

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 9, 2018

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with various members of senior staff
- November 27 OB Life planning meeting

Spoke to, attended and/or met with:

- Individual agenda meetings with Mayor Partington, Commissioner Boehm and Commissioner Littleton.
- City Commission meeting
- Julia Truilo, MainStreet, discussed various topics
- FCCMA Symposium regarding cybersecurity, panel participant and symposium attendee
- As requested, general discussion meeting with John Booker, Volusia County Government Affairs
- Senior staff, Bill Ternent AARP and Kathy Black USF, regarding Age Friendly Communities
- PACE meeting

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 6pm**. 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.
- The Board of Adjustment and Appeals approved a variance at 712 Tennessee Terrace. The application was approved 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'.
- Planning and City staff met with St. Johns River Water Management District staff and the design engineers to discuss drainage concerns along Mirror Lake Drive and along Portland Avenue and Flagler Avenue (an unopen right-of-way).

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued.
- 369 inspections performed within the City (30 by Private Provider).
- 94 permits issued within the City, with a valuation of \$1,862,946.

Development Services

- The Site Plan Review Committee (SPRC):
 - Conducted a pre-construction for the Starbucks at 125 East Granada Boulevard. The project proposes to demolish the existing structure and construct a 2,500 square foot Starbucks and associated site improvements as part of the Granada Plaza shopping center. The demolition permit should be issued in the next 7 days and the site engineering permit has been issued.
 - Conducted a pre-construction for the Chase Bank at 1520 West Granada Boulevard. The project proposes to demolish the existing gas station and canopy and construct a new 3,470+ square foot Chase bank with associated site improvements. The demolition and site engineering permit has been issued.
 - Held a pre-application meeting for the Breakaway Trails water tank replacement capital improvement project. The project proposes to remove the existing three water tanks and to construct a single 2 million gallon water storage tank that is 24 feet in height.
 - Discussed a concept plan with the project engineer and property owners for the Total Comfort site at 1345 North US1. The concept plan sought to provide RV and boat storage in addition to the Total Comfort operation at the front (US1) portion of the property. The RV and boat storage was shown in the middle to rear of the property. The RV and boat storage use is a conditional (SPRC approval) use within the I-1 zoning district. SPRC staff suggested that the project engineer create a phasing/master plan for the project detailing how the property is proposed to be developed.
 - SPRC staff discussed a concept plan submitted by Love's Travel Stop within Destination Daytona for a 400+ square foot addition to the rear of the existing building. The addition does not appear to have any site impacts and is located behind the existing store.

- Projects under SPRC review include:
 - Pineland subdivision, shop drawings revisions. The SPRC approved the update of the Pineland subdivision plans based upon the shop drawings for the utility improvements for the subdivision. The update focused on utility details and did not propose any subdivision layout modifications.
 - 1246 West Granada Boulevard, mulit-tenant shops. 1st 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.
 - 835 Hull Road, Air One. 2nd review. Construction of a 9,100 square foot office/warehouse and associated site improvements.
 - 1170 Ocean Shore Blvd, B-Tran Enterprises and Upscale Nails. 2nd Review. Utility connection for Volusia County project. Annexation agreement is required.
 - 1057 Ocean Shore Blvd., Latitude Beach Club. 2nd Review. Utility connection for Volusia County project. Annexation agreement is required.

- 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%
Chase Bank	0%
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%
Starbucks @ Granada Plaza	0%
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.
- 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 Volusia County Economic Development Quarterly meeting where GermFree gave a brief presentation on their recent award as a Florida Company to Watch.

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 52 Journal Entry Batches.
 - Approved 38 Purchase Requisitions totaling \$2,568,427.67.
 - Issued 31 Purchase Orders totaling \$684,159.57.
 - Prepared 126 Accounts Payable checks totaling \$425,837.58 and 39 Accounts Payable EFT payments totaling \$674,667.53.
 - Issued 772 past due notices on utility accounts.
 - Auto-called 109 utility customers regarding receipt of a past due notice.
 - Processed 374 payments through Interactive Voice Response System totaling \$34,399.64.
 - Grant money 2017-18 fiscal year-to-date total received, \$7.1 million dollars.
 - Prepared 354 Direct Deposits totaling \$511,423.65.
 - Transferred IRS 941 payment of \$170,917.11.

Grants/PIO

- Press Releases
 - The OB Life Citizen Engagement Meeting to Focus on Economic Development (11/27)
- 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 communication planning meeting.
 - Attended webinar training for Justice Assistance Grant performance reporting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Volusia County ECHO Program grant requesting funding for Ormond Beach Sports Complex softball field 7 in the amount of \$400,000.00.

