

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 7, 2018

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

**City Manager**

Reviewed and prepared with staff as follows:

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

Spoke to, attended and/or met with:

- As requested, individual agenda review meetings with Mayor and City Commissioners
- Rotary meeting
- Meet and greet with Linda Webster, replacement for Larry Volenec, FPL, who is retiring.
- City Commission Advisory Board Workshop
- City Commission Meeting
- Daytona Chamber Market Watch Business Summit
- Senior staff on transportation issues
- Senior staff and Chamber staff, State of the City debrief
- Senior staff, Acting County Manager and Deputy Country Manager discussed taxing and finance

**Community Development**

**Planning**

- Granada Pointe, Planned Business Development amendment – neighborhood meeting. Paul F. Holub, Jr., Managing Member of Granada Pointe Investors, LLC, shall conduct a neighborhood meeting for an amendment to the Granada Pointe Planned Business Development. The project is located on both the north and south side of West Granada Boulevard. The south side property includes 520,550, 600, and 650 West Granada Boulevard and 101 Bennett Lane. The north side property is located approximately 1,450 linear feet west of the intersection of West Granada Boulevard and Orchard Lane and includes Volusia County parcel numbers 4241-01-12-0100, 4241-01-10-0070, 4241-01-09-0120, and 4241-01-09-0110. The amendment seeks to (a) permit an automatic car wash use as a permitted use, (b) modify that the \$10,000 contribution to the Historical Society may be used for repair and maintenance of the Three Chimneys property, (c) remove the future eight (8) parking spaces on the North parcel that were previously approved for the benefit of the Three Chimneys property, (d) permit that privacy walls may range from a minimum of 6' to a maximum of 8' in height, (e) clarify that two (2) outparcels are permitted on Unit 4 contingent upon the outparcels meeting the minimum requirements of the Planned Business Development and LDC, and (f) approve removal of one historic tree (#19) from the North parcel due to safety concerns. The neighborhood meeting is scheduled for December 18, 2018 at the Hampton Inn at 155 Interchange Boulevard (meeting room) starting at 6pm.
- The December 13, 2018 Planning Board packet is available at <https://www.ormondbeach.org/Archive.aspx?AMID=50>. There is one item on the agenda which is a Land Development Code 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.

- The December Monthly Development report is available and is located at: <https://www.ormondbeach.org/247/Development-Projects>.
- The property at 333 South Yonge Street/328 Bostrom Lane has performed tree removal on the commercial property without any permits. The property owner is scheduled to appear before the Special Master on December 10, 2018 and is subject to a fine and the requirement to plant mitigation on the properties.
- Planning staff attended the neighborhood meeting for the Extended Stay America project at 275 Interchange Boulevard proposes to construct a four story, 124 room hotel of 56,000 square feet.
- The Board of Adjustment and Appeals approved a variance for 16 Boxwood Court to allow a pool screen enclosure over an existing swimming pool that requires a 4' variance to the required 10' rear yard setback.

#### Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 350 inspections performed within the City (3 by Private Provider).
- 98 permits issued within the City, with a valuation of \$2,226,312.

#### Development Services

- The Site Plan Review Committee (SPRC) met with the following projects:
  1. 40 North Yonge Street. Concept plan on a vacant parcel in the Downtown Overlay District. The plan proposed a 4,160 square foot office building. SPRC reviewers discussed the Downtown Overlay District and utility related issues.
  2. 1081 North U.S. Highway 1. SPRC discussed with a design professional the Land Development Code requirements for a bar/restaurant. The site is under code enforcement action for performing building work with no permits. The discussion focused on the process to establish a bar/restaurant including building permitting and utility connections.
  3. 1225 Hand Avenue and 600 South Nova Road. Conducted a final inspection of the Like New thrift shop expansion/chapel at 1225 Hand Avenue and the office addition at the Prince of Pease church. Both sites have been issued Certificates of Occupancy.
- Projects under SPRC review include:
  1. 1535 North U.S. Highway 1, Dunkin Donuts. 1<sup>st</sup> review. The site plan seeks to demolish the existing gas station and construct a Dunkin Donuts coffee shop with associated site improvements.
  2. 220 North Nova Road, Publix in the Trails Shopping Center remodel. 1<sup>st</sup> review. The site plan seeks to remodel the Publix within The Trails shopping center. The site plan indicates a demolition of the existing Publix building, former CVS unit, and the parking lot. The construction would include a new building of approximately 48,387 square feet and associated site improvements.
  3. 275 Interchange Boulevard, Extended Stay America. 2<sup>nd</sup> review. The project seeks to construct a four story, 124 room hotel of 56,000 square feet and associated site improvements.
  4. 1 South Beach Street, Cassen Park Improvements. 2<sup>nd</sup> review. City capital project. Construction of a new handicapped accessible restroom facility with paved parking and sidewalk 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	2%

**Economic Development**

- Ormond Crossings
  - Security First Managers continues the construction of their office building.
  - Installation of off-site utility work along Broadway Ave. continues.
  - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a

traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.

