

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 14, 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:

- Staff meeting with Directors and Managers
- General discussion meetings with senior staff
- Interviewed candidate for Utilities Manager
- Prep for January 23 commission workshop

Spoke to, attended and/or met with:

- FDOT public meeting on SR5/US1 resurfacing project from Woodland Avenue to the Flagler County line
- DARE Graduation Tomoka Elementary
- As requested, discussion meeting with Mayor
- OBPAL holiday party
- At the request of Team Volusia met with Tim Chason, Chason Group, and provided feedback on their recruitment efforts to replace a senior level position.

**Community Development**

**Planning**

- Granada Pointe, Planned Business Development amendment – neighborhood meeting. Paul F. Holub, Jr., Managing Member of Granada Pointe Investors, LLC, shall conduct a neighborhood meeting for an amendment to the Granada Pointe Planned Business Development. The project is located on both the north and south side of West Granada Boulevard. The south side property includes 520,550, 600, and 650 West Granada Boulevard and 101 Bennett Lane. The north side property is located approximately 1,450 linear feet west of the intersection of West Granada Boulevard and North Orchard Street and includes Volusia County parcel numbers 4241-01-12-0100, 4241-01-10-0070, 4241-01-09-0120, and 4241-01-09-0110. The amendment seeks to (a) permit an automatic car wash use as a permitted use, (b) modify that the \$10,000 contribution to the Historical Society may be used for repair and maintenance of the Three Chimneys property, (c) remove the future eight (8) parking spaces on the North parcel that were previously approved for the benefit of the Three Chimneys property, (d) permit that privacy walls may range for a minimum of 6' to a maximum of 8' in height, (e) clarify that two (2) outparcels are permitted on Unit 4 contingent upon the outparcels meeting the minimum requirements of the Planned Business Development and LDC, and (f) approve removal of one historic tree (#19) from the North parcel due to safety concerns. The neighborhood meeting is scheduled for December 18, 2018 at the Hampton Inn at 155 Interchange Boulevard (meeting room) starting at 6 pm.
- Attended the Planning Board meeting for a Land Development Code amendment to Chapter 1 - General Administration, Article III, Definitions and Acronyms, Section 1-22, Definitions of terms and words, modifying Restaurant, Type "A" and Type "B" definitions to be consistent with Florida Statutes, Section 561.20(2)(a)(4) and Florida Administrative Code 61A-3.0141 criteria for Special Food Service Establishment (SFS) alcoholic beverage licenses.
- Attended the Special Master hearing for the property at 333 South Yonge Street/328 Bostrom Lane that performed tree removal on commercial property without any permits.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 398 inspections performed within the City (9 by private provider).
- 88 permits issued within the City, with a valuation of \$891,750.

Development Services

- The Site Plan Review Committee (SPRC) met with the following projects:
  1. 711 South Atlantic Avenue. Met with a design professional and reviewed proposed plans to renovate the existing hotel including interior renovations, exterior façade changes and modifications to the site improvements. Interior demolition is currently underway and the facility is closed.
  2. Stor-It, Phase 2. Met with a design professional and developer and discussed a potential expansion of the existing Stor-it facility at 99 Portland Avenue. Key items discussed was the 15% natural preservation requirement and the stormwater/drainage of the property.
- Projects under SPRC review include:
  1. 220 North Nova Road, Publix in the Trails Shopping Center remodel. 1<sup>st</sup> review. The site plan seeks to remodel the Publix within The Trails shopping center. The site plan indicates a demolition of the existing Publix building, former CVS unit, and the parking lot. The construction would include a new building of approximately 48,387 square feet and associated site improvements.
  2. 135 Hernandez lot split. 3<sup>rd</sup> review. The lot split seeks to subdivide one lot into two lots.
  3. 520 West Granada Boulevard, Unit 1 – Granada Pointe, Modern Wash. 3<sup>rd</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.
  4. 221 Vining Court, 2nd Review. Construction of a new 11,585 square foot building and site improvements. The project will require a neighborhood meeting, Planning Board review, and City Commission action.
  5. 125 East Granada Boulevard, Granada Plaza, Sewer rehabilitation. 1<sup>st</sup> Review. Removal of an existing gravity sanitary sewer main system and replace with a proposed private lift station.
  6. 1657 North U.S. Highway 1, Love's Travel Stop. 1<sup>st</sup> Review. Addition of 589 square feet for shower and laundry square footage to the rear of the existing building.
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	85%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	95%
Cardinal Drive Beach parking	40%
Chase Bank	0%
Davita Dialysis	50%
For Our Parents ALF	95%

Granada Pointe	60%
Lot 2, Airport Business Park	75%
Oasis Church, water line extension	98%
Ormond RC, Fitness Center & Building 1C	20%
Pineland	30%
Prince of Peace, Like New addition	100%
Prince of Peace, office addition	100%
Security First	50%
Shoppes on Granada, Phase 2	40%
Starbucks @ Granada Plaza	2%
Thomas & Betts parking improvements (phase 1)	85%
Independence Recycling of Volusia	0%
Plantation Oaks, utility connection	98%
Cypress Trails subdivision	40%
Lucky's Market	5%

**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 100,000sf of the new building. Occupancy beyond the 100,000sf 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.
  
