

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: September 7, 2018

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

**City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with various members of senior staff
- Staff meeting

Spoke to, attended and/or met with:

- Individual agenda meetings with Mayor Partington and Commissioners Boehm and Littleton
- City Commission meeting
- Representatives of American Fidelity
- YMCA dog park ribbon cutting
- Manager Walk, guest walker Fire Chief Sievers
- Team Volusia Finance Committee meeting
- Senior staff, Susan Richmond and Nancy Lohman regarding Ormond Art Museum
- Senior staff and Brad Blais, Mead & Hunt, regarding Public Works operations

**Community Development**

**Planning**

- The following variance applications were reviewed and approved by the Board of Adjustment and Appeals on September 5, 2018:
  - 1190 North US Hwy 1, side corner yard setback. Requested 15' side corner yard variance to construct a loading dock building addition with two loading docks on the east side of the property abutting the Wall Avenue right-of-way. The required setback is 15' and if approved, the resulting side corner yard setback for the building addition would be 0'.
  - 32 Foxfield Look, side yard setback. Requested 3.12' variance to allow a hard roof screen enclosure. The required setback is 7.5' and if approved, the resulting setback would be 4.38'.
  - 19 Pine Hollow Way, rear yard setback. Requested 9.06' variance to allow the construction of a room addition. The required setback is 20' and if approved, the resulting setback would be 10.94'.
  - 27 River Ridge Trail, driveway setback. Requested 3' variance for a driveway. The required setback is 3' and if approved, the resulting setback would be 0'.
- The Monthly Development Report for September has been posted on the Planning website at: <https://www.ormondbeach.org/247/Development-Projects>
- The Planning Board packet has been posted at: <https://www.ormondbeach.org/Archive.aspx?AMID=75>
- **September 13, 2018 Planning Board Item:** 100 North Halifax Drive, Halifax 100, Planned Residential Development amendment. This is a request submitted by Ed Schwarz, Halifax 100,

LLC, the property owner, for a Planned Residential Development amendment. The Planned Residential Development amendment seeks an architectural design change to the proposed buildings for the 12 unit residential development. The amendment does not propose any changes to the approved site improvements. The subject property is zoned as Planned Residential Development and is located at 100 North Halifax Drive.

- September 13, 2018 Planning Board Item:** Marshside Village subdivision, Planned Residential Development amendment. This is a request submitted by Edward Speno, President of Edward James Corporation with the authorization of the property owners Enclave of Timber Creek LLC and Tymber Sky LLC, for a Planned Residential Development (PRD) amendment for the Marshside Village subdivision. The Planned Residential Development amendment seeks to allow 144 single-family lots on 84.14+ acres and associated subdivision improvements. The subject property is currently zoned as Planned Residential Development. The Marshside Village subdivision is located at the northwest intersection of Tymber Creek Road and Airport Road.

Building Inspections, Permitting & Licensing

- 4 new business tax receipts issued.
- 332 inspections performed within the City (45 by private provider).
- 107 permits issued within the City, with a valuation of \$765,207.

Development Services

- The Site Plan Review Committee meet with the owner of a pre-school at 353 South Halifax Drive who was exploring the purchase of an abutting property to convert and/or expand the pre-school use. The Site Plan Review Committee reviewed the site and building requirements for a pre-school and noted that based on the existing zoning a Land Development Code amendment to the conditional use criteria for a private school would be required.

Project	% Complete
589 South Yonge Street	75%
783 North U.S. Highway 1	35%
Anatares of Ormond Beach	0%
902 South Atlantic Ave., Bank of America	90%
Cardinal Drive Beach parking	10%
Davita Dialysis	20%
Edgewell site work	95%
For Our Parents ALF	75%
Granada Pointe	40%
Lot 2, Airport Business Park	45%
Maxton Group loading dock	95%
Oasis Church, water line extension	50%
Ormond RC, Fitness Center & Building 1C	0%
Pineland	5%
Prince of Peace, Like New addition	60%

Prince of Peace, office addition	60%
Security First	40%
Shoppes on Granada, Phase 2	5%
Thomas & Betts parking improvements (phase 1)	75%
Zaxby's	45%
Independance Recycling of Volusia	0%
Plantation Oaks, utility connection	88%
Cypress Trails subdivision	35%

**Economic Development**

- Ormond Crossings
  - Security First Managers continues the construction of their office building.
  - Installation of off-site utility work along Broadway Ave. continues.
  - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.
  - Staff has also requested its transportation consultant investigate state funding opportunities for the traffic light.
  
- Airport Business Park
  - Concentrated Aloe is continuing with constructing their 40,000sf manufacturing plant on Lot 2.
  - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
  - Staff continues to meet with the businesses in the Park to assist as possible with technical assistance and provide information and networking opportunities.
  
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the "Doing Business in Ormond Beach" resource guide.
  - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 13 companies have been visited.
  - Lucky's Market has initiated the permit review process and is mobilizing their team to initiate the rehabilitation and improvements to 101 E. Granada

## **Finance/Budget/Utility Billing Services/Grants/PIO**

### **Finance**

- On-going Projects
  - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for Hurricane Matthew. To-date the City has received \$6.2 million dollars for Hurricane Matthew reimbursement.
  - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.
  - Preparations for the Munis Phase 3, Utility Billing system are underway.
  - Preparations are underway for the fiscal year 2017-18 audit.
  
