

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 24, 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
- General discussion meetings with various members of senior staff
- Preparing for August 30 The OB Life

Spoke to, attended and/or met with:

- Rotary meeting
- City Commission meeting
- Planning Director and David Oshman re Woodstock signage concerns
- Managers meeting
- Claims Committee meeting
- Team Volusia representatives Keith Norden and Dwight Durant regarding Team Volusia initiatives
- Lunch and Learn on healthy lifestyle
- VCARD Impact Fees seminar
- Meeting with City Attorney and Deputy City Attorney on a variety of open issues.

Community Development

Planning

- Planning staff attended the Ormond MainStreet Board meeting where the Building Improvement Grant for the Starbucks project at 125 East Granada Boulevard was reviewed. The Ormond MainStreet Board recommended to support the grant application. The grant application will be presented to the City Commission at the September 19, 2018 meeting.
- The Historic Landmark Preservation Board conducted a discussion item regarding the process and the fees associated with the City's Local Landmark List. The Board reviewed four options regarding properties who desired to be added or removed to the Local Landmark List. The Board recommended that no fee be assessed to be added to the Local Landmark List and that a \$600 fee be established to be removed from the list. The Board stated that (1) the Local Landmark List should be maintained in the Land Development Code and (2) the cost of removal from the Local Landmark List should be equal to a Certificate of Appropriateness. The Board also noted that the \$600 fee is the cost of the advertising only and does not include the staff resources and time in processing an application for removal of a property from the Local Landmark List.
- Planning staff attended the neighborhood meeting for the Marshside subdivision. The project is a proposed subdivision of 144 lots located at the northwest corner of Airport Road and Tymber Creek Road. The project engineer presented the proposed residential subdivision and answered questions. The major issues discussed included (1) traffic – including the project impacts to current issues associated with Pathways and Pine Trail Elementary Schools, (2) lot sizes – participants questioned the density of the subdivision and why the proposed lots were less than 80' in width, (3) stormwater/flooding – participants questioned how the project would handle stormwater and not impact surrounding properties, (4) sidewalks to Pathways Elementary – the principal for the school

inquired to the walking paths proposed to the elementary school, (5) Pineland subdivision – participants inquired if the project considered the Pineland subdivision under construction.

- Planning staff met with the property owner of the Tomoka Oaks Golf course. The property owner indicated that they are interested in additional residential units to the golf course land area. The property owner indicated that the existing golf course would remain. The golf course was previously approved for residential units through a Planned Residential Development (PRD) in 2006. The PRD has expired and any residential development would require an amendment with a neighborhood meeting, Planning Board review and final action by the City Commission. Planning staff recommended the property owner conduct a neighborhood meeting prior to the start of the site plan process to engage property owners surrounding the golf course.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.
- 362 inspections performed within the City (21 by private provider).
- 112 permits issued within the City, with a valuation of \$11, 399,953.

Development Services

- The Site Plan Review Committee met with representatives of The Trails Shopping Center regarding the redevelopment of the existing Publix store. The redevelopment includes the demolition of the exiting Publix store and the former CVS unit. The Publix is a permitted use in the Planned Business Development and is anticipated that the redevelopment would be approved by the Site Plan Review Committee. The project does abut residential uses and a neighborhood meeting would be required. As part of the redevelopment the existing landscaping would be reviewed and upgraded to the current landscape standards. Representatives of The Trails Shopping Center indicated that they desire to start the demolition/construction in the summer of 2019.
- The Site Plan Review Committee met with the business owners of the Wild Rabbit Bistro at 42 East Granada Boulevard who desire to add a small outdoor cooler to the rear of the building. Staff provided the permitting requirements for the improvement.
- The Site Plan Review Committee has received a site plan for parking lot and landscaping improvements for the Lucky’s Market at 101 East Granada Boulevard.
- The Site Plan Review Committee has received a site plan for a proposed 4,770 square foot drive through car wash with 20 self-service vacuum spaces and associated site improvements at 520 West Granada Boulevard. The project location is unit 1 of the Granada Pointe Planned Business Development. Vehicle washing is not a listed use within the Granada Pointe Planned Business Development and would require an amendment to the development order with a neighborhood meeting, Planning Board review and final action by the City Commission.
- Status of projects under construction:

Project	% Complete
589 South Yonge Street	65%
783 North U.S. Highway 1	35%
902 South Atlantic Ave., Bank of America	90%
Cardinal Drive Beach parking	0%
Davita Dialysis	10%
Edgewell site work	95%
For Our Parents ALF	75%

Granada Pointe	40%
Lot 2, Airport Business Park	45%
Maxton Group loading dock	95%
Oasis Church, water line extension	30%
Ormond Renaissance Condo, Fitness Center & Building 1C	0%
Pineland	2%
Prince of Peace, Like New addition	60%
Prince of Peace, office addition	60%
Security First	40%
Shoppes on Granada, Phase 2	0%
Thomas & Betts parking improvements (phase 1)	70%
Zaxby's	45%
Independence Recycling of Volusia	0%
Plantation Oaks, utility connection	88%
Cypress Trails subdivision	35%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building.
 - Installation of off-site utility work along Broadway Ave. continues.
 - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
 - Staff has also requested its transportation consultant investigate state funding opportunities for the traffic light.

- Airport Business Park
 - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the "Doing Business in Ormond Beach" resource guide.

- Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
- Staff will attend the International Council of Shopping Centers (ISCS) Deal Makers Conference in Orlando, Florida to promote development opportunities in the City.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 12 companies have been visited.
 - Lucky's Market has initiated the permit review process and is mobilizing their team to initiate the rehabilitation and improvements to 101 E. Granada

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for Hurricane Matthew. To-date the City has received \$6.2 million dollars for Hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
 - Preparations for the Munis Phase 3, Utility Billing system are underway.
 - Training for ESS has taken place at each division by Payroll. Payroll will continue to work with divisions that request additional assistance.
- Completed Projects - Weekly
 - Processed 82 Journal Entry Batches.
 - Approved 22 Purchase Requisitions totaling \$97,824.02.
 - Issued 15 Purchase Orders totaling \$85,108.93.
 - Prepared 145 Accounts Payable checks totaling \$390,157.49 and 39 Accounts Payable EFT payments totaling \$717,127.98.
 - Issued 615 past due notices on utility accounts.
 - Auto-called 248 utility customers regarding receipt of a past due notice.
 - Processed 432 payments through Interactive Voice Response System totaling \$44,658.12.
 - Grant money fiscal year-to-date total received, \$7.1 million dollars.

Grants/PIO

- Press Releases
 - The OB Life Citizen Engagement Meeting to Focus on Water Quality and Environment (August 30, 6-8 pm)
 - FEC Railroad Crossing Closures (Initial and Updated)
- 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.
 - Submitted updated employee contact listing to OnSolve for emergency communications.
 - Attended staff meeting.
 - Attended communications meetings.
 - Attended reception for Chief Sievers and City Commission meeting.
 - Submitted Budget Executive Summary to the News-Journal for printing and publication in the September 2 edition.
 - Attended State of the City event meetings.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Justice Assistance Grant application for the Local Solicitation for \$14,839 to fund the purchase of tactical vests and accessories for the Police Department.
 - Attended Volusia County ECHO mandatory training workshop.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 9
 - Hazardous: 5
 - EMS: 87
 - Motor Vehicle Accidents: 5
 - Public Assists: 41
 - TOTAL CALLS: 150

 - Aid provided to other agencies: 15 Calls – Daytona Beach (6), Holly Hill (2), Volusia County (7)
 - Total staff hours provided to other agencies: 27
 - # of overlapping calls: 38
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 69
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 115
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- Training Hours
 - NFPA 1001: Firefighting 19
 - NFPA 1021: Officer 6
 - EMT/Paramedic 13
 - TOTAL TRAINING HOURS: 38
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- Station Activities
 - Updated 10 pre-fire plans
 - Conducted fire extinguisher training for employees of Chabad Esformes Hebrew Academy
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- Significant Incidents
 - 8/19/18, 7:35 PM: 22 S. Beach St. – Boat Rescue – A 15' boat with 9 people started taking on water in the channel just north of Granada Bridge – Marine 93 was deployed – Beach Patrol assisted with jet skis – boat was towed and occupants dropped off in good condition at boat ramp – it was found that the boat plug was not installed.
 - 8/20/18, 11:18 PM: 1066 George Anderson St. – Structure Fire – Assisted Volusia County in the area of Tomoka Estates – upon arrival found light smoke coming from eaves – fire located in attic – during primary search removed a cat and hamster unharmed – aggressive offensive attack initiated and house was saved – origin of fire appeared to be ignition of something in exterior recycling bin – all occupants evacuated safely – Red Cross contacted to assist residents.
 - 8/21/18, 9:15 PM: 1523 Springleaf Dr. – Structure Fire – Assisted Volusia County – upon arrival found smoke showing and fire venting from window – crews forced entry and initiated interior attack – fire damage limited to one bedroom with smoke damage throughout home – under investigation by State Fire Marshal.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Assistant City Clerk (Support Services) advertised 7-31-18 until 8-31-18. Advertised on City web site, governmentjobs.com, FL Association of City Clerks, FL League of Cities, FL City & County Management Association, Indeed, and internally.
 - Civil Engineer (Engineering) re-advertised 8-1-18 until 9-30-18. Advertised on City web site, governmentjobs.com, FL Engineering Society, Engineerjobs.com, FL League of Cities, FL City & County Management Association, Indeed, and internally.
 - Part Time Recreation Leader (Police Athletic League/Police) advertised 8-16-18 until 8-31-18 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.
 - Utilities Manager (Utilities/Public Works) open 8-1-18 until 8-31-18. Advertised on City web site, governmentjobs.com, American Public Works Association, American Water Works Association, Florida Rural Water Association, Water and WasteWater Jobs, Florida League of Cities; Florida City & County Management Association, Indeed, and internally.
 - Applications Under Review
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Interviews Scheduled
 - Neighborhood Improvement Officer (Police)
 - Police Captain (Police)
 - Background/Reference Checks/Job Offers
 - Part Time Maintenance Worker II (Buildings/Leisure Services)
 - Part Time Recreation Leader (The Casements/Leisure Services)
 - Part Time Recreation Leader (Nova/Leisure Services)
 - Police Officer (Police)
 - Seasonal Part Time Maintenance Worker II (Parks/Leisure Services)
 - Tradesworker (Buildings/Leisure Services)
 - Separations
 - Police Captain (Police) (retirement)
 - Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
 - Munis Employee Self Services (ESS) time being introduced to various departments
 - JD Williams training for employees 8-22-18 and 8-23-18
 - Blood Drive at City Hall 9-24-18
 - Risk Management Projects
 - Reviewed adjuster report for Hurricane Irma claim
 - Supported Public Works during road damage/repair event
 - Reviewed property schedule with department heads
 - Submitted and received payment for subrogation claims