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 4
 - Hazardous: 2
 - EMS: 71
 - Motor Vehicle Accidents: 8
 - Public Assists: 57
 - TOTAL CALLS: 142

- Aid provided to other agencies: 13 Calls – Daytona Beach (5), Holly Hill (1), Volusia Cty (7)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 55
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 383

- Training Hours
 - NFPA 1001: Firefighting 22
 - NFPA 1002: Driver 5
 - NFPA 1500: Safety/Equipment 44
 - NFPA 1620: Preplanning 17
 - EMT/Paramedic 2
 - TOTAL TRAINING HOURS: 90

- Station Activities
 - Updated 4 pre-fire plans
 - Serviced 120 fire hydrants
 - Participated in the Halloween Candy Give-Away at the Trails Shopping Center

- Operations
 - Attended the Daytona State Job Fair
 - Attended the planning meeting for the Tri-Annual Aviation Administration drill at the Daytona International Airport. Fire Chief Sievers participated with agencies from all-around Volusia County. The drill will take place on airport property and extend to the Daytona International Speedway in the month of March 2019.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Building Maintenance Supervisor (Leisure Services) open 10-29-18 until 11-11-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Part Time Events Leader (Leisure Services) open 10-17-18 until 11-18-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker I (PAC/Leisure Services) open 10-8-18 until 11-18-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker II (Athletic Fields) open 10-26-18 until 11-18-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services) open 10-9-18 until 11-18-18. 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 11-18-18. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.

- Utilities Manager re-opened 10-31-18 until 11-30-18. Advertised on City web site, governmentjobs.com, Florida Rural Water Association, Water and WasteWater Jobs, Florida League of Cities; Florida City & County Management Association, and Indeed.
- Applications Under Review
 - None at this time
- Interviews Scheduled
 - Evidence/Crime Scene Supervisor
 - Permit Technician (Planning)
- Background/Reference Checks/Job Offers
 - Firefighter/EMT (Fire)
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Neighborhood Improvement Officer (Police)
 - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Police Officer (Police)
 - Recreation Leader (PAL/Police)
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
- 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
 - On-site flu shots scheduled for October and November
 - Nationwide representative here to meet with employees 11-16-18
 - ICMA representative here to meet with employees 11-30-18
 - Open Enrollment meetings November 27 - 30
- Risk Management Projects
 - Attend depositions
 - Audit the certificate of insurance file kept in the City Clerk's office
 - Submit subrogation claim and receipt subrogation recovery

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project Kick-off meeting with vendor project management and implementation team.
 - 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: 23
 - Completed: 51
 - In progress: 24

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 38,934
 - Inbound E-Mails Blocked: 20,603
 - Delivered Inbound E-Mails: 18,331
 - Quarantined Messages: 150
 - Percentage Good Email: 47.1%
 - Virus E-Mails Blocked: 0
- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 10
 - Changes: 4
 - Corrections: 2
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 58 : Total in system = 2,368
 - Meters GPS Located this week: 0 : Total in system = 23,680; 22,897 potable, 772 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Public Works Staff meeting
- City Manager's meeting
- Assistant City Manager's meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Work on OB Life Presentation
- Create City Wide Scavenger Hunt
- Update Hometown Heroes Application Post
- Veterans Day Lunch
- Updated Social Media sites
- Updated City website
- Updated Coordinators Monthly Numbers

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
- Conducted 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: 134
- Tours were given as needed on Saturday and Tuesday through Friday.
- EDC staff and EDC Volunteers led the Elementary Explorers: Turkeys, children's program on Saturday from 2 pm to 3 pm.
- The monthly EDC Volunteer meeting was held in the EDC Classroom on Thursday from 4 pm to 5 pm.
- EDC staff and EDC Volunteers led the Little Learners: Turkeys, children's program on Friday from 10 am to 11 am.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, & Friday at the Sports Complex. Play is at 1 pm daily.
- Pride Football continued their pre-season practices at the Sports Complex on Field 7. Practices are Monday through Thursday starting at 5:30.
- OBSC Recreational & Competitive Teams continued practicing on Monday - Thursday night at 6 pm, currently, they are using fields 1 – 6, 8 - 10.
- OBGS Baseball Competitive Practices continued practicing on Monday - Thursday night at 6 pm, currently, they are using Nova Fields 2 – 5 & Kiwanis.
- LR & Rec Softball Teams continued practicing on Monday – Thursday night at 6 pm, currently they are using Quads 1 & 2.
- City Flag Football Program start their Playoffs this week on Monday – Thursday night at the Sports Complex, fields Quad #3 & Kiwanis Field.
- City Youth Volleyball Program had their final week on Monday and Wednesday, 6 – 7:45 pm, at the Nova Gym. T-shirts & awards were handed out.
- City Adult Volleyball Program continued this week on Tuesday night from 6:15 – 8:15 pm at the Nova Gym.
- OBYBSA Baseball/Softball continued their game season this week at the SC, Quad & T-Ball Fields, as well as at the Nova Fields.
- SHS Boys & Girls Soccer Teams continued practices this week at the SC, Soccer Fields 5 & 6.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Dragged & weeded South Ormond & Osceola fields
- Painted Kiwanis Field & Quad 3 for Flag football games
- Painted Soccer Fields for Games each Saturday for OBSC Rec & Comp Program
- Painted Soccer Grass Parking Lot
- Marked Nova Fields, Quad, & T-Ball Fields for OBYBSA Games
- Painted Foul lines at Quad, Nova, & Wendelstedt Fields
- Put together new picnic tables for Champ. Fld. 7 & Wendelstedt Fields
- Added clay & turface on Nova Fields #4 & #5
- Prepped for ISSA Sr. Softball Tourney for weekend

