

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 21, 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

Spoke to, attended and/or met with:

- Rotary meeting
- Volusia Legislative Delegation meeting
- Neighborhood meeting regarding Granada Pointe development
- DARE graduation at Pine Trail Elementary

Community Development

Planning

- Attended the Granada Pointe Planned Business Development amendment. The applicant presented the various amendments and conducted a question and answer with the individuals in attendance.
- The following two cases are scheduled for the Board of Adjustment and Appeals for January 9, 2019 at 7 pm and notices have been sent:
 1. 1 Moss Point Drive. The property owner is seeking to fence the property as follows: 1. Replace an existing eight (8') foot high fence in the rear yard with an eight (8') foot high fence. 2. Construct an eight (8') foot high fence in the side corner yard with a zero (0') foot setback. 3. Construct a six (6') high fence in the front yard with a zero (0') foot setback. The project shall need multiple variances as proposed.
 2. 1509 Oak Forest Drive. The property owner is requesting a calculated average waterfront rear yard setback variance to allow the construction of an addition to an existing single-family home. The applicant is requesting a waterfront rear yard setback ranging from 44.0' to 52.0' based on the slope of the mean high water line, which would require a 30.7' variance to the calculated average waterfront rear yard setback of 74.7'
- The following four cases are scheduled for the Planning Board for January 10, 2019 and notices are being sent:
 1. Granada Pointe Planned Business Development amendment: 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 for 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.
2. Extended Stay America project, 275 Interchange Boulevard. Proposed Planned Business Development rezoning to allow a four story, 124 room hotel of 56,000 square feet. The project proposes to defer a portion of the required parking.
 3. Fruit stand, 1560 North US1. This project proposes to allow the outdoor storage of four trailers in association with the fruit stand behind the building as a Special Exception.
 4. Capital Improvement Elements. A Comprehensive Plan amendment to update the Capital Improvements Element to be consistent with the approved Capital Improvement Program.
- Salty Church at 221 Vining Court. The project proposes to construct a new 11,585 square foot building, improved parking and site improvements to the west of the existing building at 221 Vining Court. The building addition includes a 6,457 square foot assembly area. The project has scheduled a neighborhood meeting on January 15, 2019 at 221 Vining Court starting at 6:30 pm. The project shall need a Special Exception amendment and is expected to be heard by the Planning Board on February 7, 2019.
 - Planning staff has received a land use amendment and DRI amendment for 2575 West Granada Boulevard. The parcel of land has a land use of "Public Institutional" and was shown as a Church site in the Hunter's Ridge Development of Regional Impact. The applicant is seeking to amend the land use to "Suburban Low Density Residential" to allow one single-family house.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued.
- 386 inspections performed within the City (25 by Private Provider).
- 126 permits issued within the City, with a valuation of \$2,477,735.

Development Services

- The Site Plan Review Committee (SPRC) met with the following projects:
 1. 160 South Nova Road. Met with a design professional to discuss modifications to a previous site plan approval.
 2. Pineland. Met with a design professional to discuss the retaining/decorative wall along Pineland Trail.
- Projects under SPRC review include:
 1. 220 North Nova Road, Publix in The Trails Shopping Center remodel. 1st 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.
 2. 135 Hernandez lot split. 3rd review. The lot split seeks to subdivide one lot into two lots.
 3. 520 West Granada Boulevard, Unit 1 – Granada Pointe, Modern Wash. 3rd review. Proposed 4,770 square foot drive thru car wash with 20 vacuum spaces. The use would require a Planned Business Development amendment with a neighborhood meeting, Planning Board review, and City Commission action.
 4. 221 Vining Court, 2nd Review. Construction of a new 11,585 square foot building and site improvements. The project will require a neighborhood meeting, Planning Board review, and City Commission action.
 5. 1657 North U.S. Highway 1, Love's Travel Stop. 1st Review. Addition of 589 square feet for shower and laundry square footage to the rear of the existing building.

- 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	40%
Chase Bank	0%
Davita Dialysis	50%
For Our Parents ALF	95%
Granada Pointe	60%
Lot 2, Airport Business Park	75%
Oasis Church, water line extension	98%
Ormond RC, Fitness Center & Building 1C	20%
Pineland	30%
Prince of Peace, Like New addition	100%
Prince of Peace, office addition	100%
Security First	50%
Shoppes on Granada, Phase 2	40%
Starbucks @ Granada Plaza	2%
Thomas & Betts parking improvements (phase 1)	85%
Independence Recycling of Volusia	0%
Plantation Oaks, utility connection	98%
Cypress Trails subdivision	40%
Lucky's Market	5%

