

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 16, 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
- Prep work for the November 27 OB Life community engagement meeting
- Prep work for and held new commissioner orientation meeting
- Reviewed utility agreements with senior staff

Spoke to, attended and/or met with:

- Senior staff and I met with Kevin Grace, FGUA, regarding Tymber Creek utilities
- Phone interview by Tennessee State University MPA student regarding career in government
- PACE Center board meeting
- Dorian Burt – Granada Blvd/Downtown

Community Development

Planning

- Staff attended the neighborhood meeting/sound test scheduled for the Topsy Taco Cantina, located at 746 South Atlantic Avenue, to allow live outdoor music every Monday and Tuesday from 6 pm to 10 pm and weekends from 12 pm to 10 pm. It is expected that Topsy Taco Cantina Special Exception application would be heard by the Planning Board in December and the City Commission in January.
- It is expected that 1246 West Granada Boulevard, multi-tenant shops Special Exception application would be heard by the Planning Board in December and the City Commission in January. The project includes construction of a two unit building totaling 3,800 square feet. One tenant has a drive thru restaurant which would require a Special Exception.
- The Extended Stay America project at 275 Interchange Boulevard proposes to construct a four story, 124 room hotel of 56,000 square feet. The project is located where the former Tomoka Estates apartments were proposed. The project has scheduled a neighborhood meeting on December 6, 2018 at the Baymont Inn and Suites at 175 Interchange Boulevard starting at 6 pm. The project proposes a Planned Business Development rezoning that is expected to be heard by the Planning Board in January 2019.
- Planning and Building staff attended a demonstration of the proposed Project Dox, the City's electronic permitting system, upgrade. The upgrade includes several features designed to improve the permitting process.
- Planning staff attended the Ormond Beach Main Street Executive Board to discuss food trucks.
- Planning staff attended the Ormond Beach Main Street Design Committee to discuss overall goals in the Downtown area.
- Conducted interviews for the permit technician job position.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued.

- 408 inspections performed within the City (51 by Private Provider).
- 149 permits issued within the City, with a valuation of \$1,804,795.

Development Services

- The Site Plan Review Committee (SPRC):
 1. Met with two property owners of vacant land near the intersection of Magnolia Avenue and Midway Avenue to discuss the construction of two single lots including the proposed trail currently under construction and the access requirements to construct the two single-family houses.
 2. SPRC staff discussed:
 - a. Permitting for a parent pick-up/drop-off loop at Pathways Elementary.
 - b. Sewer connection for 101 Town and Country Lane.
- Projects under SPRC review include:
 1. 835 Hull Road, Air One. 2nd review. Construction of a 9,000 square foot office/warehouse and associated site improvements.
 2. 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. They will be topping out in the final weeks of November, an event where the last beam is placed on the building and the interior work can commence.
 - 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 attended a VMA plant tour of Hudson Technology with other VMA members.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 21 companies have been visited.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for Hurricane Matthew. To-date the City has received \$6.2 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 76 Journal Entry Batches.
 - Approved 30 Purchase Requisitions totaling \$14,266.30.
 - Issued 44 Purchase Orders totaling \$2,134,549.57.
 - Prepared 140 Accounts Payable checks totaling \$274,064.83 and 28 Accounts Payable EFT payments totaling \$63,729.20.
 - Issued 811 past due notices on utility accounts.
 - Auto-called 201 utility customers regarding receipt of a past due notice.
 - Processed 484 payments through Interactive Voice Response System totaling \$42,835.01.
 - Grant money 2017-18 fiscal year-to-date total received, \$7.1 million dollars.

Grants/PIO

- Press Releases
 - Bankruptcy Workshop (12/6)
 - EDC Request for Volunteers
 - Thanksgiving Holiday Garbage & Recycling Schedule
 - Toys for Tots Drop Off at The Casements
 - Casements Closure (November 26-30 to prepare for the Christmas Gala)

- 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 New City Commission Orientation.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 8
 - Hazardous: 2
 - EMS: 75
 - Motor Vehicle Accidents: 6
 - Public Assists: 38
 - TOTAL CALLS: 130

- Aid provided to other agencies: 8 Calls – Daytona Beach (2), Volusia County (6)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 7
- Total EMS patients treated: 59
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 415

- Training Hours
 - NFPA 1001: Firefighting 62
 - NFPA 1002: Driver 7
 - NFPA 1021: Officer 14
 - NFPA 1500: Safety/Equipment 46
 - NFPA 1620: Preplanning 18
 - EMT/Paramedic 12
 - TOTAL TRAINING HOURS: 159

- Station Activities
 - Updated 14 pre-fire plans
 - Conducted 2 fire inspections
 - Serviced 211 fire hydrants
 - Instructed Child and Babysitting Safety training to a group of Ormond Beach students

