

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 10, 2017

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with Public Works Director, IT Manager, and Economic Development Director
- Field day with Water Distribution crew

Spoke to, attended and/or met with:

- Individual agenda review meetings with Mayor Partington, Commissioner Boehm and Commissioner Littleton
- Rotary Board meeting
- City Commission workshop and City Commission meeting
- Phone call to Mr. Baumer regarding window tint concerns
- Held Meeting with the Manager at the Environmental Discovery Center
- Economic Prosperity Hour
- Discussion with Maryam Ghyabi regarding transportation projects
- Veterans Day luncheon at the Senior Center

Community Development

Planning

- The Planning Board conducted public hearings on 1385/1003 US Highway 1 North (Special Exceptions for outdoor activity and Recreational facilities, Outdoor Use); Prince of Peace Office expansion (Special Exception); a Land Use Plan amendment and zoning amendment for 692 South Yong Street; and three city initiated LDC amendments regarding LP gas tanks, utility structures, and detached garages.

Building Inspections, Permitting & Licensing

- 7 new business tax receipts issued
- 424 inspections (14 by private provider)
- 129 permits valued at \$4,903,476.00

Development Services

- SPRC held a meeting with the applicant for Security First.
- 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	35%	

589 South Yonge Street	40%	
Antares of Ormond Beach	0%	
Bear Creek Bridge	98%	
For Our Parents ALF	10%	
Granada Oaks	60%	
Pet Street Vet, 240 South Nova Road	20%	
Hull's Seafood expansion	5%	
Valiant Diners, Phase 2	60%	
Ormond Renaissance Club House	99%	
Thomas & Betts Parking imp.	10%	
YMCA Dog Park	0%	
YMCA Parking Expansion	0%	
Zaxby's	0%	
5500 Ocean Shore Utility connection	93%	
2450 Ocean Shore Utility connection	32%	
Plantation Oaks Phase 1 Utilities	70%	
Cypress Trails subdivision	0%	
Launch FCU	0%	
McDonalds @ 100 S. Nova	70%	
Lot 2, Airport Business Park	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 SPRC met with Security First Manager consultants to review the site plan, FEC railroad utility easement, utility extension costs, and the schedule for submission of the plat.

- Airport Business Park
 - The Site Plan Review Committee met with the engineer for Concentrated Aloe to finalize their site plan for the construction of the Company's 40,000 square foot manufacturing/ headquarters. Staff has prepared a new Growth Assistance Program application for Concentrated Aloe as the company was delayed in the construction of their manufacturing plant on Lot 2 in the Business Park and has requested staff to process its formerly approved Property Tax Reimbursement application. The GAP Agreement is scheduled for review by the Commission at the December 5 meeting.
 - Staff is overseeing the surveyor that will provide a survey to begin the process for the right of way acquisition for the Signal Avenue extension into the Airport.
 - Staff is preparing 2 applications to the Florida Department of Economic Opportunity's Florida Job Growth Grant Fund. One will be for the construction of Business Park Way, which will connect the northerly section of the Airport Business Park to Pineland Trail. This grant application also covers construction cost for proposed roadways within the Southwest Quad at the Airport. A second grant application is being prepared for the water line extensions for

the north US 1 area of the City, which will benefit Ormond Crossings and other development projects in the US 1 corridor.

- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff has updated the City's Economic Development Marketing Packet. Copies will be distributed to the Mayor and Commissioners.
 - Staff is working with the Ormond Chamber staff in revising and updating the joint City/Chamber "Doing Business in Ormond Beach" resource guide.
 - Staff attended the Volusia County sponsored Foreign Trade Zone workshop at Daytona State College. Staff invited several companies, including Super Petrel USA, to attend as the program could benefit their company's import/export assembly and future manufacturing activities at their facility at the Ormond Beach Airport.

- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- The Aviation Advisory Board held their final meeting for the calendar year on Monday, November 6.
- Staff opened bids for the airport's obstruction mitigation project, Bid No. 2018-05, and the control tower parking lot rehabilitation project, Bid No. 2018-04, on Tuesday, November 7. Staff will prepare recommendations to award contracts to the successful bidders for each project, which will then be presented to the City Commission for review and approval.
- Staff received a Joint Participation Agreement (JPA) from the FDOT to provide state funding for the project to design the rehabilitation of Runway 8/26. The JPA will next be presented to the City Commission for review and approval. The City Commission previously approved a federal grant offer for this project.
- Staff is in receipt of the 90% design drawings for the Heliport Improvements Project, which were prepared for the City by Hoyle, Tanner and Associates. The City's Engineering Division is reviewing the drawings as part of the process to finalize the designs and complete the project.
- Staff has been advised that the recently completed Runway Protection Zone (RPZ) Alternatives Analysis Report has been reviewed and accepted by the FAA. This report is part of the Environmental Assessment of the projects to extend Runway 8 and Taxiway Alpha. The FAA will next proceed to review the overall environmental assessment to determine what, if any, environmental impacts may be realized as a result of constructing the runway and taxiway extensions.

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 33 Journal Entry Batches.
 - Approved 30 Purchase Requisitions totaling \$654,360.76.
 - Issued 37 Purchase Orders totaling \$168,119.85.
 - Prepared 139 Accounts Payable checks totaling \$786,249.44 and 43 Accounts Payable EFT payments totaling \$301,435.15.
 - Prepared 19 Payroll checks totaling \$16,204.46 and 343 Direct Deposits totaling \$440,809.59
 - Transferred IRS 941 payment of \$163,513.58.

