

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 3, 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:

- Staff meeting
- General discussion meetings with Public Works Director and Fire Chief
- Prep work with senior staff and consultant on sign code amendments
- Discussion with senior staff on Florida Job Growth grant fund

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board meeting
- Individual general discussion meetings with Mayor Partington and Commissioner Littleton
- Councilmember Post, discussed various topics
- Julia Truilo, MainStreet, discussed the downtown
- Senior staff and Thompson consulting regarding FEMA hurricane reimbursements

Community Development

Planning

- The Planning Director met with the City Manager, City Attorney, and sign code consultant Katie Reischmann to discuss the proposed sign amendments which will be a commission workshop in the near future. Because much time has passed from the first work session on this issue, a joint meeting of the Planning Board and City Commission is recommended.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued
- 414 inspections (18 by private provider)
- 105 permits valued at \$2,111,941.00

Development Services

- SPRC held pre-construction meeting on 20 West Tower Circle; and had pre-application meetings on a proposed drive-thru Starbucks at Granada Plaza and the Publix at the Trails subdivision.
- 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	5%	
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 2017. This week the parking, landscape plan, FEC railroad utility easement, and the schedule for submission of the plat were discussed by SFM consultants and City staff.
 - Staff met to discuss the Florida Job Growth Grant Fund and infrastructure projects that are potentially eligible for grant funding to serve Ormond Crossings and other development projects throughout the city.
- Airport Business Park
 - The Site Plan Review Committee met with the engineer for Concentrated Aloe to finalize their site plan for the construction of the Company's 40,000 square foot manufacturing/headquarters. Staff has prepared a new Growth Assistance Program application for Concentrated Aloe as the company was delayed in the construction of their manufacturing plant on Lot 2 in the Business Park 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 December 5 meeting.
 - Staff is overseeing the surveyor that will provide a survey to begin the process for the 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.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

- Staff met with the ownership of Germfree at 4 Sunshine Blvd. to tour the facility and to meet the new president of the company, Mr. Kevin Kyle.

Airport Operation and Development

- The Aviation Advisory Board will meet on Monday, November 6 at 7:00 p.m.
- Super Petrel USA, an aviation business tenant of the Ormond Beach airport, will be featured at the DeLand Sport Aviation Showcase at the DeLand airport on November 2, 3, and 4.
- Staff responded to additional questions from potential bidders on the airport's obstruction mitigation project, which is Bid No. 2018-05. All of the questions and answers will be published as an addendum to the bid item. Bids are due on November 7.
- Staff responded to a survey from the FDOT pertaining to an update of the Florida Statewide Aviation Economic Impact Study. The update is intended to quantify aviation's economic contributions to the state and summarize the benefits that airports provide throughout Florida.
- Staff has scheduled minor maintenance for the airport's Automated Weather Observing System (AWOS), which will occur on Friday, November 3.
- Staff is investigating a possible malfunction of one of the lift stations that serve the airport.

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 83 Journal Entry Batches.
 - Approved 20 Purchase Requisitions totaling \$524,924.14.
 - Issued 41 Purchase Orders totaling \$721,992.09.
 - Prepared 148 Accounts Payable checks totaling \$757,933.48 and 32 Accounts Payable EFT payments totaling \$375,406.09.
 - Issued 484 past due notices on utility accounts.
 - Auto-called 193 utility customers regarding receipt of a past due notice.
 - Processed 186 payments through Interactive Voice Response System totaling \$15,768.05.
 - Grant money fiscal year-to-date total received, \$155,000.00 dollars.

Grants/PIO

- Public Information
 - Deadline to Register for Federal Disaster Aid and Temporary DRC Opening (Registration Deadline – November 9; DRC November 1-5, Health Dept. on Holsonback Drive, 8 a.m.-8 p.m. daily)
 - Open Gym November (10 and 17)
 - Fall Bird Walks (November 7, 14, and 21)
 - Nature Watercolor Painting (11/29)
 - Nature Drawing (11/4)
 - Meeting with the Manager (11/8)
 - Flagler Fondo Cyclists in Ormond Beach (November 4)
 - 39th Annual Christmas Gala (December 1-3)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed Employee Newsletter for November 2017.