- Airport Business Park
  - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
  - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
  - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives.
  - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  - Staff is participating in the Ormond Main Street Branding Project.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 24 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 40 Journal Entry Batches.
  - Approved 24 Purchase Requisitions totaling \$467,992.71.
  - Issued 33 Purchase Orders totaling \$3,936,877.01.
  - Prepared 119 Accounts Payable checks totaling \$159,094.30 and 40 Accounts Payable EFT payments totaling \$435,345.85.
  - Issued 576 past due notices on utility accounts.
  - Auto-called 0 utility customers regarding receipt of a past due notice.
  - Processed 451 payments through Interactive Voice Response System totaling \$40,126.77.
  - Grant money 2017-18 fiscal year-to-date total received, \$7.1 million dollars.
  - Prepared 375 Direct Deposits totaling \$545,742.08.
  - Transferred IRS 941 payment of \$183,553.34.

##### Grants/PIO

- Press Releases
  - Open Gym (December 7, 14, and 21)
  - Elementary Explorers: Deer Program (12/1)
  - Archaeology Works: Pottery (12/6)
  - Nature Watercolor Painting (12/7)

- Living Waters in the Tomoka Marsh Preserve (12/8)
- Holiday Fire Safety
- Temporary Closure of Runways Rescheduled (January 2-11, 2019)
- The Casements Tour Schedule for Tuesday, December 18
- Little Learners: Deer (12/14, 10 a.m.)
- Holiday Crafts (12/15, 2 p.m.)
  
- 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 weekly communications meeting.
  - Attended State of the City meeting.
  - Organized and finalized all Countywide Food Drive donations.
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

**Fire Department**

- Weekly Statistics
  - Fires: 4
  - Fire Alarms: 12
  - Hazardous: 4
  - EMS: 89
  - Motor Vehicle Accidents: 5
  - Public Assists: 43
  - TOTAL CALLS: 157
  
  - Aid provided to other agencies: 11 Calls – Daytona Beach (3), Volusia County (8)
  - Total staff hours provided to other agencies: 16
  - # of overlapping calls: 47
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
  - Total EMS patients treated: 55
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 356
  
- Training Hours
  - NFPA 472: Hazardous 6
  - NFPA 1001: Firefighting 38
  - NFPA 1002: Driver 2
  - NFPA 1500: Safety/Equipment 59
  - NFPA 1620: Preplanning 10
  - EMT/Paramedic 7
  - TOTAL TRAINING HOURS: 122
  
- Station Activities
  - Serviced 158 fire hydrants
  - Updated 7 pre-fire plans
  - Provided a tour of Station 91 to a group of Cub Scouts and parents

## **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Building Maintenance Supervisor (Leisure Services) re-advertised 11-26-18 until 12-9-18. Advertised on City web site, governmentjobs.com, and internally.
    - Evidence/Crime Scene Supervisor (Police) re-advertised 11-29-18 until 12-16-18. Advertised on City web site, governmentjobs.com, and internally.
    - Firefighter/EMT/Paramedic open 11-29-18 until 12-30-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Events Leader (Events/Leisure Services) re-advertised 12-4-18 until 12-30-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker I (PAC/Leisure Services) re-advertised 12-5-18 until 1-6-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker II (Parks/Leisure Services) open 11-20-18 until 12-16-18. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Recreation Leader (South Ormond Neighborhood Center/Leisure Services) open 11-29-18 until 12-16-18. 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.
    - 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
    - HR Generalist/Benefits Specialist (HR)
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
    - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant)
  - Interviews Scheduled
    - 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)
  - Separations
    - Part Time Maintenance Worker II (Parks/Leisure Services)
  - Employee Events
    - Skin cancer screenings for HSA contributions continue through 12-31-18
    - Lunch and Learn Wellness Workshops for HSA contributions continue until 12-4-18
    - Open Enrollment
  - Risk Management Projects
    - Managed claims for subrogation of property damage
    - Planning meeting for Mayor's Health & Fitness Challenge
    - Attended webinar "Continuous Workforce Monitoring"

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 3 – Utility Billing – Working on 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: 23
    - Completed: 54
    - In progress: 19
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 43,546
    - Inbound E-Mails Blocked: 22,873
    - Delivered Inbound E-Mails: 20,673
    - Quarantined Messages: 331
    - Percentage Good Email: 47.5%
    - Virus E-Mails Blocked: 7
  - Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing
  - Additions: 1
  - Changes: 0
  - Corrections: 2
  - Map/Information Requests: 0
  - Information Requests from External Organizations: 3
  - 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 Updates and Flyer
- City wide scavenger hunt
- 2018 Parade Meetings

