

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 20, 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 HR Director, Public Works Director, Fire Chief and Police Chief
- Prep work with senior staff for Employee Appreciation Day

Spoke to, attended and/or met with:

- Agenda review discussions with Mayor Partington, Commissioner Selby, Commissioner Boehm, Commissioner Littleton
- Team Volusia Board meeting
- Beachside Redevelopment Committee meeting
- FEMA conference call with Mayor and senior staff regarding hurricane expense reimbursements
- City Commission workshop and City Commission meeting
- Employee Appreciation Day
- Conference call with senior staff and lobbyist regarding water projects for grant submission
- PACE Board meeting
- Senior Games kickoff meeting

Community Development

Planning

- The Planning Director attended the Technical Coordinating Committee meeting of the Transportation Planning Organization. The agenda was light with only two action items and several presentations not requiring action. Of interest was the amendment of the 2018-2022 Transportation Improvement Program to add a \$1.5 million Project Development and Environmental (PD&E) study for an interchange at I-95 and Pioneer Trail in the Port Orange and New Smyrna Beach area.
- The Planning Director attended MainStreet's Annual Meeting on October 16.
- Representatives from Selectron provided a demonstration of their texting application, which can be used in the field to schedule inspections by the contractor. The app has an interface to Naviline and to Tyler's EnGov Project Management module which is to be installed in about 18 months. The texting application is faster and more efficient than scheduling via web since a cell phone is a necessary device in today's environment where instant connectivity and communication is needed.

Building Inspections, Permitting & Licensing

- 11 new business tax receipts issued
- 370 inspections (21 by Private provider)
- 129 permits valued at \$954,347.00

Development Services

- SPRC met with representatives for 275 Interchange Boulevard.
- 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 US1	30%	
589 South Yonge Street	20%	
Antares of Ormond Beach	0%	
Bear Creek Bridge	95%	
For Our Parents ALF	0%	
Granada Oaks	10%	
Pet Street Vet, 240 South Nova Road	20%	
Hull's Seafood expansion	5%	
Valiant Diners, Phase 2	40%	
Ormond Renaissance Condo	65%	
Thomas & Betts Parking imp.	0%	
YMCA Dog Park	0%	
YMCA Parking Expansion	0%	
Zaxby's	0%	
5500 Ocean Shore Utility connection	93%	
2450 Ocean Shore Utility connection	93%	
Plantation Oaks Phase 1 Utilities	60%	
Cypress Trails subdivision	0%	

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. SFM's objective is to begin construction in November of 2017. This week the parking, landscape plan, redesign of Broadway Avenue, and the schedule for submission of the plat were discussed by SFM consultants and City staff.
- Airport Business Park
 - Staff has prepared a new Growth Assistance Program application for Concentrated Aloe. The company was delayed in the construction of their new 40,000 square foot manufacturing plant and has requested staff to process its formerly approved Property Tax Reimbursement application. The GAP Agreement is scheduled for review by the Commission at the November 21 meeting.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is updating 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.

Airport Operation and Development

- On Thursday, October 19, staff supervised a visit of the technicians from RDM International, Inc., working on behalf of FDOT, to take core samples of the airport's runway pavement as part of a statewide runway pavement condition study.
- Staff worked with Hoyle, Tanner and Associates (HTA) to coordinate documentation needed to prepare for the construction bidding phase of the heliport improvements project. HTA is nearing completion of the design phase of this project.
- Staff completed repairs to Gate 13. The gate has been returned to normal operation.
- A required quarterly inspection of the airport's Automated Weather Observing System (AWOS) was completed this week.
- Staff conducted site visits to the airport this week for potential bidders on the pending obstruction mitigation project.
- Staff is in the process of reviewing four primers associated with the current update to the Florida Aviation System Plan (FASP). These primers have been developed to address four specific audiences; airport staff and consultants, state aviation and non-aviation staff and other non-aviation transportation stakeholders, the general public, and policymakers (local, state, and federal elected officials, board members, executives, etc.). The intent of these primers is to provide an audience-specific high level summary of the FASP as well as to communicate how the reader should use or consider the FASP. As a member of the review team for the FASP, staff will review and provide comment on the primers prior to publication.
- Staff has been advised that representatives of the FAA will visit the airport next week on October 25 to conduct a safety inspection of the air traffic control tower.

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 69 Journal Entry Batches.
 - Approved 31 Purchase Requisitions totaling \$460,347.31.
 - Issued 48 Purchase Orders totaling \$431,112.40.
 - Prepared 209 Accounts Payable checks totaling \$440,281.23 and 44 Accounts Payable EFT payments totaling \$861,565.34.
 - Issued 623 past due notices on utility accounts.
 - Auto-called 176 utility customers regarding receipt of a past due notice.
 - Processed 712 payments through Interactive Voice Response System totaling \$67,040.91.
 - Grant money fiscal year-to-date total received, \$2.9 million dollars.