- Attended weekly staff meeting.
- Completed weekly events calendar ad for Ormond Observer.
- Submitted ads to the News-Journal and Observer for the December 2017 Legal Aid Workshop.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Provided FY 16-17 grant expenses to Finance.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 2
 - Hazardous: 2
 - EMS: 91
 - Motor Vehicle Accidents: 5
 - Public Assists: 50
 - TOTAL CALLS: 151

- Aid provided to other agencies: 9 Calls – Holly Hill (2), Volusia County (7)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 39
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 69
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 145

- Training Hours
 - NFPA 1001: Firefighting 19
 - NFPA 1500: Safety/Equipment 8
 - EMT/Paramedic 33
 - TOTAL TRAINING HOURS: 60

- Station Activities
 - Updated 19 pre-fire plans
 - Assisted with the American Red Cross Smoke Alarm Campaign
 - Visited 25 children at Young Minds Pre-School
 - Provided a tour of Fire Station 91 to a group of 20 children

Human Resources

- Staffing Update
 - Requisitions
 - 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.
 - Maintenance Worker II (Streets/Public Works) open 11-1-17 until 11-17-17. 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 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 11-10-17. Advertised on City web site, governmentjobs.com, and internally.
- Applications Under Review
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Maintenance Foreman (Streets/Public Works)
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
- Interviews Scheduled
 - Office Assistant II (Records/Police)
- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Office Assistant IV (Support Services)
- Separations
 - Firefighter/EMT
 - Maintenance Worker II (Streets/Public Works)
- Employee Events
 - Blood drive at City Hall 11-16-17 from 8:30 – 1:00
 - Skin cancer screening for HSA contributions continues until December 31
 - Nationwide representative will be here to meet with employees on November 8
 - ICMA representative will be here to meet with employees on November 10
- Risk Management Projects
 - Workers' compensation claims review
 - Receipted subrogation recoveries
 - Claims processing
 - Leadership program team meeting
 - Safety program research meetings
 - American Cancer Society/Relay For Life meetings

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 – This system helps automate the staffing of shifts and positions within the Fire Department. The TeleStaff upgrade go-live occurred Wednesday 11/1 as planned. The upgraded system will allow for direct export of time information into the new Tyler Munis payroll system. A great success for both IT and Fire Admin. This will also be a future benefit to Finance as we go live with the new Tyler Munis HR/Payroll system January 2018.
 - 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
- 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
- City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Building Maintenance Meeting
- Movies on the Halifax

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 1 and 2 rules and regulations updates
- Setup interviews for EDC full-time position
- ECHO Grant: Ormond Beach Sports Complex LED Lighting
- Preparation for EDC Saturday Program: Nature Drawing 11/4
- EDC attendance last week: 68

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 daily.
- 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 Wednesday through Friday night on Nova Field 4 due to light restrictions.
- 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 games Wednesday night at the Sports Complex on the Wendelstedt Fields.
- Youth Volleyball is starting Week 6 of their fall program. Currently, there are 55 signed up; our most for the fall ever!
- Adult Volleyball continued 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 this week
- Painted flag football fields
- Set up for flag football games
- Marked Quad, F7, T-Ball, Wendelstedt, and Nova for games
- Dragged Osceola infields for use
- Prepared fields for weekend Lady Renegades Softball Tournament

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 pm
- Granada Square Dance was held on Tuesday 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/Wednesday/Thursday/Friday: CMT held regular classes
 - Ormond Church held services Sunday

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11pm daily
- Fitness room

- Open gym
- Jazzercise Monday
- PAL Tutoring Monday-Thursday
- YMCA Flag Football Monday/Wednesday/Friday
- Pop Warner Football Thursday

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

- November session in progress
- Registration is open for November session
- Trial classes are being offered to attract new students

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 continue to meet at different times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
- Coed Volleyball continues its fall season.
- Adult Volleyball continues with 15-18 players meeting for play once a week.
- Special Populations programs continued this week. The Lunch Bunch Club and Explore the Arts met on Wednesday.

