

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: November 2, 2018

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with various members of senior staff

Spoke to, attended and/or met with:

- David Hood Plaza dedication
- King of the Grill
- Claims Committee meeting
- Mayor, Florida Hospital representative Ed Noseworthy and Kelly Ferguson regarding Florida Hospital Oceanside facility
- Rafael Ramirez and Matt Hoffman, Halifax Hospita community partnership
- Senior staff, Cheryl Housker and Carol Dixon regarding drainage concerns on Soco Trail
- State of the City after action meeting with staff
- Prep work for FCCMA workshop on cybersecurity
- ICMA webinar on crisis management
- All Faith Remembrance at Temple Beth-El

**Community Development**

**Planning**

- There is a neighborhood meeting/sound test scheduled for the Topsy Taco Cantina, located at **746 South Atlantic Avenue, for Monday, November 12, 2018 at 6 pm**. The neighborhood meeting/sound test notice states that the restaurant seeks to allow live outdoor music every Monday and Tuesday from 6pm to 10pm and weekends from 12 pm to 10 pm. Outdoor music is defined as an outdoor activity under the Land Development Code and would require a Special Exception with review by the Planning Board and a final action by the City Commission. It is expected that Topsy Taco Cantina would submit a Special Exception application after the neighborhood meeting and be heard by the Planning Board in December and the City Commission in January.
- Planning staff attended a school concurrency meeting with the Volusia County School Board staff and other Volusia County jurisdictions.
- Planning staff attended the Volusia County road impact fee presentation at the Daytona Beach City Hall.
- There are no applications for the November 8, 2018 Planning Board and the meeting has been canceled.

**Building Inspections, Permitting & Licensing**

- 2 new business tax receipts issued.
- 393 inspections performed within the City (36 by Private Provider).
- 144 permits issued within the City, with a valuation of \$2,477,365.

Development Services

- The Site Plan Review Committee (SPRC):
  - Conducted a pre-construction meeting for the Lucky's Market at 101 East Granada Boulevard.
  - Met to discuss the potential expansion of the Stor-It facility at 99 Portland Avenue and the permitting process.
  
- Projects under SPRC review include:
  - Cypress Trails, final plat. 2<sup>nd</sup> review. 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.
  - 520 West Granada Boulevard, Unit 1 – Granada Pointe, Modern Wash. 2<sup>nd</sup> review. Proposed 4,770 square foot drive thru car wash with 20 vacuum spaces. The use would require a Planned Business Development amendment with a neighborhood meeting, Planning Board review, and City Commission action.
  - Pineland subdivision, shop drawings revisions. 1<sup>st</sup> review. Update of the Pineland subdivision plans based upon the shop drawings for the utility improvements for the subdivision.
  - 1246 West Granada Boulevard, multi-tenant shops. 1<sup>st</sup> review. Construction of a two unit building totaling 3,800 square feet. One tenant has a drive thru restaurant which would require a Special Exception.
  - 835 Hull Road, Air One. 2<sup>nd</sup> review. Construction of a 9,100 square foot office/warehouse and associated site improvements.
  
- 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	95%
Cardinal Drive Beach parking	15%
Davita Dialysis	25%
For Our Parents ALF	85%
Granada Pointe	55%
Lot 2, Airport Business Park	55%
Oasis Church, water line extension	75%
Ormond RC, Fitness Center & Building 1C	10%
Pineland	10%
Prince of Peace, Like New addition	80%
Prince of Peace, office addition	80%
Security First	50%
Shoppes on Granada, Phase 2	15%

Thomas & Betts parking improvements (phase 1)	85%
Zaxby's	90%
Independence Recycling of Volusia	0%
Plantation Oaks, utility connection	95%
Cypress Trails subdivision	40%

**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.
  - 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 expansion opportunities. To date approximately 19 companies have been visited.
  - Staff attended the Volusia County Economic Development Departments Quarterly update meeting.

**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 51 Journal Entry Batches.
  - Approved 51 Purchase Requisitions totaling \$1,740,188.98.
  - Issued 47 Purchase Orders totaling \$4,529,893.52.
  - Prepared 138 Accounts Payable checks totaling \$598,862.49 and 37 Accounts Payable EFT payments totaling \$146,695.62.
  - Issued 526 past due notices on utility accounts.
  - Auto-called 165 utility customers regarding receipt of a past due notice.
  - Processed 396 payments through Interactive Voice Response System totaling \$43,525.36.
  - Grant money 2017-18 fiscal year-to-date total received, \$7.1 million dollars.