Senior Center

- Granada Squares Dance was held on Tuesday from 6:00 pm to 9:00 pm.
- Veterans Day luncheon was held on Thursday from 12:00 pm to 2:00 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:

- Monday - Friday: CMT held regular classes.
- Wednesday and Thursday: Follies held regular classes.
- The Grascals, Friday 7:00 pm to 9:00 pm
- Seniors Got Talent Finals, Sunday 2:00 pm to 5:00 pm

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

Community Events

- Set up, work and break down of Veterans Day Celebration Luncheon
- Preliminary planning activities for the following upcoming events:
 - New Commission reception, November 20
 - Holiday Concert
 - Santa on the Go, Letters to Santa
 - Home for the Holidays Parade, parade application on line
 - Breakfast with Santa

Gymnastics

- Registration is open for November session
- November session in progress
- Mock gym meet took place on Saturday
- Pop Warner Gym rental Tuesday/Thursday evenings
- Open Gym, Friday, November 2, 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 Action classes continued at various times throughout the week.
- Lunch Bunch met on Wednesday.
- Coed Volleyball League met on Monday and Wednesday.
- Adult Volleyball met on Tuesday.
- Challenger Basketball continued on Tuesday.
- 5K Wanderers continued on Tuesday.
- Basketball League Assessments took place on Saturday

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 held a plant sale at Bailey Riverbridge on Saturday from 8:00 a.m.-2:00 p.m.
- Wedding set up took place on Saturday from 8:00 a.m.-12:00 p.m.
- A wedding took place at The Casements on Sunday at 10:00 a.m.
- Missing Peace met at Bailey Riverbridge at 10:30 a.m.-12:30 p.m.
- Election Equipment was delivered to The Casements on Monday
- Voting was held at The Casements on Tuesday
- Talaquah HOA meeting was held at Bailey Riverbridge from 7:00 p.m.-9:00 p.m.
- The Ormond Beach Garden Club met in The Casements Gallery on Wednesday from 9:30 a.m.-12:30 p.m.
- A Veterans Day program was held at Ormond Memorial Gardens on Friday at 11:00 a.m.

- A wedding rehearsal took place from 1:00 p.m.-2:00 p.m. at Ormond Memorial Gardens on Friday
- Pilates took place on Monday, Wednesday, and Friday from 8:30 a.m.-9:30 a.m.
- Yoga took place on Thursday from 10:00 a.m.-11:30 a.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Checked property at 56 N. Beach St., and land across street
- Moved big coquina rock from hill to park
- Installed Boy Scout sign at Ames Park
- Repaired telescope at Andy Romano Beachfront Park
- Fixed restroom door at Fortunato Park
- Installed signs on floating docks "Gangplank Will Lower" at parks

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 2 flood lights at WTP
- Repaired the ice machine at SONC
- Repaired the podium at the PD
- Repaired decorative street lights on New Britain
- Check parking lot lights at Nova
- Replaced the breakroom light bulb at WTP
- Replaced the ladies restroom fan at the PD
- Replaced the light in the south generator bldg. at the WTP
- Replaced the front gate key pad at WWTP
- Checked a/c filters at Fire Station 92 and 93
- Cleaned gutter at the gym doors at SONC
- Repaired the vent in the first floor restroom at Ames
- Check the electric for King of the Grill at The Casements
- Replaced light bulbs at Station 92
- Repaired decorative light on Live Oak

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended quarterly CLEAB meeting
- Staff attended 5.0 club at Ormond Beach Middle School
- Staff attended Crimeview presentation
- Staff attended OBPAL Board Meeting
- Staff attended Job Fair at DSC
- Staff attended OBPAL Golf Tournament
- Staff attended OBLife planning meeting

Community Outreach

- Youth Director Council (YDC)
 - Five (5) YDC members assisted with the 21st Annual Golfing for Youth Tournament Saturday at Riverbend Golf Club. YDC helped sell 50/50 tickets, handed out goody bags and door prizes and placed tournament signage on the course. The next community service project will be the Annual Holiday Party at the South Ormond Neighborhood Center Wednesday, December 12 from 5:45 –7:45 pm.

