

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: October 19, 2018

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

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- Prep work for The OB Life event on October 23
- General discussion meetings with various members of senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with Mayor Partington, Commissioner Boehm, and Commissioner Littleton
- Ormond MainStreet annual celebration
- Police command staff and citizen regarding traffic concerns in Ormond Lakes
- Public Crimeview meeting
- PACE board meeting

**Community Development**

Planning

- There is one variance application scheduled for the November 7, 2018, Board of Adjustment and Appeals located at 712 Tennessee Terrace. The applicant is seeking to install a mobile home on a vacant lot and is seeking a rear yard variance of 7' with a final setback of 13' and a side corner yard variance of 15' with a final setback of 15'.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued
- 360 inspections performed within the City (4 by Private Provider)
- 130 permits issued within the City, with a valuation of \$2,688,484

Development Services

- The property at 600 South Atlantic Avenue, the former Stacey's Buffet, has been issued a partial demolition permit and demolition activities have started. The project has an approved site plan.
- The property at 1520 West Granada Boulevard is working towards the issuance of demolition, site engineering, and building permits. The project proposes to demolish the existing gas station and construct a bank.
- The property at 1287 West Granada Boulevard, Zaxby's, is working towards a Certificate of Occupancy. The SPRC is awaiting final as-builts and anticipates a final inspection early next week.
- The property at 1521 West Granada Boulevard, Wal-Mart, has been issued a permit and has started the construction of an electric vehicle charging station within their parking lot.
- City staff attended a coordination meeting regarding the Pineland subdivision with D.R. Horton representatives, the project engineer, and the Ormond Green subdivision Home Owner's Association.

- The Site Plan Review Committee (SPRC) met as follows:
  - With the homeowner along Riverside Drive who is interested in abutting a vacant lot abutting their existing home and combining the two lots. The combination could require the re-location of a drainage structure and easement.
  - Discussed the potential re-alignment of Pineland Road in association with the Security First project with the project engineers.
  - Conducted a pre-application meeting regarding the property at 330 South Atlantic Avenue, the former Burger King restaurant. The proposed use is a sit down restaurant with no drive thru.
  - Discussed and permitted the special event permit submitted by 1725 North U.S. Highway 1, Moonshine Campground, as required by the Interlocal Service Boundary Agreement.
  
- Projects under SPRC review include:
  - 275 Interchange Blvd., Extended Stay America. The project proposes a hotel with 124 rooms of 53,857 square feet. The building is four stories in height. The project would require a Planned Business Development rezoning with a neighborhood meeting, Planning Board review, and City Commission action.
  - 221 Vining Court, Salty Church. Construction of a new 11,585 SF building and site improvements. The project would require a Special Exception amendment with a neighborhood meeting, Planning Board review, and City Commission action.
  - Pineland subdivision. Minor amendment to the approved site plan to update the site plan based on the shop detail drawings (detailed utility drawings).
  
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	75%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	95%
Cardinal Drive Beach parking	10%
Davita Dialysis	20%
Edgewell site work	100%
For Our Parents ALF	80%
Granada Pointe	50%
Lot 2, Airport Business Park	50%
Maxton Group loading dock	100%
Oasis Church, water line extension	70%
Ormond RC, Fitness Center & Building 1C	0%
Pineland	5%
Prince of Peace, Like New addition	75%
Prince of Peace, office addition	75%
Security First	45%

Shoppes on Granada, Phase 2	10%
Thomas & Betts parking improvements (phase 1)	80%
Zaxby's	92%
Independence Recycling of Volusia	0%
Plantation Oaks, utility connection	95%
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.
  - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 19 companies have been visited.
  - Staff attended the National Business Aviation Association Conference in Orlando with Team Volusia Economic Development Corp to promote Ormond Beach Municipal Airport and market development opportunities in Ormond Beach.

**Finance/Budget/Utility Billing Services/Grants/PIO**

Finance

- On-going Projects
  - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for Hurricane Matthew. To-date the City has received \$6.2 million dollars for Hurricane Matthew reimbursement.

- FEMA assessment, project planning and project worksheet development for Hurricane Irma continue. In regards to Hurricane Irma, 90% of expenses have been submitted to FEMA for obligation review.
- Preparations for the Munis Phase 3, Utility Billing system are underway.
- Preparations are underway for the fiscal year 2017-18 audit.
- Completed Projects - Weekly
  - Processed 99 Journal Entry Batches.
  - Approved 30 Purchase Requisitions totaling \$940,901.51.
  - Issued 46 Purchase Orders totaling \$1,167,935.50.
  - Prepared 152 Accounts Payable checks totaling \$814,376.89 and 29 Accounts Payable EFT payments totaling \$1,845,951.63.
  - Issued 1,226 past due notices on utility accounts.
  - Auto-called 86 utility customers regarding receipt of a past due notice.
  - Processed 527 payments through Interactive Voice Response System totaling \$53,654.79.
  - Grant money 2017-18 fiscal year-to-date total received, \$7.1 million dollars.

