

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 1, 2019

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 with various members of senior staff

Spoke to, attended and/or met with:

- Rotary meeting
- FDOT staff, and senior staff on transportation issues
- North US1 Business Coalition and senior staff, discussed various topics
- Budget Advisory Board
- Assisted Mayor with presentation to Temple Beth-El third, fourth and fifth grade students.
- Claims Committee meeting
- Team Volusia annual meeting
- Walking with the Manager
- PD Swearing in ceremony
- Ormond Chamber annual banquet

Community Development

Planning

- The Board of Adjustment and Appeals packet is available at <https://www.ormondbeach.org/218/Board-of-Adjustment-Appeals>. There is one variance application for 642B Robin Road has been submitted for a glass room addition. The addition requires variances in the rear and side yards.
- The Planning Board agenda is available at: <https://www.ormondbeach.org/224/Planning-Board>. The following items are scheduled to be reviewed:
 1. Salty Church Special Exception.
 2. Land use map amendment for 2575 West Granada Boulevard.
 3. Land Development Code amendment for animated wall signage in the Downtown Overlay District.
 4. Land Development Code amendment for Original Artwork Murals on private property in the Downtown Overlay District.
- The monthly development report is available at: <https://www.ormondbeach.org/247/Development-Projects>.
- Planning staff attended the North U.S. 1 business coalition meeting.
- Planning staff attended the Tomoka Oaks Homeowners Association meeting.
- Planning staff attended the LPGA Subarea Study Stakeholder meeting.

Building Inspections, Permitting & Licensing

- 1 new business tax receipt
- 383 inspections performed within the City (38 by Private Provider).

- 112 permits issued within the City, with a valuation of \$3,445,325.

Development Services

- The Site Plan Review Committee (SPRC) met with the following projects:
 1. Rivell Trail subdivision: Conducted a pre-application for a potential subdivision for one parcel to be subdivided into three parcels. City staff reviewed the subdivision requirements including utilities, road extension, and stormwater requirements.
 2. As-built drawings: As-built drawings have been received for (1) Granada Pointe at 600 West Granada Boulevard, (2) For Our Parents at 495 Sterthaus Drive, and (3) Furniture store expansion at 589 South Yonge Street.
- Projects under SPRC review include:
 1. Deerfield Trace, Flagler County utility connection. Review as the utility provider for a Flagler County subdivision. The Retail Utility Agreement for the subdivision was submitted for the February 19, 2019 City Commission meeting.
 2. 8 Coolidge Avenue, Coolidge Avenue Office Warehouse. 2nd Review. This project proposes 14,607 square feet of office and warehouse square footage. This project was reviewed for historic tree removal by the City Commission. The re-submittal shows a notch in the building to preserve a 43" live oak tree. The modification for the historic tree reduced two units from 1,040 square feet to 949 and 760 square feet.
 3. 88 South Atlantic Avenue, Ocean Club Ormond Beach. 1st Review. Demolition of existing building (former Julian's restaurant) and construction of a new retail shop and related site improvements.
 4. 1280 North U.S. Highway 1, S.R. Perrott parking expansion. 1st Review. Modification to the existing approved site plan to add 74 parking spaces, a new driveway, and associated site improvements.
 5. 23 Apian Way, Release of Easement. 1st Review. Review of a request to release a rear yard drainage easement.
 6. 1345 North U.S. Highway 1, Total Comfort. 2nd Review. Phased development to include an office/warehouse use and RV and Boat storage.
 7. 35 Breakaway Trails, Ground Storage Tank and Pump Station Improvements. 1st Review. Demolition of the existing two ground storage, one elevated storage tank. Construction of a new 2MG ground storage tank and pumping station.
 8. 27 Broadriver Road, Broadwater Bridge Work. 1st Review. Replace bridge decking on bridge surface.
 9. Temporary access easement to the lift station at Security First. 1st review. Access easement to lift station serving Security First.
- 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	50%

Chase Bank	0%
Cypress Trails subdivision	50%
Davita Dialysis	70%
For Our Parents ALF	95%
Granada Pointe	65%
Huntington Villas	2%
Independence Recycling of Volusia	0%
Lot 2, Airport Business Park	85%
Lucky's Market	10%
Ormond RC, Fitness Center & Building 1C	30%
Pineland	35%
Plantation Oaks, utility connection	100%
Security First	55%
Shoppes on Granada, Phase 2	50%
Starbucks @ Granada Plaza	5%
Thomas & Betts parking improvements (phase 1)	85%

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 40,000sf manufacturing plant on Lot 2.
 - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
 - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives.
 - 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 continues involvement in the Ormond Main Street marketing and branding initiative.
- Staff attended the International Economic Development Council (IEDC) Leadership Summit in Fort Lauderdale, which is a gathering of senior-level and Certified economic developers for active discussions on latest issues affecting economic development leaders.
- 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.
 - Staff sent the first quarterly e-newsletter campaign for 2019.