- OBPAL Basketball
 - Twenty (20) members of the basketball program participated in practice last week. Practice for members will continue through 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* (TRU) 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. Last week 22 elementary and middle school aged youths participated. TRU 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. Students explored fingerprint lifting and types of fingerprints. Science on Patrol at Ormond Beach Elementary continues. Last week nine 4th and 5th grade students explored fingerprint types and practiced lifting their own fingerprints from a plastic surface.
- Annual OBPAL Golf Tournament
 - The annual OBPAL Golf Tournament was held at the Riverbend Golf and Country Club Saturday, November 3, 2018. Sixty-three (63) players participated in the tournament that began at 8:30 am. A total of \$12,919 was raised to support OBPAL athletic, recreational, cultural, and educational programs. Almost \$9,000 was received from community partners through donations for advertising, breakfast, beverages, goodie bag items and door prizes. Thank you to the following for their support of OBPAL programs. Platinum Sponsors: Holub Development, Hometown News, Dayton Auto Mall, Mayor Bill Partington, Weather Guard, Academy Sports + Outdoors. Gold Sponsors: OB-GYN Health Center of Vol. LLC, Microflex, Waste Pro, the Elkins Family-Roto Rooter, Silver Star Worldwide Auto Repair. Silver Sponsors: Mr. Greg Smith, Volusia/Flagler Police Chiefs Association, Daytona International Speedway Corporation, Fl. Hospital Memorial Med. Center. Hole Sponsors: A+ Tutoring, Giles Electric Company, Halifax OB/GYN Associates, Kalin Home Furnishings, Raymond Kenzik, D.D.S., P.A., Publix Super Markets, Commissioner Dwight Selby, Mower Depot Inc, Keyes, Stange & Wooten Wealth Management, Total Comfort, Rockin Ranch, Allied Windows Company, Café One, Iron Horse Saloon, Atlantic Communications Team, Florida Sun Insurance, Community donations: Merrill Lynch, Reunion Bank, Auto Clinic of Ormond, Breakfast Sponsors: Nova King-Dunkin Donuts, Panera Bread. Beverage Sponsor: SR Perrott Inc. Door Prize and goodie bag Sponsors: Belden's Golf, Crane Lakes Golf & Country Club, Daytona Tortugas, D.B. Pickles, Fountain of Youth ECO/History Tours, Renaissance World Golf Village, Bahama House, Pelican Bay, BurgerIM, Charlie Horse Restaurant, Daytona Symphony Society, Academy Sports + Outdoors, Radiology and Associates, Buffalo Wild Wings, Café One, Plantation Island, Texas Roadhouse, Monterey Grill, Sonora Grill Mexican Grill, Cracker Barrel, Dustin's, Dickey's Bar-B-Que, Hooligan's, Hollow Point, Southern Title, Sorrento's, Larry's Giant Subs, Ormond Beach Olive Oil, Turkey Rod Run, Sparkle and Shine, Mr. Dunderbak, Riviera Golf Club, Landry's Restaurant, Royal Floridian and Veranda Spa.

Community Services & Animal Control

- Animal Calls responded to: 43
- Animal Reports: 5
- Trap Neuter Release: 2
- Animal Bites: 1
- Animals to Halifax: 1
- Wildlife Calls: 2
- Found Property Reports: 2

Criminal Investigations

- Cases Assigned: 40
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 14
- Inactive: 12
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 0
- Larceny Car break: 22
- Grand Theft: 6
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 0
- Baker Act: 1

Records

- Walk - Ins / Window: 112
- Phone Calls: 142
- Arrest / NTA'S: 17
- Reports Generated: 124
- Reports Entered: 100
- Citations Issued: 70
- Citations Entered: 36
- Warnings Entered: 59
- Trespass Warnings: 25
- CORF Entered: 35
- Mail / Faxes / Request: 27

Patrol

- Total Calls: 1,232
- Total Traffic Stops: 75

Operations

- Crime Opportunity Report Forms: 35

10/31/2018

- Larceny, 299 North Orchard Street (Sikorski Landscaping). Known subject stole lawn equipment.
- Larceny, 30 South Beach Street (Ormond Library). Unknown subject stole 43 DVDs.

11/01/2018

- Battery/Domestic Violence Arrest, 269 Jefferson Street. Two (2) subjects were in a physical disturbance. The aggressor fled the scene prior to police arrival.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects entered the store and walked out with several televisions.
- Carbreak, 593 Flamingo Drive #B. Window smashed out overnight. Nothing stolen.
- Carbreak, 480 Cedar Street. Unlocked vehicle was entered overnight. Paperwork was stolen.
- Carbreak, 27 Ormond Shores Drive. Unlocked vehicle was entered overnight. Miscellaneous items were stolen.

- Carbreak, 51 Ormond Shores Drive. Unlocked vehicle was entered overnight. Cell phone was stolen.
- Carbreak, 676 Riverside Drive. Unlocked vehicle was entered overnight. Clothing and personal care items were stolen.
- Traffic Arrest, 1000 Block West Granada Boulevard. A traffic stop found the driver was Driving Under the Influence.

11/02/2018

- Carbreak, 27 Ormond Shores Drive. Unlocked vehicle was entered overnight. Miscellaneous items were stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Warrant Arrest, 100 Block West Granada Boulevard. Subject with a warrant was contacted during a traffic stop.
- Stolen Vehicle, 167 Division Avenue. Two (2) subjects were in a physical disturbance. After the disturbance was over, the aggressor stole the victim's vehicle. It was recovered in Daytona Beach.
- Narcotics Arrest, 751 John Anderson Drive. Subject was contacted in the area with narcotics.