#### Grants/PIO

- Press Releases
  - Seniors Got Talent (10/28 and 11/4)
  - Water Utility Bills (delay in production and mailing due to Hurricane Michael)
  - Water Utility Bills (updated, appx. 2,000 customers affected, dates adjusted)
  - Hometown Heroes Banner Program
  - Runway Rehab Project Begins
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly events calendar ad for Ormond Observer.
  - Attended NIAB meeting as liaison and provided updates regarding CDBG activities, annual funding, and tentative meeting dates for 2019.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Completed acceptance package for the Justice Assistance Grant (JAG) approval for the purchase of tactical vests.
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### Fire Department

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 6
  - Hazardous: 3
  - EMS: 85
  - Motor Vehicle Accidents: 12
  - Public Assists: 47
  - TOTAL CALLS: 154
- Aid provided to other agencies: 16 Calls – Daytona Beach (3), Volusia County (13)
- Total staff hours provided to other agencies: 15
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2

- Total EMS patients treated: 67
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 410
  
- Training Hours
  - NFPA 472: 3
  - NFPA 1001: Firefighting 44
  - NFPA 1002: Driver 3
  - NFPA 1021: Officer 5
  - NFPA 1500: Safety/Equipment 45
  - NFPA 1620: Preplanning 8
  - EMT/Paramedic 19
  - TOTAL TRAINING HOURS: 127
  
- Station Activities
  - Updated 3 pre-fire plans
  - Serviced 18 fire hydrants
  - Provided tour of Fire Station 91 to group of Boy Scouts
  - Instructed the quarterly CPR and AED course to 8 Ormond Beach residents
  - Provided fire extinguisher demonstration for residents of Ormond Heritage Condominiums
  - Provided public education to the following schools for fire prevention month:

Children in Attendance

Dream City Academy	45
Kids City USA	60
Salty Kids Preschool	70
St. Brendan School	40

- Significant Incidents
  - 10-14-18, 1:14 PM: 1760 W. Granada Blvd. – Motor Vehicle Accident – Responded to a car vs motorcycle collision – one patient transported as a trauma alert.
  - 10-14-18, 5:07 PM: 759 S. Atlantic Ave. – Motor Vehicle Accident – Responded to a single motorcycle down – one patient transported as a trauma alert – a firefighter assisted EVAC with patient care during transport.

**Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Part Time Maintenance Worker I (PAC/Leisure Services) open 10-8-18 until 10-21-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services) open 10-9-18 until 10-21-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services) open 10-9-18 until 10-21-18. Advertised on City web site, governmentjobs.com, and internally.
    - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
    - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant) re-advertised 10-9-18 until 11-4-18. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.
  
  - Applications Under Review
    - Evidence/Crime Scene Supervisor
    - Maintenance Worker II (Streets/Public Works)
    - Permit Technician (Planning)
    - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)

- Interviews Scheduled
  - Accounting Technician (Payroll/Finance)
  - Firefighter/EMT/Paramedic (Fire)
  - Police Officer (Police)
  - Utilities Manager (Utilities/Public Works)
- Background/Reference Checks/Job Offers
  - Assistant City Clerk (Support Services)
  - Civil Engineer (Engineering)
  - Neighborhood Improvement Officer (Police)
  - Police Officer (Police)
  - Recreation Leader (PAL/Police)
- Separations
  - Accounting Tech (Payroll/Finance)
- Employee Events
  - Skin cancer screenings for HSA contributions continue through 12-31-18
  - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
  - Employee Appreciation Day scheduled for 10-24-18
  - Nationwide representative here to meet with employees 11-9-18
  - ICMA representative here to meet with employees 11-30-18
- Risk Management Projects
  - Assisted with Employee Appreciation Day preparations
  - Processed general liability claims
  - Processed subrogation demands/receipts

#### **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: 13
    - Completed: 29
    - In progress: 25
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 51,696
    - Inbound E-Mails Blocked: 33,017
    - Delivered Inbound E-Mails: 18,679
    - Quarantined Messages: 393
    - Percentage Good Email: 36.1%
    - Virus E-Mails Blocked: 0

- Notable Events: None
  
- Geographical Information Systems (GIS)
  - Addressing
  - Additions: 6
  - Changes: 6
  - Corrections: 2
  - Map/Information Requests: 15
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 2,299
  - Meters GPS Located this week: 4 : Total in system = 23,680; 22,897 potable, 772 Irrigation, 11 Effluent
  - Notable Events: None

### **Leisure Services**

#### **Administration**

- Supervisory Staff meeting
- Public Works Staff meeting
- City Manager's meeting
- Assistant City Manager's meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Working on OB Life PowerPoint presentation
- VCRDA meeting
- Working on Hometown Heroes rollout
- City Commission meeting
- Building Maintenance meeting
- Ormond Beach Historical Society Board 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.
- Laura Albert from Lyonia Environmental Center gave a reptiles program on Saturday from 10 am to 11 am.
- The Ormond Beach Police Department held a Strategic Planning Meeting in the EDC Classroom on Wednesday from 11 am to 3 pm.

#### **Athletics**

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex.