- 2018 Parade Preparations

#### Contract Manager – Grounds and Athletic Maintenance

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

#### Environmental Discovery Center

- Social media updates
- City website updates
- City calendar updates
- EDC attendance last week: 412
- Tours were given as needed on Saturday and Tuesday through Friday.
- EDC staff & EDC Volunteers held an Elementary Explorers: Deer program for children in grades K-5 on Saturday from 2 pm to 3 pm.
- The EDC Coordinator updated the exhibit area and classroom with winter display materials on Saturday.
- The EDC Coordinator facilitated a Project WILD & Aquatic WILD combo workshop for 15 people at the EDC on Wednesday from 10 am to 4 pm.
- Florida Public Archaeology Network held an Archaeology Works: Pottery program on Thursday from 11 am to 12 pm.
- The EDC volunteer meeting & winter social was held in the EDC Classroom on Thursday from 4 pm to 6 pm.
- Artist Holly Esch gave a Nature Watercolor Painting class on Friday from 10 am to 12 pm

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday/Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
- OBGS Baseball Competitive Practices finished their fall practices Monday – Thursday night at 6 pm.
- Lady Renegades practiced Tuesday & Thursday this week at 6 pm on Softball Field #7.
- Seabreeze High School Boys & Girls Soccer Teams continued practices this week, Monday/Wednesday/Friday at the SC, Soccer Fields 5 & 6. Boys had home games on Tuesday night at 5:30 & 7 pm at Championship Field 7.
- OBYBA Basketball started practices at both the Nova & South Ormond Gyms, Monday - Friday night.

#### 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
- Painted Soccer 5 & 6, as well as Championship field 7 for SHS Soccer practices & games
- Put together new picnic tables for Champ. fld. 7 & Wendelstedt Fields



- Removed toters/benches/corner flags/goals, etc. for Soccer Field Closures on 1-4, 8-12 for winter rye seeding

#### 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:
  - Monday - Tuesday, CMT held on stage rehearsal and regular classes. Follies held regular classes.
  - Friday: CMT held a performance.
- The Performing Arts Center is preparing to host the following events:
  - Providence Church "A Gift of Carols," Friday, 7:00 to 9:00 pm and Sunday, 3:00 to 5:00 pm

#### South Ormond Neighborhood Center

- Splash closed until March 15
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Youth Basketball Monday/Wednesday/Friday 5:30 pm – 8:30 pm
- PAL tutoring Monday-Thursday from 3 pm-6 pm

#### Community Events

- Weekly administrative tasks, office work, and activities
- Attended weekly staff meeting
- Attended one on one meeting
- Assisted with City Commission workshop meal
- Home for the Holidays Parade – December 8<sup>th</sup>, 6:30pm, 10,000 people expected
- Planning activities for the following upcoming events:
  - Holiday Concert – Thursday, December 13<sup>th</sup>
  - Santa on the Go
  - Letters to Santa
  - Breakfast with Santa

#### Gymnastics

- Registration is open for December session
- December session in progress
- Open Gym, Friday, December 7, 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.
- Challenger Basketball continued on Tuesday.
- 5K Wanderers continued on Tuesday.
- Basketball League continued practice throughout the week.

#### The Casements

- The Casement's 40<sup>th</sup> Annual Christmas Gala took place in Rockefeller Gardens and The Casements this past weekend.

- Two wedding ceremonies were held at Ormond Memorial Gardens on Saturday, one from 12:00 p.m.-1:00 p.m and the other from 3:30 p.m.-4:30 p.m.
- Missing Peace met at Bailey Riverbridge on Sunday at 10:30 a.m.
- Kings Crossing HOA held a meeting at Bailey Riverbridge on Monday from 6:00 p.m.-8:00 p.m.
- A large group from John Knox Village toured The Casements on Tuesday from 9:30 a.m.-11:00 a.m.
- A Brooks Tomblin holiday gathering took place at The Casements on Tuesday from 4:00 p.m.-6:00 p.m.
- Ormond Beach Garden Club held their monthly meeting at The Casements on Wednesday at 10:00 a.m.
- A large group from the Association of University Women toured The Casements on Wednesday at 10:00 a.m.
- The Casements Camera Club held their annual Christmas party at The Casements from 5:30p.m.-7:30 p.m.
- There were two large groups from Pine Trail who toured The Casements, one group on Thursday at 10:00 a.m. and the other on Friday at 10:00 a.m.
- Greek cooking class was held in The Casements kitchen on Thursday from 4:00 p.m.-9:00 p.m.
- Staff previewed movie for movie night
- Pilates took place on Monday, Wednesday and Friday at Bailey Riverbridge from 8:30a.m.-9:30a.m.
- Yoga took place on Tuesday and Thursday at Bailey Riverbridge from 10:00a.m.-11:30a.m.
- Movies on the Halifax: "It's a Wonderful Life" will take place on Friday night at 6:30 p.m.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Set up Christmas Tree at City Hall
- Installed new dome trash can lids at Birthplace of Speed and Fortunato Park
- Installed "Do Not Feed Wildlife" signs at both Community Gardens
- Removed and replaced trash can unit at Rockefeller Gardens
- Removed and replaced 8 x 8 timbers on ramp

