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on 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 78 Journal Entry Batches.
 - Approved 19 Purchase Requisitions totaling \$442,990.81.
 - Issued 54 Purchase Orders totaling \$1,281,253.59.
 - Prepared 118 Accounts Payable checks totaling \$402,244.64 and 49 Accounts Payable EFT payments totaling \$353,589.66.
 - Issued 425 past due notices on utility accounts.
 - Auto-called 105 utility customers regarding receipt of a past due notice.
 - Processed 442 payments through Interactive Voice Response System totaling \$44,162.93.
 - Grant money 2017-18 fiscal year-to-date total received, \$7.1 million dollars.
 - Prepared 375 Direct Deposits totaling \$501,475.40.
 - Transferred IRS 941 payment of \$167,878.31.

Grants/PIO

- Press Releases
 - The OB Life – Leisure & Culture (10/23)
 - Movies on the Halifax (11/2, Star Wars, the Last Jedi, PG-13, Rockefeller Gardens, 6:30 PM)
 - Coastal Science Research Workshop (10/27, 11AM-2PM, EDC)
- 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.
 - Finalized print materials for State of the City event.
 - Attended State of the City event.
 - Attended communications meeting.
 - Prepared the agenda packet for the Neighborhood Improvement Advisory Board (NIAB) meeting for October 18, 2018.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Agenda item completed requesting permission to submit a Volusia County ECHO grant for the construction of a NCAA Division I softball field at the Sports Complex.
 - Agenda item completed for the approval of the Community Development Block Grant (CDBG) for FY 2018-2019.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 3
 - Hazardous: 2
 - EMS: 100
 - Motor Vehicle Accidents: 8
 - Public Assists: 56
 - TOTAL CALLS: 171

 - Aid provided to other agencies: 13 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (10)
 - Total staff hours provided to other agencies: 21
 - # of overlapping calls: 43
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 5
 - Total EMS patients treated: 78
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 381
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- Training Hours
 - NFPA 1001: Firefighting 40
 - NFPA 1002: Driver 11
 - NFPA 1021: Officer 24
 - NFPA 1500: Safety/Equipment 57
 - NFPA 1620: Preplanning 5
 - EMT/Paramedic 16
 - TOTAL TRAINING HOURS: 153
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- Station Activities
 - Updated 4 pre-fire plans
 - Participated in the Annual Tomoka State Park Festival
 - Participated in the Cancer Charity Fundraiser at The Men’s Refinery hosted by the Ormond Beach Firefighter Charities.
 - Provided blood pressure checks at the Ormond Beach Library Health Happens event
 - Visited 45 Children at Halifax Children’s Academy for fire prevention month
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- Significant Incidents
 - 10/3/18, 9:30 PM: E. Granada Blvd. / S. Atlantic Ave. – Motor Vehicle Accident – Responded to a car vs motorcycle accident – one patient transported as a trauma alert – a firefighter assisted EVAC during transport.
 - 10/5/18, 3:15 PM: S. Atlantic Ave. – Motor Vehicle Accident – Responded to a motorcycle accident – two patients with one as a trauma alert – two firefighters assisted EVAC during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Accounting Technician (Payroll/Finance) open 10-3-18 until 10-12-18. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.
 - Evidence/Crime Scene Supervisor open 9-28-18 until 10-14-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Maintenance Worker II (Streets/Public Works) open 9-28-18 until 10-14-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Maintenance Worker I (PAC/Leisure Services) open 10-8-18 until 10-21-18. Advertised on City web site, governmentjobs.com, and internally.

- Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services) open 10-9-18 until 10-21-18. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Maintenance Worker II (Building Maintenance/Leisure Services) open 10-9-18 until 10-21-18. Advertised on City web site, governmentjobs.com, and internally.
- Permit Technician (Planning) open 10-2-18 until 10-14-18. Advertised on City web site, governmentjobs.com, Indeed, 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) re-advertised 10-9-18 until 11-4-18. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.