Grants/PIO

- Public Information
 - Storm Debris Updates (Daily)
 - Final Storm Debris Update (10/17/17)
 - Online Utility Billing Payment System Potential Breach
 - Veterans Day Celebration (November 9)
 - Florida Power and Light Tree Trimming
 - Casements Closure (10/28 to prepare for Rockefeller Revisted)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended Weekly Staff Meeting.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended Employee Appreciation Day.
 - Attended Neighborhood Improvement Advisory Board quarterly 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: 5
 - Hazardous: 7
 - EMS: 91
 - Motor Vehicle Accidents: 15
 - Public Assists: 47
 - TOTAL CALLS: 167
 - Aid provided to other agencies: 11 Calls – Daytona Beach (3), Holly Hill (2), Volusia County (6)
 - Total staff hours provided to other agencies: 15
 - # of overlapping calls: 44
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 72
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 154
- Training Hours
 - NFPA 1001: Firefighting 15
 - NFPA 1500: Safety/Equipment 10
 - NFPA 1620: Preplanning 2
 - EMT/Paramedic 45
 - TOTAL TRAINING HOURS: 72
 - Station Activities
 - Updated 15 pre-fire plans
 - Instructed the quarterly CPR and AED training class to Ormond Beach residents
 - Provided public education to the following schools for Fire Prevention Month:

<u>Children in Attendance</u>	
St. Brendan's Catholic School	40
Tomoka Elementary	20
Children's House Montessori	65
 - Significant Incidents
 - 10/13/17, 9:09 PM: 24 Ocean Shore Blvd. – Commercial Structure Fire – Upon arrival found a large dumpster fire behind TGI Fridays – fire was fully involved against the building – heavy winds caused flames to reach roof – crews had water on fire at 9:15 pm – roof was checked for extension but no damage found – some smoke to interior of business – 1,000 gallons of water used to extinguish fire – dumpster was also filled with 5 gallons of foam – crew cleared scene at 9:44 pm.

- 10/16/17, 5:05 PM: 1715 John Anderson Dr. – Motor Vehicle Accident – Assisted Volusia County with a single motorcycle crash – two riders on motorcycle struck tree – both patients were transported to hospital.

Human Resources

- Staffing Update
 - Requisitions
 - Utilities Engineer (Water Distribution/Public Works)
 - Maintenance Foreman (Streets/Public Works)
 - Center Coordinator (Environmental Discovery Center/Leisure Services)
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, and internally.
 - Planning Director (Planning) open 10-17-17 until 11-3-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works) open 10-14-17 until 10-27-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Community Events Technician (Leisure Services) re-advertised 9-18-17 until 10-20-17. Advertised on City web site, governmentjobs.com, and internally.
 - Applications Under Review
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Interviews Scheduled
 - Office Assistant IV (Support Services)
 - Office Assistant II (Records/Police)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Neighborhood Improvement Officer (Police)
 - Separations
 - Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Part Time Maintenance Worker II (Parks/Leisure Services)
- Employee Events
 - Employee Appreciation Day
 - New Hire Employee Orientation
 - Skin cancer screening for HSA contributions continues until December 31
 - A blood drive will be held at City Hall on October 23
 - A Nationwide representative will be here to meet with employees on November 2
- Human Resources Projects
 - Healthcare Commission Workshop – HSA Funding
 - Employee Benefits Open Enrollment planning
 - Tyler Human Resources/Payroll training and implementation
- Risk Management Projects
 - Meetings for American Cancer Society/Relay event
 - Investigation for claims
 - Attended HR webinar

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources/Payroll. Onsite training for Finance, HR and IT
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.

- IT Strategic Plan – Draft documentation review.
- TeleStaff Upgrade – Fire Department staff scheduling system upgrade. Fire Department staff scheduling system upgrade. Staff continues to work with the vendor to verify the data conversion pass.
- Click2Gov Web Server migration – Working with vendor to configure and implement secure networking connection.

- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None

- Work Orders
 - New: 18
 - Completed: 40
 - In progress: 42

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 43,385
 - Inbound E-Mails Blocked: 11,106
 - Delivered Inbound E-Mails: 21,279
 - Quarantined Messages: 193
 - Percentage Good Email: 49.0%
 - Virus E-Mails Blocked: 14

- Notable Events: Online payment potential breach. Staff continues to work with vendor, Superion, and a cyber security firm to perform security assessments. Neither the additional assessment nor the independent analysis found any evidence of a data breach. Out of an abundance of caution, the City made the decision to shut down the online utility payment system on October 4. The system remains offline. While the City has been unable to confirm a breach, we notified potentially impacted customers via email and U.S. mail. Ormond Beach Police Department has been notified and is conducting an investigation. The City is moving forward with implementing a hosted solution for web payments.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 3
 - Corrections: 1
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 7
 - 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: Quarterly Parcel Update Complete

Leisure Services

Administration

- Public Works Meeting
- City Managers Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Environmental Discovery Center

- Social media updates
- City website updates
- City Calendar updates
- Community Garden updates
- Scheduled Volunteers for weekend hours
- Saturday Series– Microplastic Awareness class held Saturday from 10am-11am

