

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 11, 2019

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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:

- Elected Officials Roundtable meeting
- As requested, individual agenda review meetings with Mayor Partington, Commissioner Persis and Commissioner Littleton
- Strategic Planning discussion with Marilyn Crotty
- Met with citizen Matt Welch regarding various concerns
- Met with senior staff, city attorney, and MainStreet regarding murals
- Met with senior staff and Observer reporter regarding wetlands ordinance

**Community Development**

**Planning**

- 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.
- City staff has met with Ormond MainStreet to review a draft mural ordinance. It is anticipated that the mural ordinance would be presented to the Planning Board in February and the City Commission in March and April.
- City staff met with representatives of the CANDO2 organization. A wide range of topics including tree preservation, Shoppes of Granada, Phase 2, and Low Impact Development were discussed.
- There is a Land Development Code amendment to allow animated wall signs in the Downtown Community Redevelopment District. Staff has provided the amendment to MainStreet for input and it is anticipated that the Planning Board would review the application on February 7, 2018.
- 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. The land use amendment is scheduled for Planning Board review on February 7, 2018.
- The Board of Adjustment and Appeals held a public hearing on January 9, 2019 and approved the below applications:
  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') foot high fence in the front yard with a zero (0') foot setback. The Board modified the front yard variance to require the fence not exceed three (3') feet within twenty (20') feet of the intersection of Moss Point Drive and Tymber Creek Road.

2. 1509 Oak Forest Drive. The property owner requested a calculated average waterfront rear yard setback variance to allow the construction of an addition to an existing single-family home. The applicant requested 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 Planning Board held public hearings on January 10, 2019, for the below applications:
    - Granada Pointe Planned Business Development amendment:
      - (1) Recommended denial (4-3) to allow an automatic car wash use as a permitted use under certain conditions;
      - (2) Recommended approval (7-0) to permit that privacy walls may range for a minimum of 6' to a maximum of 8' in height.
      - (3) Recommended approval (7-0) to remove the future eight (8) parking spaces on the North parcel that were previously approved for the benefit of the Three Chimneys property.
      - (4) Recommended approval (7-0) to modify that the \$10,000 contribution to the Historical Society may be used for repair and maintenance of the Three Chimneys property.
      - (5) Recommended approval (7-0) to 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.
      - (6) Recommended denial (7-0) of the removal of one historic tree (#19) from the North parcel.
    - Extended Stay America project, 275 Interchange Boulevard. Recommended approval (7-0) of a 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.
    - Fruit stand, 1560 North US1. Recommended approval (7-0) to allow the outdoor storage of four trailers in association with the fruit stand behind the building as a Special Exception.
    - Capital Improvement Elements. Recommended approval (7-0) of a Comprehensive Plan amendment to update the Capital Improvements Element to be consistent with the approved Capital Improvement Program.

#### Building Inspections, Permitting & Licensing

- 3 new business tax receipts issued.
- 194 inspections performed within the City (1 by Private Provider).
- 75 permits issued within the City, with a valuation of \$1,409,569.

#### Development Services

- The Site Plan Review Committee (SPRC) met with the following projects:
  1. Huntington Villas, Phase 3 (Flagler County) utilities only. Conducted a pre-construction meeting for the construction of phase 3 of the Huntington Villas project. The project is located in Flagler County and Ormond Beach is the utility provider.
  2. 72 South Yonge Street, Crown Jewelers. Held a pre-application meeting for a building façade renovation for the existing structure. The project is also looking to utilize the Downtown grant program.
- Projects under SPRC review include:
  1. Pineland Subdivision, Phase 1 Final Plat. 2<sup>nd</sup> review. The application seeks to allow the subdivision of 44 lots associated with the Pineland subdivision under construction. The final plat requires City Commission approval.

2. Pineland subdivision, Final Plat – Phases 2&3. 2<sup>nd</sup> review. The application seeks to allow the subdivision of 77 lots associated with the Pineland subdivision under construction. The final plat requires City Commission approval.
  3. 1560 Poplar Drive easement release. 1<sup>st</sup> Review. This application seeks to release a utility easement and would require City Commission approval.
  4. Deerfield Trace, Flagler County utility connection. Review as the utility provider for a Flagler County subdivision.
  5. 814 Hull Road (portion), Lynch Oil. Concept Review. Concept review of a Volusia County project for utility review.
  6. 1057 Ocean Shore Boulevard, Latitude Beach Club. 3rd Review. Utility review of a Volusia County project for utility connections.
- 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 sf 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 40,000 sf 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 needed 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.
  - Staff is working with Team Volusia on a handful of Industry Prospects that are considering locations in Ormond Beach.
  - 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.
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 27 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 21 Journal Entry Batches.
  - Approved 15 Purchase Requisitions totaling \$1,102,753.98.
  - Issued 19 Purchase Orders totaling \$158,248.88.