- Pride Football continued their practices at the Sports Complex on Multipurpose Fields 11 and 12. Practices are Monday through Thursday starting at 5:30 pm.
- OBSC recreational and competitive practices continue Monday-Thursday evenings at 6 pm on Fields 1-6 and 8-10 at the Sports Complex.
- OBGS Baseball competitive practices continue Monday-Thursday evenings at 6 pm on Nova Fields 2-5 and Kiwanis.
- Lady Renegades and recreational softball teams continue practices Monday-Thursday evenings at 6 pm on Quads 1 and 2 at the Sports Complex.
- City Flag Football Program continued their game season Monday-Friday night at the Sports Complex on Quad 3 and the Kiwanis Field.
- City Youth Volleyball Program continues Monday and Wednesday evening from 6 pm-7:45 pm at the Nova Gym. Currently there are 51 participants signed up.
- City Adult Volleyball Program continues this week on Tuesday evening from 6:15 pm-8:15 pm at the Nova Gym. Currently there are 19 players signed up.
- OBYBSA Baseball/Softball continued their game season this week on the Quad and T-Ball Fields at the Sports Complex as well as the Nova Fields.
- Staff prepared the Ormond Beach Soccer Club's recreational program games on Saturday beginning at 9 am on the soccer fields at the Sports Complex.
- Staff prepared for the Pride football games on Saturday beginning at 9 am on Saturday on Championship Field at the Sports Complex.

#### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Dragged South Ormond and Osceola fields
- Painted Multi-Purpose Fields 11 and 12 for Pride Football Practices
- Painted Kiwanis Field and Quad 3 for Flag Football games
- Painted Championship Field 7 for Pride Football games
- Painted soccer fields for games each Saturday for OBSC Rec and Comp Program
- Painted soccer grass parking lot
- Mark Nova Fields, Quad, and T-Ball Fields for OBYBSA games
- Painted foul lines at Quad, Nova, and Wendelstedt Fields
- Repaired batter's eye windscreen on Kiwanis Field
- Added clay and turface to Nova Field 4
- Replaced home plate on Nova Field 3

#### Senior Center

- Granada Squares was held on Tuesday from 6:30 pm to 9 pm.
- Thousand Oaks HOA meeting Tuesday 7pm to 8:30 pm.

#### 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 11 pm daily



- Fitness room
- Open gym
- YMCA flag football Monday/Tuesday/Friday beginning at 5:30 pm
- PAL tutoring Monday-Thursday from 3 pm-6 pm
- Repast Saturday
- Baby shower Sunday

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisted with Senior Games tasks
- Preliminary planning activities for the following upcoming events:
  - Employee Appreciation Day
  - Senior Games Kickoff Luncheon
  - Veterans Day
  - Holiday Concert
  - Santa on the Go
  - Letters to Santa
  - Home for the Holidays Parade
  - Breakfast with Santa

#### Gymnastics

- Registration is open for October session
- October session in progress
- Pop Warner Gym rental Tuesday/Thursday evenings
- Open Gym, Friday, October 19, 6 pm-8 pm

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- Coed Volleyball continued on Monday and Wednesday.
- Adult Volleyball continued on Tuesday.
- Lunch Bunch continued on Wednesday.

#### The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 1 pm and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- Ormond LIVE took place in Rockefeller Gardens on Saturday from 10 am-10 pm.
- MS Bike run held a pit stop at Fortunato Park on Saturday from 10 am-3 pm.
- A party rental took place at Bailey Riverbridge on Saturday from 11 am-3 pm.
- Missing Peace met at Bailey Riverbridge on Sunday from 10:30 am-12 pm.
- The Art Guild is holding a display in The Casements Gallery throughout the month of October
- The Casements Camera Club held a meeting at Bailey Riverbridge on Tuesday from 10 am-12 pm.
- Missing Peace held a meeting at Bailey Riverbridge on Tuesday from 5 pm-6 pm.
- The Guild and The Casements Coordinator met with Architect Ken Smith to discuss the carriage house expansion on Wednesday at 10 am.
- A Home for the Holidays Parade meeting was held on Wednesday from 4 pm-5 pm.
- Greek cooking class took place on Thursday from 4:30 pm-8:30 pm.
- A wedding ceremony was held on Friday from 2 pm-3 pm.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am-11:30 am.

### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Birthplace of Speed: Replaced broken parking curbs
- Fortunato Pier: Replaced top handrail board
- Andy Romano Beachfront Park: Installed new AED sign
- Magic Forest Park: Repaired green slide; replaced damaged "No Smoking" sign, replaced missing board, fixed ADA strap on swing

### 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
- Installed a new clothes dryer at Fire Station 92
- Replaced back door key pad at Finance
- Replaced two taxiway lights at the Airport
- Repaired Gate 9 at the Airport
- Repaired taxiway Bravo light at the Airport
- Repaired the classroom door key hole at the Environmental Discovery Center
- Repaired the kitchen lights at Fire Station 92
- Replaced the influent explosion proof light at WWTP
- Repaired the dugout box at Kiwanis Field
- Replaced ceiling tiles in the blue room at the PAC
- Checked the communication for Gate 13 at the Airport
- Replaced the auto fill first floor toilet at Ames House
- Repaired toilets Fields 2,3 and 4 at Nova
- Installed a cabinet light in Permitting at City Hall

### Police Department

#### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended a bicycle safety event at Osceola Elementary
- Staff attended Keiser University Advisory Board Meeting
- Staff hosted meeting with Votran in regards to bus benches
- Staff attended OB Life planning meetings
- Staff hosted an awards committee meeting
- Staff attended City Commission Meeting
- Captain Smith was a greeter at City Commission Meeting

#### Community Outreach

- Youth Director Council (YDC)
  - The next meeting for the YDC was Wednesday, October 17. During the meeting members reviewed upcoming community service projects for the 2018-19 program year.
- OBPAL Basketball
  - Twenty (20) members of the basketball program participated in practice last week. Practice for members will continue though the fall. Individual and group skills development practices will be held on Monday and Wednesday from 7:00 – 9:00 pm.
- OBPAL Fall Educational Programs
  - *Tutors R Us* is offered afterschool Monday- Thursday from 3:00 – 6:00 pm in partnership with the Department of Leisure Services at the South Ormond Neighborhood Center. The program