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 attended the Volusia Manufacturing 38th Annual Awards Banquet. Three Ormond Beach based manufacturers received awards: CO2 Meter received a Best Practices awarded for Superior Customer Service. ABB Installation Products received a Social Responsibility Award. Germfree was awarded Manufacturer of the Year >50 Employees.
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives.
 - Staff attended the Chamber's Economic Prosperity Hour and provided an update to the business community on City Economic Development Happenings.
 - Continued 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.
 - Staff sat-in on the Volusia County Legislative Delegation at City of Daytona Beach City Hall.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 25 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 \$6.3 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 33 Journal Entry Batches.
 - Approved 33 Purchase Requisitions totaling \$2,079,413.72.
 - Issued 25 Purchase Orders totaling \$1,016,301.73.
 - Prepared 156 Accounts Payable checks totaling \$592,696.39 and 37 Accounts Payable EFT payments totaling \$888,512.62.
 - Issued 779 past due notices on utility accounts.
 - Auto-called 28 utility customers regarding receipt of a past due notice.
 - Processed 458 payments through Interactive Voice Response System totaling \$46,713.91.
 - Grant money 2018-19 fiscal year-to-date total received, \$265,000 dollars.
 - The City received \$57,000 for hurricane Matthew reimbursement this week.
 - Prepared 375 Direct Deposits totaling \$486,259.64.

- Transferred IRS 941 payment of \$158,481.55.

Grants/PIO

- Press Releases
 - Holiday Waste Collection Schedule
 - EDC Seeks Volunteer Support
 - City Commission Meeting Dates for January 2019 (January 8 and 23)
 - Casements Closure (1/2/19)
- 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 communications meeting.
 - Attending DOJ Grant Financial Management Training (online)
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted updated forms and provided additional information for the JAG18 grant for the Special Response Team as required for final acceptance by the USDOJ.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 3
 - Hazardous: 3
 - EMS: 80
 - Motor Vehicle Accidents: 8
 - Public Assists: 44
 - TOTAL CALLS: 139

 - Aid provided to other agencies: 10 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (5)
 - Total staff hours provided to other agencies: 14
 - # of overlapping calls: 18
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 57
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 154
- Training Hours
 - NFPA 1001: Firefighting 108
 - NFPA 1002: Driver 19
 - NFPA 1500: Safety/Equipment 38
 - NFPA 1620: Preplanning 17
 - EMT/Paramedic 7
 - TOTAL TRAINING HOURS: 189
- Station Activities
 - Service 72 fire hydrants
 - Updated 13 pre-fire plans
 - Conducted 5 fire inspections

- Provided training for 4 newly hired firefighters. Training consisted of technical rescue, ground and aerial procedures, safety and survival, water supply, attack lines, ventilation, equipment and city geography.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Administrative Assistant (Human Resources) open 12-13-18 until 1-6-19. Advertised on City web site, governmentjobs.com, and internally.
 - Building Maintenance Supervisor (Leisure Services) re-advertised 11-26-18 until 1-6-19. Advertised on City web site, governmentjobs.com, and internally.
 - Chief Plant Operator (Wastewater Treatment Plant/Public Works) open 12-7-18 until 2-10-19. 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. Note: all applicants must apply through National Testing Network.
 - Maintenance Worker II (Streets/Public Works) open 12-13-18 until 1-6-19. 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 1-6-19. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Maintenance Worker II (Parks/Leisure Services) open 11-20-18 until 1-6-19. 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.
 - Utility Electrician (Public Works) open 12-6-18 until 12-6-18. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
 - Applications Under Review
 - Evidence/Crime Scene Supervisor (Police)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Part Time Recreation Leader (South Ormond Neighborhood Center/Leisure Services)
 - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant)
 - Interviews Scheduled
 - HR Generalist/Benefits Specialist (HR)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Utilities Manager (Public Works)
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Risk Management Projects
 - Planning for the Mayor's Health & Fitness Challenge 2019
 - Updates in Workers' Compensation
 - Attended Growth Award team meeting
 - Investigation for liability and subrogation claims

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: 15
 - Completed: 40
 - In progress: 16
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 46,439
 - Inbound E-Mails Blocked: 27,676
 - Delivered Inbound E-Mails: 18,763
 - Quarantined Messages: 22
 - Percentage Good Email: 40.4%
 - Virus E-Mails Blocked: 1
 - Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 23 : Total in system = 2,540
 - Meters GPS Located this week: 0 : Total in system = 23,667; 22,884 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

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: 157
- Tours were given as needed on Saturday and Tuesday through Friday.
- EDC staff & EDC Volunteers held a Holiday Crafts program for all ages in the EDC Classroom on Saturday from 2 pm to 3:30 pm.
- Joan Tague led a Wake Up Walk through Central Park that began and ended in the EDC parking lot on Wednesday from 8 am to 10 am.
- A Community Gardens volunteer board meeting was held in the EDC Classroom on Wednesday from 3 pm to 4 pm.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, & Friday at the Sports Complex. Play is at 1 pm daily.
- Seabreeze High School Boys & Girls Soccer Teams continued practices this week on Tuesday at the Sports Complex, Soccer Fields 5 & 6. Boys had home games on Monday night at 5:30 & 7 pm, while the girls played games on Thursday at 5:30 & 7 pm on Championship Field 7.
- OBYBA Basketball continued games this week at both the Nova & South Ormond Gyms, Monday through Wednesday.