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- The Casements hosted the 8th annual Rockefeller Revisited event on Saturday from 6:00 p.m. to 9:00 p.m. The event featured historical reenactment tours, a whodunit mystery, live music, refreshments, face painting, and cartoons.
- A wedding ceremony was held on Saturday from 4:00 pm to 5:00 pm at Ormond Memorial Gardens.
- Ormond Beach Art Guild took down their exhibit in The Casements' gallery on Monday.
- Pilates classes met Monday through Friday at The Casements.
- The Casements Guild Crafters met on Monday from 11:30 a.m. to 3:30 p.m. in Room 203.
- Yoga class met on Tuesday morning at The Casements.
- Jeannii Berg hung artwork in The Casements gallery on Tuesday from noon until 3:00 p.m. and on Thursday from 10:00 a.m. until 1:00 p.m. and hosted an opening reception for the art exhibit on Friday from 3:00 p.m. to 6:00 p.m.
- Staff closed Riverside Drive on Tuesday at 5:00 p.m. due to increased Halloween foot traffic.
- The Casements' Guild held a Gala meeting on Wednesday from 9:00 a.m. to 11:00 a.m. in Room 203.
- Lohman's Healing Path Workshop met on Wednesday afternoon in Room 205.
- All Natural Cooking Class planned to meet on Wednesday in The Casements' kitchen.
- A wedding ceremony was held on Thursday afternoon at Ormond Memorial Gardens.
- The Casements' Guild hosted a Meet and Greet on Friday from 10:00 a.m. to noon in the Preservation Room.

- Movies on the Halifax will show *Moana* this evening at 7:00 p.m. in Rockefeller Gardens. State Farm Agent Ryan Ochipa is sponsoring the event.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Continued hurricane cleanup work in Riverbend Park, Riviera, Central Park I and Fire Station 91

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
- Roof repair at WWTP
- Annual fire sprinkler inspections for City facilities
- Installed new water fountain at Riviera Park
- Contacted contractor for new fire panel install at The Casements
- Repaired water heater at Fire Station 93
- Installed new peg board at the bait shop
- Order supplies for upcoming projects
- Pick up new A/C unit for Public Works
- Unclog the Quad men's room toilet at Sports Complex
- Sealed hole on outside of the Police Department
- Repaired art room closet ceiling at the Senior Center
- Repaired court lights in tennis area at Nova Gym
- Repaired the lobby men's room toilet at the PAC
- Replaced ceiling tiles in various areas at Police Department
- Repaired spigot by tennis area at the Nova Gym
- Replace office ceiling tiles at the PAC

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey met with potential candidates for the Office Assistant position at the Police Department.
- Staff participated in a guest reader program at Temple Beth-El.
- Staff attended the Citizen's Police Academy graduation held at the Police Department.
- Staff attended a recruiting event held at Daytona State College.
- Staff attended a training session for the Power DMS software.
- Staff held interviews for prospective police candidates.

Community Outreach

- Members of the Youth Director Council attended a meeting at the PAL House on Monday October 30. The youths stuffed goody bags for the Golf Tournament. YDC members will be assisting with the OBPAL Golfing for Youth Tournament on Saturday, November 4.
- *Tutors R Us* continues at the South Ormond Neighborhood Center. Last week, twenty-two students attended the one-on-one tutoring. The program continues through the week of November 6, 2017.
- *Science on Patrol* at Ormond Beach Middle School began October 10. Twenty-eight teens are enrolled in the program. SOP at Ormond Middle School will continue for 10 weeks on Tuesdays and Thursdays from 3:45 p.m. to 5:45 p.m.
- *Science on Patrol* (SOP) at Ormond Beach Elementary School continues. Seventeen students are registered for the program. Last week students explored teeth impressions, blood spatter and

forensic entomology. The program will continue for 3 more weeks on Thursdays from 2:05 p.m. until 4:30 p.m.

- *Golfing for Youth* the Annual OBPAL golf tournament fundraiser will be held November 4th at Riverbend Golf and Country Club. Participant applications and sponsorship requests are ongoing. This is the 20th year of the golf tournament.

