

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 18, 2019

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with various members of senior staff
- Prep work for OB Life program summary and wrap up
- Reviewed agenda packets for City Commission workshop and City Commission meeting

Spoke to, attended and/or met with:

- Rotary meeting

Community Development

Planning

- Salty Church at 221 Vining Court - staff attended the neighborhood meeting for the Salty Church. The project proposes to construct a new 11,585 square foot building, improved parking and site improvements to the west of the existing building at 221 Vining Court. The building addition includes a 6,457 square foot assembly area. The project shall need a Special Exception amendment and is expected to be heard by the Planning Board on February 7, 2019.
- Staff attended a branding campaign by Ormond MainStreet to make recommendations for improving marketing efforts of MainStreet as a sense of place. A survey was conducted to solicit opinions of MainStreet and Ormond Beach in general.
- City staff invited property owners within the North U.S. 1 Interlocal Service Boundary Agreement area who are permitted to host itinerant vending to a meeting to discuss permitting of special events. Staff has offered appointments with property owners to assist in submitting host vending permits.
- A variance application for 642B Robin Road has been submitted for a glass room addition. The addition requires variances in the rear and side yards. The application is scheduled to be heard on February 6, 2019 by the Board of Adjustment and Appeals.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 332 inspections performed within the City (26 by Private Provider).
- 102 permits issued within the City, with a valuation of \$2,749.731.

Development Services

- The Site Plan Review Committee (SPRC) met with the following projects:
 1. 520 South Atlantic Avenue. Staff met with a potential purchaser of the former 7/11 building who is exploring expanding the building for a retail gift shop. Options of site redevelopment were discussed.
 2. 135 Hernandez Avenue. Held a pre-construction meeting for a lot split that has been approved to sub-divide one property into two lots.

3. 1520 West Granada Boulevard, Chase Bank. Conducted a pre-construction meeting for the demolition of the existing building and re-construction of a Chase Bank. The contractors indicated that work is scheduled to begin on January 28, 2019.
- Projects under SPRC review include:
 1. Deerfield Trace, Flagler County utility connection. Reviewed as the utility provider for a Flagler County subdivision.
 2. 814 Hull Road (portion), Lynch Oil. Concept review of a Volusia County project for utility review.
 3. 1057 Ocean Shore Boulevard, Latitude Beach Club. This project was approved for utility connections for a Volusia County project.
 4. 26 N. Beach Street, FUGU Restaurant. 1st submittal. Conversion of a unit at 26 North Beach Street from medical office to a restaurant use.
 5. 125 East Granada Boulevard, Granada Plaza Sewer Rehab. 2nd Submittal. This project seeks to remove and replace an existing gravity sanitary sewer system (4" & 6") and replace with a proposed private lift station with 8" main with 6" service laterals
 6. 8 Coolidge Avenue, Coolidge Avenue Office Warehouse. 2nd Review. This project proposes 14,607 square feet of office and warehouse square footage. This project was reviewed for historic tree removal by the City Commission. The re-submittal shows a notch in the building to preserve a 43" live oak tree. The modification for the historic tree reduced two units from 1,040 square feet to 949 and 760 square feet.
 7. 88 South Atlantic Avenue, Ocean Club Ormond Beach. 1st Review. Demolition of existing building (former Julian's restaurant) and construction of a new retail shop and related site improvements.
 - The SPRC accepted the utility related improvements associated with the first phase of the Plantation Oaks subdivision. The annexation of the Plantation Oaks subdivision has been delayed based on Volusia County concerns with the potential creation of enclaves and desire for the City to take over maintenance of the newly constructed Plantation Oaks Boulevard.
 - 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	50%
Chase Bank	0%
Cypress Trails subdivision	50%
Davita Dialysis	70%
For Our Parents ALF	95%
Granada Pointe	65%
Huntington Villas	2%

Independence Recycling of Volusia	0%
Lot 2, Airport Business Park	85%
Lucky's Market	10%
Oasis Church, water line extension	100%
Ormond RC, Fitness Center & Building 1C	30%
Pineland	35%
Plantation Oaks, utility connection	100%
Security First	55%
Shoppes on Granada, Phase 2	50%
Starbucks @ Granada Plaza	5%
Thomas & Betts parking improvements (phase 1)	85%

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 sf 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 is working with Team Volusia on a handful of Industry Prospects that are considering locations in Ormond Beach.
 - Continuing to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
 - Staff is participating in the Ormond MainStreet Branding Project.
 - Staff attended the State of the County address at the Ocean Center on 1/15/2019.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 27 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 \$6.3 million dollars for hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for hurricane Irma continues. 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 120 Journal Entry Batches.
 - Approved 27 Purchase Requisitions totaling \$130,112.83.
 - Issued 25 Purchase Orders totaling \$1,239,029.01.
 - Prepared 185 Accounts Payable checks totaling \$392,408.65 and 47 Accounts Payable EFT payments totaling \$891,611.07.
 - Issued 546 past due notices on utility accounts.
 - Auto-called 201 utility customers regarding receipt of a past due notice.
 - Processed 485 payments through Interactive Voice Response System totaling \$46,096.25.
 - Grant money 2018-19 fiscal year-to-date total received, \$267,000 dollars.
 - Prepared 375 Direct Deposits totaling \$507,132.16.
 - Transferred IRS 941 payment of \$167,735.43.