- Applications Under Review
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)

- Interviews Scheduled
 - Firefighter/EMT/Paramedic (Fire)
 - Police Officer (Police)
 - Recreation Leader (Police Athletic League/Police)
 - Utilities Manager (Utilities/Public Works)

- Background/Reference Checks/Job Offers
 - Assistant City Clerk (Support Services)
 - Civil Engineer (Engineering)
 - Neighborhood Improvement Officer (Police)
 - Police Officer (Police)

- Separations
 - Accounting Tech (Payroll/Finance)

- 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
 - Nationwide representative here to meet with employees 11-9-18
 - ICMA representative here to meet with employees 11-30-18

- Risk Management Projects
 - Attend cyber liability webinar
 - Planning for Leadership 2019 Government Day
 - Received property, casualty and liability insurance binders; began review

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: 14
 - Completed: 61
 - In progress: 16

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 46,383
 - Inbound E-Mails Blocked: 27,118
 - Delivered Inbound E-Mails: 19,265
 - Quarantined Messages: 466
 - Percentage Good Email: 41.5%
 - Virus E-Mails Blocked: 5

- Notable Events: None.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 17 : Total in system = 2,299
 - Meters GPS Located this week: 0 : Total in system = 23,676; 22,893 potable, 772 Irrigation, 11 Effluent
 - Notable Events: Updated Parcel Layer Theme

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works Staff meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Working on OB Life PowerPoint presentation
- Leisure Services Activity Guide edits
- State of the City setup and execution
- OB Life presentation review with Assistant City Manager
- LSAB meeting
- Communication Planning 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.
- EDC Coordinator, three EDC volunteers and three community garden volunteers worked an exhibitor's table at Tomoka State Park's Tomoka Fest on Saturday from 9:30 am to 2:30 pm.
- EDC staff and EDC volunteers led the Elementary Explorers Owls children's program on Saturday from 2 pm to 3 pm.
- The monthly EDC volunteer meeting was held on Wednesday from 4 pm to 5 pm.
- EDC staff and EDC volunteers led the Little Learners Owls children's program on Friday from 10 am to 11 am.

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 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 continued Monday-Thursday evenings at 6 pm on Nova Fields 2-5 and Kiwanis.
- Lady Renegades and recreational softball teams continued practices Monday-Thursday evenings at 6 pm on Quads 1 and 2 at the Sports Complex.
- City Flag Football Program continued 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 evenings from 6 pm-7:45 pm at the Nova Gym. Currently, there are 51 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 19 players signed up.
- OBYBSA Baseball/Softball continued their game season this week on the Quad and T-Ball Fields at the Sports Complex as well as the Nova Fields.
- Staff prepared for the Ormond Beach Soccer Club's recreational program games on Saturday beginning at 9 am on the soccer fields at the Sports Complex.
- Staff prepared for the USSSA Baseball tournament on Saturday and Sunday at the Sports Complex on the Wendelstedt Fields.
- Staff prepared for the Pride football games on Saturday beginning at 9 am on Saturday on Championship Field 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
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged South Ormond and Osceola fields
- Painted Multi-Purpose Fields 11 and 12 for Pride Football Practices
- Painted Kiwanis Field and Quad 3 for Flag Football games
- Painted Championship Field 7 for Pride Football games
- Painted soccer fields for games each Saturday for OBSC Rec and Comp Program
- Painted soccer grass parking lot
- Mark Nova Fields, Quad, and T-Ball Fields for OBYBSA games
- Painted foul lines at Quad, Nova, and Wendelstedt Fields
- Prepped for USSSA Baseball tournament
- Added clay and turface to second base area of Nova Field 5
- Repaired/replaced nets on soccer goals

Senior Center

- Granada Squares was held on Tuesday from 6:30pm to 9pm.

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
- The Performing Arts Center is preparing to host the following events:
 - Kopy Kats Revue, Friday/Saturday, 7:30pm-9:30pm, and Sunday, 2:30-4:30pm

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- YMCA soccer Monday/Tuesday/Friday beginning at 5:30 pm
- PAL tutoring Monday-Thursday from 3 pm-6 pm
- Pavilion rentals Saturday/Sunday

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisted with Senior Games tasks
- Setup and execution for State of the City Luncheon
- Preliminary planning activities for the following upcoming events:
 - 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

- October session in progress, registration is still open
- Pop Warner Gym rental Tuesday/Thursday evenings
- Open Gym, Friday, October 12, 6 pm-8 pm

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 and Ms. Debby's Dance and Acting classes continue 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 ended on Tuesday.
- Skills Development Class ended on Tuesday.
- Lunch Bunch continued on Wednesday.
- Explore the Arts ended on Thursday.

