

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: November 30, 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
- Reviewed agenda packets for City Commission workshop and City Commission meeting

Spoke to, attended and/or met with:

- Rotary meeting
- OB Life citizen engagement meeting
- Security First Topping Off ceremony

Community Development

Planning

- The General Manager of the Topsy Taco Cantina at 746 South Atlantic Avenue contacted Planning staff and indicated that they are not going to seek the Special Exception application for live outdoor music at this time and will provide music inside the restaurant.
- 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 6pm. The project proposes a Planned Business Development rezoning that is expected to be heard by the Planning Board in January 2019.
- A demonstration of the proposed Project Dox, the City's electronic permitting system, upgrade was provided for City users of the Project Dox system. The upgrade includes several features designed to improve the permitting process and is expected to occur in mid-December.
- The position of permit technician authorized in this year's budget has been hired. With the addition of this position, there will be a dedicated permit technician to assist with Project Dox submittals, process permits, and answer questions.
- There is one variance for the December 5, 2018 Board of Adjustments and Appeals. The property owner at 16 Boxwood Court seeks to allow a pool screen enclosure over an existing swimming pool that requires a 4' variance to the required 10' rear yard setback.
- There is one application for the December 13, 2018 Planning Board. The application is a Land Development Code amendment an amendment to Chapter 1 - General Administration, Article III, Definitions and Acronyms, Section 1-22, Definitions of terms and words, modifying Restaurant, Type "A" and Type "B" definitions to be consistent with Florida Statutes, Section 561.20(2)(a)(4) and Florida Administrative Code 61A-3.0141 criteria for Special Food Service Establishment (SFS) alcoholic beverage licenses.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 230 inspections performed within the City (26 by Private Provider).

- 47 permits issued within the City, with a valuation of \$1,215,358.

Development Services

- The Site Plan Review Committee (SPRC): There were no applicants who attended the Site Plan Review Committee meeting.
- Projects under SPRC review include:
 1. Pineland subdivision, Final Plat – Phase 1. 1st review. The application seeks to allow the subdivision of 44 lots associated with the Pineland subdivision under construction. The final plat requires City Commission approval.
 2. Pineland subdivision, Final Plat – Phases 2&3. 1st review. The application seeks to allow the subdivision of 77 lots associated with the Pineland subdivision under construction. The final plat requires City Commission approval.
 3. 135 Hernandez lot split. 2nd review. The lot split seeks to subdivide one lot into two lots.
 4. 1535 North U.S. Highway 1, Dunkin Donuts. 1st review. The site plan seeks to demolish the existing gas station and construct a Dunkin Donuts coffee shop with associated site improvements.

Below is the construction status of projects under construction:

Project	% Complete
589 South Yonge Street	85%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	95%
Cardinal Drive Beach parking	35%
Chase Bank	0%
Davita Dialysis	25%
For Our Parents ALF	90%
Granada Pointe	60%
Lot 2, Airport Business Park	70%
Oasis Church, water line extension	95%
Ormond RC, Fitness Center & Building 1C	15%
Pineland	25%
Prince of Peace, Like New addition	95%
Prince of Peace, office addition	95%
Security First	50%
Shoppes on Granada, Phase 2	30%

Starbucks @ Granada Plaza	0%
Thomas & Betts parking improvements (phase 1)	85%
Independence Recycling of Volusia	0%
Plantation Oaks, utility connection	98%
Cypress Trails subdivision	40%
Lucky's Market site work	2%

Economic Development

- Ormond Crossings
 - Security First Managers continues the construction of their office building. They celebrated a topping off ceremony on November 28th, an event where the last beam was placed on the building and the interior work will 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.
- 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 presented the sixth OB Life citizen engagement meeting on the topic of Economic Development, accompanied by the Ormond Beach Chamber, and CareerSource Flagler/Volusia.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 23 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 68 Journal Entry Batches.
 - Approved 59 Purchase Requisitions totaling \$2,608,731.14.
 - Issued 72 Purchase Orders totaling \$1,306,834.86.
 - Prepared 80 Accounts Payable checks totaling \$157,536.70 and 27 Accounts Payable EFT payments totaling \$130,317.00.
 - Issued 779 past due notices on utility accounts.
 - Auto-called 429 utility customers regarding receipt of a past due notice.
 - Processed 281 payments through Interactive Voice Response System totaling \$28,195.98.
 - Grant money 2017-18 fiscal year-to-date total received, \$7.1 million dollars.