Grants/PIO

- Press Releases
 - OB Life Program Summary & Wrap Up (1/22)
 - Once Upon a Storytime (1/15, 2/12, 3/19, 4/23)
 - Walking with the Manager (2/1, Steven Lichliter guest)
 - REEL in the FUN (2/16)
 - Environmental Discovery Center Seeks Volunteer Support
 - Natural Paints Watercolor Class (1/25)
 - Pen & Ink Art Class (1/26)
- 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 as well as ad for The OB Life summary meeting.
 - Meeting to discuss ECHO presentation.
 - Attended communications meeting.
 - Attended NIAB organizational meeting as liaison and provided updates regarding CDBG activities.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Risk Management Projects

- Planning the Mayor's Health & Fitness Challenge
- Managing subrogation claims
- Updating certificates of insurance in Tyler

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 9
 - Hazardous: 4
 - EMS: 76
 - Motor Vehicle Accidents: 5
 - Public Assists: 45
 - TOTAL CALLS: 141

 - Aid provided to other agencies: 10 Calls – Daytona Beach (1), Volusia County (9)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 32
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 57
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 144
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- Training Hours
 - NFPA 472: Hazardous 12
 - NFPA 1001: Firefighting 17
 - NFPA 1002: Driver 2
 - NFPA 1500: Safety/Equipment 34
 - NFPA 1620: Preplanning 5
 - EMT/Paramedic 28
 - TOTAL TRAINING HOURS: 98
-
- Station Activities
 - Serviced 67 fire hydrants
 - Updated 5 pre-fire plans
 - Conducted 3 fire inspections
 - Participated in Heroes Day at Osceola Elementary
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- Significant Incidents
 - 1-9-19, 11:00 AM: 125 E. Granada Blvd. – Station 91 crew provided safety for a liquid propane gas burn-off setup and operations. A contractor found an old underground LP tank still under pressure. Due to the age of tank and undetermined amount of gas, burning of the gas was the safest way to mitigate the incident.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Chief Treatment Plant Operator (Wastewater Treatment Plant/Public Works) open until 2-10-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Maintenance Worker I (Performing Arts Center/Leisure Services) open until 1-20-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services) open until 1-27-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Maintenance Worker II (Parks/Leisure Services) open until 1-20-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Police Officer (Police) open until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
 - Tradesworker (Building Maintenance/Leisure Services) open until 1-20-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works) open until 1-27-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.

- Part Time Recreation Leader (Gymnastics/Leisure Services) open until 2-3-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
- Meter Reader (Finance) open until 1-25-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
- Engineering Inspector (Engineering) open until 1-24-19. Advertised internally.

- Applications Under Review
 - Administrative Assistant (Human Resources)
 - Building Maintenance Supervisor (Leisure Services)
 - Maintenance Foreman (Streets/Public Works) open until 1-11-19. Advertised internally.
 - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant)

- Interviews Scheduled
 - Firefighter/EMT/Paramedic (Fire)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker I (PAC/Leisure Services)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Police Officer (Police)
 - Accounting Technician (Finance)

- Background/Reference Checks/Job Offers
 - HR Generalist (Human Resources)
 - Utilities Manager (Public Works)
 - Evidence/Crime Scene Supervisor (Police)
 - Maintenance Worker II (Streets/Public Works)

- Separations
 - Meter Reader (Finance)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)
 - Water Distribution Operator 3, 2, 1, or Trainee
 - Engineering Inspector (Engineering)
 - Firefighter/EMT (Fire)

- Employee Events
 - ICMA appointments with employees 1-23-19
 - Wellness Plan HSA contribution opportunities:
 - Personal Health Assessment events 2-20-19 and 2-21-19
 - Non-tobacco use affidavits accepted through 12-31-19
 - Skin cancer screenings offered through 12-31-19
 - Lunch & Learn events held through 12-31-19
 - Nationwide appointments with employees 2-7-19
 - Blood Drive at City Hall 2-25-19

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: 21
 - Completed: 43
 - In progress: 26
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 66,563
 - Inbound E-Mails Blocked: 47,379
 - Delivered Inbound E-Mails: 19,184
 - Quarantined Messages: 240
 - Percentage Good Email: 28.8%
 - Virus E-Mails Blocked: 2
- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 3
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 1 : Total in system = 2,541
 - Meters GPS Located this week: 21 : Total in system = 23,557; 22,770 potable, 776 Irrigation, 11 Effluent
 - Notable Events:

Leisure Services

Administration

- Public Works Staff meeting
- Communications Planning meeting
- Janitorial services meeting
- Met with engineering regarding Ormond Beach Sports Complex improvements
- Attended VCRDA monthly meeting
- Attended ECHO Grant presentation
- Met with landscape contractor for weekly updates
- Park visits
- Mayors Health and Fitness Updates
- Quarterly staff meeting of all Leisure Services staff