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- Lady Renegades Girls Softball practice Tuesday and Thursday from 6 pm to around 8 pm at the Sports Complex, Softball Quads.
- Ormond Beach Girls Softball 12's, 14's & 16's are holding practice Monday-Thursday from 6 pm to around 8 pm at the Sports Complex, Kiwanis Fields and Wendelstedt #2 or #3, as well as Nova #3-#5.
- Ormond Beach Soccer Club Competitive practiced Monday, Tuesday, Wednesday & Thursday at 6 pm at the Sports Complex Soccer Fields.
- Ormond Beach PRIDE Football practices Monday-Thursday from 6 pm to around 8 pm at the Sports Complex MP Fields #11 & #12.
- City Youth Flag Football continued practices this week, M – F, 5:45 & 7 pm. These will run for 3 weeks, with games now starting October 9.
- OBYBSA Recreational Baseball & Softball continued games this week at Nova & the Quad at the Sports Complex.
- SHS Fall Season practices on Monday nights & has games on Wednesday nights at the Sports Complex, Wendelstedt Fields.
- Youth Volleyball is starting week 3 of their fall program. Currently, there are 50 signed up, our most for the fall ever!
- Adult Volleyball has started on Thursday nights from 6:45 to 8:15 pm at Nova Gym. Currently, 15 – 18 players have been coming out to play.
- Seabreeze High School JV Football has a home game Thursday from 6 pm-10 pm at Championship Field #7 at the Sports Complex.
- Seabreeze High School Girls Soccer team held tryouts on Monday-Tuesday and started practices Wednesday-Friday on Soccer #6 at the Sports Complex.
- Pop Warner Football held their annual homecoming event on Wednesday evening at Championship Field #7 at the Sports Complex.
- Pop Warner Football has home games Saturday from 9 am-7 pm at Championship Field #7 at the Sports Complex.
- OBSC held soccer games at the Sports Complex on Saturday & Sunday from 9 am-5 pm.

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, 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, 3 football fields, 2 flag football fields, 13 baseball & softball foul lines, soccer parking lot and 5 soccer fields at South Ormond
- Set up for soccer & football games this week
- Painted flag football fields
- Set up for flag football games
- Marked Quad, T-Ball, Wendelstedt, & Nova for games
- Roto-tilled, smoothed, dragged, weeded, & prepped Osceola infields for use

Senior Center

- Granada Square Dance was held on Tuesday from 6:30 pm to 9:00 pm
- Granada Square Dance was held on Friday from 6:00 pm to 10:00 pm
- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 pm
- Granada Square Dance was held on Saturday from 6:00 pm to 10:00 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT held regular classes, Kopy Kats held onstage rehearsal
 - Tuesday: CMT held regular classes, Kopy Kats held onstage rehearsal
 - Wednesday: CMT held regular classes, Kopy Kats held onstage rehearsal
 - Thursday: CMT held regular classes, Kopy Kats held onstage rehearsal.
 - Friday: CMT held regular classes.
- The Performing Arts Center is preparing to host the following events:
 - Kopy Kats Musical Revue, Friday 7:30 pm-10:00 pm
 - Kopy Kats Musical Revue, Saturday 7:30 pm-10:00 pm
 - Kopy Kats Musical Revue, Sunday 2:30 pm-5:00 pm
 - Ormond Church was held on Sunday from 8:30 am to 12:30 pm

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Basketball practice Tuesday/Thursday

Community Events

- Weekly administrative tasks, office work, and activities
- Attended weekly one on one meeting with Assistant Director and weekly staff meeting
- Assisted with the Commission Workshop meal
- Set up and break down for the Employee Appreciation Day Luncheon
- Set Up, Break Down Senior Games kickoff luncheon
- Preliminary planning activities for the following upcoming events:
 - Veterans Day
 - Holiday Concert
 - Santa on the Go, Letters to Santa
 - Home for the Holidays Parade
 - Breakfast with Santa

Gymnastics

- October/November session in progress
- Registration is still open for October/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.
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- 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 continued to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes throughout the week.
- Coed Volleyball continues its fall season and meets at various days throughout the season.
- Adult Volleyball met on Thursday.
- Open Play on Saturday from 9:00am-9:00pm and on Sunday from 1:00pm-5:30pm
- Set up and break down for the Employee Appreciation Day Luncheon
- Partnered with SPARC for the Challenger Halloween party on Friday from 6:00 pm-8:00 pm.

The Casements

- National Multiple Sclerosis Society used Fortunato Park on Saturday as a rest stop during their Bike MS event.
- A wedding party decorated The Casements first floor on Saturday from 8:00 a.m. to noon in preparation for their Sunday reception.
- A baby shower was held on Saturday from 11:30 a.m. to 3:30 p.m. at Bailey Riverbridge.
- A wedding rehearsal was held on Saturday from 7:00 p.m. to 8:00 p.m. on the North Lawn.
- A wedding ceremony and reception were held on Sunday from 10:00 a.m. to 11:00 p.m. on the North Lawn and inside The Casements.
- Missing Peace Church Group met on Sunday from 10:30 a.m. to noon at Bailey Riverbridge.
- A memorial service was held on Sunday from 2:00 p.m. to 8:00 p.m. at Bailey Riverbridge.
- 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.
- Pilates classes met Monday, Wednesday, and 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.
- Lohman's Healing Path Workshop met on Wednesday from 2:00 p.m. to 4:30 p.m. in Room 205.
- All Natural Cooking Class met on Wednesday from 4:30 p.m. to 6:30 p.m. in The Casements' kitchen.
- Zumba class met on Thursday at Bailey Riverbridge.
- My Big Fat Greek Cooking Class met on Thursday from 4:00 p.m. to 7:30 p.m. in The Casements' kitchen.
- A wedding was held on Thursday from 5:00 p.m. to 9:00 p.m. at Bailey Riverbridge.

