

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: October 26, 2018

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

**City Manager**

Reviewed and prepared with staff as follows:

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

Spoke to, attended and/or met with:

- United Way Executive Committee meeting
- Employee Appreciation Day
- Chamber of Commerce Board meeting
- Team Volusia Board meeting
- Phone call to resident regarding various concerns about drainage issues along US1 and Pineland
- Phone call to resident regarding completion of sidewalk repairs along N. Beach Street
- Senior Games kickoff luncheon
- PD Swearing-In Ceremony

**Community Development**

**Planning**

- There is a neighborhood meeting/sound test scheduled for the Topsy Taco Cantina, located at 746 South Atlantic Avenue, for Monday, November 12, 2018 at 6 pm. The neighborhood meeting/sound test notice states that the restaurant seeks to allow live outdoor music every Monday and Tuesday from 6 pm to 10 pm and weekends from 12 pm to 10 pm. Outdoor music is defined as an outdoor activity under the Land Development Code and would require a Special Exception with review by the Planning Board and a final action by the City Commission. It is expected that Topsy Taco Cantina would submit a Special Exception application after the neighborhood meeting and be heard by the Planning Board in December and the City Commission in January.
- There is a Land Development Code amendment an amendment to Chapter 1 - General Administration, Article III, Definitions and Acronyms, Section 1-22, Definitions of terms and words, modifying Restaurant, Type "A" and Type "B" definitions to be consistent with Florida Statutes, Section 561.20(2)(a)(4) and Florida Administrative Code 61A-3.0141 criteria for Special Food Service Establishment (SFS) alcoholic beverage licenses. No Planning Board date has been set for this application.
- There is one variance application scheduled for the November 7, 2018 Board of Adjustment and Appeals located at 712 Tennessee Terrace. The application 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'.
- The Site Plan Review Committee has received an application for a Special Exception at 1246 West Granada Boulevard for a two tenant building with one tenant being a drive thru restaurant. The site is part of the Shoppes on Granada, Phase 2 and the tenants have not been identified. The application is tentatively scheduled for the December 13, 2018 Planning Board meeting.

Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 370 inspections performed within the City (50 by Private Provider).
- 103 permits issued within the City, with a valuation of \$855,162.

Development Services

- Zaxby's at 1287 West Granada Boulevard received a Certificate of Occupancy for a 3,847 square foot, 90 seat drive thru restaurant.
- There were no Site Plan Review Committee (SPRC) meeting(s) with applicants this week.
- Projects under SPRC review include:
  - Cypress Trails, final plat, 2<sup>nd</sup> review. The project is under construction for 48 single-family lots. The final plat would allow the recording of the plat, selling of lots and construction of houses after all subdivision improvements are completed.
  - 520 West Granada Boulevard, Unit 1 – Granada Pointe, Modern Wash, 2<sup>nd</sup> review. Proposed 4,770 square foot drive thru car wash with 20 vacuum spaces. The use would require a Planned Business Development amendment with a neighborhood meeting, Planning Board review, and City Commission action.
  - Pineland subdivision, shop drawings revisions, 1<sup>st</sup> review. Update of the Pineland subdivision plans based upon the shop drawings for the utility improvements for the subdivision.
  - 1246 West Granada Boulevard, multi-tenant shops, 1<sup>st</sup> review. Construction of a two unit building totaling 3,800 square feet. One tenant has a drive thru restaurant which would require a Special Exception.
- Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	75%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	95%
Cardinal Drive Beach parking	15%
Davita Dialysis	25%
For Our Parents ALF	85%
Granada Pointe	55%
Lot 2, Airport Business Park	55%
Oasis Church, water line extension	75%
Ormond RC, Fitness Center & Building 1C	10%
Pineland	10%
Prince of Peace, Like New addition	80%
Prince of Peace, office addition	80%
Security First	50%
Shoppes on Granada, Phase 2	15%

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

### **Economic Development**

- Ormond Crossings
  - Security First Managers continues the construction of their office building.
  - Installation of off-site utility work along Broadway Ave. continues.
  - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
  - Staff has also requested its transportation consultant investigate state funding opportunities for the traffic light.
- Airport Business Park
  - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
  - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
  - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives.
  - Continued to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  - Staff participated in VMA's Manufacturing Month "Measuring Matters." Staff and a representative from Edgewell Personal Care gave a talk to 4<sup>th</sup> and 5<sup>th</sup> grade math class at Pine Trail Elementary School on the importance of manufacturing and measuring, introduce them to some products made in Ormond, and help them hone their measuring skills.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 20 companies have been visited.
  - Staff attended the Chamber's Economic Prosperity Meeting to report on recent economic development news and updates.