- Prepared 84 Accounts Payable checks totaling \$85,307.60 and 26 Accounts Payable EFT payments totaling \$320,210.88.
- Issued 790 past due notices on utility accounts.
- Auto-called 269 utility customers regarding receipt of a past due notice.
- Processed 535 payments through Interactive Voice Response System totaling \$65,911.69.
- Grant money 2018-19 fiscal year-to-date total received, \$267,000 dollars.

#### Grants/PIO

- Press Releases
  - Florida Licensing on Wheels (1/9 10 AM – 2 PM)
  - Liquid Propane (LP) Burn Off (New Starbucks site, 125 E. Granada)
  - The Fabulous Hubcaps (1/27)
  - Open Gym (January 4, 18, and 25)
  - Little Learners: Bears (1/11)
  - Animal Tracks (1/12)
  - St. Johns River Water Management District “Protecting Our Water Resources & Providing Water for People” (1/18)
  - Wake Up Walks in Central Park (January 2, 16, and 30)
  - Afternoon Winter Walks (January 12 and 19)
  - Completed Neighborhood Improvement Advisory Board packet for dissemination for the January 17 meeting.
- 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 communications meeting.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Risk Management Projects
  - Finalize Hurricane Irma claim with insurance adjuster and broker
  - Manage subrogation and restitution claims
  - Planning for the Mayor’s Health & Fitness Challenge
  - Continue to update certificates of insurance in Tyler
  - Manage Workers’ Compensation claims
  - Investigate injury and property damage complaints

#### Fire Department

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 4
  - Hazardous: 2
  - EMS: 77
  - Motor Vehicle Accidents: 6
  - Public Assists: 36
  - TOTAL CALLS: 126
- Aid provided to other agencies: 9 Calls – Daytona Beach (4), Volusia County (5)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 19
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 57

- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 119
- Training Hours
  - NFPA 1001: Firefighting 45
  - NFPA 1002: Driver 6
  - NFPA 1500: Safety/Equipment 42
  - NFPA 1620: Preplanning 19
  - EMT/Paramedic 10
  - TOTAL TRAINING HOURS: 122
- Station Activities
  - Updated 11 pre-fire plans
  - Conducted 5 fire inspection
  - Serviced 14 fire hydrants
- Significant Incidents
  - 1/6/19, 3:43 PM: N. Tymber Creek Rd. / I-95 Overpass – Motor Vehicle Accident – Responded to a motorcycle vs. guardrail collision – a firefighter assisted EVAC with patient care during transport to hospital.

### Human Resources

- Staffing Update
  - Approved/Active Recruitment
    - Accounting Technician (Finance) open until 1-16-19. Advertised internally.
    - Administrative Assistant (Human Resources) open until 1-13-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
    - Building Maintenance Supervisor (Leisure Services) open until 1-13-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
    - Chief Treatment Plant Operator (Wastewater Treatment Plant/Public Works) open until 2-10-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
    - Maintenance Foreman (Streets/Public Works) open until 1-11-19. Advertised internally.
    - Maintenance Worker II (Streets/Public Works) open until 1-13-19. Advertised on City web site, governmentjobs.com, and internally.
    - Part Time Maintenance Worker I (Performing Arts Center/Leisure Services) open until 1-20-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
    - Part Time Maintenance Worker II (Building Maintenance/Leisure Services) open until 1-27-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
    - Part Time Maintenance Worker II (Parks/Leisure Services) open until 1-20-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
    - Police Officer (Police) open until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
    - Tradesworker (Building Maintenance/Leisure Services) open until 1-20-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
    - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works) open until 1-27-19. Advertised on City web site, governmentjobs.com, Indeed, and internally.
  - Applications Under Review
    - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant)
  - Interviews Scheduled
    - Evidence/Crime Scene Supervisor (Police)
    - Firefighter/EMT/Paramedic (Fire)
    - Part Time Events Leader (Events/Leisure Services)
    - Part Time Maintenance Worker I (PAC/Leisure Services)
    - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
    - Police Officer (Police)

- Background/Reference Checks/Job Offers
  - HR Generalist (Human Resources)
  - Utilities Manager (Public Works)

### **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: 11
    - Completed: 24
    - In progress: 24
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 55,213
    - Inbound E-Mails Blocked: 40,743
    - Delivered Inbound E-Mails: 14,470
    - Quarantined Messages: 147
    - Percentage Good Email: 26.2%
    - Virus E-Mails Blocked: 0
  - Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 7
    - Changes: 3
    - Corrections: 2
  - Map/Information Requests: 24
  - Information Requests from External Organizations: 4
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 2,540
  - Meters GPS Located this week: -131 : Total in system = 23,536; 22,753 potable, 772 Irrigation, 11 Effluent
  - Notable Events: Updated the flow data for OBFD Hydrants shapefile

### **Leisure Services**

#### **Administration**

- Supervisory Staff meeting
- 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
- City Commission meeting
- Building Maintenance meeting
- Leisure Services Advisory Board meeting

#### 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
- Received notification of awarding of Tree City USA Growth Award