- Issued 759 past due notices on utility accounts.
- Auto-called 78 utility customers regarding receipt of a past due notice.
- Processed 660 payments through Interactive Voice Response System totaling \$60,397.45.
- Grant money fiscal year-to-date total received, \$172,500.00 dollars.

Grants/PIO

- Public Information
 - Deadline to Register for Federal Disaster Aid Extended to November 24
 - Temporary Disaster Recovery Center Updated Hours
 - Dodge Ball (November 16)
 - Florida Licensing on Wheels Cancellation and Suspension of Services
- 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.
 - Attended Ormond Chamber Women to Women Event.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended City Commission meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Volusia County ECHO grant for LED field lighting at the Ormond Beach Sports Complex for the mandatory technical review deadline.

Fire Department

- Weekly Statistics
 - Fires: 1
 - Fire Alarms: 7
 - Hazardous: 1
 - EMS: 94
 - Motor Vehicle Accidents: 10
 - Public Assists: 56
 - TOTAL CALLS: 169
 - Aid provided to other agencies: 18 Calls – Daytona Beach (6), Holly Hill (1), Volusia County (11)
 - Total staff hours provided to other agencies: 11
 - # of overlapping calls: 29
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 6
 - Total EMS patients treated: 70
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 207
- Training Hours
 - NFPA 1001: Firefighting 5
 - NFPA 1500: Safety/Equipment 28
 - EMT/Paramedic 18
 - TOTAL TRAINING HOURS: 51
 - Station Activities
 - Updated 13 pre-fire plans
 - Visited 165 children at Pathways Elementary

- Provided a tour of Fire Station 91 to a group of Cub Scouts

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, and internally.
 - Planning Director (Planning) open 10-17-17 until 11-10-17. Advertised on City web site; Governmentjobs.com; American Planning Association national and Florida web sites: Florida Planning and Zoning Association: and internally.
 - Firefighter/EMT (Fire) open 11-4-17 until 12-3-17. Advertised on City web site, governmentjobs.com, nationaltestingnetwork.com, and internally.
 - Maintenance Worker II (Streets/Public Works) open 11-1-17 until 11-17-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Events Technician (Leisure Services) re-advertised 9-18-17 until 11-10-17. Advertised on City web site, governmentjobs.com, and internally.
 - Applications Under Review
 - Office Manager (Leisure Services)
 - Part Time Maintenance Worker II – Parks (Leisure Services)
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)
 - Interviews Scheduled
 - Recreation Center Coordinator - Environmental Discovery Center (Leisure Services)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Office Assistant IV (Support Services)
 - Office Assistant II (Records/Police)
 - Separations
 - Firefighter/EMT
 - Police Officer (Police)
 - Police Sergeant (Police)
 - Employee Events
 - There will be a blood drive at City Hall 11-16-17 from 8:30 – 1:00
 - Skin cancer screening for HSA contributions continues until 12-31-17
 - An ICMA representative will be here to meet with employees on 11-10-17
 - Risk Management Projects
 - Workers' compensation claims review
 - Process claims
 - Leadership program team meeting
 - Safety program research meetings
 - American Cancer Society/Relay For Life meetings

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources/Payroll. Staff working on configuration parameters.

- Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms documentation review.
- IT Strategic Plan – Draft documentation review.
- TeleStaff Upgrade – Fire Department staff scheduling system upgrade project is complete.
- Click2Gov Web Server migration – Working with vendor to configure web services applications.

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

- Work Orders
 - New: 16
 - Completed: 45
 - In progress: 36

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 63,568
 - Inbound E-Mails Blocked: 42,262
 - Delivered Inbound E-Mails: 21,306
 - Quarantined Messages: 351
 - Percentage Good Email: 33.5%
 - Virus E-Mails Blocked: 8

- Notable Events: Superior system annual upgrade. Staff worked on the upgrade Friday evening through Saturday morning. Only minor issues discovered and handled with vendor support.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 1
 - Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 1
 - Reclaim Connections Located this week: 0: Total in system = 1,456
 - Meters GPS Located this week: 100: Total in system = 23,561; 22,780 potable, 770 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager's Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- City Commission Meeting
- Leisure Services Advisory Board Meeting
- Veterans Day Luncheon

- Building Maintenance Meeting

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
- Preparation for Saturday field trip to EDC – Girl Scout Troup
- Meeting with the Manager at EDC – 11/8/
- Setup interviews for fulltime position at EDC
- Finish updating Community Garden rules and regulations

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm.
- The Ormond Beach Golden Spikes 12's, 14's and 16's held practices this week Monday through Thursday nights at the Sports Complex, Kiwanis Field and Wendelstedt Field 2 or 3, as well as Nova Field 3-5.
- The Lady Renegades were practicing on Tuesday and Thursday nights at 6 pm on Softball Field 7 at the Sports Complex.
- OBSC Competitive Soccer continued practicing this week on the soccer fields Monday through Thursday evenings.
- City Youth Flag Football continued games this week Monday through Friday at 5:45 pm, 6:45 pm and 7:45 pm.
- OBYBSA Recreational Baseball and Softball continued games this week at Nova and the Quad at the Sports Complex.
- SHS fall season practices on Monday and games Wednesday night at the Sports Complex on the Wendelstedt Fields.
- Youth Volleyball is starting Week 7 of their fall program. Currently, there are 55 signed up; our most for the fall ever!
- Adult Volleyball continued on Thursday night from 6:15 pm to 8:15 pm at Nova Gym. Currently, 15-18 players have been coming out to play.
- SHS girls' soccer team continued practices Monday-Friday on Soccer Field 5 at the Sports Complex. Their first home games were Thursday night at 5:30 pm and 7 pm. The boys are using Fields 7 and 8 at 6:30 pm nightly.
- Pop Warner is hosting a pep rally this evening at 6 pm on Championship Field 7.