- Completed Projects - Weekly
  - Processed 83 Journal Entry Batches.
  - Approved 18 Purchase Requisitions totaling \$69,484.22.
  - Issued 19 Purchase Orders totaling \$1,188,502.00.
  - Prepared 111 Accounts Payable checks totaling \$1,656,304.53 and 29 Accounts Payable EFT payments totaling \$112,684.53.
  - Issued 615 past due notices on utility accounts.
  - Auto-called 0 utility customers regarding receipt of a past due notice.
  - Processed 422 payments through Interactive Voice Response System totaling \$40,909.00.
  - Grant money fiscal year-to-date total received, \$7.1 million dollars.
  - First reading of 2018-19 budget was approved on 9-5-2018.

### **Grants/PIO**

- Press Releases
  - Walking with the Manager (9/7)
  - Open Gym (September 7, 21, 28)
  - Kopy Kats (October 12-14)
  - Bankruptcy Workshop Cancelled (9/6 cancelled and rescheduled to 12/6)
  
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly events calendar ad for Ormond Observer.
  - Attended communications meeting.
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

- Weekly Statistics
  - Fires: 2
  - Fire Alarms: 12
  - Hazardous: 3
  - EMS: 104
  - Motor Vehicle Accidents: 3
  - Public Assists: 53
  - TOTAL CALLS: 177
  
- Aid provided to other agencies: 17 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (12)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 46

- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 84
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 107
  
- Training Hours
  - NFPA 1001: Firefighting 41
  - NFPA 1002: Driver 10
  - NFPA 1500: Safety/Equipment 52
  - EMT/Paramedic 1
  - TOTAL TRAINING HOURS: 104
  
- Station Activities
  - Updated 21 pre-fire plans
  - Conducted 3 fire inspections

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Civil Engineer (Engineering) re-advertised 8-1-18 until 9-30-18. Advertised on City web site, governmentjobs.com, FL Engineering Society, Engineerjobs.com, FL League of Cities, FL City & County Management Association, Indeed, and internally.
    - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, FL League of Cities, and internally.
    - Firefighter/EMT (Fire) advertised 8-30-18 until 9-23-18. Advertised on National Testing Network, City web site, governmentjobs.com, and internally.
    - Meter Reader (Finance) advertised 8-31-18 until 9-14-18. Advertised on City web site, governmentjobs.com, and internally.
    - Treatment Plant Operator C, B, A, or Trainee (Wastewater Plant) open 9-5-18 until 9-21-18. Advertised on City web site, governmentjobs.com, and internally.
    - Utilities Manager (Utilities/Public Works) open 8-1-18 until 9-30-18. Advertised on City web site, governmentjobs.com, American Public Works Association, American Water Works Association, Florida Rural Water Association, Water and WasteWater Jobs, Florida League of Cities; Florida City & County Management Association, Indeed, and internally.
    - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works) re-opened 8-30-18 until 9-21-18. Advertised on City web site, governmentjobs.com, and internally.
  
  - Applications Under Review
    - Assistant City Clerk (Support Services)
    - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
    - Recreation Leader (Police Athletic League/Police)
    - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
  
  - Interviews Scheduled
    - Neighborhood Improvement Officer (Police)
    - Police Captain (Police)
    - Police Officer (Police)
  
  - Background/Reference Checks/Job Offers
    - Part Time Maintenance Worker II (Buildings/Leisure Services)
    - Police Officer (Police)
  
  - Separations
    - Meter Reader (Finance)
    - Firefighter/EMT
    - Part Time Recreation Leader (Casements/Leisure Services)

- Recreation Leader (PAL/Police)
- Employee Events
  - Skin cancer screenings for HSA contributions continue through 12-31-18
  - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
  - Blood Drive at City Hall 9-24-18
  - ICMA representative here for meetings 9-25-18 and 9-26-18
- Risk Management Projects
  - Reconciled workers' compensation attorney billing
  - Attended city commission meeting for the purchase of property, casualty and liability insurance
  - Met with insurance broker to review property schedule
  - Managed subrogation files
  - Continued editing the safety manual
  - Arranges video training for police department
  - Finalizes workers' compensation training for first responders

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 2 - Human Resources / Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
    - IT Strategic Plan – Draft documentation review.
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 19
    - Completed: 55
    - In progress: 32
  - Barracuda Email Security cloud service statistics
    - Total Inbound E-Mails: 48,984
    - Inbound E-Mails Blocked: 29,083
    - Delivered Inbound E-Mails: 19,901
    - Quarantined Messages: 498
    - Percentage Good Email: 40.6%
    - Virus E-Mails Blocked: 2
  - Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 2
    - Changes: 0
    - Corrections: 0
  - Map/Information Requests: 10
  - Information Requests from External Organizations: 3
  - CIP Related Projects (pavement management, project tracking map): 0

- Reclaim Connections Located this week: 10 : Total in system = 2,225
- Meters GPS Located this week: 0 : Total in system = 23,674; 22,891 potable, 772 Irrigation, 11 Effluent
- Notable Events: None

## Leisure Services

### Administration

- Public Works meeting
- City Manager's meeting
- Communication Planning meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- City Commission meeting
- Andy Romano ramp 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
- Conducted over-site of enhancement, trimming, installation and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