#### Environmental Discovery Center

- Social media updates
- City website updates
- City calendar updates
- EDC attendance last week: 133
- Tours were given as needed on Saturday and Tuesday through Friday
- EDC staff & EDC Volunteers held an Elementary Explorers: Bears program for children in grades K-5 on Saturday from 2:00 pm to 3:00 pm
- The EDC Volunteer monthly meeting was held in the EDC Classroom on Thursday from 4:00 pm to 5:00 pm
- EDC staff & EDC Volunteers held a Little Learners: Bears program for children ages 3 to 5 on Friday from 10:00 am to 11:00 am

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex.
- Seabreeze High School Boys & Girls Soccer Teams continued practices this week on Monday, Wednesday – Friday at the Sports Complex, Soccer Fields 9 & 10
- Seabreeze High School Boys Soccer had a home game Monday night at 7:00 pm
- Seabreeze High School Girls Soccer had home games Monday at 5:30 pm and Tuesday at 5:30 pm and 7:00 pm on Championship Field 7
- OBYBA Basketball continued games this week, Monday – Saturday at Nova and South Ormond Gyms
- Wemdelstedt Umpire School started January 2nd and continues this week for the next four (4) weeks, Monday – Saturday, 9:00 am – 5:00 pm
- Freedom Sports Adult Softball Tournament, Saturday 8:00 am – 5:00 pm, at the Sport Complex, Quad 1 & 2
- OBYBSA Golden Spikes Try-Outs, Saturday 10:00am – 2:00 pm, Nova Field 4 and Kiwanis Field
- OBYBSA Lad Renegades Softball Try-Outs, Saturday, 10:00 am – 2:00 pm, Sports Complex Quad 3 & 4

#### 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 Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields



- Painted Soccer Grass Parking Lot
- Closed Soccer 5 & 6 for Winter Rye Seeding to take hold
- Painted all corners of all Soccer Fields to be prepared for Spring Painting
- Prepared Wendlestedt Fields daily for Umpire School
- Prepped Championship Field 7 for Seabreeze High School Soccer Games
- Added soccer goals, toters, & sand bags to Soccer Fields 1-2, 4, 8-10
- Prepared to open Nova & T-Ball Fields for Spring Seasons/Play

#### 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 – Thursday the Ormond Follies held regular classes
  - Kopy Kats held regular classes Wednesday
- The Performing Arts Center is preparing to host the following events:
  - An Evening with Cher, Lionel Ritchie, Dolly Parton and Streisand starring The Edwards Twins, Sunday, 7:00 pm – 9:30 pm

#### South Ormond Neighborhood Center

- Splash pad is closed until March 15<sup>th</sup>
- Open park and playground sunrise to 11:00 pm daily
- Fitness room
- Open gym
- PAL tutoring Monday-Thursday from 3:00 pm-6:00 pm
- OBYBA Youth Basketball Monday, Wednesday and Friday from 5:30 pm – 8:30 pm
- OBYBA Youth Basketball games Saturday from 9:00 am – 2:30 pm

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities.
- HOme for the HOlidays Parade Awards, City Commission Meeting, Tuesday, January 8th
- Preliminary planning of 2019 events in the months of January through May
  - Arbor Day, January 18th
  - Reel in the Fun, February 16th
  - Art in the Park, May 4th & 5th
  - Memorial Day Remembrance Service, May 27th
- Clean up and organizing of all equipment and supplies from December holiday events, ongoing

#### Gymnastics

- Registration is open for January session
- January session in progress

#### Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- The Lunch Bunch Club began on Wednesday and will meet weekly.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- OBYBA Youth Basketball continued their games throughout the week and on Saturday

#### The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am to 3:00 pm Saturday tours were given at 10:00 am and 11:00 am

- The Ormond Beach Garden Club met in The Casements Gallery on Wednesday from 9:00 am - 12:00 pm
- A large group tour from UK Media toured The Casements on Wednesday at 12:00 pm
- The Casements Camera Club held a board meeting in room 205 on Thursday from 10:00 am - 12:00 pm
- The Casements Guild held training in the Preservation Room from 10:00 am - 12:00 pm
- A large group tour took place at The Casements on Friday at 10:00 am
- Starry Starry Night will take place in The Casements Gallery from 5:00 pm - 8:00 pm
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am - 9:30 am
- Yoga took place on Tuesday and Thursday from 10:00 am - 11:30 am
- Missing Peace met at Bailey Riverbridge on Sunday from 10:30 am – 12:00 pm

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Worked on removal and storage of Holiday decorations throughout City

#### 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
- Continued removal of City decorations
- Work on Cassen Park restrooms

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended Florida Police Chiefs Association Conference
- Staff attended City Manager meeting
- Staff attended Coffee with a Cop at Howards Restaurant
- Staff attended City Commission meeting

##### Community Outreach

- Youth Director Council (YDC)  
Nine (9) members of the YDC met to review upcoming community service projects and discuss their role in the MLK breakfast on Monday, January 21<sup>st</sup>. YDC members have been asked to say the Pledge of Allegiance and assist with serving food during the breakfast.
- OBPAL Basketball  
Practice for basketball was not held during the winter break. Skills and informal practices resumed on Tuesday and Thursday evenings.
- OBPAL Educational Programs  
PAL spring educational programs will resume the first week in February. Spring programs include Tutors R Us, R.E.A.D., Reading, Exploration Adventure and Discovery, Do the Right Thing and Reading with a Cop.

