

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 27, 2017

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:

- General discussion meetings with HR Director and Economic Development Director
- Discussion with senior staff regarding US1/I-95 interchange
- City Engineer, PW Director and Acting Assistant City Manager on Cassen Park Dock and Floating Dock damage and replacement options.

Spoke to, attended and/or met with:

- ICMA annual conference
- Chamber of Commerce Board meeting
- PD swearing in ceremony of new officers

Community Development

Planning

- The Planning Director attended the Special Magistrate Hearing at the request of NID for 732 Orchard Avenue.
- The Planning Director sits on the TPO Board as a non-voting member because he is the Chairman of the Technical Coordinating Committee (TCC). The major issue of the TPO meeting was a proposal to increase the 10% match to 25% for planning studies and design/construction projects and provide an incentive of up to 20 points if 30% to 50% match was provided. The TCC recommended that the 10% match be retained but provide an incentive up to 20 points if a 20% to 50% match was provided. The direction to TPO staff was voted on with Volusia County and larger cities voting “yea” and smaller cities voting “nay.”

Match	TCC Proposal	Match	TPO Board Proposal
10%	0	10%	0
11% - 20%	5	20%	0
21%-30%	10	25%	5
31% - 40%	15	30%	10
41%-50%	20	40%	15
		50%	20

- The City and Volusia County are working on a draft dock permitting interlocal agreement to resolve jurisdictional issues. The City’s boundary includes the eastern shoreline of the northern Halifax River but the uplands where homes are located lie in unincorporated Volusia County. As part of the agreement, county standards would be proposed where in conflict with the City’s. Only two areas are in conflict setback (15’ in County/25’ in City) & platform size (750 sf in County/500 sf in City). Both standards are more stringent in the City than in the County. In the meantime, residential dock permits will be processed by the City as agreed to by both parties.

Building Inspections, Permitting & Licensing

- 12 new business tax receipts issued

- 379 inspections (4 by Private provider)
- 111 permits valued at \$1,292,886.00

Development Services

- SPRC held pre-construction meetings with contractors for 1245 West Granada Boulevard (Central Care); 240 Williamson Boulevard (Launch Credit Union); and preliminary plat for Warden Trail.
- Projects receiving Building Permits and percent completed are provided in the following table:

Project	% Complete	Comments
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	30%	
589 South Yonge Street	20%	
Antares of Ormond Beach	0%	
Bear Creek Bridge	95%	
For Our Parents ALF	0%	
Granada Oaks	10%	
Pet Street Vet, 240 South Nova Road	20%	
Hull's Seafood expansion	5%	
Valiant Diners, Phase 2	40%	
Ormond Renaissance Condo	65%	
Thomas & Betts Parking imp.	0%	
YMCA Dog Park	0%	
YMCA Parking Expansion	0%	
Zaxby's	0%	
5500 Ocean Shore Utility connection	93%	
2450 Ocean Shore Utility connection	93%	
Plantation Oaks Phase 1 Utilities	60%	
Cypress Trails subdivision	0%	

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. SFM's objective is to begin construction in November of 2017.
- Airport Business Park
 - Staff has prepared a new Growth Assistance Program application for Concentrated Aloe. The company was delayed in the construction of their new 40,000 square foot manufacturing plant and has requested staff to process its formerly approved Property Tax Reimbursement application. The GAP Agreement is scheduled for review by the Commission at the November 21 or the December 5 meeting.
 - Staff is working to hire a surveyor to begin the process for right of way acquisition for the Signal Avenue extension into the Airport.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff has updated the City's Economic Development Marketing Packet. Copies will be distributed to the Mayor and Commissioners.
 - Staff is working with the Ormond Chamber staff in revising and updating the joint City/Chamber "Doing Business in Ormond Beach" resource guide.
 - Staff attended the Florida Main Street quarterly conference at the Casements. The facilitator focused on downtown and Main Street organizational branding.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- Representatives of the FAA visited the airport on October 25 to conduct a safety inspection of the air traffic control tower. This inspection is in support of a report that must be provided to Congress in November of this year, in which the FAA is required to identify all Federal Contract Towers that may have OSHA violations and any line of sight issues which may impact air traffic control operations. The Ormond Beach tower passed the inspection, as it was not found to have any OSHA or line of sight issues.
- FDOT recently completed an inspection of the primary elements of the Taxiway Golf project. This inspection was required in order to close out the state grant that provided partial funding for this project. Staff was advised this week that the inspection was fully satisfactory.
- Staff worked with FDOT to finalize preparations for issuance by the state of a Joint Participation Agreement to provide partial funding for the project to design the rehabilitation of Runway 8/26.
- Staff completed work to respond to a series of questions from potential bidders on the airport's obstruction mitigation project. All of the questions and answers will be published as an addendum to the bid item, which is Bid No. 2018-05.
- The bi-annual application of herbicide to the airport's runways and taxiways was completed this week on Thursday.
- The airport's Automated Weather Observing System (AWOS) was temporarily out of service due to an apparent power failure.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement has been submitted for Hurricane Matthew. Additional project assessment and reimbursement submission will continue.
 - FEMA assessment and project planning for Hurricane Irma is in progress.
 - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
- Completed Projects - Weekly
 - Processed 75 Journal Entry Batches.
 - Approved 53 Purchase Requisitions totaling \$2,076,656.59.
 - Issued 39 Purchase Orders totaling \$2,506,490.27.
 - Prepared 100 Accounts Payable checks totaling \$187,784.54 and 37 Accounts Payable EFT payments totaling \$313,211.00.
 - Prepared 18 Payroll checks totaling \$17,203.59 and 343 Direct Deposits totaling \$450,733.86.
 - Transferred IRS 941 payment of \$169,649.00.
 - Issued 598 past due notices on utility accounts.
 - Auto-called 253 utility customers regarding receipt of a past due notice.
 - Processed 641 payments through Interactive Voice Response System totaling \$62,437.92.
 - Grant money fiscal year-to-date total received, \$2.9 million dollars.