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

- Social media updates
- City website updates

- City calendar updates
- EDC attendance last week: 173
- Tours were given as needed on Saturday and Tuesday through Friday
- The EDC Coordinator attended a Project Learning Tree & STEM workshop at Oakland Nature Preserve on Saturday from 8:30 am to 3:00 pm
- EDC Volunteer Joanna McKasy held an Animal Tracks program on Saturday from 11:00 am to 12:00 pm
- Joan Tague led an Afternoon Winter Walk that began and ended in the EDC parking lot on Saturday from 2:00 pm to 4:00 pm
- Joan Tague led a Wake Up Walk through Central Park that began and ended in the EDC parking lot on Wednesday from 8:00 am to 10:00 am
- The EDC Coordinator facilitated a Flying WILD workshop for EDC Volunteers & Halifax River Audubon Society volunteers at the EDC on Thursday from 10:00 am to 3:00 pm
- The EDC Coordinator & EDC Volunteer Marjorie Giuffre assisted with the Arbor Day event at Ormond Beach Elementary School on Friday from 10:00 am to 11:00 am
- St. Johns Water Management District held a program on Friday from 10:00 am to 11:00 am

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, & Friday at the Sports Complex. Play is at 1pm daily.
- Seabreeze High School Boys & Girls Soccer Teams continued practices this week Monday – Wednesday at the Sports Complex, Soccer Fields 9 & 10. Girls had a home game Wednesday at 5:30 pm on Championship Field 7.
- OBYBA Basketball continued games this week at both the Nova & South Ormond gyms, Monday through Thursday.
- Wendelstedt Umpire School continues this week for the next 3 weeks, Monday - Saturday, 9:00 am – 5:00 pm.
- Golden Spikes & Lady Renegades will both began practices this week on Tuesday & Thursday nights at 6:00 pm at the Nova Fields, as well as the Softball Quad at the Sports Complex.
- Golden Spikes Try-Outs, Saturday, 10 am, Nova and Sports Complex, Nova Field 4 and Kiwanis Field.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Painted soccer grass parking lot
- Closed Soccer 5 & 6 for winter rye seeding to take hold
- Painted all corners of all soccer fields to be prepared for spring painting
- Prepared Wendlestedt Fields daily for Umpire School
- Prepped Championship Field 7 for Seabreeze High School soccer game
- Prepped & opened Nova & T-Ball Fields for spring season/play

Senior Center

- Granada Squares Dance was held on Tuesday from 6:00 pm to 9:00 pm
- Florida Fish and Wildlife Coyote Community Meeting was held on Wednesday from 6:00 pm – 8:00 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT held regular classes Monday through Friday

- Follies held regular classes Monday through Thursday
- Kopy Kats held regular classes
- The Performing Arts Center is preparing to host the following event:
 - Sounds of the Seasons – Frankie Valli Tribute, Sunday 2:30 pm to 4:30 pm

South Ormond Neighborhood Center

- Splash pad closed until March 15
- Open park and playground sunrise to 11:00pm daily
- Fitness room
- Open gym
- Youth Basketball Monday & Wednesday 5:30 pm – 8:30 pm
- PAL tutoring Monday-Wednesday from 3:00 pm-6:00 pm
- Cub Scouts Pine Car Derby, Friday 9:00 am – 9:00 pm and Saturday from 7:00 am – 2:00 pm
- Staff set up for MLK Celebration

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Attended Memorial Day Service committee meeting
- Set up, work, break down, Arbor Day Tree Planting, Friday, January 18th
- Preliminary planning of 2019 events in the months of January through May
 - Reel in the Fun, February 16th
 - Art in the Park, May 4th & 5th
 - Memorial Day Remembrance Service, May 27th

Gymnastics

- Registration is open for January session
- January session in progress
- Open Gym, Friday, January 18, 6:00 pm-8:00 pm

Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room
- Adult Jazzercise met at various times throughout the week
- Ms. Debby's Dance and Acting classes continued at various times throughout the week
- Lunch Bunch met on Wednesday from 10:00 am-1:00 pm
- Explore the Arts started on Wednesday from 4:00 pm-5:00 pm
- Basketball League games Monday – Friday from 6:00 pm – 9:00 pm
- Cat Fancier's Cat Show will take place Saturday and Sunday from 9:00 am-4:00 pm