##### Community Services & Animal Control

- Animal Calls responded to:
- Animal Reports: 50
- Trap Neuter Release: 1
- Animal Bites: 1
- Animals to Halifax: 3

- Wildlife Calls: 0
- Found Property Reports: 0

#### Criminal Investigations

- Cases Assigned: 34
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 12
- Inactive: 10
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 6
- Grand Theft: 6
- Auto Theft: 0
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 1
- Police Information: 5
- Suspicious Incident: 0
- Civil Complaint: 1
- Baker Act: 1

#### Records

- Walk - Ins / Window: 54
- Phone Calls: 96
- Arrest / NTA'S: 26
- Reports Generated: 131
- Reports Entered: 131
- Citations Issued: 20
- Citations Entered: 20
- Warnings Entered: 36
- Trespass Warnings: 6
- CORF Entered: 146
- Mail / Faxes / Request: 10

#### Patrol

- Total Calls: 1291
- Total Traffic Stops: 127

#### Operations

- Crime Opportunity Report Forms: 146

#### 01/02/2019

- Stolen Vehicle, 1521 West Granada Boulevard (Wal-Mart). Vehicle was stolen from the parking lot.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two (2) subjects attempted to leave the store without paying for the items.
- Larceny, 500 Sterthaus Drive (YMCA). Glasses were stolen from the locker room.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject put a watch on and attempted to leave the store without paying for the item.
- Larceny, 725 North Ridgewood Avenue. A watch was stolen from a table in the home.
- Aggravated Assault, Leeway Trail at Abacus Avenue. Known suspect attempted to crash into the victim with a motor vehicle. Victim did not want to press charges.

- Battery, 535 North Nova Road # 233 (Grand Villa). Patient grabbed a nurse's hair out of spite. Affidavit was completed.
- Battery/Domestic Violence Arrest, 34 Byron Ellinor Drive # B. The subject battered a loved one.

01/03/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to leave the store without paying for items.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to leave the store without paying for items.
- Carbreak, 70 Broadmoor Circle. Unlocked vehicle was entered overnight. Laptop and other items were stolen but found nearby.
- City Ordinance Arrest, Thompson Creek Road. Two (2) subjects were arrested for open container.
- Larceny, 1458 West Granada Boulevard (Hot Spot Tanning). Purse was stolen from under the workspace counter.

01/04/2019

- Larceny, 1000 Ocean Shore Boulevard (St. Brendan's School). A naked person was captured on video stealing a baby Jesus.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in clothing and attempted to leave the store.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items in clothing and attempted to leave the store.
- Warrant Arrest, 215 Rockefeller Drive unit B. Subject with a warrant was contacted at the residence.

01/05/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line and attempted to leave the store.
- Carbreak, 329 Sanchez Avenue (Sanchez Park). Entry was made by smashing a window. A purse was stolen.
- Traffic Arrest, 600 Block South Atlantic Avenue. A traffic stop was conducted where the driver was arrested for driving under the influence. The passenger in the vehicle was arrested for narcotics.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject with a warrant was contacted at Wal-Mart.

01/06/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items and attempted to leave the store.
- Carbreak, 332 Oak Drive. Unlocked vehicle was entered overnight and a firearm was stolen.
- Larceny, 2 Pine Falls Drive. Wallet and computer are missing from the home.
- Battery Arrest, 1521 North United States Highway 1 (RaceTrac Gas Station). Known to each other subjects were in a physical fight. The aggressor was arrested.
- Miscellaneous Arrest, 5 Pebble Beach Drive. Three (3) subjects were arrested for possession of methamphetamine, paraphernalia and warrants.

01/07/2019

- Burglary Business, 509 South Nova Road (Storage Units). A firearm was stolen out of a storage unit.
- Carbreak, 93 Loyola Drive. Unlocked vehicle was entered overnight. Loose change was stolen.
- Robbery, 1521 West Granada Boulevard (Wal-Mart). Subject concealed items. When Loss Prevention attempted to stop the subject, the subject sprayed the Loss Prevention officer with pepper spray.
- Traffic Arrest, 700 South Yonge Street. Subject was stopped for a traffic violation and was arrested for driving on a suspended license.
- Carbreak, 10 Pheasant Lane. Two (2) unlocked vehicles was entered overnight. Cash was stolen.
- Narcotics Arrest, Williamson Boulevard at Hand Avenue. Subject was contacted that was in possession of heroin.