Grants/PIO

- Public Information
 - Florida Licensing on Wheels (11/28)
 - Movies on the Halifax (11/3, 7PM, Moana)
 - Veterans Day Celebration (11/9)
- 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.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 9
 - Hazardous: 3
 - EMS: 89
 - Motor Vehicle Accidents: 14
 - Public Assists: 46
 - TOTAL CALLS: 162
- Aid provided to other agencies: 16 Calls – Daytona Beach (4), Volusia County (12)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 75
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 105
- Training Hours
 - NFPA 1001: Firefighting 18
 - NFPA 1500: Safety/Equipment 9
 - EMT/Paramedic 24
 - TOTAL TRAINING HOURS: 51
- Station Activities
 - Updated 16 pre-fire plans
- Significant Incidents
 - 10/19/17, 2:18 AM: I-95, Mile Marker 272 – Motor Vehicle Accident – Responded to a single motorcycle crash – motorcyclist fell over while driving and was ejected – patient transported as a trauma alert.
 - 10/22/17, 10:59 PM: 1898 N. US-1 – Motor Vehicle Accident – Provided assistance to Volusia County – responded to a single vehicle rollover into ditch – one occupant found in vehicle – crews assisted with stabilizing vehicle – patient transported to hospital.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, and internally.

- Planning Director (Planning) open 10-17-17 until 11-10-17. Advertised on City web site; Governmentjobs.com; American Planning Association national and Florida web sites: Florida Planning and Zoning Association: and internally.
- Utilities Engineer (Water Production/Public Works) open 10-24-17 until 11-14-17. Advertised on City web site, governmentjobs.com, and internally.
- Maintenance Foreman (Streets/Public Works) open 10-24-17 until 10-31-17. Advertised on City web site, governmentjobs.com, and internally.
- Recreation Center Coordinator - Environmental Discovery Center (Leisure Services) open 10-24-17 until 11-7-17. Advertised on City web site, governmentjobs.com, and internally
- Office Manager (Leisure Services) open 10-24-17 until 11-7-17. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works) open 10-14-17 until 10-27-17. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Maintenance Worker II – Parks (Leisure Services) open 10-24-17 until 11-7-17. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Events Technician (Leisure Services) re-advertised 9-18-17 until 11-3-17. Advertised on City web site, governmentjobs.com, and internally.

- Applications Under Review
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Maintenance Worker II (Streets/Public Works)

- Interviews Scheduled
 - Office Assistant IV (Support Services)
 - Office Assistant II (Records/Police)

- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Neighborhood Improvement Officer (Police)

- Separations
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
 - Office Manager (Leisure Services)

- Employee Events
 - Skin cancer screening for HSA contributions continues until December 31
 - A Nationwide representative will be here to meet with employees on November 8
 - An ICMA representative will be here to meet with employees on November 10

- Risk Management Projects
 - Attended Workers Compensation mediation
 - Hosted Relay for Life meetings
 - Hosted Mayor's Health and Fitness Challenge meetings
 - Attended Claims Committee meeting
 - Final edit on safety manual

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. Staff working on configuration parameters.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.

- IT Strategic Plan – Draft documentation review.
- TeleStaff Upgrade – Fire Department staff scheduling system upgrade. Staff continues to work with the vendor to verify the data conversion pass.
- Click2Gov Web Server migration – Working with vendor to configure web services applications.
- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
- Work Orders
 - New: 17
 - Completed: 50
 - In progress: 39
- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 33,830
 - Inbound E-Mails Blocked: 13,932
 - Delivered Inbound E-Mails: 19,898
 - Quarantined Messages: 232
 - Percentage Good Email: 58.8%
 - Virus E-Mails Blocked: 4
- Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 5
 - Changes: 24
 - Corrections: 0
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,456
 - Meters GPS Located this week: 0: Total in system = 23,460; 22,717 potable, 732 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Public Works Meeting
- Supervisory Staff Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits

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
- Community Garden updates and meeting
- Full-time position at EDC posted
- Wednesday Program – Bats: Myths & Reality with Shari Bissett Clark
- Preparation for EDC Saturday Program: Youth Service Heroes 10/28

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm.
- The Ormond Beach Golden Spikes 12's, 14's and 16's are holding practices this week Monday through Thursday nights at the Sports Complex, Kiwanis Field and Wendelstedt Field 2 or 3, as well as Nova Field 3-5.
- The Lady Renegades are practicing on Tuesday and Thursday nights at 6 pm on Softball Field 7 at the Sports Complex.
- OBSC Competitive Soccer continued practicing this week on the soccer fields Monday through Thursday evenings.
- Pride Football practices Monday through Thursday nights on MP Fields 11 and 12 at the Sports Complex.
- City Youth Flag Football continued games this week Monday through Friday at 5:45 pm, 6:45 pm and 7:45 pm.
- OBYBSA Recreational Baseball & Softball continued games this week at Nova and the Quad at the Sports Complex.
- SHS fall season practices on Monday and Wednesday nights at the Sports Complex on the Wendelstedt Fields.
- Youth Volleyball is starting Week 5 of their fall program. Currently, there are 55 signed up; our most for the fall ever!
- Adult Volleyball continued on Thursday nights from 6:15 pm to 8:15 pm at Nova Gym. Currently, 15-18 players have been coming out to play.
- SHS Girls' Soccer Team continued practices Monday-Friday on Soccer Field 5 at the Sports Complex.