- 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.
  - Staff attended the Chamber's Economic Prosperity Hour and provided an update to the business community on City Economic Development Happenings.
  - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.

- Staff is participating in the Ormond Main Street Branding Project.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 25 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 35 Journal Entry Batches.
  - Approved 17 Purchase Requisitions totaling \$83,811.64.
  - Issued 21 Purchase Orders totaling \$76,342.04.
  - Prepared 138 Accounts Payable checks totaling \$705,270.78 and 24 Accounts Payable EFT payments totaling \$212,895.03.
  - Issued 480 past due notices on utility accounts.
  - Auto-called 197 utility customers regarding receipt of a past due notice.
  - Processed 479 payments through Interactive Voice Response System totaling \$41,112.53.
  - Grant money 2018-19 fiscal year-to-date total received, \$265,000 dollars.

#### **Grants/PIO**

- Press Releases
  - Facility Closures (12/22/18-1/1/19)
  - Wake Up Walks in Central Park (12/19)
- 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.
  - Attended weekly staff meeting.
  - Attended quarterly Local Mitigation Strategy (LMS) meeting.
  - Attending DOJ Grant Financial Management Training (online)
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted updated Volusia County ECHO grant for Softball Field 7 in response to technical review comments.

#### **Fire Department**

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 4
  - Hazardous: 2
  - EMS: 77
  - Motor Vehicle Accidents: 10

- Public Assists: 41
- TOTAL CALLS: 136
  
- Aid provided to other agencies: 15 Calls – Daytona Beach (4), Flagler County (1), Holly Hill (1), Volusia County (9)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 63
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 285
  
- Training Hours
  - NFPA 1001: Firefighting 29
  - NFPA 1500: Safety/Equipment 27
  - NFPA 1620: Preplanning 4
  - EMT/Paramedic 115
  - TOTAL TRAINING HOURS: 175
  
- Station Activities
  - Updated 10 pre-fire plans
  - Serviced 80 hydrants
  - Visited 45 children at the Children's Academy on the Halifax
  - Participated in the annual Ormond Beach Holiday Parade
  
- Significant Incidents
  - 12-6-18, 3:37 PM: 601 W. Granada Blvd. – Motor Vehicle Accident – Responded to a motorcycle vs. truck collision – one patient transported as a trauma alert – a firefighter assisted EVAC with patient care during transport to hospital.

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Building Maintenance Supervisor (Leisure Services) re-advertised 11-26-18 until 1-6-19. Advertised on City web site, governmentjobs.com, and internally.
    - Chief Plant Operator (Wastewater Treatment Plant/Public Works) open 12-7-18 until 2-10-19. Advertised on City web site, governmentjobs.com, and internally.
    - Evidence/Crime Scene Supervisor (Police) re-advertised 11-29-18 until 12-16-18. Advertised on City web site, governmentjobs.com, and internally.
    - Firefighter/EMT/Paramedic open 11-29-18 until 12-30-18. Advertised on City web site, governmentjobs.com, and internally.
    - Maintenance Worker II (Streets/Public Works) open 12-12-18 until 12-30-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services) re-advertised 12-6-18 until 12-30-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Events Leader (Events/Leisure Services) re-advertised 12-4-18 until 12-30-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker I (PAC/Leisure Services) re-advertised 12-5-18 until 1-6-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services) re-advertised 12-6-18 until 12-30-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker II (Parks/Leisure Services) open 11-20-18 until 12-16-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Recreation Leader (South Ormond Neighborhood Center/Leisure Services) open 11-29-18 until 12-16-18. 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.
- Utility Electrician (Public Works) open 12-6-18 until 12-6-18. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
  
- Applications Under Review
  - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
  - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
  - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant)
  
- Interviews Scheduled
  - HR Generalist/Benefits Specialist (HR)
  - Utilities Manager (Public Works)
  
- Background/Reference Checks/Job Offers
  - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
  - Police Officer (Police)
  - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
  
- Separations
  - Maintenance Worker II (Streets/Public Works)
  - Part Time Maintenance Worker II (Parks/Leisure Services)
  
- Employee Events
  - Skin cancer screenings for HSA contributions continue through 12-31-18
  - Open Enrollment
  
- Risk Management Projects
  - Planning for the Mayor's Health & Fitness Challenge 2019
  - Attend webinar on social media and employees
  - Attend Growth Award team meeting
  - Investigation for liability and subrogation claims

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

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 3 – Utility Billing – Project meeting with vendor and staff, mapping procedures and data requirements.
    - 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: 19
    - Completed: 39
    - In progress: 20
  
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 45,094
    - Inbound E-Mails Blocked: 26,486
    - Delivered Inbound E-Mails: 18,608

- Quarantined Messages: 285
- Percentage Good Email: 41.3%
- Virus E-Mails Blocked: 3
  