Grants/PIO

- Press Releases
 - 40th Annual Christmas Gala "A Ruby Red Christmas" (11/30-12/2)
 - Cassen Park Fishing Pier Repair
 - Temporary Closure of Runways (12/10-20)
 - 28th Annual HOme for the HOlidays Parade "Ringin' in the Season" (12/8)
 - Splash Pads Closures (December 1 – March 15)

- 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 New City Commission Organizational Meeting and Swearing In Ceremony.

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

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 7
 - Hazardous: 0
 - EMS: 78
 - Motor Vehicle Accidents: 6
 - Public Assists: 42
 - TOTAL CALLS: 135

- Aid provided to other agencies: 8 Calls – Daytona Beach (1), Volusia County (7)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 62
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 441

- Training Hours
 - NFPA 1001: Firefighting 52
 - NFPA 1002: Driver 8
 - NFPA 1021: Officer 4
 - NFPA 1500: Safety/Equipment 43
 - NFPA 1620: Preplanning 12
 - EMT/Paramedic 10
 - TOTAL TRAINING HOURS: 129

- Station Activities
 - Serviced 256 fire hydrants
 - Updated 10 pre-fire plans
 - Conducted 2 fire inspections

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Building Maintenance Supervisor (Leisure Services) open 11-26-18 until 12-9-18. Advertised on City web site, governmentjobs.com, and internally.
 - HR Generalist/Benefits Specialist (HR) open 11-8-18 until 12-2-18. Advertised on City web site, governmentjobs.com, Indeed, Volusia SHRM, FL League of Cities, and internally.
 - Part Time Events Leader (Events/Leisure Services) open 10-17-18 until 12-2-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker I (PAC/Leisure Services) open 10-8-18 until 12-2-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker II (Athletic Fields) open 10-26-18 until 12-2-18. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker II (Parks) open 11-19-18 until 12-16-18. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
 - Utilities Manager 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
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant)

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

 - Background/Reference Checks/Job Offers
 - Firefighter/EMT (Fire)
 - Neighborhood Improvement Officer (Police)
 - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Police Officer (Police)
 - Recreation Leader (PAL/Police)

 - Separations
 - Accounting Technician (Payroll/Finance)

- 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
 - ICMA representative at City Hall to meet with employees 11-30-18
 - Open Enrollment meetings November 27-30
- Risk Management Projects
 - Attend Claims Committee meeting
 - Manage claims for subrogation of property damage
 - Planning meeting for Mayor's Health & Fitness Challenge

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: 32
 - In progress: 28
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 46,397
 - Inbound E-Mails Blocked: 30,930
 - Delivered Inbound E-Mails: 15,467
 - Quarantined Messages: 307
 - Percentage Good Email: 33.3%
 - Virus E-Mails Blocked: 49
- Notable Events: Over the Thanksgiving weekend, IT staff completed the migration of the City's 3 file storage servers to new systems. The 3 file servers contain the City's User, Department, and Archive files. The move involved creating 3 new virtual file servers based upon Microsoft's latest server operating system, Server 2016, an upgrade from the existing Server 2008 versions. Once fully patched and integrated with the network domain, staff began copying all of the folders and files to the respective new servers, and then replicated the security attributes of all folders and files. The new file servers were then brought online. The size of the data was an impressive 6.84Tb Terabytes (6,480 Gigabytes) of data including 543,509 folders containing 6.3 million files.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 0
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 0
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0

- Reclaim Connections Located this week: 0 : Total in system = 2,368
- 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
- Mayors Health and Fitness project
- City wide scavenger hunt project

Contract Manager – Grounds and Athletic Maintenance

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

Environmental Discovery Center

- Updates to social media, City website and City calendar
- EDC attendance last week: 50
- Tours were given as needed on Saturday and Tuesday through Friday.
- The EDC set up a tree in The Casements Tree Gallery on Monday for the Guild's 40th Annual Christmas Gala.
- EDC Volunteers met in the EDC classroom to discuss outreach and marketing plans on Tuesday at 2:30 pm.
- Ormond Beach Regional Library hosted Storytime at the EDC on Friday from 10 am to 12 pm.
- EDC Volunteers met in the EDC Classroom to discuss Central Park trails programs on Friday at 2 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.
- OBGS Baseball Competitive Practices continued practicing on Monday - Thursday night at 6 pm, currently they are using Nova Fields 2 – 5 & Kiwanis.
- Lady Renegades continued practices on Tuesday and Thursday, 6pm, Softball Field 7
- Seabreeze High School Boys & Girls Soccer continued practicing Monday & Wednesday, 4:30 & 6 pm, at the Sports Complex, Soccer Fields 5 & 6
- Seabreeze High School Boys held games, Tuesday, 5:30 & 7 pm, at the Sports Complex, Champ. Field 7

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
- Painted Soccer Grass Parking Lot
- Put together new Picnic Tables for Champ. Fld. 7 & Wendelstedt Fields
- Laid out/painted/installed new nets/added toters/benches/corner flags/moved goals, etc. for Soccer Fields for upcoming Tournament December 1 & 2

Senior Center

- Granada Squares Dance was held on Tuesday from 6:00 pm to 9:00 pm.