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 out new Picnic Tables for Champ. Field 7 & Wendelstedt Fields
- Painted all corners of all Soccer Fields
- Preparing Wendelstedt Complex for upcoming umpire school
- Checked & replaced old benches with new
- Added clay to Wendelstedt Field #3 at Home Plate & Foul Lines
- Removed bases from Quad
- Prepped Championship Field 7 for SHS Soccer Games

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 through Friday.
 - Follies held regular classes Monday through Thursday.
- The Performing Arts Center hosted the following events:
 - Gromalot Theatre presents "Sleigh," Thursday 7:30 pm to 9:00 pm
 - Little Feet Academy Pre-School Christmas Pageant, Friday 10:00 am to 12:30 pm

South Ormond Neighborhood Center

- Splash pad closed until March 15
- Open park and playground sunrise to 1 pm daily
- Fitness room
- Open gym
- Youth Basketball Monday/ & Wednesday 5:30 pm – 8:30 pm
- PAL tutoring Monday-Wednesday from 3 pm-6 pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Letters to Santa through December 19th
- Clean up and organizing all equipment and supplies from December holiday events
- Preliminary planning of 2019 events in the months of January through April

Gymnastics

- Registration is open for December session
- December session in progress
- Open Gym, Friday, December 21, 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.
- Basketball League have games Monday – Wednesday from 6:00 pm – 9:00 pm

The Casements

- Breakfast with Santa took place on Saturday from 8:00 a.m.-12:00 p.m. in The Casements Gallery. The Casements was closed for tours during this event.
- Salty Church Christmas Celebration took place in Rockefeller Gardens from 3:00 p.m.-8:00 p.m.
- A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 3:00 p.m.-4:00 p.m.
- A wedding ceremony was held in Rockefeller Gardens on Sunday from 1:30 p.m.-5:30 p.m.
- Once Upon a Storytime was held on The Casements North Lawn on Tuesday from 10:00 a.m.-11:00 a.m. The Casements was closed to tours during this event.
- A Guild general meeting took place in The Casements Gallery on Wednesday from 10:00 a.m.-12:00 p.m.
- Pilates took place on Monday, Wednesday and Friday at Bailey Riverbridge from 8:30 a.m.-9:30 a.m.
- Yoga took place on Tuesday and Thursday 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
- Formed up for a new park bench at Nova Community Park
- Rebuilt and installed new door on kiosk at EDC

- Replaced basketball nets at Nova Community Park

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 women's restroom door closer at Soccer
- Replaced the surge protector in WW at PW
- Repaired the press box window at Football
- Checked electric gates city wide
- Repaired evidence door lock at the PD
- Replaced ceiling tiles in the Blue Room at PAC
- Repaired the sign spot light at Fortunato Park
- Repaired the shoreline plug at Station 93
- Replaced the Stage Door overhang fluorescent bulbs at the PAC
- Replaced the wet ceiling in the Blue Room at PAC
- Repaired the a/c vent in the gym at Nova
- Repaired the bay door spring at Station 91
- Replaced 2 lights in the gym at Nova
- Repaired gym lights at SONC
- Replaced toilet handle at Station 93
- Repaired the lock on the uniform storage at Station 91
- Replaced the 2nd floor toilet auto fill at Ames
- Replaced broken tiles in Admin. at PAC

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended Coffee with a Cop at Donnie's Donuts
- Staff attended Shop with a Cop at Wal-Mart
- Staff attended the After Action meeting for the Holiday Parade
- Staff attended a FBI luncheon
- Staff attended the PAL holiday party
- Staff attended a free bicycle giving event

Community Outreach

- Youth Director Council (YDC)
Eight (8) Members of the YDC helped at the PAL annual holiday party on December 12th. The youths gave out gifts, served food and shared lots of smiles with the children and families attending the party. The YDC also had a teen winter break afternoon meal on December 20th to celebrate their dedication to the community during the past year.
- OBPAL Basketball
Ten (10) members of the basketball program participated in practice last week. Practice for members will continue through the winter break. Individual and group skills development practices will be held on Monday and Wednesday from 7:00 – 9:00 pm. The OBPAL basketball season will begin in mid-January.
- OBPAL Educational Programs
Last week thirty (30) students participated in the *Science on Patrol* at Ormond Beach Middle School. Students completed a lab to determine blood types and explored how that information can

help in determining who committed a crime. The last SOP class for 2018 was parent night on Tuesday, December 19.