#### 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
- Removed front entrance door sign at PW
- Installed a hose reel by the rain barrels at the EDC
- Repaired the lights in the front lobby ay SONC
- Repaired the pond timer at Memorial Gardens
- Repaired leaking urinal in Maintenance at WWTP
- Repaired the women's toilet at Nova Community Center
- Repaired the broken spring on SW bay door at Fire Station 93
- Repair work on a/c in various City facilities
- Repaired the 2 outlets on the SE power pole at Rockefeller Gardens
- Repaired the thermostat in Finance at City Hall
- Repaired the dead bolt lock at the Nova Skate Park

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff hosted the 5-0 Club meeting at OBMS

- Staff attended Coffee with a Cop at 7-Eleven (TyMBER Creek)
- Staff hosted meeting in effort to address homelessness issues
- Staff hosted an Open House at the police department for potential new hires
- Staff hosted a promotional ceremony for four (4) newly promoted employees

#### Community Outreach

- Youth Director Council (YDC) – Eight (8) members of the YDC assisted the State of Florida Association of Police Athletic Leagues with the Annual Cheerleading competition on Saturday, December 1 at Mainland High School. The next YDC program will be hosting the OBPAL Annual Holiday Party on December 12 from 5:30 – 7:30 pm at the South Ormond Neighborhood Center.
- OBPAL Basketball – Fifteen (15) members of the basketball program participated in practice last week. Practice for members will continue though the fall. Individual and group skills development practices will be held on Monday and Wednesday from 7:00 – 9:00 pm.
- OBPAL Fall Educational Programs – Officer Pearson was the guest reader for the November 28 *Reading with a Cop* program offered in partnership with the Ormond Beach Library. Seventeen (17) children and parents enjoyed listening to a Clifford the Big Red Dog book about kindness. Afterward, Officer Pearson answered questions about being a police officer. To celebrate National French Toast Day families enjoyed French toast flavored marshmallow treats after the story. Everyone created a peanut butter and seed bird feeder to practice kindness to our animal community. The next Reading with a Cop is Saturday, December 15<sup>th</sup> at 10:30 am. The theme is snowmen and winter fun.
- *Tutors R Us* concluded last week for the fall semester. Twenty (20) youths participated in the one-on-one tutoring sessions. Tutors R Us will resume in late January for the winter/spring semester.
- *Science on Patrol at Ormond Beach Middle School* continues. Last week, 30 students participated in an unknown substance lab. Students used vinegar and iodine to determine if the substance was baking powder, powdered sugar, corn starch, or baking soda. This week students will have a field trip to the Police Department.

#### Community Services & Animal Control

- Animal Calls responded to: 29
- Animal Reports: 3
- Trap Neuter Release: 0
- Animal Bites: 0
- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 0

#### Criminal Investigations

- Cases Assigned: 41
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 6
- Inactive: 9
- Fraud: 3
- Burglary Business: 9
- Burglary Residential: 0
- Larceny Car break: 23
- Grand Theft: 4
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0

- Suspicious Incident: 1

#### Records

- Walk - Ins / Window: 93
- Phone Calls: 108
- Arrest / NTA'S: 20
- Reports Generated: 121
- Reports Entered: 100
- Citations Issued: 44
- Citations Entered: 65
- Warnings Entered: 53
- Trespass Warnings: 19
- CORF Entered: 45
- Mail / Faxes / Request: 24

#### Patrol

- Total Calls: 1,225
- Total Traffic Stops: 111

#### Operations

- Crime Opportunity Report Forms: 45

11/28/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to leave without paying for items and was stopped by loss prevention.
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- Carbreak, 440 North Nova Road (Nova Community Park). Window was broken and purse was stolen.
- Warrant Arrest, 21 Ocean Shore Boulevard (Birthplace of Speed Park). Subject with a warrant was contacted at the park.
- Carbreak, 420 Lakebridge Drive. Two (2) subjects were pulling on door handles. Subjects were not found. One (1) vehicle was found to be entered. Nothing was stolen.
- Carbreak, 125 Nature Trail. Unlocked vehicle was entered overnight. Nothing was stolen.
- Warrant Arrest, 8000 St. Georges Road #106. Subject with a warrant was contacted at the residence.

11/29/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to leave without paying for items and was stopped by loss prevention.
- Carbreak, 156 Lucky Drive. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 11 South Washington Street (Stan Lee's Martial Arts). Window was broken and a purse that contained a firearm was stolen.
- Narcotics Arrest, 208 Midway Avenue. Subject with marijuana was contacted.
- Warrant Arrest, 528 Fred Gamble Way. Subject with a warrant was located at the residence.

11/30/2018

- Larceny, 1050 Ocean Shore Boulevard (Seaside Manor). Prescription medications are missing from a patient's room.
- Larceny, 175 South Nova Road. Tenant that vacated the property took cabinets that were supposed to stay in the building.
- Carbreak, 5 Byron Ellinor Drive. Unlocked vehicle was entered overnight. Change was stolen.
- Carbreak, 90 Rockefeller Drive. Unlocked vehicle was entered overnight. Change was stolen.
- Carbreak, 499 South Nova Road (Jourdan Academy). Window was broken and a camera was stolen.