The Casements

- Tours were held at The Casements at 9:30 am and 10:30 am on Saturday
- Sugar Cravings Health Workshop was held at The Casements on Saturday from 9:00 am-11:00 am
- A memorial service was held at The Casements on Saturday from 1:30 pm-5:30 pm
- A wedding ceremony took place at Ormond Memorial Gardens on Saturday from 3:00 pm-5:00 pm
- Missing Peace met at Bailey Riverbridge on Sunday from 10:30 am-12:00 pm
- A Guild Board Meeting took place on Monday from 10:00 am-12:00 pm
- Guild training for new docents took place on Monday from 1:00 pm-3:00 pm
- Once Upon a Storytime was held on Tuesday from 10:00 am-11:00 am
- A Memorial Day Board Meeting was held on Wednesday from 11:00 am-12:30 pm
- Janet Rogers Art Workshop took place Thursday and Friday from 9:00 am-4:00 pm
- Staff set for a wedding and reception on Friday from 8:00 am-12:00 pm
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am
- Yoga took place on Tuesday and Thursday from 10:00 am-11:30 am

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Replaced trash can at Bailey Riverbridge Gardens
- Formed slab for new park bench at Riviera Park
- Installed new basketball nets at Nova Park
- Removed, repaired and reinstalled handrails at Memorial Gardens
- Blew off park trails from Fleming to Division

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, made repairs as needed
- Replace the 1st floor restroom soap dispenser at Ames
- Repair the 2nd floor ladies room flusher at City Hall
- Installed an ice maker in the fridge at Fire Station 9
- Painted the church sign at 56 N Beach St
- Repaired water fountain handles at Nova
- Checked the PAPI lights on runway at the Airport
- Repaired the lift station toilet at Standish
- Repaired concessions toilet t Nova
- Repaired the leak under the sink at Fleet
- Repaired the thermostat in Director's office at PW
- Repaired the lights in GIS at City Hall
- Repaired the 2nd floor toilet at Ames
- Replaced the large wall fan at Gymnastics
- Met roofing contractor for repairs at the PD
- Replaced the handicap button battery in the main hallway at City Hall

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended an Awards Committee meeting
- Staff attended a VCSO Users Group meeting
- Staff is working on annual reports
- Staff is working on updating the FTO program

Community Outreach

- Youth Director Council (YDC)
Six (6) members of the YDC attended the Seabreeze High School vs Father Lopez High School game on Tuesday, January 8. Five (5) members attended the Seabreeze High School vs Mainland High School game on Saturday, January 12. YDC members met on Thursday to review upcoming community service projects and discuss their role in the MLK breakfast on Monday, January 21st. YDC members have been asked to say the Pledge of Allegiance and assist serving food during the breakfast.
- OBPAL Basketball
Seven (7) youths attended practice on Thursday, January 10. The league play will begin the end of January. The first tournament of the season will be The State of Florida Association of Police Athletic Leagues Annual Tournament.

- OBPAL Educational Programs
PAL spring educational programs will resume the first week in February. Spring programs include Tutors R Us, R.E.A.D., Reading, Exploration Adventure and Discovery, Do the Right Thing and Reading with a Cop.

Community Services & Animal Control

- Animal Calls responded to: 58
- Animal Reports: 2
- Trap Neuter Release: 2
- Animal Bites: 2
- Animals to Halifax: 2
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 10
- Inactive: 8
- Fraud: 3
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 4
- Auto Theft: 2
- Death Undetermined: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 2
- Suspicious Incident: 1
- Traffic/Fleeing: 1

Records

- Walk - Ins / Window: 58
- Phone Calls: 67
- Arrest / NTA'S: 26
- Reports Generated: 128
- Reports Entered: 100
- Citations Issued: 43
- Citations Entered: 43
- Warnings Entered: 186
- Trespass Warnings: 18
- CORF Entered: 81
- Mail / Faxes / Request: 29

Patrol

- Total Calls: 1,209
- Total Traffic Stops: 114

Operations

- Crime Opportunity Report Forms: 81

01/09/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Larceny, 1058 North United States Highway One (Circle K). Victim left a cell phone on the counter and when the victim went back for it, the phone was gone.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line. Subject then left in a vehicle.
- Larceny, 226 Cardinal Drive (Pirates Cove). Victim left a wallet on the counter and when the victim went back for it, the wallet was gone.
- Carbreak, 174 Grove Street. Items were stolen from an unlocked vehicle sometime over the past few weeks.
- Warrant Arrest, 900 West Granada Boulevard. Subject was contacted with a warrant.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed a pair of boots and attempted to leave the store.
- Narcotics Arrest, 488 South Yonge Street. A traffic stop found cocaine, hash oil, and marijuana in the vehicle.

01/10/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to steal a microwave.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to steal merchandise.
- Larceny, 136 Valencia Drive. Victim stated that a firearm was stolen from the house.

01/11/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Larceny, 867 South Atlantic Avenue (Oceans East). A wallet was stolen from an employee.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole items and rode away on a Votran bus. The bus was stopped and the subject was arrested.
- Carbreak, 910 South Atlantic Avenue (Planet Fitness). Window was smashed to make entry. A purse was stolen.
- Traffic Arrest, 19 Ormond Shores Boulevard. A suicidal subject fled in a vehicle from officers doing a wellbeing check. The subject crashed and was apprehended.
- Battery/Domestic Violence Arrest, 154 Black Hickory Way. Two (2) subjects were in a physical fight. The aggressor was arrested.