#### Grants/PIO

- Press Releases
  - Open Gym (November 2, 9, and 16)
  - Ormond Beach Receives GFOA's Certificate of Achievement for Excellence in Financial Reporting (28<sup>th</sup> consecutive year)
  - Seniors Got Talent (Finals, 11/4)
  - Amazing World of Illusions (11/10)
- 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.
  - Sent out a CodeRED notice for paving in The Trails (10/31-11/16) per Engineering request.
  - Attended weekly staff meeting.
  - Attended communication planning meeting.
  - Met with a citizen regarding CDBG projects.
  - Met with Airport Manager regarding grant closeouts.
  - Completed Employee Newsletter for November 2018.
  - Attended Justice Assistance Grant webinar.
  - Attended Crimeview presentation at the Police Department.
  - Attended State of the City 2018 debriefing meeting.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### Fire Department

- Weekly Statistics
  - Fires: 0
  - Fire Alarms: 10
  - Hazardous: 4
  - EMS: 68
  - Motor Vehicle Accidents: 6
  - Public Assists: 43
  - TOTAL CALLS: 131
- Aid provided to other agencies: 14 Calls – Daytona Beach (3), Holly Hill (1), Volusia County (10)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 22
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 52
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 387

- Training Hours
  - NFPA 1001: Firefighting 65
  - NFPA 1002: Driver 7
  - NFPA 1021: Officer 6
  - NFPA 1500: Safety/Equipment 44
  - NFPA 1620: Preplanning 15
  - EMT/Paramedic 26
  - TOTAL TRAINING HOURS: 163
  
- Station Activities
  - Updated 25 pre-fire plans
  - Serviced 94 fire hydrants
  - Provided public education to the following schools for fire prevention month:

	<u>Children in Attendance</u>
Osceola Elementary	75
Pathways Elementary	40
Temple Bethel	140
Tomoka Elementary	100

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Building Maintenance Supervisor (Leisure Services) open 10-29-18 until 11-11-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
    - Part Time Events Leader (Leisure Services) open 10-17-18 until 11-4-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker I (PAC/Leisure Services) open 10-8-18 until 11-4-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker II (Athletic Fields) open 10-26-18 until 11-11-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services) open 10-9-18 until 11-4-18. 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) re-advertised 10-9-18 until 11-4-18. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.
    - Utilities Manager re-opened 10-31-18 until 11-30-18. Advertised on City web site, governmentjobs.com, Florida Rural Water Association, Water and WasteWater Jobs, Florida League of Cities; Florida City & County Management Association, and Indeed.
  
  - Applications Under Review
    - Evidence/Crime Scene Supervisor
    - Permit Technician (Planning)
  
  - Interviews Scheduled
    - Firefighter/EMT (Fire)
    - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
  
  - Background/Reference Checks/Job Offers
    - Civil Engineer (Engineering)
    - Firefighter/EMT (Fire)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
    - Neighborhood Improvement Officer (Police)

- Police Officer (Police)
- Recreation Leader (PAL/Police)
- Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
- 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
  - On-site flu shot scheduled for October and November
  - Nationwide representative here to meet with employees 11-9-18
  - ICMA representative here to meet with employees 11-30-18
- Risk Management Projects
  - Attended Claims committee meeting
  - Attended pre-deposition meeting for liability case
  - Continued input of certificate of insurance information for vendors in Munis/Tyler

#### **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: 17
    - Completed: 39
    - In progress: 34
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 39,281
    - Inbound E-Mails Blocked: 21,576
    - Delivered Inbound E-Mails: 17,705
    - Quarantined Messages: 203
    - Percentage Good Email: 45.1%
    - Virus E-Mails Blocked: 2
  - Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 9
    - Changes: 0
  - Corrections: 1
  - Map/Information Requests: 25
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0

- Reclaim Connections Located this week: 0 : Total in system = 2,310
- Meters GPS Located this week: 0 : Total in system = 23,680; 22,897 potable, 772 Irrigation, 11 Effluent
- Notable Events: None

## Leisure Services

### Administration

- Public Works Staff meeting
- City Manager's meeting
- Assistant City Manager's meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Dave Hood Dedication
- King of the Grill
- State of the City debrief
- Movies on the Halifax
- Working on citywide scavenger hunt

### 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.
- The Department of Leisure Services, Bethune-Cookman University, and Stetson University held a Coastal Science Research Workshop at the EDC on Saturday from 11 am to 2 pm.
- 60 students from Pathways Elementary School's first grade class took a Sensory Explorations field trip at the EDC on Tuesday from 10 am to 12:30 pm.
- Shari-Blissett Clark from the Florida Bat Conservancy held at Bats: Myths & Realities program on Wednesday from 10 am to 11:30 am.
- 60 students from Pathways Elementary School's first grade class took a Sensory Explorations field trip at the EDC on Thursday from 10 am to 12:30 pm.