### Environmental Discovery Center

- Tours were given as needed on Saturday and Tuesday through Friday.
- The UF Master Beekeeper Program presented a Honey Bee program on Saturday from 10 am to 11 am.
- EDC Volunteers field trip meeting, Friday, 2-4 pm
- EDC plant options meeting, Friday, 3-4 pm

### 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.
- Pride Football continued their preseason practices at the Sports Complex on Multipurpose Fields 11 and 12. Practices are Tuesday through Thursday starting at 5:30 pm.
- OBSC competitive practices continue Tuesday-Thursday evenings at 6 pm on Fields 1-4 at the Sports Complex.
- OBGS Baseball competitive practices continue Tuesday-Thursday evenings at 6 pm on Nova Fields 2-5 and Kiwanis.
- Lady Renegades softball competitive practices continue Tuesday-Thursday evenings at 6 pm on Quads 1 and 2 at the Sports Complex.
- City Flag Football Program started their preseason practices Tuesday-Friday night at the Sports Complex on Quad 3, Kiwanis Fields, Coed Field 7 and Wendelstedt Field 3.
- Halifax Academy football hosted their second home game of the season on Thursday night at 7 pm on Championship Field 7.
- Seabreeze High School JV Football hosted a home game on Friday night at 6 pm on Championship Field 7.

### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond

- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Picked-up and dropped off equipment to Fleet on "as need" basis
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Dragged South Ormond and Osceola fields
- Installed all new home plate carpets and home plates at the Wendelstedt and Kiwanis Fields bullpens
- Sodded new areas around carpets and home plates
- Painted Multipurpose Fields 11 and 12 for Pride football practices
- Painted Kiwanis Field and Quad 3 for flag football practices
- Painted Championship Field 7 for Halifax Academy and SHS football games
- Added turface and clay on baselines on Nova Field 5
- Continued painting flag football fields for start of the practice season
- Continued painting soccer fields for start of the practice season

#### Senior Center

- Granada Squares was held on Tuesday from 6:30 pm to 9 pm.

#### Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:
  - Ormond Church held services Sunday
  - CMT held regular classes Tuesday-Friday
  - Kopy Kats held regular classes Tuesday-Thursday

#### South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Repast Saturday
- YMCA soccer Tuesday/Friday beginning at 5:30 pm

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Assisting with Senior Games tasks
- Cleanup and organization of supplies and equipment (ongoing)
- Assisted with Walk with the Manager, September 7
- Planning of Reel in the Fun Fishing Tournament scheduled for Saturday, September 8
- Preliminary planning tasks and assignments for Employee Appreciation Day Luncheon
- Preliminary planning tasks and assignments for the State of the City Luncheon

#### Gymnastics

- Registration is open for September session
- September session in progress
- Open Gym, Friday, September 7, 6-8 pm

#### 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 various times throughout the week.
- Challenger Indoor Soccer began on Tuesday.
- Skills Development Class began on Tuesday.
- Lunch Bunch began on Wednesday.
- Explore the Arts began on Thursday.
- The SPARC Sock Hop took place on Friday.

#### The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 1 pm and the last tour at 3 pm. Saturday tours were given at 9:30 am and 10:30 am.
- Camera Club received photos on Tuesday from 4:00 pm-6:00 pm.
- Staff reviewed the movie for Friday night on Wednesday from 1:00 pm-3:00 pm.
- Camera Club's 38<sup>th</sup> Annual Color Show Exhibit hanging took place on Wednesday from 10:00 am-3:00 pm.
- Casements Annual Fire Inspection took place on Wednesday from 2:00 pm-3:00 pm.
- Casements Camera Club judging took place on Thursday
- Casements staff set up for Camera Club's opening reception
- Casements Camera Club's 38<sup>th</sup> Annual Opening Reception took place from 5:30 pm-7:30 pm.
- Pilates took place on Monday, Wednesday, and Friday from 8:30a.m.-9:30a.m.
- Yoga took place on Tuesday and Thursday from 10:00a.m.-11:30a.m.
- Movies on the Halifax will celebrate its 9<sup>th</sup> anniversary this evening at 7:30 pm showing Disney's "A Wrinkle in Time," which is rated PG.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Birthplace of Speed: Replace deteriorated boards
- Division & South Old Kings Road: Repaired damaged trash can unit
- Citywide: Checked park hours signs

#### Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired the walk-in freezer at PAC
- Repaired the door lock to the carriage house at The Casements
- Patched and painted Victim Advocate's office at the Police Department
- Repaired the parking lot lights at The Casements
- Repaired ladies restroom toilet at Fire Station 91
- Repaired the treadmill at Nova
- Replaced the light in 2<sup>nd</sup> floor ladies room at The Casements
- Reset the timer to men's room at The Casements
- Replaced burnt out lights at SONC
- Repaired the water cooler at The Casements
- Met fire inspector for City Hall

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff interviewed Police Officer candidates
- Staff participated in Ormond Beach Elementary Shifters bike ride
- Staff attended the OB Life meeting