01/12/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects attempted to steal items.
- Carbreak, 3 Pheasant Lane. Unlocked vehicle was entered overnight. A purse was stolen.
- Battery/Domestic Violence Arrest, 38 Winding Creek Way. Subject was arrested for battering a loved one.

01/13/2019

- Burglary Residence, 80 Knollwood Estates Drive. Known subject broke into the victim's home and stole items.
- Larceny, 1634 North United States Highway One (Super 8). A TV is missing from a room.
- Narcotics Arrest, 1506 San Marco Drive (San Marco Apartments). Subject was arrested for possession of narcotics.

- Battery/Domestic Violence Arrest, 1513 San Marco Drive (San Marco Apartments). Subject was arrested for battering a loved one.
- Battery/Domestic Violence Arrest, 85 Pine Trail Drive. Subject was arrested for battering a loved one.
- Battery Arrest, 890 South Atlantic Avenue (Black Sheep). Intoxicated subject battered an employee of the restaurant.

01/14/2019

- Shoplifting Arrest, 1545 North United States Highway One (Dollar General). Subject attempted to leave with merchandise.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was contacted for prying open the video game display and trying to leave with the merchandise.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was contacted for stealing items and fled on foot but was later found.
- Vandalism, 440 North Nova Road (Rainbow Park). Unknown subject damaged items around the park.
- Stolen Trailer, 302 Forest Hills Boulevard. A trailer was stolen by a known subject.
- Narcotics Arrest, 1500 San Marco Drive (San Marco Apartments). A traffic stop found marijuana in the vehicle.

01/15/2019

- Stolen Vehicle, 451 Bryant Street. Unlocked vehicle was stolen overnight.
- Burglary Residence, 596 Collins Street. Known subject entered the house and stole a TV and cash.
- Larceny Arrest, 1657 North United States Highway One (Loves Truck Stop). Employee was stealing cash from the register.
- Robbery, South Yonge Street at Oleander Place. Victim was walking on the sidewalk and was approached by three (3) subjects who stole items out of the victim's pockets.
- Narcotics Arrest, North Nova Road at Rail Road Tracks. A traffic stop found 133 grams of marijuana.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 34
 - Number of Uniform Traffic Citations Issued: 38
 - Number of Written Warnings Issued: 13
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - 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: 5 Case initiated
- Zone 2: 2 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 3 Cases initiated
- 19 signs have either been removed or sign cases created.
- 11 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and fifty-one (51) telephonic inquiries.

Public Works

Airport Operation and Development

- Construction activity on the project to rehabilitate the pavement and electrical systems of Runway 8/26 continued this week. The contractor has completed installation of new asphalt pavement to

restore the entire Runway 8/26 surface and the intersection of Runway 8/26 and Runway 17/35. The new pavement will be allowed to cure prior to grooving the pavement and the application of final runway markings. Runway 8/26 is closed for the duration of the construction phase of this project. Runway 17/35 is open for normal operations.

- Construction activity on the project to improve the public use heliport began this week. Survey crews were on site to begin layouts for the new access road, taxiway connection, passenger ramp, and automobile parking areas.
- Staff completed work to prepare and submit the FY2019 1st Quarter Reports to the Federal Aviation Administration for the projects to rehabilitate the pavement and electrical systems of Runway 8/26 and design the extensions of Runway 8 and Taxiway Alpha.
- Staff is in receipt of the 60% design documents for the project to design the extensions of Runway 8 and Taxiway Alpha. Staff will review these design plans and provide comments to the design engineer for incorporation into the 90% design documents.
- Staff has completed a comprehensive review of the draft Wildlife Hazard Management Plan for the airport, which is one of the products of the completed Wildlife Hazard Assessment project. The final draft is now under review by the City's airport consultants for compliance with current federal and state guidelines.
- Staff participated in a meeting with representatives from Florida Power and Light to discuss frequent interruptions in electrical service to the air traffic control tower and other locations in the vicinity of Hull Road.
- Airport and Engineering staff coordinated with the air traffic control tower to conduct unmanned aerial vehicle flights over Pineland Trail for the purpose of photographing certain construction projects in the area of that roadway.
- The next meeting of the Aviation Advisory Board will occur on January 28th at 7:00 pm.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining –The remaining work on Ormond Parkway is scheduled for the end of February.
 - Ormond Crossings Utility Extensions – Water clearance was received and contractor is coordinating to flow test the Fire Hydrant to see if sufficient fire flow is available.
 - Forest Hills Connector Trail – The contractor has completed the ten foot path north to Midway Street as well as the five foot sidewalk on Midway Street. Conduit has been installed for the lighting system and for future fiber optic connection. Anticipate finishing concrete work this week, and begin installation of light poles.
 - 2018 Road Rehabilitation-Resurfacing – Pineland Trail has been paved, the repair work in The Trails is complete, manhole work on A1A began this week.
 - Laurel Creek Stream Gauges – City crews are completing the configuration of units, Engineering has scheduled to survey lake levels for calibration.
 - 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 – Approximately 90% of the new piles have been installed. Decking is being installed and demolition is complete.
 - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contracts have been prepared and a preconstruction meeting was held. The Notice to Proceed was issued for January 14th.
 - Coquina Court Drainage – A pre-construction meeting was held, work is anticipated to begin after Race Week.
 - Storm and Sewer Lining – Phase 2 – Year 2 work was approved, a Notice to Proceed will be issued once the Year 1 work is complete.