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 1 pm and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- A wedding ceremony took place on Saturday at Ormond Memorial Gardens
- A memorial service was held on Sunday at Ormond Memorial Gardens from 12:30 pm-2:30 pm.
- A wedding ceremony and reception was held at The Casements on Sunday.
- Missing Peace met at Bailey Riverbridge on Sunday.
- The Ormond Beach Art Guild Fall Exhibit is on display now through October.
- The Casements Guild executive board meeting took place on Monday at 9:30 am.
- The Casements Guild administrative board meeting was held on Monday from 10 am-11 am.
- Missing Peace met at Bailey Riverbridge on Tuesday from 5 pm-6 pm.
- Staff set up in preparation for Ormond LIVE! on Friday from 8 am-12 pm.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am-11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Citywide: Install "No Electric" signs throughout park pavilions until rented
- Nova Gym: Reset bike rack
- Fortunato Park: Replace bike air hose at bike station
- Andy Romano Beachfront Park: Cut groove in concrete by shower tree for excess water to run off
- Parks: Replace deteriorating boards on Cherrywood Trail leading to Division Avenue
- Sanchez Park: Paint edge of dock safety yellow

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 attended the Osceola Elementary D.A.R.E graduation
- Staff organized and attended Coffee with a Cop
- Staff attended Crimeview
- Member of staff participated in Officer Friendly Book Club
- Staff met with City IT to ensure the City is CJIS compliant during EOC activations
- Chief participated in City Manager's "Walk with the Manager" program
- Chief attended State of the City Luncheon

Community Outreach

- Youth Director Council (YDC)
 - Meetings will resume in mid-October.
- OBPAL Basketball
 - Twenty (20) members of the basketball program participated in practice last week. Practice for members will continue though the fall. Individual and group skills development practices will be held on Monday and Wednesday from 7:00 – 9:00 PM.

- OBPAL Fall Educational Programs
 - *Tutors R Us* is offered afterschool Monday- Thursday from 3:00 – 6:00 pm in partnership with the Department of Leisure Services at the South Ormond Neighborhood Center. The program began last week and will continue for 8 weeks. Currently, 16 elementary and middle school aged youths are registered. The program provides one-on-one and small group tutoring to increase skills in math, reading, science and language arts.
 - Science on Patrol at Ormond Beach Middle School begins October 9. Currently 40 students are pre-registered for the crime scene investigation program. Science on Patrol at Ormond Beach Elementary began October 11. Currently, there are 12 registered for the program.
 - *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: 61
- Animal Reports: 5
- Trap Neuter Release: 3
- Animal Bites: 1
- Animals to Halifax: 5
- Wildlife Calls: 1
- Found Property Reports: 1

Criminal Investigations

- Cases Assigned: 37
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 0
- Inactive: 11
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 20
- Grand Theft: 5
- Auto Theft: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 3

Records

- Walk - Ins / Window: 136
- Phone Calls: 173
- Arrest / NTA'S: 30
- Reports Generated: 133
- Reports Entered: 100
- Citations Issued: 62
- Citations Entered: 56
- Warnings Entered: 151
- Trespass Warnings: 8
- CORF Entered: 226
- Mail / Faxes / Request: 15

Patrol

- Total Calls: 1,407
- Total Traffic Stops: 175

Operations

Crime Opportunity Report Forms: 226

10-03-2018

- Larceny, 530 South Center Street. Known subject stole items from the house.
- Larceny, 4 Cypress Point Court. Known subject stole items from the house.
- Carbreak, 141 Ocean Terrace. Unlocked vehicle was entered overnight. Change was stolen.
- Shoplifting, 1298 West Granada Boulevard. Subject stole a tablet off the display.
- Narcotics Arrest X2, 690 South Nova Road (7-11). Two (2) subjects were contacted at the store that had narcotics on them.