Athletic 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
- Cleaned 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
- Painted 17 Soccer Fields, three football fields, two flag football fields, 13 baseball and softball foul lines, soccer parking lot, five soccer fields at South Ormond
- Put up batter's eye screens on Wendelstedt Field 2 and 3
- Set up for soccer games and football games this week
- Painted flag football fields
- Set up for flag football games by adding benches, toters, pylons, yard markers, etc.
- Marked Quad, Field 7, T-Ball, Wendelstedt, and Nova for games
- Dragged Osceola infields for use
- Prepared fields for weekend USSSA baseball tournament

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 pm
- Granada Square Dance was held on Saturday from 6:30 pm to 9:00 pm

Performing Arts Center

- The Performing Arts Center hosted the following rentals throughout the week as part of its regular operations:
 - Monday through Friday: CMT held regular classes
 - Ormond Church held services Sunday
- The Performing Arts Center is preparing to host the following events:
 - Amazing World of Illusion, Saturday, 7 pm-8:30 pm

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise Monday
- PAL Tutoring Monday-Thursday
- YMCA Flag Football Monday/Wednesday/Friday

Community Events

- Weekly administrative tasks, office work, and activities
- Attended 2017 Senior Games events
- Tasks and assignments for the following upcoming events:
 - Veterans Day
 - Holiday Concert
 - Santa on the Go, Letters to Santa
 - Home for the Holidays Parade
 - Breakfast with Santa

Gymnastics

- October/November session in progress
- Registration is open for November session
- Trial classes are being offered to attract new students
- Open Gym, Friday, October 27

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at different times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes throughout the week.
- Coed Volleyball continues its fall season and met on Wednesday evening this week.
- Adult Volleyball met on Thursday evening.
- Special Populations programs continued, 5K Wanderers met on Tuesday, the Lunch Bunch Club and Explore the Arts met on Wednesday.
- Pickleball Senior Games took place Monday and Tuesday from 9:00 am-9:00 pm.
- SPARC Halloween Party will take place on Friday from 6:00 pm-8:00 pm.

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 am and the last tour at 3:00 pm Saturday tours were given at 10:00 am and 11:00 am.
- Ormond Beach Chamber of Commerce hosted the 6th annual King of the Grill community event on Saturday from 8:00 am to 8:00 pm in Rockefeller Gardens.
- Seaside Herb Society held their monthly meeting on Saturday from 9:00 am to 12:30 pm at Bailey Riverbridge.
- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 am and the last tour at 3:00 pm Saturday tours were given at 10:00 am and 11:00 am.

- Florida MainStreet Quarterly met on Monday from 8:00 am to 5:00 pm and on Tuesday from 8:00 am to noon in The Casements' gallery. On Tuesday, the docents gave a special tour to the meeting attendees.
- Pilates classes met Monday, Wednesday, and Friday at The Casements.
- The Casements Guild Crafters met on Monday from 11:30 am to 3:30 pm in Room 203.
- Staff, Guild members, and volunteers held a Rockefeller Revisited dress rehearsal on Monday from 6:00 pm to 8:00 pm at The Casements. Throughout the week, staff continued to prepare The Casements for the event which will be held on Saturday.
- Yoga class met on Tuesday morning at The Casements.
- Docents gave a special tour to 60 people from Buzzard's Breath Touring Region of Antique Automobile Club of America on Tuesday from 3:30 pm to 5:00 pm.
- The Casements Guild held a general body meeting and potluck lunch on Wednesday from 10:00 am to 12:30 pm in The Casements' gallery.
- Lohman's Healing Path Workshop met on Wednesday from 2:00 pm to 4:30 pm in Room 205.
- All Natural Cooking Class planned to meet on Wednesday from 4:30 pm to 6:30 pm in The Casements' kitchen.
- Boy Scouts visited The Casements and toured the third floor Boy Scout Museum on Thursday from 6:00 pm to 7:00 pm.
- Casements Camera Club held their monthly meeting on Thursday from 7:00 pm to 9:00 pm at Bailey Riverbridge.

Parks Maintenance

- Citywide inspections of parks
- Inspections of pavilions for posted reservations
- Posted reservations at pavilions
- Nova Community Park: Assist Stormwater to pick up debris piles
- Riverbend: Removed damaged workout station sign
- Central Park I: Worked with Team Radius school children cleaning park
- Magic Forest: Treated ant mounds

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
- Weekly inspection of DOT and facility lighting at various City locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Continuing quarterly preventative maintenance on 188 A/C systems citywide
- Cleared the toilets at softball quad at Airport Sports
- Hung pictures and patches at the Police Department
- Met painting contractor at the Senior Center
- Checked defibrillator at City Hall
- Repaired two soffit lights in front of NID at the Police Department
- Commission Chamber safety check
- Repaired a sign west of the fuel island at the Airport
- Repaired the east gate parking lot light at the Police Department
- Replaced lamps on Runway 35 and Taxiway C at the Airport
- Checked electric for King of the Grill at The Casements
- Adjusted the timer for parking lot lights at the PAC
- Repaired the parking lot light south of the flag pole at the Police Department
- Replaced the water heater thermostats at Fire Station 93
- Replaced the large wind sock at the Airport
- Replaced the mailboxes at Public Works
- Checked the power outlets at Birthplace of Speed Park
- Cleared the outside men's room toilet at Nova
- Checked the parking lot lights at Andy Romano
- Replaced damaged ceiling tiles at the PAC