- Significant Incidents
 - 11/7/18, 8:13 AM: Kingsbridge Crossing Dr. – Emergency Medical – Responded to a person falling off a roof – patient transported as a trauma alert – two firefighters assisted EVAC with patient care during transport to hospital.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - HR Generalist/Benefits Specialist (HR) open 11-8-18 until 11-25-18. Advertised on City web site, governmentjobs.com, Indeed, Volusia SHRM, FL League of Cities, and internally.
 - Part Time Events Leader (Leisure Services) open 10-17-18 until 11-25-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker I (PAC/Leisure Services) open 10-8-18 until 11-25-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker II (Athletic Fields) open 10-26-18 until 11-25-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services) open 10-9-18 until 11-25-18. 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 11-25-18. 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, Florida League of Cities; Florida City & County Management Association, and Indeed.
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works) re-advertised 11-13-18 until 12-9-18. Advertised on City web site, governmentjobs.com, FL League of Cities, Indeed, and internally.

 - Applications Under Review
 - Building Maintenance Supervisor (Leisure Services)

 - Interviews Scheduled
 - Evidence/Crime Scene Supervisor
 - Permit Technician (Planning)
 - Utilities Manager (Public Works)

 - Background/Reference Checks/Job Offers
 - Firefighter/EMT (Fire)

- 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)
- Separations
 - Accounting Tech (Payroll/Finance)
 - Maintenance Worker III (Streets/Public Works)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Utilities Electrician (Water/Public Works)
- Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue until 12-4-18
 - 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
 - Attended Leadership planning meeting.
 - Hosted Mayor's Health & Fitness Challenge planning meeting.
 - Attended Awards Banquet as nominee for Outstanding Risk Manager.
 - Assisted PAL with toy collection at the Margarita Ball.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project meeting with vendor and staff, mapping procedures and data requirements.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 21
 - Completed: 57
 - In progress: 23
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 39,233
 - Inbound E-Mails Blocked: 20,752
 - Delivered Inbound E-Mails: 18,481
 - Quarantined Messages: 261
 - Percentage Good Email: 47.1%
 - Virus E-Mails Blocked: 8
 - Notable Events: None.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 7
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 24
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 61 : Total in system = 2,429
 - 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
- Mayors Health and Fitness updates
- City wide scavenger hunt planning

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: 107
- Tours were given as needed on Saturday and Tuesday through Friday.
- Florida Wildflower Foundation gave a Wildflowers, Naturally! Program on Saturday from 10 am – 11 am.
- EDC Volunteers met in the EDC Classroom to discuss December children's programs on Wednesday at 11 am.
- The monthly Community Gardens volunteer board meeting was held in the EDC Classroom on Wednesday from 3 pm - 4 pm.
- Volusia Count Beach Habitat Conservation Plan gave a Coastal Wildlife 101 program on Friday from 10 am - 11 am.
- EDC Volunteers met in the EDC Classroom to discuss December's winter social on Friday at 11:30 am.
- EDC Volunteers met in the EDC Classroom to prepare for Saturday's field trip on Friday at 3 pm.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on M, W, & F's 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 Tuesday & Thursday starting at 5:30 pm.
- OBSC Recreational & Competitive Teams finished practicing & games.
- OBGS Baseball Competitive Practices continued practicing on Monday - Thursday night at 6 pm, currently they are using Nova Fields 2 – 5 & Kiwanis.
- Lady Renegades & Rec Softball Teams finished season on Thursday night at 6 pm.
- City Flag Football Program finished their Playoffs this week on Monday – Wednesday night at the Sports Complex, fields Quad #3 & Kiwanis Field. Final game was Senior Bowl on Thursday night.
- City Adult Volleyball Program finished this week on Tuesday night from 6:15 – 8:15 at the Nova Gym.
- OBYBSA Baseball/Softball finished 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, Monday - Friday, at the SC, Soccer Fields 5 & 6. Boys had their 1st Home Games of the Season on Tuesday night, 5:30 & 7 pm.
- OBSC Rec. Soccer will have their final Saturday games starting at 9 am at the SC Soccer Fields.
- USSSA Baseball is having their final tourney of the fall on Saturday & Sunday at the Wendelstedt Fields starting at 8:30 am.