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday – Friday
 - Follies held regular classes Monday – Thursday
- The Performing Arts Center is hosting the CMT combined musical revue of Snow Biz and A Little Princess on Friday & Saturday at 7:00 pm to 9:00 pm; and on Sunday from 1:00 pm to 3:00 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
- 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
- Assisted with OB Life meeting
- Decorating City Hall atrium tree with PACE students
- Planning activities for the following upcoming events:
 - Home for the Holidays Parade – line up, logistics, tasks, and assignments,
 - Holiday Concert – Thursday, December 13th
 - Santa on the Go – schedule being made
 - Letters to Santa
 - Breakfast with Santa – The Casements handling ticket sales

Gymnastics

- Registration is open for December session
- November session in progress

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.
- Challenger Basketball continued on Tuesday.
- 5K Wanderers continued on Tuesday.
- Basketball League began practice on Monday.

The Casements

- The Casements was closed on November 30th for the Gala preparation
- The 61st Annual Gaslight Parade took place in The Casements parking lot on Friday at 7:00 p.m.
- The 61st Antique Automobile Show took place at Fortunato Park on Saturday from 10:00 a.m.-3:00p.m.
- The Coordinator met with Making Strides Against Cancer on Tuesday at 9:00 a.m.
- Staff assisted the Guild with decorating the inside of The Casements
- The Christmas tree was placed in the center of Rockefeller Gardens on Tuesday from 8:00 a.m.-12:00 p.m.
- A wedding rehearsal took place at Ormond Memorial Gardens on Friday at 3:00 p.m.
- The Gala Opening and Rockefeller Gardens tree lighting ceremony will take place this evening at 6:00 p.m.
- Pilates took place on Wednesday and Friday at Bailey Riverbridge from 8:30 a.m.-9:30 a.m.
- Yoga took place on Tuesday at Bailey Riverbridge from 10:00 a.m.-11:30 a.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Cleaned out and treated ant beds at Limitless Playground
- Placement of river floats for Christmas
- Hung wreaths and lights at Bailey Riverbridge church
- Worked on Christmas decoration preparations at various City buildings

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 carriage house door at The Casements
- Painted an office in Planning at City Hall
- Checked electric gates city wide
- Repaired the maintenance shed light at Nova
- Repaired the lights in the breakroom at PD
- Replaced desk chair wheels in Admin PW
- Replaced the maintenance building a/c air filter at Nova
- Repair the auditorium a/c float switch in the PAC
- Painted the letters on the sign at SONC
- Checked the defibrillator at City Hall
- Install name plates on the veterans plaque at City Hall
- Replaced the light bulbs in the computer room at SONC
- Inspected the pre filters at Fire Station 94 & 91
- Repaired the game room a/c at Nova
- Replaced the window at the Cupola at Fortunato
- Replaced the soap dispenser at exit button at Osceola Elementary
- Replaced the sink faucet at Bailey's Church

Police Department

Administrative Services and Community Outreach

- Staff attended the Gas Light parade
- Staff hosted weekly staff meeting
- Staff attended DARE Graduation at Ormond Beach Elementary School
- Staff attended OB Life Engaging Our Community Meeting

Community Services & Animal Control

- Animal calls responded to: 24
- Animal Bites: 1
- Animal reports: 2
- Animals returned to owner: 2
- Wildlife: 2 sick raccoons
- Found property reports: 2
- Alarm Warning: 1
- CSO's worked the Gas Light parade

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 0
- Inactive: 9
- Fraud: 1
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 10
- Grand Theft: 2
- Auto Theft: 1
- Vandalism: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0
- Assist Outside Agency: 1

Records

- Walk - Ins / Window 155
- Phone Calls 110
- Arrest / NTA'S 19
- Reports Generated 111
- Reports Entered 90
- Citations Issued 96
- Citations Entered 56
- Warnings Entered 40
- Trespass Warnings 14
- CORF Entered 33
- Mail / Faxes / Request 7

Patrol

- Total Calls 1,162
- Total Traffic Stops 158

Operations

Crime Opportunity Report Forms 136

- 11/21/2018
 - Aggravated Assault Arrest, 284 Military Boulevard. Disturbance at a residence between siblings.

- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Asset Protection witnessed an adult female fail to pay for merchandise while concealing the items in a plastic bag at self-checkout.
- Shoplifting, 353 West Granada Boulevard (Winn-Dixie). Staff reported that an unknown white male and white female in blue nursing scrubs attempted to steal \$200 worth of shrimp.
- Aggravated Battery Arrest, 224 North Nova Road. The suspect struck the victim with a closed fist, whom she knew was pregnant. .
- Simple Assault (Road Rage), Warwick Avenue & North Yonge Street. Two subjects in one vehicle were involved in a road rage incident with two subjects in a second car.
- 11/22/2018
 - Traffic Arrest, 400 Block South Yonge Street. Male subject was driving with license suspended.
- 11/23/2018
 - Carbreak, 771 E Lindenwood Circle. Unlocked vehicle entered overnight. Nothing taken.
 - Carbreak, 148 Kenilworth Avenue. Vehicle entered overnight. No forced entry was noted. Purse, wallet, and cash taken.
 - Carbreak, 6 Cypress View Trail. Unlocked vehicle entered overnight. Purse, U.S. currency, Australian currency, British currency, Department of Homeland Security badge and ID taken.
 - Missing Person (Alzheimer's Patient), 790 West Granada Boulevard (Walgreens). Ray H. McCormick exited his brother-in-law's vehicle while in the pharmacy drive thru at this location. He then walked north towards W. Granada Blvd. before walking out of sight. Subject was located the following day.
 - Sexual Battery Arrest, 1 Tomahawk Trail. Officers responded to this address in reference to an interrupted sexual assault of a juvenile female.
- 11/24/2018
 - Motor Vehicle crash, Fleming Avenue at Aaron Circle. Vehicle being driven eastbound left the roadway and crashed into a home at 1 Aaron Circle. The driver sustained minor injuries and residents were not injured.
 - Domestic Battery Arrest, 863 Loyola Drive. During a disagreement a male subject struck his female partner in the head.
 - Domestic Battery, 600 block Division Avenue. Female reported that she was battered by her boyfriend during an argument.
 - Burglary (Residential), 461 Andrews Street. Resident reports that a red Schwinn tricycle was stolen from the garage.
 - Larceny, 585 Ocean Shore Boulevard. Housekeeper and housekeeper's boyfriend are suspected of taking several checks from the residence which were then presented at two different locations in Daytona Beach.
 - Narcotics Arrest, 3 North Yonge Street. During a suspicious vehicle investigation, officers located 112 grams of marijuana within the vehicle.
 - Traffic Arrest, 500 block South Atlantic Avenue. During a traffic stop, it was discovered the driver was driving under the influence of alcohol.
- 11/25/2018
 - Traffic Arrest, North Nova Road/Tomoka Oaks Boulevard. During a crash investigation, the driver of the at-fault vehicle was suspected of driving under the influence of alcohol and drugs.
 - Fleeing Vehicle, North St. Andrews Drive. Officers attempted to stop a vehicle that was driving recklessly in the area. The vehicle fled from the officers and was later located unoccupied.
- 11/26/2018
 - Burglary Business, 56 North Beach Street (Ormond Beach Union Church Day Care.) Workers located pry marks on the doorway when reporting for work. Nothing has been identified as missing from the business at this time.