Community Services & Animal Control

- Animal Calls responded to: 44
- Animal Reports: 9
- Animals to Human Society: 5
- Animal Bites: 1

Criminal Investigations

- Cases Assigned: 49
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 9
- Inactive: 17
- Fraud: 9
- Burglary Residential: 3
- Burglary Business: 5
- Grand Theft: 3
- Larceny Carbreak: 23
- Auto Theft: 4
- Recovered Missing Persons: 1

Records

- Walk - Ins / Window: 83
- Phone Calls: 101
- Arrest / NTA'S: 14
- Citations Issued: 66
- Citations Entered: 142
- Reports Generated: 160
- Reports Entered: 120
- Mail / Faxes / Request: 13

Patrol

- Total Calls: 1,250
- Total Traffic Stops: 136

Operations

Crime Opportunity Report Forms: 30

- 10/25/17
 - Burglary Business, 1233 North United States Highway 1 (WW Truss). Fenced compound entered, generator stolen.
 - Carbreak, 1505 San Marco Drive #104 (San Marco Apartments.) Textbook stolen out of vehicle. No forced entry, occurred the day prior.
 - Carbreak, 1501 San Marco Drive #107 (San Marco Apartments.) No signs of forced entry, nothing was taken.
 - Burglary Residence, 53 Pine Valley Circle. Unknown suspect entered open garage and stole golf bag with golf clubs.
- 10/26/17
 - Burglary Business, 603 South Yonge Street (Downtown Pizza.) Forced entry to the front window. Cash register drawer stolen.
 - Grand Theft, 388 Military Boulevard. Boat motor stolen off the back of a boat that was on the property.

- Grand Theft, 1521 West Granada Boulevard (Wal-Mart). Victim brought his vehicle into Walmart for service. After having the vehicle serviced for repair the victim noticed a Rolex watch missing from the center console area.
- Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was contacted and found to have an open warrant.
- Driving Under the Influence Arrest, 300 Block West Granada Boulevard. Subject contacted and found to be impaired.
- Stolen Vehicle Arrest, 200 Block West Granada Boulevard. Subject contacted in a stolen vehicle at this location.
- Battery Domestic Violence Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject contacted after he battered the victim.
- Battery Domestic Violence Arrest, 195 West Granada Boulevard (Maria Bonita's). Contact was made with a subject after she battered her boyfriend.
- Narcotics Arrest, 195 West Granada Boulevard. Subject contacted during an investigation where narcotics were located.
- Traffic Arrest, 900 Block West Granada Boulevard. Subject was contacted during a traffic stop and found to have a revoked driver license.
- 10/27/17
 - Stolen Vehicle, 1634 North United States Highway One (Super 8). Vehicle stolen from this location. A .40 caliber Glock semiautomatic pistol along with two loaded magazines were taken.
 - Burglary Residence, 23 Dartmouth Trace (Hunters Ridge subdivision). Entry was made into the garage area of this residence with the garage door being pried open. Both unlocked vehicles in the garage were entered. Keys, sunglasses, cash, purse and electronics were taken
 - Carbreak, 6 Cottonwood Flat (Hunters Ridge subdivision). Unlocked vehicle was entered and nothing appeared to be missing.
 - Armed Car Break, 21 Canterbury Woods (Hunters Ridge subdivision). Unlocked vehicle was entered and a Walther P22 handgun was stolen.
 - Carbreak, 38 Canterbury Woods (Hunters Ridge subdivision). Unlocked vehicle was entered, nothing appeared to be missing.
 - Burglary, 514 McIntosh Road. Time lapse 0730-1130 on 10/27/17. Entry through rear doors, \$6,300 in cash taken from a dresser drawer. Prints recovered.
- 10/28/17
 - Burglary Business, 110 South Nova Road (Einstein Bagels). Unidentified suspect smashed the front glass door to the business, cash register was taken.
 - Burglary Business, 160 South Nova Road (Touch of Class Cleaners). Unidentified suspect smashed the front glass door to the business; attempts were made to take the cash register. Nothing appears to be missing at this time.
 - Theft, 329 Sanchez Avenue (Sanchez Park). Door to the men's bathroom was ripped off the hinges and is missing.
 - Carbreak, 211 North Tymber Creek Road. Unknown point of entry door, hatchback open, nothing taken from vehicle.
 - Narcotics Arrest, 700 block South Nova Road. Subject stopped for a traffic violation where narcotics were located.
- 10/29/17
 - Stolen Vehicle, 111 Benjamin Drive. Vehicle taken from the driveway overnight.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject contacted after taking a large amount of items from the store.
 - Carbreak, 174 Magnolia Drive. Two unlocked vehicles were entered overnight. Nothing was missing.
 - Carbreak, 49 Ponce De Lean Drive. The victim said that he left two vehicles unlocked in his driveway and they were both entered sometime overnight. Nothing was taken.
 - Battery Domestic Violence Arrest. The victim and a witness said that a subject hit her in the face several times.