- Carbreak, 441 Riverside Drive. Unlocked vehicle was entered overnight. Jumper cables were stolen.
- Carbreak, 49 Ponce De Leon Drive. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 12 Cypress Circle. Unlocked vehicle was entered overnight. A trailer tag was stolen.

12/01/2018

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Subject walked out of the store with over \$1,000 in merchandise.
- Battery/Domestic Violence Arrest, 65 Bluebird Lane. Subject was arrested for punching a relative in the face.
- Narcotics Arrest, 800 Block South Nova Road. Subject with Xanax on their person was contacted.

12/02/2018

- Warrant Arrest, 348 North Nova Road (La Fiesta). Subject with a warrant was contacted at this address.
- Narcotics Arrest. 348 North Nova Road (La Fiesta). Subject with narcotics was contacted at this address.
- Burglary Business, 790 South Atlantic Avenue (Dimitris). Business was entered overnight and a large amount of cash is missing.
- Burglary Arrest, West Granada Boulevard at Main Trail. Subject punched the victim through an open window of the car.
- Carbreak, 6 Burr Oak Court. Unlocked vehicle was entered sometime over the weekend. Wallet was stolen.
- Carbreak, 78 East Granada Boulevard (Ormond Beach Memorial Gardens). Window was broken to gain entry. Purse was stolen.
- Traffic Arrest, Nova Road at Arroyo Parkway. Subject was arrested for a hit and run crash.
- Battery/Domestic Violence Arrest, 2099 North Beach Street (Tomoka State Park). Subject was arrested after punching a family member multiple times.
- Narcotics Arrest, 1100 Block South Nova Road. Subject was contacted with marijuana.

12/03/2018

- Burglary Business, 278 Tomoka Avenue (Rabbit and Sons Construction). Sometime overnight the front door was pried open. Tools were stolen.
- Burglary Business, 220 East Granada Boulevard (Granada Surf Shop). The day before, between 6:48 pm and 6:53 pm, an unknown subject broke the front door open. Nine (9) skateboards were stolen.
- Burglary Business x6, 509 South Nova Road (All Aboard Storage). Six (6) units were entered between 5:17 am and 5:37 am by cutting locks off the storage units. Miscellaneous items were stolen from each unit.
- Larceny, 839 South Atlantic Avenue (Andy Romano Park). Victim left a cell phone on a table. When the victim returned, the cell phone was gone.

12/04/2018

- Larceny, 771 West Granada Boulevard #2101 (Olive Grove Apartments). Subject stole gift cards that were delivered to this location.
- Larceny, 110 River Bluff Drive. A firearm was stolen from the home during a house party. The victim recovered the firearm from the suspect and declined to press charges.
- Battery/Domestic Violence Arrest, 146 New Britain Avenue. Family member was arrested for battering a child.
- Battery Arrest, 706 Virginia Terrace. Subject was arrested for battering a roommate.
- Larceny, 1643 North United States Highway 1 (Houligans). Victim left a \$100 bill on the bar. When the victim returned the money was gone.
- Narcotics Arrest, South Nova Road at Division Avenue. Subject with narcotic paraphernalia was contacted and arrested.

- Narcotics Arrest, 530 South Atlantic Avenue (Texaco). Subject with marijuana was contacted and arrested.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 18
  - Number of Uniform Traffic Citations Issued: 17
  - Number of Written Warnings Issued: 8
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 10
  - Number of Crashes with Injuries: 6
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 3 Cases initiated
- 6 signs have either been removed or sign cases created.
- 22 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and fifty-seven (57) 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 finalizing the installation of new lime rock base course material on the excavated sections of the runway. 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 January 2<sup>nd</sup>, 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 the provision of air traffic control services for overflying aircraft.
- Staff participated in a security assessment of the airport conducted by Kimley-Horn and Associates on behalf of FDOT. Staff met with a representative of Kimley-Horne to explore current airport security features and areas that may be in need of improvement. Staff also provided a tour of the airport perimeter as part of an on-site assessment.
- Staff submitted work orders to investigate an issue with the Precision Approach Path Indicator (PAPI) lights for Runway 35 and to address a small pot hole in the access road at Gate 10 in the Southeast Quadrant of the airport.
- Staff has received initial image files from the drone survey of the Runway 8 approach zone that was conducted by Hoyle, Tanner and Associates (HTA) last week. Staff will review the imagery in preparation for the next design meeting with HTA.
- Staff has been notified that an inspection of the airport facility be conducted early next year for the purpose of renewing the State of Florida license for the airport. The FDOT Aviation Office will likely inspect the facility in early February of 2019.
- Staff has received updated reports prepared by Dr. Dave Byers of Quadrex ranking contract tower operations for FY 2017 and FY 2018.