### 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 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 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 players are off this week. Currently there are 51 participants signed up.
- City Adult Volleyball Program players are off this week. 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.
- Seabreeze High School boys' and girls' soccer teams continued practices this week Monday-Friday at Soccer Fields 5 and 6 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.
- Staff prepared for the USSSA Baseball tournament on Saturday and Sunday beginning at 9 am on Saturday on the Wendelstedt Fields at the Sports Complex.
- ISSA Senior Softball will host a tournament at the Wendelstedt Fields at the Softball Quad and Softball Field 7 on Saturday and Sunday 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 Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged and weeded 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 Soccer Fields for games each Saturday for OBSC recreational and competitive 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
- Put together new picnic tables for Championship Field 7 and Wendelstedt Fields
- Added clay and turface on Nova Fields 4 and 5
- Repaired/added clay at bullpens at Nova Fields

#### Senior Center

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

#### 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
  - Follies held auditions Thursday.
  - Seniors Got Talent held on stage rehearsal.
- The Performing Arts Center is preparing to host the following events:
  - The Grascals, Friday, 7pm-9pm
  - Seniors Got Talent Finals, Sunday, 2 pm-4 pm

#### 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 flag football Monday/Tuesday/Friday beginning at 5:30 pm
- PAL tutoring Monday-Thursday from 3 pm-6 pm



- Halloween Trick or Treat, Wednesday, 5 pm-9 pm

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Dave Hood Dedication
- Senior Games
- Preliminary planning activities for the following upcoming events:
  - Veterans Day, tickets on sale at Leisure Services office
  - Holiday Concert
  - Santa on the Go
  - Letters to Santa
  - Home for the Holidays Parade, parade application online
  - Breakfast with Santa

#### Gymnastics

- Registration is open for November session
- November session in progress
- Mock Gym meet took place on Saturday
- Pop Warner Gym rental Tuesday/Thursday evenings
- Open Gym, Friday, November 2, 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.
- Lunch Bunch continued on Wednesday.
- The basketball, pickleball and table tennis events for the Senior Games took place throughout the week.
- Lunch Bunch Club met on Wednesday.

#### 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. There were no Saturday tours due to King of the Grill.
- Ormond Beach Chamber's King of the Grill event was held at The Casements on Saturday from 12 pm-6 pm.
- The Art Guild's gallery display was on display throughout the month of October.
- Once Upon a Storytime was held on The Casements North Lawn on Tuesday from 10 am-11 am.
- A Gaslight Parade/Antique Car Show meeting was held on Wednesday at 10 am.
- Ron Berkheimer had a gallery installation on Thursday at 12 pm.
- Staff prepared for Movies on the Halifax on Thursday.
- Ron Berkheimer held his opening art reception in The Casements Gallery from 5 pm-7 pm.
- Movies on the Halifax will present Star Wars the Last Jedi this evening at 6:45 pm.
- Staff reset the main floor for a reception on Friday at 8 pm and a Saturday wedding ceremony.
- 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: Installed "No Electric" signs throughout park pavilions until rented
- Riverside Church: Daily inspection of outside property
- Magic Forest: Completed repairs due to vandalism; repaired sagging sidewalk
- Boardwalk Trail: Removed broken sign

- Central Park I: Removed tree from sidewalk

#### 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
- Weekly inspection of DOT and facility lighting at various City locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Repaired second bay door at Fire Station 92
- Reset the time clock at The Casements
- Replaced the hallway light at Fire Station 91
- Removed a hanging wire outside Fire Station 94
- Replaced the icemaker at Fire Station 92
- Repaired the NE bay door at Fire Station 91
- Repaired the east gate at the Police Department
- Replaced the office overhead lights at the Ames House
- Replaced the soap dispensers at the Ormond Art Museum
- Repaired the A/C unit #1 at Fire Station 93
- Repaired the SW bay door at Fire Station 93
- Repaired four emergency lights at The Casements
- Rewired the event lights around the gazebo at The Casements
- Replaced the sink faucet at Bailey Riverbridge
- Replace eight-foot light bulbs at Airport Maintenance

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff met with Fire Chief to talk about SRT unit
- 
- Staff attended Volusia- Flagler Police Chief's monthly meeting in Daytona Beach
- Staff attended OB Life planning meeting

##### Community Outreach

- Youth Director Council (YDC)
  - Four (4) youths attended a YDC meeting. Members reviewed upcoming community service projects for the 2018-19 program year.
- OBPAL Basketball
  - Twenty (20) members of the basketball program participated in practice last week. Practice will continue through the fall. Individual and group skills development practices are held on Monday and Wednesday from 7:00 – 9:00 pm.
- OBPAL Fall Educational Programs
  - *Tutors R Us* (TRU) 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. Last week 22 elementary and middle school aged youths participated. The TRU program provides one-on-one and small group tutoring to increase skills in math, reading, science and language arts.
  - Thirty-two (32) students attended Science on Patrol at Ormond Beach Middle School last week. Students explored fingerprint history and types of fingerprints. Science on Patrol at Ormond Beach Elementary continues. Last week nine 4<sup>th</sup> and 5<sup>th</sup> grade students explored teeth impressions, foot to height ratio and forensic entomology during the Monster Match up lab.