10-04-2018

- Battery/Domestic Violence, 8 Waterfront Court. Subject battered a family member. The subject fled the scene when officers arrived. A charging affidavit was completed.
- Stolen Vehicle, 78 Grey Dapple Way. Keys for the vehicle were in another unlocked vehicle. It happened overnight.
- Carbreak, 420 Lakebridge Plaza Drive. Window was smashed out to steal a laptop.
- Carbreak, 420 Oak Park Circle. Two (2) vehicles' windows were smashed out. Change was stolen.
- Carbreak, 420 Lakebridge Plaza Drive. Window was smashed out. Nothing was stolen.
- Carbreak, 203 South Orchard Street. Unlocked vehicle was entered. Laptop was stolen.
- Carbreak, 203 South Orchard Street. Unlocked vehicle was entered. Nothing was stolen.
- Carbreak, 420 Lakebridge Plaza Drive. Unlocked vehicle was entered. Wallet was stolen.
- Carbreak, 8 Castle Manor Drive. Unlocked vehicle was entered. Nothing was stolen.
- Carbreak, 145 Grey Dapple Way. Unlocked vehicle was entered. Change was stolen.
- Carbreak, 2 King Phillips Way. Unlocked vehicle was entered. Nothing was stolen.
- Carbreak, 18 Old Canyon Lane. Attempt to a locked vehicle was captured on camera.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed items in a bag and attempted to leave but was stopped by loss prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was placing cheaper items barcodes onto higher priced items.
- Narcotics Arrest, 5 Pebble Beach Drive. Three (3) subjects in a vehicle were arrested for possession of marijuana.
- Trespass Arrest, 145 South Yonge Street (Pep Boys). Subject was arrested for returning after warning.
- Narcotics Arrest, 20 Tomoka Oaks Boulevard. Subject was contacted that was in possession of narcotics.
- Vandalism Arrest, 16 Breakaway Trail. Subject vandalized the clubhouse.

10-05-18

- Shoplifting, 1340 West Granada Boulevard (Lowe's). Subject was caught on camera stealing a nail gun and rotary hammer.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Battery/Domestic Violence, 1222 Regents Street. Subject battered another person then fled the scene.

- Trespassing Arrest, 210 Valencia Drive. Subject was arrested for returning to the property after warning.

10-06-2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject walked out of the store with unpaid items and was stopped by loss prevention.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Narcotics Arrest, 1657 North United States Highway 1 (Loves Truck Stop). Subject with narcotics was contacted on the property.
- Battery/Domestic Violence Arrest, 125 South Orchard Street. Subjected battered a relative then used a gun to threatening the victim. Subject also had crack and pills on their person.
- Battery/Domestic Violence Arrest, 34 Byron Ellinor Drive #B. Subject battered one (1) person then their child. When arrest was made the subject kicked an officer.
- Loitering Arrest, 2 Park Crossing Circle. Two (2) juveniles were arrested for walking into people's yards and looking into vehicles.
- Warrant Arrest, 222 Seminole Avenue. Subject with a warrant was contacted at the home.

10-07-2018

- Warrant Arrest, 100 Block North Beach Street. Subject with a warrant was contacted at this location.
- Shoplifting, 75 North Nova Road (T-Mobile). Two (2) subjects entered the store, grabbed phones off the shelf and fled the area.
- Battery/Domestic Violence Arrest, 19 North Yonge Street #1 (Granada RV Park). Subject battered another then threw the victim down the stairs.
- Narcotics Arrest, 299 West Granada Boulevard. Subject was contacted with marijuana.
- Warrant Arrest, 1400 Block West Granada Boulevard (Ormond Town Square). Subject with a warrant was contacted.

10-08-2018

- Larceny, 305 Fir Street. Known subject stole \$1,800 from the victim's home.
- Battery/Domestic Violence Arrest, 75 Dix Avenue. Two (2) subjects that are in a relationship were in a physical altercation.
- Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's). Subject fled the store with a chainsaw. Officers arrested the subject after a short foot pursuit.
- Battery/Domestic Violence Arrest, 295 South Atlantic Avenue (Quality Inn). Two (2) subjects that are in a relationship were in a physical altercation.
- City Ordinance Arrest, 1 North Beach Street (Bailey Riverbridge Park). Subject was arrested for consuming alcohol.