- Annual PAL Holiday
Over 100 children and their family members attended the Annual PAL Holiday party on Wednesday, December 12 from 5:30 – 7:30 pm at the South Ormond Neighborhood Center. Families enjoyed a light meal before Santa arrived at 6:15 pm escorted by Officer Marianne Durkin and the OBPD Motors Unit. Each child received a new wrapped toy from Santa. Thank you to the Margarita Society of Volusia County, the HoHoHo Girls, Anchored Certified Planning and Mrs. Michelle Smith for providing toys for the OBPAL Annual Holiday Party. Thank you also to the officers who attended and the YDC for helping making the evening memorable for the children attending.
- Reading with a Cop
Officer Beaulieu and Officer Braun were the guest readers for Reading with a Cop on Saturday, December 15 at the Ormond Beach Library. After reading a book about fall changing into winter Officer Beaulieu answered questions about being a police officer. Everyone stayed to enjoy a powered donut edible snowman craft to celebrate that winter has arrived.

Community Services & Animal Control

- Animal Calls responded to: 32
- Animal Reports: 2
- Trap Neuter Release: 2
- Animal Bites: 1
- Animals to Halifax: 0
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 7
- Inactive: 3
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 0
- Larceny Car break: 7
- Grand Theft: 1
- Auto Theft: 0
- Death Undetermined: 2
- Missing Persons: 1
- Recovered Missing Persons: 2
- Sex Offense/Rape: 1
- Robbery: 0
- Battery/child abuse: 1
- Police Information: 4
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 72
- Phone Calls: 96
- Arrest / NTA'S: 28
- Reports Generated: 139
- Reports Entered: 100
- Citations Issued: 32
- Citations Entered: 53

- Warnings Entered: 67
- Trespass Warnings: 12
- CORF Entered: 272
- Mail / Faxes / Request: 18

Patrol

- Total Calls: 1,320
- Total Traffic Stops: 121

Operations

- Crime Opportunity Report Forms: 272

12/12/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject took items off the shelf and attempted to return them. The subject was also charged with violating probation.
- Warrant Arrest, 170 West Granada Boulevard (Ormond Beach Police Department). Subject was in the lobby to talk to an officer about an issue and a warrant was found. The subject also had methamphetamine on their person.
- Stolen Vehicle Arrest, 36 Charleston Square. Known subject stole a vehicle from the victim. The subject was located at their residence and the vehicle was recovered.
- Warrant Arrest, 1608 North United States Highway 1 (Red Roof Inn). Subject that had a violation of probation warrant was contacted.
- Battery Arrest, 530 Collins Street. Subject was arrested after pushing the victim.
- Warrant Arrest, South Halifax Drive at Arlington Way. Subject that had a violation of probation warrant was contacted.

12/13/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Battery Arrest, 11 Fiesta Drive. Subject kissed and fondled the victim. Once arrested, the subject started resisting and had to be sprayed with pepper spray.
- Trespassing Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was arrested for being on the property after warning.

12/14/2018

- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed item and attempted to leave the store.
- Larceny, 353 West Granada Boulevard (Winn-Dixie). Tag was stolen off a vehicle in the parking lot.
- Fraud Arrest, 90 North Nova Road. Subject was stopped for a traffic violation that found the driver was a fraud suspect.
- Carbreak, 138 Creek Forest Lane. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 152 Creek Forest Lane. Two (2) unlocked vehicles were entered overnight. Nothing was stolen.
- Carbreak, 140 Creek Forest Lane. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 144 Creek Forest Lane. Unlocked vehicle was entered overnight. Nothing was stolen.
- Battery/Domestic Violence Arrest, 679 Wellington Station Boulevard # 37. Victim was punched several times by the suspect.

12/15/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Carbreak, 39 River Ridge Trail. Unlocked vehicle was entered overnight. A gift card was stolen.
- Carbreak, 1340 West Granada Boulevard (Lowe's). Unlocked vehicle was entered while the victim was in the store. A purse with \$4,000 in cash was stolen.

- Burglary Residence, 2245 Lipizzan Trail. Known subject entered the house and stole miscellaneous items.
- Shoplifting, 1458 West Granada Boulevard (Bealls). Subject stole items and ran from the store prior to police arrival.
- Warrant Arrest, South Orchard Street at West Granada Boulevard. Subject with a warrant was contacted.