- Repaired the main irrigation pump at Airport Sports
- Drained the fountain and replaced one feature pump at City Hall
- Turned on lamp posts along the bridge at The Casements
- Replaced defective GFI outlet for the microwave in Bldg B at the Senior Center
- Replaced office lights at Fire Station 92

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff attended the Crime View meeting held at the Police Department.
- Staff hosted a Supervisor's meeting at the Police Department.
- Staff attended the 20th Anniversary Celebration at Pathways Elementary School.
- Staff attended the Great Kids Mini Golf fundraiser at Pirate's Cove Miniature Golf.
- Chief Godfrey held an interview with a prospective Office Assistant applicant.
- Staff hosted interviews with prospective Office Assistant applicants.
- Staff participated in new hire training with Police Officers.

Community Outreach

- Five (5) members of the Youth Director's Council attended a meeting at the PAL house to review upcoming community service projects. The next project for the YDC is participation in the *Making Strides Against Breast Cancer Walk* at Riverside Park in Daytona Beach on October 28, 2017.
- *Tutors R Us* continues at the South Ormond Neighborhood Center. Last week twenty-three (23) youths attended the one-on-one tutoring offered Monday through Thursday after school last week. The eight week program continues through the week of November 6, 2017.
- *Science on Patrol* at Ormond Beach Middle School began October 10. Twenty-eight (28) teens are registered for the program.
- *Science on Patrol* (SOP) at Ormond Beach Elementary School began October 12. Seventeen (17) students are registered for the program. Last week, students explored the importance of fingerprint identification. Officer Jay Brennan and Officer Marianne Durkin assisted with the fingerprint and toe print labs.
- *Golfing for Youth* the Annual OBPAL golf tournament fundraiser will be held November 4 at Riverbend Golf and Country Club. Participant applications and sponsorship requests are ongoing. The last date to register for participation in the tournament is Tuesday, October 24. This is the 20th year of the OBPAL Golf Tournament.

Community Services & Animal Control

- Animal Calls responded to: 46
- Animal Reports: 3
- Animals to Human Society: 3
- Animal Bites: 2

Criminal Investigations

- Cases Assigned: 32
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 8
- Inactive: 11
- Fraud: 7
- Burglary Residential: 1
- Larceny Carbreak: 6
- Grand Theft: 7
- Auto Theft: 3
- Death Undetermined: 2
- Missing Persons: 1
- Recovered Missing Persons: 1
- Suspicious Incident: 1
- Sex Offense/Rape: 1
- Assaults: 1

- Police Information: 2

Records

- Walk - Ins / Window: 98
- Phone Calls: 112
- Arrest / NTA'S: 23
- Citations Issued: 195
- Citations Entered: 44
- Reports Generated: 137
- Reports Entered: 100
- Mail / Faxes / Request: 12

Patrol

- Total Calls: 1,432
- Total Traffic Stops: 333

Operations

Crime Opportunity Report Forms: 67

- 10/18/17
 - Shoplifting Arrest, 1545 North United States Highway One (Dollar General). Subject was contacted after stealing merchandise from the store.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject was contacted after stealing merchandise from the store.
- 10/19/17
 - Stolen Vehicles (2), 109 Briargate Look. The victim said both of her vehicles were taken out of her driveway overnight. Both vehicles were located by the Daytona Beach Police Department and recovered.
 - Armed Burglary Residential, 21 Canterbury Boulevard. The victim said that someone entered his unlocked vehicle located in his driveway and used the garage door opener to access the garage where they entered another vehicle and took a firearm.
 - Carbreak, 4 Whipper-In Cir. The victim said that his unlocked vehicle was entered in his driveway overnight. A small amount of cash and some gift cards were taken.
 - Carbreak, 6 Sundrop Watch. The victim said that her unlocked vehicle was entered overnight. Cash and debit cards were taken from the vehicle.
 - Carbreak, 53 Canterbury Woods. The victim said that his un-locked vehicle was entered overnight and rummaged through. Miscellaneous items were taken.
 - Carbreak, 5 Sundrop Watch. The victim said that two of his vehicles were entered overnight. Some miscellaneous items were taken from both vehicles.
 - Stolen Car Arrest/Recovery, 715 South Nova Road. Stolen Subaru was recovered and returned to the owner after a subject was contacted with the vehicle.
 - Battery Domestic Violence Arrest, 468 Andrews Street. One subject scratched another's neck and left cheek causing bleeding and visible welts.
 - Driving Under the Influence Arrest, 361 West Granada Boulevard (Taco Bell). Subject was contacted after being found asleep behind the wheel of his vehicle in the drive thru of the Taco Bell.
 - Warrant Arrest, 700 South Nova Road. A subject was contacted during a traffic stop and found to have an open warrant.
 - Warrant Arrest, 715 South Nova Road. Subject was found to have an active warrant out of Seminole county.
- 10/20/17
 - No Part One Crime Activity Reported.
- 10/21/17
 - Theft, 368 South Orchard Street. Bicycle stolen off of the front porch.
 - Theft, 455 South Nova Road (Cold War Escape). Customer stole items two days ago.
 - Disorderly Intoxication Arrest, 800 Block South Nova Road. Intoxicated subject was contacted in the median of the roadway.