- Notable Events: None.
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 1
    - Changes: 1
    - Corrections: 0
  - Map/Information Requests: 20
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 88 : Total in system = 2,517
  - Meters GPS Located this week: 0 : Total in system = 23,667; 22,884 potable, 772 Irrigation, 11 Effluent
  - Notable Events: Updated all Utility Map Books

## **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
- Mayors Health and Fitness Updates
- Mayors Health and Fitness Flyer
- City wide scavenger hunt
- 2018 Parade Meetings
- Work/Attend 2018 Parade

### **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
- Growth Award Meeting was held Wednesday, December 12<sup>th</sup>

### **Environmental Discovery Center**

- Social media updates
- City website updates
- City calendar updates
- EDC attendance last week: 157
- Tours were given as needed on Saturday and Tuesday through Friday.
- Tomoka Marsh Aquatic Preserve held a program on Saturday from 10 am to 11 am.
- Ormond Beach Regional Library held a Children's Storytime program in the EDC Classroom on Thursday from 10 am to 11 am.

- EDC staff & EDC Volunteers held a Little Learners: Deer program for children ages 3 to 5 on Friday from 10 am to 11 am.

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on M, W, & F's at the Sports Complex. Play is at 1 pm daily.
- OBGS Baseball Competitive Practices finished their fall practicing on M – TH night at 6 pm.
- Lady Renegades practiced TU & TH this week at 6 pm on Softball Field #7.
- SHS Boys & Girls Soccer Teams continued practices this week, M & W & F, at the SC, Soccer Fields 5 & 6. Boys had Home Games on TU night at 5:30 & 7 pm at Championship Field 7
- OBYBA Basketball started practices at both the Nova & South Ormond Gyms, M – F nightly

#### 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 & cleaned equipment
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Painted Soccer Grass Parking Lot
- Painted Soccer 5 & 6, as well as Championship field 7 for SHS Soccer practices & games
- Put together new Picnic Tables for Champ. Fld. 7 & Wendelstedt Fields
- Painted all corners of all Soccer Fields to be prepared for Spring Painting
- Preparing Wendelstedt Complex for upcoming Umpire School

#### Senior Center

- Granada Squares Dance was held on Tuesday from 6:00 pm to 9:00 pm.
- Chelsea Place HOA meeting was held on Wednesday for 7:00 pm to 9:00 pm

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - CMT held regular classes Monday through Friday.
  - Follies held regular classes Monday through Thursday.
- The Performing Arts Center is preparing to host the following events:
  - South Beach Dance Holiday Showcase, Saturday 7:00 pm to 10:00 pm

#### South Ormond Neighborhood Center

- Splash closed until March 15
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Youth Basketball Monday/Wednesday/Friday 5:30 pm – 8:30 pm
- PAL tutoring Monday-Thursday from 3 pm-6 pm

#### Community Events

- Weekly administrative tasks, office work, and activities
- Attended weekly staff meeting
- Attended one on one meeting
- Santa on the GO! Monday, Dec. 10<sup>th</sup>, through Wednesday, Dec. 12<sup>th</sup>
- Holiday's at The Casements Concert - Thursday, December 13<sup>th</sup>
- Letters to Santa – ongoing until Dec. 19<sup>th</sup>
- Breakfast with Santa



#### Gymnastics

- Registration is open for December session
- December session in progress
- Open Gym was held Friday, December 7

#### Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.

#### The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- The Casements was a stop for the Ormond Beach Historical Society Tour of Homes on Saturday from 10:00 a.m.-3:00 p.m.
- The Casements staff participated in the Home for Holidays parade on Saturday from 4:00 p.m.-9:00 p.m.
- A Chriskwanzukkah Poetry reading event took place on Sunday in The Casements Gallery from 12:00 p.m.-4:00 p.m.
- A guild board meeting took place in the Gallery on Monday morning at 9:30 a.m.
- A large group tour from the Community United Methodist Church took place on Tuesday from 11:30 a.m.-12:30 p.m.
- A large group tour from the Senior Oasis took place on Wednesday from 10:30 a.m.-11:30 a.m.
- Holidays at The Casements took place on the North Lawn and inside The Casements on Thursday from 6:00 p.m.-8:00 p.m.
- A large group tour from Hinson Middle School's ESE Program took place on Friday from 11:15 p.m.-12:00 p.m.
- A wedding rehearsal took place on Friday at 5:00 p.m. in Rockefeller Gardens
- Pilates took place on Monday, Wednesday and Friday at Bailey Riverbridge from 8:30 a.m.-9:30 a.m.
- Yoga took place on Tuesday and Thursday at Bailey Riverbridge from 10:00 a.m.-11:30 a.m.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Set up big coquina rock in grass by road to stop cars from going around speed bumps at Nova Park
- Cleaned out gutter drains at Nova gym
- Central Park I – removed railroad ties from around tree that is dead to prepare for it to be cut down

#### 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
- Checked electronic gates city wide
- Repaired the air line at Fleet
- Repaired the bay door controller at Fire Station 94
- Checked the defibrillator at City Hall
- Replaced outside wall GFI receptacle at the WTP
- Repaired the exhaust fan at Fire Station 91
- Replaced the light in the 1<sup>st</sup> floor breakroom at Ames