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, three football fields, two flag football fields, 13 baseball and softball foul lines, soccer parking lot, five soccer fields at South Ormond

- Put up batter's eye screens on Wendelstedt Field 2 and 3
- Set up for soccer games this week
- Set up for flag football games by adding benches, toters, pylons, yard markers, etc.
- Prepared fields for weekend USSSA Softball Tournament
- Painted/prepped for SHS soccer games
- Pulled Pride football equipment off the fields since season is over

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following rentals throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday
 - Follies held regular classes Tuesday and Wednesday
 - Ormond Church held services Sunday

South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise Monday
- PAL Tutoring Monday-Thursday
- Pop Warner Board Meeting Tuesday evening
- Pop Warner Football Monday-Thursday

Community Events

- Weekly administrative tasks, office work, and activities
- Assisted with Commission Workshop meal
- Attend Economic Prosperity Hour meeting
- Setup, work and breakdown of Veterans Day Celebration luncheon
- Tasks and assignments for the following upcoming events:
 - Holiday Concert
 - Santa on the Go, Letters to Santa
 - Home for the Holidays Parade
 - Breakfast with Santa

Gymnastics

- November session in progress
- Registration is open for November session
- Open Gym Friday evening, 6pm-8pm
- Trial classes are being offered to attract new students

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at different times throughout the week.
- Ms. Debby's Dance and Acting classes continued throughout the week.
- Coed Volleyball continues its fall season and will meet from 6 pm to 8:30 pm.
- Adult Volleyball continues with 15-18 players meeting for play on Thursday from 6 pm to 8:30 pm.
- Special Populations programs continued this week. The Lunch Bunch Club and Explore the Arts met on Wednesday. Challenger Basketball was held on Tuesday.

- Coed Basketball League held two training sessions; one on Tuesday and one on Friday from 6 pm to 9 pm.

The Casements

- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 am and the last tour at 3:00 pm. Saturday tours were given at 10:00 am and 11:00 am.
- Seaside Herb Society hosted their annual Plant Sale on Saturday from 7:00 am to 3:00 pm at Bailey Riverbridge.
- Ormond Memorial Art Museum and Gardens held a class on Saturday from 11:00 am to 3:00 pm.
- A wedding ceremony was held on Saturday from 5:00 pm to 6:00 pm.
- Pilates classes met Monday, Wednesday, and Friday at The Casements.
- The Casements Guild Crafters met in Room 203 on Monday from 9:00 am to 3:30 pm.
- Yoga class met on Tuesday morning at The Casements.
- On Tuesday, The Casements began preparing for The Casements Guild's Annual Christmas Gala.
- Talaquah Homeowners Association met at Bailey Riverbridge on Tuesday from 7:00 pm to 9:00 pm.
- Cherry Laurel Garden Club met at Bailey Riverbridge on Wednesday from 8:00 am to 1:00 pm.
- A Kids Cooking Class met in The Casements' kitchen on Wednesday from 3:15 pm. to 4:30 pm.
- All Natural Cooking Class met in The Casements' kitchen on Wednesday from 4:30 pm to 6:30 pm.
- On Friday, staff helped Ormond Memorial Art Museum and Gardens prepare for their Veterans Day Tribute on Saturday.
- On Friday morning a tent was set up in Rockefeller Gardens for a Saturday wedding.
- A wedding rehearsal was held in Rockefeller Gardens on Friday from 6:00 pm to 7:00 pm.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Cleaned S. Beach Street river's edge from Arroyo to Riviera Park (storm debris)
- Public Works buildings: Cleaned and organized items, i.e., benches, trash receptacles, stored items in pod – general cleanup
- Cassen and Bailey fishing pier: Emptied trash cans on damaged dock (pier is closed)
- Cassen Pier: Removed park bench

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly inspection of DOT and facility lighting at various locations
- Weekly lighting inspection of airfield runways, taxiways and signage
- Cleaned the AWOS lenses at the airport
- Check the defibrillator at city hall
- Unclogged a floor drain at WWTP
- Reset the time clocks on basketball courts at SONC
- Repaired the ceiling fan at Andy Romano Beachfront Park
- Repaired the hand dryer in the press box women's restroom at the Sports Complex
- Replaced the recessed light at the airport tower
- Repaired the emergency light in the Stormwater shop at Public Works
- Repaired the jail light at the Police Department
- Cleared the water fountain drain at north side concessions at the Sports Complex
- Replaced the water heater thermostat at Fire Station 93
- Repaired the power to the AWOS facility at the airport
- Repaired the door lock near NID at the Police Department

Police Department

Administrative Services

- Hosted weekly staff meeting.
- Staff attended recruiting fair at Daytona State College
- Staff attended the Crime View presentation hosted at the Police Department.
- Attended 5-0 meeting at OBMS.
- Conducted "Reading with a Cop" at the Ormond Beach Public Library.
- Chief attended staff meeting.
- Chief attended City Commission meeting.

Community Outreach

- S.L.A.P. (Self-defense & Assault Prevention) class was conducted on November 2 at 6 pm.
- The first "Five-O Club" meeting was held on November 1 at Ormond Beach Middle School during lunch, about 50 sixth to eighth graders attended.
- The Dangers of Social Media presentation was held at Ormond Beach Middle School on November 2 at 8 am.
- Recruitment at Daytona State College job fair on November 3 from 9 am-3 pm.
- DARE classes at Pine Trail Elementary on Tuesdays and Thursdays.
- DARE classes at Riverbend Academy on Tuesdays.
- Processed outside detail officer requests.