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 62 Journal Entry Batches.
 - Approved 31 Purchase Requisitions totaling \$642,170.19.
 - Issued 25 Purchase Orders totaling \$120,469.74.
 - Prepared 109 Accounts Payable checks totaling \$603,311.45 and 39 Accounts Payable EFT payments totaling \$1,350,416.40.
 - Issued 106 past due notices on utility accounts.
 - Auto-called 179 utility customers regarding receipt of a past due notice.
 - Processed 370 payments through Interactive Voice Response System totaling \$36,076.30.
 - Grant money 2018-19 fiscal year-to-date total received, \$272,000 dollars.
 - Prepared 375 Direct Deposits totaling \$487,173.50.
 - Transferred IRS 941 payment of \$160,344.90.

Grants/PIO

- Press Releases
 - Youth Volleyball League (Registration begins on January 28)
 - Joyce Ebbets Scholarship Opportunity for Enviro Camp.
- 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.
 - Coordinated and attended Temple Beth El field trip to the City Commission Chambers.
 - Completed Employee Newsletter for February.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Risk Management Projects

- Final preparations for Mayor's Health & Fitness Challenge.
- Attend Claims Committee meeting.
- Schedule PTSD training for First Responders.

Fire Department

- Weekly Statistics
 - Fires: 3
 - Fire Alarms: 2
 - Hazardous: 2
 - EMS: 83
 - Motor Vehicle Accidents: 6
 - Public Assists: 44
 - TOTAL CALLS: 140

 - Aid provided to other agencies: 10 Calls – Daytona Beach (4), Volusia County (6)
 - Total staff hours provided to other agencies: 10
 - # of overlapping calls: 30
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 60
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 1
-
- Training Hours
 - NFPA 1001: Firefighting 61
 - NFPA 1021: Officer 20
 - NFPA 1500: Safety/Equipment 30
 - NFPA 1620: Preplanning 9
 - EMT/Paramedic 9
 - TOTAL TRAINING HOURS: 129
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- Station Activities
 - Updated 6 pre-fire plans
 - Conducted 5 fire inspections

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Chief Treatment Plant Operator (Wastewater Treatment Plant/Public Works)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)
 - Police Officer (Police)

 - Applications Under Review
 - Administrative Assistant (Human Resources)
 - Engineering Inspector (Engineering)
 - Meter Reader (Finance)

 - Interviews Scheduled
 - Accounting Technician (Finance)
 - Building Maintenance Supervisor (Leisure Services)
 - Part Time Events Leader (Events/Leisure Services)
 - Part Time Maintenance Worker II (Building Maintenance/Leisure Services)
 - Tradesworker (Building Maintenance/Leisure Services)

 - Background/Reference Checks/Job Offers
 - Evidence/Crime Scene Supervisor (Police)
 - Maintenance Worker II (Streets/Public Works)

- Police Officer (Police)
- Part Time Maintenance Worker I (PAC/Leisure Services)
- Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
- Part Time Maintenance Worker II (Parks/Leisure Services)
- Treatment Plant Operator C, B, or A (Wastewater Plant)
- Utilities Manager (Public Works)

- Separations
 - Engineering Inspector (Engineering)

- Employee Events
 - Wellness Plan HSA contribution opportunities:
 - Personal Health Assessment events 2-20-19 and 2-21-19
 - Non-tobacco use affidavits accepted through 12-31-19
 - Skin cancer screenings offered through 12-31-19
 - Lunch & Learn events held through 12-31-19
 - Nationwide appointments with employees 2-7-19
 - Blood Drive at City Hall 2-25-19

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 3 – Utility Billing – Project Kick-off meeting with vendor project management and implementation team.
 - 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: 38
 - In progress: 25

 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 74,270
 - Inbound E-Mails Blocked: 56,367
 - Delivered Inbound E-Mails: 17,903
 - Quarantined Messages: 248
 - Percentage Good Email: 24.1%
 - Virus E-Mails Blocked: 1

 - Notable Events: None.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 0
 - Changes: 0
 - Corrections: 0
 - Map/Information Requests: 17
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0

- Reclaim Connections Located this week: 0 : Total in system = 2,548
- Meters GPS Located this week: 0 : Total in system = 23,580; 22,789 potable, 780 Irrigation, 11 Effluent
- Notable Events: Updated Parcel Layer Theme & Updated Annual BAS report for Census Bureau

Leisure Services

Administration

- Public Works Staff meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Mayors Health and Fitness Updates
- Weekly Supervisory Staff meeting
- Conducted interviews for building maintenance supervisor position

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: 138
- Tours were given as needed on Saturday and Tuesday through Friday
- One new volunteer received training on Saturday from 10 am to 12 pm
- Artist Jon Gore gave a Pen & Ink Class on Saturday from 11 am to 12 pm
- Joan Tague led a Wake-Up Walk in Central Park that began and ended in the EDC parking lot on Wednesday from 8 am to 10 am
- EDC Volunteers met to discuss future adult programs on Wednesdays from 11:15 am to 12:15 pm