10-09-2018

- Carbreak, 2 John Anderson Drive (Fortunato Park). Two (2) vehicles were entered by breaking windows. Purse was stolen in each incident.
- Carbreak, 333 West Granada Boulevard (Golds Gym). Vehicle was entered by breaking a window. Purse was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- City Ordinance Arrest, 1 North Beach Street (Baileys Riverbridge Park). Subject was arrested for consuming alcohol.
- Warrant Arrest, 100 Block West Granada Boulevard. Subject with a warrant was contacted in the area.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 20
 - Number of Uniform Traffic Citations Issued: 25
 - Number of Written Warnings Issued: 10
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 6
 - Number of Crashes with serious bodily injuries: 4
 - Number of fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Case initiated
- Zone 2: 11 Cases initiated
- Zone 3: 7 Case initiated
- Zone 4: 2 Cases initiated
- 82 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with five (5) walk-ins and seventy-four (74) telephonic inquiries.

Public Works

Airport Operation and Development

- Staff is working to repair or replace two ground vehicle traffic signs at the intersection of Taxiway Charlie and Hangar Way.
- Staff is working to repair the pedestrian gate access control system for the air traffic control tower.
- The next meeting of the Aviation Advisory Board has been rescheduled. The meeting will now be held on Monday, October 29 at 7:00 pm.
- The FDOT has issued to the City a Public Transportation Grant Agreement (PTGA) that will provide state funding for easement acquisition services needed for the planned extension of Runway 8/26. This grant agreement will be presented to the City Commission for approval at their meeting on November 5.
- A pre-construction meeting was held this week for the projects to rehabilitate Runway 8/26 and construct improvements for the public use heliport. Construction activity on these projects is expected to begin on or about Monday, October 15.
- Staff continues to work with Gale Associates, Inc. to explore opportunities for the City to acquire federal funding for future airport projects via the FAA's Airport Improvement Program Supplemental Appropriation. The Consolidated Appropriations Act of 2018 provides the FAA's Airport Improvement Program with an additional \$1 billion in discretionary grants.

Engineering

- Projects Summaries
 - Construction Projects:
 - Ph III 2-Inch Water Main Replacement – Mainland – Water main and meter switch overs are underway on Putnam Avenue.
 - North US1 Landscaping Ph II – The project is complete.
 - Effluent Outfall Replacement –The City Commission approved the additional work to the existing contract. The contractor anticipates remobilizing in mid-November to complete the additional repairs.
 - 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 issued 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 –The punch list repair items have been addressed and the work is complete.
- Rockefeller Gardens Stage Shade Cover – Comments were addressed and contractor received a building permit, and is coordinating fabrication. Installation of shade structure will be early next year.
- Forest Hills Connector Trail – A pre-construction meeting was held September 26; staff met with the contractor and compliance officer to setup reporting to meet federal requirements. A notice to proceed will be issued.
- 2018 Road Rehabilitation-Resurfacing – The contractor has begun work on the curb & gutter on Hummingbird Lane, Orchard Lane and the Main Trail area.
- Main Trail Bridge Repair – Materials are to be delivered to the contractor this week, with the work to be scheduled for later this month.

- 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 – Bids were opened on 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. A progress meeting was held on October 4 at the tank site.
 - Cassen Park Public Dock and Breakwater Extension – Final plans were submitted for review. It is anticipated that the project will be ready for bidding next month. Consultant is working with FDEP on the submerged land lease that is required 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 January.
 - 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 completed the survey work and is moving forward with design.
 - Wilmette Avenue Pumping – Consultant is preparing a scope of services to compete the bid documents.
 - Laurel Creek Stream Gauges – A purchase order is in process for Economy Electric to install the conduit and gauges, and coordinate the calibration of the new stations.