### **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 100 Journal Entry Batches.
  - Approved 34 Purchase Requisitions totaling \$2,583,693.53.
  - Issued 42 Purchase Orders totaling \$418,086.24.
  - Prepared 132 Accounts Payable checks totaling \$133,229.33 and 40 Accounts Payable EFT payments totaling \$308,443.20.
  - Issued 330 past due notices on utility accounts.
  - Auto-called 325 utility customers regarding receipt of a past due notice.
  - Processed 440 payments through Interactive Voice Response System totaling \$55,959.46.
  - Grant money 2017-18 fiscal year-to-date total received, \$7.1 million dollars.
  - Prepared 375 Direct Deposits totaling \$475,034.88.
  - Transferred IRS 941 payment of \$155,519.00.

#### Grants/PIO

- Press Releases
  - The Grascals (11/2)
  - No Tours at The Casements (10/27 – King of the Grill)
  - Veterans Day Celebration (11/8)
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly events calendar ad for Ormond Observer.
  - Attended weekly staff meeting.
  - Attended Employee Appreciation Day.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### Fire Department

- Weekly Statistics
  - Fires: 3
  - Fire Alarms: 3
  - Hazardous: 2
  - EMS: 67
  - Motor Vehicle Accidents: 9
  - Public Assists: 47
  - TOTAL CALLS: 131
- Aid provided to other agencies: 8 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (5)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 49
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 453

- Training Hours
  - NFPA 1001: Firefighting 53
  - NFPA 1002: Driver 7
  - NFPA 1021: Officer 7
  - NFPA 1500: Safety/Equipment 68
  - NFPA 1620: Preplanning 23
  - EMT/Paramedic 18
  - TOTAL TRAINING HOURS: 176
  
- Station Activities
  - Updated 17 pre-fire plans
  - Conducted 3 fire inspections
  - Serviced 46 fire hydrants
  - Provided a tour of Station 91 to a group of cub scouts and parents
  - Instructed CPR to Leisure Services employees
  - Provided public education to the following schools for fire prevention month:

Children in Attendance

Children's House Montessori	55
Calvary Christian	140
Global Montessori	75

- Significant Incidents
  - 10/17/18, 4:55 PM: 91 Levee Ln. – Brush Fire – Upon arrival found two brush fires – Department of Forestry cut lines around both fires – 2,000 gallons of water and foam used to extinguish – crews cleared scene at 7:17 PM.

**Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Part Time Events Leader (Leisure Services) open 10-17-18 until 11-4-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker I (PAC/Leisure Services) open 10-8-18 until 11-4-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services) open 10-9-18 until 11-4-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services) open 10-9-18 until 11-4-18. Advertised on City web site, governmentjobs.com, and internally.
    - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
    - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant) re-advertised 10-9-18 until 11-4-18. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.
  
  - Applications Under Review
    - Evidence/Crime Scene Supervisor
    - Permit Technician (Planning)
  
  - Interviews Scheduled
    - Firefighter/EMT (Fire)
    - Maintenance Worker II (Wastewater Collection/Reuse/Public Works)
    - Utilities Manager (Utilities/Public Works)
  
  - Background/Reference Checks/Job Offers
    - Accounting Technician/Payroll Specialist (Finance)

- Assistant City Clerk (Support Services)
- Civil Engineer (Engineering)
- Firefighter/EMT (Fire)
- Maintenance Worker II (Streets/Public Works)
- Neighborhood Improvement Officer (Police)
- Police Officer (Police)
- Recreation Leader (PAL/Police)
- Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
  
- Separations
  - Accounting Tech (Payroll/Finance)
  - Firefighter/EMT (Fire)
  - Part Time Maintenance Worker II (Parks/Leisure Services)
  
- Employee Events
  - Skin cancer screenings for HSA contributions continue through 12-31-18
  - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
  - Nationwide representative here to meet with employees 11-9-18
  - ICMA representative here to meet with employees 11-30-18
  
- Risk Management Projects
  - Process general liability claims
  - Process subrogation demands/receipts
  - Continue entering certificates of insurance into the Tyler system

#### **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: 0
    - Completed: 0
    - In progress: 0
  
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 0
    - Inbound E-Mails Blocked: 0
    - Delivered Inbound E-Mails: 0
    - Quarantined Messages: 0
    - Percentage Good Email: 0.0%
    - Virus E-Mails Blocked: 0
  
  - Notable Events: None.