- The first Reading with a Cop program for the 2018-19 academic year was held in partnership with Ormond Beach Library on Wednesday, October 24 at 2:30 pm. Sgt. Willis read a book about how animals prepare for the fall and winter and answered questions about being a police officer. Seventeen (17) children and their families participated in the program. Families made a fall wreath craft after Sgt. Willis read the book. The next Reading with a Cop is scheduled for November 28 at 2:30 pm.
- 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 : 40
- Animal Bites: 1
- Animal Reports: 1
- Animals to Halifax Humane: 3
- Dogs 1 Kittens 2
- Kittens adopted: 2
- CSO's assisted at Helper Day at Temple Beth-El

#### Criminal Investigations

- Cases Assigned: 36
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 6
- Inactive: 4
- Fraud: 10
- Burglary Business: 3
- Burglary Residential: 0
- Larceny Car break: 8
- Grand Theft: 4
- Auto Theft: 3
- Bomb: 1
- Missing Persons: 2
- Recovered Missing Persons: 2
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 2

#### Records

- Walk - Ins / Window: 115
- Phone Calls: 148
- Arrest / NTA'S: 28
- Reports Generated: 144
- Reports Entered: 125
- Citations Issued: 53
- Citations Entered: 53
- Warnings Entered: 118
- Trespass Warnings: 12
- CORF Entered: 0
- Mail / Faxes / Request: 24

Patrol

- Total Calls: 1,237
- Total Traffic Stops: 140

Operations

- Crime Opportunity Report Forms: 224

10/24/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items on their person. Subject also had narcotics on their person.
- Larceny, 570 Sterthaus Drive. Jewelry is missing from the residence. Suspect is a friend.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items on their person.
- Carbreak, 831 Cordova Avenue. Unlocked vehicle was entered overnight. Cologne and headphones were stolen.
- Carbreak, 60 Arroyo Parkway. Unlocked vehicle was entered overnight.
- Warrant Arrest, 912 Village Drive. Subject with a warrant was contacted at the residence.

10/25/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed items in a bag and walked out.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed items in a bag and walked out.
- Larceny, 63 Hernandez Avenue. Jewelry was stolen from the residence. It was found at a pawn shop.
- Trespass Arrest, 205 East Granada Boulevard (Walgreens). Subject was arrested for returning to the property after warning.

10/26/2018

- Carbreak, 30 South Beach Street (City Hall). Unlocked vehicle was entered. Wallet was stolen.
- Battery/Domestic Violence Arrest, 215 Rockefeller Drive. Two (2) subjects were in a fight. Aggressor was arrested.
- Battery/Domestic Violence Arrest, 335 West Granada Boulevard (Wendy's). Two (2) subjects were in a fight. Aggressor was arrested.
- Shoplifting Arrest, 33 West Granada Boulevard (Ace Hardware). Subject placed items in their pants and attempted to leave the store.
- Shoplifting, 3 North Yonge Street (Sunoco). Unknown subject attempted to leave the store with items. The clerk recovered the items and the subject fled on foot.
- Traffic Arrest, 7 Tomoka Meadows Boulevard. Driver was stopped for traffic violation and arrested for driving under the influence.
- Suspicious Incident, 1899 North Highway United States 1 (Blue Coast Bakers). A subject threw an explosion type of a device into the parking lot and fled the area when security spotted them.

10/27/2018

- Stolen Vehicle, 192 Sandcastle Drive. A trailer was stolen from the driveway.
- Burglary Business, 600 South Nova Road (Prince of Peace). Shed was entered overnight. Lawn equipment was stolen.
- Burglary Business, 600 South Nova Road (Prince of Peace). A key from the above burglary that was stolen was used to make entry into another shed. More lawn equipment was stolen.
- Burglary Residence, 8 Bent Stream Way. Known subject entered the residence to steal money. The victim made contact with the subject and a fight started. The subject then fled the scene.
- Larceny, 422 Arroyo Parkway. Surfboard was stolen from the home.
- Larceny, 740 Airport Road (Sunrise Aviation). Cash was stolen from inside of the office.

- Carbreak, 260 North United States Highway 1 (Ormond Lanes). Unlocked vehicle was entered. A wallet was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed items into a backpack and attempted to leave the store.
- Shoplifting Arrest, 1545 North United States Highway 1 (Dollar General). Subject concealed items and attempted to leave the store.
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- Traffic Arrest, 100 Block East Granada Boulevard. Driver was stopped for traffic and arrested for driving under the influence.
- Traffic Arrest, 200 Block North Yonge Street. Driver was stopped for traffic and arrested for driving under the influence.
- Narcotic Arrest, 601 Hand Avenue (Central Park). Subject was found in the park with narcotics. A firearm was located in a pocket and the subject was also on probation.
- Warrant Arrest, 1634 North United States Highway 1. Subject with a warrant was contacted in the area.