#### Community Outreach

- Youth Director Council (YDC)
  - The next meeting of the YDC will be September 10, 2018. At that time they will review upcoming community Service projects. A Regional State of Florida Association of Police Athletic Leagues meeting will be held in October.
- OBPAL Basketball
  - Seventeen (17) members of the basketball program participated in practice last week. Practice for members will continue though the fall. Individual and group skills development practices will be held on Monday and Wednesday from 7:00 – 9:00 pm.
- OBPAL Fall Educational Programs
  - OBPAL educational programs begin in late September and mid-October. Programs will be offered with the following partner organizations: Ormond Beach Elementary School, Ormond Beach Middle School and The City of Ormond Beach Department of Leisure Services.
- Reading with a Cop
  - *Reading with a Cop* fall programs have been scheduled with the Ormond Beach Library. Programs will be offered afterschool at 2:30 pm on for the fall on Wednesday, October 24 and Wednesday, November 28, 2018. A winter session is scheduled for Saturday, December 15 from 10:30 am to 11:30 am.
- Annual OBPAL Golf Tournament
  - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 3, 2018. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson. For more information on the tournament please call OBPAL at (386) 676-3505.

#### Community Services & Animal Control

- Animal Calls responded to: 33
- Animal Reports: 3
- Trap Neuter Release: 0
- Animal Bites: 1
- Animals to Halifax: 0
- Wildlife Calls: 2
- Found Property Reports: 0

#### Criminal Investigations

- Cases Assigned: 27
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 6
- Inactive: 8
- Fraud: 5
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Car break: 6
- Grand Theft: 6
- Auto Theft: 3
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Vandalism: 1

#### Records

- Walk - Ins / Window: 132
- Phone Calls: 156
- Arrest / NTA'S: 21
- Reports Generated: 122
- Reports Entered: 90
- Citations Issued: 56
- Citations Entered: 86
- Warnings Entered: 104
- Trespass Warnings: 8
- CORF Entered: 86
- Mail / Faxes / Request: 11

#### Patrol

- Total Calls: 1,345
- Total Traffic Stops: 253

#### Operations

- Crime Opportunity Report Forms: 86

08/29/2018

- Stolen Vehicle, 37 Standish Drive. Victim loaned someone a vehicle. The subject has yet to return the vehicle and it has been 17 days.
- Burglary Residence, 4 Parkside Drive. Open garage door was entered. A television was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items in the self-checkout line.
- Carbreak, 1020 North Beach Street. Unlocked vehicle was entered overnight. Nothing was taken.
- Stolen Vehicle, 103 Clyde Morris Boulevard (Signature Health Care). Vehicle was parked in the parking lot and when the victim returned the car was gone. The vehicle fled from deputies but was recovered abandoned in Daytona Beach.
- Trespass Arrest, 1657 North United States Highway 1 (Loves Truck Stop). Subject was arrested for returning to the property after warning.

08/30/2018

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject did not scan all the items in the self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Employee stole items while on the clock.
- Larceny, 170 North Center Street (Coquina Center). Victim reported cash was taken from a locked box.
- Carbreak, 474 Druid Circle. Unlocked vehicle was entered overnight. iPod was stolen.
- Warrant Arrest, 1000 Block North United States Highway 1. Subject was contacted during a traffic stop. A warrant was found and subject was also charged with driving on a suspended license.

08/31/2018

- Battery/Domestic Violence Arrest, 4 Highwood Trail. Subject was arrested for battering their 16 year old child.
- Traffic Arrest, 400 Block South Nova Road. Subject fled from officers and was found hiding after a short foot pursuit.
- Warrant Arrest, 3 North Yonge Street (Sunoco). Subject was contacted during a traffic stop and a warrant was found.
- Violation of Probation Arrest, 233 South Washington Street. Subject was in violation of probation and was placed under arrest.

- Larceny, 172 University Boulevard. Victim is missing a PlayStation and games. The items were located in a pawn shop and were pawned by a known associate of the victim.
- Burglary Residence Arrest, 109 Ivanhoe Drive. Unoccupied residence was entered and a neighbor called 911. The subjects were contacted and stolen tools were located.
- Burglary Residence Arrest, 117 Ivanhoe Drive. Unoccupied residence was entered and a neighbor called 911. The subjects were contacted and stolen tools were located.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items at a self-checkout line.
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- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject failed to scan all the items at a self-checkout line.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject placed items clothing and walked out of the store.

09/01/2018

- Larceny, 393 West Granada Boulevard (Fletchers Bar). Victim left an iPhone 6 at the bar and now it is missing. Its location pinged on Rockefeller Drive.
- Larceny, 839 South Atlantic Avenue (Andy Romano Park). A diaper bag was stolen from a table that had \$1,000 in cash in it.
- Warrant Arrest, 20 Castle Manor Drive. Subject with a warrant was contacted at the residence.
- Larceny, 281 South Atlantic Avenue (Days Inn). Victim left a wallet behind at the bar. When the victim returned, the wallet was gone.
- Narcotics Arrest, 300 Block Clyde Morris Boulevard. Subject was contacted during a traffic stop with marijuana and drug paraphernalia.
- Narcotics Arrest, 100 Block West Granada Boulevard. Subject was contacted during a traffic stop with marijuana.
- Traffic Arrest, 262 Military Boulevard. Subject was stopped for a traffic violation and placed under arrest for driving under the influence.