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 16
 - Completed: 59
 - In progress: 31
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,837
 - Inbound E-Mails Blocked: 13,175
 - Delivered Inbound E-Mails: 20,662
 - Quarantined Messages: 519
 - Percentage Good Email: 61.1%
 - Virus E-Mails Blocked: 0
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 7
 - Changes: 8
 - Corrections: 2
 - Map/Information Requests: 59
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0 : Total in system = 2,201
 - Meters GPS Located this week: 0 : Total in system = 23,674; 22,891 potable, 772 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Supervisory Staff meeting
- Public Works meeting
- City Manager's meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Hometown Heroes Banner Program meeting
- City Commission meeting
- Paddles and Pups meeting

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- Volusia County Environmental Management held a Be Floridian Now program on Saturday from 10 am to 11 am.
- Joan Tague led a Summer Nature Stroll on Wednesday from 8 am to 10 am. Participants met at Fleming Avenue Central Park and took a guided walk along the trails.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play at 1 pm on Monday, Wednesday and Friday at the Sports Complex.
- Pride Football continued their preseason practices at the Sports Complex on Multipurpose Fields 11 and 12. Practices are Monday through Thursday starting at 5:30 pm.
- OBSC competitive practices continue Monday-Thursday evenings at 6 pm on Fields 1-4 at the Sports Complex.
- OBGS Baseball competitive practices continue Monday-Thursday evenings at 6 pm on Nova Fields 2-4.
- Lady Renegades' softball competitive practices continue Monday-Thursday evenings at 6 pm on Quads 1 and 2 at the Sports Complex.
- Staff prepared from Flag Football Assessments that will take place at the Softball Quad Saturday at 9 am, 11 am and 12:30 pm.
- Preparations were made for the opening of the Pop Warner Football game season that will begin on Saturday on Championship Field 7 at 9 am.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Dragged South Ormond fields
- Wendelstedt and Kiwanis fields, installed all new home plate carpets and home plates and sodded around the carpets and home plates
- Painted Multi-Purpose Fields 11 and 12 for Pride Football practices
- Painted Kiwanis Field and Quad 3 for Flag Football practices

Senior Center

- Granada Squares was held on Tuesday from 6:30pm to 9pm.
- Church of Jesus dinner was held on Saturday from 4pm to 9pm.

Performing Arts Center

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

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Clean up and organization from summer camp
- YMCA soccer Monday/Tuesday/Thursday at 5:30 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisting with Senior Games tasks
- Cleanup and organization of supplies and equipment (ongoing)
- Assisted with Fire Chief Welcome Reception
- Assisted with food and beverage for the two-day HR training workshops
- Planning of Kids' Reel in the Fun Fishing Tournament scheduled for Saturday, September 8
- Preliminary planning tasks and assignments for the State of the City Luncheon

Gymnastics

- Registration is open for August session
- August session in progress
- Open Gym, Friday, August 24, 6 pm-8 pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at various times throughout the week.

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 1pm and the last tour at 3pm. Saturday tours were given at 9:30 am and 10:30 am.
- A piano recital took place at The Casements from 12 pm-4 pm on Saturday
- Missing Peace Church took place on Sunday from 10:30 am-12 pm at Bailey Riverbridge
- Coordinator met with Guild members regarding Gala displays on Monday from 12:30 pm-1:30 pm.
- Coordinator held interviews for the part-time Recreation Leader position on Tuesday morning.
- Creekside HOA Meeting took place at Bailey Riverbridge on Tuesday from 7 pm-9 pm.
- A Gala planning meeting took place on Wednesday at 10 am.
- Part-time staff attended the HR Training session took place on Wednesday at 10:30 am and Thursday at 1:30 pm.
- Coordinator met with volunteers scheduled for holiday events on Thursday at 9 am.
- Casements Camera Club met on Thursday from 7 pm-9 pm.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday from 10 am.-11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Andy Romano Beachfront Park: Repaired loose handrail

- South Beach Street: Repaired sidewalk
- Magic Forest Playground: Repaired message board
- Nova Skate Park: Repaired top rail
- Central Park I: Installed new post and chain for drive-through

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly inspection of DOT and facility lighting at various City locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Repaired the AIRVAC ventilation at Fire Station 91
- Repaired the gym screen divider at Nova
- Repaired the ladies room toilet at Fire Station 94
- Replaced two gym lights at Nova
- Replaced fluorescent bulbs in Admin at WWTP
- Repaired the walkthrough gate at the Police Department
- Cleaned and hooked up ice machine at Sports Complex
- Repaired the service gate at the Airport Control Tower
- Repaired the outside electric room door at City Hall
- Repaired roof leaks in the auditorium at PAC
- Replaced the handicap button batteries at City Hall

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended the City Manager Staff Meeting
- Staff responded to four Elementary Schools to meet the School Guardians
- Staff assisted with the Sergeants Promotional Process at VCSO
- Staff attended the City Commission meeting
- Staff attended to the Welcome Ceremony for Fire Chief Sievers

Community Outreach

- Seventeen (17) members of the basketball program participated in practice last week. Practice will continue through the fall. Individual and group skills development practices will be held on Monday and Wednesday from 7:00 – 9:00 PM.
- Schedules are currently being reviewed for OBPAL educational programs for the fall semester. Tutors R Us, Science on Patrol at Ormond Elementary and Science on Patrol at Ormond Middle school will begin in late September and mid-October.
- Reading with a Cop for the summer has concluded. Afterschool sessions and school break sessions will be offered during the school year. The program is targeted to resume in October.
- The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 3, 2018. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson.