- Repaired ladies room toilet 2<sup>nd</sup> floor at City Hall
- Remove faded decals from the front door at PD
- Adjusted the exterior door at PW
- Repaired the wash rack doors at Fleet
- Changed out the training room ceiling tiles at PW
- Repaired the men's toilet seat at the PD
- Replaced the ceiling light at Ames
- Replaced the primary wind sock at the Airport
- Repaired/replaced a window screen at Ames House

### **Police Department**

#### **Administrative Services**

- Staff hosted the Weekly Staff Meeting
- Staff attended the Holiday Parade
- Staff attended Tomoka Elementary D.A.R.E graduation
- Staff attended the Daytona State Law Enforcement graduation
- Staff attended Coffee with a Cop at Gold Leaf Coffee
- Staff attended the Officer Friendly book club

#### **Community Outreach**

- Youth Director Council (YDC)
  - Members of the YDC assisted with the PAL Annual Holiday Party December on 12<sup>th</sup>. YDC members helped give out gifts, served food and shared lots of smiles with the children and families attending the party.
- OBPAL
  - Seventeen (17) members of the basketball program participated in practice last week. Practice for members will continue though Winter Break. Individual and group skills development practices will be held on Monday and Wednesday from 7:00 – 9:00 PM. The OBPAL basketball season will begin in mid-January.
  - Science on Patrol at Ormond Beach Middle School continues. Last week twenty-seven (27) students participated in a tour of the Ormond Beach Police Department. Students were able to ask questions about the role of a detective and the process of evidence collection during the tour. Special thank you to Captain D.W. Smith, Sgt. Tom Elkins, and Crime Scene Technical Victoria Lancaster for conducting the tour and answering questions for our SOP students. Thank you to Coach Randolph and Officer Garcia in helping with transportation to and from Ormond Beach Middle School.
  - The Annual PAL Holiday party was held Wednesday, December 12 from 5:30 – 7:30 pm at the South Ormond Neighborhood Center. Approximately 100 children and family members attended. Families had a light meal before Santa arrived at 6:15 pm and each child received a new wrapped toy. Thank you to the Margarita Society of Volusia County, the HoHoHo Girls and Mrs. Michelle Smith for providing toys for this annual event.

#### **Community Services & Animal Control**

- Animal Calls responded to:
- Animal Reports: 44
- Trap Neuter Release: 0
- Animal Bites: 1
- Animals to Halifax: 1
- Wildlife Calls: 0
- Found Property Reports: 0

### Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 4
- Inactive: 25
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 3
- Grand Theft: 0
- Auto Theft: 0
- Death Undetermined: 2
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 2
- Police Information: 3
- Suspicious Incident: 0
- Weapons Complaint: 1

### Records

- Walk - Ins / Window: 96
- Phone Calls: 76
- Arrest / NTA'S: 25
- Reports Generated: 117
- Reports Entered: 90
- Citations Issued: 62
- Citations Entered: 81
- Warnings Entered: 183
- Trespass Warnings: 17
- CORF Entered: 159
- Mail / Faxes / Request: 20

### Patrol

- Total Calls: 1,221
- Total Traffic Stops: 158

### Operations

- Crime Opportunity Report Forms: 159

12/05/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed several items then attempted to walk out the store.
- Warrant Arrest, 36 Charles Terrace. Subject with a warrant was contacted at this residence. The subject ran on foot but was caught by officers. The subject threw a firearm and swallowed narcotics during the foot pursuit.

12/06/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Carbreak, 44 South Halifax Drive. Entry was made by breaking a window. A purse was stolen.
- Shoplifting Arrest, 1545 North United States Highway 1 (Dollar General). Subject concealed items and attempted to walk out the store.

12/07/2018

- Aggravated Assault/Domestic Violence Arrest, 901 South Beach Street (Riviera Park). Subject attempted to run over the Victim with a vehicle.
- Larceny, 1 Cypress View Trail. Christmas decorations were stolen from the front yard.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Carbreak, 680 Ocean Shore Boulevard. Known subject entered an unlocked vehicle and stole a backpack.
- Narcotics Arrest, 200 Block Clyde Morris Boulevard. Subject with was stopped for a traffic violation and marijuana was found in the vehicle.
- Traffic Arrest, 100 Block South Yonge Street. Subject was stopped for a traffic violation. The driver was found to be intoxicated and arrested for Driving Under the Influence.

12/08/2018

- Carbreak, 28 West Ocean Terrace. Unlocked vehicle was entered. A scarf was stolen.
- Battery/Domestic Violence/Battery to a Law Enforcement Officer, 707 South Atlantic Avenue (Makai Motel). Subject battered the victim. When police attempted to arrest the subject, the subject battered two (2) police officers. Force was used to take the subject into custody.
- Assault, 30 Manderley Lane. A threatening note was left on an illegally parked vehicle.
- Traffic Arrest, Division Avenue at South Yonge Street. Subject was stopped for a traffic violation and provided a false name.