- Geographical Information Systems (GIS)
  - Addressing
  - Additions: 29
  - Changes: 2
  - Corrections: 1
  - Map/Information Requests: 5
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 11 : Total in system = 2,310
  - Meters GPS Located this week: 0 : Total in system = 23,680; 22,897 potable, 772 Irrigation, 11 Effluent
  - Notable Events: None

### **Leisure Services**

#### **Administration**

- 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
- Presented OB Life PowerPoint presentation
- Working on Hometown Heroes rollout
- City Commission meeting
- Building Maintenance 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**

- Social media updates
- City website updates
- City calendar updates
- EDC attendance last week: 57
- Tours were given as needed on Saturday and Tuesday through Friday.
- The Community Gardens volunteer board met in the EDC Classroom on Wednesday from 3 pm to 4:30 pm.
- EDC staff held field trip training for EDC Volunteers in the EDC Classroom on Thursday from 10 am to 12 pm.
- Riverbend Academy met at the EDC for a park clean-up and facility tour on Friday from 9 am to 11:30 am.
- On Friday afternoon between 12 pm and 4 pm, Bethune-Cookman University and Stetson University began setting up for Saturday's Coastal Science Research Workshop

#### 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 6pm on Fields 1-6 and 8-10 at the Sports Complex.
- OBGS Baseball competitive practices continue Monday-Thursday evenings at 6pm 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.
- Seabreeze High School Boys & Girls Soccer Teams started practices this week Monday-Friday at Soccer Fields 5 & 6 at the Sports Complex.
- Staff prepared the Ormond Beach Soccer Club's recreational program games on Saturday beginning at 9 am on the soccer fields at the Sports Complex.
- Staff prepared for the Pride football games on Saturday beginning at 9 am on Saturday on Championship Field at the Sports Complex.
- USSSA Baseball will host a tournament at the Wendelstedt Fields on Saturday and Sunday at the Sports Complex

#### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- 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

#### Senior Center

- Granada Squares was held on Tuesday from 6:30pm 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
  - Follies held auditions Thursday



#### South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- YMCA flag football Monday/Tuesday/Friday beginning at 5:30pm
- PAL tutoring Monday-Thursday from 3pm-6pm

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisted with Senior Games tasks
- Attended recertification for CPR training
- Assisted with OB Life at Calvary Christian School
- Preliminary planning activities for the following upcoming events:
  - 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 26, 6 pm-8 pm

#### Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- Coed Volleyball continued on Monday and Wednesday.
- Adult Volleyball continued on Tuesday.
- Lunch Bunch continued on Wednesday.
- Challenger Basketball started on Tuesday
- 5K Wanderers started on Tuesday.
- SPARC Halloween party took place on Friday.
- Lunch Bunch took the week off.

#### The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Herb Society met at Bailey Riverbridge from 9:00 a.m.-12:30 p.m. on Saturday
- The Casements Camera Club held a mixer in The Casements Gallery on Saturday from 10:00 a.m.-12:00 p.m.
- Puzzle Ormond was held at Bailey Riverbridge from 3:00 p.m.-4:00 p.m.
- The Casements Coordinator met with Architect Ken Smith to discuss the carriage house expansion on Monday morning at 10:00 a.m.
- A Guild general meeting took place on Wednesday from 10:00 a.m.-1:00 p.m.
- A Preferred Business Group Mixer was held at The Casements from 6:00 p.m.-8:00 p.m.
- Staff prepared for King of The Grill event on Friday
- Pilates took place on Monday, Wednesday, and Friday from 8:30 a.m.-9:30 a.m.

- Yoga took place on Tuesday and Thursday from 10 a.m.-11:30 a.m.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Birthplace of Speed: Replaced broken boards on steps
- Memorial Gardens: Built and installed new bench for garden club.
- Cassen Park: Installed “No Watercraft Items May Be left Unattended, Secured To, or Obstruct Public Use of Floating Docks” sign at kayak launch, and “Caution Gang Plank Will Submerge” sign on large floating dock.
- Limitless Playground: Replaced damaged toy item and repaired tractor scoop.
- Riviera Park: Removed BBQ grill that was in disrepair.

#### Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Replaced two flood lights on the filter building at the WWTP
- Repaired men’s toilet bldg. A at the Senior Center
- Repaired stairwell light at Airport Tower
- Checked power for concert event at 4 Parks
- Checked fountain lights at PAC
- Repaired coil spring on bay door at Station 93
- A/C repair work in various City facilities
- Repaired the door lock in records at the PD
- Plaster and painting work in Activity Room at SONC

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff held a strategic planning meeting
- Staff conducted interviews for Police Officer
- Staff attended the Citizen’s Police Academy graduation
- Staff participated in the Shifter’s bicycle ride at Ormond Beach Elementary School
- Staff attended the OB Life meeting
- Staff attended First Step Shelter Meeting in Daytona Beach

#### Community Outreach

- Youth Director Council (YDC)
  - Four (4) youths attended the YDC on Wednesday, October 17. During the meeting members reviewed upcoming community service projects for the 2018-19 program year. The next meeting is scheduled for Wednesday, October 24.
- OBPAL Basketball
  - Seventeen (17) 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, 19 elementary and middle school

aged youths are participating. The program provides one-on-one and small group tutoring to increase skills in math, reading, science and language arts.

- Thirty-two (32) students attended Science on Patrol at Ormond Beach Middle School last week. Middle schools students collected evidence from a mock crime scene. Science on Patrol at Ormond Beach Elementary continues last week 8 youth attended 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: 47
- Animal Reports: 5
- Trap Neuter Release: 5
- Animal Bites: 1
- Animals to Halifax: 2
- Wildlife Calls: 0
- Found Property Reports: 0

#### Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 7
- Inactive: 13
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 0
- Grand Theft: 3
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Vandalism: 2
- Baker Act: 1

#### Records

- Walk - Ins / Window: 105
- Phone Calls: 159
- Arrest / NTA'S: 28
- Reports Generated: 119
- Reports Entered: 80
- Citations Issued: 177
- Citations Entered: 168
- Warnings Entered: 131
- Trespass Warnings: 36
- CORF Entered: 175
- Mail / Faxes / Request: 36

### Patrol

- Total Calls: 1500
- Total Traffic Stops: 377

### Operations

- Crime Opportunity Report Forms: 175

10/17/2018

- Shoplifting, 1340 West Granada Boulevard (Lowes). Subject walked out of the store with a shopping cart full of tools.
- Shoplifting, 1340 West Granada Boulevard (Lowes). Subject walked out of the store with power tools.
- Shoplifting, 1340 West Granada Boulevard (Lowes). Subject walked out of the store with chainsaws.
- Narcotics Arrest, 1545 North United States Highway One (Dollar General). Subject was contacted with narcotics at this location.
- Shoplifting Arrest, 1545 North United States Highway One (Dollar General). Subject concealed items and attempted to leave the store.
- Traffic Arrest, Arroyo Parkway at Garden Lane. A traffic stop found an intoxicated driver.

10/18/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Traffic Arrest, 100 Block Clyde Morris Boulevard. Subject was arrested for Driving Under the Influence after a traffic stop.
- Stolen Vehicle, 310 Destination Lane. Motorcycle was stolen from the parking lot.

10/19/2018

- Larceny, 722 Orchard Lane. Lawnmower was stolen from the front yard.
- Traffic Arrest, 100 Block South Atlantic Avenue. Subject was arrested for driving without a license and for violating probation.
- Battery/Domestic Violence Arrest, 221 Cardinal Drive unit B. Two (2) people that are in a relationship were in a physical disturbance.
- Narcotics Arrest, 100 Block West Granada Boulevard. A traffic stop found methamphetamine on the driver.
- Traffic Arrest, 100 Block South Yonge Street. Subject was arrested for Driving Under the Influence and possession of marijuana after a traffic stop.
- Narcotic Arrest, Tomoka Avenue at South Ridgewood Avenue. Subject with a warrant was contacted at this location. The person also had narcotics on them.

10/20/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Stolen Vehicle. 140 Lincoln Avenue. Vehicle was stolen from the driveway sometime in the last 20 days.
- Warrant Arrest, 1466 West Granada Boulevard. Subject with a warrant was contacted at this address. The subject also had narcotics on them.
- Warrant Arrest, 3 North Yonge Street (Sunoco). Subject with a warrant was contacted at this address.

- Warrant Arrest, 100 Block East Granada Boulevard. Subject with a warrant was contacted at this address. The subject also had narcotics on them.
- Traffic Arrest, 1058 North United States Highway 1 (Circle K). Subject backed into a pedestrian and was arrested for Driving Under the Influence.
- Warrant Arrest, 827 Cordova Avenue. Subject with a warrant was contacted at the address.
- Warrant Arrest, 100 Block Fleming Avenue. Subject with a warrant was contacted in this area.