Community Services & Animal Control

- Animal Calls responded to: 38
- Animal Reports: 4
- Trap Neuter Release: 2
- Animal Bites: 0
- Animals to Halifax: 2
- Wildlife Calls: 1
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 28
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 8
- Inactive: 3
- Fraud: 0
- Burglary Business: 0
- Burglary Residential: 5
- Larceny Car break: 12
- Grand Theft: 4
- Auto Theft: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 5
- Suspicious Incident: 0
- Aggravated Stalking: 1

Records

- Walk - Ins / Window: 104
- Phone Calls: 126
- Arrest / NTA'S: 23
- Reports Generated: 136
- Reports Entered: 100
- Citations Issued: 86
- Citations Entered: 86
- Warnings Entered: 111
- Trespass Warnings: 15
- CORF Entered: 158
- Mail / Faxes / Request: 16

Patrol

- Total Calls: 1496
- Total Traffic Stops: 250

Operations

- Crime Opportunity Report Forms: 158
- 08/15/2018
 - Grand Theft, 1521 North United States Highway One (Horizon Assisted Living Facility). Prescribed narcotics were reported stolen. An employee is a suspect.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Loss prevention witnessed the subject conceal items and attempt to leave.
 - Carbreak, 194 Kenilworth Avenue. Unlocked vehicle entered overnight. Nothing was taken.
 - Carbreak, 208 Kenilworth Avenue. Unlocked vehicle entered overnight. Nothing was taken.
 - Carbreak, 209 Kenilworth Avenue. Locked vehicle entered overnight. Nothing was taken. No damage to the vehicle, unknown method of entry.
 - Carbreak, 458 North Beach Street. Unlocked vehicle entered overnight. Nothing was taken.
 - Carbreak, 294 North Ridgewood Avenue. Unlocked vehicle entered overnight. A 9MM firearm was taken.
 - Carbreak, 312 North Ridgewood Avenue. Unlocked vehicle entered overnight. A purse was taken.
 - Carbreak, 122 Northbrook Lane. Unlocked vehicle entered overnight. A laptop was taken.

- Carbreak, Interstate 95 at West Granada Boulevard. Unlocked vehicle entered overnight. Prescription narcotics were taken.
 - Fleeing Driver Arrest, 500 Block South Nova Road. A vehicle fled from officers and pulled into a business. The subject then physically resisted but was taken into custody. Subject claimed Canadian citizenship and doesn't have to follow U.S. laws.
 - Traffic Arrest, 50 Block South Yonge Street. Subject was stopped for a traffic violation and arrested for driving on a suspended license.
 - Narcotics Arrest, Granada Avenue at Alabama Avenue. A traffic stop led to a narcotics arrest for possession of marijuana.
- 08/16/2018
 - Burglary Residence, 107 Bonita Place. Entry was made by an unlocked side door that leads to the garage. Tools, surfboard, and miscellaneous items were taken.
 - Larceny, 1511 San Marco Drive. A child left his bicycle outside and ran inside to get a drink. When the child returned, the bicycle was gone.
 - Battery/Domestic Violence Arrest, 5 Pebble Beach Drive. Subject was arrested after battering and threatening a family member with a stun gun.
 - Narcotics Arrest, 392 South Halifax Drive. Subject was arrested for possession of marijuana and paraphernalia.
 - 08/17/2018
 - Crash with Injuries, 122 South Nova Road (Rivergate Plaza). A driver accidentally hit the gas instead of the brake pedal and hit two pedestrians. One was transported with critical injuries and the other as a trauma patient.
 - Burglary Residence, 100 New Britain Avenue. Victim confronted two subjects when they were trying to steal a bicycle. One subject pulled a knife on the victim but then they ran off leaving the bicycle behind.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the merchandise in the self-checkout line. Subject was released with a Notice to Appear.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the merchandise in the self-checkout line. Subject was transported to jail.
 - Warrant Arrest, 252 South Washington Avenue. Subject was contacted during a disturbance. The subject had a warrant for driving on a suspended license.
 - Narcotics Arrest, 1478 West Granada Boulevard (Ormond Towne Square). Subject was stopped for a traffic violation and was found with marijuana and paraphernalia.
 - Narcotics Arrest, 3 North Yonge Street (Sunoco Gas). Subject was in the rear of the business drinking beer and smoking cocaine. Subject was issued a trespass warning and arrested.
 - 08/18/2018
 - Burglary Residence, 2245 Lipizzan Trail. Known subject entered the home and stole a plant then poured sugar into the victim's car gas tank.
 - Burglary Residence, 547 Collins Street. A generator was stolen from the front porch area.
 - Larceny, 910 South Atlantic Avenue (Planet Fitness). Gym bag full of contents was stolen out of a locker.
 - Carbreak, 1340 West Granada Boulevard (Lowe's). Unlocked vehicle was entered and \$5,000 in cash was stolen from the center console.
 - Carbreak, 610 South Yonge Street (Simply Self-Storage). Unlocked vehicle was entered and a wallet was stolen.
 - Traffic Arrest, 600 Block South Yonge Street. Subject was stopped for numerous traffic violations and was arrested on criminal traffic laws that were broken.
 - Battery/Domestic Violence Arrest, 500 Block South Atlantic Avenue. Subject battered a person they are in a relationship with and was arrested.
 - Larceny, 24 Ocean Shore Boulevard (TGI Fridays). A large group walked out on their bill.
 - Traffic Arrest, 600 Block South Nova Road. Subject was arrested for driving without a motorcycle license.