10/28/2018

- Carbreak, 724 Orchard Avenue. Unlocked vehicle was entered overnight. Garage door opener was stolen.
- Battery/Domestic Violence Arrest, 1614 North United States Highway 1 (Econo Lodge). Two (2) subjects were in a fight. The subject also pointed a gun on the victim.
- Battery, 1320 West Granada Boulevard (Dustin's BBQ). Two (2) subjects were in a fight. Neither wanted to press charges.
- Violation of Probation Arrest, 116 Bosarvey Drive. Subject that was in violation of probation was contacted at the residence.
- Narcotics Arrest, 200 Block Clyde Morris Boulevard. Subject that was stopped for a traffic violation had narcotics on them.
- Narcotics Arrest, 1600 Block North United States Highway 1. Driver was stopped for a traffic violation and had narcotics on them.

10/29/2018

- Carbreak, 40 Hunt Master Court. Unlocked vehicle was entered overnight. Credit cards were stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects were taking items off the shelves and attempted to return the items.
- Stolen Vehicle, 436 South Nova Road Unit 75 (Camelot Mobile Home Park). Victim was unloading groceries and someone stole the car when the victim went inside.
- Carbreak, 753 Garden Lane. Unlocked vehicle was entered overnight. Loose change was stolen.
- Carbreak, 500 Sterthaus Drive (YMCA). Unlocked vehicle was entered. Credit cards were stolen.

10/30/2018

- Larceny, 711 South Atlantic Avenue (Atlantic Cove Motel). Cell phone was stolen from the pool area.
- Larceny, 100 Business Center Drive (Crafton Electric). Tools were stolen from the company.
- Carbreak, 339 Thackery Road. Unlocked vehicle was entered overnight. Change was stolen.
- Battery/Domestic Violence Arrest, 6 Greenvale Drive. Two (2) subjects were in a fight. Aggressor was arrested.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 13
  - Number of Uniform Traffic Citations Issued: 18
  - Number of Written Warnings Issued: 6
  - Number of parking tickets issued: 0

- Traffic Crash Reports
  - Number of Crashes without Injuries: 11
  - Number of Crashes with Injuries: 4
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 0

#### Neighborhood Improvement

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 12 Case initiated
- Zone 2: 4 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 6 Cases initiated
- 70 signs have either been removed or sign cases created.
- Three (3) tree removal permit requests
- Administrative staff assisted with two (2) walk-ins and sixty (60) telephonic inquiries.

#### Public Works

##### Airport Operation and Development

- The last meeting of the Aviation Advisory Board for the current calendar year was held this week on Monday, October 29.
- Construction activity on the project to rehabilitate the pavement and electrical systems of Runway 8/26 at the airport continued this week. Construction of a temporary bypass taxiway at the east end of Runway 8/26 has been completed and the bypass taxiway has been opened for use. Removal of the old runway electrical and lighting components has also been completed. Runway 8/26 is closed for the duration of the construction phase of this project. The airport will remain open for normal operations via utilization of Runway 17/35.
- Staff completed work to participate in the Florida Department of Transportation's (FDOT) statewide aviation economic impact study. Staff compiled and provided information about the airport, the airport's tenants, and area businesses that may rely on the airport in order to help determine the individual and overall economic impact of the Florida aviation industry. As a result of the study thus far, FDOT has tentatively calculated the direct economic impact of the Ormond Beach airport to be \$13,010,707.
- Staff participated in a teleconference with a representative from the FDOT's District 5 office in order to facilitate closeout of certain state grants for airport projects that have been completed, including the recent wildlife hazard assessment and obstruction mitigation projects.
- Staff compiled and submitted the required annual update of the airport's Notice to Airmen (NOTAM) authorization to the Federal Aviation Administration's flight services provider.

#### Engineering

- Projects Summaries
  - Construction Projects:
    - Ph III 2-Inch Water Main Replacement – Mainland – The contractor has reached substantial completion. Only restoration items and as-builts remain.
    - Effluent Outfall Replacement –The City Commission approved the additional work to the existing contract. The contractor anticipates remobilizing in mid-November once materials are delivered to complete the additional repairs.
    - Storm and Sewer Lining – Sanitary sewer lining operations on Granada Blvd. are nearly complete and expected to be finished in the next few 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 work is 85% complete.

- Rockefeller Gardens Stage Shade Cover – Contractor is coordinating fabrication. Installation of shade structure will be early 2019.
- Forest Hills Connector Trail – Contractor has completed clearing and site layout will begin form work for multi-use path this week. Electric submittals have been approved.
- 2018 Road Rehabilitation-Resurfacing – Paving operations began on October 31 in the Main Trail area.
- Main Trail Bridge Repair – Work is underway and expected to be completed in a few weeks.
- Laurel Creek Stream Gauges – A Purchase Order was issued to Economy Electric to install the conduit and gauges, and coordinate the calibration of the new stations. Staff coordinated with Opti to ensure connection to the Opti dashboard, and calibration of the gauges upon installation.
- MacDonald House – The contractor has received materials, and began work removing the old siding.
- Fishing Pier Repair – The bid from Brothers Construction Inc. was approved by the CC. Contracts have been sent to the contractor for execution.
- Security First Off-site Water Main Improvements – The bid from JD Weber was approved by the CC. Contracts will be prepared for execution.
  