Athletics

- Seabreeze High School Boys & Girls Soccer Practices were held Monday - Friday, 4:30 pm & 6:30 pm, Sports Complex, Soccer Fields 9 & 10
- Seabreeze High School Boys District Soccer Games were played Tuesday & Friday, 5:00 pm & 7:00 pm, Sports Complex Championship Field 7
- OBYBA Basketball Games, Nova & SONC Gyms, were held Monday - Friday, 5:30 pm – 9:30 pm; Saturday 9:00 am – 2:00 pm
- Wendelstedt Umpire School, Monday – Friday, 9am – 5pm, Sports Complex, Wendelstedt Fields
- Lady Renegade & Golden Spikes Practices, Nova & Sports Complex Quad, Monday - Thursday, 6 pm
- Seabreeze High School Softball Practices were held Monday – Friday, 3:30 pm, Sports Complex, Quad 3

Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School

- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Continued dragging infields (18) daily at Sports Complex/Nova Fields
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Painted Soccer Grass Parking Lot
- Opened Soccer Fields 5 & 6 & put out goals, toters, benches, etc.
- Fixed windscreens at Nova
- Painted all corners of all Soccer Fields to be prepared for Spring Painting
- Prepare Wendlestedt Fields daily for Umpire School
- Prepped Champ. fld. 7 for SHS District 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
 - Kopy Kats held regular classes
- The Performing Arts Center hosted the World Famous Glenn Miller Orchestra Tuesday
- The Performing Arts Center is preparing to host the Quadraphonic Surround Sound Tribute to Pink Floyd and Led Zeppelin, Saturday 7:00 pm to 9:30 pm

South Ormond Neighborhood Center

- Splash pad closed until March 15
- Open park and playground sunrise to 11:00pm daily
- Fitness room
- Open gym
- Youth Basketball Monday – Friday, 5:30pm – 8:30pm
- PAL tutoring Monday-Thursday from 3:00pm-6:00pm

Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisted with Walk with the Manager, Friday, February 1
- Preliminary planning of 2019 events in the months of January through May
 - Reel in the Fun, February 16
 - Art in the Park, May 4 & 5
 - Memorial Day Remembrance Service, May 27

Gymnastics

- Registration is open for February 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.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- Youth Basketball League continue their games from 6:00 pm-8:00 pm throughout the week
- Lunch Bunch meets on Wednesday from 10:00 am-1:00 pm
- Explore the Arts continues from 4:00 pm-5:00 pm

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
- Tours were held at The Casements at 9:30 am and 10:30 am on Saturday
- 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
- Staff delivered stage/tent to Ormond Memorial Gardens for Dogapalooza event on Saturday from 9:30 am - 1:30 pm
- Missing Peace met at The Casements on Sunday from 10:30am - 12:00pm
- Staff continued planning for Enviro Camp during this week
- Floors at Bailey Riverbridge got refinished during this week
- Janet Rogers held her Watercolor Workshop Monday-Friday from 9:00 am- 4:00 pm
- Guild Members met to arrange centerpieces for Wine & More on Monday at 10:00 am
- Florida Women's Art Association Exhibit installation took place on Wednesday at 10:00 am. The opening reception is this evening from 5:00 pm- 7:00 pm
- Coordinator and Recreation Leader attended fishing workshop in Ocala from 8:00 am - 4:00 pm
- Movies on the Halifax: "Sweet Home Alabama" will take place on this evening at 6:15 pm

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Interviewed for two positions available in Parks Division
- Performed weekly trail blowing schedule
- Removed a/c duct work from building at 56 N. Beach Street and hauled to transfer station

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
- Replaced 2 bay door receivers and remotes at Station 93
- Repaired ladies toilet at Central Park II
- Installed bronze statue at memorial gardens
- Removed broken key NE entrance at the PAC
- Cleared drain line in maintenance at WTP
- Replaced the high bay cord reel at Station 92
- Repaired ladies room toilet at Fortunato
- Replaced the auto fill ladies restroom at Central Park I
- Repaired the outside men's and women's clogged toilets at Nova
- Repaired under sink water leak at Fleet
- Replaced a/c filters at Station 94
- Repaired the DOT underground electric wires for short on Nova
- Installed the new secondary backup sump pump at The Casements
- Met various vendors for upcoming projects
- Replaced sign light bulbs at Station 93
- Replaced a high bay light in the gym at SONC

Police Department

Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff hosted new hire police officer interviews
- Staff is completing 4th quarter audits
- Staff attended Volusia/Flagler Police Chiefs Association
- Staff hosted Coffee with a Cop