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- 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 Quad 3 for flag football games
- Painted soccer fields for games each Saturday for OBSC programs
- 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
- Prepped for USSSA baseball tournament for weekend
- Laser graded Wendelstedt Fields 1, 2, 3
- Laid out soccer fields for upcoming tournament Dec. 1 & 2

Senior Center

- Granada Squares Dance was held on Tuesday from 6:00 pm to 9:00 pm.
- Angels of Praise Ministries was held on Sunday from 2:30 pm to 8:30 pm

Performing Arts Center

- The Performing Arts Center hosted the following throughout the week as part of its regular operations:
 - CMT held regular classes Monday – Friday
 - Follies held regular classes Wednesday and Thursday
 - Ormond Church Sunday 8:30 am – 12:30 pm

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 5:30 pm
- PAL tutoring Monday-Thursday from 3 pm-6 pm

Community Events

- Weekly administrative tasks, office work, activities, and follow up of tasks for scheduled events November and December
- Preliminary planning meeting for 2019 Mayor's Health and Fitness Challenge
- Assisting with food for commission orientation
- Preparation for New Commission Welcome Reception
- Preliminary planning activities for the following upcoming events:
 - Holiday Concert
 - Santa on the Go, Letters to Santa
 - Home for the Holidays Parade- sponsorship letters and resident notice mail outs
 - Breakfast with Santa

Gymnastics

- Registration is open for November session
- November session in progress
- Open Gym, Friday, November 16, 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.
- Lunch Bunch met on Wednesday.
- Adult Volleyball met on Tuesday.
- Challenger Basketball continued on Tuesday.
- 5K Wanderers continued on Tuesday.
- Basketball League Assessments took place on Saturday and Monday.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am to 3:00 pm, Saturday tours were given at 10:00 am and 11:00 am.
- The Casements was the site for a wedding and reception on Saturday from 12 pm-10:30 pm.
- Ormond Memorial Gardens was the site for a wedding on Saturday from 12 pm-3 pm.
- Bailey Riverbridge was the site for a wedding ceremony on Saturday from 1 pm-5 pm.
- Missing Peace met at Bailey Riverbridge at 10:30 am-12:30 pm.
- Ron Berkheimer's Gallery Exhibit is open through November 21
- The Casements Guild Executive Board met Monday from 9:30 am to 10 am
- The Casements Guild Administrative Board met Monday from 10 am-10:30 am
- The Leisure Services Director, Cultural Coordinator and members from the Guild met on Tuesday at 2:30 pm to discuss the Carriage House expansion project.
- The Casements Guild held their monthly meeting on Wednesday from 10 am-noon.
- The Ormond Beach Garden Club met upstairs at The Casements from 9 am-12 noon.
- Once Upon a Storytime was held on the North Lawn on Tuesday from 10 am-11 am.
- Kings Crossing's HOA met at Bailey Riverbridge on Tuesday evening from 7 pm-9 pm.
- Mainland's ROTC helped decorate The Casements first floor windows on Wednesday afternoon from 2:30 pm- 5:30 pm.
- The Cherry Laurel Garden Club met at Bailey Riverbridge on Wednesday morning from 9 am-12 pm
- Greek Cooking was held in the kitchen on Thursday evening from 4:30 pm-8:30 pm.
- The Casements Camera Club held their monthly meeting on Thursday evening from 7 pm-9 pm.
- Staff assisted Ormond MainStreet with Riverfest set up on Friday.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am.

- Yoga took place on Thursday from 10:00 am-11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Nova Community Center: Removed both backboards, sanded, repainted and lowered to 8'6". Trimmed trees.
- Weekly check of 56 N. Beach Street building
- Suntrust Bank Park on Granada: Sealed new wood on bench
- Cassen Park: Fixed missing pavers to fill in hole

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
- Repaired the a/c unit at The Casements
- Changed the gate lock at Osceola Elementary
- Checked electric gates city wide
- Checked roof leaks at Nova Gym
- Repaired the NID entry gate at the PD
- Repaired the toilet main bldg. at WTP
- Repaired the window screen at Ames
- Repaired the exhaust fan cover at The Casements
- Repaired the door closer at Nova Gym
- Repaired the washer at Fire Station 92
- Repaired the rain barrel spigot at EDC
- Repaired the sally port gate at the PD
- Replaced the battery for the handicap button at City Hall
- Repaired the roof leak in the stairway at The Casements
- Serviced the garage heaters at Fleet
- Replaced the sink faucet at Bailey Riverbridge

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended Florida SWAT roundup
- Staff attended the awards committee meeting
- Staff attended Officer Robert Grim memorial
- Staff attended Coffee with a Cop

Community Outreach

- Youth Director Council (YDC)
 - Nine (9) YDC members attended the first Cop and Youth Sporting Event (Bethune Cookman University Football game) with officers and staff on Thursday, November 8 at Daytona Municipal Stadium. Youth, officers, OBPAL staff and board members enjoyed a catered tailgate before the game sponsored by OBPAL. Everyone wore PAL t-shirts in team colors and enjoyed a great evening. Special thank you to: Bethune Cookman University, OBPAL Board Treasurer Dee Boehm, OBPAL Board member Joe Daniels, and our caterer Robert Jones for making this a wonderful event for our YDC.
 - The next community service project is the Annual Holiday Party at SONC on 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.