10/21/2018

- Traffic Arrest, 800 Block South Atlantic Avenue. Subject was arrested for driving on a suspended license.
- Traffic Arrest, 2000 Block West Granada Boulevard. Subject was arrested for driving on a suspended license.
- Warrant Arrest, 1058 North United States Highway 1 (Circle K). Subject with a warrant was contacted at this location.

10/22/2018

- Shoplifting, 220 East Granada Boulevard (Granada Surf Shop). Subject stole a bathing suit.
- Death, 2099 North Beach Street (Tomoka State Park). Park personnel found a deceased person with a gunshot wound to the head. It is being worked as a suicide.
- Battery/Domestic Violence Arrest, 45 Seton Trail. Two (2) subjects were in a physical fight.
- Battery/Domestic Violence Arrest, 510 North Beach Street. Two (2) subjects were in a physical fight.

10/23/2018

- Stolen Vehicle, 22 Oak Brook Drive. Motorcycle was stolen from the driveway overnight.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Miscellaneous Arrest, Volusia County Branch Jail. Subject that was arrested earlier in the week made phone calls to the victim from the jail and violated the court order.
- Battery, 530 South Atlantic Avenue (Circle K). Customer battered the clerk over a sale of an item.
- Narcotics Arrest, 601 Fleming Avenue (Central Park). Subject was in the park with marijuana.
- Warrant Arrest, 300 Block West Granada Boulevard. Subject with a warrant was contacted.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 116
  - Number of Uniform Traffic Citations Issued: 107
  - Number of Written Warnings Issued: 73
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 14
  - Number of Crashes with Injuries: 15
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 0

#### Neighborhood Improvement

- Zone 1: 9 Case initiated
- Zone 2: 2 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 2 Cases initiated
- 3 signs have either been removed or sign cases created.
- 7 tree removal permit requests
- Administrative staff assisted with four (4) walk-ins and sixty-nine (69) 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 commenced this week. Runway 8/26 is now closed for the duration of the construction phase of this project, which at maximum is approximately 180 days. The airport will remain open for normal operations via utilization of the airport's secondary runway, Runway 17/35. The focus of activity this week is removal of old runway lighting components that will be replaced with new LED components and construction of a temporary bypass taxiway at the east end of Runway 8/26. The bypass taxiway is needed to provide pilots with access to the secondary runway via Taxiways Alpha and Echo.
- Staff participated in a quarterly meeting of the East Central Metro Area CFASPP Steering Committee this week, which was held at the Orlando Sanford International Airport. CFASPP refers to the Continuing Florida Aviation Systems Planning Process established by the Federal Aviation Administration and the Florida Department of Transportation in response to the need for a method to help maintain a viable statewide aviation environment. The objective of FAA, FDOT and CFASPP is to maintain and enhance the Florida aviation system. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) in step with constant changes by updating the FASP periodically.
- Staff completed work on two draft federal supplemental funding requests; one for design and construction of Taxiway 'I' in the northeast quadrant of the airport, and one for improvements to portions of the airport's perimeter security fence. The Taxiway 'I' request is based on the future Taxiway 'I' location shown on the current Airport Layout Plan. The perimeter fencing request is based on recommendations provided in the recently completed Wildlife Hazard Assessment.

### **Engineering**

- Projects Summaries
  - Construction Projects:
    - Ph III 2-Inch Water Main Replacement – Mainland – Water main and meter switch-overs are complete on Putnam Avenue. Final restoration is underway on Fir Street, Pine Street, and Putnam Avenue.
    - 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.
    - Deer Creek Reclaimed Water – Contractor completed the directional drill and connection at the west end of project. The reuse main was tested for several days and worked satisfactorily. The Finance Department issued notices to the residents of Deer Creek informing them that they will be having their irrigation water converted to reuse and will be billed by the City at the \$8/month rate. The conversion will start on December 1.
    - Ormond Crossings Utility Extensions – All off-site utilities have been installed and pressure tested. Contractor working on on-site utility work.
    - Downtown Light Replacement – The work is 80% complete.
    - Rockefeller Gardens Stage Shade Cover – Contractor is coordinating fabrication. Installation of shade structure will be early 2019.
    - Forest Hills Connector Trail – A Notice to Proceed was issued and the contractor began installing silt fence and selective clearing the routes. The contractor is working on laying out the site this week for review by City staff.
    - 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. Staff coordinated with Opti to ensure connection to the Opti dashboard, and calibration of the gauges upon installation.
- MacDonald House – Materials have been ordered and are awaiting delivery.
- 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.
- Bidding
  - Coquina Court Drainage – Bids were opened on October 10, the bid award agenda item is scheduled for December 4.
- Design Projects:
  - North US1 Water Main Improvements – The consultant for the redundant 12-inch water main from Hull Road to Destination Daytona is preparing the final plans following the 60% review meeting.
  - 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.
  - 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 Required 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 final design documents for submittal to FEMA.
  - 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 (Bicycle Pedestrian Advisory Committee) regarding City's request for additional design funds. Staff continues to work with FDOT to proceed with design.