Parks Maintenance

- Citywide inspections of parks
- Inspections of pavilions for reservations
- Posted reservations at pavilions
- Rosewood Park: Cleaned up hurricane debris
- Riviera Park: Cleaned up wood debris washing ashore from hurricane and fixed playground fence.
- Cassen Park: Cleaned up hurricane debris and trash
- Ames Park: Cleaned up front of park after debris truck removed the bulk of the debris
- Bailey Riverfront Park: Cleaned up hurricane debris along riverbank

Building Maintenance

- Daily preventative maintenance of City owned vehicles
- Weekly lighting inspection of airfield runways, taxiways and signage
- Weekly inspection of D.O.T. & facility lighting at various locations
- Monthly PM of City owned electronic gates at all locations
- Replaced kitchen faucet at The Casements

- Replaced water damaged ceiling tiles from hurricane in 2nd floor restrooms and dance room at The Casements
- Met and worked with contractors regarding various repair projects
- Repaired the water fountain at the Skate Park
- Replaced the heliport windsock at the airport
- Repaired the bay door at Fire Station 92
- Repaired back entry door to the Police Department.
- Removed flooding water from Ames House basement
- Repaired the fountain at Riviera Park
- Repaired Cassen Park bollard
- Routine check of airport lights
- Hurricane Irma storm recovery citywide
- Inspection of the water wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff hosted a meeting regarding the fitness program at the Police Department.
- Staff hosted an update meeting for the Strategic Plan for the Department.
- Chief Godfrey met with a potential police candidate.
- Staff attended the City Commission meeting.
- Staff attended the Law Enforcement User Group Meeting.

Community Outreach

- The Youth Directors Council's next project will be participation in the "*Making Strides against Breast Cancer Walk*" at Riverside Park in Daytona Beach on October 28, 2017.
- *Tutors R Us* continues at the South Ormond Neighborhood Center. Last week eighteen youths attended the one-on-one tutoring offered Monday through Thursday after school. The program continues through the week of November 6, 2017.
- *Science on Patrol* at Ormond Beach Middle School began October 10. Twenty-eight students are registered for the program, which will continue for 10 weeks on Tuesdays and Thursdays after school from 3:45 p.m. to 5:45 p.m.
- *Science on Patrol* at Ormond Beach Elementary School began October 12. Currently, seventeen students are registered for the program. The program will continue for six weeks on Thursdays after school from 2:05 p.m. until 4:30 p.m.
- *Golfing for Youth* the Annual OBPAL golf tournament fundraiser will be held November 4 at Riverbend Golf and Country Club. Participant applications and sponsorship requests are ongoing. The last date to register for participation in the tournament is Tuesday, October 27. This is the 20th year of the golf tournament.
- *Soda Pop with a Cop* event was held at Chick-fil-A.

Community Services & Animal Control

- Animal Calls responded to: 48
- Animal Reports: 4
- Animals to Human Society: 3

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 5
- Inactive: 5
- Fraud: 11
- Burglary Residential: 1

- Burglary Business: 2
- Grand Theft: 1
- Auto Theft: 3
- Death Undetermined: 2
- Recovered Missing Persons: 1
- Suspicious Incident: 1
- Police Information: 4

Records

- Walk - Ins / Window: 72
- Phone Calls: 102
- Arrest / NTA'S: 17
- Citations Issued: 67
- Citations Entered: 0
- Reports Generated: 131
- Reports Entered: 100
- Mail / Faxes / Request: 18