- Child Abuse Arrest, 368 South Orchard Street. Subject was in a physical altercation with his 16 year old brother and a 17 year old friend.
- Burglary Business, 1425 Hand Avenue (20/20 Vision Center). Rear door of the business was left unsecure after access was gained from next door. Over \$25,000 worth of equipment and merchandise was taken.
- Carbreak, 80 Marvin Rd. Two unlocked vehicles in the driveway were entered. An iPod was removed from each vehicle.
- Carbreak, 448 South Yonge Street (Grocery Box.) Cell phone taken from an open window.
- 10/30/17
 - Burglary Business, 1089 West Granada Boulevard (Florida Eye Clinic.) Forced entry, \$10,000 worth of equipment stolen.
 - Burglary Residence, 232 Grove Street. Generator stolen from the enclosed yard.
 - Carbreak, 23 Misners Trail. Unlocked vehicle entered, passport and work visa were taken.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls Department Store.) Subject was contacted after taking shoes from the store.
 - Warrant Arrest, 1520 West Granada Boulevard (Kangaroo Gas Station). Contact was made with a subject who was found to have an open warrant.
- 10/31/17
 - Stolen Vehicle, 29 Ocean Pines Drive (Pine Trails.) Vehicle was taken from the residence, suspected forced entry.
 - Stolen Vehicle, 459 River Square Lane (River Oaks.) Unlocked vehicle taken overnight, unknown if the keys were in it.
 - Stolen Vehicle, 102 Life Boulevard (Life Village.) Vehicle taken overnight. Unlocked with key fob in the center console and push button start.
 - Burglary Business, 2003 Old Tomoka Road (Ormond Boat Works). Forced entry to the compound, a GPS and 5 Yamaha 4-stroke boat motor lowers from 5 different boats were taken.
 - Carbreak, 18 Ocean Pines Drive (Pine Trails). Unlocked vehicle entered, stolen items recovered along the roadway.
 - Carbreak, 31 Stratford Place. Vehicle entered overnight, no forced entry, keys stolen.
 - Carbreak 106 Sunnybrook Circle (Life Village.) Two unlocked vehicles were entered, nothing stolen.
 - Carbreak, 29 Ocean Pines Drive (Pine Trails.) Gift cards and a prescription were taken.
 - Warrant Arrest, 1 Larisa Terrace. Subject contacted and found to have an open warrant.
 - Battery Domestic Violence Arrest, 145 South Atlantic Avenue #202. Subject was contacted after battering his girlfriend.
 - Battery Domestic Violence Arrest, 6 Curved Creek Way. Officers contacted a subject after battering his girlfriend among other charges.
 - Driving Under the Influence Crash Arrest, West Granada Boulevard and North Orchard Street. Subject lost control of his vehicle and swerved into a utility pole causing significant vehicle damage.
 - Carbreak, 109 Vitality Circle. Entry by unlocked passenger side door, nothing taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 64
 - Number of Uniform Traffic Citations Issued: 51
 - Number of Written Warnings Issued: 31
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 3
 - Number of Fatal Crashes: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 0 Cases initiated
- 25 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and sixty-nine (69) 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 mains in this area. Work is progressing 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 project is 55% complete, concrete is complete, the Contractor will be working on sodding and irrigation, parking lot striping.
 - Sandpiper Lane Drainage Improvements – The Contractor has ordered materials and is preparing for a November 13 start.
 - Ormond Sports Complex Field 4-10 Lighting – Staff met with the Contractor to coordinate the installation of the poles, and make any adjustments necessary with Musco Lighting.
 - CDBG (canoe kayak launches) – Staff conducted the CDBG mandatory pre-construction meeting with the Contractor, and is working with the Contractor and County to schedule the Notice to Proceed.
 - ARBFP Ramp Repair – the Contractor has demolished the damaged portions of the structure and has begun replacement work.
 - Traffic Signal Maintenance – A Work Authorization is being prepared to manage the painting work; the Contractor is scheduled to begin work at Hand Avenue mid-November.
 - Cassen Fishing Pier Repair – A PO for Custom Built Docks is being prepared to repair the collapsed section of fishing pier on the north side of the bridge so we can re-open the pier from the Bailey Riverbridge Gardens side.
 - Sanitary Sewer Infiltration – Project is complete. Final contract was (\$2,911.90) under the approved contract amount for this project.