Community Services & Animal Control

- Animal Calls responded to: 43
- Animal Bites: 1
- Animal Reports: 5
- Animals to Human Society: 4
 - Dogs: 2
 - Wildlife: 2
- Trap Neuter Release: 4
- Pet Vaccination Clinic: 3
- Note: We have seen a rise in calls on the beachside in reference to the Coyotes.

Criminal Investigations

- Cases Assigned: 57
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 4
- Inactive: 11
- Fraud: 5
- Burglary Business: 19
- Burglary Residential: 3
- Larceny Car break: 13
- Grand Theft: 6
- Auto Theft: 6
- Agg Battery: 1
- Missing Persons: 1
- Assaults: 1
- Police Information: 2

Records

- Walk - Ins / Window: 75
- Phone Calls: 101
- Arrest / NTA'S: 19
- Citations Issued: 72
- Citations Entered: 61

- Reports Generated: 161
- Reports Entered: 147
- Mail / Faxes / Request: 42

Patrol

- Total Calls 1,174
- Total Traffic Stops 137

Operations

Crime Opportunity Report Forms: 44

- 11/01/17
 - Aggravated Battery, 169 Ponce De Leon Drive. The victim called dispatch because she was having trouble breathing. After evaluating, rescue discovered that the victim had a wound on the left side of her back that was consistent with a stab wound. The victim was transported to Halifax Hospital. It was later determined that the victim fell at home and was not the victim of any crime.
 - Aggravated Battery-Domestic Violence, 524 South Yonge Street #2. Victim was struck several times with a wooden ash tray and an acoustic guitar.
 - Battery-Domestic Violence, 49 South Yonge Street (Sparkle and Shine). Male and female involved in a physical altercation.
 - Shoplifting, 405 West Granada Boulevard (Officer Depot). \$600 worth of printer toner was stolen.
 - Carbreak, 37 Parkview Lane. Unlocked vehicle was entered in driveway and wallet and credit cards were stolen.
 - Theft/Resisting w/o Violence, 1521 North United States Highway One (RaceTrac). Theft of beer from store. Upon locating two subjects, one fled on foot. Both subjects located and arrested.
- 11/02/17
 - Battery, Child Abuse Arrest, 462 Magnolia Street. Victim battered by adult who was picking her up from school.
 - Carbreak, 420 Lakebridge Plaza Drive #105. Unlocked car was entered overnight and a bag of change was taken.
 - Carbreak, 371 South Atlantic Avenue. Unlocked vehicle was entered overnight.
 - Burglary, 199 Warwick Avenue. Rear sliding door was found open. Nothing missing from the residence.
 - Burglary, 50 Tomoka Meadows Boulevard. A known subject entered the home through the kitchen window. Officers were able to gain entry into the home and take him into custody.
 - Battery (Domestic Violence), 99 Central Avenue. Known subject battered his girlfriend.
- 11/03/17
 - Vehicle Theft, 1025 South Nova Road (Smith Lawn Care), 1993 Black Chevrolet G20 full size van with silver trim stolen.
 - Burglary Residence, 620 McIntosh Road. Bicycle and wheel set stolen out of an open garage.
 - Grand Theft, 1340 West Granada Boulevard (Lowes). Purse stolen.
 - Shoplifting, 1340 West Granada Boulevard (Lowes). Male subject arrested for felony shoplifting.
 - Carbreak, 600 John Anderson Drive. Satellite radio stolen out of vehicle, no signs of forced entry.
 - Carbreak, 201 Rockefeller Drive, Unlocked vehicle. Call started as a vehicle fleeing from District 3 North. Port Orange PD recovered the fleeing vehicle with victim's purse inside.
 - Carbreak, 133 University Circle. A male entered the vehicle, it appears that nothing was taken.
 - Occupied Residential Burglary/Warrant/Loitering and Prowling Arrest. 825 West Victoria Circle. A suspicious person was loitering outside of this address. Subject was located and

- took flight. Subject was then located in backyard. Subject also entered home through garage and stole food products.
- 11/04/17
 - Stolen Watercraft, 2 John Anderson Drive (Fortunato Park). A 2011 Blue/White Yamaha Wave Runner was stolen.
 - Burglary Business, 610 South Yonge Street (Simply Self Storage). 14 storage units were found burglarized or unsecured.
 - Larceny Carbreak, 19 Silver Fox Trail. Victim heard a noise outside his residence and saw a male burglarizing his vehicle. Unknown amount of cash money is missing from the vehicle.
 - Battery, 1466 West Granada Boulevard (Ross Department Store). Unknown male subject grabbed victim's breast while she was in the store.
 - 11/05/17
 - Battery on a person over 65 YOA. 240 Interchange Boulevard (Brookdale), patient was struck by staff member at the facility.
 - Domestic Violence Arrest. 175 Interchange Boulevard #209 (Baymont Inn). Female suspect struck her live-in boyfriend.
 - 11/06/17
 - Stolen Vehicle, 342 South Atlantic Avenue #104 (A1A Travel Inn). 2004 gray Pontiac Grand AM with Florida tags was supposed to be returned to the owner by 1600 hours, but has not.
 - Burglary-Business (Attempt), 197 North Yonge Street (Gotham City Pizza). Unknown suspect(s) struck the front glass door to the business 2-3 times with an unknown object causing the glass to crack but it did not break.
 - Burglary-Business, 387 South Yonge Street (Haynes Brothers Furniture Store). Forced entry to the business by prying open the rear door. \$11.50 in cash/coin and four 32" TV's were stolen from the business.
 - Burglary-Business, 275 South Yonge Street (T&M Floors). Forced entry to rear door of business, \$100 cash, TV and an iPad Mini were stolen.
 - Larceny-Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Female arrested for shoplifting. She was later released with a Notice to Appear.
 - Burglary, 610 South Yonge Street (Simply Self Storage). A renter checked their storage unit and found that it had been burglarized.
 - 11/07/17
 - Stolen Vehicle- Arrest and recovery, 342 South Atlantic Avenue #104 (A1A Travel Inn). Suspect and vehicle were located at this location (2004 gray Pontiac Grand AM).
 - Criminal Mischief, 329 Sanchez Avenue (Sanchez Park). The porcelain fixtures (sink, two toilets and two urinals) in the men's restroom were damaged.
 - Vandalism, 730 East Lindenwood Circle. An unknown person threw a piece of concrete through the front window.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 41
 - Number of Uniform Traffic Citations Issued: 38
 - Number of Written Warnings Issued: 22
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 2
 - Number of Crashes with Injuries: 4