## Engineering

- Projects Summaries
  - Construction Projects:
    - 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 – Deer Creek has been converted to City reuse water as of December 1<sup>st</sup> and appears to be functioning well.
    - 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.
    - Rockefeller Gardens Stage Shade Cover – Contractor is coordinating fabrication. Installation of shade structure will be in early 2019.
    - Forest Hills Connector Trail – 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.
    - Laurel Creek Stream Gauges – City staff is working on installing the level sensors.
    - MacDonald House – Work on the Southwest tower wall is complete, a final inspection has been called in. Staff is working with A.M. Weigel on reviewing project costs to scale this work up for the entire building.
    - Fishing Pier Repair – The contractor has mobilized their barge and crane to the site and has started pile installation.
    - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contracts have been prepared and a preconstruction meeting was held.
  - Bidding
    - Coquina Court Drainage – Bid award agenda item was approved at December 4 CC meeting.
    - 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 was approved at the December 4 CC meeting.
    - Water Plant Upgrades – Bid award agenda item was approved at 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 review.
    - Breakaway Trails Storage and Pumping Improvements – 90% plans have been submitted for review, Consultant has prepared bid documents for staff review.
    - 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 February.
    - 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 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 was approved at the December 4 City Commission meeting.
    - 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. The FDOT JPA for the work has been fully executed.
- A1A Force Main Repair – Staff received the final plans, the request to bid will be on the January 8 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 – 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.
  - Staff attended ProjectDOX Training for information regarding new version upgrade.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Cardinal Avenue directional bore, per Brighthouse request.
  - Plotted preliminary as-built for 2 inch Water Main Replacement Phase 3 – Mainland project.
  - Scanned Forest Hills subdivision as-builts for Planning Department, per request.
  - Completed the sketch and legal descriptions for 116 Avalon and 106 Coquina Key Drive annexation agreements, per Planning Department request.
  - Researched old as-built drawings and provided PDF copies of the South 40 Business Park to Utilities Division, per request.
  - Researched old as-built drawings and provided PDF copies of the forcemain location at Town and Country Lane and Ocean Shore Blvd., per Planning Department request.

#### Environment Management

##### Street Maintenance - Asphalt/Concrete Debris pick up on bus benches at various areas citywide

- Pulled cones & clean up at Saul's Dr.
- Concrete pour/patch, & form boards at the 400 block of Lake Bridge
- Asphalt patch at Tropical Dr., Harvard Dr., and Loyola Dr.
- Recycled concrete & asphalt Public Works
- Pulled forms, cones, & cleanup S Orchard St
- Rip out sidewalk & prep S Center St.
- Prep for concrete, form up (sidewalk) Byron Elinor & Clyde Morris

##### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming at 200 block of Center St, & Main Tr., Tomoka Oaks, Live Oaks St (where needed)

##### 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



- Installed Christmas banners US 40 from Orchard to A1A
- Blew off walks and debris pickup at City Hall Complex
- Grading work at Ames, Sanchez, & Cassen
- Debris pickup Thompson Creek, Orchard, Wilmette, US 1 medians
- Assisted sign shop various areas
- Finished marking barricades Public Works Complex

#### 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
- Checking on road striping various locations
- Straighten and prep zone signs Citywide
- Preparing for Christmas Parade, barricades, & signs citywide

#### Stormwater Maintenance

- Mowed ditches & pond on Division Ave & Nova Rd
- Storm utility locates citywide
- Cut out roadway, access line, patch, & pump out line Perrott, Sycamore Cir
- Clean out storm lines on Melrose, & Sycamore Cir
- Locate storm lines & basins citywide
- Reach out ditch mowing S.R. 40
- Basins inspected & cleaned zone 1 & 2
- Pump station maintenance Bennett Ln

#### Vactor

- Vac-con maintenance Public Works Complex

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

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

#### Fleet

- Mileage traveled by all departments for the week: 22,364
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 6,598 gallons unleaded, 10,965 gallons diesel
  - Fuel used in one week: 2,107 gallons of unleaded and 590 gallons of diesel.
  - Fleet completed 46 work orders this week.

#### Utilities

- Projects Summary
  - Breakaway Trails Reuse Storage and Pumping Improvements – A design review meeting was held on November 29, 2018. SCADA requirements were primarily discussed.
  - Breakaway Trails Yard Electrical and Pump Upgrades – A meeting was held with Florida Power and Light to determine the locations for the utility connection and transformer.
  - Deer Creek Reuse – Reuse system was activated. System is working with adequate pressure.
  - Force Main Upgrades – 100% plans are under review.