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 US1 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; the City is waiting on a determination from the FHWA regarding the selection of LED lights to illuminate the multi-use path.
- 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 – OptiRTC has provided a proposal to the City for additional stream level monitoring. Staff is reviewing this proposal that would allow the OPTI desktop to monitor these additional level gauges alongside the level at the Bennett Lane pump station.
- 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. It was discussed to consider constructing a new bait shop adjacent to the bathroom and raising the floor elevations to comply with the 100 yr. floodplain requirements. If directed to proceed with this, staff intends to apply for an HMGP loan which would pay 75% of the cost.
- 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. The SJRWMD permit for this project has been issued.
- 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 has returned comments to the Consultant on the preliminary design memo providing 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 is moving forward with the design of the variable frequency drives for this project.
 - Tomoka Elementary Connector Sidewalk – Staff continues to work with FDOT to finalize this RFP.
 - Williamson Blvd Pedestrian Improvements. Staff continues to work with FDOT to finalize this RFP.
 - 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. Staff met to discuss the ramp/entrance design to Granada Blvd.
 - 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 permit for Riverside Drive and Palmetto Road pole replacement, per FPL request.
 - Combined drawings of OBSC to create a plan for the upcoming Kiwanis field drainage survey.
 - Created Power Point presentations for Granada Bridge lighting and for Cassen Park fishing pier & dock.
 - Completed House and Senate Appropriation forms for Breakaway Trails Reclaimed Water Storage and Pump Station, and the South Peninsula Reclaimed Water Expansion projects.
 - Completed research for County permits relating to grading and fill at 849 North US1, per Neighborhood Improvement Division request.
 - Completed sketch and legal description for 1003 North US1, per Planning Dept. request.
 - Researched old files for retaining wall construction at Breakaway Trails Subdivision, per Planning Dept. request.
 - Field located storm pipe in rear yard of 259 South Old Kings Road.
 - Researched old plans and provided PDF copies of utilities along Clyde Morris Blvd., per Waste Water Division request.
 - Researched old documents and made contact with Volusia County to assist in the determination of maintenance responsibilities of Calle Grande Blvd., per Public Works Director's request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- 90' concrete pour at Ames Park
- Pulled form boards on S Beach St; backfilled low areas, added stress cuts
- Cut Brookside Cir
- Dug out section of asphalt on Oak Forest Dr; Oakmont Cir/Mayfield Ter
- Asphalt section of Peninsula/Loyola
- Cut and removed sections of sidewalk on Laurel Dr/Greenfern Cir; formed sidewalk, gutter and added fill

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
- Removed big Oak from pond at Old Kings & Hammock; limbs from Pine tree behind 800 block of Lindenwood Cir; Pine trees at Ormond Rec; tree at well station on Division Ave; tree on Pine Valley Cir; 2 Pines and pick up other debris at S Ormond Rec
- Pick up debris on Old Kings & Hammock Ln

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
- Assisted Concrete crew on S Beach & Central Ave
- Installed shell in low spots at Sanchez Park
- Debris pick up at Hernandez & N Beach St
- DOT trimming at A1A and Neptune Ave

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
- Straightened and replaced damaged signs citywide
- Speeding project, installing various signs at N Halifax Dr/Banyan Dr
- Measured stop bar and crosswalk area on N Halifax Dr

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
- Outfall/pipe repair on Tidewater
- Assist Streets Div. with Gradall on Old Kings Rd
- Ditch maintenance on Hammock Ln/Roble Ln; S Center St
- Pipe inspection on 200 block S Old Kings Rd

Vactor

- Pineland Trl/River Ridge Trl

Mowing

- Reachout on SR40; Hammock Ln/Roble Ln; FDOT ponds Citywide

Street Sweeping/Streetsweeper

- 170 miles of road cleaned
- 66 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 21,334
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1

- Non-Emergency Vehicles and Equipment: 4
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 8,917 gallons unleaded 9,535 gallons diesel
 - Fuel used in one week: 2,000 gallons of unleaded and 1,384 gallons of diesel.
 - Fleet completed 34 work orders this week.