Patrol

- Total Calls: 1,139
- Total Traffic Stops: 97

Operations

Crime Opportunity Report Forms: 60

- 10/11/17
 - Warrant Arrest, 49 South Yonge Street (Sparkle and Shine.) Subject was contacted and found to have an open warrant.
 - Warrant Arrest, 3 Cypress Circle. Subject was contacted during a traffic stop and found to have an open warrant.
- 10/12/17
 - Stolen Vehicle, 2 Highwood Ridge Trail (Hunters Ridge). Unlocked vehicle with a spare key hidden in the fuel door was taken. A loaded .38 caliber pistol was in the center console of the vehicle.
 - Stolen Decal, 11 Sounders Trail Circle. Decal taken from the vehicle at an unknown location.
 - Narcotics Arrest, 910 South Atlantic Avenue. Subject was contacted during a traffic stop where narcotics were located.
 - Warrant/False Identity Arrest, Fleming Avenue and Cameo Drive. Subject was stopped for a bicycle violation and found to have three open warrants for burglary, grand theft and battery.
 - Warrant Arrest, 900 Block of South Nova Road. Contact was made with a subject that was found to have an open warrant for his arrest due to a traffic offense.
- 10/13/17
 - Theft, 175 Interchange Boulevard (Baymont Inn). The victim said that her license plate was stolen off of her vehicle while parked at the location.
 - Narcotics Arrest, 1040 South Nova Road. Subject was contacted and found to be in possession of narcotics.
 - Traffic Arrest, 24 South Saint Andrews Drive. Subject was contacted during a traffic stop and found to have a suspended driver license.
- 10/14/17
 - Stolen Vehicle, 1657 North United States Highway One (Love's Truck Stop). Semi-truck and trailer were stolen from the back parking lot of this location overnight.
 - Burglary Business, 591 South Atlantic Avenue (Tropic Sun Towers). A 24" beach cruiser bicycle was taken from inside the fence.
 - Narcotics Arrest, 800 South Atlantic Avenue. Subject was contacted during a traffic stop and found to be in possession of narcotics.

- Fleeing and Eluding Arrest, 206 South Atlantic Avenue. Subject was contacted after he went around a marked police vehicle with emergency lights on blocking traffic for a severe crash related accident with serious bodily injury/trauma.
- Warrant Arrest, 800 South Atlantic Avenue. Subject contacted during a traffic stop and found to have an active warrant out of Georgia.
- 10/15/17
 - Stolen Vehicle, 484 South Atlantic Avenue #114 (A1A Super Inn). The victim allowed someone she had just met to borrow her vehicle, it was not returned as agreed.
 - Burglary Residence, 204 Bear Foot Trail (Bear Creek subdivision). The victim advised that someone entered his carport.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was arrested for attempting to take merchandise from the store without paying for it.
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 - Warrant Arrest, North Ridgewood and West Granada Boulevard. Subject contacted during a traffic stop and found to have an open warrant and be in violation of his probation.
 - Battery on a Law Enforcement Officer Arrest, 395 South Atlantic Avenue #705. Subject struck an officer during an investigation and was found to be in possession of narcotics.
- 10/16/17
 - Domestic Battery Arrest, 18 Aaron Circle, Subject battered his mother while knocking a phone out of her hand.
 - Disorderly Conduct Arrest, 30 South Atlantic Avenue (Lu Lu's Restaurant). Subject contacted during a disturbance and was continuing to disturb the patrons of the restaurant.
 - Domestic Disturbance Arrest, 6 Cherokee Trail. Juvenile contacted during a disturbance and found to be in Contempt of Court.
- 10/17/17
 - Theft, 1643 North United States Highway One (Houligans.) Purse stolen off of chair.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart.) Subject stole \$13 in merchandise and did not qualify for Walmart's diversion program.
 - Theft, 1622 North United States Highway One (Burger King.) Approximately \$600 missing from registers over 3 separate incidents. Possible employee theft.
 - Theft/Loitering and Prowling Arrest, 232 Northshore Boulevard. Officers contacted a subject who was disturbing residents near a closed business. Subject was found to be in possession of items stolen from another location.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 31
 - Number of Uniform Traffic Citations Issued: 35
 - Number of Written Warnings Issued: 12
- Traffic Crash Reports
 - Number of Crashes without Injuries: 14
 - Number of Crashes with Injuries: 6
 - Number of Serious Bodily Injury: 2

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 9 signs have either been removed or sign cases created.
- 7 tree removal permit requests.
- Administrative staff assisted with eight (8) walk-ins and seventy-eight (78) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – The Contractor has completed installation of all pipe on South Halifax Drive, and is finalizing the pressure testing, and connection of these pipes. Work is continuing at the south end of the job, as the Contractor works his way north.
 - 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 has mobilized, installation of pipe work has begun, starting on Sunny Beach Drive.
 - Ph III 2-Inch Water Main Replacement – Mainland – Work has begun on East River Oak Drive as well as on Wildwood Trail.
 - CDBG - Huguenot Park – The Contractor is working to pour the new sidewalks and ADA parking stall.
 - Sandpiper Lane Drainage Improvements – A pre-construction meeting was held on October 11. The Contractor is preparing shop drawings and targeting November 27 for a start date.
 - Ormond Sports Complex Field 4-10 Lighting – Contractor is working up a schedule and material submittal package.
 - CDBG (canoe kayak launches) – Staff conducted the CDBG mandatory pre-construction meeting with the Contractor.
 - 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 Crossing; this will provide a redundant loop for US 1 along the length and will also bolster water pressures needed for the fire flow demand to the proposed four-story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. The second Phase will be to extend a new 12-inch water main from Airport Road South along US1 to “Double Barrel” the existing single 12-inch Water Main.
 - Ormond Crossings Utility Extensions – The engineer will be submitting 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 will be reviewed by staff.
 - WWTP 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 17th. Contracts are being prepared for execution by contractor.