12/09/2018

- 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 Arrest, 1634 West Granada Boulevard (BP Gas). Juvenile subject battered the victim.
- Aggravated Assault, 1700 Block West Granada Boulevard. During a road rage incident an unknown subject pointed a firearm at the victim.
- Battery/Domestic Violence Arrest, 100 New Britain Avenue unit F. Subject battered the victim by choking them.

12/10/2018

- Battery/Domestic Violence Arrest, 170 North Yonge Street #80 (Ridgecrest Mobile Home Park). Subject was arrested for battering the victim.
- Traffic Arrest, 400 Block South Atlantic Avenue. A crash occurred where the driver of one of the vehicles was arrested for Driving Under the Influence.
- Warrant Arrest, 170 West Granada Boulevard (Ormond Beach Police Department). Subject came to the police station who had two (2) warrants.
- Narcotics Arrest, 1100 Block West Granada Boulevard. Subject with marijuana was contacted in this area.

12/11/2018

- Traffic Arrest, 1307 North Beach Street. Subject was involved in a crash. The driver of one of the cars was arrested for Driving Under the Influence.
- Narcotics Arrest, 1100 Block West Granada Boulevard. Subject was stopped for a traffic violation and marijuana was found.
- Traffic Arrest, Nova Road at West Granada Boulevard. Subject was stopped for a traffic violation and was driving with a suspended license.

### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 16
  - Number of Uniform Traffic Citations Issued: 19
  - Number of Written Warnings Issued: 13
- Number of parking tickets issued: 0
  - Traffic Crash Reports
  - Number of Crashes without Injuries: 6
  - Number of Crashes with Injuries: 1
  - Number of Crashes with serious bodily injuries: 1
  - Number of fatal Crashes: 0

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 4 Cases initiated
- 0 signs have either been removed or sign cases created.
- 11 tree removal permit requests
- Administrative staff assisted with four (4) walk-ins and forty-six (46) telephonic inquiries.

### Public Works

#### Airport Operation and Development

- Construction activity on the project to rehabilitate the pavement and electrical systems of Runway 8/26 at the airport continued this week. The contractor has finalized the installation of new lime rock base course material on the excavated sections of the runway, and has completed application of a tack coat to the lime rock in preparation for paving. 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 until January 2, when the runway intersection will be closed for rehabilitation work. Both runways will be closed for ten contiguous calendar days to facilitate rehabilitation of the intersection and final paving of Runway 8/26. The airport will remain open during this period for rotary wing operations and the provision of air traffic control services for overflying aircraft.
- Staff was previously notified that an inspection of the airport would be conducted by FDOT early next year for the purpose of renewing the State of Florida license for the airport. Staff has since been informed that the FDOT Aviation Office will inspect the facility on February 5, 2019.
- Staff has received and is reviewing the 30% design plans for the project to construct extensions of Runway 8 and Taxiway Alpha. Construction is planned to commence in early fall of 2019.
- Staff has received the first draft of the Wildlife Hazard Management Plan for the airport. This plan is one of the products of the Wildlife Hazard Assessment Project completed earlier, and is intended to fulfill, in part, the requirements of CFR Title 14 Part 139.337(e) & (f). The plan is specifically intended for use by staff at the airport to help monitor and reduce wildlife hazards.
- Staff researched and provided additional information for an ongoing security assessment of the airport being conducted by Kimley-Horn and Associates on behalf of FDOT.

### Engineering

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining –The remaining work on Ormond Parkway will be completed in the next few weeks.
    - Ormond Crossings Utility Extensions – All off-site utilities have been installed and pressure tested. Contractor is working on getting final as-builts to allow for the water and force main services to be cleared for use by the Health Department. Once that occurs the fire hydrant will be flow tested to determine if the flow meets the minimum demand.

- Rockefeller Gardens Stage Shade Cover – Contractor is coordinating fabrication. Installation of shade structure will be in early 2019.
- Forest Hills Connector Trail – The contractor has installed an additional 500 feet of sidewalk, bringing the total installed length to approximately 1,000 feet.
- 2018 Road Rehabilitation-Resurfacing – Paving operations will resume at the beginning of January.
- Laurel Creek Stream Gauges – City staff is working on installing the level sensors.
- MacDonald House – Work on the southwest tower wall is complete, a final inspection has been called in. Staff is working with A.M. Weigel on reviewing project costs to scale this work up for the entire building.
- Fishing Pier Repair – The contractor has mobilized their barge and crane to the site and have started pile installation and demo work. Approximately 50% of the new piles have been installed.
- US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contracts have been prepared and a preconstruction meeting was held. Contractor intends to start construction in January.
- Coquina Court Drainage – The contract was awarded to Hazen Construction. Contracts are being executed.
  
- Bidding
  - Cassen Park Public Dock and Breakwater – The project is scheduled for advertising for bids in December. Consultant is working with FDEP on the modified Submerged Land Lease that is required for the modified breakwater.
  - WWTP Sludge Dewatering Improvements – Project has been advertised for bids.
  - Water Plant Upgrades – This project is being advertised. Bid opening is scheduled for January 22.
  