12/16/2018

- Battery/Domestic Violence Arrest, 90 Riverview Drive. Subject contacted after having an altercation with the victim who sustained injuries from the exchange.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject contacted after placing items into a shopping bag and a shopping cart and attempting to leave the business without paying for the items.
- Larceny, 1635 North United States Highway One (Destination Daytona.) Vehicle tag was taken from the vehicle while it was parked in overnight parking.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject contacted after concealing items and passing all points of sale.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls.) Subject was fleeing the area. A description of the subject was obtained and the loss prevention personnel were taken to the alternate location for a show up. Subject was contacted and arrested.
- Larceny, 517 Sandy Oaks Boulevard. Tag was taken from a vehicle sometime during the prior evening. There are no suspects and it might have occurred at the Ormond Beach Wal-Mart.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject contacted after concealing items and passing all points of sale without paying for the items.
- Carbreak, 2 John Anderson Drive (Fortunato Park.) Vehicle entered through shattered passenger side window. Victim's purse was stolen.
- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart.) Subject contacted during an investigatory traffic stop for a shoplifting case. Subject was found to be in possession of narcotics and paraphernalia.

12/17/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to walk out of the store with unpaid items.
- Shoplifting Arrest, 1474 West Granada Boulevard (Purple Dragon). Subject attempted to walk out of the store with unpaid items.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to walk out of the store with unpaid items.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items in pockets and attempted to leave the store.
- Narcotics Arrest, 700 Block South Nova Road. The driver of a car that was involved in a crash was arrested for possession of Fentanyl.
- Warrant Arrest, 170 West Granada Boulevard (Ormond Beach Police Department). Subject with a warrant was apprehended in the lobby while there for a call for service.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject concealed items in a purse and attempted to leave the store.

12/18/2018

- Burglary Residence Arrest, 500 Shadow Lakes Boulevard # 34. Subject went inside the residence and battered two (2) victims. Subject was arrested later in the shift.
- Battery/Domestic Violence Arrest, 12 Ramsey Terrace. Subject battered the victim.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the times in the self-checkout line.
- Robbery Arrest, 1400 Hand Avenue # A. Ex-employee went to the business demanding their last paycheck. When it was not ready, the subject battered a worker and stole a check from their person.
- Narcotics Arrest, 362 West Granada Boulevard. Subject was contacted with cocaine.

- Warrant Arrest, 890 South Atlantic Avenue (Black Sheep). Subject with a warrant was contacted.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 8
 - Number of Uniform Traffic Citations Issued: 7
 - Number of Written Warnings Issued: 4
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 5
 - Number of Crashes with Injuries: 3
 - Number of Crashes with serious bodily injuries: 0
 - Number of fatal Crashes: 0

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 9 Case initiated
- Zone 2: 10 Cases initiated
- Zone 3: 7 Case initiated
- Zone 4: 2 Cases initiated
- 6 signs have either been removed or sign cases created.
- 8 tree removal permit requests
- Administrative staff assisted with three (3) walk-ins and forty-three (43) telephonic inquiries.

Public Works

Airport Operation and Development

- Construction activity on the project to rehabilitate the pavement and electrical systems of Runway 8/26 continued this week. The contractor's primary focus this week has been installation of wiring and components to support the new LED runway lighting system. 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 2nd, 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.
- The electrical sub-contractor for the Runway 8/26 rehabilitation project will assist staff in making minor repairs to the airport's Runway End Identifier Lights (REILs). The solid state LED circuit boards in some of the REILs have malfunctioned. The manufacturer has provided the City with replacement boards under warranty, which staff will replace under the guidance of the sub-contractor. The sub-contractor will also assist staff to investigate an intermittent issue with the Precision Approach Path Indicator (PAPI) lights that serve Runway 35.
- Staff submitted a work order to address an apparent malfunction at Gate 13 in the Southeast Quadrant of the airport.
- The City's Sign Shop staff fabricated and installed new signage adjacent to Taxiway Charlie. The new signs caution drivers to yield to aircraft taxiing over the area where the roadway intersects with the taxiway, and replaced similar signs that had been damaged.
- Staff prepared and submitted an application from Super Petrel USA (SPUSA) to add Fixed Base Operator (FBO) Category 5 certification to their business operations at the airport. SPUSA is applying for FBO Category 5 status because the company intends to expand their operations to include aircraft, engine, propeller and accessory maintenance for the aircraft that they market and distribute in North America. SPUSA's application will be presented to the City Commission for approval at their meeting on January 23, 2019.