- Fortunato Park (FORT) Lift Station – Resized pumps to handle sanitary sewer needs for peak crowd events. A purchase order is being prepared to purchase a peak flow handling pump for special events and replace the existing pump for normal operations.
- Leeway Storage Tank and Pump Station Rehabilitation Project – Consultant modeled elevated tank fill/drain scenarios with one pump and four motorized valves. Bid plans and specs will include design for one pump which will be valved in such a way that it can both fill and drain the tank.
- Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Construction administration proposal sent to consultant for execution.
- N Beach St. Manhole #13391 Removal – The additional work authorization was approved under Resolution 2018-192. Purchase order is being amended to process final payment.
- N US 1 Force Main Extension – 100% plans are under review.
- Plantation Oaks – Maintenance bond date is dependent upon approval of the Lift Station by the City.
- Water Plant Elevated Storage Tank (EST) activities – The logo from the original design plans will be installed. The inspection services proposal from Mead and Hunt was approved at the December 4<sup>th</sup> City Commission under Resolution 2018-199.
- Water Tank Inspection and Cleaning Services – An award was approved for Underwater Solutions to perform the inspection and cleaning under Resolution 2018-197.
- US 1 NW Corridor Water Main Improvements – Final design plans were received for review.
- Utilities SCADA Upgrades (Software Purchase RFP) — Contract documents are fully executed.
- SCADA Integration Services RFP – Questions were compiled and Addendum 2 has been submitted to purchasing, bid opening is scheduled for December 11, 2018.
- Sunstate Sole Source – A disposition memo was resubmitted for approval at the January 8<sup>th</sup> City Commission meeting.
- WTP LPRO Membrane Replacement – A disposition memo to bid the project was approved at the December 4<sup>th</sup> City Commission meeting.
- WTP Claricone Walkway – Final inspection is scheduled on 12/6/18.
- 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. Draft application is anticipated this month.
- 2344 Ocean Shore Blvd – FDOT permit plans for force main excavation are under review by FDOT.
- SPRC Projects (Utilities Review)
  - Deerfield Trace – Applicant has been advised that the City will accept a private lift station only if the developer will be solely responsible for owning, operating, and maintaining the entire sanitary sewer system and facilities. Applicant has been notified that privately maintained PEP tanks are not permissible by FDEP.
  - Extended Stay America, 275 Interchange Blvd - SPRC plan review has been initiated on Project Dox.
  - Dunkin Donuts, 1535 US1 – SPRC plan review completed.
  - For Our Parents, 495 Sterthaus – VCHD water main clearance forms were executed by the city.
  - Huntington Green – Development permit expired. Plans need to be resubmitted.
  - Minto – A proposal for a hydraulic model to determine flows and pressures available to serve the development area was modified and a work authorization is being prepared.
  - Oasis Church, 85 S Tymber Creek – Construction is complete. As-Built plans were reviewed and determined to be complete. VCHD water main clearance forms were executed by the City.
  - Plantation Oaks – Fire hydrant flow tests were performed.
  - Pineland Subdivision – Reviewed Pineland Plats. An additional easement was requested.

- Publix Remodel, 220 North Nova Road – Plans were received for review.
- Shoppes on Granada, Phase 2 – SPRC plan review has been initiated on Project Dox.
- Starbucks, 125 E Granada – Revised plans were submitted for review.
- 40 N Yonge Street – Met with applicant to discuss utility availability for the proposed optometrist office and residence.
- 135 Hernandez Lot Split – Previous Utility Division comments were addressed.
- 1081 N US 1 – Discussed utility availability for a proposed bar.

#### Water Treatment

- Delivered 38.84 million gallons for the week ending November 30, 2018 (5.55 MGD).
- Backwashed 9 filters for a total of 420,000 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 28.5 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.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 33.65 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.81 MGD.
- Produced 23.47 Million Gallons of Reuse.
- Produced 10.18 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (November 1, 2017 - October 31, 2018 (MGD)): Influent 4.77 MGD (Permit 8 MGD); Surface Water Discharge 1.83 MGD (Permit 6 MGD); Reuse 3.42 MGD (Permit 10 MGD)
- Hauled 96.78 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to 15 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to and/or repaired 15 water service leaks.
- Installed 6 new residential water service.
- Performed pressure testing on 1 City owned backflow preventers.
- Installed a new PVB BFP on an irrigation service in The Trails subdivision.
- Continued covering City owned backflow preventers with freeze protection.
- Replaced 4 broken meter boxes.
- Performed scheduled accuracy testing on a 3" and 4" commercial water meter.
- Replaced 4 stopped water meters due to finance work orders.
- Replaced 5 water services due to low pressure or leaking GSP, 2 casings were installed for a water service under a street.
- Exercised 15 valves in various areas due to scheduled maintenance or main leaks.
- Repaired a 6" water main leak at 1100 W. Granada Blvd, a 6"x2" plug serving a 2" meter separated from the main.
- Repaired an 8" water main leak on Byron Ellinor Dr. caused by a leaking fused HDPE coupling.
- Repaired a 6" AC water main leak due to a leaking coupling.
- Repaired a 2" GSP leak on Hibiscus Dr. due to Volusia County Storm Water crews hitting WM during excavation.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 125 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.
- Responded to back up at 164 Deep Woods Way. Breaker was tripped in customer's panel. Everything good on City side.
- Follow up on PEP alarm at 18 Stallion Way. Alarm self-cancelled, no apparent issue.
- Rewired PEP pump at 2 Whipper-in Cir.
- Installed new curb stop for new construction at 127 Thornhill Chase.
- Prep for PEP tank replacement at 2 Fox Cliff Way.
- Repaired broken sanitary tee in driveway at 473 Lake Bridge Dr. Work done as a result of a backup with damage.
- Attempted to clean broken lateral on Stonehaven Trail from main. Hose went outside pipe.
- Repaired broken 6" service on Stonehaven Trail. Line was broken by a prior boring contractor.
- Repaired broken green light on PEP box at 29 Black Creek Way
- Opened reuse valve to provide Deer Creek with Reuse on 11-29-18.
- Installed reuse signs at entrances to Deer Creek subdivisions.
- Located reuse service for customer at 54 Levee Lane.
- Rewired PEP system at 53 Westland Run
- Repaired broken lateral and assisted repairing broken storm line at 464 Druid Cir.
- Pumped out Fortunato park lift station.
- Found reuse service for customer at 353 Oak Dr.
- Installed 18" riser on Quad Fields PEP tank (50 Doug Thomas Way)
- Installed 6" riser on PEP tank at Central Park (601 Hammock Ln.)
- Replaced PEP tank at 2 Fox Cliff Way.
- Cleaned and TV'ed 8 sanitary laterals from the PM list.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 35 psi, Ocean Mist Hotel 25 psi, Ormond Mall 15 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 18 psi, Westland Run 20 psi & Shadow Crossing Blvd. (4 inch) 8 psi.
- 