- Bidding
 - Cassen Park Public Dock and Breakwater – The project out for bids, bids are due in January. A pre-bid meeting was held. 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. A pre-bid meeting was held. Bids will be opened on January 22.
 - Water Plant Upgrades – A pre-bid meeting was held on Jan 8, bid opening is scheduled for January 22.
 - A1A Force Main Repair – A pre-bid meeting is scheduled for January 23, and bid opening is scheduled for February 12.
 - Breakaway Trails Storage and Pumping Improvements – The project was approved for bidding at the January 8 City Commission and will be advertised January 13.

- Design Projects:
 - North US1 Water Main Improvements – The consultant has submitted final plans, staff met with consultant to 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/March.
 - 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 for review. A SJRWMD permit has been issued.
 - Cassen Park Improvements (Paving and Restroom Replacement) – SJRWMD permit has been issued. SPRC comments are being addressed.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Work Authorization was executed at the December 4th 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) – FDOT has signed off on the plans. Project will be advertised for bids early 2019.
 - Tomoka Elementary Connector Sidewalk & 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.
 - Nova Community Park Underground Electric Utilities – A Work Authorization was issued and the consultant is working on 50% plans.
 - The Casements North Side Improvements – The consultant has received Work Authorization to begin design.
 - Stormwater Master Plan Update - 2019 – A pre proposal meeting is scheduled for January 22, and RFQ proposal opening is scheduled for February 12.

- 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 on Sterthaus Drive and New Britain Ave. at US1 intersection, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Timberline Trail directional bore, per FPL request.

- On-site meeting at 2499 Durance Lane with property owner to address Neighborhood Improvement Division complaint issues.
- On-site meeting at 51 Ocean Shore Blvd with Builder to discuss SWMP design options.
- Modified 38 Seacrest Drive water service replacement plan set for Utilities Division, per request.
- Created a map of the Ormond Beach Sport Complex showing the eliminated grass parking for the Parks Division, per request.
- Researched historical Engineering and City Archive files regarding Army Corps of Engineers permit for Ames Park pier, per Finance request.
- Researched and provided several survey benchmark locations and information for Plantation Bay vicinity, per surveyor request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete pour – Riviera Park
- Sidewalk grinding – Spring Meadows, Cross Vine Dr., Sanchez Park, & Fortunato Park
- Pulled forms, cones, & backfill dirt – Riviera Park
- Concrete patch – US 1, Fleming, & 100 block S Yonge St
- 2 asphalt patches, 3x3 & 3x5 – Ocean Crest Dr.
- Asphalt patch 16x8 for Water Div. – Hand Ave
- Form & prep for concrete - Wilmette

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
- Removed dead pine tree – 400 block Andrews St.
- Trimming – Northside Dr., & 100 block of Central 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
- Cut back bushes on Groover Ave
- Cleanup ROW – Burns Ave

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
- Striping various roads - citywide
- Checking on areas of interest - Emails

Stormwater Maintenance

- Reach-out - Nova landfill
- Yard work – Public works
- Locates, basins inspection & clean – citywide

- Locates, gates, hotspots, pumps – citywide
- Depression investigation – Ormond St, Green Blvd, SR 40 West, Mayfield Cir
- Installed basin & pipe – Public Works

Vactor

- Vac-con – US 1

Street Sweeping/Streetsweeper (5 days)

- 155 miles of road cleaned
- 66 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 24,157
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 12
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 11,999 gallons unleaded, 6,629 gallons diesel
 - Fuel used in one week: 2,416 gallons of unleaded and 802 gallons of diesel.
 - Fleet completed 41 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – The pre-bid meeting is scheduled for January 31, 2019 and the bid opening is scheduled for February 14, 2019.
 - Breakaway Trails Yard Electrical and Pump Upgrades - Final FPL conduit and transformer pad locations are set and marked in the field, Upham has been notified to prepare the sketch and legal description for presentation at the February 19, 2019 City Commission meeting.
 - FDOT State Road No. A1A at Harvard Drive – A revised Utility Work Schedule and markups to the plans were provided to FDOT to incorporate items discussed in the Utility Coordination meeting.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Design review comments returned to consultant for final plans and specs preparation.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Bonds were secured by the contractor. Contracts were executed by the City and contract documents are being prepared.
 - Security First Offsite Water Main Improvements – Reviewed shop drawings from Zev Cohen and provided comments.
 - Shadow Crossings Reuse Pump Facility Upgrades – Approval of the Work Authorization is scheduled for the January 23rd City Commission meeting.
 - WTP Elevated Water Tank Rehabilitation – Contractor replaced the exterior ladder. A meeting to discuss the antenna placement to provide service during rehabilitation was held on January 17, 2019.
 - Water Tank Inspection and Cleaning Services – Cleaning and inspection is completed. Contractor damaged the generator silencer. An estimate for repairs was requested from Fleet.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Software is being purchased.
 - SCADA Integration Services RFP – Resolution to recommend contract award to Star Controls is on the agenda for presentation at the January 23, 2019 City Commission meeting.
 - WTP LPRO Membrane Replacement – Addendum 1 was prepared and distributed. The bid opening was held on January 17, 2019. A proposal for construction administration services was received from McKim & Creed.