- Larceny, 6 Stonequarry Trail. The victim reported that she believes that her boyfriend pawned her stolen property without her consent prior to his recent arrest.
- Carbreak, 18 Sounders Trail Circle. Unlocked vehicle entered sometime during the night hours.
- Carbreak, 10 Sounders Trail Circle. Unlocked vehicle was entered overnight and a 12 gauge shot gun was taken.
- Carbreak, 39 Sounder Trail Circle. Two unlocked vehicles were entered at this location where a firearm was taken.
- Armed Robbery Arrest, 160 North Nova Road (Suntrust Bank). Employees reported a robbery where the suspect passed a note to indicate he had a weapon. Suspect was located a short time later by Flagler County Sheriff's Office.
- Carbreak, 24 Peruvian Lane. Unlocked vehicle was entered overnight. A faux leather cell phone case and an iPad stylus charger were taken.
- Carbreak, 20 Peruvian Lane. Locked vehicle was entered and a Glock 22 magazine, miscellaneous clothes, work ID card and work vehicle keys were taken.
- Burglary Residence/Stolen Vehicle, 436 South Nova Road #25. Victim discovered that his 2009 silver Lincoln MKZ bearing FL tag #Y26EWD was missing from the carport. Victim stated the car was unlocked but he has the key.
- 11/27/2018
 - Carbreak, 5 Heather Lane. Reporting party witnessed two subjects attempting to make entry into vehicles. The area was canvassed with negative results. No entry was made and no items were taken.
 - Carbreak, 135 Lucky Drive. Unlocked vehicle entered overnight where cash was taken as well as some board games.
 - Carbreak, 8 Castle Manor Drive. Unlocked vehicle entered overnight where nothing was taken.
 - Carbreak, 30 Parkview Lane. Unlocked vehicle was entered overnight where cash and a wallet was taken.
 - Carbreak, 299 Pine Street. Unlocked vehicles were entered overnight. Nothing was taken.
 - Carbreak, 396 Collins Street. Two unlocked vehicles were entered overnight with nothing being taken from either one.
 - Carbreak, 391 Collins Street. Unlocked vehicle entered overnight with a small amount of cash being taken.
 - Warrant Arrests, 4 Ribbon Falls Drive (The Falls). Rockledge Police Department contacted central dispatch in reference to two subjects who had active warrants for their arrest. Both subjects were contacted and taken into custody without incident. The warrants were for attempted homicide.
 - Burglary Residence, 170 North Yonge Street Lot #86. Neighbor stole a lawnmower belonging to the victim.
 - Battery/Domestic Violence Arrest, North Halifax Drive & East Granada Boulevard. Male subject was in a verbal argument with his mother while driving home from a bar. Male struck his mother in the face and fled from the area with his girlfriend. He was located a short time later. Subject was also wanted in Minnesota for failing to register as a sexual offender.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 31
 - Number of Uniform Traffic Citations Issued: 18
 - Number of Written Warnings Issued: 14
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 5

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Case initiated
- Zone 2: 4 Cases initiated
- Zone 3: 0 Case initiated
- Zone 4: 1 Case initiated
- 0 signs have either been removed or sign cases created.
- 5 tree removal permit requests
- Administrative staff assisted with two (2) walk-ins and thirty-six (36) 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 continues. 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 is complete, while base course work east of the intersection remains ongoing. Installation of the first lift of asphalt pavement west of the intersection began this week. 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 10th, when the runway intersection will be closed for rehabilitation work. Both runways will be closed for 10 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 the provision of air traffic control services for overflying aircraft.
- Engineers from Hoyle, Tanner and Associates, Inc. (HTA) utilized two unmanned aerial vehicles (UAVs), also known as drones, to conduct a detailed photographic survey of the runway approach corridor for Runway 8. This survey is being conducted as part of the project to design extensions of Runway 8 and Taxiway Alpha which are scheduled for construction next year.
- Staff participated in a pre-design conference last week with representatives of the Federal Aviation Administration's Orlando Airports District Office. The purpose of the conference was to discuss aspects of the scope of work and funding for the project to construct extensions of Runway 8 and Taxiway Alpha, prior to commencement of design work on those projects.
- Staff has been advised that a Public Transportation Grant Agreement (PTGA) between the City of Ormond Beach and the Florida Department of Transportation (FDOT) has been executed by FDOT. This PTGA is for the project to acquire aviation easements related to the project to extend Runway 8 and was approved for execution by the City Commission via Resolution 2018-166.
- Staff participated in a webinar sponsored by the Airport Cooperative Research Program on the topic of design considerations for airport emergency operations centers. Emergency operations centers (EOCs) are involved in command and control, policymaking, coordination, and overall direction of responding forces in an emergency situation. The webinar provided information to guide airport sponsors such as the City through the decision-making process involved when considering changes such as upgrading an existing EOC, evaluating a move to an alternative existing space, or building an entirely new EOC.

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 complete. The remaining work on Ormond Parkway will be completed 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 1st.

- Ormond Crossings Utility Extensions – All off-site utilities have been installed and pressure tested. Contractor is working on getting final as-builts to allow for the water and force main services to be cleared for use by the Health Department. Once that occurs the fire hydrant will be flow tested to determine if the flow meets the minimum demand.
- Downtown Light Replacement – The project is complete. The final cost came in at **\$23,168 under contract amount** due to direct purchase sales tax savings incurred.
- Rockefeller Gardens Stage Shade Cover – Contractor is coordinating fabrication. Installation of shade structure will be in early 2019.
- Forest Hills Connector Trail – A Quality Assurance meeting was held with FDOT for November, the Contractor continues to prepare the grade for placement of concrete, boardwalk and electrical work is being scheduled.
- 2018 Road Rehabilitation-Resurfacing – Paving operations began on October 31 in the Main Trail area. Staff is working with the Contractor to coordinate the repair/replacement efforts.
- Main Trail Bridge Repair – The project is 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 reframing of the entire tower wall, and installation of the new siding. Painting is scheduled to occur this week.
- Fishing Pier Repair – The contractor has mobilized their barge and crane to the site and have started pile installation.
- US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contracts have been prepared and a preconstruction meeting will be scheduled.