- Forest Hills Connector Trail – Staff has responded to FDOT comments on plans and bid specifications.
- Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
- Fleming Ave Stormdrain Improvements – FEMA is reviewing the HMGP grant application.
- Wilmette Avenue Pumping – Staff has submitted a FEMA HMGP grant for this project as Tier 1 funding is available following the disaster declaration for Hurricane Matthew. The Volusia County Local Mitigation Strategy has included this project on their priority list for FEMA funding.
- Laurel Creek Stream Gauges – Staff has requested information from OptiRTC to install additional stream gauges that link to the Opti dashboard.
- Cassen Park Improvements (Paving and Restroom Replacement) – All site survey work has been completed. The project Engineer and Architect are working on preliminary designs for staff approval.
- Rockefeller Gardens Stage Shade Cover - Conceptual design is being finalized for City Commission review.
- 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.
- OBSC Improvements – Championship Field 7 – Staff is working with the Consultant on final plans for bidding and grant submission.
- North US1 Landscaping Ph II – Bid award is scheduled for the November 21 Commission meeting.
- Water Plant Upgrades – Staff is reviewing the preliminary design memo which provides recommendations for proposed equipment.
- Secondary Raw Water Main – The survey preparation is on-going. Staff will be meeting with Legal to discuss the right-of-way and easements. Staff met with Paul Holub to discuss easement needs across a property he owns.
- Wastewater Plant Influent Pump Station – Staff has requested that the Consulting Engineers coordinate with FPL on resolving the electrical issues at the WWTP.
- Tomoka Elementary Connector Sidewalk – FDOT has provided comments to Staff on the RFQ for project design, staff is modifying documents accordingly.
- Williamson Blvd Pedestrian Improvements. - FDOT has provided comments to Staff on the RFQ for project design, staff is modifying documents accordingly.
- Storm and Sewer Lining – Staff is preparing the contract documents for bidding a combined storm drain lining and gravity sewer lining project.
- Departmental Activities
 - Staff met with the Public Works Sign Shop to install new signs on North Halifax Drive at Banyan Drive to reduce the speed limit and further highlight the crosswalk.
 - Staff met with FDOT and FPL to discuss power requirements for Rapid Rectangular Flashing Beacons (RRFB) at Andy Romano Beachfront Park and West Granada Blvd (The Grind).
 - Reviewed weekly SWMP and fence permits through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for River Beach Drive, Ormond Shores Drive, Pinewood Street, and Magnolia Street, wood pole replacements, per FPL request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Indianhead Drive, and Lakecliff Drive directional bores, per Brighthouse request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Wilmette Avenue directional bore, per FPL request.
 - Reviewed plans and created approved Wetland Protection permits for 1130 John Anderson Drive, and 1 Tomoka View Drive.
 - Completed Public Information Request for 1520 West Granada Blvd.
 - Researched property ownership and maintenance responsibilities for parcel between 345 and 365 Hand Avenue, per Streets Division request.

- Created sketches and legal descriptions for 2146 John Anderson Drive annexation and for 2627 John Anderson Drive annexation, per Planning Department request.
- Researched and provided PDF as-built information for the area at 125 West Granada Blvd., per Utilities Division request.
- Located drawings for OBSC Soccer Fields.
- Researched and located several as-built drawings for North Beach Street utilities from Wilmette Avenue North to the Tomoka State Park line, and provided PDF copies to FPL Consultant per their request.
- Combined drawings of OBSC for Kiwanis Field Drainage to begin construction plan set to relieve flooding problem.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Pulled form board and added dirt to sides at S Ridgewood and Division
- 11' x 2' asphalt gutter at 1300 block Oak Forest Dr
- 12' x 30' asphalt patch on S Clyde Morris Blvd
- Ames Park sidewalk removal 90' on S Beach St; formed sidewalk
- Basin cleaning duty citywide
- Preparing Christmas parade barricades

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 hanging limbs over playground at S Ormond Neighborhood Center; large limb from tree at Fire Station 93; leaning tree at the end of Cumberland Ave; damaged oak at Northbrook and N Beach St; palms at Ormond Shores Park
- Removed debris on walking path at Riverbend Park
- Trimming at Stony Ridge (Ormond Lakes)
- Hauled debris from Nova Community Center

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
- Debris pick up at Wilmette/Orchard St
- R-O-W work on Burns St (scraped dirt & grass); cleared walk on Fleming by Central Park I
- Removed temp fence POP Octoberfest on S Nova between Hand and Division Ave
- DOT trimming Neptune & A1A
- Constructing barricades at PW

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

Stormwater Maintenance

- Pond maintenance city wide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates Citywide
- Basins inspected/cleaned Citywide
- Spray weeds Citywide
- Complaints Citywide
- Ditch maintenance on Division Ave; Hunters Ridge & Tymber Creek
- Sinkhole repair on Foxford Chase
- Debris pick up at Nova Rec
- Sinkhole investigate on Riverbluff

Vactor

- Eileen Butts St

Mowing

- Reachout on SR40, Arroyo Pkwy, Santa Fe

Street Sweeping/Streetsweeper (2 days)

- 63 miles of road cleaned
- 24 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 25,663
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 4
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 2
- Quick Fleet Facts:
 - Fuel on hand: 13,230 gallons unleaded 3,488 gallons diesel
 - Fuel used in one week: 2,238 gallons of unleaded and 1,022 gallons of diesel.
 - Fleet completed 50 work orders this week.