09/02/2018

- Battery/Domestic Violence, 831 West Victoria Circle. Victim was battered by someone they were in a dating relationship with. The subject could not be found and an affidavit was completed.
- Carbreak, 9 Waterfront Court. Unlocked vehicle was entered overnight. Wallet and money were stolen.
- Stolen Vehicle, 205 South Atlantic Avenue (Best Western). A truck was stolen from the parking lot overnight. It was later recovered in New Smyrna Beach and a firearm that was in the vehicle was missing.
- Carbreak, 43 Oakmont Circle. Unlocked vehicle was entered overnight. Nothing was stolen.
- Carbreak, 19 Oakmont Circle. Unlocked vehicle was entered overnight. Sunglasses and binoculars were stolen.
- Battery/Domestic Violence Arrest, 193 Kimberly Drive. Subject was arrested for battering a family member.
- Narcotics Arrest, 100 Block South Nova Road. Subject was contacted during a traffic stop. marijuana and paraphernalia was located.

09/03/2018

- Burglary Business, 56 North Halifax Drive (Universalist Church). Lockbox that is in the office was forced open. Cash and checks were stolen.
- Shoplifting Arrest, 3 North Yonge Street (Sunoco). Employee was caught stealing lottery tickets and giving false refunds to friends.

09/04/2018

- Burglary Business, 305 West Granada Boulevard (All Aboard Storage). Lock on the unit was tampered with. Three (3) guitars were stolen.

- Battery/Domestic Violence, 31 Bellewood Circle. Parent and child were in a physical altercation. Affidavit was completed.
- Battery/Domestic Violence Arrest, 6 Cherokee Trail. Parent grabbed their child then bit the child. The parent was arrested.
- Traffic Arrest, 600 Block West Granada Boulevard. A vehicle fled from a traffic stop but was located in a parking lot. The driver was hiding in the woods but was found by Air-1.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 40
  - Number of Uniform Traffic Citations Issued: 28
  - Number of Written Warnings Issued: 24
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 10
  - Number of Crashes with Injuries: 6
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 7 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 2 Cases initiated
- 14 signs have either been removed or sign cases created.
- 8 tree removal permit requests
- Administrative staff assisted with seven (7) walk-ins and sixty-nine (69) telephonic inquiries.

#### Public Works

##### Airport Operation and Development

- The City Commission approved Fixed Base Operator (FBO) Category 2 and 4 status for Aircraft Charter & Logistics, LLC at their meeting on September 5.
- Staff completed work to prepare and submit a Work Authorization (WA) for consideration and approval at the October 2 meeting of the City Commission. This WA will authorize Hoyle, Tanner and Associates, Inc. to provide construction engineering services for the project to rehabilitate Runway 8/26. Construction work for the runway rehabilitation is expected to commence at the airport on October 15.
- The FAA has issued conditional approval of the Construction Safety and Phasing Plan (CSPP) for the Runway 8/26 rehabilitation project.
- Staff completed work to re-grade and sod an area in the southeast quadrant of the airport. This work will arrest and prevent erosion in this area from threatening the structural integrity of a nearby taxi lane.
- Staff is investigating an apparent malfunction of the keypad and access card reader for Gate 9 at the airport.
- Staff responded to an inquiry from SunCoast Tower Group about the possibility of developing a wireless communications tower facility on the airport.
- Staff completed work to assist in the preparation of airport-related materials needed for the annual "State of the City" presentation.

## Engineering

- Projects Summaries
  - Construction Projects:
    - Ph III 2-Inch Water Main Replacement – Mainland – Final connections have been made on Cliffwood Circle, Alexander Court, Arrowhead Circle, Pine Street and Fir Street. Meter switch overs are underway on Highwood Ridge Trail. Final pressure and bacteriological testing is underway on Putnam Avenue.
    - North US1 Landscaping Ph II – The work is 90% complete. The Reclinata palms and Coontie will be planted over the next 3-4 weeks.
    - Effluent Outfall Replacement – The contractor has completed the work in accordance with the contract. Final as-builts are being reviewed. After the contractor completed the installation of the diffuser and repair of the 5 leaks, the outfall was reactivated. Upon reactivation two new boils were noticed. The consultant sent out divers to inspect the new leaks and the diver confirmed that two additional joints are leaking. It is thought that with the repair completed on the pipe that the pressure is now higher when the outfall is flowing and that this increased pressure could have resulted in new leaks that were not leaking previously. The contractor has submitted a cost to repair the leaks and staff will be presenting to the City Commission for the approval to add the additional work to the existing contract.
    - Storm and Sewer Lining – Sanitary sewer cleaning and inspection are complete on Granada Blvd., lining operations are expected to resume the week of September 10.
    - Deer Creek Reclaimed Water – Contractor completed the directional drill and connection at the west end of the project. Staff is coordinating with the HOA to test the irrigation system at Deer Creek to ensure the system functions sufficiently before the final conversion of the system to reuse occurs.
    - Ormond Crossings Utility Extensions – All off-site utilities have been installed and pressure tested. Contractor working on on-site utility work.
    - Downtown Light Replacement – A partial shipment of fixture heads was delivered, the remaining heads and poles will be delivered in the coming weeks.
    - 2018 Road Rehabilitation – Microsurfacing – The microsurfacing is complete, the contractor will return to make any repairs identified in the final inspection in the coming weeks.
    - CDBG – Streetlight Replacement – The fixtures were delivered to the contractor, construction is scheduled to begin this week.
    - Rockefeller Gardens Stage Shade Cover – Structural drawings were reviewed, and comments are being addressed.
    - Forest Hills Connector Trail – A pre-construction meeting has been scheduled for Monday, September 10.
    - 2018 Road Rehabilitation-Resurfacing – A pre-construction meeting has been scheduled for September 6.
  - Bidding
    - WTP Sludge Residuals Facility Improvements – Staff requested a design modification to the plans and the engineer has submitted a cost to modify the plans. This additional design effort is being presented to the City Commission for approval at the September 19 CC meeting.
    - Fishing Pier Repair – Project has been advertised for bids. A pre-bid meeting was held on August 22 and bid opening is September 11.
    - Security First Off-site Water Main Improvements – Project has been advertised for bids. A pre-bid meeting was held on August 22 and bid opening is September 11.
  - Design Projects:
    - North US1 Water Main Improvements – The consultant for the redundant 12-inch water main from Hull Road to Destination Daytona is preparing the final plans following the 60% review meeting.