- Fleming Avenue Stormwater Pump Station – Two submittals were received and will be ranked for award of contract.
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - On-site visit to 5 Sandlewood Drive to discuss revetment options with homeowner to prevent erosion along the back yard.
  - Made revisions to the Granada Median Landscape plans, per FDOT comments.
  - Continued work on creating as-builts for the North US1 Median Landscaping project from Airport Road to Lincoln Avenue.
  - Researched & provided drawings in the Soco Trail area related to a drainage issue.
  - Updated the Engineering Cost Estimating database.
  - Completed sketch and legal description for 1057 Ocean Shore Blvd. annexation, per Planning Department request.
  - Completed Tree-in-the-Right-of-Way locate at 1 Aviator Way, per Streets Division request.
  - Researched and provided city street count to Public Works, per request.

### Environment Management

#### Street Maintenance - Asphalt/Concrete

- Stripped forms on S Beach St
- Asphalt overlays throughout street on Fairview Ave
- Ground sidewalks citywide
- Cone stamping at PW yard
- Formed & poured 10' curb on Lincoln Ave
- Fixed potholes on Harvard Ave
- Pothole overlay on McIntosh
- Concrete work on Oriole Cir
- Asphalt patch on Fluhart Dr
- Pulled cones off side of road and swept up at Riverside & Fluhart

#### 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 at Standish water tank
- Removed deceased Palms on SR40
- Picked up pile on SR40
- Removed Palm on N Beach St; dead Oak at Airport Business Park
- Cleaned up trail walkway from fallen debris at CP1 (Fleming Ave)

#### Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Filled in light poles with recycle on SR40



#### 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
- Replaced various No Parking signs
- Delivered parking signs to Nova Community Center

#### Stormwater Maintenance

- Reach out/ditch mowing on Pineland Trl; Nova Rec; Nova Rd
- Outfalls insp/cleaned on N Beach St & Oak Forest Dr
- Locates citywide
- Assisted WW with VacCon at Ormond Shores
- Assisted WW with Gradall at Wastewater Plant
- Gates/pumps citywide
- Hotspots citywide
- Repaired chains at The Casements
- Repaired depressions on 200 block of Riverbluff & Mayfield Cir
- Removed form boards from Fluhart
- Removed tree stumps on SR40
- Repaired drains at The Casements
- Basins inspected/cleaned citywide
- System inspection on Stratford Place

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

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

#### Fleet

- Mileage traveled by all departments for the week: 23,518
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 3
  - Non-Emergency Vehicles and Equipment: 8
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 10,031 gallons unleaded, 7,309 gallons diesel
  - Fuel used in one week: 2,462 gallons of unleaded and 619 gallons of diesel.
  - Fleet completed 36 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 Support Services.
  - Beach Street Manhole 13391 at 387 N. Beach Street – Project completed.
  - Breakaway Trails Reuse Storage and Pumping Improvements – Site layout and pump sizing coordination with engineering and consultant ongoing. Bid documents on schedule for completion December 2018.
  - Breakaway Trails Underground Distribution Facilities Installation FPL Easement – FP&L easement will be presented for Commission approval February 2019.