Community Services & Animal Control

- Animal calls responded to: 35
- Animal Reports: 3
- Animals to Halifax Humane: 1
- Trap Neuter Release: 1
- Property Found Reports: 2
- Pets Vaccinated at Clinic: 68
- Wildlife: 2

Criminal Investigations

- Cases Assigned: 53
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 1
- Inactive: 5
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 27
- Grand Theft: 3
- Auto Theft: 4
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 5
- Suspicious Incident: 1
- Shooting: 1
- Baker Act: 1

Records

- Walk - Ins / Window: 97
- Phone Calls: 135
- Arrest / NTA'S: 13
- Reports Generated: 144
- Reports Entered: 110
- Citations Issued: 105
- Citations Entered: 105
- Warnings Entered: 281
- Trespass Warnings: 16
- CORF Entered: 281
- Mail / Faxes / Request: 21

Patrol

- Total Calls: 1,255
- Total Traffic Stops: 121

Operations

- Crime Opportunity Report Forms: 64

11/07/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items.
- Battery/Domestic Violence, 160 Business Center Drive (Kidsko). Two (2) subjects were in a physical disturbance. The aggressor left prior to police arrival. An affidavit was completed.

11/08/2018

- Carbreak, 190 Quail Run. Unlocked vehicle was entered overnight. Wallet was stolen.
- Carbreak, 865 Quail Run. Unlocked vehicle was entered overnight. Wallet was stolen.
- Carbreak, 4 Hamlet Circle. Unlocked vehicle was entered overnight. A gun was stolen.
- Carbreak, 8 Woodlands Boulevard. Unlocked vehicle was entered overnight. Tools were stolen.
- Carbreak, 2 Hamlet Circle. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 905 Willow Run. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 875 Willow Run. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 885 Willow Run. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 953 Village Drive. Unlocked vehicle was entered overnight. Nintendo DS was stolen.
- Violation of Injunction Arrest, 159 Dix Avenue. Subject was arrested for violating a no contact order.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was stopped by loss prevention for failing to pay for items.

11/09/2018

- Vandalism to City Property, 329 Sanchez Avenue (Sanchez Park). Unknown subject sprayed an oil type substance on various areas of the park.
- Stolen Vehicle, 201 Rio Pinar Drive. Vehicle was stolen from the driveway overnight.
- Stolen Vehicle, 32 River Ridge Trail. Vehicle was stolen from the driveway overnight.
- Burglary Residence, 2 River Bluff Court. Known subjects entered the home by forcing open a door.
- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line. The subject fled on foot.
- Carbreak, 16 Tomoka Oaks Boulevard. Unlocked vehicle was entered overnight. Wallet was stolen.
- Carbreak, 111 Tomoka Oaks Avenue. Unlocked vehicle was entered overnight. Wallet was stolen.
- Carbreak, 101 North Saint Andrews Drive. Unlocked vehicle was entered overnight. Backpack was stolen.
- Aggravated Battery, 283 Roosevelt Drive. Two (2) subjects were in a disturbance with a knife. Neither party wanted to press charges.
- Larceny, 795 Peninsula Drive. Unknown subject stole items out of the victims purse inside the home.
- Warrant Arrest, 1478 West Granada Boulevard (Publix). Subject was contacted that had a warrant. The subject ran on foot but was caught by a retired police officer.
- Traffic Arrest, 200 Block North Ridgewood Avenue. Subject was arrested for driving on a suspended license.

11/10/2018

- Stolen Vehicle, 1608 North United States Highway One (Days Inn). Vehicle was stolen from the parking lot overnight.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in clothing but was stopped by loss prevention.
- Shoplifting Attempt, 72 South Yonge Street (Crown Pawn). Subject attempted to take a laptop but was stopped by staff. Subject fled the area.
- Burglary Business, 1629 West Granada Boulevard (Texaco). Front door was smashed open. The cash register and other property were stolen.

- Shooting, 250 North United States Highway One (Skate and Shake). Subject fired several rounds in the parking lot. Nobody was hit but there was some damage to the property.
- Traffic Arrest, 144 South Lindenwood Circle. Driver crashed into a home. The driver was found to be intoxicated.
- Traffic Arrest, 200 Block East Granada Boulevard. Subject was arrested for reckless driving.