- Warrant Arrest, Lakebridge Drive and North Nova Road. Traffic unit completed a traffic stop and a subject was found to have an open warrant for his arrest.
- Stolen Vehicle, 350 Parque Drive. Victim reported his 1978 Dodge van stolen from his business property.
- Carbreak, 350 Parque Drive. Forced entry by smashing a driver side glass window. Vehicle was ransacked but nothing was taken.
- Narcotics Arrest, 800 Block of North United States Highway One. Officers contacted the driver of a vehicle where narcotics were located.
- 10/22/17
 - Stolen Trailer, 800-Block South Atlantic Avenue. Empty U-Haul trailer stolen from the on-street parking area.
 - Violation of Probation Arrest, 111 Life Boulevard. Subject contacted and found to be in violation.
 - Warrant Arrest, 99 West Granada Boulevard. Subject contacted and found to have an open warrant.
 - Battery Domestic Violence Arrest, 288 Tracey Street. Subject contacted from the previous shift's call.
- 10/23/17
 - Battery Domestic Violence Arrest, 223 Rockefeller Drive #B. Subject contacted after a physical altercation.
 - Traffic Arrest, 300 Block South Nova Road. Subject stopped for a traffic offense and found to be driving on a Suspended License.
 - Carbreak, 410 South Nova Road. Blood bus used to take blood donations was burglarized, cooler containing food and drinks was taken.
 - Aggravated Battery Arrest, 713 Virginia Terrace. Subject was contacted after allegedly stabbing her husband.
 - Shoplifting Arrest, 1545 North United States Highway One (Dollar General). Subject contacted after taking items from the store.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Subject contacted after taking items from the store.
- 10/24/17
 - Stolen Vehicle Attempt, 415 Parque Drive #A (Parks Electric). Window was broken out on the vehicle and the steering column was left open with wires exposed. Nothing appeared to be missing.
 - Stolen Vehicle Attempt, 415 Parque Drive #C (Igloo Air). Window was broken out on the vehicle and the steering column was left open with wires exposed. Nothing appeared to be missing.
 - Carbreak, 1504 San Marco Drive #105 (San Marco Apartments). Unlocked vehicle was entered and a credit card was taken.
 - Carbreak, 1501 San Marco Drive #107 (San Marco Apartments). Unlocked vehicle entered, nothing appears to have been taken.
 - Carbreak, 1503 San Marco Drive #304 (San Marco Apartments). Unlocked vehicle entered, loose change taken from center console.
 - Carbreak, 1505 San Marco Drive #308 (San Marco Apartments). Unlocked vehicle entered, LED lights, cell phone and a Scan Tool were taken.
 - Carbreak, 1505 San Marco Drive #203 (San Marco Apartments). Unlocked vehicle entered, cash was taken.
 - Warrant Arrest, 1290 West Granada Boulevard. Subject contacted who was found to have an open warrant.
 - Carbreaks, 170 North Old Kings Road. Forced entry to the front passenger car windows, purses were taken.
 - Carbreak, 175 Interchange Boulevard. Unlocked vehicle in the parking lot, clothing, cash and a cell phone taken.
 - Carbreak, 500 Sterthaus Drive. Forced entry to rear passenger side car window, nothing appears to have been taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 243
 - Number of Uniform Traffic Citations Issued: 159
 - Number of Written Warnings Issued: 103
- Traffic Crash Reports
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 1 Case initiated
- 13 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and sixty-seven (67) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – The Contractor is finalizing the pressure testing and tying-in of the South Halifax Drive/Riverside Drive loop. Service boxes are being installed in this area. The Contractor is currently working to install mains for Ocean Village Villas and the Gardens of New Britain. Staff met with both these multi-family communities to ensure service locations are properly installed.
 - CDBG 2017 Trail & Sidewalk – The Contractor is working in Central Park grading, forming, and pouring the concrete trail. The project is 75% complete.
 - Ph III 2-Inch Water Main Replacement – Peninsula – The Contractor is continuing to work on Sunny Beach Drive and has installed the first water main in this area. Work will progress on the North Peninsula, south to Granada Blvd.
 - Ph III 2-Inch Water Main Replacement – Mainland – Work continues on East River Oak Drive, Wildwood Trail, and Fir Street.
 - CDBG - Huguenot Park – The Contractor is working to pour the sidewalks and ADA parking stall.
 - Sandpiper Lane Drainage Improvements – The Contractor has submitted shop drawings which are under staff review.
 - Ormond Sports Complex Field 4-10 Lighting – Contractor is working up a schedule and material submittal package. The PO for lighting materials has been issued.
 - CDBG (canoe kayak launches) – Staff conducted the CDBG mandatory pre-construction meeting with the Contractor.
 - ARBFP Ramp Repair – Hall Construction is scheduled to start repairs this week if the tides stay below the structure.
 - Traffic Signal Maintenance – A Work Authorization for Hall Construction is being prepared to manage the painting work.
 - Cassen Fishing Pier Repair – A PO for Custom Built Docks is being prepared to repair the structure so we can re-open the pier from the Bailey Riverbridge Gardens side.
 - Design Projects:
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends north US1 to the City Limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossings, this will provide a redundant loop for US 1 along the

length and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. The second Phase will be to extend a new 12-inch water main from Airport Road South along US1 to "Double Barrel" the existing single 12-inch Water Main.