- 08/19/2018
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was arrested for concealing items and walking out without paying.
 - Warrant Arrest, 1100 Block West Granada Boulevard. Subject was stopped and was found to have an open warrant.
 - Larceny, 910 South Atlantic Avenue (Planet Fitness). Phone and wallet was stolen out of a locker.
 - Larceny, 910 South Atlantic Avenue (Planet Fitness). Sunglasses were stolen out of a locker.
 - Narcotics Arrest, 262 Military Trail. Subject was arrested for possession of paraphernalia.
 - Narcotics Arrest, 465 Druid Circle. Subject was arrested for possession of marijuana. Subject also violated probation and was charged appropriately.

- 08/20/2018
 - Burglary Residence, 45 Central Avenue. Homeowner woke up and found a subject sleeping in their home. Subject also had stolen property from a Holly Hill case.
 - Larceny, 647 Ocean Shore Boulevard. A potted palm tree was stolen sometime over the last three days.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject bought boots then went back in and grabbed another pair and attempted to return the pair that was just taken off the shelf.
 - Carbreak, 36 Reynolds Avenue. Gas was stolen from a parked vehicle over night by drilling into the gas tank.

- 08/21/2018
 - Stolen Vehicle, 12 Lakewood Park Drive. Vehicle was stolen overnight from the driveway. Vehicle was recovered in Daytona Beach.
 - Stolen Vehicle, 11 Lakewood Park Drive. Vehicle was stolen overnight from the driveway.
 - Battery/Domestic Violence Arrest, 1608 North US Highway 1 (Red Roof Inn). Suspect was arrested for pushing a family member.
 - Carbreak, 157 Nature Trail. Unlocked vehicle was entered overnight. Cash and cell phone were stolen.
 - Trespass Arrests, 100 South Nova Road (Rivergate Plaza). Two subjects were contacted in the plaza that have previously been issued trespass warnings.
 - Carbreak, 24 Arbor Lake Park. Unlocked vehicle entered overnight. iPod, sunglasses, and a watch were stolen.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 25
 - Number of Uniform Traffic Citations Issued: 30
 - Number of Written Warnings Issued: 22
 - Number of parking tickets issued: 0

- Traffic Crash Reports
 - Number of Crashes without Injuries: 4
 - 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: 8 Cases initiated

- Zone 2: 3 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 3 Cases initiated
- 22 signs have either been removed or sign cases created.
- 17 tree removal permit requests
- Administrative staff assisted with 3 walk-ins and 99 telephonic inquiries.

Public Works

Airport Operations and Development

- The FDOT has provided the City with Public Transportation Grant Agreements (PTGAs) that will pay the State's cost share for the projects to rehabilitate Runway 8/26, design extensions for Runway 8 and Taxiway Alpha, and construct heliport site improvements. These FDOT grants are expected to be presented for approval at the September 19 City Commission meeting.
- The City Commission has approved execution of a grant offer from the FAA in the amount of \$2,251,645 for the projects to rehabilitate Runway 8/26 and design extensions for Runway 8 and Taxiway Alpha.
- Staff completed work to prepare and submit for approval a contract with Halifax Paving, Inc. to construct heliport site improvements and the rehabilitation of Runway 8/26. Award of this contract has been recommended in accordance with the results of Bid No. 2018-28, and will be presented for approval at the September 19 City Commission meeting.
- Staff conducted minor service work to repair one of the communications control consoles at the air traffic control tower.
- Staff has issued a Notice to Airmen (NOTAM), advising pilots that a crane with an overall boom height of 100 feet will be operating southwest of the airport from August 22 through September 21. The crane is operating as part of a project underway in the Airport Business Park.

Engineering

- Projects Summaries
 - Construction Projects:
 - Ph III 2-Inch Water Main Replacement – Mainland – Final connections have been made on Cliffwood Circle and Alexander Court, Arrowhead Circle, Pine Street and Fir Street. Final pressure and bacteriological testing is underway on Highwood Ridge Trail and Putnam Avenue.
 - North US1 Landscaping Ph II – The work is 85% complete. The Reclinata palms and Coontie will be planted over the next 3-4 weeks.
 - Effluent Outfall Replacement – The contractor has completed the work in accordance with the contract. Final as-builts are being reviewed. After the contractor completed the installation of the diffuser and repair of the 5 leaks, the outfall was reactivated. Upon reactivation two new boils were noticed. The consultant is sending out a diver to inspect the leaks and determine the extent/source of the leak. It is thought that with the repair completed on the pipe that the pressure is now higher when the outfall is flowing and that this increased pressure could have resulted in new leaks that were not leaking previously. Once the leaks are identified a price will be requested from the contractor to perform the repairs.
 - Storm and Sewer Lining – Sanitary sewer cleaning and inspection are complete on Granada Blvd., lining operations are expected to resume at the end of August.
 - Deer Creek Reclaimed Water – Contractor completed the directional drill and connection at the west end of project and now are working on the east end connections.
 - Ormond Crossings Utility Extensions – All off-site utilities have been installed and pressure tested. Contractor working on on-site utility work.
 - Downtown Light Replacement – A partial shipment of fixture heads was delivered, the remaining heads and poles will be delivered in the coming weeks.
 - 2018 Road Rehabilitation – Microsurfacing – The microsurfacing is complete, the contractor will return to stripe the road and make any repairs identified in the final inspection in the coming weeks.

- CDBG – Streetlight Replacement – Shipment of the fixtures has been delayed, per the manufacturer.
- Rockefeller Gardens Stage Shade Cover – Structural drawings were reviewed, and comments are being addressed.
- Forest Hills Connector Trail – Contracts are being executed. Contract for Construction Engineering and Inspection (CEI) services is submitted for approval at the September 5 City Commission meeting.
- 2018 Road Rehabilitation-Resurfacing – A pre-construction meeting is being scheduled.