- Staff attended the Seabreeze High School Basketball ceremony to honor seniors

Community Outreach

- Youth Director Council (YDC)
Members of the YDC met on Monday, January 28 at Seabreeze High school to watch the basketball game and support senior members for Senior Night. The Annual YDC Blanket and Coat drive continues through February 8th. YDC members will deliver collected items to Family Renew and Hope Place on Saturday, February 9.
- OBPAL Basketball
Basketball practice will not be held this week due to gym availability. Practice schedules are being reviewed and will resume in the next 2 weeks. The first tournament of the season will be The State of Florida Association of Police Athletic Leagues Annual Tournament.
- OBPAL Educational Programs
PAL spring educational programs will resume the February 4. Spring programs include Tutors R Us, R.E.A.D. (Reading, Exploration Adventure and Discovery), Do the Right Thing and Reading with a Cop.
- OBPAL Third Annual Donut Dash 5K
The Third Annual OBPAL Donut Dash 5K is scheduled for the morning of Saturday, April 27. The event will begin and end at the back of the Trails Shopping Center. Registration will begin at 7:00 am with a race start at 8:00 am. For more information and sponsorship opportunities please call 386 676-3505. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://racesmith.com/races/OrmondBeachPALDonutDash5K.html>

Community Services & Animal Control

- Animal Calls responded to: 39
- Animal Reports: 3
- Trap Neuter Release: 1
- Animal Bites: 3
- Animals to Halifax: 2
- Wildlife Calls: 0
- Found Property Reports: 0

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 2
- Inactive: 4
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 1
- Grand Theft: 1
- Auto Theft: 2
- Death Undetermined: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 2
- Suspicious Incident: 1
- Assist Outside Agency: 1
- Bomb: 1

Records

- Walk - Ins / Window: 68
- Phone Calls: 76
- Arrest / NTA'S: 18
- Reports Generated: 111
- Reports Entered: 90
- Citations Issued: 82
- Citations Entered: 58
- Warnings Entered: 72
- Trespass Warnings: 15
- CORF Entered: 124
- Mail / Faxes / Request: 43

Patrol

- Total Calls: 1,147
- Total Traffic Stops: 98

Operations

Crime Opportunity Report Forms: 124

01/23/2019

- Stolen Vehicle, 17 West Granada Boulevard (Gold Leaf Coffee). A scooter was stolen from the parking lot.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole \$26 in merchandise.
- Bomb Threat Arrest, 900 Block South Atlantic Avenue. Subject on a Votran bus ordered everyone off the bus and said there was a bomb. A few hours later the subject surrendered and a bomb was not found.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Two (2) juveniles concealed merchandise and attempted to leave the store.

01/24/2019

- Stolen Vehicle, 741 Calle Grande Street. A known subject stole a vehicle while the victim was in the hospital.
- Shoplifting, 690 South Nova Road (7-11). Subject stole items and left in a vehicle.
- Larceny, 1608 North United States Highway One (Days Inn). Known subject stole a purse. Charging affidavit completed.
- City Ordinance Arrest, 100 Block West Granada Boulevard. Three (3) subjects were arrested for having an open container.
- Battery/Domestic Violence Arrest, 194 North Yonge Street. Juvenile punched a family member in the face.
- Narcotics Arrest, 600 Block South Nova Road. A traffic stop found 18 grams of marijuana in the vehicle.
- Warrant Arrest, South Yonge Street at Hand Avenue. Subject with a warrant was contacted during a traffic stop.

01/25/2019

- Battery/Domestic Violence Arrest, 630 Santa Ana Avenue. Subject bit a family member on the arm.
- Burglary Residence, 300 North Beach Street. Construction site was burglarized and tools were stolen.
- Larceny, 1110 West Granada Boulevard (Houligans). A bicycle was stolen from outside the business.
- Carbreak, 601 Fleming Avenue (Central Park). Entry was made by breaking a window. A purse was stolen.

- Burglary Residence, 27 Brook Crest Way. Entry was made by breaking a window. Over \$1,000 in jewelry was stolen.

01/26/2019

- Miscellaneous Arrest, 100 Block West Granada Boulevard. Subject was arrested for violating Pre Trial Release conditions.
- Battery/Domestic Violence Arrest, 1193 Old Tomoka Road. Subject pushed a family member into a wall.

01/27/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject attempted to return fishing poles that were just pulled off the shelf and never purchased.
- Burglary Residence, 364 Putnam Avenue. Two (2) firearms were stolen from the residence while the victim was at work.
- Battery/Domestic Violence Arrest, 249 Oleander Place. Subject punched a family member in the face.
- Domestic Violence Injunction Arrest, 2 Maplewood Trail. Subject entered the home of the victim against a court order.

01/28/2019

- Larceny, 706 Virginia Terrace. A chainsaw was stolen from the property this morning.
- Battery/Domestic Violence Arrest, 134 Fairview Avenue. Subject shoved another during an argument.
- Shoplifting, 1545 North United States Highway One (Dollar General). Subject concealed items in a purse and walked out the store.