- Breakaway Trails Storage and Pumping Improvements – The design services work authorization will be presented to the City Commission at the September 19 CC meeting.
- Cassen Park Public Dock and Breakwater Extension – Consultant is working with FDEP on the Required Submerged Land Lease that is required for the dock project and design of the breakwater expansion.
- WWTP Sludge Dewatering Improvements – Consultant submitted final plans. A review meeting was held and the consultant will finalize plans for bidding. Funding for this project is in FY 2018-19.
- Fleming Ave Stormdrain Improvements – The City Commission approved the design work authorization, consultant has the survey work underway.
- Wilmette Avenue Pumping – The FEMA HMGP Phase I engineering/design grant is fully executed; consultant is preparing a scope of services to complete the bid documents.
- Laurel Creek Stream Gauges – The hardware and software was delivered, staff is reviewing installation procedures for in-house installation of the additional lake level monitoring devices.
- Cassen Park Improvements (Paving and Restroom Replacement) – Final plans have been submitted to SPRC for review.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Electrical design has been completed and is under review.
- OBSC Improvements – Championship Field 7 – Working with construction manager to get the project within our Phase I budget.
- Secondary Raw Water Main – Staff is reviewing 60% design plans.
- MacDonald House – Construction manager is has prepared a proposal for Phase 1 work on MacDonald House, staff is working with Universal Engineering to coordinate a structural inspection of the facility in conjunction with that work.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Staff is finalizing the planting plan.
- A1A Force Main Repair – Staff has received 90% plans for review.
- Coquina Court Drainage – The request for bid approval was approved at the September 5 commission meeting.
- Main Trail Bridge Repair – Staff has received a proposal from our Continuing contract construction manager to repair the bridge. A work authorization was approved at the September 5 CC meeting.
- Water Plant Upgrades – Chlorine conversion is under design.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – Staff is working to negotiate the cost for consultant design services based on project requirements and scope.
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering permit applications through the ProjectDOX system.
  - Reviewed plans and created approved Wetland Protection Permit for 850 John Anderson Drive new dock, seawall, and coquina revetment project.
  - Modified plans for Granada median landscape project per project manager's comments.
  - Created a road closure detour plan and a County permit plan for upcoming North Beach Street manhole removal & pipe replacement project.
  - Updated the Sanitary Lift Station Detail of the City's Standard Construction Details.
  - Researched historical files and provided documents regarding the maintenance and ownership of the Main Trail Bridge, per Planning/Legal Department requests.
  - Completed right-of-way stakeout at Ormond Heritage condominiums, per Neighborhood Improvement Division request.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Concrete pour at Ormond Sports Complex; Cassen Park
- Clean up/backfill Hull Rd
- Clean up 5x5 slab S Beach St
- Prepped for concrete/form on Choctaw Trl; pulled forms, cleaned up & backfilled
- Asphalt/rip out & prep at Water Plant

### 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 dead oak tree at Orchard & Tomoka; picked up debris; removed dead pine on Fleming E/O Center
- Spread dirt in ruts at Ames Park
- Trimmed deadwood on Putnam Ave
- Removed dead, broken limb over road on Riverside Dr at The Casements
- Trimming at City Hall parking lot

### Maintenance

- Rotated special event bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Traffic control at S Orchard & Tomoka Ave
- Rebuilt side of walk with dirt at S Beach by Seville 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
- Changed street names at Harvard Dr/A1A

### Stormwater Maintenance

- Pipe repair on Oak Forest Dr
- Locates & basins inspected & cleaned citywide
- Ditch maintenance spraying citywide
- Pond maintenance at airport
- Gates & pumps citywide
- System inspection (pumping) at Deer Lake Cir
- Outfall cleared on Willis Dr
- Reach out – pond mowing Old Kings – ditch mowing Wilmette Ave

### Vactor

- System inspection on Soco Trl



Street Sweeping/Streetsweeper (4 days)

- 149 miles of road cleaned
- 34 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,412
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 2
  - Non-Emergency Vehicles and Equipment: 6
- Road Calls for the week: 1
- Quick Fleet Facts:
  - Fuel on hand: 8,592 gallons unleaded, 5,626 gallons diesel
  - Fuel used in one week: 1,905 gallons of unleaded and 708 gallons of diesel.
  - Fleet completed 47 work orders this week.