- Design Projects:
  - North US1 Water Main Improvements – The consultant has submitted final plans, staff will review and meet with consultant to review.
  - Breakaway Trails Storage and Pumping Improvements – 90% plans have been submitted for review, Consultant has prepared bid documents for staff review.
  - 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 February.
  - 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 – Design documents have been finalized and submitted to FEMA. SJRWMD has issued a permit for the project.
  - Cassen Park Improvements (Paving and Restroom Replacement) – SJRWMD permit has been received.
  - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Work Authorization was executed at the December 4<sup>th</sup> City Commission meeting for construction. Awaiting pole height approval from FAA.
  - OBSC Improvements – Championship Field 7 – An ECHO grant application was submitted to Volusia County. If awarded, the grant will 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 for FDOT review. The FDOT JPA for the work has been fully executed.
  - A1A Force Main Repair – Staff received the final plans, the request to bid will be on the January 8 commission meeting.
  - Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Staff continues to work with FDOT to proceed with design.
  - Fleming Avenue Stormwater Pump Station – Staff is working with the selected consultant on the scope of work and negotiating the design fee.

- HVAC Replacements – City Hall, SONC, The Casements – The consultant has submitted final plans for The Casements for review by staff. City Hall and SONC plans are complete.
- 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 exhibit map for work in the right-of-way along Old Macon Road, per Cable Connections request.
  - Provided SWMP documents and information to consultant for proposed residence at 209 Windward Circle.
  - Completed elevation survey at Public Works storage yard for proposed parking area addition.
  - Researched files and provided information regarding street maintenance responsibilities for Castilla Street, per Streets Division request.
  - Performed the required quarterly Nova Landfill gas monitoring.
  - Prepared exhibit maps showing utilities in the North US1 area for the Ormond Crossings project.

### Environment Management

#### Street Maintenance - Asphalt/Concrete

- Pull forms, cones, & clean up good at Byron Elinor
- Asphalt patch John Anderson Dr. 100 block & 300 block
- Asphalt overlay Nova, Division, Pineland Trl
- Concrete pour Clyde Morris
- Pulled forms, cones, cleaned up, backfilled dirt Clyde Morris
- Recycled concrete & asphalt Public Works shop
- Asphalt patch 100 block Hamlet Trace, Airport Rd
- Prepped & formed up Standish

#### 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
- Assisted with parade set up and removal of cones & barricades
- Removed dead tree Plaza Grande Park
- Citywide, removed & brought message boards to County

#### 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
- Attended holiday parade meeting
- Distributed barricades & signage citywide for holiday parade
- Blew leaves off walk City Hall complex
- Restock cones, cleaned signs and organized Public Works Shop

#### 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 parade markings Citywide
- Prepared for holiday parade & afterwards took down, signs, barricades, & cones
- Straighten & replace signs Citywide

#### Stormwater Maintenance

- Reach out pond mowing FDOT ponds & US 1
- Locates & hot spots citywide
- Basin inspected & cleaned Zones 1,2,4
- Moved bleachers & picked up light bars City Hall
- System inspections Harvard
- Parade clean up citywide
- Fleet help Fleet
- Yard clean up Public Works Complex

#### Street Sweeping/Streetsweeper (Sweeper down)

- miles of road cleaned
- cubic yards of debris removed

#### Fleet

- Mileage traveled by all departments for the week: 21,348
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 5,016 gallons unleaded, 10,118 gallons diesel
  - Fuel used in one week: 1,582 gallons of unleaded and 847 gallons of diesel.
  - Fleet completed 38 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Reuse Storage and Pumping Improvements – Design review complete, bid document review to be in December.
  - Breakaway Trails Yard Electrical and Pump Upgrades – FP&L coordination meeting held on December 5, 2018. Contractor to obtain construction permit from the City.
  - Fortunato Park (FORT) Lift Station – A purchase order was prepared to purchase a peak flow handling pump for special events and replace the existing pump for normal operations.
  - Leeway Storage Tank and Pump Station Rehabilitation Project – Plans were received for review.
  - N US 1 Force Main Extension – Lift station CP and OL4 pump curves were provided for the hydraulic modeling report.
  - Security First Offsite Water Main Improvements – Attended a preconstruction meeting to provide input on utility notification requirements.
  - Shoppes of Granada, 1268 W. Granada – Reviewed revised plans.
  - WTP Elevated Water Tank Rehabilitation – Mead and Hunt work authorization for construction services administration was executed by both parties and a notice to proceed was issued. Plans were sent to the engineering inspector.