01/29/2019

- Burglary Residence, 110 Knollwood Estates Drive. Unknown subject entered an open garage and stole items.
- Burglary Business, 436 South Nova Road (Camelot Motorhome Park). Unknown subject attempted to pull the coin machine off the wall in the laundry room.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Battery, 9 Oakwood Park. City worker was at the residence to turn off utilities and was struck by the home owner.
- Carbreak Arrest, 1657 North United States Highway One (Arby's). Subject battered a known person while the victim was sitting in a vehicle.
- Larceny, 1058 North United States Highway One (Circle K). Victim left a cell phone in the bathroom. Video captured a subject walking out with it.
- Battery/Domestic Violence Arrest, 8000 Saint Georges Road #206B (Bermuda Estates). Subject choked another over a dinner argument.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 25
 - Number of Uniform Traffic Citations Issued: 24
 - Number of Written Warnings Issued: 7
 - Number of parking tickets issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 7
 - Number of Crashes with serious bodily injuries: 0
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 4 Case initiated
- Zone 4: 4 Cases initiated
- 8 signs have either been removed or sign cases created.
- 10 tree removal permit requests
- Administrative staff assisted with five (5) walk-ins and sixty-two (62) telephonic inquiries.

Public Works

Airport Operation and Development

- Construction activity on the project to rehabilitate the parking lot for the air traffic control tower continued this week. Crews have completed work to prepare the existing surface prior to installation of new asphalt, which is scheduled to take place on Saturday, February 2nd.
- Construction activity on the project to improve the public use heliport continued this week. Construction crews completed work to excavate and grade surfaces for the new access road, taxiway connection, passenger ramp, and automobile parking areas. Crews have also completed work to install concrete forms, and installation of concrete is expected to commence this week.
- Construction activity on the project to rehabilitate the pavement and electrical systems of Runway 8/26 continued this week. The contractor has begun installation of new lighting components adjacent to the runway, and the application of new runway striping is underway. Grooving of the runway is scheduled to begin next week. Runway 8/26 is closed for the duration of the construction phase of this project. Runway 17/35 is open for normal operations.
- The FDOT Statewide Airfield Pavement Management Program inspection for the airport was completed this week. The inspection was conducted on foot in coordination with staff and the control tower. Upon completion, the inspectors met with staff to review the initial findings of the inspection. It is expected that the final, written report will be provided to the City by FDOT this summer.
- Staff prepared a presentation on airport ground operations for use by the City's landscape and right-of-way mowing contractor. The presentation is intended to aid the contractor in training their personnel to safely operate vehicles and equipment on the airport.
- The Airport Advisory Board conducted their first meeting of 2019 on Monday, January 28th.

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 – Hydrant testing was performed and two of the four fire hydrants exceeded the minimum fire flow demand. The water main loop project that is starting construction will further increase flows so that all fire hydrants at Security First should meet minimum flows once that construction is complete in mid-May.
 - Forest Hills Connector Trail – The full length of the 10 foot wide path has been constructed along Misner's Branch. Installation of light poles has commenced.
 - 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. Staff is working with A.M. Weigel on reviewing project costs to scale this work up for the entire building.
 - Fishing Pier Repair – All of the new piles have been installed. Framing is 50% complete, decking is 45% complete.
 - US1 Water Main Loop from Broadway Ave. to Pine Tree Drive – Contracts have been prepared and a preconstruction meeting was held. The Notice to Proceed was issued for January 14th. Survey work has started.
 - Coquina Court Drainage – A Pre-construction meeting was held, work is anticipated to begin after Race Week.

- Storm and Sewer Lining – Phase 2 – Year 2 work was approved, a Notice to Proceed will be issued once the Year 1 work is complete.
- Bidding:
 - Cassen Park Public Dock and Breakwater – The project bids were opened. Eight bids were received. The apparent low bidder was Brance Diversified, Jacksonville, FL. Staff will be reviewing the bids and qualifications prior to recommending award.
 - WWTP Sludge Dewatering Improvements – Bids were opened on January 22nd and are under review.
 - Water Plant Upgrades – Bids were opened this week and the engineer will review for recommendation to award.
 - A1A Force Main Repair – A pre-bid meeting was held on January 23, and bid opening is scheduled for February 12.
 - Breakaway Trails Storage and Pumping Improvements – The project was advertised for bids on January 13; a pre-bid meeting and site visit for prospective bidders was held on January 31; bids are scheduled to be opened on February 14.
 - CDBG Ames Parking Improvements & CDBG Landscape Renovations – A disposition item for approval to bid is scheduled for the February 5 City Commission meeting.
 - HVAC Replacements – City Hall, SONC, The Casements – A disposition item for approval to bid is scheduled for the February 5th City Commission 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 Consultant has submitted 60% design plans. Staff will review them.
 - 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 – A preconstruction meeting was held January 16. Construction is set to begin January 21. Received 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.
 - Nova Community Park Underground Electric Utilities – Met with Consultant to review 50% plans. Final plans will be complete early February.
 - The Casements North Side Improvements – The Consultant has received the Work Authorization to begin design.
 - Stormwater Master Plan Update - 2019 – A pre proposal meeting was held on January 22, and RFQ proposal opening is scheduled for February 12.
 - 2019 Communication Infrastructure – Engineering staff has prepared 60% drawings for the extension of fiber optic facilities from Division Avenue to Fire Station 92.
 - Nova Landfill Lining Repair – The Consultant is preparing a proposal for the lining repair.