- Ormond Crossings Utility Extensions – The engineer has submitted to staff a proposal for adding the design of the looped water main described in the North US1 Water Main Improvements above. FEC Railroad permits for extending the watermain/sewer force main under the railroad on Broadway Avenue have been approved.
- West Ormond Community Center – Staff had a meeting to review the first draft report with the Consultant. A revised draft has been submitted which is being reviewed by staff.
- WTP Sludge Residuals Facility Improvements – Received the pilot test report for dewatering the lime sludge through the Andritz Screw press and results were not as favorable as those of the centrifuge. As such, staff is recommending going with the same centrifuge that is going in at the WWTP.
- Cassen Park Public Dock – Staff received notice of FIND's grant awards for this year. The City had requested \$422,439 from FIND and was awarded \$200,000. This leaves \$644,878 of the construction cost estimate of \$844,878 needing to be funded.
- WWTP Sludge Dewatering Improvements – Staff received a preliminary design report that compared centrifuge technology to screw press technology for dewatering sludge at the WWTP. Based on the report it was decided that centrifuges provided more flow and were best suited for operation at the WWTP. The consultant is proceeding with final design.
- Effluent Outfall Replacement – The CC authorized award on October 17. Contracts are being prepared for execution by contractor.
- Forest Hills Connector Trail – Revisions to plans and specifications are being finalized based on FDOT's most recent comments.
- Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
- Fleming Ave Stormdrain Improvements – FEMA is reviewing the HMGP grant application.
- Wilmette Avenue Pumping – Staff has submitted a FEMA HMGP grant for this project as Tier 1 funding is available following the disaster declaration for Hurricane Matthew. The Volusia County Local Mitigation Strategy has included this project on their priority list for FEMA funding.
- Laurel Creek Stream Gauges – Staff has requested information from OptiRTC to install additional stream gauges that link to the Opti dashboard.
- Cassen Park Improvements (Paving and Restroom Replacement) – All site survey work has been completed. The project Engineer and Architect are working on preliminary designs for staff approval.
- Rockefeller Gardens Stage Shade Cover - Conceptual design is being finalized for City Commission review. We are working to find a solution that will meet structural engineering requirements.
- OBSC Improvements – Field 3 Lighting – Staff is working with the Consultant on final plans for bidding, grant submission, and FAA review of pole height and location. We are currently preparing an ECHO grant application for Field 3 and Soccer 1-3.
- OBSC Improvements – Championship Field 7 – Staff is working with the Consultant on final plans for bidding and grant submission. We are currently preparing a Daytona Racing Grant application to assist with construction costs.
- North US1 Landscaping Ph II – Bid award is scheduled for the November 21 Commission meeting.
- Downtown Decorative Light Replacement – The bid disposition agenda item is scheduled for the November 7 City Commission meeting.
- Water Plant Upgrades – Staff is reviewing the preliminary design memo which provides recommendations for proposed equipment.
- Secondary Raw Water Main – The survey preparation is on-going. Staff will be meeting with Legal to discuss the right-of-way and easements.

- Wastewater Plant Influent Pump Station – Staff has requested that the Consulting Engineers coordinate with FPL on resolving the electrical issues at the WWTP.
- Tomoka Elementary Connector Sidewalk - Staff has responded to FDOT comments on the design RFQ for this project.
- Williamson Blvd Pedestrian Improvements - Staff has responded to FDOT comments on the design RFQ for this project.
- Storm and Sewer Lining – Staff is preparing the contract documents for bidding a combined storm drain lining and gravity sewer lining project.
- Nova Community Park Electrical Undergrounding – Staff is working with FPL and Economy Electric to receive construction proposals to underground the overhead electric from Nova Road to the gymnasium building.
- Police Department Roof – Staff is soliciting a proposal from one of our Construction Management firms to re-roof the entire facility.
- Ormond Elementary Parking Lot Lighting Upgrade – Staff is soliciting quotations to install new LED parking lot lighting at the request of Ormond MainStreet so the lot can be utilized for the downtown area. We are also working on a ramp design and additional wayfinding signs.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Base map is prepared and staff is working on conceptual designs.
- Departmental Activities
 - Reviewed weekly SWMP and fence permits through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for North Old Kings Road directional bore, per AT&T request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Wilmette Avenue directional bore, per FPL request.
 - Continued to update the Forest Hills Connector construction plan set to reflect new FDOT comments.
 - Completed Sign-in-the-Right-of-Way locate at South Old Kings Road/West Granada Blvd. intersection, per Neighborhood Improvement Division request.
 - Assisted Neighborhood Improvement Division in determining ownership and maintenance responsibilities for vacant land behind 866 West Lindenwood Drive.
 - Completed Public Utilities Information Requests for 1520 West Granada Blvd., for properties along Bonnie View Drive, and for properties along South Orchard Street.
 - Completed Public Information Request for Palmetto Avenue and Riverside Drive, per Consultant requests.
 - Combined drawings of OBSC for Kiwanis Field drainage issue.
 - Updated cross-sections for Forest Hills Sidewalk to reflect FDOT comments.
 - Worked on Power Point presentation for Granada Bridge Lighting, per City Engineer's request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Formed 90' sidewalk on S Beach St; added fill base
- Installed base at S Ridgewood Ave
- Cut out asphalt around manhole cover on N Beach St
- Dug out 1300 block of Oak Forest Dr

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
- Tree removal on Ormond Shores; at Nova Community Center; Laws Ln; Airport Sports playground; S Center St; South Ormond Neighborhood Center
- Removed banner at SR40 and Washington