11/03/2018

- Larceny, 155 Magnolia Drive. A bicycle was stolen from the front yard.
- Sex Offense, 51 Ocean Shore Boulevard. Victim reported that they were attacked. SART protocol was initiated and detectives took over the case.
- Traffic Arrest, 100 Block North Nova Road. A traffic stop found the driver was Driving Under the Influence.
- Trespass Arrest, 1478 West Granada Boulevard (Bealls). Subject was arrested for returning to the property after warning.
- Warrant Arrest, 528 Fred Gamble Way. Subject with a warrant was contacted at the residence.
- Traffic Arrest, 97 Driftwood Avenue. A traffic stop found the driver was Driving Under the Influence.
- Battery/Domestic Violence Arrest, 593 Flamingo Drive #B. Two (2) subjects were in a physical disturbance. The aggressor was arrested.

11/04/2018

- Carbreak, 7 Indianhead Drive. Window was smashed out overnight. Cellphone was stolen.
- Carbreak, 333 West Granada Boulevard (Golds Gym). Window was smashed out during the daytime. A purse was stolen.
- Carbreak, 15 Old Creek Circle. Subject attempted to get into the vehicle but was not able to.
- Carbreak, 87 Old Wiggins Lane. Subject attempted to get into the vehicle but was not able to.
- Carbreak, 8 Lakebluff Drive. Window was smashed out overnight. Computer and Yeti were stolen.
- Carbreak, 41 Emerald Oaks Lane. Window was smashed out overnight. Nothing was stolen.
- Carbreak, 111 Emerald Oaks Lane. Window was smashed out overnight. Wallet was stolen.
- Carbreak, 19 Old Creek Circle. Window was smashed out overnight. Electronics were stolen.
- Carbreak, 22 Water Bluff Drive. Window was smashed out overnight. Purse was stolen.
- Carbreak, 83 Old Wiggins Lane. Unlocked vehicle entered overnight. Change was stolen.
- Civil Arrest, 1634 North United States Highway 1. Subject was arrested for violating a no contact order.
- Warrant Arrest, 752 North Beach Street. Subject with a warrant was contacted at this address.
- Warrant Arrest, 528 Fred Gamble Way. Subject with a warrant was contacted at this address.

11/05/2018

- Burglary Business, Mile Marker 270 of I-95. Cargo containers at a construction site were entered sometime over the weekend.
- Carbreak, 53 Warwick Avenue. Unlocked vehicle was entered overnight. Wallet was stolen.
- Carbreak, 6 Dorado Beach Court. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 910 Woodmere Circle. Unlocked vehicle was entered overnight. Phone charger was stolen.

- Carbreak, 3 Waterbluff Drive. Unlocked vehicle was entered overnight. Two (2) tablets were stolen.
- Narcotics Arrest, 300 Block West Granada Boulevard. Subject was contacted that was in possession of marijuana.

11/06/2018

- Motor Vehicle Crash, South Ridgewood Avenue at Rogers Park Drive. An Ormond Beach Motor Officer was responding to a call and was involved in a crash with another vehicle. Officer was transported to the hospital and was released later in the night.
- Larceny, 1185 West Granada Boulevard (Elite Eye Care). Sunglasses were stolen from the store.
- Mentally Ill Subject, 123 Life Boulevard. Officers responded to a shots fired call. Upon arrival, the officers were shot at. Eventually the scene ended without any further incidents.
- Burglary Residence Arrest, 730 South Beach Street. Subject broke into a house. Upon officers' arrival, the subject ran from police but was caught.
- Burglary Residence, 752 North Beach Street. Known subject attempted to make entry into the home. The subject then started vandalizing the home. Affidavit is pending.
- Burglary Residence, 209 Kenilworth Avenue. Known subject broke into the home. Affidavit is pending.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 13
 - Number of Uniform Traffic Citations Issued: 24
 - Number of Written Warnings Issued: 6
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 8
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 13 Case initiated
- Zone 2: 10 Cases initiated
- Zone 3: 6 Case initiated
- Zone 4: 2 Cases initiated
- 120 signs have either been removed or sign cases created.
- 15 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and eighty-five (85) telephonic inquiries.

Public Works

Airport Operation and Development

- Construction activity on the project to rehabilitate the pavement and electrical systems of Runway 8/26 at the airport continued this week. The contractor has completed work to demolish the old runway shoulder areas and has begun installation of new lime rock base course material on the excavated sections of the runway, east and west of the runway intersection. Delivery of new electrical conduits and fabrication of new runway lighting canisters has also begun. Runway 8/26 is closed for the duration of the construction phase of this project. The airport will remain open for normal operations via utilization of Runway 17/35.
- The City Commission approved a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation at their meeting on Monday, November 5. The PTGA will provide primary funding for aviation easement acquisition services needed for the project to extend Runway 8 at the airport. A new Runway Protection Zone (RPZ) will be established for the extended runway which will overlay several parcels of land outside the airport boundary, located in

unincorporated Volusia County. Per Federal Aviation Administration requirements, RPZs cannot extend off of airport property without first attaining avigation easements over these parcels.

- Staff participated in a teleconference with Hoyle, Tanner & Associates and their sub-consultant for the avigation easement acquisition portion of the project to design the extension of Runway 8.