- WWTP Influent Pumps VFD Replacement – VFD shop drawings submittal #2 has been reviewed and returned to the contractor for corrections on January 14, 2019.
- WWTP Operating Permit Renewal – Draft application is anticipated the middle of January.
- 9 Ocean Breeze Circle - Volusia County Use Permit application and plans being prepared for new water service and casing installation in County ROW.
- 38 Seacrest and 695 N Beach – Use Permit Applications are being reviewed by Volusia County.
- SPRC Projects (Utilities Review)
 - Chase Bank – Attended the preconstruction meeting, 15 proposed exterior renovations to the site were discussed. Utilities are not impacted.
 - Coolidge Office Warehouse, 8 Coolidge Avenue – Reviewed plans and provided comments.
 - FUGU Restaurant, 26 North Beach Street – Reviewed plans and provided comments.
 - Granada Plaza, 125 E.Granada Blvd. – Reviewed revised plans and calculations. Sent comments to engineer.
 - Ocean Club, 88 South Atlantic Avenue – Plans were posted on project dox for review.
 - Oceanside Country Club Outside Seating, 75 N Halifax – Construction of a septic tank was approved for the restroom bathroom near Hole 5. Sanitary sewer was not available at that location.
 - Plantation Oaks – Electric service was transferred to the City.
 - 135 Hernandez – Attended a preconstruction meeting for the lot split.
 - 1560 Poplar Drive Easement Release – Reviewed easement release request. Utilities are not affected by the easement release.

Water Treatment

- Delivered 42.27 million gallons for the week ending January 11, 2019 (6.04 MGD).
- Backwashed 10 filters for a total of 547,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 31, 2018 @ 6.169 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled 113.4 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.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 34.45 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.92 MGD.
- Produced 31.92 Million Gallons of Reuse.
- Produced 2.53 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (December 1, 2017 – November 30, 2018) (MGD): Influent 4.79 MGD (Permit 8 MGD); Surface Water Discharge 1.80 MGD (Permit 6 MGD); Reuse 3.44 MGD (Permit 10 MGD)
- Hauled 143.31 tons of dewatered residual solids (14%-18% solids).

Water Distribution

- Responded to 20 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to and/or repaired 26 water service leaks.
- Installed 6 new residential water services.
- Performed pressure testing on 6 city owned backflow preventers.
- Replaced 13 broken meter boxes.
- Exercised 10 valves in various areas due to scheduled maintenance or main leaks.
- Replaced 4 water service due to low pressure or leak concerns. Two casings were installed for water service replacements under roads.
- Performed maintenance activities on 5 fire hydrants on the beachside. Repaired a fire hydrant involved in a motor vehicle accident at 74 N. Yonge St.

- Performed accuracy testing on one 6" and two 3" commercial water meters. Rebuilt one 3" water meter due to inaccuracy.
- Water main flushing was performed in the following subdivisions: Airport Business Park, Pine Trails Sub, Ormond Green, Broadwater, Tymber Run and Southern Pines.
- Repaired landscaping (sod) in 12 locations due to water main leaks.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 155 regular utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 2 reuse trouble calls.
- Removed air from 8" force main on A1A.
- Assisted Lift Station Crew in installing new pump and re-plumbing lift station at Fortunato Park.
- Finished tying in new PEP tank at 4 Fox Croft Run.
- TV'ed 958 Parkwood Dr. City side is clear, blockage on customer side.
- TV'ed 915 Woodmere from manhole to located C/O at property line.
- TV'ed 332 N. Halifax Dr. from terminal manhole on Tanglewood Cir. to locate C/O at property line. This home has 2 sanitary laterals, one on Halifax Dr. and one on Tanglewood Cir. Stoppage is on customer side.
- Raised C/O at 605 N. Yonge St.
- Relocated reuse service at 850 John Anderson Dr. This is new construction and the service was going to be in the driveway.
- Dressed up 2 Fox Cliff Way after PEP tank replacement.
- Raised C/O to grade at 217 Wedgewood Cir.
- Replaced broken front PEP lid at 69 Shadow Creek Way.
- Replaced broken back PEP lid at 61 Grey Dapple Way. Added 12" riser.
- Follow up on trouble call at 65 Grey Dapple Way. Line was stopped at "T" due to heavy paper.
- Cleaned sanitary lateral at 6 Crooked Bridge Way. This is a cul-de-sac PEP tank with a grease issue.
- Demolished 261 Oak Dr.
- Installed new pressure in ARV box at Ocean Shore Blvd & Ann Rustin Dr. Gauge shows 3 psi.
- Investigated depression in road at 10 Tiffany Cir. Will need to clean and re-televiser.
- Investigated no reuse complaint at 9 Lake Vista Way, customer issue.
- Rewired PEP pump at 7 Fox Croft Run.
- Replaced PEP pump and control box and rewired 15 Lake Vista Way.
- Inspected PEP system at 31 Peruvian Way. Self-cancelled, no issue at this time.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 36 psi, Ocean Mist Hotel 29 psi, Ormond Mall 11 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 20 psi, Westland Run 25 psi & Shadow Crossing Blvd. (4 inch) 12 psi.