- began last week and will continue for 8 weeks. Currently, 16 elementary and middle school aged youths are registered. The program provides one-on-one and small group tutoring to improve skills in math, reading, science and language arts.
- *Science on Patrol* at Ormond Beach Middle School began on October 9. Last week 31 students attended the crime scene investigation program. *Science on Patrol* at Ormond Beach Elementary began October 11. Last week 9 youths attended the program.
  - *Reading with a Cop* begins October 24, 2018.
  - Annual OBPAL Golf Tournament
    - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 3, 2018. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson. For more information of *Golfing for Youth* please call OBPAL at (386) 676-3505.

#### Community Services & Animal Control

- Animal Calls responded to: 66
- Animal Reports: 9
- Trap Neuter Release: 3
- Animal Bites: 1
- Animals to Halifax: 5
- Wildlife Calls: 0
- Found Property Reports: 1

#### Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 2
- Inactive: 0
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 5
- Grand Theft: 5
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Aggravated Battery: 1
- Police Information: 2
- Suspicious Incident: 1
- Baker Act: 1

#### Records

- Walk - Ins / Window: 115
- Phone Calls: 186
- Arrest / NTA'S: 35
- Reports Generated: 147
- Reports Entered: 110
- Citations Issued: 49
- Citations Entered: 72
- Warnings Entered: 231
- Trespass Warnings: 18
- CORF Entered: 59
- Mail / Faxes / Request: 24

#### Patrol

- Total Calls: 1,349
- Total Traffic Stops: 147

#### Operations

Crime Opportunity Report Forms: 136

10/10/2018

- Stolen Vehicle, 85 South Ridgewood Avenue. Victim believes a known suspect stole the vehicle.
- Burglary Residence, 730 South Beach Street. House was burglarized sometime over the past few days.
- Warrant Arrest, 3 North Yonge Street (Sunoco). Subject with a warrant was contacted at this location.
- Burglary Business, 75 North Nova Road unit 3 (T-Mobile). Two (2) subjects entered the store overnight and stole cell phones.
- Larceny, 735 South Nova Road (Wash Up Laundromat). Victim left a cell phone on the shelf and when returned to get it, the phone was gone.
- Robbery, 275 South Washington Street unit B. A subject known to the victim wrestled a cell phone away and left the scene.
- Miscellaneous Arrest, 21 North Nova Road (Mr. Wich Deli). A subject that was being disruptive was arrested for disorderly intoxication.
- Warrant Arrest, 528 Fred Gamble Way. A subject with a warrant was located at this location.

10/11/2018

- Larceny, 5 South Yonge Street (Mobile Gas). Five (5) lottery books were stolen since March.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Battery/Domestic Violence, 12 Southland Road. Two (2) family members were in an argument where one (1) of them tried to run over the other with a truck. Subject left the scene prior to police arrival.
- Warrant Arrest, 528 Fred Gamble Way. Subject with a warrant was contacted at this residence.

10/12/2018

- Battery/Domestic Violence, 26 Rosewood Avenue. Two (2) subjects in a relationship were in a physical disturbance. The aggressor left the scene prior to police arrival.
- Warrant Arrest, 90 Riverview Drive. Subject with a warrant was contacted at this residence. The subject was non-compliant and force was used (pepper spray) to make the arrest.
- Battery/Domestic Violence Arrest, 570 Collins Street. Subject was arrested for battering a relative.
- Warrant Arrest, 52 Horseshow Falls Drive. Subject with a warrant was contacted at this residence.
- Traffic Arrest, 800 Block Hand Avenue. Subject was stopped for a traffic violation and ultimately arrested for Driving Under the Influence.
- Carbreak, 691 South Center Street. Entry was made breaking a lock on the vehicle. Power tools were stolen.
- Battery/Domestic Violence Arrest, 29 Black Creek Way. Two (2) family members were in a physical fight. The aggressor was arrested.
- Narcotics Arrest, 401 North Beach Street (Melrose Park). Subject with narcotics was contacted in the park.
- Warrant Arrest, 401 North Beach Street (Melrose Park). Two (2) subjects with warrants were contacted at the park

10/13/2018

- Battery, 75 Dix Avenue and 119 Rogers Park Drive. There was a disturbance at the Dix Avenue residence. When officers arrived, the house was empty, however, it looked like there was a crime scene inside. Shortly after there was another disturbance at Rogers Park Drive which was related.
- Violation of Injunction Arrest, 90 John Anderson Drive. Subject that was in violation of a court order was contacted at this residence.
- Burglary Residence, 528 Fred Gamble Way. Residence arrived at home to find that entry was made to the house and a bicycle was stolen.
- Violation of Pre-Trial Arrest, 75 Dix Avenue. A subject was found at this residence that was in violation of a court order.
- Narcotics Arrest, 200 Block North Yonge Street. Subject was stopped in the area that had narcotics on their person.