Engineering

- Projects Summaries
 - Construction Projects:
 - Ph III 2-Inch Water Main Replacement – Mainland – The project is complete.
 - Effluent Outfall Replacement – The City Commission approved the additional work to the existing contract. The contractor has mobilized and is repairing the two additional leaks work should be completed by next week.
 - Storm and Sewer Lining – Sanitary sewer lining operations on Granada Blvd. are nearly complete and expected to be finished in the next few weeks.
 - Deer Creek Reclaimed Water – Contractor completed the directional drill and connection at the west end of the 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 93% complete.
 - Rockefeller Gardens Stage Shade Cover – Contractor is coordinating fabrication. Installation of shade structure will be early 2019.
 - Forest Hills Connector Trail – The contractor has prepared the path for first 1,000 feet of sidewalk, compliance submittals are in process. A concrete pre-pour meeting was held, in preparation for the contractor to begin concrete installation.
 - 2018 Road Rehabilitation-Resurfacing – Paving operations began October 31 in the Main Trail area.
 - Main Trail Bridge Repair – Work is approximately 50% complete.
 - Laurel Creek Stream Gauges – Contractor began installation of conduit, stilling wells, and posts for controllers.
 - MacDonald House – The contractor has begun work re-framing and leveling the southwest wall of the tower.
 - Fishing Pier Repair – The bid from Brothers Construction Inc. was approved by the CC. Contracts have been returned by the contractor for final execution. A preconstruction meeting is scheduled for next week.
 - 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. Two easements are needed and Engineer is preparing the documents.
 - Breakaway Trails Storage and Pumping Improvements – Sixty percent plans that reflect changes to the site have been received by City for review. An SPRC pre-application meeting was held.
 - Cassen Park Public Dock and Breakwater – The project is scheduled for advertising for bids in December. Consultant is working with FDEP on the modified Submerged Land Lease that is required for the modified breakwater.

- 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 continues to finalize documents for submittal to FEMA and respond to SJRWMD comments.
 - 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's Work Authorization has been placed on the December 4 City Commission meeting agenda for approval.
 - OBSC Improvements – Championship Field 7 – An ECHO grant application submittal was approved by the City Commission on November 5. If awarded, the grant will provide funding in June 2019.
 - Secondary Raw Water Main – The Consultant is working on plan revisions.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Revised plans have been submitted for FDOT review.
 - 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 – R2CTPO Executive Committee approved the City's request for additional 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 design contract.
- 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 205 South Atlantic Avenue and for West Granada Blvd/Tomoka Avenue intersection, per Bighthouse request.
 - Completed several Tree-in-the-Right-of-Way locates at 909 Northbrook Drive, along Twelve Oaks Trail, and along Main Trail, per Neighborhood Improvement Division Request.
 - Completed property corner stakeout at Grand Villas/Arbor Trails, per Neighborhood Improvement Division request.
 - Completed construction plan drawing for Hidden Hills weir repair.
 - Researched old as-built files and provided PDF copies of Utilities in the vicinity of 2344 Ocean Shore Blvd, per Utilities Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Asphalt – cut out and replaced on Carmel Ct; pulled cones and cleaned up
- Concrete prep/pour & form 3x3 on Seaside Dr; pulled cones & forms and cleaned up
- Pulled cones & finished backfilling dirt on Oriole Cir
- Asphalt layover on Pinewood Dr
- Asphalt patch on Loyola Dr; Harvard Dr; Oriole Cir & Northshore Dr
- Concrete prep and pour on Wisteria Dr
- Concrete/rip out & replaced in Ormond Lakes

- Pulled cones and cleaned up Northshore & Oriole Cir

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming on Nova N/O Main Trl; Northbrook Subdivision
- Removed dead tree at Willow Oaks & Twelve Oaks; dead Hickory on Grove St
- Removed hanging limb on 400 block of N Yonge St

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
- Concrete light post bases 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
- Met with Fire Chief at Public Works for an EOC signage project

Stormwater Maintenance

- Reachout/ditch mowing on SR40
- FDOT pond mowing citywide
- Locates & basins inspected and cleaned citywide
- Pipe repair on Mayfield Cir & Cypress View
- Gates & pumps citywide
- Outfalls inspected and cleaned on Pineland Trl
- Ditch maintenance spraying citywide
- Pipe repair on Ormwood Dr
- Hot spots citywide
- Picked up and placed sod at Riverbluff & Mayfield Cir

Vactor

- On Mayfield Cir
- 500 block of Wilmette Ave
- 800 block of Arroyo Pkwy
- Ormwood Dr

Street Sweeping/Streetsweeper (2 days)

- 49 miles of road cleaned
- 18 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 24,201
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 14,368 gallons unleaded, 6,041 gallons diesel
 - Fuel used in one week: 2,060 gallons of unleaded and 674 gallons of diesel.
 - Fleet completed 39 work orders this week.