Utilities

- Projects Summary
 - Clyde Morris Boulevard Manhole 10999 Rehabilitation – Manhole rehabilitation work was performed.
 - Pretreatment Effluent Pump (PEP) Purchase – Pump information received to prepare specifications. A Bid Request Approval Form was prepared to obtain a bid number.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Lining deteriorated cast iron sanitary sewer under SR 40 was determined to be a priority for initial year of repairs.
 - Shadow Crossings Force Main Improvements – A site visit to discuss warranty work is tentatively scheduled next week.
 - Sodium Bisulfite Tank Replacement – Bid Award recommendation prepared for the November 7 City Commission meeting.
 - Water Plant Aerator Housing Rehabilitation (CIP) – Project is complete.
 - Utilities SCADA Upgrades – The disposition memo for advertising an RFP was approved at the October 17 City Commission meeting. The project is scheduled to be advertised on October 22.
 - 2627 John Anderson Drive – Permit application is being processed by Volusia County.
 - Coordinate preparation of Fact Sheet for N. Peninsula Septic to Sewer subject.

- Utilities and Engineering Divisions reviewed model results from consultant for N. US Hwy 1 water distribution system improvement project. Water main model added a loop through the entrance to Ormond Crossings between Broadway and the future Ormond Crossings Blvd. connection. Results indicate that sufficient pressure will be available for fire flow at the Security First building. Awaiting developer provision of necessary easement documents.
- WTP Sodium Hypochlorite Generator and Lime Slaker Replacement – Reviewed engineering design report and provided comments.
- SPRC Projects (Utilities Review)
 - Houligan's – Sent design engineer requested utility information.
 - 100 N Halifax: FDEP Wastewater Construction Permit was received. Ordinance No. 2017-33 amended the zoning from R-5 to PRD for the site to allow for construction. Ordinance No. 2017-34 authorized a development order for the site.
 - Julians Site Plan Redevelopment – Met with architect to discuss concept plans.
 - Kingston Shores – A connection of the condominium to our water system was performed on 10/17/17.
 - Maxton Group – 11 Aviator Way Loading Dock: Reviewed plans. Utilities are not affected.
 - Ormond Beach Softball Field – 46 Doug Thomas Way: Reviewed plans and provided comments.
 - Pineland Subdivision – Received plans for review.
 - Prince of Peace Addition – 600 South Nova Rd: Received plans for review.
 - Hull's Deck Addition – 111 W Granada: Reviewed revision to plans to install larger water services.
 - Security First – FEC Railroad granted a utility crossing permit for the water and force main on Broadway. Provided comments on the proposed sampling manhole connection to the lift station.
 - Seven Eleven – 1204 Oceanshore Blvd.: Reviewed revised plans and provided comments.
 - Tomoka Estates Apartments – Met with developer to discuss easement for City proposed raw water main project and potential lift station upgrades and city maintenance considerations.
 - YMCA Dog Park – Received shop drawings for review.

Water Treatment

- Delivered 35.83 million gallons for the week ending October 13, 2017 (5.12 MGD).
- Backwashed 9 filters for a total of 405,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through September 30, 2017 @ 6.265 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 67.5 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 37.54 Million Gallons.
- Influent flows average for week @ 5.36 MGD, plant designed for 8 MGD.
- Produced 21.88 Million Gallons of Reuse.
- Produced 15.66 Million Gallons of Surface Water Discharge.
- Annual Average (Sept 01, 2016 – Aug 31, 2017) for Surface Water Discharge 1.10 MGD.
- Hauled 84 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 10 water service leaks.
- Replaced or repaired 9 water meter boxes.
- Replaced 1 water service or meter assemblies due to low flow or leaks.
- Responded to 7 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed pressure testing on 5 city owned backflow devices.
- Performed accuracy testing on a 4" and 8" commercial water meters, meters tested accurate.

- Located 3 residential water services for customer/plumber use.
- Performed maintenance activities on 29 fire hydrants in Hunters Ridge.
- Patrolled 25 leak detection loggers on valves in The Trails subdivision for leak detection activities. Alerted staff of possible leak near Main Trail and Shady Brach Trail.
- Repaired a 2" GSP water main leak at the corner of Hand Ave & Fred Gamble Way
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 167 regular and 1 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area. Responded to 3 reuse trouble call.
- No additional broken PEP tanks have been discovered.
- Repaired broken LPFM at 10 Winding Creek.
- Completed cleanup at 26 Saddlers Run.
- Completed restoration at 1302 Oak Forest Dr.
- Completed repairs for Clyde Morris manhole rehabilitation.
- Installed sod on some recent PEP tank replacements.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters 6/4 psi, Ocean Mist Hotel 4/2 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 17/21 psi, Westland Run 15/22 psi & Shadow Crossing Blvd. (4 inch) 8/12 psi.