- Departmental Activities
 - Continued to prepare for storage non-digitized plans and as-built files.
 - Reviewed daily Engineering Permit applications through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Business Center Drive and Beau Rivage Drive directional bores, per Brighthouse request.
 - Reviewed plans and created several approved Work-in-the-Right-of-Way permits for 75 Bovard Avenue, Ormond Parkway, and Osceola Avenue directional bores, per AT&T request.
 - On-site meeting at 2499 Durance Lane with property owner to address Neighborhood Improvement Division complaint issues and inspect progress on the project to get a timeframe to complete the job.
 - Completed property line stakeout at 612 Hand Avenue, per Neighborhood Improvement Division request.
 - Researched old files and provided PDF copies of the site and building plans for the Hangar located at 64 Hangar Way, per Airport Manager's request.
 - Researched old as-built files and provided PDF copies of the utility connections at 337 West Granada Blvd. and Stone Haven Tail and Fox Run Trail, per Utilities Division request.
 - Researched as-built files and provided PDF copies of the available utilities at 101 Town and Country Lane, per Consultant's request.
 - Created map for Baffle Boxes located along Beach Street, per Volusia County request.
 - Created a City-Wide Location Map for potential sites for the new Police Station & EOC.

Environment Management

Street Maintenance - Asphalt/Concrete

- Recycled concrete & asphalt – Public Works
- Pulled cones & forms - Wilmette
- Concrete prep – S. Center St
- Ripped out 2 more sections of sidewalk, prepped and poured concrete – S. Center St
- Cut out section of curb & prepped – Spanish Waters
- Prepped, ripped out old concrete and poured new – Spanish Waters
- Ground sidewalks – Spring Meadows
- Ripped out 3 sections of concrete, prepped & formed up for concrete – Wilmette

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 – Forest Hills, N. Washington St, 500 Block S. Ridgewood
- Removed 3 leaning maples – Hammock Ln
- Removed 3 downed trees – Hammock Ln (Central Park III)
- Removed rotted tree and also ground stump – 200 Block Hidden Hills Dr.

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Check out storm drains - citywide
- Debris pick up in medians – US 1 & US 40

- Cut out stump – Live Oak & S. Washington
- Cut palm fronds – Hand Ave (between Harbour Lights & Collins St)

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 location

Stormwater Maintenance

- Basin cleaning & locates - Citywide
- Cleaning & basin inspection - Citywide
- Yard work – Public Works
- Replaced sod – 200 block Druid Cir
- System inspection – 200 block Osceola
- Driveway maintenance – Public Works
- Moving lime – Leeway Trl
- Gate pumps, basin inspection, & clean – Beachside, Zone #3
- System clean & inspected – Granada and A1A
- Basin inspection & repair – Horseshoe & Cypress Cir.
- Clean spill way – Lakeview Cir

Street Sweeping/Streetsweeper (3 days)

- 115 miles of road cleaned
- 36 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,897
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 7
 - Non-Emergency Vehicles and Equipment: 33
- Road Calls for the week: 0
- Quick Fleet Facts:
 - Fuel on hand: 8,203 gallons unleaded, 5,014 gallons diesel
 - Fuel used in one week: 1,953 gallons of unleaded and 939 gallons of diesel.
 - Fleet completed 67 work orders this week.

Utilities

Projects Summary

- Breakaway Trails Reuse Storage and Pumping Improvements – The bid opening is scheduled for February 14, 2019.
- Breakaway Trails Yard Electrical and Pump Upgrades – Progress meeting was held on January 25th, underground conduit work completed. FPL easement sketch and legal description has been uploaded to Minute Traq for presentation at the February 19th City Commission meeting.
- Leeway Storage Tank and Pump Station Rehabilitation Project – Consultant is revising plans to incorporate design review comments.
- Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – A preconstruction meeting is scheduled on 2/1/19.
- Security First Offsite Water Main Improvements – Zev Cohen submitted temporary lift station access easement which is insufficient for City operations and maintenance vehicle access. Plans were posted on project dox for review.

- Shadow Crossings Reuse Pump Facility Upgrades – Work Authorization approval was approved at the January 23rd City Commission meeting under Resolution 2019-33.
- WTP Elevated Water Tank Rehabilitation – Water tower was climbed to determine antenna placement locations. Customer notification letter is being prepared.
- Water Tank Inspection and Cleaning Services – Reports were received and final invoice processed.
- SCADA Integration Services RFP – Resolution to recommend contract award to Star Controls was approved at the January 23, 2019 City Commission meeting under Resolution 2019-32.
- WTP LPRO Membrane Replacement – An award recommendation memo to Aerex is being reviewed through Minute Traq for the February 19th City Commission meeting.
- WWTP Influent Pumps VFD Replacement – VFD shop drawings have been approved for fabrication.
- WWTP Operating Permit Renewal – Draft application was received for review.
- 9 Ocean Breeze Circle - - Use Permit Application is being reviewed by Volusia County.
- 38 Seacrest - Use Permit Application is being reviewed by Volusia County.
- 695 N Beach – Use Permit Application was received from Volusia County.
- 337 W Granada – FDOT permit plans are being prepared for excavating and repairing defective sanitary sewer laterals.