10/14/2018

- Shoplifting, 1345 West Granada Boulevard (Game Stop). Two (2) subjects entered the store and stolen an iPad.
- City Ordinance Arrest, 105 Interchange Boulevard (McDonalds). Subject was contacted while drinking alcohol in public.
- Prowling Arrest, 795 Alcazar Avenue. Officers responded to the location for possible squatters in the home. Two (2) subjects were found in the home. The utilities were also tampered with and they were charged accordingly.
- Battery/Domestic Violence Arrest, 1567 North United States Highway One (Econo Lodge). Two (2) subjects were in a physical fight. The aggressor was arrested.
- Battery/Domestic Violence Arrest, 26 Rosewood Avenue. Two (2) subjects where in a physical fight. The aggressor was arrested.

10/15/2018

- Larceny, 2235 Baja Trail. Known subject stole items while a visitor in the home.
- Carbreak, 795 West Granada Boulevard (CVS). Purse was stolen from an unlocked vehicle.
- Trespass Arrest, 393 West Granada Boulevard (Fletchers Irish Pub). Subject that was issued a trespass warning returned to the property.
- Warrant Arrest, 530 South Center Street. Subject with a warrant was contacted at this residence.
- Battery/Domestic Violence Arrest, 3 Carmel Court. Two (2) family members were in a physical fight. The aggressor was arrested.
- Narcotics Arrest, 3 North Yonge Street (Sunoco). A traffic stop found narcotics on the driver.

10/16/2018

- Burglary Residence, 89½ North Yonge Street. Attempted entry by breaking a window.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in clothing and attempted to leave the store.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in clothing and attempted to leave the store.
- Battery/Domestic Violence Arrest, 51 South Atlantic Avenue (Royal Floridian). Subject battered a family member then fled the area after stealing a car belonging to the same family member. The subject then fled from another agency and crashed in Flagler County.
- Traffic Arrest, 100 Block West Granada Boulevard. Subject fled from officers on a motorcycle. An unmarked VCSO vehicle followed the motorcycle until it became stuck in a mobile home park.
- Warrant Arrest, 100 South Nova Road (Rivergate Plaza). Subject with a warrant was contacted at this address.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 27
  - Number of Uniform Traffic Citations Issued: 26
  - Number of Written Warnings Issued: 3

- Number of parking tickets issued: 1
- Traffic Crash Reports
  - Number of Crashes without Injuries: 18
  - Number of Crashes with Injuries: 10
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 0

### Neighborhood Improvement

#### Weekly inspection statistics by Commissioner Zones

- Zone 1: 13 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 7 Case initiated
- Zone 4: 8 Cases initiated
- 48 signs have either been removed or sign cases created.
- 8 tree removal permit requests
- Administrative staff assisted with two (2) walk-ins and ninety-one (91) telephonic inquiries.

### Public Works

#### Airport Operation and Development

- The next meeting of the Aviation Advisory Board will be held on Monday, October 29 at 7:00 pm.
- Construction activity on the project to rehabilitate the pavement and electrical systems of the primary runway at the airport is scheduled to commence on Monday, October 22. **Runway 8/26 will be closed for the duration of the construction phase of this project, which is approximately 120 days. The airport will remain open for normal operations via utilization of the airport's secondary runway, Runway 17/35.**
- The City Commission has approved execution of a professional services agreement between the City and Hoyle, Tanner & Associates, Inc. (HTA), regarding design engineering and easement acquisition services for the projects to extend Runway 8 and Taxiway Alpha at the Ormond Beach Municipal Airport. HTA was selected for this project pursuant to RFQ 2018-23.
- Super Petrel USA has requested to add Fixed Base Operator (FBO) Category 5 to their current FBO Category 4 status. This will allow Super Petrel USA to perform maintenance on their customers' aircraft such as periodic repairs, compliance inspections, propeller and accessory maintenance. The company will soon sign a 3 year lease agreement on their hangar facility at the airport as they seek to expand operations here in Ormond Beach.
- Staff has scheduled an onsite visit this week for service personnel to review the maintenance plan for the pedestrian gate at the air traffic control tower, and order components and materials needed to complete the planned repairs.

### Engineering

- Projects Summaries
  - Construction Projects:
    - Ph III 2-Inch Water Main Replacement – Mainland – Water main and meter switch-overs are underway on Putnam Avenue. Final restoration is underway on Fir Street and Pine Street.
    - Effluent Outfall Replacement –The City Commission approved the additional work to the existing contract. The contractor anticipates remobilizing in mid-November once materials are delivered to complete the additional repairs.
    - Storm and Sewer Lining – Sanitary Sewer lining operations on Granada Blvd. are underway and anticipated to take 2-3 weeks.
    - Deer Creek Reclaimed Water – Contractor completed the directional drill and connection at the west end of project. The reuse main was tested for several days and worked satisfactorily. The finance Department issued notices to the residents of Deer Creek informing them that they will be having their irrigation water converted to reuse and will be billed by the City at the \$8/month rate. The conversion will start on December 1.