Wastewater Plant – Lift Stations

- Southern Pines, found #1 Check Valve bypassing, deragged #1 check valve, ok.
- Ormond Lakes #1, set up and test run generator at station to prepare for scheduled power outage from FPL.
- Bailey River bridge Gardens, support Water Plant Crew using Crane Truck and providing Traffic Control as needed.
- Huntington Woods – follow up from call out, checked station, grounds keeping, ok.
- Fortunato Park, installed pump #2 and completed piping upgrades, station back in full automatic service.
- Reaeration Tank, deragged Submersible Aerator #1, and #2 South.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Creekside, Cypress Place, Shadow Crossings, phase loss reported, found power restored upon arrival, ok; Huntington Woods, high level, found wet well high, found both pumps tripped at motor starters, both pumps high amp draw, locked up and will not spin, pulled both pumps to deragg, excessive ragging in wet well, cleaned wet well,

reinstalled, pumps are operating correctly will follow up during regular working hours, ok at this time; Bear Creek, phase loss, high level, found FPL crews on site, found power down, support with generator during outage, ok.

- SCADA monitor/response: Towne Square, high starts, cleaned probe, ok; Forest Quest, Deer Creek, no starts #2, reset motor starter, ok; Southern Pines, no starts either pump, checked station, found ok,(weak radio signal); Saddlers Run, high starts, cleaned probe, ok; 8M1, high run time pump #1, deragg Pump #1, ok; 8M3, Deer Creek, no starts #1, reset motor starter, ok; Bear Creek, no starts #2, reset motor starter, ok; 1P, high starts, cleaned probe 2 days; Towne Square, high starts, cleaned probe, ok; Bear Creek, no starts #1, reset motor starter, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Submersible Aerator #1 S; Influent Room pump transfer; Influent Bypass pump; Final Tanks Bypass pump.
- Monthly Plant PM's: Influent Odor Control Unit. Grit Snail; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Swing Zone Blowers, #1, #2; Carrousel Surface Aerator, #1N; Effluent Transfer Pumps, #1, #2, #3.
- Quarterly Plant PM's: Grit Snail.
- Semiannual Plant PM's: Sand Filters, #1, #2, #3.
- Lift Station PM's: 15 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Granada Booster Station, removed motor from pump #1, at shop for repairs on coupler.
- Slaker #2, replaced worn feed belt, requested PO to purchase replacements.
- Fluoride and Polyphosphate Metering Pumps, inspected and checked oil levels.
- Degasifiers and Scrubbers, lubricated blower motors.
- Claricones 1 and 2, ream injection ports.
- Lime Softening Clear well, pump VFD's not operating correctly in auto, wet well level floats tangled, corrected and returned to service.
- Operational Check: Hudson wells; Standish, River View booster stations; Williamson, and Nova Road vaults; Leeway tower.
- PM's: Division Wells 10, 11, 12, 16, and 17; Well SR19 and 21SR; Hudson wells 25, 26, 27, 28, 29, 30.
- Operational Check: Standish, Granada, River View Booster Stations; Hudson Wells; Rima Wells.
- PM's: All Hudson Wells. Division Wells 15, 4, 5, 6, 7, 8, and 9.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Annual Water Quality Report – Staff is preparing the Certificate of Delivery of the CCR to the VCHD. The certificate verifies the Utility complied with the regulatory deadlines for the CCR's availability to the City's consumers.
- Cross Connection Control Program – Staff continuing to meet with individual businesses in the City's potable water system to increase compliance of the backflow prevention program. The customers have been receptive to the requests for the required compliance testing.
- Consumptive Use Permit (CUP) – Staff submitted the most recent analytical data of the saltwater monitoring wells to the SJRWMD. Data indicates all wells sampled were within the limits of the City's CUP.
- Reuse Groundwater Monitoring – Staff performed the sampling of the groundwater wells located on Oceanside Country Club property as required by the City's WWTF operating permit. The data allows the FDEP to assess the impact of utilization of reuse water on the local groundwater. The results will be prepared by the City's contract laboratory.

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:

Honorable Mayor and City Commissioners
January 18, 2019
Page 21

- City Clerk attended meeting with Assistant City Manager
- Assistant City Clerk attended social media training
- Agenda packet preparation, creation, and distribution for January 23, 2019, City Commission Meeting