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 4 Cases initiated

- Zone 4: 0 Cases initiated
- 41 signs have either been removed or sign cases created.
- 6 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and seventy (70) telephonic inquiries.

Public Works
Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – The South Halifax Drive/Riverside Drive loop is anticipated to be on-line for customer use by the end of November, staff is preparing a notice to outline the process and invite them to connect. Service boxes are being installed in this area. The Contractor is currently working to install mains for Ocean Village Villas and the Gardens of New Britain. Staff met with both these multi-family communities to ensure service locations are properly installed.
 - CDBG 2017 Trail & Sidewalk – The concrete trail is complete with the exception of replacing 3 cracked concrete panels and sodding disturbed areas. The project is 95% complete. Ramsey Terrace sidewalk is formed and should be poured the end of this week or early next week.
 - Ph III 2-Inch Water Main Replacement – Peninsula – The Contractor is continuing to work on the North Peninsula and has installed main line on Sunny Beach Drive, and is proceeding to install water main on Bellewood Circle, Dawn Drive, and Sundance Trail. Service lateral installation is nearly complete on the north peninsula streets.
 - Ph III 2-Inch Water Main Replacement – Mainland – Work continues on East River Oak Drive, Wildwood Trail, and Fir Street.
 - CDBG – Huguenot Park – The project is 55% complete, pedestrian sidewalk leading toward Beach Street is formed & should be complete the end of this week. Contractor will then move to perform parking lot striping, irrigation installation, and sodding.
 - Sandpiper Lane Drainage Improvements – A Notice to Proceed has been issued for November 27.
 - Ormond Sports Complex Field 4-10 Lighting – Staff met with the Contractor to coordinate the installation of the poles, and make any adjustments necessary with Musco Lighting. A re-survey is scheduled to verify the field adjusted pole locations to provide Musco with accurate information to finalize design and assembly of the systems.
 - CDBG (canoe kayak launches) – Staff is working with the Contractors and County to schedule the Notices to Proceed.
 - ARBFP Ramp Repair – the Contractor is nearly complete with the repair work.
 - Traffic Signal Maintenance – A work authorization was executed to manage the painting work; the Contractor is scheduled to begin work at Hand Avenue mid-November.
 - Cassen Fishing Pier Repair – A PO for Custom Built Docks is being prepared to repair the collapsed section of the fishing pier on the north side of the bridge so we can re-open the pier from the Bailey Riverbridge Gardens side.
 - Design Projects
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends north US1 to the city limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossing this will provide a redundant loop for US1 along the length and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. The second phase will be to extend a new 12-inch water main from Airport Road south along US1 to “double barrel” the existing single 12-inch water main.

- Ormond Crossings Utility Extensions – The engineer has submitted to staff a proposal for adding the design of the looped water main described in the North US1 Water Main Improvements above. FEC Railroad permits for extending the water main/sewer force main under the railroad on Broadway Avenue have been approved.
- West Ormond Community Center – Staff had a meeting to review the first draft report with the Consultant. A revised draft has been submitted which is being reviewed by staff.
- WTP Sludge Residuals Facility Improvements – Received the pilot test report for dewatering the lime sludge through the Andritz Screw press and results were not as favorable as those of the centrifuge. As such, staff is recommending going with the same centrifuge that is going in at the WWTP.
- Cassen Park Public Dock – Staff received notice of FIND's grant awards for this year. The City had requested \$422,439 from FIND and was awarded \$200,000. This leaves \$644,878 of the construction cost estimate of \$844,878 needing to be funded. Staff will be placing the agreement on the January 2 CC meeting for approval.
- WWTP Sludge Dewatering Improvements – Staff received a preliminary design report that compared centrifuge technology to screw press technology for dewatering sludge at the WWTP. Based on the report it was decided that centrifuges provided more flow and were best suited for operation at the WWTP. The consultant is proceeding with final design.
- Effluent Outfall Replacement – The CC authorized award on October 17. Contracts are being prepared for execution by contractor.
- Forest Hills Connector Trail – Revisions to plans and specifications are being finalized based on FDOT's most recent comments; the City is waiting on a determination from the FHWA regarding the selection of LED lights to illuminate the multi-use path.
- Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
- Fleming Ave Stormdrain Improvements – FEMA is reviewing the HMGP grant application.
- Wilmette Avenue Pumping – Staff has submitted a FEMA HMGP grant for this project as Tier 1 funding is available following the disaster declaration for Hurricane Matthew. The Volusia County Local Mitigation Strategy has included this project on their priority list for FEMA funding.
- Laurel Creek Stream Gauges – OptiRTC has provided a proposal to the City for additional stream level monitoring. Staff is reviewing this proposal that would allow the OPTI desktop to monitor these additional level gauges alongside the level at the Bennett Lane pump station.
- Cassen Park Improvements (Paving and Restroom Replacement) – All site survey work has been completed. The project Engineer and Architect are working on preliminary designs for staff approval. It was discussed to consider constructing a new bait shop adjacent to the bathroom and raising the floor elevations to comply with the 100 year floodplain requirements. If directed to proceed with this, staff intends to apply for an HMGP loan which would pay 75% of the cost.
- Rockefeller Gardens Stage Shade Cover - Conceptual design is being finalized for City Commission review. We are working to find a solution that will meet structural engineering requirements. Waiting on structural calculations from Engineer.
- OBSC Improvements – Field 3 Lighting – Staff is working with the Consultant on final plans for bidding, grant submission, and FAA review of pole height and location. We are currently preparing an ECHO grant application for Field 3 and Soccer fields 1-3.
- OBSC Improvements – Championship Field 7 – Staff is working with the Consultant on final plans for bidding and grant submission. We are currently preparing a Daytona Racing Grant application to assist with construction costs. The SJRWMD permit for this project has been issued.
- North US1 Landscaping Ph II – Bid award is scheduled for the November 21 Commission meeting.
- Downtown Light Replacement – The project was approved for bidding at the November 7 City Commission meeting, and will be advertised on 11/12/17.