- Ormond Crossings Utility Extensions – All off-site utilities have been installed and pressure tested. Contractor working on on-site utility work.
- Downtown Light Replacement – The contractor is installing new poles and fixture heads, work 70% complete.
- Rockefeller Gardens Stage Shade Cover – Comments were addressed and contractor received a building permit, and is coordinating fabrication. Installation of shade structure will be early next year.
- Forest Hills Connector Trail – A pre-construction meeting was held September 26; staff met with the contractor and compliance officer to setup reporting to meet federal requirements. A notice to proceed was issued this week.
- 2018 Road Rehabilitation-Resurfacing – The driveway and curb & gutter repairs on Hummingbird lane, Orchard Lane, and in the Main Trail areas are complete. The contractor will return in a few weeks to begin paving operations.
- Main Trail Bridge Repair – Work is underway and expected to be completed in a few weeks.
- Laurel Creek Stream Gauges – A purchase order was issued to Economy Electric to install the conduit and gauges, and coordinate the calibration of the new stations.
- MacDonald House – A work authorization for initial phase improvements has been issued to the construction manager and geotechnical consultant for structural inspection while work is in process. Staff met with Ormond Beach Historical Society to coordinate these activities.
- Bidding:
  - Fishing Pier Repair – The bid from Brothers Construction Inc. was approved by the CC. Contracts will be prepared for execution.
  - Security First Off-site Water Main Improvements – The bid from JD Weber was approved by the CC. Contracts will be prepared for execution.
  - Coquina Court Drainage – Bids were opened on October 10, the bid award agenda item is scheduled for December.
- Design Projects:
  - North US1 Water Main Improvements – The consultant for the redundant 12-inch water main from Hull Road to Destination Daytona is preparing the final plans following the 60% review meeting.
  - Breakaway Trails Storage and Pumping Improvements – Fifty percent review plans were received, a meeting to review these plans was held with City staff and the consultant this week. Staff submitted a cooperative funding grant quarterly update report to SJRWMD.
  - Cassen Park Public Dock and Breakwater Extension – Final plans were submitted for review. The project is scheduled for advertising for bids in December. Consultant is working with FDEP on the submerged land lease that is required for the dock project and design of the breakwater expansion.
  - WTP Sludge Residuals Facility Improvements – The consultant is designing the modifications to the plans and expects to be complete and ready to bid the project by January.
  - WWTP Sludge Dewatering Improvements – Consultant submitted final plans. A review meeting was held and the consultant will finalize plans for bidding. Funding for this project is in FY 2018-19.
  - Fleming Ave Stormdrain Improvements – The City Commission approved the design work authorization, consultant has completed the survey work and is moving forward with design.
  - Wilmette Avenue Pumping – Consultant is preparing a scope of services to complete the bid documents.
  - Cassen Park Improvements (Paving and Restroom Replacement) –SJRWMD comments are being addressed.
  - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Construction manager quote has been submitted, preparing City Commission agenda item for approval.

- OBSC Improvements – Championship Field 7 – Due to a funding shortfall for this project staff intends to apply for an ECHO grant which, if approved, would provide funding in June 2019.
- Secondary Raw Water Main – The consultant is working on plan revisions.
- Granada Median Landscape Improvements (Orchard Street to I-95) – FDOT sent comments and they are currently being addressed. Revised plans will be submitted back to them shortly.
- A1A Force Main Repair – The engineer is finalizing the plans and specifications for bidding.
- Water Plant Upgrades – Staff met with the Volusia County Health Department for a pre-application meeting for the chlorine conversion portion of this project.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Staff met with R2CTPO BPAC regarding City's request for additional design funds. Staff continues to work with FDOT to proceed with design.
- Fleming Avenue Stormwater Pump Station – Proposals are due on October 23.
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily engineering permit applications through the ProjectDOX system.
  - Reviewed plans and created approved work-in-the-right-of-way permits for directional bores along multiple streets in The Trails subdivision and along Magnolia and Oak Avenues, per AT&T request.
  - Reviewed plans and created several approved work-in-the-right-of-way permits for 3 Sharon Terrace, 2-15 Cliffside Drive, 20-22 Sycamore Circle directional bores, per Brighthouse request.
  - Code violation meeting regarding illegal dock construction at 5 Pine Bluff Trail.
  - Made revisions to the Granada Median Landscape Plan, per FDOT comments.
  - Started work on creating as-builts for the North US1 median landscaping project, from Airport Road to Lincoln Avenue.
  - Prepared 16 FAA Obstruction Evaluation/Airport Airspace Analysis Filings for the new light poles to be installed for the Soccer Fields 1-3 & Baseball Field 3 lighting improvements project.
  - Researched old as-builts files for lift station 4M and provided PDF copies of same to Utilities Division, per request.
  - Began research for the sketch and legal description for 1057 Ocean Shore annexation, per Planning Department request.
  - Researched as-builts files for the old Fire Station 91 and provided PDF copies of same to Utilities Division, per request.
  - Assisted Neighborhood Improvement Division in the research of identifying the location of the easement associated with the code violation at 5 Pine Bluff Trail, and created exhibit map representing the sections described on the legal description.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Sidewalk grinding at City Hall
- Pull forms & cones/clean up on Hernandez
- Concrete pour at City Hall
- Pulled forms & cones/clean up at Ocean Shore & River Beach
- Asphalt patch on Harvard Dr; Loyola Dr; Lucky & Bosarvey
- Grinding asphalt on Tomoka Ave
- Poured 2 blend patches on S Beach St
- Stripped forms on Riverside Dr

### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches



- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Stump grinding citywide
- Trimming on Arroyo Pkwy & Montana; 200 block of Cumberland Ave; over R/W on Andalusia Ave
- Removed (2) dead pines at Airport Sports Soccer Fields; dead palm tree at N Beach St & Lincoln St; (2) dead pines on Ormond Lakes Blvd

#### 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
- Removed plastic fencing from Octoberfest on S Nova at Hand 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
- Worked at airport; measured for runway sign for fabrication and changed out signs
- Installed various residential speed limit signs in Lindenwood area

#### Stormwater Maintenance

- Reach out ditch mowing on US1; Pineland Trl
- Picked up sweeper from Orlando
- Basins inspected and cleaned in Zone 1; Zone 2
- Drain repair in The Casements
- Gutter repair on Fluhart
- Outfalls inspected and cleaned on N Beach St

#### Vactor

- In PW yard

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

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

#### Fleet

- Mileage traveled by all departments for the week: 22,631
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 12,493 gallons unleaded, 7,763 gallons diesel
  - Fuel used in one week: 1,923 gallons of unleaded and 785 gallons of diesel.