Engineering

- Projects Summaries
 - Construction Projects:
 - Storm and Sewer Lining –The remaining work on Ormond Parkway will be completed after the New Year.
 - Ormond Crossings Utility Extensions – Water clearance was received and engineer is coordinating to flow test the fire hydrant to see if sufficient fire flow is available.
 - Rockefeller Gardens Stage Shade Cover – The shade structure was constructed.
 - Forest Hills Connector Trail – Approximately 1,500 feet of path has been constructed, work is commencing on the installation of electric and fiber optic conduit.
 - 2018 Road Rehabilitation-Resurfacing – Pineland Trail is scheduled to be paved on 12/21. Manhole work on A1A started on Thursday night 12/20 and continue after the New Year.
 - Laurel Creek Stream Gauges – The lake level sensor at Central Park I (Fleming Avenue) has been installed, and is on-line.
 - 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 have started pile installation and demo work. Approximately 50% of the new piles have been installed.
 - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contracts have been prepared and a preconstruction meeting was held. Contractor intends to start construction in January.
 - Coquina Court Drainage – The contract was awarded to Hazen Construction. Contracts are being signed.
 - Bidding
 - Cassen Park Public Dock and Breakwater – The project is out for bids, bids are due in January. A pre-bid meeting was held. Consultant is working with FDEP on the modified Submerged Land Lease that is required for the modified breakwater.
 - WWTP Sludge Dewatering Improvements – Project has been advertised for bids. A pre-bid meeting was held. Bids will be opened in January.
 - Water Plant Upgrades – This project is being advertised. Bid opening is scheduled for January 22.
 - Design Projects:
 - North US1 Water Main Improvements – The Consultant has submitted final plans, staff met with consultant to review.
 - Breakaway Trails Storage and Pumping Improvements – Consultant is preparing to submit to SPRC for site plan review; bid documents have been submitted for disposition by the City Commission on January 8, 2019.
 - 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 permit has been issued. SPRC comments are being addressed.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting –Work Authorization was executed at the December 4th City Commission meeting for construction. Awaiting pole height approval from FAA.

- 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) – FDOT has signed off on the plans. Project will be advertised for bids early 2019.
- A1A Force Main Repair 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.
 - Reviewed plans and created approved Wetland Protection permit for 746 Riverside Drive new dock construction.
 - Assisted homeowner at 560 South Beach Street regarding work without a permit violation, per Neighborhood Improvement Division request.
 - Prepared exhibit maps for the 2019 Roadway Resurfacing and Micro Surfacing projects.
 - Researched and located Hurricane Storm Surge and Wind Borne Debris Maps for proposed EOC locations.
 - Compiled as-builts of Fire Station 92 for upcoming driveway entrance survey and drawing.
 - Working on preparing legislative project forms for N. US 1 water and force main project.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete pour, pulled form, cones, backfilled dirt - Nova Community Center
- Concrete prep, formed up, & poured Standish Dr.
- Recycled concrete Public Works Shop
- Asphalt patch 10x11 Airport Rd
- Asphalt, patched potholes Pineland Trail & Ann Rustin Dr.
- Asphalt Harmony Dr.
- Concrete pour Memorial Gardens

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
- Removed deceased pine tree Main Trail – Cherokee Trl
- Trimming Tomoka Oaks Sub., Trails Sub, Eagle Rock Trl, Coquina PL Sub., Hidden Hills Sub

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
- Grading Sanchez Park, Ames, Cassen, and Melrose Park

- Shell placed on r-o-w both sides Pineland Trl
- Picked up load of shell Old Kings Rd, Flagler

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
- Installed caution taxing aircraft sign at airport
- Installed 6 orange traffic delineators Fluhart & Riverside Dr.

Stormwater Maintenance

- Locates, basin inspected, & cleaned citywide
- Pond mowing SR 40
- Basin cleaning Main Trl
- Pump station maintenance Bennett Ln
- Reach out mower Hand Ave & Division Ave
- Lift station maintenance Hotel St
- Cleaned drywells Main Trl

Vactor

- Vac-Con on Main Trl, US 1

Street Sweeping/Streetsweeper (2 days)

- 58 miles of road cleaned
- 24 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,876
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 2,202 gallons unleaded, 9,154 gallons diesel
 - Fuel used in one week: 2,814 gallons of unleaded and 964 gallons of diesel.
 - Fleet completed 45 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Reuse Storage and Pumping Improvements – Bid documents being finalized to advertise for bid January 2019.
 - Breakaway Trails Yard Electrical and Pump Upgrades – Electrical equipment, lift station and SCADA shop drawing submittal review and comments provided to consultant for release to contractor.
 - Fortunato Park (FORT) Lift Station – Replacement pumps are ordered.
 - Leeway Storage Tank and Pump Station Rehabilitation Project – Met with vendor to discuss coating alternatives for the elevated storage tank.
 - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Bonds are being secured by the contractor.
 - N US 1 Force Main Extension – Consultant updating final report to include City's comments.