- Water Plant Upgrades – The Consultant is incorporating staff comments into final design memo/bid documents.
 - Secondary Raw Water Main – The survey preparation is on-going. Staff is working with Legal on the right-of-way and easement acquisitions process.
 - Wastewater Plant Influent Pump Station – Staff is moving forward with the design of the variable frequency drives for this project.
 - Tomoka Elementary Connector Sidewalk – Staff continues to work with FDOT to finalize this RFP.
 - Williamson Blvd Pedestrian Improvements – Staff continues to work with FDOT to finalize this RFP.
 - Storm and Sewer Lining – Request for bid was approved on the November 7 City Commission meeting.
 - Nova Community Park Electrical Undergrounding – Staff is working with FPL and Economy Electric to receive construction proposals to underground the overhead electric from Nova Road to the gymnasium building.
 - Police Department Roof – Staff is soliciting a proposal from one of our Construction Management firms to re-roof the entire facility.
 - Ormond Elementary Parking Lot Lighting Upgrade – Staff is soliciting quotations to install new LED parking lot lighting at the request of Ormond MainStreet so the lot can be utilized for the downtown area. Staff met to discuss the ramp/entrance design to Granada Blvd.
 - Granada Median Landscape Improvements (Orchard Street to I-95) – Base map is prepared and staff is working on conceptual designs.
- Departmental Activities
 - Staff attended meetings conducted by FDOT to discuss interchange modification to the I-95 Interchanges at US1 and LPGA Blvd.
 - Reviewed weekly SWMP and Fence Permits through the ProjectDOX system.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for John Anderson Drive lateral hardening and handhole installation, per FPL request.
 - Completed topographic survey at OBSC of Kiwanis Field and surrounding areas to determine possible solutions to eliminate standing water in low areas.
 - Created construction plan drawings of Kiwanis Field Drainage at OBSC based on collected data.
 - Created Power Point presentations for Granada Bridge Lighting and Cassen Park Dock.
 - Created Power Point presentation for completed sketch and legal description of 1385 John Anderson Drive, per Planning Department request.
 - Completed Right-of-Way stakeout at 333 Andalusia Drive, per Planning Department request.
 - Researched and provided PDF copies of Avalon Drive as-built drawings, per Utilities Division request.
 - Researched and provided PDF copies of North US1 as-built drawings, per Utilities Division request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Sidewalk repair work Laurel Dr./Greenfern Cir.
- 5'x5' sidewalk replacement on Northbrook Dr.
- Cleaned concrete bin at PW
- 5'x5' asphalt patch on Cherokee in the Trails, Mayfield Ter.
- Pothole maintenance on University Blvd, Fairview Ave.

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
- Cut and remove Pine trees from Airport Sports Complex
- Trimming in Ormond Lakes subdivision, The Casements
- Picked up debris at Hernandez & N Beach St; and on Pineland Trl
- Put banners up on SR40
- Removed root ball on 400 block of Andrews St; filled hole with dirt
- Checked for trimming on parade route
- Removed large limb hanging over road in Tomoka View cul-de-sac

Maintenance

- Rotated special event bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Blow 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
- Trimming on Sterthaus & Nova/Riverside & Cardinal; Lincoln Ave
- Scrap metal transfer to scrap yard
- Painted new barricades

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Ordered Sign Shop materials
- Straightened and replaced damaged signs citywide
- Installed HIP street names citywide
- Checked road striping on Halifax Dr

Stormwater Maintenance

- Pond maintenance citywide
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- TV'd line on Old Kings Rd
- Checked depression at Twelve Oaks, Dartmouth Trace, Peruvian
- Placed sod on Riverbluff, Country Club
- Ditch maintenance S. Center St
- Inspected storm system in neighborhood Country Club – Fairway Dr area

Vactor

- Pipe repair at Country Club & Fairview
- Maintenance at PW yard
- Basin repair Coquina Point

Mowing

- Reachout, assisted Streets Div on Tomoka Ave; SR40
- Pond mowing on Old Kings Rd
- Mow ROW and ponds on SR40 – West

Street Sweeping/Streetsweeper (4 days – sweeper down)

- 114 miles of road cleaned
- 40 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,256
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 2
- Quick Fleet Facts:
 - Fuel on hand: 6,783 gallons unleaded 8,608 gallons diesel
 - Fuel used in one week: 2,134 gallons of unleaded and 927 gallons of diesel.
 - Fleet completed 41 work orders this week.