- Picked up tree debris at Northbrook W/O N Beach St

Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Blew debris off walks at City Hall Complex
- 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 Granada Bridge
- Weed control on streetscape and FDOT areas
- Constructed barricades
- Trimming on S Orchard between James St & Jeanette Ave; NW side of A1A & Neptune Ave; ROW E/W by bridge at Hidden Hills & Timberlake Ln
- Built up Sanchez Rd park with shell
- Painted and tagged new barricades

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
- Ordered Sign Shop materials
- Straighten and replace damaged signs Citywide
- Met with Engineering staff member on an upcoming project
- Straightened signs at Sports Complex and Nova Rec

Stormwater Maintenance

- Pond maintenance citywide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Flooding issues on S Yonge St and Airport Rd, Pearl Dr
- Pond maintenance ABC, South Ormond Neighborhood Center, water plant
- Sinkhole investigation on Poplar & Beach, Heather & Beach, Riverbluff Dr
- Pipe repair on Knollwood Estates Dr; Tidewater

Vactor

- Pipe repair on Knollwood Estates Dr
- Fleet - repairs

Mowing

- Reachout on SR40

Street Sweeping/Streetsweeper (2 days)

- 46 miles of road cleaned
- 18 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 29,545
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 1

- Quick Fleet Facts:
 - Fuel on hand: 10,917 gallons unleaded 10,919 gallons diesel
 - Fuel used in one week: 2,313 gallons of unleaded and 679 gallons of diesel.
 - Fleet completed 45 work orders this week.

Utilities

- Projects Summary
 - Lift Station 10M & 12M Improvements – Shop drawings scheduled for delivery next week.
 - Pretreatment Effluent Pump (PEP) Purchase – A bid number was obtained and a Disposition Memo was prepared for the November 7 City Commission meeting.
 - Shadow Crossings FM Improvements – Meeting with contractor this week to discuss warranty work.
 - Sodium Bisulfite Tank Replacement – Bid Award recommendation prepared for the November 7 City Commission meeting.
 - Utility Location Services – Preparing specifications and bid documents for procurement of services.
 - Water Plant Elevated Tank Rehabilitation – Contacted continuing consultants to ascertain if they have experience in monopole design and construction. Obtained elevated tank demolition specifications from a contractor.
 - Utilities SCADA Upgrades (Software Purchase RFP) – The RFP was advertised on October 22, 2017.
 - 2627 John Anderson Drive – Permit application is being approved by Volusia County.
 - WTP Sodium Hypochlorite Generator and Lime Slaker Replacement – A meeting is scheduled on Friday to review the report findings.
 - SPRC Projects (Utilities Review)
 - Launch FCU Credit Union – 240 Williamson Blvd.: Attended preconstruction meeting.
 - Ormond Beach Medical Office Building – 1245 W Granada Blvd.: Attended the preconstruction meeting for the project.
 - Prince of Peace Addition – 600 South Nova Rd: Reviewed plans - provided comments.
 - Prince of Peace Thrift Shop Addition – 1225 Hand Ave.: Received plans for review.
 - Seven Eleven – 1204 Oceanshore Blvd.: Received revised plans for review.
 - YMCA Dog Park – Reviewed water shop drawings and provided comments.
 - 1590 Oceanshore Blvd. – Volusia County prepared a Notice of Intent to Issue a Development Order for the commercial property.
 - 871 Hull Road – Discussed utilities availability for a proposed RV and boat storage area.
 - 2501 Warden Trail – Met with developer to discuss lot split proposal.
- Water Treatment
 - Delivered 35.15 million gallons for the week ending October 20, 2017 (5.02 MGD).
 - Backwashed 8 filters for a total of 365,000 gallons backwash water.
 - Raw water average daily withdrawal rate from all wells through September 30, 2017 @ 6.265 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
 - Produced & hauled 67.5 wet tons of dewatered sludge (65 - 70% solids).
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 46.03 Million Gallons.
 - Influent flows average for week @ 6.58 MGD, plant designed for 8 MGD.
 - Produced 20.34 Million Gallons of Reuse.
 - Produced 25.69 Million Gallons of Surface Water Discharge.
 - Annual Average (Oct 01, 2016 – Sept 30, 2017) for Surface Water Discharge 1.31 MGD.
 - Hauled 121.60 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to and/or repaired 10 water service leaks.
 - Installed 4 new residential water services.
 - Replaced or repaired 12 water meter boxes.

- Performed accuracy testing of six 2" and one 1½" commercial water meters. All tested accurate.
- Replaced 4 water services or meter assemblies due to low flow or leaks.
- Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed pressure testing on 6 city owned backflow devices, 2 of which needed repair.
- Assisted with utility locating services.
- Performed maintenance activities on 13 fire hydrants in Hunters Ridge.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 147 regular and 2 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 12 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area. There were no reuse trouble calls.
 - Completed restoration at 11 Stallion Way
 - Dealing with high pressure on Forest View Way force main after heavy rain.
 - Repaired broken lateral at 901 N. Beach St.
 - Replaced conduit and rewired 64 Creek Bluff Way
 - Set well points for lateral repair at 74 Pergola Pl.
 - Repaired broken lateral at 746 S. Atlantic Ave.
 - Repaired service force main leak at 4 Lake Vista Way.
 - Assisted Plant Maintenance personnel in clearing a check valve at the influent pump station.
 - Repaired lateral broken by directional bore at 82 S. St. Andrews.
 - Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 9/10 psi, Ocean Mist Hotel 7/5 psi, Ormond Mall 0/0 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 10/10 psi, Westland Run 10/10 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.