- Bidding
 - Coquina Court Drainage – Bids were opened on October 10th, the bid award agenda item is scheduled for December 4th.
 - 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 4th CC meeting.
 - Water Plant Upgrades – A disposition item for approval to bid the project is on the December 4th Commission agenda.

- Design Projects:
 - North US1 Water Main Improvements – The Consultant has submitted final plans, staff will review and meet with consultant to prepare bid documents. A temporary construction easement is needed and the Engineer is preparing the documents.
 - Breakaway Trails Storage and Pumping Improvements – The Consultant is completing site plans for submittal to SPRC.
 - 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 – Design documents have been finalized and are being submitted to FEMA. SJRWMD has issued a permit for the project.
 - 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 4th City Commission meeting agenda for approval.
- OBSC Improvements – Championship Field 7 – An ECHO grant application was submitted to Volusia County. 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.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Staff continues to work with FDOT to proceed with design.
- Fleming Avenue Stormwater Pump Station – Staff is working with the selected consultant on the scope of work and negotiating the design fee.
- HVAC Replacements – City Hall, SONC, The Casements – The Consultant has submitted final plans for The Casements for review by staff. City Hall and SONC plans are complete.
- 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 permit for 7-9 Lochwind Lane, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 264 South Atlantic Avenue, per TECO Gas request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 75 North Halifax Drive and 187 South Atlantic Avenue, per AT&T request.
 - Reviewed plans and created approved Grade-and-Fill permit for 359 Ocean Shore Blvd dune restoration project.
 - On-site visit to 1116 Overbrook Drive to meet with homeowner to discuss drainage complaint, per Neighborhood Improvement Division request.
 - Completed elevation survey of drainage structures in the area of 1428 North US1, and created exhibit drawing of the same to reflect acquired field data.
 - Researched old files to determine ownership and maintenance responsibilities for the Winding Woods entrance wall, per Neighborhood Improvement Division request.
 - On-site visit to 102 Windward Lane to review site drainage plan on newly completed home, per Building Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Rip out & repair sidewalk on Sauls Dr
- Recycled asphalt and concrete
- Finished painting barricades
- Asphalt patch – 10x15 – on Woodland Trl; 5x7 on Tropical Dr
- Pulled cones & cleaned up on Woodland Trl & at Outback Steakhouse

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 S Washington to Fairview; Bostrum Ln; Sandy Oaks & Center St; all roads on parade staging area
- Picked up stump grinding debris on Northside Dr

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
- Picked up barricades and cones from parade
- Installed banners 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
- Meeting with Road Striping about various roads

Stormwater Maintenance

- Basin cleaning and inspection – locate pipe in PW area
- Basin cleaning and inspection in Zone 1, Zone 3, Zone 2
- Checked depression on Sauls & Druid
- Storm utility locates
- Mow ROW on SR40
- Storm pipe excavation in swale at PW
- Cleaned out storm line on Winding Woods; Sycamore Cir
- Basin cleaning citywide
- Repaired basin on Fleming at Sauls
- Mowed ponds on Old Kings Rd

Street Sweeping/Streetsweeper (sweeper down)

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

Fleet

- Mileage traveled by all departments for the week: 21,936
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 8,705 gallons unleaded, 4,084 gallons diesel
 - Fuel used in one week: 1,875 gallons of unleaded and 633 gallons of diesel.
 - Fleet completed X work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – A design review meeting was held on November 29, 2018.