- Bidding
  - Coquina Court Drainage – Bids were opened on October 10, the bid award agenda item is scheduled for December 4.
  
- 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. Two easements are needed and engineer is preparing the documents.
  - Breakaway Trails Storage and Pumping Improvements – Fifty percent plans were received, and are under review.
  - Cassen Park Public Dock and Breakwater Extension – Final plans were submitted for review. The project is scheduled for advertising for bids in December. 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 continues to finalize documents for submittal to FEMA and respond to SJRWMD comments.
  - 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's Work Authorization has been placed on the December 4 City Commission meeting agenda for approval.
  - OBSC Improvements – Championship Field 7 – An ECHO grant application is scheduled for City Commission approval on November 5. The grant, if approved, would provide funding in June 2019.
  - Secondary Raw Water Main – The Consultant is working on plan revisions.
  - Granada Median Landscape Improvements (Orchard Street to I-95) – Revised plans have been submitted to FDOT for review.
  - 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 addressed R2CTPO Executive Committee to discuss the City's request for additional funds, which was approved. Staff continues to work with FDOT to proceed with design.
- Fleming Avenue Stormwater Pump Station – Two submittals were received and will be ranked for award of contract.
  
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permits for directional bores along Magnolia Avenue, Oak Avenue, Stonehaven Trail, and several surrounding streets in The Trails subdivision, per AT&T request.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permits for directional bores along 2-15 Cliffside Drive, and 20-22 Sycamore Circle, per Brighthouse request.
  - Provided homeowner with list of approved dock and seawall consultants, per request.
  - Continued to revise the Granada Median Landscape plan, per FDOT comments.
  - Continued work on creating an as-built for the North US1 Median Landscaping project from Airport Road to Lincoln Avenue.
  - Completed the Engineering Cost Estimating database update.
  - Onsite meeting at Public Works to discuss survey requirements for parking lot modification, per Stormwater Division request.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete

- Concrete pour on Oriole Cir
- Sidewalk grinding in Spring Meadows; Oriole Cir
- Asphalt patch on Loyola Dr; Harvard & Riverside
- Concrete pour/curb on New Britain Ave

##### 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
- Stump grinding citywide
- Removed dead Palm tree at Airport Business Park; dead Pine on Aviation Way; (3) dead Pines at Airport Sports Complex; dead Pine at Airport Sports Soccer parking lot
- Trimmed low branches off pool screen at Standish water tank; on Aaron Cir; Center St, Fleming to Arroyo Pkwy; Northbrook subdivision
- Picked up tree debris on Standish Ave

##### Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Debris pick up in ROW on Thompson Creek (W/side); Orchard/Wilmette
- Filled in base of light post with recycle concrete on SR40



- Picked up trash and debris by tree line at Oakridge Cemetery

#### 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
- Checked out dead end markers on Hernandez Ave
- Ordered Sign Shop materials

#### Stormwater Maintenance

- Reach out on Nova Rd; Division Ave; (& ditch mowing) on SR40
- Removed trees on SR40
- Basin cleaning in Zone 1, Zone 3
- Locates & basins in Zone 2
- Basins inspected and cleaned citywide
- Gates & pumps citywide
- Checked hot spots citywide
- Cleaned lines on John Anderson Dr
- Repaired drains in The Casements
- Picked up sweeper in Orlando

#### 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: 23,104
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week:
- Quick Fleet Facts:
  - Fuel on hand: 9,997 gallons unleaded, 6,715 gallons diesel
  - Fuel used in one week: 2,248 gallons of unleaded and 594 gallons of diesel.
  - Fleet completed 32 work orders this week.

#### Utilities

- Projects Summary
  - Alpha General Services, Inc. – Pep System Tanks & Components Sole Source Purchase resolution is scheduled for the November 5<sup>th</sup> City Commission meeting. .
  - Breakaway Trails Reuse Storage and Pumping Improvements – Fifty percent plans were reviewed. Site layout and pump sizing coordination with engineering and consultant finalized. A design review meeting is scheduled on November 1<sup>st</sup>.
  - Breakaway Trails Yard Electrical and Pump Upgrades – Contract documents will be signed by the City on November 5, 2018. NTP November 6, 2018. 120 days substantial completion date March 6, 2019. 150 days final completion date April 5, 2019.
  - Leeway Storage Tank and Pump Station Rehabilitation Project – Design review meeting with Mead Hunt scheduled for November 2, 2018.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Award recommendation to Danus Utilities, Inc. submitted for the November 5<sup>th</sup> City Commission meeting. Received a proposal from McKim and Creed for construction administration services. A Work Authorization is being prepared.