11/11/2018

- Stolen Vehicle, 1515 San Marco Drive (San Marco Apartments). Vehicle was stolen from the parking lot overnight. There was a firearm in the vehicle.
- Carbreak, 1515 San Marco Drive (San Marco Apartments). Window was smashed open sometime overnight. Keys were stolen.
- Carbreak, 1515 San Marco Drive (San Marco Apartments). Window was smashed open sometime overnight. Sunglasses were stolen.
- Carbreak, 125 Interchange Boulevard (Cracker Barrel). Window was smashed open sometime overnight. Nothing was stolen.
- Carbreak, 11000 Hamilton Circle (Bermuda Estates). Window was smashed open sometime overnight. Nothing was stolen.
- Carbreak, 11000 Hamilton Circle (Bermuda Estates). Window was smashed open sometime overnight. Nothing was stolen.
- Carbreak, 11000 Hamilton Circle (Bermuda Estates). Window was smashed open sometime overnight. Wrapped birthday presents were stolen.
- Carbreak, 16000 Caroline's Cove (Bermuda Estates). Window was smashed open sometime overnight. Nothing was stolen.
- Carbreak, 13000 Caroline's Cove (Bermuda Estates). Window was smashed open sometime overnight. Firearm was stolen.
- Carbreak, 16000 Caroline's Cove (Bermuda Estates). Window was smashed open sometime overnight. Nothing was stolen.
- Carbreak, 175 Interchange Boulevard (Baymont Inn). Window was smashed open sometime overnight. Nothing was stolen.
- Carbreak, 16000 Caroline's Cove (Bermuda Estates). Window was smashed open sometime overnight. Nothing was stolen.
- Carbreak, 125 Interchange Boulevard (Cracker Barrel). Window was smashed open sometime overnight. Nothing was stolen.
- Carbreak, 175 Interchange Boulevard (Baymont Inn). Window was smashed open sometime overnight. Nothing was stolen.
- Carbreak, 175 Interchange Boulevard (Baymont Inn). Window was smashed open sometime overnight. Nothing was stolen.
- Carbreak, 2 River Bluff Court. Window was smashed open sometime overnight. Phone charger was stolen.
- Battery Arrest, 450 Tomoka Avenue. Known subject went to the residence and battered the victim.
- Carbreak/Battery Arrest, 120 Williamson Boulevard. Subject was mad at a vehicle in traffic for playing loud music. The subject reached into the vehicle and punched the victim.

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- Stolen Vehicle, 547 Collins Street. Known subject failed to return a vehicle to the owner.
- Larceny, 10 Brooke Station Drive. Known subject is believed to have stolen property while working inside the home.
- Larceny, 77 West Granada Boulevard (Ormond Medical). Ladder was stolen from the rear of the business.
- Carbreak, 116 Rio Pinar Drive. Unlocked vehicle was entered overnight. iPad was stolen.
- Vandalism, 100 Osceola Avenue (Osceola Elementary). Bathroom in the common (City park) area was damaged.
- Battery/Domestic Violence Arrest, 365 West Granada Boulevard (Winn Dixie). Two (2) subjects were in a physical disturbance.

- Larceny, 1643 North United States Highway One (Houligan's). Subject ate food then left without paying.
- Resisting Arrest with Violence Arrest, 23 Emerald Oaks Lane. Subject was screaming at people and was naked. When officers arrived, the subject became combative. Taser and pepper spray was used.

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- Larceny, 838 John Anderson Drive. Copper was stolen from the property.
- Robbery, 1120 West Granada Boulevard (Florida Community Bank). Subject demanded money from the teller. Subject fled on foot.
- Stolen Vehicle, 100 South Nova Road (McDonald's). Vehicle was stolen from the parking lot while the victim was inside eating.
- Carbreak Attempt, 12 Queensgate Court. Subject was on camera trying door handles between the hours of 2245 and 2259.
- Carbreak Attempt, 10 Kingsgate Court. Subject was on camera trying door handles between the hours of 2245 and 2259.
- Carbreak, 39 Kingsbridge Lane. Unlocked vehicle was entered overnight. Art was stolen.
- Carbreak, 10 Queensgate Court. Unlocked vehicle was entered overnight. Change was stolen.
- Warrant Arrest, 5 Pebble Beach Drive. Subject with a warrant was contacted that had a warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 31
 - Number of Uniform Traffic Citations Issued: 29
 - Number of Written Warnings Issued: 19
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 0
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 8 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 7 Cases initiated
- 96 signs have either been removed or sign cases created.
- 10 tree removal permit requests
- Administrative staff assisted with two (2) walk-ins and eighty-two (82) 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 is continuing with the installation of new lime rock base course material on the excavated sections of the runway. Base course work west of the runway intersection will be completed this week. The contractor has begun pulling new electrical cables through conduit from the airport's electrical vault to the runway, and has also begun pouring concrete bases for the metal electrical cans that will support the new runway lighting system components. 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 until December 10, when the runway intersection will be closed for rehabilitation work. Both runways will be closed for ten contiguous calendar days to facilitate rehabilitation of the intersection and final

paving of Runway 8/26. The airport will remain open during this period for rotary wing operations and air traffic control services for overflying aircraft.