01/08/2019

- Stolen Vehicle, 16 Fox Hollow Drive. Vehicle was stolen from the driveway overnight. OnStar found it in Daytona today unoccupied.
- Burglary Business, 151 Domicilio Avenue (Ormond Beach Middle School). Two (2) bicycles were stolen from a secured area.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Burglary Business, 610 South Yonge Street #474 (Simply Self Storage). A rifle was stolen out of a storage locker.
- Batter/Domestic Violence Arrest, 136 Valencia Drive. Two (2) subjects ran to an off duty Sergeant's porch and were in a physical fight. The aggressor was arrested.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 14
  - Number of Uniform Traffic Citations Issued: 9
  - Number of Written Warnings Issued: 5
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 4
  - Number of Crashes with Injuries: 2
  - Number of Crashes with serious bodily injuries: 1
  - Number of fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Case initiated
- Zone 2: 5 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 1 Case initiated
- 3 signs have either been removed or sign cases created.
- 6 tree removal permit requests
- Administrative staff assisted with one (1) walk-in and forty-five (45) 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 completing installation of new asphalt pavement to restore the runway surface. Additional work is underway to install conduit, wiring and components needed to support the new LED runway lighting system. Runway 8/26 is closed for the duration of the construction phase of this project. Runway 17/35 is currently closed to facilitate rehabilitation of the runway 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. Runway 17/35 will open no later than 7:00 a.m. on Saturday, January 12<sup>th</sup>.
- Staff completed work to research maps and construction plans from prior airport projects in support of the ongoing runway rehabilitation project. This effort was necessary to assist the electrical sub-contractor in locating existing communication lines that could be impacted by the current project.
- Staff is in receipt of design documents and illustrations for new speed tables that will be installed on the Airport/Sports Complex access road to replace the speed humps that were removed to support the runway rehabilitation project.
- Staff revised the City Commission agenda item for 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.

- Staff completed work to complete and submit airport appropriations requests to the Florida Senate and House of Representatives in support of the project to design and construct new access roads for the southwest quadrant of the airport.
- Staff participated in the quarterly meeting of the Florida Airports Council Legal Committee this week. Topics of discussion included FAA civil rights language updates, U.S. Supreme Court public records case decisions, commercial lease sales tax and airport property tax issues, and general airport law updates.
- The next meeting of the Aviation Advisory Board will occur on January 28<sup>th</sup> at 7:00 p.m.

### Engineering

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining –The remaining work on Ormond Parkway is scheduled for the end of February.
    - Ormond Crossings Utility Extensions – Water clearance was received and the engineer is coordinating to flow test the fire hydrant to see if sufficient fire flow is available.
    - Forest Hills Connector Trail – Approximately 2,500 feet of path has been constructed, work is commencing on the installation of electric and fiber optic conduit.
    - 2018 Road Rehabilitation-Resurfacing – Pineland Trail has been paved, the repair work in The Trails is complete, manhole work on A1A is scheduled for January 14.
    - Laurel Creek Stream Gauges – City crews are completing the configuration of units, Engineering has scheduled to survey lake levels for calibration.
    - 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 – A pre-construction meeting has been scheduled for next week.
  - Bidding:
    - Cassen Park Public Dock and Breakwater – The project went 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 on January 22.
    - Water Plant Upgrades – Bid opening is scheduled for January 22, a pre-bid meeting was held on Jan 8.
    - A1A Force Main Repair – The project was approved for bidding at the January 8 City Commission meeting, and will be advertised on January 13.
    - Breakaway Trails Storage and Pumping Improvements – The project was approved for bidding at the January 8 City Commission and will be advertised January 13.
    - Storm and Sewer Lining – Phase 2 – A Work Authorization for Year 2 of a 3 year contract for lining storm and sanitary sewer pipes was approved at the January 8 CC meeting.
  - Design Projects:
    - North US1 Water Main Improvements – The Consultant has submitted final plans, staff met with consultant to 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/March.

- 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 for review. A SJRWMD permit has been issued.
- 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 4 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.
- Tomoka Elementary Connector Sidewalk & 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.
- Nova Community Park Underground Electric Utilities – A Work Authorization was issued and the consultant is working on 50% plans.
- The Casements North Side Improvements – The consultant has received Work Authorization to begin design.
- Stormwater Master Plan Update - 2019 – The scope of work for the study has been finalized and approval to advertise a Request For Qualifications (RFQ) was approved at the January 8 City Commission meeting.
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering permit applications through the ProjectDOX system.
  - Located and e-mailed OBSC Speed Table plan set to the Airport Manager, per request.
  - Created GIS utility map and calculated land, building, and parking areas for 1805 North US1.
  - Created maps for the Corrugated Metal Pipe Rehab and Sanitary Sewer Pipe Rehab projects FY 2018-2020, per Project Manager's request.
  - Created plan sets for 695 North Beach Street water service installation and for 38 Seacrest Drive water service replacement for Utilities Division, per request.
  - Updated Maps for the FY 2019 Micro-surfacing project, per Project Manager's request.
  - Created an exhibit map for Ormond Grande drainage plan.
  - Created sketch and legal description for 9 Ocean Breeze Circle annexation, per Planning Department request.
  - Researched historical drawings to determine location of sanitary connection for 1210 Ocean Shore Blvd, per Utilities Division request.
  - Researched and provided as-built information for 830 Hand Avenue, per Utilities Division request.
  - Researched old plans and provided information regarding the location of the telephone conduit connection at the Air Traffic Control Tower, per Airport Manager's request.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- 20 x 15 Asphalt patch – Amsden & A1A
- Asphalt patch – Old Kings Rd, Macon Dr., Harvard Dr., Hamlet Trace, & Main Trl
- Shop Maintenance – Public Works Complex
- 6x5 Asphalt patch – Tomoka Rd (in front of school)