- Water Tank Inspection and Cleaning Services – Contracts were executed and sent to the vendor.
- US 1 NW Corridor Water Main Improvements – Final design plans were received for review.
- Utilities SCADA Upgrades (Software Purchase RFP) – SCADA software purchase contract is fully executed and software will be installed with the SCADA Integration Services project
- SCADA Integration Services RFP – The RFP opening occurred on December 11, 2018. One proposal was received. A committee was established to review the RFP.
- Sunstate Sole Source – A disposition memo was resubmitted for approval at the January 8<sup>th</sup> City Commission meeting.
- WTP LPRO Membrane Replacement – Project was advertised for bids on December 9, 2018.
- WTP Claricone Walkway Replacement – Repairs to pipe supports for piping at the claricones was added to the project at no additional cost.
- WWTP Influent Pumps VFD Replacement – Contract has been awarded to Giles Electric. Pre-construction meeting scheduled for December 13, 2018.
- WWTP Operating Permit Renewal – Draft application is anticipated this month.
- 2344 Oceanshore Blvd – FDOT permit plans for force main excavation are under review by FDOT.
- SPRC Projects (Utilities Review)
  - Cassen Park Improvements, 1 South Beach Street – Reviewed resubmitted plans. Utility Division comments were addressed.
  - Building Addition, 1657 N US Highway 1 – Received plans for review.
  - Deerfield Trace – Revised plans were submitted for review.
  - Dunkin Donuts, 1535 US1 – SPRC plan review completed.
  - For Our Parents, 495 Sterthaus – FDEP wastewater collection system clearance received. Volusia County Health Department water system clearance was denied because one bacteriological sampling point was not submitted.
  - Garden Plaza Store-It Phase 2, 99 Portland – Met with developer and engineer to discuss proposed RV storage site plan and associated drainage.
  - Granada Plaza, 125 E Granada – Plans are being reviewed.
  - Home 2 Suites Hotel Conversion, 711 South Atlantic – Met to discuss proposed hotel.
  - Love's Travel Stop Shower and Laundry Addition, 1657 US1 – SPRC plan review has been initiated on Project Dox.
  - Oasis Church, 85 S Tymber Creek – VCHD water main clearance was received.
  - Plantation Oaks – Pump Station start up is being scheduled.
  - Publix Remodel, 220 North Nova Road – Plans are being reviewed.
  - Salty Church, 221 Vining Court - SPRC plan review has been initiated on Project Dox.
  - Shoppes on Granada, Phase 2 – Plans were reviewed. Utility Division comments were addressed.
  - Shadow Crossings Reuse Pump Facility Upgrades – Sent proposal to engineering for preparation of a Work Authorization.
  - 40 N Yonge Street – Met with applicant to discuss utility availability for the proposed optometrist office and residence.
  - 135 Hernandez Lot Split – Previous Utility Division comments were addressed.
  - 1081 N US 1 – Discussed utility availability for a proposed bar.

#### Water Treatment

- Delivered 40.34 million gallons for the week ending December 7, 2018 (5.76 MGD).
- Backwashed 8 filters for a total of 449,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 33, 2018 @ 6.156 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled 64.8 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Collecting quotes for Water Treatment Plant beatification project.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 31.93 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.56 MGD.
- Produced 23.09 Million Gallons of Reuse.
- Produced 8.84 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2017 - October 31, 2018 (MGD)): Influent 4.77 MGD (Permit 8 MGD); Surface Water Discharge 1.83 MGD (Permit 6 MGD); Reuse 3.42 MGD (Permit 10 MGD)
- Hauled 138.80 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to 16 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to and/or repaired 12 water service leaks.
- Installed 3 new residential water service.
- Performed pressure testing on 4 city owned backflow preventers, one of which needed repairs.
- Installed 2 new PVB BFP on an irrigation services in The Trails subdivision.
- Continued covering City owned backflow preventers with freeze protection.
- Replaced 6 broken meter boxes.
- Exercised 9 valves in various areas due to scheduled maintenance or main leaks.
- Repaired a 6" water main leak east of the intersection of Tomoka Ave. & Bennett Ln.
- Performed maintenance activities on 9 fire hydrants, Beachside- south of E. Granada Blvd.
- Disconnect 2- 6" water mains serving the fire system and potable water connections at 264 S. Atlantic Ave (Ormond Peninsula Hospital).
- Removed the 2" Irrigation & 3" potable water meters from 264 S. Atlantic Ave.
- Perform valve adjustments on S. Beach St to allow for uni-directional flushing of an aged C.I. water main to assist with color removal. Retimed a permanent flushing device to flush longer and more often prior to the water main replacement in 2019/20.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 117 regular utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 3 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.
- Vacuuming sewage from Fortunato Park wetwell. Doing this 3 times a week until new pumps are installed.
- Installed ARI automatic air release valve at 1425 Ocean Shore Blvd.
- Cleaned main in front of 337 W. Granada Blvd. Heavy paper and dirt.
- Located, cleaned and televised active lateral for 337 W. Granada Blvd. line is broken between C/O and sidewalk. Scheduled for repair.
- Attempting to locate additional lateral for 337 W. Granada due to depression forming under sidewalk. Unable to locate at this time.
- Checked reported sinkhole between 34 & 36 Creek Bluff Way. Depression is caused by private catch basin. This is an HOA responsibility.
- Checked reported depression between 67 Coquina Ridge Way. Depression is caused by private catch basin. This is an HOA responsibility.
- Reuse leak at 73 Tomoka Ridge Way. Customer issue they are informed.
- Demolished 264 S. Atlantic Ave.
- Relocated all wastewater facilities between 5-31 Tomoka Ridge Way for contractor.
- Cleaned and TV'ed 19 sanitary laterals from the PM list.
- Demolished sewer at 264 S. Atlantic Ave. Installed plugs in manhole.
- Investigated small depression at 65 Tomoka Ridge Way. Recently had replaced broken rear lid. Discovered new lid not seated properly. Reset rear lid.