- Breakaway Trails Yard Electrical and Pump Upgrades – Contract documents are fully executed. Pre-con meeting scheduled for Wednesday October 24, 2018. 120 days substantial completion date February 21, 2019. 150 days final completion date March 23, 2019.
- 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.
- FDOT A-1-A at Cardinal Drive Traffic Signal Improvements – FDOT reviewed the submittal and indicated that there are no conflicts with utilities at that intersection.
- FDOT A-1-A at Harvard Traffic Signal Improvements – Submitted a revised plan to FDOT including the water main on the west side of A-1-A.
- Water Plant Elevated Storage Tank (EST) activities – A work authorization to use OM Engineering for construction management services is being prepared.
- Water Tank Inspection and Cleaning Services – Bids were received and are being evaluated.
- 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 to advertise for bidding on November 11, 2018 are under review by the Finance Department.
- Shadow Crossings Reuse Pump Facility Upgrades – Staff met to discuss the pump station configuration, flows and pressures desired for design purposes. A meeting with the consultant will be scheduled to initiate the design.
- WTP LPRO Membrane Replacement – Bid plans and specifications were received. Engineer's estimate submitted to Finance Department for bond preparation.
- 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
- WWTP Operating Permit Renewal – Collecting information requested by the consultant.
- Xylem Sole Source Procurement Flygt Pumps – Products – Sole Source Purchase resolution submitted for the November 5 City Commission agenda is being reviewed by the Finance Department.
- 27 Tarpon Avenue – A Use Permit was approved by Volusia County.
- 28 Wisteria Drive - A Use Permit was approved by Volusia County.
- 30 Capistrano - A Use Permit was approved by Volusia County.
- SPRC Projects (Utilities Review)
  - B-Tran Enterprises, 1170 Ocean Shore Blvd. – Responded to design engineer's questions concerning sampling manhole configuration for force mains.
  - Latitudes Beach Club 1057 Ocean Shore Blvd. – Received hydrant flow test results. Results were marginal. Fire flow acceptability is determined by Volusia County.
  - Granada Plaza – Engineer has provided 4 possible sanitary sewer POS connection options for review by City staff. Peak and daily flow data and Granada conflict structure evaluation still required from consultants to determine the best alternative.
  - Pineland Subdivision – Construction submission under review in Project Dox.
  - Prince of Peace Building Addition - Received hydrant flow test results. Results were good.
  - Salty Church, 221 Vining Court – First document submission under review in Project Dox.
  - Huntington Green – Met to discuss proposed development agreement.
  - Plantation Oaks Phase 2B – Wastewater collection system permit received.
  - 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.
  - Zaxby's 1287 W Granada – A field inspection was performed. Comments on the as-built plans were provided to the design engineer.

#### Water Treatment

- Delivered 40.47 million gallons for the week ending October 19, 2018 (5.78 MGD).
- Backwashed 12 filters for a total of 585,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 30, 2018 @ 6.203 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 54 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- Currently the hypochlorite generator is off line. All parts have been received and are in the process of being installed.
- 12% blended hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Collecting quotes for Water Treatment Plant beatification project
- Received two quotes back for pipe support rehab project, waiting on the third to come in.
- Standish tank is back on line. New tank mixer is installed and working nicely. Maintaining adequate Cl2 residuals.
- Crews to start flushing this week

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 32.79 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.68 MGD.
- Produced 29.49 Million Gallons of Reuse.
- Produced 3.30 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 18.98 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 9 water service leaks.
- Installed 7 new residential water services.
- Performed pressure testing on 9 city owned backflow preventers.
- Replaced 9 broken meter boxes.
- Completed maintenance (replaced all bolts & repaint) on 13 fire hydrants in Hunters Ridge (Flagler).
- Started fire hydrant maintenance in Ormond beachside. 29 fire hydrants inspected and maintained.
- Performed valve maintenance on 9 main line valves.
- Replaced 4 water meters due to finance work orders.
- Replaced 3 water services due to low pressure or leaking GSP.
- Performed maintenance on 12 fire hydrants on the south peninsula.
- Exercised 10 valves in various areas.
- Performed maintenance and repairs to the permanent flushing device located at 53 Doug Thomas Way.
- Relocated the water service due to driveway installation at 6/7 Bella Vita Way.
- Completed a final inspection at 1287 W. Granada Blvd.
- Graded and re-sod excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 104 regular and 2 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. Responded to 4 reuse trouble calls.

- Removing air from 8" force main on A1A. We had to perform this operation multiple times this week.
- Locate sanitary lateral at 48 W. Granada Blvd.
- Responded to reuse leak at 105 Amsden Dr. customer issue.
- TV'd sanitary main at Ocean Shore Dr. and Chippingwood Lane due to depression in road. Boring contractor had hit a sanitary lateral causing the depression.
- Repaired broken lateral at Ormond Shores Dr. and Chippingwood Lane Due to damage cause by boring contractor.
- Cleared main stoppage behind 521 S. Yonge St. (Mario's) very heavy grease.
- TV'd sanitary main on Willis to determine if depression was associated with sanitary system. Depression does not appear to be sanitary connected.
- Located reuse connection at 864 John Anderson Dr. at customers request.
- Located and turned off reuse service at 145 Ormwood Dr. for leak on customer's side.
- Investigated reuse leak under driveway at 10 Laurel Ridge Break. Customer issue.
- Rewired PEP system at 48 Foxcroft Run.
- Locate PEP system for contractor at 31 Tomoka Ridge Way.
- Installed sod a 4 Bent Stream and 5 Lake Isle Way.
- Replaced missing 1" curb stop at 55 Thornhill Chase.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 35 psi, Ocean Mist Hotel 25 psi, Ormond Mall 10 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 0 psi, Westland Run 2 psi & Shadow Crossing Blvd. (4 inch) 4 psi.