- Fleet completed 32 work orders this week.

## Utilities

### Projects Summary

- Alpha General Services, Inc. – Pep System Tanks & Components Sole Source Purchase resolution is tentatively scheduled for the November 5 City Commission agenda and is being reviewed by Finance Department
- Beach Street Manhole 13391 at 387 N. Beach Street – Driveway concrete poured and right-of-way sod placed.
- Breakaway Trails Reuse Storage and Pumping Improvements – Coordination meeting with engineering and consultant scheduled for October 17, 2018.
- Breakaway Trails Underground Distribution Facilities Installation Agreement with FPL – Agreement was approved under Resolution 2018-150.
- Breakaway Trails Underground Distribution Facilities Installation FPL Easement – Approval of the easement agreement is submitted for the December 4 City Commission Meeting. Review of submittal is pending.
- Breakaway Trails Yard Electrical and Pump Upgrades – Contract documents were sent to the contractor on October 11, 2018 for signature.
- Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Award recommendation to Danus Utilities, Inc. submitted for the November 5 City Commission meeting is under review by the Legal Department.
- Water Plant Elevated Storage Tank (EST) activities – Received a proposal from OM Engineering for construction management services.
- Water Tank Inspection and Cleaning Services – Addendum 1 was prepared.
- Utilities SCADA Upgrades (Software Purchase RFP) — Vendor signed VT SCADA agreement. Recommendation for purchase submitted for November 5 City Commission Meeting is being reviewed by the Finance Department.
- SCADA Integration Services RFP – Disposition memo, plans and specs submitted for approval at the November 5 City Commission meeting are being reviewed by the Finance Department.
- WTP LPRO Membrane Replacement – Reviewed plans and specifications and sent comments back to the consultant.
- WTP Sanitary Survey – Contractor visited the water plant to take measurements for the steel walkway replacement.
- WWTP Influent Pumps VFD Replacement –Recommendation to award the contract to Giles Electric submitted for presentation at the November 5 City Commission meeting is being reviewed by the Finance Department
- Xylem Sole Source Procurement Flygt Pumps – Products – Sole Source Purchase resolution submitted for the November 5 City Commission agenda is being reviewed by the Finance Department.
- 27 Tarpon Avenue – A Use Permit for a directional drill is being approved by Volusia County.
- 28 Wisteria Drive - A Use Permit for a directional drill is under review by Volusia County.
- 30 Capistrano - A Use Permit for a directional drill is under review by Volusia County.
- SPRC Projects (Utilities Review)
  - Salty Church, 221 Vining Court – First document submission under review in Project Dox.
  - Huntington Green – Met to discuss proposed development agreement.
  - Pineland – Reviewing shop drawings
  - 7-11, 1204 Ocean Shore Blvd – Revised as-builts were received. The backflow preventer for the irrigation system needs to be changed to an RPZ type.

### Water Treatment

- Delivered 39.42 million gallons for the week ending October 12, 2018 (5.63 MGD).
- Backwashed 11 filters for a total of 527,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 30, 2018 @ 6.203 MGD, SJRWMD 2018 allocation @ 7.477 MGD.

- Produced & hauled wet 54 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- Working towards bringing hypochlorite generator back online.
- Disinfected, tested and cleared Standish ground storage tank. It is back in service.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 34.14 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.88 MGD.
- Produced 28.37 Million Gallons of Reuse.
- Produced 5.77 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2017 - August 31, 2018 (MGD)): Influent 5.02 MGD (Permit 8 MGD); Surface Water Discharge 2.28 MGD (Permit 6 MGD); Reuse 3.19 MGD (Permit 10 MGD)
- Hauled 115.92 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to 9 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 13 water service leaks.
- Installed 2 new residential water services.
- Performed pressure testing on 9 city owned backflow preventers, 2 needed repairs.
- Replaced 15 broken meter boxes.
- Completed maintenance (replaced all bolts & repaint) on 13 fire hydrants in Hunters Ridge (Flagler).
- Started fire hydrant maintenance on beachside. 29 fire hydrants inspected and maintained.
- Performed valve maintenance on 9 main line valves.
- Performed a water meter accuracy test a 3" commercial water meter. Scheduled 4 commercial facilities for testing.
- Replaced 1 water meter, finance work order.
- Replaced 4 water services due to low pressure or leaking GSP.
- Performed 1 residential disconnect due to building demolition.
- Exercised valves under elevated water tower due to a leaking valve. Found and fully shut off.
- Graded and re-sod excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 96 utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP system service area and 6 in the conventional system service area.
- Crews performed a sanitary service disconnect @ 1520 W. Granada Blvd.
- Crews performed 4 PEP tank locates per homeowner request
- Project check of all 5 LPS systems.
- Crews replaced and rewired 4 PEP tank pumps to the new style Champion pumps.
- Met with a contractor about the new reuse tank inside the Breakaway compound, most all located underground utilities that may be in the area.
- Crews located sanitary cleanouts @ 33 S. St. Andrews. And @ 126 Saw Tooth Dr.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters, and west Ormond AM all normal. N. Ocean Shore is a little higher than normal.
- Crews performed 5 reuse service turn offs for customer service.
- Crews performing daily checks of the force main psi on N. Ocean Shore Blvd. hauling loads with the tanker as needed to lower psi.
- Performed onsite inspection of both OSCC and TOCC lake levels.
- Crews repaired a leaking reuse service @ 8 Lost Spring Way.