- Staff completed work with Hoyle, Tanner and Associates, Inc. (HTA) to prepare and submit to the Federal Aviation Administration (FAA) a FY2019 Airport Improvement Program (AIP) pre-application package. The pre-application provides notice to the FAA of the City's intention to submit a formal application in FY2019 requesting federal funds for the project to construct extensions of Runway 8 and Taxiway Alpha. The pre-application also contemplates requesting funds to design the rehabilitation of Taxiways Bravo and Delta.
- Staff completed work to compile and provide additional information requested for the Florida Department of Transportation's (FDOT) statewide aviation economic impact study. FDOT requested specific information about the level of employment at businesses located on the airport.

Engineering

- Projects Summaries
 - Construction Projects:
 - Effluent Outfall Replacement – The contractor repaired the two additional joints and work is now complete. No additional leaks were detected.
 - 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 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 96% complete.
 - Rockefeller Gardens Stage Shade Cover – Contractor is coordinating fabrication. Installation of shade structure will be early 2019.
 - Forest Hills Connector Trail – The contractor poured and finished the first 500 feet of path this past week and is anticipating two to three days of concrete work per week until complete, weather permitting. A Quality Assurance meeting is scheduled for with FDOT for the end of this week.
 - 2018 Road Rehabilitation-Resurfacing – Paving operations began on October 31 in the Main Trail area. It is anticipated that the contractor will need to repave some of the areas after Thanksgiving.
 - Main Trail Bridge Repair – Work is approximately 80% complete.
 - Laurel Creek Stream Gauges – The contractor has installed conduit and mounted controllers at all locations. Engineering is coordinating the calibration of the units.
 - MacDonald House – The contractor has completed the reframing of the lower portion of the tower and begun work reframing the second story of the tower wall.
 - 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 this 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.
 - 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.
 - WWTP Sludge Dewatering Improvements – Project will be presented for disposition item approval to bid at the December 4 CC meeting.

- Design Projects:
 - North US1 Water Main Improvements – The consultant has submitted final plans, staff will review and meet with consultant to prepare bid documents. Two temporary construction easements are needed and the 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.
 - 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.
 - 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 received 100% plans, the permission to bid will be on the December 4 commission meeting.
 - Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Staff continues to work with FDOT to proceed with design.
 - Fleming Avenue Stormwater Pump Station – The ranking committee met on November 14 and ranked the proposals.
- Departmental Activities
 - Continue to prepare for storage non-digitized plans and as-built files.
 - Researched and provided information regarding restrictions for types of material allowed in the City rights-of-way.
 - Created a permit plan set of 2344 Ocean Shore Blvd. force main repair, per Utilities Division request.
 - Created/updated PDFs of the Granada Median Landscape project, per project manager's comments.
 - Took pictures of OBSC Baseball Field 7, per Grants Coordinator request.
 - Prepared PowerPoint presentation for new City Commissioner orientation.
 - Researched parcel/private road ownership for lot adjacent to 195 North Ridgewood Avenue, per Planning Department request.
 - Began research for upcoming survey of the areas surrounding 1428 Portland Street.

Environment Management

Street Maintenance - Asphalt/Concrete

- Ripped out sidewalk & prepped/formed-up in Ormond Lakes; concrete pour
- Fixed Beach St/cut out & repair on N Beach St
- Asphalt on Cypress Dr; Harvard; Cherrywood
- Formed and prepped curbing & gutter on Stone Haven Dr; poured concrete

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Removed hanging limbs at CP1 E/S
- Trimming in Northbrook subdivision; where needed on Overbrook Dr
- Removed dead magnolia tree; dead tree on Grove St
- Picked up debris piles at Nova Community Center; large pile at SR40 pond #1

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
- City Hall clean up

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
- Straightened up various signs in park at Nova Community Center
- Ordering barricades, signs, & sign materials

Stormwater Maintenance

- Reach out ditch mowing on Hull Rd; Hand & Division ditches
- Locates citywide
- Ditch maintenance spraying citywide
- Pond maintenance at ABC pond, S Division Rec, and Mainsail
- Depression investigation & basin inspection on Fairway, Halifax, & Northshore Dr
- Replace sod/gates & pumps on Cypress View & Citywide
- Hot spots citywide
- Pipe repair on Mayfield Cir
- Basins inspected & cleaned on Orchard Ln
- Picked up rip rap & sod for Mayfield Ter & Oak Forest Dr