- Water Plant Elevated Storage Tank (EST) activities – A work authorization to use OM Engineering for construction management services is being prepared for submittal at the December 4<sup>th</sup> City Commission meeting. Executed contract was received from Tank Rehab.
- Water Tank Inspection and Cleaning Services – Bids were evaluated. The low bidder was rejected due to a bid caveat based upon quantities of sediment in the tank rather than bidding per tank. An award recommendation was submitted for the December 4<sup>th</sup> City Commission meeting.
- Utilities SCADA Upgrades (Software Purchase RFP) — Vendor signed VT SCADA agreement. Recommendation for purchase submitted for November 5<sup>th</sup> City Commission meeting.
- SCADA Integration Services RFP – Disposition memo, plans and specs submitted for approval at the November 5<sup>th</sup> City Commission meeting to advertise for bidding on November 11, 2018.
- Shadow Crossings Reuse Pump Facility Upgrades – A meeting with the consultant to discuss design scope is scheduled with the consultant on November 2<sup>nd</sup>.
- WTP LPRO Membrane Replacement – A meeting is scheduled with the Finance Department on November 5<sup>th</sup> to discuss the timing of bonds.
- WTP Sanitary Survey – Contractor proposed keeping the existing stairway supports and repainting them. Revised color charts and an estimate of the cost reduction was requested in order to determine the feasibility of the substitution.
- WWTP Influent Pumps VFD Replacement – Recommendation to award the contract to Giles Electric submitted for presentation at the November 5<sup>th</sup> City Commission meeting.
- WWTP Operating Permit Renewal – Collecting information requested by the consultant.
- Xylem Sole Source Procurement Flygt Pumps – Products – Sole Source Purchase resolution submitted for the November 5<sup>th</sup> City Commission meeting.
  
- SPRC Projects (Utilities Review)
  - B-Tran Enterprises, 1170 Oceanshore Blvd. – Received revised plans for review.
  - Lucky's, 101 E Granada – Preconstruction meeting was held on October 30<sup>th</sup>.
  - Garden Plaza Stor-It – Attended a pre-application meeting for the site plan. Discussed extending the water main to Broadway and drainage concerns.
  - Granada Plaza – Conflict structure was evaluated and requires repair. Peak and daily flow data is still required from consultants to determine the best alternative for a sewer connection.
  - Huntington Green – Met to discuss proposed revised flows for a 55 and over community. More information required from engineer to determine whether existing force main and pumping systems can meet future demand flows.
  - Pineland Subdivision – Revised shop drawings for the lift station were submitted for review.
  - Security First – Met to discuss proposed utilities and the need to model for future expansion capabilities at the Ormond Crossings development.

#### Water Treatment

- Delivered 40.47 million gallons for the week ending October 19, 2018 (5.78 MGD).
- Backwashed 12 filters for a total of 585,000 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 54 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- Currently the Hypochlorite Generator is off line. All parts have been received and are in the process of being installed.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Collecting quotes for Water Treatment Plant beatification project
- Received two quotes back for pipe support rehab project, waiting on the third to come in.
- Standish tank is back on line. New tank mixer is installed and working nicely. Maintaining adequate Cl<sub>2</sub> residuals.
- Crews to start flushing this week

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 40.85 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.84 MGD.
- Produced 24.85 Million Gallons of Reuse.
- Produced 16.00 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 44.52 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 11 water service leaks.
- Installed 3 new residential water services.
- Performed pressure testing on 5 City owned backflow preventers.
- Replaced 4 broken meter boxes.
- Started fire hydrant maintenance Ormond beachside, 29 fire hydrants inspected and maintained.
- Replaced 5 water meters per Finance work orders.
- Replaced 3 water services due to low pressure or leaking GSP, 1 casing was installed for a water service under a street.
- Performed maintenance on 14 fire hydrants on the south peninsula.
- Replaced entire upper body and bonnet of badly rusted fire hydrant on beachside. Will grind and repaint old body for future replacement.
- Exercised 10 valves in various areas.
- Inspect all valves & fire hydrants on Putnam Ave installed as part of the 2" Water Main Replacement Project.
- Graded and re-sod excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 95 regular and 2 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 3 reuse trouble calls.
- Removing air from 8" force main on A1A. We have performed this operation multiple times this week.
- Working on getting FDOT permit to remove blockage from 8" force main at 2344 Ocean Shore Blvd.
- Turned on reuse at 135 Ormwood Dr. after customer made repair.
- Replaced broken riser ring on Central Ave. near 161 S. Yonge St.
- Located all wastewater and reuse facilities between 5 and 31 Tomoka Ridge Way for boring contractor.
- Follow up TV at 125 John Anderson Dr. Blockage was on customer's side. No issues found on City side.
- Replaced 'bad' sod near PEP tank at 42 Coquina Lake Way.
- Follow up from Trouble Call replaced and rewired PEP pump at 35 Peruvian Ln.
- Follow up from Trouble Call replaced and rewired PEP pump at 47 Canterbury Woods.
- Replaced valve cover lid in front of 114 Tymber Creek Rd.
- Located and marked PEP tank at 82 Tomoka Ridge Way for fence contractor.
- Turned off reuse at POS for leak on customer side at 119 Fairway Dr. hung tag.
- Met with Deputy City Engineer about providing reuse service to 127 Riverside Dr.
- Rewired PEP pump at 69 Creek Bluff Way
- Responded to back up at 2 Whipper-in Cir. Breaker was off in customer's house.
- Located, televised lateral and raised C/O at 44/48 W Granada Blvd.