- Wastewater Plant – Lift Stations
 - Influent Odor Control, repaired motor mounting bracket and installed motor and belt drive pulley.
 - Digester Blower #2, high amp draw on motor. Verified operation of VFD. Warranty assistance request form prepared – corresponding with manufacturer.
 - River Oak LS not reporting in SCADA, replaced digital input card, power module and RTU back plate. Tested with Win911, ok.
 - 5M, Replaced RTU batteries, ok.
 - 12M check wiring - replaced main breaker.
 - 7P, pump #1 not operating, troubleshoot, replaced relay with shelf stock, ok.
 - McDonalds, follow up from call out, checked station, non-operational pump controller noted, replaced controller and test, returned to service, ok.
 - Influent Pump #3, inoperable, deragged volute, primed pump, test run with operator on shift, pumping fine and pulling wet well down to normal levels, pump #3 now in lead position with pump #1 in lag position, ok.
 - 1M, 4M, follow up from call out, checked station, pumps running continually due to elevated ground and surface water related inflow, ok.
 - Shop, 1M, retrofit station bypass for 3 inch pump out port.
 - Tea Cup #1, leaking shaft seal, valve assembly beyond repair, replacement unit ordered.
 - Effluent Transfer Pump #1, electric phase fault at controls, replaced blown fuse, ok.
 - Alum Feed Pump #2, leak at gauge, replaced gauge assembly, ok.
 - Dewatering Pump #2 Inboard, reset SCADA controls, will continue to monitor.
 - Shop, 7P, disassembled pump to replace worn pump seal.
 - 4M, (Irma repair) replaced pump #1 with repaired inventory.
 - Lift Station SCADA, server not communicating - power flicker, restarted polling database, ok.
 - Influent Room, oversaw transfer of pump positioning status, ok.
 - McDonalds, weekly odor control and wet well cleaning.

- WIN911 monitor/response: 12M, Phase Loss - followed up with breaker replacement; McDonalds, phase loss, FPL "B" Leg, generator on standby, FPL estimated repair 2 hours; 1M, high level, station fully operational; 1P, high level, cleaned transducer, station returned to normal operation, ok; Ormond Lakes #2, high level, pumps running - pumping very slow, inspected/cleaned check valves, possible air block, run times reduced following day, increase monitoring; Shadow Lakes, phase loss, FPL power restored upon arrival, ok; 4M, high level, station fully operational, continuing to pump against high ground water levels, ok at this time.
 - SCADA monitor/response: 4P, no starts #1, reset motor starter, deragged check valve #1, ok; Camelot, HOMAC, no starts #2, reset motor starter, ok; 7M1, no starts #1, reboot VFD, ok; 2M, no starts #1, reset motor starter, ok; Ormond Mall, no starts #2, troubleshoot, replacement overloads ordered, ok at this time using 1 pump.
 - SCADA technician activities: Creating user function blocks in control wave designer. Created a scheduler function block to equalize elapsed running time of external devices.
 - Weekly Plant PM's: Bar Screens, #1, #2.
 - Lift Station PM's: 6 monthly performed and 0 annual.
 - 38 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System – Stormwater System
 - Sand Filter transfer pump, VFD tripped, reprogrammed settings to VFD and replaced non-operational HMI for VFD #1. Verified operation, ok.
 - Rima well, vegetation control.
 - H.S.P #5, performed electrical check, ok.
 - Reuse: High Service Pumps Station, B.A.T. & Shadow Crossings, operational check.
 - Chlorine pumps 12%, Ammonia, and Nitrogen Systems, operational check.
 - Riverview booster station, operational check.
 - PM's: H.S.P 1 through 8; Aerator pumps 1, 2, 3; Centrifuge 1, 2; Polyphosphate, fluoride, and Polymer feed pumps; all Division wells; all Rima wells
 - Bennett Lane, after speaking with Emerson Controls, changed de-acceleration time to 90 seconds in order for the stilling well to equalize and not spin the pumps backwards after turning off. OPTI set point @ 2 feet, lake level @ 2.8 feet, Pump 1 running. In SCADA turned HOA switch back into AUTO positions. Have not had OBF fault since changing de-acceleration time.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Monitoring Sewer Collection System – Staff is sampling to monitor specific sections of the collection system. Recent data continues to reveal contaminant levels of concern in the collection system. Staff is narrowing the search to specific contributors.
- Industrial Pretreatment Permit – Staff is issuing new IPP permits to existing industrial permittees who have no changes to their processes. The permits allow the Utility to monitor the sewer discharge and require the facility to monitor and report to the City. The program is a requirement of the FDEP to assist in protecting the WWTF and ultimately the environment from known contaminants.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Lead and Copper Triennial Report – Staff mailed letters to the residents who participated in the lead and copper study. The letter updates the residents who collected samples from their homes for this study informing them of their individual results. The report affirms the systems corrosion control efforts. All of the results were below the EPA action level.
- Volusia County Health Department WTP Inspection – The City's WTP received an inspection by the Volusia County Health Department's environmental specialist this week. The inspection included review of the plant's logbook, walk through of the LPRO facility and chlorine verification among other things. The WTP inspector requested to video the inspection being performed for a local television broadcast. The segment will air on Volusia Magazine in the near future.

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 meeting with Acting Assistant City Manager
- City Clerk attended Claims Committee meeting
- Assistant City Clerk and City Clerk conducted interviews for Office Assistant VI position
- Agenda packet preparation for November 7, 2017, City Commission meeting