#### Wastewater Plant – Lift Stations

- Influent Room, oversaw transfer of pump positioning status, ok.
- Centrifuge Sludge Feed Pump #1, not working efficiently, adjusted pump settings to meet operational parameters, ok at this time.
- Post Anoxic Mixing Zone, spray misters clogged, cleared blockages, ok.
- Saddlers Run, performed test on RTU/Bypass pump controls, ok.
- 6P, stationary generator out of service, supported with mobile backup during repairs.
- 13M, high run hours at local time clocks, deragged both check valves, ok.
- C P Foods, Harley Davidson, McDonalds, Garden Business Center, checked and cleaned stations for event weekend.
- Chlorine Pump #1, TFD Fault, replace peristaltic tube, ok
- Breakaway Trails - rental Thompson portable lift station pump, fuel as needed.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Towne Square, San Marco, high level, force main was restricted due to valve closures during contractor work, no issues at the lift station, will follow up during regular working hours to check station operations after all valves have been reopened, ok.
- SCADA monitor/response: 7M1, no starts #1, reboot VFD, soft start #1 scheduled for replacement; 12M , no starts #2, reverse pump to clear blockage at volute, ok; 8M3, no starts #2, worked with Collections crew to determine problem, pulled pumps replaced wear rings and impellers, possible airlock at riser pipe, station working normally, will continue to monitor; 8P, no starts #2, reset motor starter, reversed pump to clear blockage at volute, ok; Shadow Crossings, no starts #2, reset motor starter, ok; 4M,high starts, clean probe, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Bar Screens, #1, #2; Grit Snail; Reaeration Tank Submersible Aerator #1 south.
- Monthly Plant PM's: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2.
- Quarterly Plant PM's: Bar Screen #1 west.
- Semiannual Plant PM's: Bar Screen #1 west.
- Annual Plant PM's: Clarifier #1.
- Lift Station PM's:20 monthly performed and 0 annual.

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

- Re-carb tank, installed wind sock.

- Degasifier/Scrubber #1, removed and replaced corroded electrical conduit and wire, ok.
- Standish Booster Station, replaced non-operational tank mixer with new stock, added disconnect switch and GFCI breaker, repaired leak at chlorine analyzer, ok.
- H.S.P 3, received refurbished rotating assembly, prepping for reassembly.
- 24 inch bypass pipe, repaired leaking tap for pressure gauge, ok.
- Well 15D, replaced bad phase monitor, returned to service.
- Well 6D, not responding, control transformer not operational, replace with new, ok.
- Well 35R, replaced gate valve at air release valve, ok.
- Lime slurry pumps, lubricated and inspected.
- Operational checks; Rima wells.
- PM's: all Division wells; SR18, 19, 20.

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

- Reuse Groundwater Monitoring Wells – Staff resampled the monitoring well which had a previous exceedance of one analyte. Subsequently, the resample analytical report from the City's certified laboratory verified the original result. The reports will be uploaded into the 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 affecting the groundwater.
- Local Limits Evaluation – FDEP issued preliminary approval of the Local Limits the City submitted to the Department from the plan of study. Staff will publish the proposed limits in the local paper and allow for a public question and comment period. The comment period is the last step in receiving final approval, which has taken nearly one year to achieve.
- Wastewater Treatment Facility – Staff compiling the information required by the City's engineering consultant to begin the permit renewal process for the WWTF. The current permit expires in December of 2019; however, the renewal application is due in June of the same year.
- Industrial Pretreatment (IP) Program – Staff began the annual sampling of all four permitted industries in the City's sewer collection system. The sampling is required by FDEP to ensure compliance of the industry's discharge on a random analysis.
- US EPA Chlorine Incident Response – A representative from the US EPA requested the reported information regarding the chlorine incident at the WTF in September. Staff collected the information and fulfilled the request.

#### 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
- Agenda packet preparation and creation for November 5, 2018, City Commission Meeting