- Breakaway Trails Yard Electrical and Pump Upgrades – Shop drawings were received for pump control panel and Square D components. Progress meeting #1 held on 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 – Bid disposition memo is prepared for authorization at the December 4th City Commission meeting.
- N. US 1 Force Main Extension – Met to discuss force main modeling report.
- Water Plant Elevated Storage Tank (EST) activities – A proposal was received from Mead and Hunt. The inspection services proposal was resubmitted for the December 4th City Commission agenda.
- Water Tank Inspection and Cleaning Services – A recommendation to award the contract is scheduled for the December 4th City Commission agenda.
- 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 – Pre-bid meeting was conducted 11/27/18. Questions will be compiled and issued as Addendum 2 later this week.
- 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 – A disposition memo was resubmitted for approval at the January 2nd City Commission meeting.
- WTP LPRO Membrane Replacement – A disposition memo to bid the project was submitted for presentation at the December 4th City Commission meeting.
- WTP Sanitary Survey – Construction of the walkway is completed.
- WWTP Influent Pumps VFD Replacement – Pre-construction meeting to be scheduled when contract is fully executed.
- WWTP Operating Permit Renewal – Consultant is preparing the application.
- 2344 Oceanshore Blvd – FDOT permit plans for force main excavation are under review by FDOT.
- Project Dox – Attended training session for updated 9.x version.
- SPRC Projects (Utilities Review)
 - Deerfield Trace – Met with applicant to discuss the lift station design requirements. Applicant proposes to submit a revised lift station design for private ownership.
 - Huntington Green – Met to discuss flow requirements. To reduce the flows from 280 gpd/eru, amending the comprehensive plan by the Developer is required.
 - Minto – A proposal for a hydraulic model to determine flows and pressures available to serve the development area was received and is under review.
 - Oasis Church, 85 S. Tymber Creek – Construction is completed. As-Built plans were reviewed. Corrections are required.
 - Pineland Subdivision – Final plat being reviewed on Project Dox.
 - Starbucks, 125 E Granada – Existing water services were removed.
 - 77 Riverview Drive – Reviewed lot split proposal lateral configuration. A double lateral connection was recommended.
 - 101, 103, 105 Town and Country Lane – Met with applicant at the November 21st SPRC meeting. A connection to private force main or force main easement to City's force main on A1A is required to provide sanitary sewer service. Property is located in Volusia County outside of city limits.

Water Treatment

- Delivered 39.10 million gallons for the week ending November 23, 2018 (5.59 MGD).
- Backwashed 12 filters for a total of 504,000 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 64.8 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 beautification project.
- Replaced walkways around claricones.
- Received & submitted three quotes for Water Treatment Plant pipe support replacement project.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 34.93 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.99 MGD.
- Produced 22.46 Million Gallons of Reuse.
- Produced 12.47 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 98.09 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 8 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to and/or repaired 11 water service leaks.
- Installed 4 new residential water service.
- Performed pressure testing on 6 city owned backflow preventers.
- Initiated covering city owned backflow preventers with freeze protection.
- Replaced 4 broken meter boxes.
- Performed scheduled accuracy testing on four 3" and one 4" commercial water meters. Scheduled 3 commercial meters for future testing.
- Continued fire hydrant maintenance in Ormond beachside. 7 fire hydrants inspected and maintained.
- Repaired a fire hydrant located at 789 N. Halifax Dr. due to an M/V accident.
- Replaced 3 stopped water meters due to finance work orders.
- Replaced 4 water services due to low pressure or leaking GSP.
- Exercised 10 valves in various areas due to scheduled maintenance or main leaks.
- Removed 7 corporation stop and repaired using SS repair clamps at 125 E. Granada Blvd.
- Installed a 6" gate valve on the main serving Granada Plaza located in front of 125 E. Granada Blvd to aid with future outages.
- Graded and re-sod excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 103 regular and 1 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 7 in the conventional system service area. Responded to 2 reuse trouble calls.
- Removing air from 8" force main on A1A. We have performed this operation multiple times this week.
- Televised 1,212' of 8" gravity main in the Stonehaven area. Found one possible broken tap will follow up to see if contractor hit it.
- TV'ed main and dye tested lateral at 464 Druid Cir to discover extent of damaged pipe.
- Follow up TV at 204 Ormond Parkway after lateral stoppage. Line is clean and clear.
- Follow up West Ormond PEP issues after Thanksgiving weekend.
- Cleaned and TV'ed lateral at customers request at 1111 Wandering Oaks Dr. to check depression in yard. There is no issue with our pipe.
- Vacuumed and cleaned wetwell at Fortunato Park.

- Attempting to locate 4" reuse line at Fortunato Park to provide wash down water for the lift station.
- Attempted to locate C/O on broken lateral 15 Stonehaven Trail. Will have to excavate depressed area to locate pipe.
- Located PEP tank at 23 Cambridge Trace and investigated depression near it. No apparent problem with tank, appears to be a decaying root system.
- Replaced and rewired PEP pump at 82 Coquina Ridge Way.
- Checked reuse pond at Tomoka Oaks GC. Pond is covered in vegetation.
- Follow up on PEP alarm from night before, self-cancelled. No apparent issue with system.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 31 psi, Ocean Mist Hotel 25 psi, Ormond Mall 10 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 20 psi, Westland Run 24 psi & Shadow Crossing Blvd. (4 inch) 18 psi.