- Security First Offsite Water Main Improvements – Attended a preconstruction meeting to provide input on utility notification requirements.
- WTP Elevated Water Tank Rehabilitation – A preconstruction meeting was held 12/19/18.
- Water Tank Inspection and Cleaning Services – Pre construction meeting to be scheduled.
- US 1 NW Corridor Water Main Improvements – Reviewed design plans and discussed comments with design engineer.
- Utilities SCADA Upgrades (Software Purchase RFP) – SCADA software purchase contract is fully executed and software will be installed with the SCADA Integration Services project
- SCADA Integration Services RFP – The selection committee reviewed the RFP and received a recommendation from McKim & Creed to accept STAR Controls as the system integrator. Resolution to recommend contract award to Star Controls to be presented for approval at the January 23 City Commission meeting.
- Sunstate Sole Source – A disposition memo was resubmitted for approval at the January 8 City Commission meeting.
- WTP LPRO Membrane Replacement – Project is advertised for bids.
- WTP Claricone Walkway Replacement – Repairs to pipe supports for piping at the claricones is scheduled this week.
- WWTP Influent Pumps VFD Replacement – VFD shop drawing submittals have been reviewed and returned to the contractor for corrections and re-submittal.
- WWTP Operating Permit Renewal – Draft application is anticipated this month.
- 2344 Oceanshore Blvd – FDOT permit was issued.
- SPRC Projects (Utilities Review)
 - Building Addition, 1657 N US Highway 1 – Reviewed plans. There were no utility conflicts.
 - Deerfield Trace – Revised plans were reviewed. Comments were sent to designer.
 - For Our Parents, 495 Sterthaus – Volusia County Health Department water system clearance was received.
 - Granada Plaza, 125 E Granada – Reviewed plans and provided comments.
 - Love's Travel Stop Shower and Laundry Addition, 1657 US1 – SPRC utilities plan review is complete.
 - Plantation Oaks – Pump station SCADA is intermittent. Punch list item needs to be completed prior to City's acceptance of the pump station.
 - Publix Remodel, 220 North Nova Road – SPRC utilities plan review is complete.
 - Salty Church, 221 Vining Court – SPRC utilities plan review is complete.
 - SunTrust Bank, 160 N Nova Road – Reviewed proposed drive through bypass revisions. Utilities are not affected.
 - 2301 Warden Trail Lot Split – Reviewed proposed lot split. There were no utilities available in the area of the proposed lot split.

Water Treatment

- Delivered 39.51 million gallons for the week ending December 14, 2018 (5.64 MGD).
- Backwashed 10 filters for a total of 506,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 3, 2018 @ 6.156 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled 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.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 33.84 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.83 MGD.
- Produced 20.72 Million Gallons of Reuse.
- Produced 13.12 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 97.04 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 12 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to and/or repaired 16 water service leaks.
- Replaced 3 residential water meters due to Finance work orders.
- Installed 3 new residential water service.
- Performed pressure testing on 7 City owned backflow preventers, one needed repair.
- Continued covering City owned backflow preventers with freeze protection.
- Replaced 9 broken meter boxes.
- Exercised 5 valves in various areas due to scheduled maintenance or main leaks.
- Replaced 6 water services due to low pressure or leak concerns. One casing installed for a water service replacement under a road.
- Removed an abandoned, leaking water service on Ormond Parkway.
- Repaired 2- 2" GSP water mains on Coquina Point Dr. & Eagle Ct.
- Performed maintenance activities on 15 fire hydrants on beachside, south of E. Granada Blvd.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 100 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area. Responded to 1 reuse trouble calls.
- Removing air from 8" force main on A1A. We have performed this operation multiple times this week.
- Vacuuming sewage from Fortunato Park wetwell. Doing this 3 times a week until new pumps are installed.
- Assisted Lift Station personnel in de-ragging Town Square, Wal-Mart lift, Deer Creek and Cypress Place lift stations.
- Installed new PEP system at 14 Indian Springs Dr.
- TV'ed lateral at 340 W. Granada Blvd. at customer's request. Line is clean and clear at this time.
- TV'ed lateral at 10 Crossing Trail at customer's request. Line is clean and clear at this time.
- Reset manhole cover at 41 Glens Falls Dr.
- Repaired leaking 10" reuse main on Breakaway Bridge with major assistance from Water Distribution personnel.
- Re-TV'ed lateral at 340 W. Granada Blvd. City side is still clear, informed customer issue is on his side.
- Cleaned lateral at 10 Crooked Bridge Way. Heavy grease in line.
- Assisted Water Distribution with 2" main break at 47 Coquina Point Dr.
- Assisted Water Distribution with 8" water main break at 320 Tomoka Rd.
- Semi-annual cleaning of lateral at 521 Andrews St.
- Responded to trouble call at 235 Greenwood Ave. Cleared line and TV'ed
- Performed valve maintenance on reuse valves in Breakaway Trails.
- Responded to back up at 232 Grove St. Cleared lateral and TV'ed. Scheduled for repair.
- Follow up on blockage at 81 Lucky Dr. TV'ed line, clear at this time.
- Took scrap metal from yard cleaning to recycler. Received check for \$636.90.
- Located sanitary tap for contractor at 528 N. Halifax Dr. Pipe in poor condition.
- Replaced cast iron pipe in ROW and installed C/O at 528 Halifax Dr.
- Rewired PEP system at 3 Pine Hollow Way.
- Installed new pump and rewired J-box at 211 Black Hickory Way.
- TV'ed 12 laterals from the PM list.