Utilities

- Projects Summary
  - Annual Supply of Sodium Bisulfite and Hydrofluosilicic Acid – Bid was approved at the September 5 City Commission meeting.
  - Beach Street Manhole 13391 at 387 N. Beach Street – Requests for quotations were sent to 5 contractors. Clarification to define what constitutes pavement restoration was sent to each contractor.
  - Breakaway Trails Yard Electrical and Pump Upgrades – Award recommendation memos are under review by Finance Department for presentation at the September 19 City Commission meeting.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – A pre-bid meeting is scheduled on September 12.
  - Lift Station 10M & 12M Improvements – As-builts are finalized by the contractor. Contractor will submit them next week.
  - Security First Offsite Water Main Improvements – The project was reviewed on August 22.
  - Water Plant Elevated Storage Tank (EST) activities – Award recommendation memo is under review for presentation at the September 19 City Commission meeting.
  - Water Tank Inspection and Cleaning Services – Disposition memo is under review for presentation at the September 19 City Commission meeting.
  - Utilities SCADA Upgrades (Software Purchase RFP) – Sovereign immunity is an issue with the selected vendor.
  - WTP Membrane Replacement – Bid documents are being completed for review.
  - WTP Sanitary Survey – A work authorization was prepared to replace the Claricone walkway. An award recommendation memo was submitted for the October 2 City Commission meeting.
  - WWTP Influent Pumps VFD Replacement – Pre-bid meeting scheduled for September 12. Bids are due October 2.
  - WWTP Operating Permit Renewal – Received proposal from Mead and Hunt for engineering services to prepare the operating permit renewal. A work authorization is being prepared.
  - SPRC Projects (Utilities Review)
    - Granada Pointe – 600 W Granada: Reviewed as-built plans for water main partial clearance.
    - Marshside Subdivision – Revised plans are being reviewed.
    - Ormond Renaissance – Reviewed utility easement sketch. Requested that responsibility for surface restoration be the property owner's responsibility.
    - Plantation Oaks Unit 2C – Sewer lateral videos were reviewed. Utilities Division has no comments.
    - Pineland – Received shop drawings for review.

- 363 South Halifax – Met with the owner concerning expanding a proposed school. Utilities are not affected.

#### Water Treatment

- Delivered 40.43 million gallons for the week ending August 24, 2018 (5.78 MGD).
- Backwashed 11 filters for a total of 502,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through July 31, 2018 @ 6.137 MGD, SJRWMD 2018 allocation @ 7.477 MGD.
- Produced & hauled wet 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 28.17 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.02 MGD.
- Produced 25.99 Million Gallons of Reuse.
- Produced 2.18 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (August 01, 2017 – July 31, 2018 (MGD)): Influent 5.01 MGD (Permit 8 MGD); Surface Water Discharge 2.23 MGD (Permit 6 MGD); Reuse 3.13 MGD (Permit 10 MGD)
- Hauled 135.47 tons of dewatered residual solids (14%-18% Solids).

#### Water Distribution

- Responded to 16 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 6 water service leaks.
- Installed 6 new residential water services.
- Performed pressure testing on 5 City owned backflow preventers.
- Replaced 15 broken meter boxes.
- Replaced 5 water services due to low volume concerns or broken valves. Contractor installed 3 casings for water services under roads.
- Completed maintenance on 9 fire hydrants.
- Performed valve maintenance on 9 main line valves.
- Disconnect an abandon 2" GSP water main from a previous 2" WM project on S. Halifax Dr. & River Beach Dr.
- Graded and re-sod excavation sites.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 141 regular and 5 emergency utility locates for the previous week.

#### Wastewater Collection – Reuse

- Crews responded to 11 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. Responded to 2 reuse trouble calls.
- Disconnected sanitary sewer service at 1211 Northside Dr. House is being demolished.
- Disconnected sanitary sewer service at 537 N. Beach St. House is being demolished.
- Televised north invert of manhole at 365 N Beach St. First joint of pipe is crushed and bottom is gone, heavy inflow of sand and water.
- Rewired pump at 21 Shadow Crossing Way.
- Located tank and C/O, checked pump and panel box at 25 Canterbury Woods. Everything is working.
- Located lateral at 119 Fairway Dr. C/O is half under driveway. Needs adjustment – work scheduled.
- Leaking manhole at 334 Military Blvd. – small depression – scheduled for repair.
- Located and verified sewer lateral at 22 Huntington Pl. – Lateral was not stacked above ground or marked in curb. – Contractor informed of location.
- Completed restoration of repair at Water Plant near lime pits.
- Replaced pump and rewired controls at 4 Curved Creek Way.

- Met with FPL to install temporary electrical service so that PEP tank can be replaced. Needs service moved because it is running through tree stump on top of PEP tank; installed well points at 32 Black Hickory in preparation of PEP tank replacement.
- Checked all trouble spots.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 25 psi, Ocean Mist Hotel 18 psi, Ormond Mall 10 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 18 psi, Westland Run 22 psi & Shadow Crossing Blvd. (4 inch) 8 psi.