#### Wastewater Plant – Lift Stations

- Lift station/Reuse server, reboot server to clear outstanding messages on radio network, ok.
- Effluent Transfer Pump #1 - Called by Operator on shift, pump not working, found blown fuses in control cabinet, replaced with new inventory, ok at this time
- Effluent Transfer Pumps 1 & 2, replaced failing line fuses with heavy duty replacements, will monitor.
- Reaeration Tank, install Submersible Aerator #2 north, turn over to Operations to place online.
- Reaeration Tank, Deragged Submersible Aerator #1 South.
- Wash Rack – steam cleaned, repaired pressure wand as needed, ok.
- Halifax Medical Center, Force Main pressures: static/1 pump/2 pumps; 0/4/8.
- 4M1, customer concern of odor, cleaned wet well, replace sweet air vent, ok.
- Peristaltic Pump #1, replace with New Inventory, ok.
- Peristaltic Pump #2, reset at controls, ok.
- Decant Room, Reuse water leak at wash down system, plant reuse system shutdown required, shutdown and repair being scheduled.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Laurel Oaks, high level, found both pumps bad, #1 Pump locked up at rotor, #2 Pump damaged by wild life in Wet Well, pulled both pumps to replace with new inventory, applied wild life control to Wet Well, ok. 2P, high level, found bad lag float, replaced with new inventory, found clogged filters at Vacuum System, replaced both filters with new inventory, watched station pump down and cycle through alternation, ok.
- SCADA monitor/response: 8P, high starts, found bad Check Valve #1, replacement in progress.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Submersible Aerator #1 S.
- Semiannual Plant PM's: Carrousel Blower #3.

- Annual Plant PM's: Fermentation Submersible Mixer #9.
- Lift Station PM's: 19 monthly performed and 0 annual.

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

- Well 27H, Remove test VFD, install permanent VFD and program.
- Well 6D, not responding via SCADA, Blown fuse on control transformer, replaced and returned to operations.
- Sand Filters, PLC processor intermittently malfunctioning aborts backwash of all filters, replacement processor is ordered, will install and test when received and continue troubleshooting if needed.
- Fluoride Eye wash station, locate isolation valve, and shut water supply off in preparation of pipe repair.
- North Sludge pit, repaired PVC piping.
- Brine tank, replaced the filter hose.
- Hypo Chloride pump # 4, received new hub assembly, install and returned pump to service, inspect operation of other pumps in system.
- Lime slurry pumps, lubricated as necessary.
- H.S.P. 7 VFD, assisted CED/Schneider techs with official start up for extended warranty.
- Operational Check: Hudson Wells; Rima Wells; Standish, Granada, River View Booster Stations; B.A.T., Shadow Crossings reuse.

#### 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 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.
- FDEP Annual Reuse Report – Staff began collecting the data necessary for the annual Reuse Report required by the FDEP. The report highlights the reclaimed water produced by the City's WWTF. Reclaimed water is essential in reducing the amount of potable water and groundwater utilized for irrigation purposes.
- 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.
- EPA Unregulated Contaminant Monitoring Rule 4 (UCMR 4) – Staff reviewed and approved analytical data received from the City's contract laboratory for the UCMR 4 sampling which occurred this fall. The UCMR 4 data assists the EPA in evaluating contaminants of concern for possible the impacts on the environment and public health.
- Cross Connection Control Program – Staff routinely contacts commercial potable water customers to ensure they are aware of the need for their backflow device to be tested. The City is constantly working to improve the compliance rate of the BF devices.
- 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 analysis 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

Honorable Mayor and City Commissioners  
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- Staff attended and provided support for December 4, 2018, Advisory Board Workshop and City Commission Meeting
- Packet preparation, creation, and distribution for December 14, 2018, Pension Boards Meeting