- Pulled cones & cleaned up – A1A & Amsden
- Concrete prep & form up – A1A (By Hospital)
- Concrete pour – S Beach St & A1A
- Prep for concrete – A1A
- 10x12 & 12x12 Asphalt patch – Fleming & US 1
- Pull forms & backfill – S Beach St, A1A, Cardinal

#### 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 – Hidden Hills
- Hauled asphalt millings – OB Airport to City Yard
- Hauled dirt – Airport Sports to Public Works

#### 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
- Install streetscape banners and Arts District banners – US 40
- Blew leaves off walks – City Hall Complex
- Filled in ruts in medians – Sunshine Blvd
- Cleaned up walkway – Old Kings Rd

#### 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
- Install H.I.P. stop sign – Tomoka Ave & Orchard St
- Checking on road striping – citywide

#### Stormwater Maintenance

- Locates, basin inspection, cleaned – citywide
- Basin repair – 100 Haybale Trl
- Checked gates, pumps, & hotspots – citywide
- Ditch maintenance – US 1
- Yard work – Public Works

#### Vactor

- Vac-con – 100 Haybale Trl, US 1
- Vac-con maintenance – Public Works

#### Street Sweeping/Streetsweeper

- 121 miles of road cleaned
- 43 cubic yards of debris removed



### Fleet

- Mileage traveled by all departments for the week: 21,931
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 3
  - Non-Emergency Vehicles and Equipment: 9
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 12,193 gallons unleaded, 7,663 gallons diesel
  - Fuel used in one week: 1,986 gallons of unleaded and 885 gallons of diesel.
  - Fleet completed 37 work orders this week.

### Utilities

- Projects Summary
  - Breakaway Trails Reuse Storage and Pumping Improvements – Bid documents were approved for advertisement at the January 8, 2019 City Commission meeting. The pre-bid meeting is scheduled for January 31, 2019 and the bid opening is scheduled for February 14, 2019.
  - Breakaway Trails Yard Electrical and Pump Upgrades Electrical equipment, Installation of FPL conduit and transformer pad scheduled for this week, easement survey to follow.
  - Leeway Storage Tank and Pump Station Rehabilitation Project – Received revised plans for review.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Bonds were secured by the contractor. Contracts need to be executed by the City.
  - N US 1 Force Main Extension – Final plans were received.
  - Security First Offsite Water Main Improvements – FDOT Permit was received. Work is scheduled to start in January.
  - Shadow Crossings Reuse Pump Facility Upgrades – Work Authorization was prepared and sent to the consultant for execution. Approval of the Work Authorization is scheduled for the January 23<sup>rd</sup> City Commission meeting.
  - WTP Elevated Water Tank Rehabilitation – Contractor is in the process of replacing the exterior ladder.
  - Water Tank Inspection and Cleaning Services – Cleaning has begun and is scheduled to be completed this week. Contractor damaged the generator silencer. Leeway Tank vent was broken off. Temporary screening will be installed to replace the vent.
  - Utilities SCADA Upgrades (Software Purchase RFP) – SCADA software purchase contract is fully executed and software is being purchased.
  - 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, 2019 City Commission meeting.
  - Sunstate Sole Source – Renewal of the contract was approved at the January 8<sup>th</sup> City Commission meeting.
  - WTP LPRO Membrane Replacement – Pre-Bid meeting was held on 1/3/19. An addendum is being prepared to address questions received.
  - WTP Claricone Walkway Replacement – Repairs to pipe supports for piping at the Claricones is completed.
  - WWTP Influent Pumps VFD Replacement – VFD shop drawing resubmittals were received.
  - WWTP Operating Permit Renewal – Draft application is anticipated the middle of January.
  - 38 Seacrest and 695 N Beach – Use Permits sent to Volusia County for approval of water service replacements.
  - 2344 Oceanshore Blvd – FDOT permit was issued. Force main was excavated but no blockage was found.
- SPRC Projects (Utilities Review)