Utilities

- Projects Summary
 - Lift Station 10M & 12M Improvements – Shop drawings were received and are being reviewed by the consultant.
 - Pretreatment Effluent Pump (PEP) Purchase – The City Commission approved the Disposition Memo to advertise the project for bids.
 - Shadow Crossings FM Improvements – Discussed warranty work situation with the contractor's project manager.
 - Sodium Bisulfite Tank Replacement – Bid Award was approved by the City Commission under Resolution No. 2017-215.
 - Utility Location Services – First draft of bid specifications is prepared.
 - Water Plant Elevated Tank Rehabilitation – Met to discuss monopole tower design and revision of the previously bid plans to demolish the water plant tank and reduce the scope of the Breakaway Trails elevated tank rehabilitation.
 - Utilities SCADA Upgrades (Software Purchase RFP) – A pre-RFP meeting was held with potential submitters.
 - Hunter's Ridge DRI – Flagler County – Resolution No. 2017-216 was approved by the City Commission regarding the master plan for the Hunter's Ridge service area.
 - SPRC Projects (Utilities Review)
 - Animal Kind – 625 S Yonge Street: A revised conceptual site plan layout was discussed.
 - Celedine Subdivision – Reviewed plans. Utility Division comments are addressed.
 - Edgewell Personal Care – 1190 N. US 1: Reviewed revised water model.
 - Launch FCU Credit Union – 240 Williamson Blvd.: Water main tap scheduled this week.
 - Ocean Sunrise – Plans were received for review.
 - Ormond Renaissance Condo – 875 Sterthaus Drive: Reviewed preliminary as-built drawings. Utilities Division had no comments.
 - Pineland – Lift station calculations were discussed with the design engineer.
 - Prince of Peace Thrift Shop Addition – 1225 Hand Ave.: Reviewed plans. Water and sewer service is from Daytona Beach.
 - Publix at The Trails – 220 North Nova Rd.: A meeting to discuss expansion of the store to include the former CVS was held. A site map was marked showing the location where potential impacts to the utilities from the building expansion may occur.
 - Ridgecrest MHP – 170 W Granada: Responded to owner inquiry concerning individually metering manufactured homes. Water/sewer lines in the park are private and City has no dedicated easements to individual home sites. This work is the owner's responsibility.
 - Security First – 1101 Pineland Trail: Received revised plans for review.

- Seven Eleven – 1204 Ocean Shore Blvd.: Reviewed revised plans. A field check determined that privately maintained gravity sewer service is available. Legal documents indicate that the service is associated with the lot to be developed and not owned or maintained by City. Easement information was provided to the engineer.
 - Starbuck's at Granada Plaza – A revised building and conceptual site plan was received.
 - Sun Trust Bank Renovations – 160 N Nova Rd: Plans were received for review.
 - Fire Protection Systems – 801 W Granada: Reviewed revised plans. Utility Division comments were addressed.
 - 20 West Tower Circle – A preconstruction meeting is scheduled this week.
 - 1240 N US 1 – Obtained as-built information and sent it to the design engineer. Sent Utilities Availability letter and results of force main pressure tests to the design engineer.
- Water Treatment
 - Delivered 34.96 million gallons for the week ending November 3, 2017 (4.99 MGD).
 - Backwashed 7 filters for a total of 305,000 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 34.54 Million Gallons.
 - Influent flows average for week @ 4.93 MGD, plant designed for 8 MGD.
 - Produced 20.12 Million Gallons of Reuse.
 - Produced 14.42 Million Gallons of Surface Water Discharge.
 - Annual Average (Oct 1, 2016 – Sept 30, 2017) for Surface Water Discharge 1.31 MGD.
 - Hauled 39.88 tons of dewatered residual solids (14%-18% Solids).
 - Water Distribution
 - Responded to and/or repaired 14 water service leaks.
 - Installed 3 new residential water services. Contractor installed a casing for one new service under a road.
 - Replaced or repaired 9 water meter boxes.
 - Replaced 3 residential water meters
 - Performed accuracy testing of five 2" commercial water meters. All tested accurate.
 - Replaced 4 water services and/or meter assemblies due to low flow or leaks.
 - Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Performed pressure testing on 4 city owned backflow devices, 2 needed repairs.
 - Locate and assisted plumber with a fire line shut down serving 535 N. Nova Rd.
 - Assisted with utility locating services due to a large number of locate requests.
 - Repaired a fire hydrant involved in a motor vehicle accident at 2006 Ocean Shore Blvd. Removed palm tree & asphalt near fire hydrant at 445 S. Atlantic Ave per OBFD request.
 - Rescinded all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 183 regular and 9 emergency utility locates for the previous week.
 - Wastewater Collection – Reuse
 - Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area. Responded to 3 reuse trouble calls.
 - Televised gravity main at 155 Hamlet Trace for depression in roadway. No problem with sanitary system observed.
 - University Cir. Roadway Depressions – leaking laterals appear to be cause – will repair upon completion of water main project currently underway at this location.
 - Rewired and resealed Mystic Lake PEP system.