Utilities

- Projects Summary
 - Alpha General Services, Inc. – Pep System Tanks & Components Sole Source Purchase resolution approved by the City Commission under Resolution 2018-172.
 - Breakaway Trails Reuse Storage and Pumping Improvements – Pump size reduced to 100 horsepower. The bottom of the pump range is 500 gpm. Preliminary plans were discussed at the SPRC meeting on November 7, 2018. A design review meeting is scheduled on November 15, 2018.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Contract documents were signed. NTP November 6, 2018. 120 days substantial completion date March 6, 2019. 150 days final completion date April 5, 2019.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Design ongoing, consultant is modeling elevated tank fill/drain scenarios with one pump and four motorized valves.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Award recommendation to Danus Utilities, Inc. was approved by the City Commission under Resolution 2018-174.
 - Water Plant Elevated Storage Tank (EST) activities – A work authorization to use OM Engineering for construction management services was prepared for submittal at the December 4th City Commission meeting.
 - Water Tank Inspection and Cleaning Services – An award recommendation submitted for the December 4th City Commission meeting is in the review process.
 - Utilities SCADA Upgrades (Software Purchase RFP) — Recommendation for purchase approved by the City Commission under Resolution 2018-175.
 - SCADA Integration Services RFP – Disposition memo, plans and specs were approved for bidding at the November 5th City Commission meeting. Bids will be advertised on November 11th.
 - Shadow Crossings Reuse Pump Facility Upgrades – A meeting with the consultant to discuss design scope was held with the consultant on November 2nd. Consultant to provide proposal for design services to be followed by work authorization for preparation of plans and specs for bidding purposes.
 - Sunstate Sole Source – Submitted a Sole Source Purchase Resolution for City Commission approval at the December 4th meeting.
 - WTP LPRO Membrane Replacement – A meeting was held with the Finance Department on November 5th to discuss the timing of bonds. A disposition memo to bid the project is being prepared for submittal at the December 4th City Commission meeting.
 - WTP Sanitary Survey – Demolition of the walkway is scheduled to begin next week.
 - WWTP Influent Pumps VFD Replacement – Award of the contract to Giles Electric was approved by the City Commission under Resolution 2018-173.
 - WWTP Operating Permit Renewal – A progress review meeting is scheduled on November 9th.
 - Xylem Sole Source Procurement Flygt Pumps – Products – Sole Source Purchase resolution approved by the City Commission under Resolution 2018-171.

- 2344 Ocean Shore Blvd – Preparing FDOT permit plans for force main excavation work.
- SPRC Projects (Utilities Review)
 - Starbucks, 125 E Granada – Pre-construction meeting scheduled for November 7, 2018
 - Total Comfort, 1345 US1 – Site plan review scheduled for November 7, 2018.
 - Chase Bank, 1520 W Granada – Civil pre-construction meeting scheduled for November 7, 2018.

Water Treatment

- Delivered 38.36 million gallons for the week ending November 2, 2018 (5.48 MGD).
- Backwashed 9 filters for a total of 451,000 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 81.0 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 beautification project.
- Crews continued flushing this week

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 38.90 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.56 MGD.
- Produced 25.33 Million Gallons of Reuse.
- Produced 13.57 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (October 1, 2017 - September 30, 2018 (MGD)): Influent 4.86 MGD (Permit 8 MGD); Surface Water Discharge 2.01 MGD (Permit 6 MGD); Reuse 3.32 MGD (Permit 10 MGD)
- Hauled 94.10 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to and/or repaired 15 water service leaks.
- Installed 5 new residential water services.
- Performed pressure testing on 7 city owned backflow preventers.
- Replaced 13 broken meter boxes.
- Performed scheduled accuracy testing on 3-3" and a 4" commercial water meters. Scheduled 6 commercial meters for future testing.
- Continued fire hydrant maintenance on beachside. 11 fire hydrants inspected and maintained.
- Replaced 2 stopped water meters due to Finance work orders.
- Replaced 5 water services due to low pressure or leaking GSP, 1 casing was installed for a water service under a street.
- Water main leaks repaired: 4" CI cracked on the corner of North Shore Dr. & Oriole Cir. 8" AC coupling leaking at 44 Raymonde Dr. in OB-Sea.
- Installed an 8" isolation valve on Raymonde Dr. and Briggs Dr. to shorten future shut downs in that area.
- Replaced a broken timer on the permanent flushing device in Coquina Key subdivision.
- Located a fire line isolation valve at 2390 Ocean Shore Blvd for a contractor to replace an aged fire line DDC BFP.
- Exercised 5 valves in various areas.
- Grade and re-sod excavation sites.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 159 regular and 2 emergency 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 5 in the conventional system service area. Responded to 0 reuse trouble calls.
- Removing air from 8" force main on A1A. We have performed this operation multiple times this week.
- Extended reuse tap to 127 Riverside Dr.
- Installed pressure recorder at Forestview Way and Winding Creek Way to determine the force main pressure, pressure gauge was showing 22 psi.
- Verified main line valve was open at 35 Forestview Way.
- Called locates to replace force main valve at Echo Woods Way and Forestview Way.
- Follow up TV for stoppage at 958 Parkwood Dr. Cannot get camera past cast iron clean out. Scheduling for repair.
- Replaced broken manhole cover at Havenwood Trail. Hit by paving contractor.
- Rewired PEP system including new control box at 36 Huntmaster Ct. Installed 6" riser.
- Televised 11 laterals on maintenance work orders.
- Follow up on PEP alarm at 36 Meadow Ridge View. Customer's breaker tripped, customer aware.
- Rewired PEP pump at 104 Deep Woods Way.
- Pumped out PEP tank to inspect interior of tank. Cannot find any sand or reason for ground subsidence. Will fill and monitor. Installed 18" riser on back lid at 2 Double Branch Way.
- Follow up TV at 958 Parkwood Dr. Line is clear.
- Capped broken sanitary C/O (unused) at 11 Indianhead Dr. Replaced C/O cap on active line.
- Repaired leaking manhole in front of 394 Military Blvd.
- Replaced broken 4" coupling on lateral at 3 Tropic Lake Way.
- Replaced and rewired PEP pumps at 35 & 37 Canterbury Woods. System still not pumping down. Discovered that neighbor had closed force main valve because of customer side reuse leak.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 35 psi, Ocean Mist Hotel 32 psi, Ormond Mall 5 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 18 psi, Westland Run 25 psi & Shadow Crossing Blvd. (4 inch) 9 psi.