Wastewater Plant – Lift Stations

- Fortunato Park lift station, high level both pumps failed not repairable, tanker truck used to pump out wet well, will continue with tanker pumping until pumps are received.
- Reaeration Tank, deragged Submersible Aerator #2 North.
- Chelsea Place #1, set up Thompson Portable Lift Station Bypass while awaiting Contractor Repairs, repaired extension cord for battery charger.
- Aberdeen #4, trimmed bushes at gate, repaired gate as needed.
- 8M, locate and cleared driveway for parking of Trailer Generator during upcoming replacement of Stationary Generator.
- Il Villagio, Force Main pressures: Static/1pump/2pump, 0/2/6.
- Tea Cup #3, repaired plumbing at Blow down Valve, ok.
- 4P, began assembly of Pump #3 for installation.
- 8P, evaluate station to write Scope of Work for upcoming needed repairs.
- Dewatering Station, Pump #2 tripped at Controls, reset Controls, pulled Pump, cleared blockage at Volute, ok.
- 8M3, not reporting to SCADA, bad PSSM module & communication card, replaced with stock on shelf, ok.
- HR, gathered required LMR600 antenna cable, SCADA antenna, & mounting hardware.
- Effluent Transfer Pump #2, order replacement limit switch.
- Effluent Transfer Pump #1, soft start faulted, reset and returned to service, ok.
- Chelsea Place #1, replaced non-operational pump controller with new unit.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Reaeration Blower, Called by Operator on shift, blower not working, found broken drive belt, replaced with new inventory, no further follow up needed, ok; Spanish Waters, phase loss, found possible loose wiring at Phase Monitor Fuse Block, corrected, ok; Towne Square, high level, found Pump #2 tripped at Motor Starter, reset Motor Starter, amp draw high, reversed pump to clear blockage at volute, amp draw now nominal, watched station pump down and cycle through alternation, ok; Chelsea Place #1, high level, found pump controller nonresponsive, rebooting controller not successful, Thompson Portable Lift Station Bypass Pump already in place and running due to other unrelated issue, set Thompson Control Floats to Master Station Operations, turned off electric controller, will return during normal working hours with Electrician to replace controller with duplexer.
- SCADA monitor/response: 1M, reporting too much run time for pumps, reset PLC, ok; 13M, no starts #1, found bad Pump, replaced with New Inventory, ok; 1P, high starts, cleaned domes, probes, and floats, ok.
- SCADA/Instrumentation: Mailed CWM communication card to Emerson for repair; Met with representative from Schneider electric and obtained a test bench ATV630U07M3 VFD, & 2 Ethernet IP/Modbus TCP dual port communication cards for SCADA testing.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Submersible Aerator #1 S.

- Monthly Plant PM's: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Carrousel Surface Aerators, #1N, #1S, #2N, #2S; Swing Zone Blowers, #1, #2; Poly Blend #2, Effluent Transfer Pumps, #1, #2, #3.
- Annual Plant PM's: Fermentation Submersible Mixer #5, #7; Centrifuge #2; Centrifuge #1.
- Lift Station PM's: 14 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Configured camera server for recording on motion to keep 30 days of footage.
- Well 15D, not reporting to SCADA, radio strength too low to transmit, outdoor antenna jumper connector pulled out, replaced with temporary indoor jumper, ordered new outdoor jumper, ok.
- Well 7D, 28H not reporting to SCADA, Starter tripped, reset, tested with operations, ok.
- Fluoride Pump, not pumping, pump is not repairable, will procure replacement unit, and install temporary shop stock.
- Hypo Chloride pump # 4, taper hub failed, ordered replacement hubs, will install when received, put Hypo Pump #2 into service.
- Lime slurry pumps, lubricated as necessary.
- H.S.P. 7 VFD, installed HMI on door of cabinet, wired and configured existing light indicators @ status indicators of drive.
- Installed new ethernet cables in radio cabinet for new radio install when ready.

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 published the proposed limits in the local paper to 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 provided detailed information to the consultant leading the WWTF permit renewal including a process flow diagram, industrial pretreatment permitted facilities information, and the last 6 months of violations by the WWTF. The current permit expires in December of 2019; however, the renewal application is due in June of the same year.
Consumptive Use Permit 10 year Compliance Report – St Johns River Water Management District informed the Utility that they are conducting a review of previously submitted reports for the 10 compliance report. The District will request additional information if needed. Additionally, the District accepted the Utility's wetlands monitoring report, saying it satisfied the requirement of the condition in the CUP.
- Lead and Copper Sampling Plan – Staff submitted an updated sampling plan to the Volusia County Health Department. The Utility is requesting approval of the plan which includes updated location information and deleting locations that are not viable options to sample.
- 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

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- City Clerk attended meeting with Assistant City Manager
- City Clerk attended Claims Committee Meeting
- Agenda packet preparation, creation and distribution for December 4, 2018, Advisory Board Workshop and City Commission Meeting