- Located all wastewater facilities at 9 Creek Bluff Way.
- Located all wastewater facilities at 3 Fox Croft Way.
- Located and shutoff reuse services at 103 Pergola Pl. and 74 Levee Ln. to determine if there are reuse leaks on customers' side. Ground is saturated. This is in the Deer Creek area and their irrigation pumps did not supply water to system 24/7.
- Televised lateral at 638 Hand Ave. at customer's request. There is no issue on the City side. There is a depression in the yard and a crack in the driveway but both are behind the ROW.
- Located and marked all laterals on Red Maple Cir.
- Follow up at 112 Deep Woods Way. Installed new screen in chamber.
- Follow up at 199 Black Hickory Way, pumped down PEP tank replaced pump.
- Located and shut off reuse at 12 Allenwood, looked for leak on customer's side.
- Follow up at 8 Foxhunter Flat. Rewired PEP system. Job completed on 12/11/18
- Televised 35 laterals from PM list.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 35 psi, Ocean Mist Hotel 25 psi, Ormond Mall 15 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 18 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 8 psi.

#### Wastewater Plant – Lift Stations

- Lift station/Reuse server, reboot server to clear outstanding messages on radio network, ok.
- 8P – remove rusted hardware and check valve with cutting torch, replace check valve with new stock, return to service, ok.
- Reaeration Tank, deragged Submersible Aerator #1, and #2 South.
- W.A.S. Pump #2, noise noted, repaired motor coupler, ok.
- Decant Room, located and dug up underground Reuse Water Line feeding building to install Isolation Valve to repair leak inside building.
- Fortunato Park Lift Station, evaluated station and ordered parts and material for upcoming pump replacement.
- Breakaway Tails – repaired wiring at soft starter #2, ok.
- Post Anoxic Mixing Zone, cleared out Spray Misting Heads, ok.
- Ormond Mall, Force Main pressures: static/1pump/2pump, 0/8/14.
- Spanish Waters, Force Main pressures: static/1pump/2pump, 34/36/38, ok.
- PLC #4, Fermentation mixers not updating on SCADA, replaced blown fuse in Ethernet I/O module, ok.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: none to report.
- SCADA monitor/response: Walmart, #1 stuck on, clean Probe, ok; Breakaway Trails, no starts #2, reset breaker, continuing to monitor; 1P, high starts, clean probe, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Submersible Aerator #1 S.
- Lift Station PM's: 8 monthly performed and 0 annual.
- OPTI Lake level sensors, Begin cable and sensor installation.

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

- Well 27H, Remove test VFD, install permanent VFD and program.
- Well 6D, not responding via SCADA, blown fuse on control transformer, replaced and returned to operations.
- Sand Filters, PLC processor intermittently malfunctioning aborts backwash of all filters, replacement processor is ordered, will install when received and continue troubleshooting if needed.
- Fluoride Eye wash station, locate isolation valve, and shut water supply off in preparation of pipe repair.
- North Sludge pit, repaired PVC piping.
- Brine tank, replaced the filter hose.
- Hypo Chloride pump # 4, received new hub assembly, installed and returned pump to service, inspected operation of other pumps in system.

- Lime slurry pumps, lubricated as necessary.
- H.S.P. 7 VFD, assisted CED/Schneider techs with official start up for extended warranty.
- Operational Check: Hudson Wells; Rima Wells; Standish, Granada, River View Booster Stations; B.A.T., Shadow Crossings reuse.

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

- Local Limits Evaluation – FDEP issued preliminary approval of the Local Limits the City submitted to the Department from the plan of study. Staff published 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.
- FDEP Annual Reuse Report – Staff began compiling the data necessary for the annual Reuse Report required by the FDEP. The report highlights the reclaimed water produced by the City's WWTF. Reclaimed water is essential in reducing the amount of potable water and groundwater utilized for irrigation purposes.
- Reuse Groundwater Monitoring – Staff collected samples from the five groundwater monitoring located on Oceanside Country Club property. The samples are being analyzed by the City's contract laboratory and the results should be received within 2 weeks. The monitoring is required as part of the City's WWTF permit.
- Industrial Pretreatment (IP) Program – Staff performed an inspection of the final two permitted industries. The inspection allows for the exchange of information between the City and the facility. Especially highlighting any changes to the process which could affect the discharge to the sewer collection system. Staff is also sampling each facility and allowing the City's contract laboratory to analysis the composites to ensure compliance independent of the facility's self-monitoring. Staff performed thorough cleaning of the sampling equipment utilized for the IPP composite collections.

#### 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
- Staff attended and provided support for December 14, 2018, Pension Board Meeting
- Agenda packet preparation for January 8, 2019, City Commission Meeting