Wastewater Plant – Lift Stations

- Influent Room, oversee transfer of pump positioning status, ok.
- SCADA/WIN911, server locked up, reboot, WIN911 operating in voice only, text not operational.
- Shadow Crossings, follow up from call out, replaced pump #2 and isolation breaker, ok.
- Post Anoxic Basin, repaired leak at Spray Mister System, 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, high level, dirty probe, cleaned probe and watched station for correct operation, ok; Creekside, high level, found bad phase monitor and replaced, #1 motor starter chattering, operated starter several times, chatter softened, ok.
- SCADA monitor/response: Breakaway Trails, no starts #2, replaced faulted components with new stock; Shadow Crossings, uneven starts, corroded wiring connection at motor starter, cleaned connection, ok; River Oaks, Ormond Mall, no starts #2, reset Motor Starter, ok; Chelsea Place #1, no starts #2, station operating fine, continuing to trouble shoot; Aberdeen #1, high run hours at local time clocks, deragged both check valves, ok; Shadow Crossings, erratic readings, found bad pump, began preparation for pump replacement; 7M, San Marco, high starts, cleaned probe, ok; Ormond Lakes #4, high starts, cleaned probe, found check valves bypassing, deragged both check valves, ok.

- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2.
- Monthly Plant PM's: Swing Zone Blowers, #1, #2; Carrousel Surface Aerators, #1N, #1S, #2N, #2S; Effluent Transfer Pumps, #1, #2, #3;
- Semiannual Plant PM's: Carousel Blower #1.
- Lift Station PM's: 20 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Radio Rack, audible alarm noted, reset radio equipment, will monitor.
- Water Sample #2, primed pumps for use.
- Well 10D, removed buildup of old concrete filler at top of well in preparation of refurbishment.
- Rima well 39, cleaned and adjusted exhaust fan thermostat, ok.
- Clear well, Pump #2, primed and started, checked for correct operation, ok.
- High Service pump #7, installed new 125 hp electric motor and performed straight edge alignment.
- Operational checks: Orchard reuse station; Division wells.
- PM's: All Hudson wells; Rima wells 35, 36, 37, 38.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Local Limits Evaluation – FDEP issued preliminary approval of the Local Limits the City submitted to the Department from the plan of study. Staff 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. Also, the consultant set a kickoff meeting to begin the process. The current permit expires in December 2019; however, the renewal application is due in June of the same year.
- Cross Connection Control Program – Staff tracks the backflow device testing compliance. The Volusia County Health Department reviews the compliance rate of the City's commercial potable water customers. The City's compliance rate is currently 86%.
- Industrial Pretreatment (IP) Program – Staff attended the Florida Industrial Pretreatment Association (FIPA) semiannual workshop. FDEP provided updates to the new dental amalgam rule which went into effect in May 2017. The rule requires dental offices to submit a one-time report to the utility receiving sewer from the facility. FIPA also introduced the benefits of the FlaWARN organization which allows utilities to quickly assist other utilities after a disaster.
- Reuse Groundwater Monitoring Wells – Staff reviewed the analytical results of the resampled GMW well at Oceanside CC. The results confirmed the original analysis and will be uploaded to the FDEP ezDMR system. The results are used by the FDEP to assist in determining if the City's reuse water is affecting the groundwater.
- US EPA – Staff spoke with a compliance inspector from the US EPA after submitting several documents to the inspector concerning the September 7, 2018, chlorine incident at the City's Water Treatment Facility. The inspector reviewed the final reports submitted to the different agencies defining the incident and follow up activities.

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 and Assistant City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Assistant City Manager
- Staff attended and provided support for November 5, 2018, City Commission Meeting
- City Clerk and Assistant City Clerk attended a training webinar provided by IIMC