- Completed cleanup on 69 Tomoka Ridge PEP install.
- Repaired broken 8" gravity main at manhole. Line hit by boring contractor.
- Repaired broken 3" reuse line at 80 Coquina Ridge.
- Repaired broken back lid at 80 Deep Woods Way.
- Rewired and resealed PEP system at 31 Clydesdale.
- Repaired clean out at 67 Nicholas Ct.
- Installed pressure recorder at Ormond Lakes Lift Station #1
- Checked PEP system issue at Hull Rd Sports complex. Pumps running – Equipment Maintenance is assisting with electronic component issue.
- Replaced broken PEP tank at 17 Forestview Way.
- One additional broken PEP tank discovered at 16 Peruvian Ln.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters 9/6 psi, Ocean Mist Hotel 7/5 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 9/5 psi, Westland Run 12/6 psi & Shadow Crossing Blvd. (4 inch) 9/2 psi.
- Wastewater Plant – Lift Stations
 - Spanish Waters; force main pressure; Static = 10psi - 1 pump running = 22psi - 2 pumps running = 30psi.
 - Ormond Mall; force main pressure; Static = 0psi - 1 pump running = 4psi - 2 pumps running = 10psi.
 - 6P – after hours call, local alarm only sounding upon arrival, station operating normally, found wildlife on probe, cleaned probe, ok.
 - Effluent Transfer Pump #1, not operational, checked pump and controls, found blown fuse at control cabinet, replaced with new inventory, ok.
 - Effluent Transfer Pump #3, checked valve alarm, pump lost prime, primed pump and returned to service, ok.
 - Influent Building, found dry pit flooded with at least 12" of water, sump pump failed, replaced pump with new stock, pumped down well and cleaned, overhead hoist lifting cable noted as damaged, procuring sole source vendor for repairs.
 - Recycle Pump #1, discharge plug valve not operational, disassembled valve actuator to access operation, valve appears clogged, will procure contractor repair.
 - Shop, 1M, drill check valve bonnet, installed cam-lock fitting for emergency pump out port.
 - Grit Snail; replace Head Roll Liner and Cleat Grit Scraper with new inventory, ok.
 - Influent Room, oversee transfer of pump positioning status, ok.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: none to report.
 - SCADA monitor/response: 4P, no starts #1, reset motor starter, ok;
 - SCADA technician activities: 13M, River Bend, not showing data in SCADA, reloaded program, rebuilt polling database and updated server, corrosion noted at terminal block, repaired affected wires, will install new terminal block next week, ok; SO, TM, PT, CG, MAC, showing old alarms in SCADA, cleared alarms at each station, ok; LS6P, Win911 did not call high level when station went into local audible alarm, tested high level float and probe operation, corrected probe wiring, verified high level call with lift station duty phone, ok; SO, TM, replaced RTU batteries, ok; HR, removed from network while RTU antenna is waiting for repair, eliminates the station from being unnecessarily polled.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Monthly Plant PM's: Grit Snail; R.A.S. Pump, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2.
 - Quarterly Plant PM's: Reaeration Blowers, #1, #2; Grit Snail
 - Semi-annual & annual Plant PM's: Centrifuge #1.
 - Lift Station PM's: 38 monthly performed and 1 annual.
 - 95 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System – Stormwater System

- Well SR 21, FPL electrical service damaged, FPL completed repairs, reconnect power in pump control panel is scheduled.
 - Riverview pump station, strap and secure new ½" sample line.
 - Rima Wells 39 & 41, retrieving parts numbers for replacement surge arrestors.
 - Well 17D, water meter leaking, removed meter for repairs, station out of service.
 - Well 16D, FPL meter can cover damaged, repair and reinstall, ok.
 - Well 15D, fallen tree removed, repaired and tested damaged SCADA antenna, station SCADA radio returned to normal service, ok.
 - North sludge pit submersible pump, transported pump to WWTP for pickup, repaired by Flygt.
 - Nova Booster Station, pump out vault, replaced non-functional pressure gauge, trouble shoot pressure transducers, determined not functional ordering replacements, station not communicating in SCADA, reloaded program from server, made corrective changes, ok.
 - High Service pump building, south pit flooded, pump down with portable pumps, replace non-functional sump pump, discharge pipe restricted, will continue with repairs.
 - Operational Checks: Division/Breakaway Trails Wells, Shadow Crossing Reuse, Standish Booster.
 - PM's: Hudson 22, 23, 24, 30, 31,32; RO Trains and pumps 1, 2, 3, 4.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program (IPP) – Staff received and is reviewing the response from an Industrial Pretreatment facility permittee outlining the reasons the facility is a significant sewer user and should be excluded from a specific EPA categorical restriction. Staff is preparing a response to the FDEP-Pretreatment Division to include the response from the permittee.
 - Staff received response from FDEP that the City's feedback to the Compliance Assistance Offer related to WWTP treated overflows that occurred during Hurricane Irma was sufficient.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Volusia County Health Department Total Coliform Sampling Plan – The City is revising the Total Coliform Sampling Plan with the Volusia County Health. The revision includes correcting addresses utilized for the monthly total coliform sampling events performed by the City. The total coliform sampling provides the City with feedback on the effectiveness of the disinfection (chloramines) in the potable water supply.
 - Cross Connection Control (CCC) – Staff met with a commercial water customer to discuss the need for a backflow prevention (BF) device to be installed at the business. City Ordinance requires BF devices installed on all commercial potable water customers. The device prevents water from reentering the water system once it has been received by the customer.
 - Backflow Prevention Device Commercial Database – Staff added BF devices to the nearly 2000 devices in the City's database based on new commercial water customers. Also, staff corrected devices specifications, i.e. serial numbers and location of device, from information provided by certified device testers.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Acting Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for November 7, 2017, City Commission workshop (Hurricane Damages) and City Commission meeting
- Agenda packet preparation for November 21, 2017, City Commission meeting