- Bidding
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once Finance has secured the necessary bond funding.
 - Fishing Pier Repair – Project has been advertised for bids. A pre-bid meeting was held on August 22 and bid opening is September 11.
 - North US1 Water Main Improvements – The loop through Ormond Crossings south from Security First has been advertised for bids. A pre-bid meeting was held on August 22 and bid opening is September 11.
 - Security First Off-site Water Main Improvements – Project has been advertised for bids. A pre-bid meeting was held on August 22 and bid opening is September 11.

- Design Projects:
 - North US1 Water Main Improvements – The consultant for the redundant 12-inch water main from Hull Road to Destination Daytona is preparing the final plans following the 60% review meeting.
 - Cassen Park Public Dock and Breakwater Extension – Consultant is working with FDEP on the Required Submerged Land Lease that is required for the dock project and design of the breakwater expansion.
 - WWTP Sludge Dewatering Improvements – Consultant submitted final plans. A review meeting was held and the consultant will finalize plans for bidding.
 - Fleming Ave Stormdrain Improvements – The City Commission approved the design work authorization, consultant has the survey work underway.
 - Wilmette Avenue Pumping – The FEMA HMGP Phase I engineering/design grant is fully executed; Consultant is preparing a scope of services to compete the bid documents.
 - Laurel Creek Stream Gauges – A purchase order is in place for the hardware and software, and staff is reviewing the installation procedures for in-house installation of the additional lake level monitoring devices.
 - Cassen Park Improvements (Paving and Restroom Replacement) – Final plans have been submitted to SPRC for review.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Electrical design is in process.
 - OBSC Improvements – Championship Field 7 – Working with construction manager to get the project within our Phase I budget.
 - Secondary Raw Water Main – Staff is reviewing 60% design plans.
 - MacDonald House – Construction manager is finalizing first phase scope of services for MacDonald House repairs.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Staff is finalizing the planting plan.
 - A1A Force Main Repair – Staff has received 90% plans for review.
 - Coquina Court Drainage – The final plans have been received, and a request to bid is being prepared for Commission approval.
 - Main Trail Bridge Repair – Staff has received a proposal from our continuing contract construction manager to repair the bridge. A work authorization for Commission approval is on the September 5 CC meeting.
 - Water Plant Upgrades – Chlorine conversion is under design.

- Tomoka Elementary Connector Sidewalk & Williamson Blvd Pedestrian Improvements – Staff is working to negotiate the cost for consultant design services based on project requirements and scope.
- Departmental Activities
 - Continue to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily engineering permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 495 Sterthaus Drive, per TECO Gas request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Main Trail and Timberline Trail pole replacements, per FPL request.
 - Researched and provided statistical information regarding residential docks in the City, per realtor's request.
 - On-site meeting with contractor at 704 John Anderson Drive regarding code violations for unpermitted grade and fill and Coquina Rock placement along the river.
 - Completed Tree-in-the-Right-of-Way locates at The Village Clubhouse and on Main Trail, per Neighborhood Improvement Division request.
 - Researched historical files to determine ownership and maintenance responsibilities for storm water system along 408 Hand Avenue, and behind 396 Sauls Street, per homeowner's request to assist in standing water problems.
 - Researched historical files to determine ownership and maintenance responsibilities for storm water system behind 9 Capri Circle, and along 502 South Beach Street, per Stormwater Division request.
 - Completed right-of-way identification at East Granada Blvd/North Halifax Drive, per Neighborhood Improvement Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pulled forms & cones/clean up on S Yonge St; Evergreen Cir
- Asphalt Riverwood; Pineland Trl
- Asphalt cut/repair patch on Big Buck Trl
- Concrete/5x5 slab at Bosarvey & Lucky

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
- Trimming on Ormond Green; Memorial Gardens
- Removed broken limbs at Sanchez Park; dead pine tree on Ormond Lakes Blvd; removed limbs over ROW on 500 block of S Ridgewood Ave; dead limbs from tree on Putnam Ave.
- Cut trees back from fence on Mayfield Ter

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

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 various areas from concerns received by email
- Checked road striping project from County
- Changed street names on Harvard

Stormwater Maintenance

- Reachout ditch mowing on Arroyo Pkwy, RR track, Hand & Division
- Pipe repair on China Moon Dr; Ormond Greens Blvd
- Ditch maint citywide
- Basins insp & cleaned, gates & pumps beachside
- Basins insp & cleaned in Zone 2
- Ditch mowing on Hand, Division, Harmony
- Pond maintenance at ABC, Division Rec, Mainsail
- Locates citywide
- Cleaned up and haul away yard debris at PW
- Spray weeds in various locations
- Seminar at PW

Vactor

- China Moon

Street Sweeping/Streetsweeper (1 day)

- 32 miles of road cleaned
- 8 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 26,232
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week:
- Quick Fleet Facts:
 - Fuel on hand: 4,305 gallons unleaded, 7,064 gallons diesel
 - Fuel used in one week: 2,504 gallons of unleaded and 821 gallons of diesel.
 - Fleet completed 38 work orders this week.

Utilities

- Projects Summary
 - Annual Supply of Sodium Bisulfite and Hydrofluosilicic Acid – Award recommendation memos are being reviewed on Minute Traq for presentation at the September 5 City Commission meeting.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Award recommendation memos are being reviewed on Minute Traq for presentation at the September 5 City Commission meeting.
 - Engineering Services for Breakaway Trails Storage and Pumping Improvements – Kick-off meeting to be scheduled by Engineering.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Disposition item was approved on 8/21/18.