Utilities

- Projects Summary
 - Lift Station 10M & 12M Improvements – Shop drawings scheduled for delivery this week.
 - Pretreatment Effluent Pump (PEP) Purchase – Disposition Memo for the November 7 City Commission meeting.
 - Shadow Crossings FM Improvements – Sent WARF #1 to the contractor describing the work that needs to be accomplished. Met with contractor to discuss warranty work. Contractor is available to perform work the week of November 12.
 - Sodium Bisulfite Tank Replacement – Bid award recommendation for the November 7 City Commission meeting.
 - Utility Location Services – Preparing specifications & bid documents.
 - Water Plant Elevated Tank Rehabilitation – Contacted continuing consultants to ascertain if they have experience in monopole design and construction. Several consultants have experience.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Project is advertised for receipt of proposals from interested and qualified vendors.
 - Hunter's Ridge DRI – Flagler County – Resolution accepting Utility Master Plan and Water & Sewer Retail Service Agreement scheduled for November 7 City Commission meeting.
 - 2627 John Anderson Drive – Volusia County Use Permit was received.
 - WTP Sodium Hypochlorite Generator and Lime Slaker Replacement – A meeting was held to review the report findings.
 - SPRC Projects (Utilities Review)
 - Celedine Subdivision – Received revised plans for review.
 - Edgewell Personal Care – 1190 N. US 1: Reviewed proposed suction control valve for the fire pump. The arrangement appears to be acceptable.
 - Launch FCU Credit Union – 240 Williamson Blvd.: Preconstruction meeting minutes were distributed.
 - Ormond Beach Medical Office Building – 1245 W Granada Blvd.: Preconstruction meeting minutes were distributed.
 - Ormond Central – 600 W Granada: Wastewater Collection System Permit received from FDEP.
 - Ormond Renaissance Condo – 875 Sterthaus Drive: Received preliminary as-built drawings for review.
 - Pineland – Reviewed plans. Requested lift station calculations for review.
 - Prince of Peace Thrift Shop Addition – 1225 Hand Ave.: Received plans for review.
 - Publix in The Trails – 220 North Nova Rd.: A meeting to discuss expansion of the store to include the former CVS is scheduled this week.
 - Seven Eleven – 1204 Ocean Shore Blvd.: Reviewed revised plans. A field check to determine if gravity sewer service is available will be conducted.
 - Starbuck's at Granada Plaza – A meeting with the design engineer to discuss the plans is scheduled this week.
 - Fire Protection Systems – 801 W Granada: Received revised plans for review.
 - 20 West Tower Circle – A preconstruction meeting is scheduled this week.
- Water Treatment
 - Delivered 34.64 million gallons for the week ending October 27, 2017 (4.95 MGD).
 - Backwashed 9 filters for a total of 376,000 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 81 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 40.54 Million Gallons.
 - Influent flows average for week @ 5.79 MGD, plant designed for 8 MGD.
 - Produced 18.23 Million Gallons of Reuse.
 - Produced 22.31 Million Gallons of Surface Water Discharge.
 - Annual Average (Oct 01, 2016 – Sept 30, 2017) for Surface Water Discharge 1.31 MGD.
 - Hauled 123.19 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to and/or repaired 15 water service leaks.
 - Installed 4 new residential water services.
 - Replaced or repaired 16 water meter boxes.
 - Performed accuracy testing of four each 2" and one each 3" commercial water meters. All tested accurate.
 - Responded to 22 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Performed pressure testing on 10 city owned backflow devices. 2 of which needed repairs.
 - Rescinded all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 171 regular and 3 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. Responded to 3 reuse trouble calls.
 - Repaired broken lateral at 82 S. St. Andrews.
 - Repaired broken lateral at 74 Pergola.
 - Rehabbed & rewired 16 Crescent Lake Way.
 - Replaced reuse curb stop hit by mower at 350 Riverside Dr.
 - Repaired broken low pressure service line at 6 Indian Springs.
 - Repaired broken lateral at 33 Highland Falls.
 - Raised J-box and rewired 23 Deep Woods Way.
 - Repaired 4" reuse main hit by boring contractor.
 - Repaired broken lateral at 822 N Beach St.
 - Verified lateral connection at 1204 Ocean Shore Blvd.
 - Televised gravity main on Cherokee Trail due to depression in road. There is no issue with the sanitary main. Turned over to Stormwater.
 - Repaired broken reuse service hit by boring contractor at 83 Dawn Dr.
 - Installed new PEP tank at 69 Tomoka Ridge Way.
 - Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 8/7 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
 - 1M, deragged both check valves, ok.
 - Influent Pump #3, not responding, motor faulted, megger readings out of tolerance, requesting purchase order for repairs.
 - Influent Pump #2, cleaned & deragged check valve #2, adjusted settings at VFD, ok
 - 6P, Isolation Breaker #2 non-functional, installed temporary, replacement on order.
 - Tea Cup #1, removed/replaced blow down valve for drive shaft seal adjustment, ok.