Vactor

- Manhole cleaning on Lucky Dr
- Wrapped pipe on Mayfield Cir

Street Sweeping/Streetsweeper

- 150 miles of road cleaned
- 30 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,790
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 12,440 gallons unleaded, 5,350 gallons diesel
 - Fuel used in one week: 1,928 gallons of unleaded and 691 gallons of diesel.
 - Fleet completed 43 work orders this week.
- Fleet completed 43 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – A design review meeting was held on November 15, 2018.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Contractor issued NTP on November 13, 2018. Progress meeting #1 scheduled for November 30, 2018.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Consultant is modeling elevated tank fill/drain scenarios with one pump and four motorized valves.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Work authorization for construction management services is being prepared.
 - N US 1 Force Main Extension – Received force main modeling report for review.
 - Water Plant Elevated Storage Tank (EST) activities – A work authorization to use OM Engineering for construction management services was rejected by Legal. Continuing contract was determined to be expired after the design was completed. A proposal was requested from Mead and Hunt.
 - Water Tank Inspection and Cleaning Services – An award recommendation submitted for the December 4th City Commission meeting was determined not to be required. Legal is working on the contract.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Contract documents have been signed by the vendor and are ready for the City's signature.
 - SCADA Integration Services RFP – Bid was advertised on November 11th.
 - Shadow Crossings Reuse Pump Facility Upgrades – 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 – Submittal for approval at the December 4th City Commission meeting approval was rejected by Legal. A disposition memo is required.
 - WTP LPRO Membrane Replacement – A disposition memo to bid the project was submitted for review on Minute Traq for presentation at the December 4th City Commission meeting.
 - WTP Sanitary Survey – Demolition of the walkway is underway. Shop drawings were received.
 - WWTP Influent Pumps VFD Replacement – Contract documents to be distributed to Giles Electric for signature. Pre-construction meeting to be scheduled when contract is fully executed.
 - WWTP Operating Permit Renewal – Toured plant with engineer to obtain plant information for preparing the Operation and Maintenance Performance Report.
 - 2344 Ocean Shore Blvd – FDOT permit plans for force main excavation are prepared for downloading to the FDOT web-site.

- SPRC Projects (Utilities Review)
 - Chase Bank, 1520 W Granada – Fire hydrant connection and irrigation main connections discussed with the contractor. A separate irrigation main connection to the water main is required.
 - Granada Plaza – Internal coordination meeting held on November 13th to resolve conflict structure modifications needed to accommodate sleeving new 3” force main inside existing 6” lateral. Staff is incorporating these changes into his design scheduled to be presented for approval to bid at the January 2nd City Commission meeting.
 - Magnolia Road Trail Lots – Met with owners to discuss lot development on west side of Magnolia Road off Midway Avenue right-of-way.
 - Prince of Peace Like New Shop – Reviewed as-built drawings and provided comments.
 - Starbucks, 125 E Granada – Pre-construction meeting was held. Confirmation of building location was requested. Water main shut down to remove existing water services is scheduled for November 16th.
 - Seven Eleven, 1204 Ocean Shore Blvd. – Reviewed revised as-built drawings. Previous comments were addressed.

Water Treatment

- Delivered 38.36 million gallons for the week ending November 9, 2018 (5.48 MGD).
- Backwashed 9 filters for a total of 483,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through October 31, 2018 @ 6.164 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 96.0 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.
- Ongoing: Painting and restoration of plant piping.
- 12% blended Hypochlorite system, a 12 to 1 ratio, is working extremely well.
- Collecting quotes for Water Treatment Plant beatification project.
- Crews continued flushing this week

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 37.73 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.39 MGD.
- Produced 24.25 Million Gallons of Reuse.
- Produced 13.48 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 96.66 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 13 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to and/or repaired 13 water service leaks.
- Installed 1 new residential water service.
- Performed pressure testing on 11 City owned backflow preventers.
- Replaced 5 broken meter boxes.
- Performed scheduled accuracy testing on three 3” and one 8” commercial water meters. Scheduled 8 commercial meters for future testing.
- Continued fire hydrant maintenance in Ormond beachside. 3 fire hydrants inspected and maintained.
- Replaced 2 stopped water meters due to finance work orders.
- Replaced 7 water services due to low pressure or leaking GSP.
- Repaired a 6” AC water main break due to contractor error at the corner of Stonehaven Trl. & Fox Run Trl.
- Exercised 12 valves in various areas due to scheduled maintenance or main leaks.