- Televised main on Woodgate Ct. to locate service at 7 Woodgate. Discovered that service has been broken and infiltrating. Scheduled for repair.
- Opened reuse valves to Fortunato Park after Yellowstone made repairs.
- No reuse at 153 Ormond Shores Dr. Discovered line valve closed.
- Repaired probe hole in reuse line at 119 Fairview Ave.
- Apparent high pressure issue at 35 Forestview Way. Still investigating.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 35 psi, Ocean Mist Hotel 25 psi, Ormond Mall 10 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 17 psi, Westland Run 17 psi & Shadow Crossing Blvd. (4 inch) 14 psi.

#### Wastewater Plant – Lift Stations

- Influent Room, oversaw transfer of pump positioning status, ok.
- 8P – follow up from call out, pulled Pump #2 to replace with New Inventory, pulled Pump #1 to replace Impeller & Wear Ring, ok.
- Reaeration Tank Submersible Aerator #1 south, pulled and deragged, ok.
- Carrousel Blower #2, cleaned oil spill from leak found during yesterday's work, repaired Site Glass using New Replacement Inventory, finish Semiannual PM and placed back online, ok.
- Airport Industrial Park, high hours at local time clocks, deragged both Check Valves, ok.
- 8M – follow up from recent work at station, pulled pump to remove Mix Flush Valve from Volute, ok.
- Breakaway Trails-Rental Thompson Portable Lift Station Pump, fueled as needed.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Centrifuge Conveyer Belt - Called by Operator on Shift, Conveyer Belt not working, corrected switch settings, ok; Creekside, high level, bad Phase Monitor, replaced Phase Monitor, #1 Motor Starter chattering, operated starter several times, chatter softened, will turn over to 8P, Called by Collections Division On Call Staff, Manholes full, System full, FPL power is out, no call was made by WIN911, support power outage with Generator, power restored without further incident, will follow up during regular working hours to test RTU, ok at this time; Shadow Crossings, high level, found Stop Float tangled on pump, relocated, watched station pump down and cycle through Alternation, ok; Spanish Waters, phase loss, power restored upon arrival, ok.
- SCADA monitor/response: Shadow Crossings, no starts #2, found bad motor starter, corrected corroded wire connections and replaced contacts, ok; 8M3, no starts #1, reset motor starter, ok; Saddlers Run, no starts #2, found system in Bypass Mode, set system back to RTU Mode, will monitor, ok at this time; 11M, no starts #1, pull pump to replace Impeller & Wear Ring, ok; 8M, no starts #2, reset motor starter, ok; Saddlers Run, #2 stuck on, cleaned probe, ok; 1M, high run hours, weather related flows, ok; 7M, no starts #2, reset motor starter, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2
- Monthly Plant PM's: Poly Blends, #1, #2.
- Quarterly Plant PM's: Reaeration Blower #1, #2.
- Semiannual Plant PM's: Carrousel Blower #2, found oil leak at Site Glass, Site Glass damaged, ordered replacement, out of service at this time; Centrifuges, #1, #2.
- Annual Plant PM's: Centrifuge Conveyer Belt.
- Lift Station PM's: 14 monthly performed and 0 annual.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Lime sludge feed pumps #1, #2, replaced 2" piping and valves for flushing lines.
- Lime sludge feed pump #1, cleaned and flushed lime sludge from check valve.
- Plant, installed Lime sludge feed pumps #1, #2, replaced 2" piping and valves for flushing lines.
- Lime sludge feed pump #1, clean and flush lime sludge from check valve.
- Plant, installed additional CAT5 cables for security cameras.
- High Service pump #5, Greased bearings, high pitched noise at rear bearing noted, will monitor.
- High Service pump #7, installed replacement VFD in cabinet, awaiting receipt of new 125HP motor.

- Operational checks: Standish Booster Station; B.A.T. reuse pumps.
- PM's: All Hudson wells; B.A.T. wells 2, 3, 4; Riverview, Granada, State Park Booster Stations.

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

- 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 FDEP's ezDMR 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 compiling the information required by the City's engineering consultant to begin 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.

#### 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 weekly City Manager Staff Meeting
- City Clerk attended meeting with Assistant City Manager
- City Clerk attended Claims Committee Meeting
- Agenda packet preparation, creation and distribution for November 5, 2018, City Commission Meeting