SPRC Projects (Utilities Review)

- Breakaway Trails Ground Storage Tank and Pump Station Improvements, 35 Breakaway Trails – Plans were posted on project dox for review.
- For Our Parents, Assisted Living Facility, 495 Sterthaus Drive – Plans were posted on project dox for review.
- Granada Plaza, 125 E. Granada Blvd. – Plans were posted on project dox for review.
- Huntington Green (Flagler County) – Plans were posted on project dox for review.
- Ocean Club, 88 South Atlantic Avenue – Reviewed plans and provided comments.
- SR Perrott Parking Expansion, 1280 N US 1 – Reviewed plans. Utilities Department had no comments.
- Stor-Ilt, 900 Portland Street – Met to discuss preliminary site clearing and drainage swale connection options.
- Total Comfort, 1345 N. US 1 – Reviewed plans and provided comments.
- Granada Pointe, 600 W Granada – Performed a field check of as-built drawings.
- 23 Apian Way, Release of Easement – Reviewed easement release request. Utilities are not affected by the easement release.

Water Treatment

- Delivered 40.57 million gallons for the week ending January 25, 2019 (5.77 MGD).
- Backwashed 11 filters for a total of 691,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through December 31, 2018 @ 6.169 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled 97.2 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 33.26 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.75 MGD.
- Produced 33.26 Million Gallons of Reuse.
- Produced 0.00 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 87.18 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 19 reports of customer concerns regarding low pressure, colored water or assistance with other plumbing needs.
- Responded to and/or repaired 25 water service leaks.
- Installed 3 new residential water services.
- Replaced 7 residential water meters per Finance work orders.
- Performed pressure testing on 6 city owned backflow preventers. Repaired 3 backflow due to testing results.
- Replaced 9 broken meter boxes.
- Replaced 10 water service due to low pressure or leak concerns.
- Performed repair activities on 2 FH's with broken coupling in BAT & Coquina Key, repaired post MVA at 363 S. Halifax Dr.
- Performed accuracy testing on an 8", 3-4" and a 3" commercial water meter. Scheduled 4 meters for testing.
- Repaired an 8" PVC water main at 333 W. Granada Blvd.
- Disconnected 3 water services due to demolition permits.
- Located 2 water meters due to Finance work orders.
- Shut down the lead valve to Leeway elevated water tank per request from the WTP.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 114 regular and 2 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 0 reuse trouble calls.
- Bled air off of A1A force main, pressures very high.
- Relocated 2" reuse service for new construction at 160 John Anderson Dr. Existing location would have had service in brick driveway.
- Performed flow test on reuse service at 488 John Anderson Dr. Pressure is below customer's needs, he has requested a quote for a 2" service. Existing service is a 3/4".
- Replaced sanitary lateral at 183 Windward Cir.
- Responded to blockage complaints at 11 & 20 Shear Water Way. Both homes under construction, flushed with Harbin. Will have to wait for construction vehicles to clear out before we can televise and make any necessary repairs.
- Prepping to replace broken PEP tank at 9 Bent Stream Way.
- Safed up broken gate to Saddlers Run lift station. Appears to have been broken by heavy winds.
- Locate PEP and Reuse systems from 19 Tomoka Ridge Way to River Chase Way.
- Checked and ran portable pumps as maintenance.
- Excavated unused sanitary lateral at 337 W. Granada Blvd. (Moe's). Discovered lateral is broken under sidewalk. Applying for FDOT permit. Will do work in conjunction with sanitary lateral replace for Moe's.
- Responded to back up call at 63 Perrott. Clear on City side. Follow up TV show line is good.
- Finished dressing up ground at 4 Foxcroft Run.
- Responded to PEP alarm at 45 Carriage Creek Way. Back up was on Customer's side.
- Assisting Lift Station Crew clearing plugged pumps at Huntington Woods LS.
- Meet with property owner at 26B N. Beach St. to located sanitary lateral.
- Follow up TV at 940 N. Halifax Dr. Swag in line. This was a grease stoppage. Will put on maintenance list.
- Follow up TV at 132 Lindenwood Cir E. No issues on City side.
- Follow up TV at 847 Lindenwood Cir W. Roots in line. Will schedule for repair.
- Lowered and installed C/O at lime sludge line.
- Follow up at 1 Pleasant Wood Way, replaced PEP pump, rewired and installed 12" riser.
- Follow up at 7 Circle Creek Way. System pumped down after heavy rain. Everything working at this time.