- Lift Station 10M & 12M Improvements – As-builts are finalized by the contractor. Submittals in the paper and electronic format are being prepared for GIS.
- Security First Offsite Water Main Improvements – A meeting is scheduled this week to review the project.
- Water Plant Elevated Storage Tank (EST) activities – Bid number 2019 – 04 Project Manual uploaded to Minute Traq for disposition at the September 19 City Commission meeting for advertisement on September 23, 2018. Bid due date is October 23, 2018.
- Water Tank Inspection and Cleaning Services – Received a bid number for the project. Bid disposition memo was placed on Minute Traq for the September 19 City Commission meeting.
- Utilities SCADA Upgrades (Software Purchase RFP) – Updated integrator services RFP documents provided by McKim and Creed. City attorney is reviewing comments from VT SCADA attorney contained in the Sovereign Immunity section of the agreement.
- WTP Membrane Replacement – Specification notes were forwarded to the consultant for inclusion into the bid documents.
- WTP Sanitary Survey – Received a cost estimate from AM Weigel to refurbish the walkway between the claricones.
- WWTP Influent Pumps VFD Replacement – Bid disposition was approved at the August 21 City Commission meeting.
- SPRC Projects (Utilities Review)
 - Cassen Park – Reviewed plans and provided comments.
 - Cardinal Drive – Received shop drawings for review.
 - Home Design Furniture, 589 S Young St – Recommendations regarding concrete wall proximity to private water main were provided.
 - Huntington Villas Phase 1B – One year warranty inspection is scheduled 8/28/18.
 - Publix – 220 S Nova Road: Met with owner and engineer to discuss the concept plan.

Water Treatment

- Delivered 39.30 million gallons for the week ending August 17, 2018 (5.61 MGD).
- Backwashed 12 filters for a total of 548,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 31, 2018 @ 6.137 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 40.5 tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 37.91 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.42 MGD.
- Produced 24.88 Million Gallons of Reuse.
- Produced 13.03 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (July 01, 2017 – June 30, 2018 (MGD)): Influent 4.93 MGD (Permit 8 MGD); Surface Water Discharge 2.21 MGD (Permit 6 MGD); Reuse 3.10 MGD (Permit 10 MGD)
- Hauled 86.25 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 10 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 12 water service leaks.
- Installed 4 new residential water services.
- Performed accuracy testing on 5- 2" commercial water meters, all tested accurate. Scheduled 3 commercial water meters for future testing.
- Performed pressure testing on 2 City owned backflow preventers.
- Replaced 8 broken meter boxes.
- Replaced 6 water services due to low volume concerns or broken valves. Contractor installed 2 casings for water services under roads.

- Completed maintenance on 7 fire hydrants.
- Performed valve maintenance on 9 main line valves.
- Grade and re-sod excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 100 regular and 4 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 34 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 9 in the conventional system service area. Many of these calls were due to the heavy rainstorms last week.
- Responded to 4 Request for Utility Verifications for residential and commercial properties.
- Crews repaired a 6” drain line at the Water Plant.
- Check of all 5 LPS systems.
- Crews cleaned 6 sanitary service lines for PM.
- Crews replaced and rewired 14 pep tank pumps to the new style Champion pumps.
- Crews repaired a broken sanitary service @ 169 Arlington Way.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters, and west Ormond AM all normal.
- Crews performed 2 pep tank Locates and 7 reuse service turn offs for customer service.
- Crews restored all the past jobs with fill dirt and sod, putting them back to original condition.
- Crews responded to and repaired a broke clean out @ 393 Fleming Ave.
- Performed onsite inspection of both OSCC and TOCC lake levels.
- Crews performed a sanitary sewer disconnect @ 327 N. Beach St.
- Called in locates for a new 1” reuse tap @ 588 John Anderson Dr. This job is on hold until the proper permits are approved and paid for.
- Crews located a reuse service @ 170 Ellicott Dr. and repaired a broken clean out cap @ 637 Ocean Shore Dr.
- Crews inspected and televised a sanitary man hole that has a depression around it @ 365 N. Beach St. The Street Div. added cold patch to make it safe for traffic.
- Crews replaced a collapsed tank @ 10 Black Creek Way.
- Crews located and opened a closed reuse main line valve @ 169 Valencia Ave.
- Broken Tank List:
 - 32 Black Hickory Way.
 - 3 Clydesdale Dr.
 - 2 Fox Cliff Way.
 - 9 Bent Stream Way.
 - 15 Huntmaster Ct.
 - 16 Black Water Way.
 - 32 Black Pine Way.

Wastewater Plant – Lift Stations

- Post Anoxic Basin, repair electrical issues at submersible mixer controls and place all 4 submersible mixers back online.
- Effluent Transfer Pump #2, won't power up for Operator, checked fuses and circuitry, found main power leads burned and damaged, out of service, repairs are scheduled.
- 2P – called by Collections Division, station backing up, FPL at station not available, no WIN911 calls received, support outage with generator as needed, SCADA Tech to diagnose/repair “No Call” as needed.
- 4P, installed grating at base of steps to cover open drain for safety, ok.
- Follow up from weekend call outs – Southern Pines – Breakaway Trails – Pathways School – Towne Square – Cypress Place – Shadow Crossings – Il Villagio – Huntington Woods – Deer Creek – check all stations for safe and efficient operations, all ok.
- IL Villagio – follow up from call out, break down generator and return to Carport.
- 7M1, follow up from call out, pulled pump#1 to clear blockage at volute, and replaced impeller & wear ring, ok.