- Crown Jewelers and Pawnbrokers – 75 N. US 1 – Met with architect and owner to discuss proposed exterior renovations to the site. Utilities are not impacted.
- Deerfield Trace – Reviewed revised plans. Lift station and sanitary system has been revised to reflect developers' decision to install a private sanitary system including the lift station.
- Garden Plaza Stor-It, 99 Portland Street – Met with developer and engineer to discuss conceptual plan.
- Huntington Green – Reviewed plans to develop 102 lots and provided comments.
- Huntington Villas – Attended a preconstruction meeting for the subdivision.
- Latitude Beach Club, 1057 Ocean Shore Blvd. – Reviewed resubmitted plans. Utility Division comments were addressed.
- Lynch Oil, 814 Hull Road – Reviewed plans. No utilities are available to serve the site.
- Oceanside Country Club Outside Seating, 75 N Halifax – Reviewed plans. Additional information was requested.
- Plantation Oaks – Punch list items are completed. City is accepting ownership of the pump station and is in the process transferring electric service.
- Salty Church, 221 Vining Court – Obtained water plant information for design engineer. Water and wastewater collection system permits are not required.
- 1560 Poplar Drive Easement Release – Reviewed easement release request. Utilities are not affected by the easement release.

#### Water Treatment

- Delivered 42.02 million gallons for the week ending January 4, 2019 (6.01 MGD).
- Backwashed 11 filters for a total of 593,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through November 30, 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 36.66 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 5.24 MGD.
- Produced 30.74 Million Gallons of Reuse.
- Produced 5.92 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (December 1, 2017 – November 30, 2018) (MGD): Influent 4.79 MGD (Permit 8 MGD); Surface Water Discharge 1.80 MGD (Permit 6 MGD); Reuse 3.44 MGD (Permit 10 MGD)
- Hauled 82.83 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to 14 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to and/or repaired 20 water service leaks.
- Replaced 4 residential water meters due to Finance work orders.
- Installed 3 new residential water service.
- Performed pressure testing on 4 city owned backflow preventers. One of which needed repairs.
- Install a PVB backflow on an irrigation service in The Trails subdivision.
- Replaced 3 broken meter boxes.
- Exercised 20 valves in various areas due to scheduled maintenance or main leaks.
- Replaced 7 water service due to low pressure or leak concerns.
- Repaired water main leaks at the following locations: 2" GSP Glen Arbor Park; 2" Ox Box Trl.; 2" Bosarvey Dr./ Seton Trl.; 6" 999 Tomoka Rd.; 8" Kingsbridge Crossing Dr.; 6" Fleming Ave/S Yonge St.
- Relocated a water meter on Bella Vita Way.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 152 regular and 5 emergency Utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area. Responded to 1 reuse trouble calls.
- Replaced pump and rewired PEP pump at 2301 Airport Rd. (FS 94).
- Located PEP system for fence install at 5 Sundrop Watch.
- Inspected possible broken PEP tank at 7 Stallion Way. Ribboned off small depression.
- Turned on reuse service at 21 Coquina Ridge Way.
- Turned off reuse service at 51 Coquina Ridge Way. Service line hit by contractor. No locates called.
- Replaced and rewired PEP pump at 7 Oak Knoll Way.
- Backed filled holes from soft dig at 830 Hand Ave. Discovered customer is on septic. TV'ed sanitary main to locate sanitary tap at 830 Hand Ave.
- Located sanitary lateral at 217 Wedgewood Circle S. at customers' request.
- Cleaned and TV'ed sanitary lateral at 778 Flamingo Dr.
- Cleaned and TV'ed sanitary main at 788 Flamingo Dr. as follow up to backup. No issue on City side.
- Repaired broken reuse service and installed new box at 790 John Anderson Dr.
- Replaced cast iron C/O stack at 309 Grove St. and 232 Grove St.
- Repaired broken C/O at 820 John Anderson Dr.
- TV'ed 6" sanitary main from restrooms at Cassen Park at Property Maint. request. Line is clear to main.
- Located and marked PEP system and reuse services at 4 Turkey Creek Pass and 95 Black Hickory Way for contractors.
- Rewired new PEP pump at 81 Westland Run.
- TV'ed sanitary main at N. Beach and Rosewood Ave. depression in road is caused by broken sanitary main. Line is scheduled for relining.
- Responded to backup at 221 Dix Ave. City side is clear.
- Follow up TV of 428 Division St. No issue on city side.
- TV'ed sanitary lateral at 300 S. Center St. at customers' request. No issue on city side.
- Prepped 4 Fox Croft Run for PEP tank replacement.
- Replaced broken PEP tank at 4 Fox Croft Run.
- Prepped to extend sanitary service to 830 Hand Ave.
- Cleaned 420' of sanitary main on Huntington PL.
- Checked for loose C/O cap at 7 Appaloosa Trail at customer's request. Cap is secure.
- Installed quiet ring on rattling manhole cover at 134 River Beach Dr.
- 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) 11 psi, Westland Run 7 psi & Shadow Crossing Blvd. (4 inch) 2 psi.