- Responded to PEP alarm at 26 Foxfield Look, replaced bad PEP pump and rewired.
- Dug up rear lid of PEP tank at 65 Grey Dapple Way EXTREMELY heavy roots in tank.
- Responded to leak at 1 Creek Bluff Way. Potable water leak. Referred to Water Distribution.
- Locate PEP and reuse at 44 Black Pine for fence install.
- TV'ed 24 sanitary laterals on PM list.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 39 psi, Ocean Mist Hotel 33 psi, Ormond Mall 13 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 15 psi, Westland Run 16 psi & Shadow Crossing Blvd. (4 inch) 12 psi.

Wastewater Plant – Lift Stations

- Influent #3 – Called by Operator, not working and will not reset at Controls, powered down Breaker, to reset all Controls, system working fine, ok.
- Screw Pumps - Called by Operator, Screw Pumps not working, incoming power from FPL, (unbalanced), switch over to Generator power and run Plant under Back Up, all equipment back up and running properly on Generator, will follow up with FPL to resolve, ok.
- Towne Square, follow up form Call Out, pull both Pumps to deragg Impellers and clear Volutes, ok.
- Peristaltic Chlorine Pumps, leaking at Plumbing Fittings, repair leaks at both Pumps, ok.
- 5M, follow up after construction workers finished with concrete pour, replace Pump #3 with Repaired Inventory, found Pump #2 not moving water, found Impeller damaged and Volute damaged, replaced Impeller and Wear Ring with New Inventory, replaced Volute with Used Inventory from Pump #3, send bad pump out for repair.
- Centrifuge #2, determinate and unwire Main Bowl Drive Motor and remove Motor to bring to Machine Shop to remove Pulley Hub.
- Shop, clean all areas of maintenance building, empty all trash containers, put away stock orders, sweep/mop.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: Towne Square, high level, found Pump #2 tripped at Motor Starter, reset Motor Starter, amp draw high, pull pump #2 to deragg Impeller, level went high again, cleaned and deragged Probe, watched station pump down and cycle through Alternation, will pull both Pumps pulled during regular working hours to deragg and clear Volutes & Impellers, ok.
- SCADA monitor/response: SCADA Server reboot, 1P, high starts, replace Level Probe with New 8' Inventory. 1P, 10M, not reporting to SCADA, Reset RTU, ok; AB5 not reporting to SCADA, Reset RTU, replaced batteries; OM not reporting to SCADA, Replaced Power Supply card, Reset RTU, ok; SW not reporting to SCADA, Reset RTU and power cycled radio, ok.
- Weekly Plant PM's: Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Grit Snail; Bar Screens, #1, #2; Influent Room pump transfer; Influent Bypass pump; Final Tanks Bypass pump.
- Monthly Plant PM's: Screw Pumps, #1, #2, #3; Poly Blends, #1, #2;
- Quarterly Plant PM's: Screw Pumps, #1, #2, #3.
- Lift Station PM's: 14 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Replaced Batteries and RTU check @ the following: 35R, 37R, 38R, 24H, 23H, 22H, ok.
- Installed 2 1TB hard drives in CCTV Server with RAID1 redundancy configuration. Wrote script for video storage to be erased every 31 days @ 2pm.
- Breakaway Trails, Reuse pump #2 replace worn Love Joy coupling, ok.
- Well 41R, not responding, control transformer not operational, will replace when new parts arrive.
- Water Tower, attend progress meeting, discuss antennas and cabling.
- Shop Clean and Maintenance Building.
- Operational Check: Nova Road Booster, pump out vault and reset alarm; SR19, SR21.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- WWTF Permit Renewal – Staff is reviewing the first draft of the WWTF operating permit renewal. City staff produced the draft with information from staff concerning current plant conditions.
- SJRWMD Breakaway Trails Irrigation Report – Staff began organizing the data and information to produce the Breakaway Trails Irrigation report. The report highlights the reuse water utilized by the subdivision in lieu of groundwater. The report is required as part of the Consumptive Use Permit by the SJRWMD.
- Cross Connection Control Program – Staff requested Neighborhood Improvement assist in enforcing the backflow prevention device installation as required by City Ordinance.
- 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.
- Wetlands Monitoring Report – Staff is procuring a quote from one of the City's contracted environmental consultants to perform the field analysis necessary to complete the Wetlands Monitoring Report. The report is a requirement of the SJRWMD in the WTP's CUP. The report interprets the impact of the 7 production wells in the Rima Ridge wellfield on the wetlands.
- Industrial Pretreatment Program – Staff issued a Notice of Violation (NOV) to one permitted industry who had two violations from the last monitoring period. The NOV outlines their required response rectify the violations. The industry has responded favorably and the City is working in concert to assist the facility to resume compliance. Staff also requested the contract laboratory to review and reanalyze the original sample to ensure accuracy. The City's sewer collection supervisor identified the sewer lines serving the airport business park sections to further isolate and begin sampling individual segments.

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 Claims Meeting
- Staff attended and provided support for January 30, 2019, Budget Advisory Board Meeting
- Agenda packet preparation, creation, and distribution for February 5, 2019, Medical Marijuana Dispensaries/Food Truck City Commission Workshop and City Commission Meeting
- Agenda packet preparation, creation, and distribution for February 7, 2019, Quality of Life Board Meeting