- Crews cleaned and televised a section of 8" main on Ormond Shores. To verify the cause of a sinkhole that has developed nearby.

#### Wastewater Plant – Lift Stations

- Influent Room, oversaw transfer of pump positioning status, ok.
- Grit Snail, completed reassembly of unit and installation of new belt & accessories.
- Influent #3, repaired air release valve, ok.
- Centrifuge #1, repaired grease gun, ok.
- Castle Gate, 6M, follow up from Sandy Oaks phase loss call out, stations are located in same area, ok.
- Chlorine Pump #2, not working, found bad A/C cord at plug, stripped back bad wiring and installed replacement plug from new inventory, ok.
- Towne Square, Walmart, San Marco, Halifax Medical Center assisted Collections Division as needed, monitored stations during reduced capacity of Hand Avenue force main during contractor/vendor work on SR40 gravity system, ok.
- Clarifier #1, tie off level sensor to catwalk, ok.
- 13M, repaired/replaced cabinet rack stand poles as needed, ok.
- Clarifier #3, Thompson rental pump, prepared for vendor retrieval of machine and all accessories.
- SC, installed new controller to accept level transducer, ok.
- SO, replaced RTU power supply, ok.
- Breakaway Trails-Rental Thompson portable lift station pump, fuel as needed.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Sandy Oaks, phase loss, found power out, support with generator as needed, ok; Southern Pines, phase loss, power restored upon arrival, ok.
- SCADA monitor/response: 7M1, uneven starts, reboot VFD, ok; San Marco, high starts, uneven run hours, pulled both pumps to clear blockages at volutes, replace impeller & wear ring #2, continuing to troubleshoot electrical components; Southern Pines, high starts, replaced pump controller and contact probe with new inventory, ok; 7M, high run hours, pulled both pumps to clear blockages at volutes, replace #1 Impeller & Wear Ring, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Bar Screens, #1, #2; Grit Snail; Reaeration Tank Submersible Aerator #1 South.
- Monthly Plant PM's: Sand Filters, #1, #2, #3; Influent Odor Control Unit; Grit Snail; Screw Pumps, #1, #2, #3.
- Quarterly Plant PM's: Bar Screen #2; Grit Snail; Screw Pumps, #1, #2, #3.
- Semiannual Plant PM's: Bar Screens, #2.
- Annual Plant PM's: Clarifier #2.
- Lift Station PM's: 14 monthly performed and 0 annual.

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

- Limo Silo, RO building, installed 5 new security cameras, ran new cable and installed new POE switch at communication panel, removed old server and cleaned up wiring, installed and configured computer and display for cameras in control room.
- Well27H, phase fault, reset, changed flow from 150GPM to 80GPM, ok.
- Well41R, tripped, reset, ok.
- Chlorine Blending Rack, installed new transfer pump and plumbing, ok.
- Melrose Reuse, replaced battery in flow meter, ok.
- 25H, not responding from SCADA, reset overloads, ok.
- Lime slurry pumps, inspected and lubricated.

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

- Cross Connection Control – Staff reviewed and updated the backflow device database in order to continue improving on the compliance rate. The compliance rate for commercial backflow device testing is 87%.

- Reuse Groundwater Monitoring Wells – Staff resampled the monitoring well which had a previous exceedance of one analyte. Subsequently, the resample analytical report from the City's certified laboratory verified the original result. The reports will be uploaded into the FDEPs ezDMR for official submittal. The monitoring is performed as required by the WWTF permit. The results are used by the FDEP to assist in determining if reuse water is effecting the groundwater.
- Local Limits Evaluation – FDEP issued preliminary approval of the Local Limits the City submitted to the Department from the plan of study. Staff will publish the proposed limits in the local paper and allow for a public question and comment period. The comment period is the last step in receiving final approval, which has taken nearly one year to achieve.
- Wastewater Treatment Facility – Staff begin discussing the permit renewal process for the WWTF. The current permit expires in December of 2019; however, the renewal application is due in June of the same year.
- Industrial Pretreatment (IP) Program – Staff began the annual sampling of all four permitted industries in the City's sewer collection system. The sampling is required by FDEP to ensure compliance of the industry's discharge on a random analysis.
- Staff participated in a conference call with FDEP IPP staff. The Department informed the City that they will issue a letter of completion for the inspection of the program in September. Minor corrections had previously been submitted to City staff.

#### **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 FACC Academy
- Staff attended and provided support for October 16, 2018, City Commission Meeting
- Staff attended and provided support for October 18, 2018, Neighborhood Improvement Advisory Board Meeting