- Shop, installed new mechanical pump seal on 7P spare pump assembly, rebuilt vacuum pumps and placed back into inventory for future use.
 - 7M1, follow-up VFD failure, installed temporary VFD while awaiting replacement, ok.
 - Internal Recycle Pump #1, discharge valve not operating properly, checked electrical and manual over ride operations, continuing to troubleshoot.
 - Peristaltic Pump #1, TFD fault, replaced peristaltic tube, ok.
 - 12M, Pump #2 not operational, replaced with repaired inventory, cleaned contacts in starter #2 and replaced pump alternator ok.
 - Influent Room, oversaw transfer of pump positioning status, ok.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: 12M, phase loss, main breaker tripped, reset breaker, returned station to service, trouble is intermittent, troubleshooting continues; 1M, high level, station fully operational, high water table causing excessive wet well level and pump run times, monitoring increased.
 - SCADA monitor/response: Camelot, no starts #2, reset motor starter, ok; Chelsea Place #2, Shadow Crossings, Deer Creek, high starts, cleaned probes, ok; 2M, no starts #1, reset motor starter, amp draw high, pulled pump #1 cleared blockage, ok; 5P, #2 stuck on, cleaned probe, ok; 1P, uneven starts, non-operational vacuum pump #2 noted, replaced pump assembly with repaired inventory, ok.
 - SCADA technician activities: creating user function blocks in control wave designer. Created a scheduler function block to equalize elapsed running time of external devices. Worked with IT to rewire network panels in control room @ WWTP. Identified/labeled all ports on patch panel and removed un-used Cat5e cables. Identified/labeled all ports on SCADA network patch panel and changed SCADA Cat5e cables to purple to keep color coordination between City and SCADA networks; Lift station SCADA server, intake cooling fan not working, dusted & cleaned server, replaced fan with stock. Ok.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2..
 - Lift Station PM's: 32 monthly performed.
 - 85 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System – Stormwater System
 - RO SKID VFD #3, not operating, time delay relay not-functional, replaced with shelf stock, ok.
 - RO clear well sample rack motor not operational, replaced with new inventory, ok.
 - Riverview booster station, replaced upstream pressure transducer and mechanical pressure gauge, ran new control wire from RTU to upstream and downstream pressure transducers, rewired RTU to use analog isolator/surge for both pressure transducers, ok.
 - PM's: Cleared well transfer pumps; scrubbers and de-gasifiers; Well SR19, Well SR21; Wells 2, 3, 4 BAT; Hudson 25, 26, 27, 28, 29.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program (IPP) – Staff is preparing a response to the FDEP - Industrial Pretreatment Division compliance assistance offer concerning two items of concern from the Division's IPP audit. The Utility is obtaining information from a current permitted facility to determine whether there is a need to change their permit from significant user to a categorical user designation based on standard industry classification code. The 2nd item is completed and response prepared.
- Staff prepared and forwarded response to FDEP Compliance Assistance Offer regarding inquiry and additional information related to WWTP treated overflows that occurred during Hurricane Irma.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Lead and Copper Triennial Report – Staff completed preparation of FDOH certification of delivery to customers of the triennial Lead and Copper Program sampling results.

- Cross Connection Control (CCC) – Staff fields call daily from backflow device testers and customers concerning BF device testing requirements and/or location. The Utility's device testing compliance rate is currently 80%. The Utility continues to work to increase compliance.

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:

- Staff assisted with preparations for Volusia Legislative Delegation meeting on November 3, 2017
- Agenda packet preparation, creation, and distribution for November 7, 2017, City Commission meeting
- Agenda packet preparation, creation, and distribution for November 7, 2017, City Commission workshop (Hurricane Damages)