- 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 – Due to a funding shortfall for this project staff intends to apply for an ECHO grant which, if approved, would provide funding in June 2019.
- Secondary Raw Water Main – The engineer is working on plan revisions.
- MacDonald House – A work authorization for initial phase improvements has been issued to the construction manager.
- Granada Median Landscape Improvements (Orchard Street to I-95) – FDOT sent comments and they are currently being addressed. Revised plans will be submitted back to them shortly.
- A1A Force Main Repair – The engineer is finalizing the plans and specifications for bidding.
- 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 – A pre-proposal meeting was held on October 9. 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.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Jill Alison Drive directional bore, per FPL request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 1460 North US1 directional bore, per Brighthouse request.
 - Reviewed plans and created approved wetland protection permit for 362 Riverside Drive dock repair.
 - Met with homeowner along Timberlake Lane to assist with the required documents to obtain an engineering permit to replace damaged weir.
 - Updated 80 Hummingbird Lane drainage plan drawing to reflect the recent topographic survey data.
 - Continued to update the Granada Blvd median landscape project plans to reflect FDOT comments, per project manager's request.
 - Started research on properties (400-440 Pine Bluff Trail) to verify ownership of access easement to Tomoka River, per Neighborhood Improvement Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete work on sidewalk at City Hall
- Checked asphalt patch/added lime rock on Brookwood Dr
- Concrete patch on Hernandez Ave
- Asphalt patch on Rockefeller Dr, Harvard Dr, Brookwood, Loyola Dr
- Asphalt overlaps on Pineland Trl
- Sidewalk grinding at the OMAM gardens
- Helped put up silk fence on Nova Rd

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
- Made barricades for the Streets Div.
- Removed dead palm on N Beach St; leaning cedar tree on Division Ave at Old Kings (by pond); dead tree at Public Works

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
- Filled in holes in parking lot/low areas at Cassen Park
- Trimmed for view of stop sign at Grove & Mound Ave
- Installed Octoberfest medium fencing on S Nova from Hand to Division

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
- Changed out stop signs to new HIP stop signs at Sports Complex
- Reinstalled signs and street names at Kenilworth & US1

Stormwater Maintenance

- Outfalls inspected & cleaned on S Beach St
- Wash out repair at Cassen Park
- Reach out FDOT ponds on SR40
- Locates & basin cleaning citywide
- TV'd lines at Granada Beach approach
- FDOT pond mowing citywide
- Basins inspected & cleaned in Zone 1; Zone 2, Zone 3
- Basin repair on 100 block of Ormond Shores Dr

Street Sweeping/Streetsweeper (sweeper down)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,125
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 14,416 gallons unleaded, 8,548 gallons diesel
 - Fuel used in one week: 1,858 gallons of unleaded and 615 gallons of diesel.
 - Fleet completed 25 work orders this week.

Utilities

- Projects Summary
 - Alpha General Services, Inc. – Pep system tanks & components sole source purchase resolution is being reviewed by Finance for the November 5 City Commission agenda.
 - Beach Street Manhole 13391 at 387 N. Beach Street – Driveway concrete poured and right of way sod placed.
 - Breakaway Trails Reuse Storage and Pumping Improvements – Attended meeting on the design progress. Electrical load calculations were discussed.
 - Breakaway Trails Underground Distribution Facilities Installation Agreement with FPL – Approval for the agreement is on the agenda for the October 16 City Commission meeting.
 - Breakaway Trails Underground Distribution Facilities Installation FPL Easement – Approval of the easement agreement is scheduled for the December 4 City Commission meeting.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Document book template provided to consultant for preparation of the documents to be sent to the contractor for final execution.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Award recommendation to Danus Utilities, Inc. is scheduled for the November 5 City Commission meeting.
 - Water Plant Elevated Storage Tank (EST) activities – Tank Rehab.com LLC is scheduling a site visit to perform tank measurements.
 - Water Tank Inspection and Cleaning Services – A pre-bid meeting was held on October 10 to present project requirements and answer questions from potential bidders.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Recommendation for purchase is being reviewed by the Finance Department for the November 5 City Commission meeting.
 - SCADA Integration Services RFP – Disposition memo, plans and specs submitted for approval at the November 5 City Commission meeting.
 - WTP Sanitary Survey – Contractor visited the water plant to take measurements for the steel walkway replacement.
 - WWTP Influent Pumps VFD Replacement – Recommendation to award the contract to Giles Electric is being reviewed by the Finance Department for presentation at the November 5 City Commission meeting.
 - Xylem Sole Source Procurement Flygt Pumps – Products – Sole source purchase resolution is being reviewed by Legal for the November 5 City Commission agenda
 - 27 Tarpon Avenue – A Use Permit for a directional drill was submitted to Volusia County.
 - 28 Wisteria Drive – A Use Permit for a directional drill was submitted to Volusia County.
 - 30 Capistrano – A Use Permit for a directional drill was submitted to Volusia County.
 - SPRC Projects (Utilities Review)
 - Cyprus Trails – Completed final plat review.
 - Extended Stay America, 275 Interchange Blvd. – First document submission reviewed and comments were provided.
 - Granada Plaza Sewer Rehabilitation – A meeting to discuss options for the force main connection was held October 8. A connection will be added to the A-1-A force main repair drawings.
 - 7-11, 1204 Ocean Shore Blvd – Revised as-builts were received. The backflow preventer for the irrigation system needs to be changed to an RPZ type.