- Repaired broken 1½” force main at 158 Deep Woods Way.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 37 psi, Ocean Mist Hotel 28 psi, Ormond Mall 11 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 9 psi, Westland Run 10 psi & Shadow Crossing Blvd. (4 inch) 2 psi.

Wastewater Plant – Lift Stations

- Digester Blower, Called in by Operator on shift, blower tripped and won't reset, out of service. Followed up during regular working hours, tested motor and associated electrical wires and controls and determined motor windings are shorted, replacement motor will be ordered and original repaired.
- SCADA Lift station server not communicating, reboot, ok.
- Plantation Oaks, assist with commissioning of station, verified pump on/off from SCADA, pump status in SCADA, and high level alarms, radio signal is weak and below suggest operational limits, also verified punch list items were completed.
- Towne Square, Walmart, Deer Creek, Cypress Place, met VacCon crew on site to clean wet well.
- Decant Room, repaired leaks at old plumbing as needed to establish new connection towards leak repairs.
- Airport Industrial Park – follow up from call out, pulled Pump #1 to replace impeller & wear ring, also replace pump controller, ok.
- 10M, 12M, reboot RTU's to clear acknowledge timeouts, ok.
- 1P, reboot radio to clear trouble, ok.
- Reaeration Tank, deragged Submersible Aerator #1, and #2 South.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Towne Square, high level, found pump #2 with blockage, reversed pump to clear, watched station pump down and cycle through alternation, will follow up during regular working hours to clean rags from wet well, ok; Airport Industrial Park, high level, Pump #1 tripped at motor starter, Pump #2 not being called by Controller, reset Motor Starter #1, still not operating normally, station pumped down slowly, pump controller not operating correctly, will follow up during normal working hours.
- SCADA monitor/response: 1P, high starts, cleaned probe, ok; Breakaway Trails, no starts #2, reset pump breaker, breaker found to be bad, replaced with new inventory; 1P, high starts, cleaned probe, ok; Breakaway Trails, no starts registered for station, found bad RTU connections and wiring, corrected wiring issues as needed.
- 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: Grit Snail; Influent Odor Control Unit; Swing Zone Blowers, #1, #2; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Effluent Transfer Pumps #1, #2, #3; Carrousel Surface Aerators, #1S, #1N, #2S, #2N; Screw Pumps, #1, #2, #3; Sand Filters, #1, #2, #3.
- Quarterly Plant PM's: Influent Odor Control Unit.
- Annual Plant PM's: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2.
- Lift Station PM's: 14 monthly performed.
- Inventoried Control Wave PLC parts for an exact replica test bench for WWTP PLC 1 & 2 (Influent & Centrifuge), will assemble test bench in the near future in support of SCADA project.
- OPTI Lake level sensors, continue cable and sensor installation.

Water Plant – Well Fields – Booster Stations – Reuse System

- Shadow Crossings, met with CLA-Valve vendor for possible replacement of bypass control valve.
- Lime Slurry Pumps, met with vendor for possible replacement of pumps, fabricated a test manifold and check pressure on Clair-Cone #2 at lime injection point with pump running and without pump running. 15PSI and bumps up to 20PSI with pump running.

- Sand Filters, P.O. for PLC spare parts written, waiting for new sole source letter from Rexel before submitting request.
- Lime slurry pumps, lubricated as necessary.
- Operational Check: Orchard Reuse; Rima Wells; Standish, Granada, River View Booster Stations; B.A.T., Lee Way Tower.
- PM's: All Hudson Wells.
- 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 compiling 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.
- Annual Industrial Pretreatment Report – Staff is compiling the information to produce the annual IPP report. The report is required by the FDEP to provide an updated status of the program. The report must be submitted by February 1, 2019.
- Industrial Pretreatment (IP) Program – Staff performed an inspection of the final two 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 sampled three permitted facilities, allowing the City's contract laboratory to analyze the composites to ensure compliance independent of the facility's self-monitoring.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation for January 8, 2019, City Commission Meeting