- Post Anoxic Submersible Mixer #1-2, mixer and control circuits failed, replaced mixer with new unit and made temporary power connections until designated can be repaired, nonoperational pumps submitted for repair.
- 4M – daily station check during high flows due to severe weather incidents, found station to be catching up with flows thus allowing adjustment at the probe closer to normal operating location, ok;
- Carrousel Splitter Box, continued lubricating and exercising Weir gate gear box.
- Breakaway Trails, replaced motor starter with soft start, ok.
- HR, worked with Economy Electric to replace SCADA antenna. Antenna pole broken at top, unrepairable, will begin procurement of a replacement pole.
- WIN911 monitor/response: Southern Pines, Breakaway Trails, Pathways School, Towne Square, Cypress Place, Shadow Crossings, Il Villagio, Huntington Woods, Deer Creek, assorted phase loss and high level calls from each station over approximately 1½ hours' time, severe weather, all storm related power outages, all station powered back up after storm subsided, check each station after storm, all returned to normal operation, ok; 1M, Il Villagio, high level at both stations, - 1M - found to be pumping ground water due to severe weather flooding roads and covering manholes throughout the gravity system, station holding, will monitor, Il Villagio, found to be high level due to power outage, FPL transformer out of service, set up generator until repair can be made, ok at this time; 4M, high level, found station to be pumping infiltration/inflow from recent heavy rains and standing water; 7M1, high level, found wet well high, found both VFDs tripped, reboot VFDs, both operational at this time, Pump #2 operating within all parameters, Pump #1 high amp draw, reversed pump to clear blockage at volute, ok at this time.
- SCADA monitor/response: 2P, not alternating properly, repaired vacuum systems, ok; 7M, no starts #1, reset motor starter, ok; 2P, high run hours at pump #2, pulled pump to deragg impeller & volute, ok; 7M, no starts #1, pulled pump to clear blockage at volute, ok; 1M, no starts pump #1 and pump #2, station showing continuous run since midnight at SCADA, found station to be pumping continuously to keep up with infiltration/inflow, will continue to monitor until flows subside, ok; HOMAC, Camelot, high starts, cleaned probe, ok.
- Weekly Plant PM's: Grit Snail (OSS); Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Bar Screens, #1, #2.
- Lift Station PM's: 12 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 27H, used troubleshooting steps provided by Avanti Company for flow meter, flow meter is inducing noise on 4-20ma loop, Avanti mailed a loaned factory signal isolator for troubleshooting, (waiting on isolator to come in mail) to continue
- Security camera for front & back gate not working, cleaned up server located in electrical room. Speaking with IT for possible replacements of cameras and servers.
- Lift stations HH and SR, SR replaced pressure transducer and fuse that provides loop power to transducer, HH replaced pressure transducer, ok.
- Clear well #2, verified transfer pumps auto rotated on Wednesday @ 10am, ok. (Part of warranty work done by Rocha controls)
- SC & BT, verified make up well settings to be; BT, on 14 Ft off 18 Ft; SC, on 18 Ft off 28 Ft.
- SC Reuse, added fault auto reset function (10 minutes) on Shadow crossings VFD's.
- Lime Slacker #2, replace reed switch on paddle shaft, ok.
- Well 27H, pick up newly fabricated rooftop access cover from sheet metal shop and modify it for use as an exhaust fan mounting cover, cut fresh air vent into door, plumb in sample line, spray walls with bleach to kill mold.
- Hypo chloride Pump #7, repaired leaking PVC line, ok.
- Well 29H, well not responding, motor windings are shorted, possibly caused by buried control wires that are submerged in water and have become unreliable, exploring possible solutions with control wire.
- Lime slurry pump#2, grease and lubricate as needed.

- B.A.T., wells weed control.
- Operational Check: Riverview, Granada, Tomoka State Park, Standish Booster Stations.
- PM's: Hudson Wells 22, 23, 24, 25, 26, 27, 28, 29, 30; B.A.T. Wells 2, 3, 4.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Consumptive Use Permit (CUP) – The City's contract environmental consultant has delivered the wetlands health assessment portion of the Wetlands monitoring report in the Rima Ridge wellfield. Staff is currently reviewing the assessment. Once the review is complete the report will be submitted to the SJRWMD.
- Reuse Groundwater Monitoring – Staff submitted results from the sampling of the groundwater wells located on Oceanside Country Club property as required by the City's WWTF operating permit to the FDEP. The data allows the Department to assess the impact of utilization of reuse water on the local groundwater.
- Local Limits Evaluation – Staff requested a substantial permit modification from the FDEP to obtain final approval of the new Local Limits. The new Local Limits received preliminary approval by the FDEP and subsequently were accepted by the City Commission. FDEP is reviewing the entire package before providing the final steps to approval.
- WWTF Bioassay Reduced Monitoring – Staff is beginning the process to submit a request to FDEP to reduce the bioassay monitoring from quarterly to annually. The WWTF successfully passed four consecutive analysis allowing the City to request the reduction.
- WWTF Operating Permit Renewal – Staff is gathering data to request a permit renewal for the WWTF from the FDEP.
- EPA Discharge Monitoring Report- Quality Assurance Study 38 – Staff is submitting the required analytical results from the City's WWTF laboratory as well as contract laboratories utilized by the City. The DMRQA-38 tests the analytical data the City is receiving for both precision and accuracy.

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 Acting Assistant City Manager
- Staff attended and provided support for August 21, 2018, City Commission meeting
- City Clerk attended Claims Committee meeting