Water Treatment

- Delivered 41.12 million gallons for the week ending October 5, 2018 (5.87 MGD).
- Backwashed 11 filters for a total of 486,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 30, 2018 @ 6.203 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 67.5 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- Working towards bringing Hypochlorite Generator back online.
- Started disinfection and cleaning of Standish Ground Storage in preparation of inspection

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 31.73 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.53 MGD.
- Produced 30.31 Million Gallons of Reuse.
- Produced 1.42 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2017 - August 31, 2018 (MGD)): Influent 5.02 MGD (Permit 8 MGD); Surface Water Discharge 2.28 MGD (Permit 6 MGD); Reuse 3.19 MGD (Permit 10 MGD)
- Hauled 99.69 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 21 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 17 water service leaks.
- Installed 6 new residential water services.
- Performed pressure testing on 6 city owned backflow preventers.
- Replaced 8 broken meter boxes.
- 26 leak detection loggers removed after findings of no leaks in the east section of The Trails subdivision.
- Completed maintenance (replaced all bolts & repaint) on 6 fire hydrants.
- Performed valve maintenance on 18 main line valves.
- Performed a water meter accuracy test a 3-3" & a 4" commercial meter. Scheduled 3 commercial facilities for testing.
- Replaced 4 water meters due to finance work orders.
- Replaced 4 water services due to low pressure or leaking GSP.
- Performed 2 residential disconnects due to building demolition.
- Exercised valves under elevated water tower due to a leaking valve.
- Met Planning engineer to schedule 2- 6" water main disconnects for the Ormond peninsula hospital, including a 3" water meter, 2" irrigation meter and 6" fire line. Crews also located all connections for future removal.
- Grade and re-sod excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 94 regular and 1 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. Responded to 3 reuse trouble calls.
- Removing air from 8" and 10" force mains on north A1A. Done daily from Wednesday to Friday.
- Installed sod at approximately 7 different recently completed jobs.
- Repaired broken reuse service at 35 Country Club Rd.
- Responded to backup call at 7 Double Palm. System not in alarm on arrival. Everything looks good.
- Rewired new PEP pump at 68 Sounders Trail Cir.
- Complete rewire of PEP system at 66 Coquina Ridge Way.
- Follow up at 30 Laurel Ridge Break. Rewired PEP pump and adjusted wires and floats.
- Repaired broken low pressure 1½" force main.
- Located irrigation service for customer at 29 Lake Vista Way.
- Verified air relief configuration at 2750 Ocean Shore Blvd.
- Located PEP tank for contractor at 82 Coquina Ridge Way.
- Repaired broken C/O at 49 N. Capri. Hit by lawn mower.
- Follow up TV inspection of 724 John Anderson Dr. small roots at joint – cleared.
- Follow up TV inspection at 63 Carrolwood Cir. Small roots at offset – cleared.
- Performed preventative maintenance on 6 laterals.
- Repaired broken 6" sanitary stub in lot next to 1546 W Granada Blvd.

- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 31 psi, Ocean Mist Hotel 22 psi, Ormond Mall 5 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 19 psi, Westland Run 22 psi & Shadow Crossing Blvd. (4 inch) 18 psi.