#### Wastewater Plant – Lift Stations

- Digester Blower west, failed motor replaced with new, old motor will be repaired and placed into inventory.
- PO1, placed new Plantation Oaks lift station into city service.
- Fortunato Park - Called in by answering service, alarm sounding, turned over to Collections Division to have wet well pumped out as replacement pumps are still not in stock.
- Bennett Lane - Called by answering service, alarm sounding near vicinity of Sandy Oaks Drive, went to Sandy Oaks Lift Station, found nothing wrong, contacted customer, alarm located at Bennett Lane storm water location, turned over to Storm Water on call staff member.
- Fortunato Park - installed new pump #1 and associated wet well pipes, also replaced floats and tested, installation of pump #2 is scheduled.
- Sludge Feed Pump #1, replaced pump and motor with shop inventory and placed back online.

- Centrifuge #2, noise noted at drive end of bowl, troubleshooting revealed motor bearing failure, unit has been placed into backup status, motor and drive hub being procured.
- Breakaway Trails, SCADA starts and run times not functioning, repaired wiring between pump control panel and RTU, ok.
- Influent Pump #2, not operational, found bad motor and bad VFD, out of service at this time, no repair efforts will be made to the VFD, motor will be repaired and installed for VFD replacement project.
- Lift station server not communicating. Reboot, ok.
- Surface water audible alarm not working, replaced light bulb and relay, ordered new audible alarms, ok.
- Centrifuge feed pump #1, speed potentiometer at VFD not working, replaced with stock on shelf, noise on common bus (shared with 4-20ma signal from PLC), disconnected and grounded, ok.
- Chelsea Place #1, met with contractor to review upcoming repair task and review inventory towards – job scheduled to start Monday, 01/07/19.
- Reaeration Tank, deragg Submersible Aerator #1, and #2 South.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: 5M, high level, found Wet Well pumped down, tested system and found Pump #3 bad, will schedule to replace Pump #3 with Repaired Inventory, ok; 8M3, phase loss, found power restored upon arrival, ok; River Oaks, high level, found Wet Well high, cleaned dirty probe, watched station pump down and cycle through alternation, ok; Spring Meadows, phase loss, found power operational, corrected loose connection at phase monitor, ok.
- SCADA monitor/response: Breakaway Trails, not reading starts and run times, checked station daily for operation, wiring repairs scheduled, Shadow Lakes, #1 stuck on, cleaned probe, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Submersible Aerator #1 S; Influent Room pump transfer; Influent Bypass pump; Final Tanks Bypass pump.
- Monthly Plant PM's: Influent Odor Control Unit.
- Lift Station PM's: 25 monthly performed and 0 annual.

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

- Chlorine PLC, not showing correct storage tank level for tank 1, PLC had 3 digital output cards without power, rebooted PLC with no change, removed all three cards and power supply module, cleaned up contacts on cards and reinstalled, ok.
- Nova Booster, showing fault in SCADA, reset PLC, ok.
- Well 41R shows phase fault during normal operation. Moved signal wire @ CPRM relay in pump control cabinet from N.C contacts to N.O contacts. Tested with operations, ok.
- Hudson well field, test run generator, ok.
- Polymer Building, began fabrication of Polymer Transfer Water Manifold.
- Lime slurry pumps, lubricated as necessary.
- Operational Check: Standish, Granada, River View Booster Stations; Hudson Wells; Rima Wells.
- PM's: All Hudson Wells. Division Wells 15, 4, 5, 6, 7, 8, and 9.

#### Wastewater Collection/Treatment/Disposal Regulatory Activities

- Local Limits Evaluation – FDEP approved the Local Limits the City submitted to the Department from the plan of study performed. Staff is updating the limits posted on the City's website as well as amending the permits
- WWTF Permit Renewal – Staff provided all the requested information to the consulting engineer for the permit application, as well as providing an in depth tour of the facility. Staff contacted the consulting engineer who informed the City that a draft should be complete in approximately 2 weeks.
- FDEP Annual Reuse Report – Staff submitted the Annual Reuse report to the FDEP and the SJRWMD. The report highlights the reuse utilized by the City as irrigation water in lieu of being discharged to the Halifax River.

- 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.
- Unregulated Contaminant Monitoring Rule (UCMR) 4 – Staff is reviewing analytical data from the most recent sampling for this EPA mandated program. No limits are set for these contaminants thus the City is not out of compliance even if an analyte is detected. Also, the second sampling is approaching and staff gathering the necessary bottles for the event.
- Industrial Pretreatment (IP) Program – Staff has received 3 of the 4 analytical reports from the contract laboratory. Staff reviewed the data to ensure compliance with the discharge permit the IPP facilities must adhere to. One of the facilities has two violations of their permit. The permittee failed to monitor required analytes and exceeded the permit limit on a contaminant. Staff is drafting a notice of violation for issuance to the facility per the City's Enforcement Response Plan.

### **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
- Staff attended and provided support for January 8, 2019, City Commission Meeting