Wastewater Plant – Lift Stations

- Tea Cup Valve, finished reassembly of valve with new parts.
- 7P – follow up from call out, replaced vacuum pump with rebuilt unit, repaired remaining vacuum system as needed, pump #1 not operational - replaced with new inventory, intermittent operation noted, adjusted wiring connections, will monitor.
- Chlorine Contact Tank – Submersible Aerator, placed aerator at catwalk ready for installation, awaiting electrical installation.
- Clyde Morris Manhole repair, support collections crew with lift station control and monitoring.
- 5P, Station continues to trip 15A control power breaker, removed G.F.I. outlet from breaker that shares RTU control power, ok.
- Shop, Influent Odor Control, further reassembly and modification of unit using new parts.
- Effluent Transfer Pumps not working, found damaged wiring at float system junction box, replaced damaged junction box and repaired wiring, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 7P, high level, found wet well high, found both pumps not priming, identified nonoperational vacuum pump and vacuum leaks, replaced vacuum pump with used unit, follow-up repairs will be needed during normal hours; 1M, high level, both pumps operating correctly, station working to pump down infiltrating ground water; Walmart, high level, found #2 pump tripped at motor starter, reset and found high amp draw, pulled pump and disassembled volute, found large metal rod wedged in pump, cleared blockage and reassembled pump, pump operating normally, ok; 12M, high level, found wet well high, found #1 breaker tripped and amp draw high, reversed pump, amp draw now nominal – found #2 breaker not operational, station pumping down with 1 pump, no method of setting station to Lead Pump #1, further troubleshooting scheduled, will continue to monitor.
- SCADA technician activities: 12M, removed fiberglass RTU box from control cabinet and mounted RTU back plane inside stainless steel cabinet for more room, rewired signal wires to proper signal isolators, cleaned cabinet; main MCC, assisted Schneider tech to diagnose auto fail during power failure simulation at WWTP, batteries that charge breaker non-functional, temporarily installed 4 deep cycle marine batteries until proper batteries could be installed. Tested breakers from PLC HMI, ok; after generator testing, lift station SCADA server lost communication. Restarted server, ok, tested Win911, 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: 3 monthly performed and 0 annual.
- 34 work orders completed and closed for this section for this week.

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

- Operational inspection of booster stations, interconnects, division wells
- Riverview booster station, replaced downstream pressure transducer, repaired corroded control wiring in conduit joints, replaced blown fuse in RTU, ok.
- Well 24 not responding, RTU check ok, faulty relay in control panel noted. Replaced and verified with operators that station is reporting and controlled properly in SCADA, repaired leak at pressure gauge connection, removed unused transducer, exercised valves, ok.
- Sand filter backwash pump #1, installed new motor, motor not functioning correctly, motor sent back to distributor for evaluation, no problem found, contacting contractors to remove pump and diagnose.
- Shadow Crossings Reuse, leak at isolation valve packing identified, shutdown required for repairs, will schedule.
- Aerator Tank, installed newly fabricated hatch cover, ok.
- Bennett Lane, VFDs # 1&2 tripped out with over breaking fault, VFD #1 self-acknowledged fault ok. Verified VFD setting with tech support, ok. Diagnostics show -25Hz at output during time of fault, indicating pump running backwards at the time of fault. Station at high level condition due to float dropping into well. Tied float up higher and cleared fault at control panel, ok.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Monitoring Sewer Collection System – Staff is sampling to monitor specific sections of the collection system. Recent data continues to reveal contaminant levels of concern in the collection system. Staff is narrowing the search to specific contributors.
- FDEP Local Limits Evaluation – Staff is awaiting feedback from FDEP for City provided response to FDEP's request for additional information related to the re-evaluation of the local limits program. The local limits are an important factor in protecting the WWTF from potentially harmful contaminants.
- Industrial Pretreatment Permit – Staff is issuing new IPP permits to existing industrial permittees who have no changes to their processes. The permits allow the Utility to monitor the sewer discharge and require the facility to monitor and report to the City. The program is a requirement of the FDEP to assist in protecting the WWTF and ultimately the environment from known contaminants.
- Special Waste Disposal Application – Staff submitted and received approval from Volusia County Solid Waste to dispose of a sewer collection waste dumpster. The City's waste contractor delivered the dumpster to the Tomoka Landfill.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Lead and Copper Triennial Report – Staff received approval from the Volusia County Health Department for a letter to be delivered to the residents who participated in the lead and copper study. The letter will be mailed to each of the residents who collected samples from their homes for this study informing them of their individual results. The report affirms the systems corrosion control efforts. All of the results were below the EPA action level.
- Volusia County Health Department Water Treatment Plant Inspection – The FDOH inspector requested to video an upcoming inspection to be performed at the City's WTP for a local television broadcast. The segment will air on Volusia Magazine.

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:

Honorable Mayor and City Commissioners

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- City Clerk attended weekly meeting with Acting Assistant City Manager
- Staff attended and provided support for October 17, 2017 City Commission Combined Healthcare Update/Brainstorming Workshop and City Commission Meeting
- Staff attended and provided support for October 19, 2017 Neighborhood Improvement Advisory Board meeting