#### Wastewater Plant – Lift Stations

- Influent #3, won't prime, disassembled and cleaned automatic air release, ok.
- Effluent Transfer Pump #1, won't run-won't reset at SCADA controls, found bad fuse, replaced, ok.
- Peristaltic Pump #1, shows fault at control screen, reset unit, ok.
- Post Anoxic Basin, leak at spray mist system, began repairs, will monitor.
- Reaeration Tank, assembled new crane & winch for installation at north submersible aerator.
- Towne Square, high run hours at local time clocks, deragged both check valves, ok.
- Peristaltic Pump #1, not working, reset at controls, ok, this unit has been problematic and needs to be replaced, began efforts to replace unit.
- Reaeration Tank, deragged submersible aerator #1.
- Halifax Medical Center, force main pressure readings: static/1 pump/2pumps, 0/4/4.
- Il Villagio, force main pressure readings: static/1 pump/2pumps, 0/4/4.
- 8M – follow up from inspection, checked amp draw at both pumps. Pump #1, replaced impeller & wear ring. Pump #2, cleared blockage at volute, ok.
- 8M3, not reporting to SCADA, communication card not working, will attempt repair on test bench, if not possible, will replace with spare.
- Lift station server, 915 outstanding messages on radio network, restarted Netview and Open enterprise, tested win 911, ok.
- McDonalds, weekly odor control and wet well cleaning, ok.
- WIN911 monitor/response: none to report.
- SCADA monitor/response: Breakaway Trails, no starts pump #1, reboot VFD, #1 pump motor and VFD non-functional, installed temporary magnetic contactor in place of VFD and connected #2 pump which tests marginal but will operate with starter only, connected #3 pump which is fully operational, bypass pump was brought in and connected as a precaution, out of service equipment is being repaired; 7M, 7M1, 1P, Arroyo Parkway, Ormond Lakes #4, Towne Square, high starts, cleaned probes, ok; 7M, no starts #1, reset motor starter; 12M, no starts #2, reset motor starter.
- Weekly Plant PM's: Grit snail (OSS); poly blends, #1, #2; clarifiers, #1, #2, #3, #4; bar screens, #1, #2.
- Monthly Plant PM's: Screw pumps, #1, #2, #3; sand filters, #1, #2, #3; carrousel surface aerators, #1N, #1S.
- Quarterly Plant PM's: Screw pumps, #1, #2, #3.
- Semiannual Plant PM's: Carrousel surface aerators; #2S.
- Annual Plant PM's: Carrousel surface aerator; #2N.
- Biannual Plant PM's: Screw pumps, #1, #2, #3.
- Lift Station PM's: 28 monthly performed.

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

- Historian sever not booting, ghosted hard drive with IT support, took server into shop and cleaned, installed new UPS and placed server back into service.
- Well 40R, not showing status or flow in SCADA, 4-20ma signal at RTU had blown fuse, corrected and verified correct flow rate @ RTU, ok.
- Wells 5D, 6D, 7D, & 8D, not communicating with SCADA. Rebooted SCADA server #1 and reset 5D RTU, ok.
- WTP, Ordered 5 replacement security cameras.

- Sodium hypochlorite containment area, chlorine injection point clogged, soaked in muriatic acid to dissolve deposits, returned to service, ok.
- Scrubber Pumps 5&6, cooling fan on pump motors are slipping on shaft, fan hubs worn, new fans on order.
- Lime Slacker #1, belt stopped, jammed by large rock, cleared debris, ok.
- Standish Booster Station, Economy Electric repaired weather head at FPL service on pole, checked rotation of pumps after power was restored, ok.
- Riverview Booster Station, made adjustments to submersible pump, ok.
- Rima wells 39, 40, 41, adjusted exhaust fan belts and thermostats, ok.
- Well 37R, Bermad valve noisy at current setting will look into replacing with VFD.
- Operational Check: B.A.T. Reuse wells; all Hudson wells; SR19
- PM's: Riverview, Granada, Tomoka State Park booster stations.

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

- Cross Connection Control – Staff is continuing to speak with commercial potable water customers to assist them with backflow prevention device compliance testing. The device testing compliance rate for the Utility has continued to rise and currently is 87%.
- Local Limits Evaluation – Staff requested a substantial permit modification from the FDEP to obtain final approval of the new Local Limits. The new Local Limits received preliminary approval by the FDEP and subsequently were accepted by the City Commission. FDEP is reviewing the entire package before providing the final steps to approval.  
Industrial Pretreatment (IP) Program Inspection – The Utility is gathering information requested by the FDEP in order to perform an audit of the City's Industrial Pretreatment Program. FDEP staff will review the files of two of the permitted facilities monitored by the IP program. City staff is also reviewing the permit application of a permitted facility which requires renewal. Staff is investigating information received from an anonymous tip concerning illicit dumping of chemicals into a local water body.
- EPA Discharge Monitoring Report- Quality Assurance Study 38 – Staff submitted the required analytical results from the City's WWTF laboratory as well as contract laboratories utilized by the City. The City is awaiting the results from one contract laboratory which was required to retest 4 analytes. The DMRQA-38 tests the analytical data the City is receiving for both precision and accuracy.

#### Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with Acting Assistant City Manager
- Staff attended and provided support for September 5, 2018, City Commission Meeting
- Staff attended and provided support for September 5, 2018, Police Officers' & Firefighters' Pension Boards Special Meeting