Wastewater Plant – Lift Stations

- Influent Room, oversaw transfer of pump positioning status, ok.
- Grit Snail, began reassembly of unit and installation of new belt & accessories.
- Equalization Tanks, finished wash down plumbing modifications.
- Breakaway Trails, rental emergency bypass pump found inoperable, contacted vendor for repairs, pump repaired and tested, ok.
- Spanish Waters, Force Main pressure: Static/1 pump/2 pump; 28/30/32.
- LS1P, replaced 3305 RTU with new control wave micro RTU, changed net view configuration for 1P, changed WIN911 database to reflect current RTU.
- 8M3, not reporting to SCADA, installed new communications card, shut down Open Enterprise, reprogrammed 8M3 from SCADA computer, ok.
- HOMAC, not reporting to SCADA reboot PLC, Digital inputs 1 - 6 were stuck on, powered down plc, pulled out input card and reseated, ok.
- SP, reboot PLC, radio signal weak, signal will be intermittent to SCADA, and antenna is on small light pole, will need to be higher to clear tree line.
- PT, not reporting to SCADA, swapped out communications card and power card. Reprogrammed, still not reporting, will seek assistance from tech support.
- WIN911 monitor/response: none to report, SCADA server off-line 10/5 through 10/8.
- SCADA monitor/response: 7M, 7M1, high starts, cleaned probe, ok; Arroyo Parkway, high starts, cleaned probe, ok. 3M, no starts #1, pulled both pumps to clear blockages at volutes, changed out wear rings & impellers, ok; Chelsea Place #2, Towne Square, Harley Davidson, Deer Creek, high starts, cleaned probe, ok; Creekside, #1 stuck on, cleaned probe, ok; Saddlers Run, not alternating, continuing to troubleshoot, possible corroded connection; Breakaway Trails, no starts or run hours registered, corroded electrical connections, cleaned/repared; VGO does not show runtime or starts for Pump 1, auxiliary contact bad, replaced with spare, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Bar Screens, #1, #2.
- Lift Station PM's: 17 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Met with VFD vendor representative, reviewed replacement of VFD for WTP high service & sell fields. Also discussed training options.
- Opti lake level, met with Engineering and electrical contractor to review locations for the Opti lake level sensor placements.
- Well 27H, set flow meter back to zero, tested operation, well flow rate is 150 gpm with VFD running at 54.6 Hz.
- Well 28H, reset overloads.
- B.A.T. compiled RTU I/O point list and forwarded to Engineering for reuse pump station design.
- Sand filters, EF3 valve rose mount pressure transducer clogged, removed and replaced clogged lines, ok.
- Well 8D, documented line pressure for selection of new pump and motor at well 10D.
- Chlorine blending rack, configured feed pump and piping as instructed.
- Lime slurry pumps, lubricated and inspected.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Cross Connection Control Contract – Staff renewed the CCC contract for one year. The contract has benefitted the City by elevating the compliance level of the backflow devices by over 15%.
- Reuse Groundwater Monitoring Wells – Staff resampled the monitoring well which had a previous exceedance of one analyte. Subsequently, the resample analytical report from the

City's certified laboratory verified the original result. The reports will be uploaded into the FDEPs ezDMR form for official submittal. The monitoring is performed as required by the WWTF permit. The results are used by the FDEP to assist in determining if reuse water is effecting the groundwater.

- Local Limits Evaluation – FDEP issued preliminary approval of the Local Limits the City submitted to the Department from the plan of study. Staff will publish the proposed limits in the local paper and allow for a public question and comment period. The comment period is the last step in receiving final approval, which has taken nearly one year to achieve.
- Wastewater Treatment Facility – Staff began discussing the permit renewal process for the WWTF. The current permit expires in December of 2019; however, the renewal application is due in June of the same year.
- Industrial Pretreatment (IP) Program – Staff began the annual sampling of all four permitted industries in the City's sewer collection system. The sampling is required by FDEP to ensure compliance of the industry's discharge on a random analysis.
- Staff submitted a response to the FDEP to their Items of Concern from the IPP inspection FDEP performed in September.

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 CFOB Candidate Forum on October 10, 2018
- Agenda packet preparation, creation, and distribution for October 16, 2018, City Commission Meeting
- Agenda packet preparation, creation, and distribution for October 18, 2018, Neighborhood Improvement Advisory Board Meeting