- Graded and re-sod excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 116 regular utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area. Responded to 1 reuse trouble calls.
- Removing air from 8" force main on A1A. We have performed this operation multiple times this week.
- Finished restoration at 394 Military Blvd.
- Located, repaired and stacked up lateral at 7 Woodgate Ct.
- Replaced wire connections in control box at 51 Deep Woods Way.
- Installed sod at 588 John Anderson Dr. after installing a reuse tap.
- Cleaned lateral and main at 125 E Granada Blvd.
- Demolished lateral at 125 E. Granada Blvd. – plugged lateral in manhole
- TV'ed main in front of 208 Country Club Dr.
- Follow up TV at 473 Lakebridge Dr. Scheduled for repair.
- Respond to customer complaint of depression at 464 Druid Cir. TV'ed lateral, line is broken. Scheduled for repair.
- Follow up TV at 72 Lorillard Pl. Found no issue in line.
- Replaced Lateral at 260 Greenwood Ave.
- Rewired PEP system and replaced control box at 28 Creek Bluff Way.
- Installed sod in multiple locations in west Ormond service area.
- Inspected PEP system at 9 Lake Ilse Way. Alarmed overnight, no issues found.
- Rewired PEP pump and adjusted j-box at 8 Tropic Lake Way.
- Located PEP tank and irrigation at 40 Black Hickory Way for stump grinding.
- Located PEP tank for fence install at 88 Shadow Creek Way
- Located PEP tank for backyard remodel at 4 Lake Vista Way.
- Installed sod at 2 Double Branch Way after installing 18" riser on PEP tank
- Replaced PEP pump and rewired system at 116 Black Hickory Way.
- 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, oversaw transfer of pump positioning status, ok.
- PLC4, fermentation train 2 not showing status after generator test, Ethernet I/O module in main MCC room tripped, reset, ok.
- WIN911, loss of text modem, reboot lift station server, changed USB ports for text modem, ok.
- Inventoried all of the Control Wave Micro spare parts and added them to SCADA excel workbook in S: drive.
- 1M, follow up from callout, replace pump controller with new stock, ok.
- Poly Blend #1, not working correctly, inspected unit and performed a reset, placed back on line, ok.
- Scum Well #1, #2, found not pumping Wet Well down properly, pulled pumps and found Mix/Flush Valves stuck opened, replaced Mix/Flush Valve with New Inventory, ok.
- Reaeration Tank, weekly deragg of Submersible Aerator #1 South.
- Ormond Lakes #1, found both Check Valves bypassing, deragged Check Valves, ok.
- Spanish Waters, Force Main pressures: static/1 pump/2pump, 34/36/40.
- Ormond Mall, Force Main pressures: static/1 pump/2pump, 12/16/22.
- 4M, met with contractors on site to review Scope for pump 2 riser replacement.
- 8P, test SCADA/WIN911 system and Duty Phone communications, pump out Valve Box for inspection, ok.

- WIN911 monitor/response: 1M, high level, Wet Well was pumped down, both pumps operating, controller sending false calls, will follow up during regular working hours to replace Controller; 8P, phase loss, FPL power out, supported with Generator during outage, power restored without further incident; Spanish Waters, phase loss, power restored upon arrival, ok; Chelsea Place #1, high level, found Wet Well pumped down, found Riser Stack #1 broken off at Upper 90, remove pump #1 from service until repairs are made.
- SCADA monitor/response: 13M, no starts #1, pulled both Pumps to clear blockages at Volutes and deragged both Impellers, ok; Ormond Lakes #2, pump #2 stuck on, cleaned probe, both Check Valves bypassing, deragged both Check Valves, ok; 8P, pump #2 stuck on, cleaned probe, ok; The Crowne, pump #1 stuck on, cleaned probe, ok; Breakaway Trails, no starts pump #2, found to be failed Isolation Breaker, cleaned and reset breaker, replacement breaker on order, will monitor; Ormond Lakes #4, high starts, cleaned probe.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2.
- Monthly Plant PM's: Grit Snail, Influent Odor Control;
- Annual Plant PM's: Fermentation Submersible Mixer #1; Clarifier #4; Fermentation Submersible Mixer #3.
- Lift Station PM's: 20 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Shop, installed hand washing sink in maintenance building.
- Chlorine transfer pump/Blending Rack, ran new supply piping to correct leaking, replaced supply water filter, and work with operators to start up blending rack, ok.
- Hypochlorite Pump #4, repaired the sight glass, ok.
- WTP Camera server, installed POE injector in security camera in high service building & south generator building.
- SCADA Radio Cabinet, removed master radio from cabinet and replaced blown fuses inside modular radios, Installed radio and rebooted SCADA, communication to remote sites restored.
- Sand filters, not working on auto, checked all Ethernet switches leading to sand filter PLC, cycled local key switch on sand filter PLC to clear any minor faults, cycled manual/auto switch on SCADA, placed back on auto, system operating correctly, ok.
- Well 10D, meet contractor onsite to review scope of refurbishment.
- Call out, Shadow Crossing Re-use, Fire Pump Running, Manually shut station down, Ross Bypass valve stuck open, closed gate valves to gain control of water, re-start station, ok.
- PM's: All Division Wells.

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 held a meeting and thorough walk through of the entire WWTF to highlight the condition of the plant for the permit renewal. The current permit expires in December of 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 performed an inspection of one of the permitted industries. The inspection allows for the exchange of information between the City and the facility. Especially highlighting any changes to the process which could affect the discharge to the sewer collection system.
- Staff is also beginning to sample each facility and allow the City's contract laboratory to analyze the composites to ensure compliance independent of the facility's self-monitoring.

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 Assistant City Manager
- Agenda packet preparation, creation and distribution for November 20, 2018, City Commission meeting
- City Clerk and Assistant City Clerk attended the November 16, 2018, new commissioner orientation